

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2016WW006
--------------------------	-------------

Name of Service:	Imagination Station
-------------------------	---------------------

Address of Service:	Unit 1 Croghen Industrial Estate, Arklow, Co. Wicklow
----------------------------	-------------------------------------------------------

Eircode:	Y14 WK53
-----------------	----------

Name of Registered Provider:	Joyce Myler
-------------------------------------	-------------

Service type:	Part Time, Sessional
----------------------	----------------------

Date(s) of Inspection:	06/10/2025
-------------------------------	------------

No of pre-school children:	AM	27	PM	8
-----------------------------------	----	----	----	---

Address of the Early Years Inspectorate:	Loughlinstown Health Centre, Loughlinstown Drive, Loughlinstown. Co. Dublin
Inspection undertaken by:	Mona Condon
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
---------------------------------	----------------

Description of service

Imagination Station is registered to provide part-time and sessional care to pre-school children who are between two and six years of age. The service hours of operation are 09:30 to 14:30 daily and it is located in an industrial park in Arklow town, County Wicklow. There are three of three preschool rooms and sanitary accommodation. The outdoor area is located at the front of the premises.

Staffing

There were seven adults present on the day of inspection working directly with the pre-school children. The registered provider and business manager were engaged in facilitating the inspection.

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, and safety. The inspection may also focus on other areas as required.

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, business manager, 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*

(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

(1)(a)(b) The service had a designated person in charge and a named person to deputise as required who were both on the premises throughout the inspection.

(2)

Documentation was reviewed in respect of the seven adults employed:

(a)(b) Fourteen validated references were available.

(c) Garda vetting disclosures had been obtained for all seven adults employed. In addition, the Garda vetting for the business manager and the registered provider were obtained. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every three years.

(d) Not applicable as no adult had lived outside the state for a period of longer than six months as adults.

(4)

Documentary evidence was available to confirm that seven staff adults had 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.

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.

Compliance Information

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

(2) The minimum ratio of adults to children for part-time care services was adhered to at all times during the inspection. There were 27 children attending the service being supervised by seven adults on the day of inspection.

(8)(a) The staff roster demonstrated that at least two adults are on the premises at all times during the hours of operation.

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:

(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)
- (h) A record was available of each child's attendance with their time of arrival and departure.
- (i) A written staff roster was available, detailing the hours of work for each adult daily.
- (k) Written details of any accident, injury or incident involving a pre-school child attending the service were available. This was signed by a staff member, manager, and the parent of the child.
- (j) Documentation was available to demonstrate that signed parental consent was required prior to administering medication to a pre-school child. A method to record medication administration was in place.

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 service met the necessary safety requirements in regarding of the indoor and outdoor environments, toys and equipment and safe storage of cleaning agents. A detailed care plan for one child who had a specific medical requirement was available.

Infection Control:

Thermostatically controlled hot water, liquid hand soap, paper towels and warm air dryers were readily available for hygienic hand washing and drying. The staff members supervised children's handwashing routines which were well established. Foot pedal operated bins were provided for the disposal of used tissues. Written cleaning schedules were on display for the room environment and sanitary area which were observed to be maintained in a clean and hygienic manner.

Administration of Medication:

Medication was not given at the time of the inspection. Written parental consent was available should medication be required to be administered to a child. The staff members were familiar with required safe practice when administering medication in the service.

Fire Safety:

Fire exits were unobstructed.

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.*

Compliance Information

(1)

Five adults trained in First Aid Response were present and immediately available to the pre-school children.

(2)

(a) The first aid box for children was safely stored in an accessible and conspicuous position in the pre-school room and hallway.

(b) At all times the first aid box was available to the children.

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.

Compliance Information

(1)(a) A record in writing was kept of all fire drills that took place in the premises. The last fire drill was recorded on 2 October 2025

(1)(b) Records were available detailing the number, type, and maintenance of fire-fighting equipment and smoke alarms both dated August 2025.

(4) Notices were displayed detailing the procedures to be followed in the event of fire.

Early Years Inspectorate Regulatory Report

Pre School

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 children present were supervised at all times when indoors and outdoors during the session.

Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The insurance certificate was available and covers 54 children. It has an expiry date of 27th of March 2026.