

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D.:** TU2015CC071

**Name of Service** Ballincollig Montessori School

**Address of Service:** 85 Beech Rd, Muskerry Estate, Ballincollig, Cork, P31 CK79

**Email Address:** grenaghmontessorischool@gmail.com

**Name of Registered Provider:** Claire Connolly, Marguerite Morley

<b>Type of Proposed Service:</b>	<b>Full Day Care</b>		<b>Part-Time</b>	✓	<b>Sessional</b>	✓
	<b>Drop-In</b>		<b>Childminding</b>		<b>Temporary</b>	

**Proposed change:** Change from a sessional to a part-time service & sessional  
Change in opening hours from 8:45 to 12:15 and 12:00 to 15:00 to 8:30 to 12:30.

**Proposed Number of Children:** 29 (Max 25 part-time)

**Recommended Change Following Inspection:** Change to a part-time service with hours of operation 8:30 to 12:30  
29 (Max 25 part-time) children

**Registered change:** Change in service type from sessional to part-time & sessional  
Change in number of children from 29 to 29(max 25 part-time) children

<b>Date of Inspection:</b>	0	8	1	2	2	0	2	5
----------------------------	---	---	---	---	---	---	---	---

**Inspection undertaken by:** B Fraher

**Title:** Early Years Inspector

**Tusla Early Years Inspectorate Address:** 13 Market Square, Mallow, Cork

**Rationale for Inspection:**  
Proposed Change of Circumstance

**Note: For Office use only, to be completed by Registration Office**

<b>Registration Status:</b>	Registered Part-Time & Sessional Service for 29(Max 25 Part-Time) Children
<b>Date of Registration</b>	16 <sup>th</sup> December 2025

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

<b>Description of Service</b>	Ballincollig Montessori School is a private service. It operated Monday to Friday 8:45 to 12:15 and 12:00 to 15:00, 38 weeks of the year. The service accommodates children between 2 to 6 years. The service is a multiple service.
<b>Premises</b>	The service is located in the residential area of Ballincollig Cork. The service consists of two care rooms, children's sanitary facilities, adult sanitary facilities a storeroom and an office. The outdoor area is enclosed at the back of the building and is directly accessible from the one of the care rooms.
<b>Staffing</b>	Five staff are currently employed in the service and two additional relief staff from a sister service work in the service as required. The registered provider is included in the staff numbers, and it is proposed that the staff number will remain at five with two relief staff as required.
<b>Methodology</b>	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes: Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. The Inspectorate reserves the right to edit responses received for reasons including clarity; completeness; and compliance with administrative and legal processes. The contents of the report are compiled by the inspectorate body.</p>
<b>Acknowledgements</b>	The Inspector wishes to acknowledge the cooperation of the children, registered provider, person in charge and staff who were present on the day of the inspection.

### Part III - Management and Staff

#### Regulation 9 – Management and Recruitment

(1) A registered provider shall ensure that—

(a) the service has a designated person in charge and a named person who is able to deputise as required.

#### Requirement met:

The requirement has been met.

(1) (a) The registered provider is the designated person in charge each day and there is a named person present who is able to deputise if required.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part III - Management and Staff

#### Regulation 11 -Staffing Levels

*(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.*

#### Requirement met:

The requirement has been met.

- (1) The registered provider will ensure that there will be, at all times, an adequate number of adults on the premises who will be working directly with the children. It is proposed that five staff will be working directly with the children on a daily basis, two being AIM. These staff will care for the 29 sessional children aged between 2 years and 6 years.

### Part V - Care of Child in Pre-school Service

#### Regulation 20 - Facilities for Rest and Play

- (1) Subject to this Regulation, a registered provider shall ensure that—*
- (a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and*
  - (b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.*
- (3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that—*
- (a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises or*

#### Requirement met:

The requirement has been met.

- (1) (a) The two care rooms have an adequate amount of well-maintained equipment such as low-level tables and chairs and play material for both indoor and outdoor use. The care rooms contain a number of designated interest areas containing toys that are visible and accessible such as construction toys, kitchen toys, shop toys, musical instruments, plastic and timber bricks. The outdoor play area is equipped with a large range of play material such as a playhouse, a sand table, bikes and scooters.
- (1) (b) The two care rooms have a designated rest area with two low sized couches in one room and two low soft seats in the second room. The service has three stackable beds available for children who may need to rest and sleep within the service.
- (3) (a) One care room has direct access to a fully enclosed outdoor play area to the rear of the building, the second care room exits to the outdoor play area through the other care room.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part V - Care of Child in Pre-school Service

#### Regulation 22 – Food and Drink

*A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.*

##### Requirement met:

The requirement has been met.

- Parents and guardians provide all snacks for the children.
- Additional food was available to be provided by the service if required.
- A refrigerator was available in one care room for the storage of perishable foods.
- No food was heated in the service, but one microwave was available in the office.
- Children have access to drinking water throughout the day and will use their own water bottles which can be refilled in the service.
- Suitable cutlery and crockery are available for the children’s use in the service.

### Part VI – Safety

#### Regulation 23 - Safeguarding health, safety and welfare of child

*A registered provider shall ensure that all reasonable measures are taken to safeguard the health, safety and welfare of a pre-school child attending the service and that the environment of the service is safe.*

##### Requirement met:

The requirement has been met.

