

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D.: TU2015MO065

Name of Service: Knockmore Rathduff Butterflies Community Playschool

Address of Service: Knockmore Resource Centre, Knockmore Village, Ballina, Co Mayo, F26 E5DO.

Email Address: administrator@knockmore.ie

Name of Registered Provider: Beatrice Timlin

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

Proposed change: Adding additional service type from sessional, to full day care and sessional.
Change in hours of operation from 09:00-12:00 & 12:45-16:00 to 08:30-16:00

Proposed Number of Children: 22 sessional, 16 full day care.

Recommended Change Following Inspection: 22 Sessional, 16 full day care.

Registered change: Additional Service Type from Sessional to Full Day & Sessional
Change in Hours from 09:00 – 12:00 & 12:45 – 16:00 to 08:30 – 16:00

Date of Inspection:	2	7	0	3	2	0	2	5
---------------------	---	---	---	---	---	---	---	---

Inspection undertaken by: Martina Farrell

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: Early Years Inspectorate, TUSLA, Child and Family Agency, 2nd Floor, St Mary's HQ, Castlebar, Co Mayo.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Rationale for Inspection:
Proposed Change of Circumstance

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

Registration Status:	Registered Full Day & Sessional Service for 22 (Max 16 Full Day) Children
Date of Registration	14th May 2025

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	Knockmore Rathduff Butterflies Community Playschool is a community run sessional service located in the village of Knockmore in Co Mayo. The service is registered to provide a morning session from 09:00-12:00 hours and an afternoon session from 12:45-16:00 hours for children aged from two to six years of age.
Premises	The service is in a designated purpose-built section of a community resource centre. There is one large playroom, an office area, utility area and sanitary accommodation. The service has a large well developed enclosed outdoor play area that is directly accessible from the playroom.
Staffing	There are three staff employed to care for the children in the service. The registered provider does not work directly in the service.
Methodology	<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>
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the person in charge, staff and children who were present on the day of the inspection.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Part II - Registration and Register

Regulation 8 - Notification of change in circumstances

- (1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.
- (3) Where a registered provider has been unable for good and proper reason to notify the Agency within the time specified in paragraph (1) or (2), as the case may be, of a change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2), the registered provider shall notify the Agency in writing of the change as soon as possible thereafter.

Requirement not met:	(1) and (3) The service had changed their morning session opening hours from 9:00-12:00 hours to 9:00–12:30 hours without notifying the Inspectorate and being granted approval for a change in registration status.
Response from Provider:	The service advised in writing that: (1) and (3) A change of circumstances application was completed that day and forwarded to Tulsa which was subsequently approved.
Summary Comment:	The requirement has now been met.

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:	This requirement has been met. (1) (a) There is a designated person in charge in the service. (b) There is a named person to deputise in the service when needed.
-------------------------	---

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.*
- (8) *Without prejudice to paragraphs (2) to (7)—*
(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.

Requirement met:

The requirement has been met.

- (1) The registered provider proposes that sufficient numbers of adults will be employed to care directly for the children and maintain the sessional child ratios of 1 adult for every 11 children and the full day care/parttime adult: child ratios of:
- 1:6 for children aged between 2 and 3 years of age and
 - 1: 8 for children aged from 3 to 6 years of age.
- The number of staff provided will be dependent on the number of children who commence in the service.
- (8) (a) The service proposes that there will be at least two adults present when the service is in progress.

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.*

Requirement met:

(1)

The requirements have been met.

(a)

Adequate and suitable play facilities are provided for the proposed number and age ranges of the children to attend full day care services. The large playroom is laid out in well-resourced designated interest areas including a home area, farm area, dress up, small world and construction area. The toys and play equipment are displayed at low levels with easy access for children to allow them to choose and replace equipment after use. A range of tabletop activities including puzzles are provided. Messy play is to be facilitated using water/sand tables. There is a wide selection of art and craft equipment. There is a selection of age-appropriate books available for children beside the playroom’s rest area. Appropriately sized tables and chairs are provided for the children and staff to engage in tabletop activities and groupwork.

Adequate types of play equipment are provided outdoors to promote children’s physical activity including a slide, low level balance beams and ride on toys. There is a chalkboard for the children to draw on in a large, sheltered area that provides protection in poor weather. Seating is available in the sheltered area for children to rest on. A large, enclosed sand area with toy digging equipment is available for messy play. There is a storage shed to store additional outdoor toys and play equipment.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

(b)

The requirements have been met.

The proposed children to attend full day care services are to be aged over two years. Adequate supplies of sleep mats are available in the service for the children to rest on. Individual linen and blankets are supplied by the service and will be laundered regularly in the service. The playroom has a rest area with soft furnishings for children to rest on.

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.

The registered provider proposes that children attending sessional services will continue to bring food from home for their snack/mealtimes in line with the service's healthy eating policy. The service proposes to provide a nutritious breakfast, snacks and meals including a warm dinner to the children attending full day care services. There is a 3-week menu available that is to be made available to parents. Drinking water will be always available for the children 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 requirements have been partially met.

