

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015LM035
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Name of Service:	Manorhamilton Childcare Services CLG
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Address of Service:	Bee Park Community Centre, Main Street, Manorhamilton, Co. Leitrim
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Eircode:	F91 HCD9
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Name of Registered Provider:	Pat Rynne
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Service type:	Full Day, Sessional
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Date of Inspection:	09/10/2025
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No of pre-school children:	AM	61	PM	25
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Address of the Early Years Inspectorate:	Early Years Inspectorate, TUSLA Child & Family Agency, Markievicz House, Barrack St, Sligo, F91 XC84
Inspection undertaken by:	L Costello and K Folan
Title:	Early Years Inspectors

Authority to Inspect

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

Conditions if applicable	Not applicable
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Description of service

Manorhamilton Childcare Services CLG is located adjacent to the Bee Park community centre in Manorhamilton Co. Leitrim. The service is registered to provide a full day care facility for 94 children aged 0 – 6 years. The service operates from 07:45am to 6pm weekdays, which includes a sessional service from 09.15 – 12.15pm. A school age service is also provided. The service occupies two separate sections of a purpose built, two story community centre building. The main crèche contains two ground floor playrooms, a sleep room and a third playroom at first floor level. An additional playroom is available but not in use currently. The sessional service operates two rooms at the opposite side of the centre building. The crèche includes a kitchen for preparing children’s meals and other relevant ancillary facilities.

Staffing

On the day of inspection there were twenty-four adults employed in the service, fourteen staff working directly with the children. The person in charge worked in the office, there was one cook and one office administrator. The registered provider does not work in the service. Two adults were on leave, and four adults work with the school age children.

Methodology

Tusla’s Early Years Inspectorate is the independent statutory regulator of early years services in Ireland. The Child Care Act 1991 (Early Years Services) Regulations 2016 define the duty of a registered provider to ensure the safety and well-being of children and to comply with these regulations. This Act also gives Tusla the authority to assess compliance with the regulations. The purpose of regulation in relation to early years services is to ensure that the care, safety, and well-being of children attending such services is upheld. Inspections of early years services are planned based on the following:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance/ health, welfare and development of child/ safety and premises. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9,11,19,23,24 and 28. However, on inspection additional non-compliance which posed a risk was identified under Regulation 29. These findings are outlined within the relevant regulation within this report.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

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.

Acknowledgments

The inspectors wish to acknowledge the cooperation of the person in charge, staff and children 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,*
- (b) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in subparagraph (a) is on the premises, and*
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

(2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by-

- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,*
- (b) consideration of references from reputable sources in the case of a person who has no past employers,*
- (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and*
- (d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.*

(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

Compliance Information

(1)

The registered provider ensured that:

- a) There was a designated person in charge and a named adult to deputise in their absence.
- b) The designated person in charge was available on the premises throughout the period of inspection.
- c) There was a clear management structure in the service that identifies the lines of authority and accountability to include room leaders and child care workers.

(2)

All twenty four adults employed, including the registered provider files were reviewed and the following information was available:

- (a) 35 written references from past employers for 24 of the adults.
- (b) 11 written and validated references from a source other than a past employer was available in respect of eight of the adults.
- (c) Garda vetting disclosures had been obtained for all 24 adults. However, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.

Non-Compliance Information

(2)(a) One reference from a past employer had no evidence of validation and a second adult had only one validated reference on file.

(2)(b) One reference on file was from a source not listed on the employment record.

(2)(d) Two adults had international police vetting, however no translation of these documents were available.

(3) A review of documentation evidenced that the requirements of Regulation 9(2) had not been completed prior to three staff members being appointed, assigned, or allowed access to or contact with a child attending the preschool service as outlined above under point 2(a)(b).

(4) There was no qualification certificate on file for two of the adults.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

In a written response the registered provider stated:

- (2) (a) References have now been validated
- (2) (b) An additional reference has been obtained and validated.
- (2) (d) International police vetting has been translated.
- (4) Qualifications are now on file for the two adults.

A checklist has been created to ensure these documents are in place.

Supporting documentation submitted

- Validated references submitted.
- International police vetting and translation submitted.
- Certificate of qualifications submitted.
- Checklist submitted.

