

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015WD092
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Name of Service:	Tip Toes Community Childcare Centre
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Address of Service:	Old Tramore Road, Kilcohan, Waterford, Co. Waterford
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Eircode:	X91 ER04
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Name of Registered Provider:	Rebecca Beegan
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Service type:	Full Day, Sessional
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Date of Inspection:	12/02/2026
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No of pre-school children:	AM	45	PM	22
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Address of the Early Years Inspectorate:	Tusla Child and Family Agency, Community Care Building, Cork Rd, Waterford.
Inspection undertaken by:	E Cullen
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

The service is located on the outskirts of Waterford city and is part of the Sacred Heart Family Resource Centre. It is registered to accommodate up to 65 children aged 0-6 years. It currently takes enrolments for children from 18 months to 6 years. This service provides a full-day, part-time, and sessional service. A school-age service is also provided in the afternoon.

The service is in a single-storey, purpose-built facility in a residential area. There are four care rooms: the Daffodil room, Daisy room, Buttercup room and the Sunflower room. In addition, there are two sleep rooms, a sensory room, a staff room, and sanitary facilities for staff and children. There is also an office and staff training room, and a kitchen.

An enclosed outdoor space is located to the rear of the premises, which is partitioned into three separate areas by fencing.

Staffing

The service employs nineteen staff members which includes the designated person in charge, early years staff, community employment scheme participants and a chef. The registered provider does not work directly in the service. Staff members hold qualifications in Early Childhood Education and Care at Level 5 or above on the National Framework of Qualifications.

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

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

The inspection focused on an examination of compliance under regulations 9 - Management and Recruitment, 11 – Staffing levels, 15 – Record of a pre-school child, 16 - Record in relation to pre-school service, and 19 - Health, welfare and development of child. However, on inspection additional non-compliance which posed a risk was identified under Regulation 23- Safeguarding health, safety and welfare of child, and 29 – Premises. These findings are outlined within the relevant regulations within this report.

A sampling process was used to assess compliance under regulation 15 ,16, and 19. As a result, the scope of the inspection included the Daffodil, Daisy and Buttercup rooms.

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 person in charge, staff and children who were present on the day of the inspection.

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Part III – Management and Staff

Regulation 9 – Management and recruitment

(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.*

(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

- (2) On review of documentation and discussion with the person in charge it was determined that twelve staff records required inspection. Nine staff members had commenced employment since the last inspection and a further three staff files were reviewed for Garda Vetting.
- (c) Garda vetting disclosures had been obtained for the twelve staff. 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.
- (d) Police vetting was available for five staff members who had lived outside the state for a period over 6 months.
- (4) Certificates of qualification were available on file demonstrating that the eight staff members working directly with children held a qualification at the minimum level 5 and above on the National Framework of Qualifications.

Non-Compliance Information

- (2)(a)(b) Two validated references were not available for one staff member from either a past employer, or from a reputable source. Sixteen validated references were available for eight new staff members.

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Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Two validated references have now been obtained. We will ensure validated references are on file prior to staff commencing post.

Supporting documentation submitted

Two validated references.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The noncompliance identified has been adequately addressed.

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.

(2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 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) thereof at that reference number is satisfied.

Compliance Information

(1) On the day of inspection there were adequate numbers of staff were working directly with the children at all times. At 10:00 there were 45 children with 13 staff members directly supervising them and at 14:15 there were 22 children with 9 staff members directly supervising them. The designated person in charge was supernumerary and available onsite.

(2) On the morning of the inspection, the staff to child ratios were maintained as follows throughout the service:

- Daffodil room, there were 9 children aged 2.5 to 4.5 years old being cared for by 2 staff.
- Daisy room, there were 9 children aged 2 to 3 years old being cared for by 4 staff.
- Buttercup room, there were 9 children aged 2 to 3 years old being cared for by 3 staff.
- Sunflower room, there were 18 children aged 3 to 6 years old being cared for by 4 staff.

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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.*

Compliance Information

(1)(a) – (i) Prior to a child commencing in the service, all parents and guardians were issued with a child registration form. This registration form was developed by the service and contained all of the required information for parents and guardians to complete.