General Safety:

- The internal doors to the hallway of the community centre are secured to allow staff to control access to and from the service.
- The emergency exit routes are free from obstruction.
- Secure storage for medication is available in the office that is secured to prevent children from accessing the area.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

	<ul style="list-style-type: none"> • Safe storage is provided for cleaning products in a secured cupboard next to the office. • The toys and play equipment are in good condition and suitable for the proposed age range of children to attend full day care services. <p>Infection control:</p> <ul style="list-style-type: none"> • There is a refrigerator available to store perishable food items and medication depending on manufacturer’s instructions. • Aprons and gloves are provided for use by the staff when needed. • There is separate storage available for children’s personal belongings. • The outdoor waste bins are inaccessible to children. • Records of regular pest control services are available with the last service dated for the 13 February 2025.
<p>Requirement not met:</p>	<p>General Safety:</p> <ol style="list-style-type: none"> 1. There was no template/system available for the recording of observations of sleeping children. 2. The impact absorbent tiles in the outdoor area have gaps between some of them and pose trip hazards and safety risks to the children and staff members. <p>Infection control:</p> <ol style="list-style-type: none"> 3. There was an open bin provided in the adult sanitary unit instead of the required foot pedal operated bin.
<p>Response from Provider:</p>	<p>The service advised in writing that:</p> <p>General Safety:</p> <ol style="list-style-type: none"> 1. A sleep check list has been added to the sleep/rest policy. 2. The tiles have been pushed back together and secured in place. <p>Infection control:</p> <ol style="list-style-type: none"> 3. The bin has been replaced. <p>Evidence submitted:</p> <p>Photographs and documentation were submitted.</p>
<p>Summary Comment:</p>	<p>The requirements have now been met.</p>

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

Requirement met:

The requirement has been met.

(1) Certificates of completion of First Aid Responder (FAR) training were available for two staff members with expiry dates of the 25 July 2025.

(2)

(a)

A suitably equipped first aid box is stored in a clearly signposted position in the playroom out of potential reach of children.

(b)

The first aid equipment is to always be available to children attending the service.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

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.
- (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 has been met.

- (1)
- (a) Templates are available for the electronic recording of the monthly fire drills that are proposed to take place in the service.
 - (b) Records in writing are available in the service of the number, type and installation record of firefighting equipment and smoke alarms in the premises. The records show that the smoke alarms/fire detection system were last maintained on the 19 December 2024 and the firefighting equipment was last maintained on the 25 January 2025.
- (4) Notices of the procedures to be followed in the event of fire are displayed conspicuously in the playroom. The fire assembly point used by the service to the rear of the building is clearly signposted.

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 registration 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.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

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 partially met.

- (a) No obvious defects were observed in the building structure.
- (b) The main entrance/exit doors are secured to prevent children from leaving unnoticed and to allow staff to control entry of people to the service. The outdoor area is enclosed and secure.
- (c) **Lighting:** There is natural light from windows and artificial lighting provided in the premises which is adequate and suitable for the provision of a childcare service. The light fittings in the playroom have protective covers.
Heating: There is an oil fuelled central heating system in the premises. The air temperatures of the playroom and sanitary areas were recorded between the required 18 to 22°C. The temperatures of the radiators that have mechanisms to control temperatures were recorded under the required 50°C.
Ventilation: There are openable windows in the playroom to allow ventilation of the room.
- (d) There are cleaning schedules and cleaning recording templates in place for all areas of the service. The playroom and sanitary areas are clean, and the equipment is in good condition.
- (e) Sanitary facilities are provided for the children and staff as follows:
The child sanitary accommodation consists of two sanitary units with two toilets and two wash hand basins. Warm water recorded below 43°C, liquid soap, paper towels and foot pedal bins are provided in the children’s sanitary units for handwashing and drying purposes.
The adult sanitary accommodation is in the community centre and

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

	there is one toilet and handwashing facilities provided.
Requirement not met:	(c) The ventilation system in both sanitary areas used by the children did not meet the requirements of the regulation. Both sanitary units were internal rooms that had windows opening onto an internal hallway in the community centre but did not have windows opening directly on an external wall or a mechanical ventilation system. The sanitary area used by the adults also did not have an openable window or mechanical system of ventilation.
Response from Provider:	The service advised in writing that: (c) Arrangements are being made for mechanical ventilation to be installed in the two children’s sanitary unit and staff sanitary unit. Evidence submitted: The service confirmed by email on the 13 May 2025 that the works had been completed and submitted photographic evidence.
Summary Comment:	The requirement has now been met.

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:	The requirement has been met. (1) There is adequate clear floor space available to the children in the playroom for the proposed numbers of children to be accommodated. There is 60 square metres of space in the playroom for the proposed 16 children attending full day care services.
-------------------------	---

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

- (2) These regulations specify minimum space requirements of 2.35 square metres for children aged between two and three years and 2.3 square metres for children aged between three and six years. The floor space of 60 square metres can accommodate the proposed maximum number of 16 children aged from 2 to 6 years attending parttime/full day services.
- (4) The minimum of 1.818 square metres is available for the proposed number of children in the playroom where sessional pre-school services and full day care service are to be contemporaneously provided.