Summary Comment

The corrective and preventive actions submitted by the registered provider adequately address the non-compliance found on inspection. This regulation is now compliant.

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.

Compliance Information

- (1)
- On the day of inspection, there was an adequate number of adults working directly with the preschool children attending the service.
- (2)
- The minimum ratio of adults to children was maintained at all times throughout the inspection.
- On the morning of the inspection :
- In the Busy bees room, one adult cared for three children aged between 2 years and 4 months to 3 years.
 - In the Faraway Tree room, one adult cared for 10 children aged between 2 years and 5 months to 3 years.
 - In the Rainbow Room, four adults cared for 22 children aged between 3 to 4 years.

- In the Superstars room, four adults cared for 15 children aged between 2 years and 10 months to 4 years.
- In the Butterfly room, four adults cared for 11 children aged between 2 years and 11 months to 4 years.

In the afternoon:

- In the Busy bee room, two adults cared for 5 children aged between 2 years 4 months to 3 years
- In the Rainbow room, three adults cared for 20 children aged between 3 to 4 years.

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, welfare and development of child

(1) A registered provider shall, in providing a pre-school service, ensure that-

(a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child, and

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

(1) (a) (b)

Basic Needs:

- The service has a healthy eating policy in place, and the main meal of the day was prepared in the service kitchen. On the day of the inspection, the meal was chicken curry, rice with carrots and broccoli. Children who refused any part of the meal were offered an alternative. Children brought their snacks from home and fridges were provided in all rooms to store all perishable items.
- Portable drinking water was observed to be available in all care rooms throughout the day.
- Children who wore nappies had them changed regularly throughout the day and at other times when required and adults were observed to engage attentively with children during the procedure
- Older children who were toilet trained were encouraged to use the bathroom independently, staff members stood in earshot to prompt and assist if required.
- Children who required sleep were facilitated in a separate sleep room where one member of staff remained with them for the duration.

Supporting Relationships:

- The service has a key worker system in place with each staff member assigned a group of children to form close relationships with.
- Communication with parents takes place via a software application which is used to send messages to parents and updates in relation to their child's day.
- Drop off and collection times were observed to be a further opportunity for parents and childcare staff to communicate and exchange information.
- Staff interactions were observed to be kind to the children in the service, praising the children's efforts and achievements. Staff appeared to have a good understanding of the children's needs and individual support plans were available for those children who required them.
- Children in the older care rooms were encouraged to assist with various tasks which promoted independence. Children were observed to be the helpers in giving out lunches or art equipment. After each transition children were encouraged to tidy up with support from the adults.

Physical and Material Resources:

- The 'Busy bees' the room was laid out with a number of different interest areas for the preschool child such as a dress up area, construction area with a "tool" set, a home corner with a play kitchen, and a rest area.
- Materials to facilitate children's learning such as puzzles, open ended objects and prewriting materials were stored in labelled containers and were accessible to the children. On the morning of the inspection, the children and their key worker were seated together playing with a pretend game with a tea set. The children appeared happy and were observed engaging positively with each other and their key worker.
- 'Superstars Room' consists of a large playroom with ample space for the older children to move around freely and direct their own sense of play. On the day of inspection children were observed to be accessing resources of their choosing from low level shelving and participate in individual and group activities.
- The 'Superstars' room is equipped with a variety of resources including small world animals, water and sand play. Construction areas, home corners, dress up and a variety of tabletop activities to include jigsaws, magnets, puzzles and arts and crafts.
- The 'Butterfly room' is decorated with a variety of colourful butterflies floating from the ceiling, creating a calming atmosphere. This room is set up into various interest areas including construction, home corners, sensory play, libraries and dress up. On the day of inspection children were observed to be engaged in a variety of tabletop activities supported by adults working directly with them.

- The 'Faraway trees' room was decorated with Halloween décor and art the children had created. A handwashing social story featuring the children in the room was displayed on the wall. The room contained fine motor materials such as puzzles and construction bricks, small world play items such as vehicles, ships and doll houses, a cosy area with a tent, sofa and soft matting. The children were observed playing with sand and water trays, scooping and pouring with small shovels, buckets and jugs.
- In the 'Rainbow room', boxes of materials such as animals, plastic bricks, trainsets, dress up items, were accessible to the children. Sand and water trays provided for sensory play. An area with sofa's and soft matting was provided to ensure children could avail of a rest.