A sample of twelve child registration forms were reviewed on the day of inspection, and all were completed in full with appropriate declarations signed by parents and guardians.

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:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult:child ratios in the service;*
- (d) the type of care or programme provided in the service;*
- (e) the facilities available;*
- (f) the opening hours and fees;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (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)(a) – (k)

The registered provider ensured that all relevant information was accessible and available for inspection by authorised persons. Information notice boards in the lobby displayed relevant staff information, the Tusla registration certificate was on display providing confirmation of the class of service registered. Staff rosters were available on a staff notice board. Policies and procedures were available for staff in the office and a parent's handbook was also available.

Each early years room was responsible for maintaining records of attendance on the service communication application. Administration of medication and accident or incident records were completed manually. A sample of seven administration of medication forms and ten accident and incident forms was inspected.

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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

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

(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)

Staff members in each room were observed to treat the children with respect and a positive regard. They sat with children in small groups or individually, engaged in conversation with and listened attentively to the children as they spoke. An example of this was observed in the Daffodil room, a small group of children initiated a role play activity as hairdressers, a staff member followed their lead allowing children to style her hair. Staff in each room were observed supporting sensory play with sand, rice and playdough.

Parent and guardian communication during collection and drop off periods, provided an opportunity for staff to share information with parents at their child's classroom door. The service's communication application was also used to share information on daily needs such as food and toileting. Regular pictures and observations are also shared, staff in the Buttercup room provided detail on recent learning shared with parents both individually and for the whole group.

The indoor areas were bright, warm, and homely, this was achieved using natural materials and neutral colours. Children's identity and belonging was fostered through the display of works of art and their recent learning in the classrooms and hallways. These displays provided children with the opportunity to reflect and discuss their prior learning in a meaningful way.

Low-level open shelving units were used to create areas of interest in each room. Children could freely access materials and resources, promoting independence and choice making. A range of play-based materials were offered in well-resourced home corners, small world play, tuff & sensory trays, and construction areas for example. A varied selection of real life and natural materials were available for use. Children's literacy development was promoted with well laid out library areas. Books, dress up materials and puppets were available for use by the children.

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(1)(b)

Sleep was child led and staff worked in partnership with parents to ensure consistency between home and service routines. Children were placed to sleep when they preferred and children were observed to sleep at varying times, with cots available throughout.

The service is partaking in the Bia Blasta food programme. Some snacks were provided by the service and prepared onsite, with hot meals sent in by parents and reheated in the service kitchen. Drinks were freely accessible to the children in each classroom throughout the day, drinks stations were on low level shelves. Mealtimes observed were unhurried social experiences in all rooms, staff sat with children and engaged in conversation. The children were encouraged to feed themselves appropriate to their stage of development and were assisted as required.

Regular nappy changing took place throughout the day and interactions between staff and children during the process were warm and playful. Children who were toilet trained, were supported to use the toilet independently.

Children had free movement and choice of activities in all rooms observed on the day. An outdoor rota was displayed in each room and children were observed in the outdoor area on the day.

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.

Non-Compliance Information

General Safety:

Garda vetting disclosures available for two staff members were not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.

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Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

Garda vetting renewal has now obtained for the one staff member, while the renewal for the registered provider through Tusla, is in progress. We will ensure garda vetting is applied for a few months in advance of expiry dates.

Supporting documentation submitted

General Safety:

Vetting renewal and application.

Summary Comment

The inspector has reviewed the actions and evidence submitted. The noncompliance identified has been adequately addressed.

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-
(d) cleaned, maintained and repaired, as required, and

Non-Compliance Information

The premises was not sufficiently maintained and repaired, examples of this were observed in the hallways, nappy changing and Daisy room:

- Build-up of dirt and grime on the floor covering at edges and corners.
- Chipped paint and exposed raw timber on radiator covers.
- Broken hinge guard on door to nappy changing area.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

Radiator covers have been repaired and repainted. A new finger guard has been installed on the nappy room door. All floors in the building have been professionally cleaned.

Furniture and its state of repair have been added to daily checklists

Supporting documentation submitted

Photographs of works completed.

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Summary Comment

The inspector has reviewed the actions and evidence submitted. The noncompliance identified has been adequately addressed.