

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D: TU2015GY103

Name of Service: Headstart Montessori School

Address of Service: 22A Dun Esker, Poolboy, Ballinasloe, Co. Galway

Email Address: carrollfiona@hotmail.com

Name of Registered Provider: Ms. Fiona Carroll

Type of Proposed Service:	Full Day Care	<input type="checkbox"/>	Part-Time	<input checked="" type="checkbox"/>	Sessional	<input type="checkbox"/>
	Drop-In	<input type="checkbox"/>	Childminding	<input type="checkbox"/>	Temporary	<input type="checkbox"/>

Proposed change: Increase from 30 to 33 children at any one time.
Two morning sessions from 9.00hrs to 12.00hrs

Proposed Number of Children: 33

Recommended Change Following Inspection: Increase from 30 to 32 children.

Registered change: Change in number of children that can be accommodated from 30 to 32
Addition of a session from 1 morning session to 2 morning sessions

Date of Inspection:	2	3	0	8	2	0	2	3
----------------------------	---	---	---	---	---	---	---	---

Inspection undertaken by: H. Heagney

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: Clinical & Administration Building, Block A - (1st Floor-Green Corridor), Merlin Park, Galway.

Rationale for Inspection: Proposed Change of Circumstance

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

Registration Status:	Registered Part Time / Sessional Service for 32 Children
Date of Registration	31 st August 2023

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).

Description of Service	This privately operated service proposes to cater for a maximum of 32 children, at any one time. The service will continue to offer a part time service from 9.00hrs to 14.00hrs from Monday to Friday. Early Childhood Care and Education (ECCE) and sessional care pre-school programmes will also be offered in the morning and afternoon. The pre-school will continue to cater for children aged between 2 to 6 years of age.
Premises	This pre-school continues to operate two playrooms on the ground floor of a semi-detached house, in a housing development in the outskirts of Ballinasloe, Co. Galway. The indoor playrooms will be named the 'Montessori room' which it is proposed will cater for a maximum of 22 children and the 'Den', which it is proposed will cater for a maximum of 10 children. Quiet rest areas are provided in each of the pre-school rooms to facilitate a child to rest or opt out of an activity if he or she chooses. There are secure outdoor play areas to the rear of the premises for children to have fresh air and a range of play experiences.
Staffing	The registered provider was on the premises on the day of the inspection. The registered provider and three staff will work in the premises and work directly with the children. All staff including the registered provider, hold a Quality and Qualifications Ireland (QQI) at a Level 5 or over, in Early Childhood Care and Education. The staff have documentary evidence of on-going training and education.
Methodology	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. 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.
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the registered provider who was present on the day of the inspection.

Part III - Management and Staff	
Regulation 9 – Management and Recruitment	
<i>(1) A registered provider shall ensure that—</i>	
<i>(a) the service has a designated person in charge and a named person who is able to deputise as required.</i>	
Requirement met:	(1)(a) The requirement was met. There is a named designated person in charge and a person available to deputise in the service.

Part III - Management and Staff	
Regulation 11 -Staffing Levels	
<i>(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.</i>	
<i>(8) Without prejudice to paragraphs (2) to (7)—</i>	
<i>(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times</i>	
Requirement met:	The requirement was met. (1) It is proposed that there will be an adequate number of staff working directly with the pre-school children. It is proposed that there will be a maximum of <ul style="list-style-type: none"> • 22 children at any one time in the Montessori room • 10 children at any one time in the Den. It is proposed that there will be four staff, who hold qualifications at a minimum of Quality and Qualifications Ireland (QQI) Level 5, in Early Childhood Care and Education working directly with the proposed children.

(8)(a) The registered provider is aware of the requirement to have no less than two adults on the premises at all times.

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.
 (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.

Requirement met:

The requirement was met.

(1)(a) The design, organisation, and resourcing of the indoor and outdoor environment would be able to support each child’s wellbeing, learning and development, within the ethos and philosophy of the service.

