

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015MH117
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Name of Service:	Little Robyn'z Montessori
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Address of Service:	7 The Paddocks, Ratoath, Co. Meath
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Eircode:	A85 AP57
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Name of Registered Provider:	Linda O'Callaghan
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Service type:	Sessional
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Date of Inspection:	21/01/2026
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No of pre-school children:	AM	7	PM	6
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Address of the Early Years Inspectorate:	Early Years Inspectorate, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co Dublin.
Inspection undertaken by:	N McEndoo
Title:	Early Years Inspector

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

Little Robyn'z Montessori Pre-School provides a sessional service to children from 2.5 to 6 years and operates two sessions per day. There is one morning session from 09:00 to 12:00 and a second session in the afternoon from 13:00 to 16:00. The service is situated in a room in the registered providers own home with sanitary facilities. A large outdoor space is located to the side of the premises off the care room. The outdoor space is partially covered and is used in all weathers.

Staffing

The registered provider operates the service single handedly and has a named emergency person to call on if required.

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/ premises and facilities. The inspection may also focus on other areas as required.

A sampling process was used to assess compliance under Regulation 15- Records of a Preschool Child.

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 inspector wishes to acknowledge the cooperation of the registered provider 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

(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 designated person in charge was available on the premises throughout the period of inspection.
- (2) On the day of inspection, there was one adult present, the registered provider who was working directly with the children. Following a review of previous inspection information and discussion with the registered provider it was confirmed that the emergency contact person was the only staff file that required review since the previous inspection.
 - (a)(b) Two validated references were available for one adult from a past employer or reputable source.

(c) Garda vetting disclosures had been obtained for two adults. The service demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(4) One of the adult files reviewed, evidenced they held a major award at level 5 or above in early childhood care and education on the national qualification framework, or qualifications deemed by the Department of Children, Disability and Equality (DCDE) to meet the regulatory requirement.

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.

(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) therefore at that reference number is satisfied.

(8) Without prejudice to paragraphs (2) to (7)-

(c) a registered provider of a sessional pre-school service shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.

Compliance Information

(1) An adequate number of adults were working directly with the pre-school children attending the service during the inspection.

(3) The registered provider ensured that the minimum ratio of adults to children was maintained in the service on the day of inspection. There were 7 children present in the service being supervised by 1 adult during the morning session and 6 children present in the service being supervised by 1 adult in the afternoon session.

(8) (c) The registered provider confirmed that a second person who is familiar with the operation of the service can attend the service in the event of an emergency.

Part IV – Information and Records

Regulation 15 – Record of pre-school child

(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:

- (a) the name and date of birth of the child;*
- (b) the date on which the child first attended the service;*
- (c) the date on which the child ceased to attend the service;*
- (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;*
- (e) authorisation for the collection of the child;*
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
- (g) the name and telephone number of the child’s registered medical practitioner;*
- (h) record of immunisations, if any, received by the child;*
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

(3) A record in writing referred to in paragraph (1) or (2) shall be open to inspection on the premises by-
(c) an authorised person.

Compliance Information

- (1) A review of a sample of ten children’s enrolment forms demonstrated that the provider maintains complete and accurate written records for each pre-school child containing the elements (a) to (i) listed above.
- (3) The records referred to in paragraph (1) were available for inspection when requested by the Inspector on the day of inspection.

Part IV – Information and Records

Regulation 16 – Record in relation to pre-school service

(1) A registered provider shall ensure that a record in writing is kept of the following information in relation to the service:

- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

Compliance Information

- (1) (j) A review of administration of medication records completed was reviewed. Records were documented and signed appropriately by both parents and the registered provider.
- (k) A review of accident and incident records that occurred since the previous inspection was carried out on the day of inspection. The records were found to be comprehensive, containing all required information, including signed confirmation from parents acknowledging notification of the incident.

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.

Compliance Information

All snacks provided within the service are supplied and served daily by the registered provider. A refrigerator is available for the safe storage of perishable items and for lunches brought from home, where applicable. On the day of inspection, an adequate quantity of food was available for each child; waffles with honey and fresh fruit were served. Drinking water was readily accessible to children during mealtime.

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 fire fighting equipment and smoke alarms in the premises.
- (2) The record referred to in paragraph (1) shall be open to inspection by-
- (a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,
 - (b) an employee, and
 - (c) an authorised person.
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

Compliance Information

- (1) (a) A procedure was in place to practice and record monthly fire drills. The last documented fire drill was on the 1st of December 2025.
- (b) A record of the number, type, and maintenance of firefighting equipment in the service was on file. Records indicated that the last annual maintenance for the firefighting equipment and the fire detection system was dated 23rd October 2025.
- (2) A record referred to in paragraph (1) was available for inspection by: (c) an authorised person.
- (4) A notice of the procedures to be followed in the event of fire was found to be displayed in a visible position within the premises.

Non-Compliance Information

(1)(b)

On the day of the inspection a record was not maintained for the maintenance of the smoke detection equipment. It is acknowledged this equipment was subsequently serviced following the inspection, on the 23/01/2026. A copy of the record was submitted to the inspector.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider confirmed the following,

The maintenance company were called on the day to arrange a visit. A reminder has been created in the calendar to prevent the reoccurrence; the company has also added the service to their appointment schedule for next year.

Supporting documentation submitted

Evidence of maintenance completed submitted.

Summary Comment

The corrective and preventative action submitted by the registered provider has been reviewed by the inspectorate and deemed to be adequate. This regulation is now compliant.

Part VI – Safety

Regulation 27 – Supervision

A registered provider shall ensure that pre-school children attending the service are supervised at all times.

Compliance Information

The required adult-to-child ratio was maintained at all times during the inspection. Children were supervised predominantly by sight, and older children who were momentarily out of view, such as when using the toilet independently, remained within earshot of the adult. The indoor environment was organised to facilitate continuous visual and auditory supervision, enabling the adult to remain attentive and responsive to children’s needs. The outdoor play area was similarly arranged to ensure clear lines of sight and sound, supporting effective supervision and promoting the safety and wellbeing of all children in attendance.

Part VI – Safety

Regulation 28 - Insurance

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

Compliance Information

The registered provider ensured adequate insurance was in place for the preschool service for 11 children up until 27 March 2026.