Curriculum:

- Evidence of the curriculum followed was displayed in artwork on the care room walls. The current theme observed was learning about autumn and Halloween and children had completed various art activities regarding this theme.
- Individual observations were documented and recorded in individual journals which identified learnings and goals to be achieved.

Non-Compliance Information

1. On the morning of the inspection, children in busy bees, faraway trees and rainbow room, did not have access to the outdoor environment. The inspector asked at what time do the children get outdoors and was told it varied depending on the weather. This is despite sheltered outdoor areas available in the service. It was further noted that on the schedule of the busy bees room there was no outdoor time allocated. The services outdoor play policy stated that all children would access the outdoors for a minimum of 30 minutes per day.
2. The privacy and dignity of the children was not maintained in three areas of the service.
 - The nappy changing area in the main hallway consists of a half door and does not provide the privacy required.
 - In the faraway trees sanitary accommodation, there is no door leading into one of the toilets, a small screen is in place in front of the toilet, offering limited privacy for children.
 - In the rainbow room sanitary accommodation, there are no doors into each of the two toilets.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

In a written response the registered provider stated:

1.

The schedule has since been updated to include daily outdoor play time. Play is an integral part of our service, and we have updated our schedule to reinforce this element. The service Manager has also reminded all staff of our outdoor play policy and the importance of adhering to it.

2.

- The Door has been ordered for nappy changing area told by contractor that there is a delay in delivery. Planned completion is the 31 December 2025.
- We have secured a quote for installation of privacy screen in the faraway tree sanitary area. Works have been commissioned to contractor, and we are currently awaiting contractor availability.
- Doors in the rainbow room are awaiting completion by the contractor.

Supporting documentation submitted

- Evidence of quote submitted.

Summary Comment

The corrective and preventive actions have been reviewed by the inspectorate. As the non-compliances found on inspection have not been rectified at the time of writing this report. This regulation remains outstanding and will be submitted to the Early Years Inspectorate on completion and reviewed on next inspection.

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.

Compliance Information

General Safety:

- The front door to the service was secure and remained secure throughout the inspection.
- Support plans were in place for children with allergies or medical needs which clearly outlined steps to take.
- Cleaning materials were stored out of reach of the preschool child.
- Leads and flexes were secure and inaccessible to the preschool children.

- The outdoor perimeter was secure with waste bins stored out of reach of children.

Infection Control:

- Tables were cleaned prior to mealtimes and after messy play.

Administration of Medication:

- The service had a medication administration policy in place and on discussion staff were aware of their responsibilities for the safe administration of medication.
- A detailed support plan was in place for one child who had a medical issue and staff were aware of their responsibilities regarding same

Safe Sleep:

- The temperature in the sleep room was monitored and kept within the required range for children over the age of 2 years. On the day of the inspection the temperature was recorded at 21° Celsius.

Fire Safety:

- Fire drill procedures were clearly displayed in all care rooms.
- Exit doors remained free of obstruction on the day of inspection.

Non-Compliance Information

General Safety:

1. An unlocked low- level fridge was accessible to the children in the 'Rainbow Room' and 'Butterfly Room' during the inspection which contained temperature reducing medication, posing a risk of harm to a child if ingested unsupervised.
2. The floor in the sanitary accommodation in the Rainbow room was wet and slippery throughout the morning, posing a risk of trips and falls to the children.
3. The ceiling ventilation in the sanitary accommodation in the rainbow room contained a build-up of dust, reducing the effectiveness of the ventilation.
4. Garda vetting was available for 24 staff members. However, one of these vetting disclosures was not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.
5. The Kitchen adjacent to 'Superstars' was not secure which could pose a risk to the reschool child if they entered unsupervised.
6. A gate in the outdoor area was not secured which could pose a risk of a person entering unsupervised to the children's play area.