The playrooms and outdoor spaces were designed and arranged to

- maintain a space that was clean, organised, and free of clutter,
- divided into areas that were supplied with materials organised in a way to support proposed children’s play, development, and learning,
- give all proposed children access to the same facilities, activities and play opportunities, to promote their welfare and development.

The equipment was stored on low-level shelving and was thereby readily accessible to the proposed pre-school children.

The play equipment and materials were age and stage appropriate, they were designed to offer a child manipulative activity, to encourage hand eye co-ordination, to develop fine motor skills and logical thinking. Play materials and equipment were developmentally appropriate.

Montessori room

- Materials and items included a turf trays, there were lock, key, letter games, jigsaws, insets, and puzzles. There were Montessori self-correcting materials

including a pink tower, pins, suckers, rods, cylinder blocks, knobbed cylinders, tin cans, tubes, loose part, pegs, coloured boxes. There were nuts, screws, sensory blocks, threading materials, cones, buttons, blocks, magnetic shapes, links, shapes, and stacking materials. There were science, number, colour, and shape 'busy bags'. There was a selection of natural items including shells, pebbles, twigs, cones, moss, rocks, corks, tree blocks, dried fruit slices and flowers. There were art and craft materials in a mark making area including pencils, crayons, stencils, blackboards, paper, paints, stickers, jars, and bottles. There were helmets, road safety signs, a globe, a garage, tracks, and transport vehicles. There was a kitchen with a microwave, pots, pans, utensils, fridge, freezer, cake stands, cutlery and crockery and household pretend items. There were sensory frames with buttons, velcro, zip, fasteners, and buckles. There were dolls, dolls, clothing, accessories, and a dolls house with small world items. There were hairdressing items, vanity items and doctors sets. There were pictures, plants, telephones, shape sort cubes, counting bears, linking elephants, mats, and teeth. There were fairy lights, a canopy of plants, and a globe. There were also additional play and season theme boxes on a high shelf inaccessible to the children that the registered provider advised were rotated.

- Displayed on the walls were educational posters, visual aids, and artwork, with themes including a birthday board, red and green choice boards, a friend tree, caterpillars, a wow wall, the earth's layer, a rainbow, and a selection of stencil painted shapes. There was a painted fireplace, and pictures including 'be happy', 'be unique', 'be brave', 'stand tall', 'be strong', and 'monkey around'. There was a forest wall, and 'a question of the day'. Hanging from the ceiling there were hanging decorations, leaves, umbrellas, lanterns, and ribbons. The registered provider advised that the proposed children's parents at the beginning of term wrote their hope and dreams for the children on these ribbons.

The Den

- Materials and equipment included wooden and sensory blocks, a garage, funnels, animals, connecting shapes, small world, stacking cups, containers, pegs, trays, counters, insets, puzzles, jigsaws, connectors, links, suckers, pins, pin boards, and sensory trays. There were foam shapes, timers, cubes, buttons, magnets, visual aids, suckers, counting and mix and match items. There was a 'knock knock who is there?' box and a teddy bear called 'Oscar'. There was a kitchen with utensils. There were art and craft materials including stickers, paints, paint brushes, an easel, chalk, play dough, paper, containers, and crayons. There were garages, tracks and transport vehicles, baskets, and enclosed sensory beads. There were hand puppets, dolls, books, a shop register, and small world items. There was a wooden cube activity centre with counters, doors, the alphabet, and a track. There was a story book sack.
- Displayed on the walls was a cottage window with material curtains, a fairy door, and a blackboard in the shape of a house with a rail. There were handprints, clouds, daily schedules, and red and green choice boards.

(1)(b) Rest quiet areas were provided in the Montessori and The Den in the form of mats, soft seating, and cushions to facilitate a child to rest or opt out of an activity if he or she chose to. There were sleep mats available in the pre-school service for any child attending the part time service requiring sleep provision.

(3)(a)

Outdoor area

The registered provider advised that the outdoor area was an extension of the indoor environment and linked with the learning that goes on inside.

