



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

**November 18<sup>th</sup>, 2019**

**Each Registered Early Years Provider**

**Re: Urgent Notice Renewal of Early Years Services Registration 2019 (applies to services registered under SDF 2016)**

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**Dear Provider,**

I hope this correspondence finds you all well. I wish to liaise with you in respect of the renewal of service registration. As you are aware our legislation permits the maximum period of registration under a single application process to be 3 years. **Your registration period will end on December 31<sup>st</sup> 2019.** Our legislation does not allow for automatic renewal of registrations; applications can only be made by way of a statutory application process. Services will not be permitted to operate with expired registration. To date we have received very few completed applications.

Please be advised that the only application process available to you is through the online portal, we no longer accept applications by post or separate email. **Only completed applications with the correct supporting documentation will be processed,** do not be tempted to submit an application without the correct documents in the belief that you will be in the queue for processing.

Due to volume, once your application has been received you will receive an automated acknowledgement from the portal, then your application will be assessed and you will receive feedback via the portal as to its completion and readiness for processing. The registration office **will not process** information on an individual basis thereafter; you will be expected to submit **all** outstanding information and clarifications required in one submission. Completed applications will be processed strictly in order of receipt.

All communications with you concerning your application will be via the application portal only.

We continue to work closely with our colleagues in the City/County Childcare Committee's and they will be able to assist you, if necessary.

I advised you in my correspondence of September 24<sup>th</sup> that those of you who wish to make changes to your service for 2020 which would require a fit for purpose FFP inspection would need to allow time for those applications to be processed. The registration office from the date of this notice will no longer be able to receive applications in this category, instead providers can proceed to renew their current registration and apply for any change which requires a FFP from next January onwards. Change of circumstances applications which don't require a FFP will close on November 25<sup>th</sup> 2019 and reopen again in January 2020.

We have been advised from some providers that they are experiencing difficulties in finding competent persons to complete fire risk assessments for those who require them. I recommend that you look at the websites of the professional bodies for those professions who will have a list of all persons registered to carry out these assessments in the country. For your assistance:

Building Surveyors <https://www.scsi.ie>

Architects [https://www.riai.ie/register/the\\_register\\_of\\_architects](https://www.riai.ie/register/the_register_of_architects)

Chartered Engineers <https://www.engineersireland.ie/membership/registered-titles/chartered.aspx>

By way of support to those of you who are struggling with this requirement we will permit you to proceed to submit your application without the risk assessment document included, however you will be required to submit it as soon as it is available, with completion and submission of all documentation no later than June 30<sup>th</sup> 2020. Those of you who avail of this option will be registered subject to the conditions of submission within this time period. This concession is by way of assistance and confined only to the renewal of registration process.

We have noted that the quality of some of the policies submitted in applications received so far do not meet the required standard. Whilst the application process requires the submission of policies they are not assessed for quality, their assessment will take place during later inspections. I would advise in due course that you would all review your policies and procedures and ensure that they comply with the available online guidance.

Thank you for your co-operation with this process, and please proceed to submit your applications via the online portal at <https://portal.tusla.ie/Account/Login?ReturnUrl=%2f>, the deadline for submission of completed applications is **Midnight on December 12<sup>th</sup>, 2019.**

Yours Sincerely,



**Mike Corcoran,  
Head of Registration & Enforcement,  
Children's Services Regulation,  
Child & Family Agency.**



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