Infection Control:

7. There was no soap in the sanitary accommodation beside the Faraway Tree room.
8. Handtowels were stored loosely on a shelf without an enclosed dispenser, reducing the effectiveness of handwashing.
9. The handwashing basins in the sanitary accommodation in the rainbow room had a large accumulation of dirt and sand, posing a risk of cross contamination.

Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

1. Fridge locks have been placed on all fridges.
2. Staff have been reminded to supervise and dry water spills. This has been added to checklist.
3. Ceiling grills have been vacuumed cleaned.
4. Garda vetting has been applied for
5. A lock has been installed, and this will be in use at all times.
6. Works are currently ongoing to secure this area and a keypad lock system will be installed by works end on the 31 January 2025.

Infection Control:

7. Soap is now provided and has been added to the cleaning checklist to prevent a reoccurrence.
8. Handtowels are stored in the dispenser with a key nearby. This has also been added to our cleaning checklist.
9. **Sinks have been cleaned and added to checklist.**

Supporting documentation submitted

General Safety:

1. Photographic evidence submitted.
2. Photographic evidence submitted.
3. Photographic evidence submitted.
4. Photographic evidence submitted.
5. Photographic evidence submitted
6. Photographic evidence submitted.

Infection Control:

7. Photographic evidence submitted.
8. Photographic evidence submitted.

Summary Comment

The corrective and preventive actions submitted by the Registered provider adequately address the non-compliance found on inspection. This regulation is now complaint.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

(3) A registered provider shall ensure that-

(a) no person other than-

(i) pre-school child attending the service,

(ii) a person dropping or collecting such a child,

(iii) an employee, or

(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and

(b) a daily record in writing is kept of the entry on the premises of any such person.

(4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.

Compliance Information

(1)
The registered provider demonstrated through a review of documentation and observation that all children are checked in and out of the preschool service.

(3)(a)(b)
The registered provider ensured that a log is kept of all visitors to the service, their contact details and who authorises their admission.

(4)
The registered provider is aware of the statutory requirement to retain these records for a period of one year.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The service had adequate insurance in place for 105 children from 28 March 2025 to 27 March 2026.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-

(c) kept adequately lit, heated and ventilated

(d) cleaned, maintained and repaired, as required, and

Non-Compliance Information

- (c)
1. The nappy changing area in the main hallway was not adequately ventilated. A malodour was present on the inspector's arrival to the service and remained throughout the day.
 2. The 'Butterfly' room is an internal room with no natural means of ventilation. A mechanical system is in place in the main care room, however on the day of inspection the room appeared stuffy with a malodour present. On discussion with the person in charge they could not confirm the ventilation system in place or the date of its most recent maintenance, this could pose a risk to the preschool child.
 3. The sanitary accommodation in the rainbow room was had no mechanical means of ventilation or extraction resulting in a malodour that was present throughout the day.
- (d)
1. In the nappy changing area adjacent to the entrance hallway had evidence of paint was peeling from the wall.
 2. The floor in the Rainbow Room sanitary accommodation had evidence of water throughout the day which posed a slip hazard. On discussion with staff, they stated that there had been a leak which had recently been fixed, however on the day of the inspection, the floor was wet and slippery.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

In a written response the Registered provider stated:

(c) (1)

Ventilation in the nappy changing area will be repaired to ensure adequate airflow and compliance with hygiene and environmental standards by Bee park Community centre. No date for works to be completed.

(c) (2)

Ventilation in the butterfly room area will be repaired and maintained to ensure adequate airflow and compliance with hygiene and environmental standards by Bee park Community centre. No date for works to be completed

(c) (3)

Ventilation in the sanitary area of Rainbow Room sanitary area will be repaired to ensure adequate airflow and compliance with hygiene and environmental standards, we have been ensured by the Bee Park Community centre corrective works will take place. No date for works to be completed.

(d)

(1) Room has been painted.

(2) The service stated that the floor has been dried from the children washing their hands and splashing. The floor will be checked regularly to ensure it is dry.

Supporting documentation submitted

- Email correspondence between the chairperson and contractor.
- Quote for works to be carried out.

Summary Comment

This corrective and preventive actions submitted by the registered provider have not adequately addressed the non-compliance found on inspection. The non-compliance found on inspection remain outstanding.