The registered provider advised that the children in the Montessori room and the Den would have the opportunity to be outside as often as possible, in all weather conditions, and would wear sunscreen and or suitable weather clothing.

The outdoor play areas were to the rear of the premises and consisted of a

combination impact absorbing, concrete, and wood surfaces.

The outdoor area was secured by walls, fencing, and gates. The area was divided by low fencing into four areas, facilitating a staff member to easily supervise.

Area 1

This area was nearest the Den and included tyres, balancing beams, a buddy bench, tree trucks, and activity tables. There as a pear tree and a selection of potted plants. There was a mounted post box, mirrors, and ladybird decorations.

Area 2

There was a slide, scooters, bicycles, push cars, a picnic table, activity tables and a turf tray. There was a planted compost area surrounded by soft matting and there were mounted ornamental dragon flies.

Area 3

This all-weathered sheltered household area included items such as a sink, blocks, shelving, tyres, tracks, garages, and transport vehicles. There was a painted door, houses, mirrors and hanging bird baths.

Area 4

There was a large sand pit with a cover. There was a selection of equipment including shovels, transport vehicles, funnels, buckets, sieves, shape sorters, and moulds, a bubble maker and water pipe eave shoot piping. There were road safety and construction signs.

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 service had a healthy eating policy.

It is proposed that parents and guardians will provide food for their child’s snack time.

The registered provider is proposing that children attending the service on a part time basis have two meals, supplied by the parents and guardians. The registered provider will ensure that each meal will have two food groups. The registered provider will have a supply of food in a pantry store press, for any child requiring additional food.

A drinks table will be available in each playroom and in the outdoor area to allow the children the opportunity to ‘self-serve’ their drinks.

Perishables items from children’s lunch boxes will be stored in designated fridges.

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:

General Safety

- There was a buzzer access system into the main entrance front door.
- The staff only sanitary area and storage areas were secure and thereby inaccessible to a pre-school child.
- The external play areas were secure so that children could not leave the area unsupervised and unauthorised persons could not enter the area.
- Fire doors throughout the building were unobstructed.
- All cleaning agents were stored inaccessible to the children.
- A system was in place to ensure that daily records of attendance are kept for all of the children attending the pre-school.

- Leads, cables, and flexes were wall mounted and secured to prevent any trips or strangulation hazard.
- The electrical storage heating system was thermostatically controlled, to ensure the temperature was maintained between 18°C to 22°C.
- Thermostatically controlled warm water not exceeding 43°C was available to facilitate hygienic hand washing without risk of scalding the children.
- Heavy equipment and furnishings were anchored appropriately.
- Windows were fitted with restrictive access devices safety systems. There were visibility aids on the glass doors as a safety precaution.
- There were records of a regular pest control system.
- All toys and play equipment were observed to be safe and in good condition.
- There was a documented risk assessment system for the indoor and outdoor play areas. The service had a risk assessment system for checking that toys and equipment were not broken, in a clean condition and maintained in a good state of repair.
- The registered provider clearly identified to the early years inspector, the drop off and collection procedures for children.
- There were no pits or ponds in the outdoor area to cause any risk of danger to the children.

Infection Control

- Hand washing facilities were provided with a supply of warm water, liquid hand soap and disposable paper hand towels.
- The toys and play equipment were maintained in a clean and hygienic condition.
- The registered provider advised that the outdoor play equipment would be cleaned prior to and after a child's use, with documented records maintained.
- A refrigerator was provided in each playroom for the storage of perishable foods.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

- The Montessori and Den rooms were observed to be kept adequately ventilated with windows and doors left open whilst maintaining the room temperatures at the required levels.
- The passive ventilation cover in the sanitary area adjacent to the Den, was kept in a clean condition.
- The registered provider had a cleaning schedule template and cleaning records for the materials, equipment and furnishings.

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—
- (a) 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.
 - (b) is available to the children attending the pre-school service at all times.