##### General safety:

- The two entrance doors were secured preventing unauthorised access and preventing a child leaving the service unsupervised.
- The window openings in the care room are out of reach of the children.
- All toys and equipment assessed appeared to be in good condition.
- Heavy storage units were anchored.
- Cleaning agents were not accessible to the children.
- All waste is inaccessible both indoors and outdoors.
- There is provision in the service for the storage of medication, and it will be stored out of reach of the children.
- The outdoor play area was secured with timber fencing and a small concrete wall and gate.
- The two fire doors exiting in both care rooms were unobstructed and fitted with press button exit.
- The blind cord in one care room was secured by tension devices.

##### Infection control:

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

- The water temperatures recorded in the four sinks in the sanitary accommodations for use by the children had recorded temperatures of between 22.5°C to 32.2°C.
- An open shelving area was available in both care rooms for the storage of children’s coats and bags.

### Part VI - Safety

#### Regulation 25 – First Aid

- (1) A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.
- (2) A registered provider shall ensure that a suitably equipped first aid box for children—
- is safely stored in an easily accessible and conspicuous position on the premises, and
  - is available to the children attending the pre-school service at all times.

#### Requirement met:

- The requirement is met.
- (1) One staff member has an up-to-date training in First Aid Responder, and the certificates are valid until October 2027.
  - (2) (a) There was a suitably equipped first aid box available on the premises.  
(b) The first aid boxes will be available to the children attending the service at all times.

### Part VI – Safety

#### Regulation 26 – Fire Safety Measures

- (1) A registered provider shall ensure that a record in writing is kept of—
- any fire drill that takes place in the premises, and
  - the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises.
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

#### Requirement met:

- The requirement was met.
- (1) (a) A record in writing was kept of fire drills practiced monthly and documentation was available to demonstrate this. The last fire drill took place on 11 November 2025.  
(b) The number, type and maintenance record of firefighting equipment in the premises was available, and equipment was last maintained on 26 August 2025. Smoke alarms were last serviced on 16 September 2025.
  - (4) The notice of the procedures to be followed in the event of a fire, is displayed at both fire exit doors. The service has a signposted fire assembly point at the front of the building and a risk assessment for this.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part VI – Safety

#### Regulation 28 – Insurance

*A registered provider shall ensure that the pre-school service is adequately insured.*

#### Requirement met:

An insurance quotation was submitted to the change in circumstance team prior to this inspection. The registered provider must ensure that adequate insurance is in place prior to the commencement of the change. The change approval is contingent on the registered provider's compliance with Regulation 28.

### Part VII – Premises and Space Requirements

#### Regulation 29 – Premises

*A registered provider shall ensure that the premises of the service are—*

- (a) of sound and stable structure,*
- (b) safe and secure,*
- (c) kept adequately lit, heated and ventilated,*
- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

#### Requirement met:

The requirements have been met.

(a) The service is operating on the ground floor of a two-storey building and appears to be of a sound and stable structure.

(b) The entrance door to the service was secured by a keypad lock system outdoors and a press button exit indoors which is not accessible to the children. This reduces the risk of unauthorised access and a child leaving the service unsupervised. The designated outdoor play area was enclosed by timber fencing, a small concrete wall and a gate.

(c) Both natural and artificial light were available in both care rooms. The natural light was available from windows located at the front of the service and one to the side and supplemented by five covered ceiling lights in one care room and three covered ceiling lights in the other care room. Artificial lighting was also available in one children's sanitary area and both artificial and natural lighting was available in the second sanitary area. One sanitary area for the children used mechanical ventilation and the other used natural ventilation. Electric heating was in use in both care rooms. The temperature of both care room was 18°C.

(d) The service appeared to be clean and well maintained, and in a good state of repair. A written cleaning schedule was available for the service.

(e) The children in both care rooms will have access to three sanitary areas, located off both care rooms. The adult sanitary facilities are located off one of the care rooms and consisted of one toilet and one wash hand basin. Water is available from a public supply, and each toilet was supplied with a soap dispenser, paper towel and a foot operated pedal bin.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part VII – Premises and Space Requirements

#### Regulation 30 – Minimum Space Requirements

- (1) *Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.*
- (2) *A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.*
- (4) *Where a registered provider contemporaneously provides—*
- (a) *a sessional pre-school service, and*
  - (b) *a full day care service or a part-time day care service, or both, the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending that service shall be the floor space specified in paragraph*

#### Requirement met:

The requirement has been met.

- (1) There is adequate clear floor space available in the premises for the work, play and movement of the children planning to attend the additional preschool service.
- (2) The two care rooms were measured at:  
Care room one: 37.29m<sup>2</sup>  
Care room two: 22.22m<sup>2</sup>
- (4)(a)(b) The size of the rooms allows for each child to have a minimum of 1.818 m<sup>2</sup> of clear floor space is available for each child proposing to attend for the sessional service. The size of the rooms allows 25 part-time children a minimum of 2.35 m<sup>2</sup> for 2- to 3-year-olds, and 2.3 m<sup>2</sup> for 3- to 6-year-olds proposing to attend for the part-time service.