Requirement met:

- The requirement has been met.
- (1) Three staff who will be working in the service have a current paediatric first aid or a first aid responder qualification.
 - (2)(a) A suitably equipped first aid wall mounted box in the hallway lobby, was available and in an easily accessible conspicuous position.
 - (b) The first aid box was readily available, with content items within date.

Part VI – Safety

Regulation 26 – Fire Safety Measures

- (1) A registered provider shall ensure that a record in writing is kept of—
- (a) any fire drill that takes place in the premises, and
 - (b) the number, type and maintenance record of firefighting 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:	<p>The requirement has been met.</p> <p>(1)(a) Arrangements were in place to record monthly fire drills.</p> <p>(b) A record of the number, type, and maintenance record of firefighting equipment in the service was on file.</p> <p>Records indicated that the last annual maintenance for the firefighting equipment and for the smoke and fire detection system was dated 22nd of August 2023.</p> <p>(4) A notice of the procedures to be followed in the event of a fire was displayed in the Montessori and the Den room.</p>
-------------------------	---

Part VI – Safety

Regulation 28 – Insurance

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

Requirement met:	<p>The requirement has been met.</p> <p>The service had an insurance with an expiry date 27th of November 2023 which was for a part time care service for 33 children and included the following: -</p> <ul style="list-style-type: none"> • public liability insurance, • insurance against fire and theft, • buildings insurance, • insurance for outings undertaken as part of the service provision.
-------------------------	---

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 requirement has been met.

- (a) From a visual inspection the indoor rooms were of sound and stable structure.
- (b) The indoor rooms and the outdoor play areas were safe and secure.
- (c) There was natural lighting in the Montessori and Den rooms, with windows on the outer walls.

The proposed indoor playrooms were well ventilated by means of openable windows and doors.

The artificial lighting provided in the indoor playrooms was shatter proof.

The electric storage heating system had a thermostatically controlled thermostat to allow the recommended room temperature of between 18°C and 22°C for the indoor rooms. On the day of inspection, the indoor room temperature was maintained between 18°C to 22°C.

The warm water in the sanitary areas was maintained at a safe temperature of 35.2°C and the registered provider advised it would be no greater than 43°C.

- (d) In the proposed indoor playrooms and the outdoor area, the play and work equipment were clean and in good repair.

Cleaning equipment was safely stored away from and inaccessible to the pre-school children.

From observation, the furnished indoor playrooms and outdoor areas were maintained in a clean and hygienic condition.

- (e) Adequate and suitable sanitary facilities were provided.

There were three designated children’s toilets with three designated children’s wash hand basins.

	<p>There was a designated adult only toilet with a designated wash hand basins in the pre-school.</p> <p>There was a designated nappy changing room with a nappy changing table and a designated wash hand basin. There was a supply of disposal aprons and gloves for staff involved in the nappy changing procedure.</p> <p>Liquid soap dispensers and paper hand towels in designated dispensers were within easy access to a pre-school child.</p> <p>Foot pedal lidded bins were provided in the sanitary areas.</p>
--	---

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 (3).

Requirement met:	<p>The requirement has been met.</p> <p>(1) Adequate floor space was provided in the proposed indoor playrooms and outdoors for the free movement of children to work and play.</p> <p>(2) and (4) The registered provider will ensure that the minimum clear floor space is adhered to for pre-school children.</p> <p>The measurement of the proposed</p> <ul style="list-style-type: none"> – Montessori room floor space was 55.74 square meters, – The Den room floor space was 18.55 square meters. <p>thus, ensuring a minimum of 1.818 square metres of clear floor space will be available for each child proposing to attend the sessional service.</p> <p>and</p>
-------------------------	--

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

- a minimum of 2.35 square metres of clear floor space will be available for children aged 2 to 3 years, proposing to attend the part time service.
- a minimum of 2.35 square metres of clear floor space will be available for children aged 3 to 6 years, proposing to attend the part time service.

A registered provider of a sessional pre-school service shall ensure that there are no more than 22 children in a room in the service at any one time.