

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2017WD504
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Name of Service:	Bright Stars Clonea
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Address of Service:	Clonea Stand Hotel, Clonea, Dungarvan, Co. Waterford
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Eircode:	X35 HR20
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Name of Registered Provider:	Yvonne Kelly
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Service type:	Part Time, Sessional
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Date of Inspection:	04/03/2026
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No of pre-school children:	AM	6	PM	n/a
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Address of the Early Years Inspectorate:	Community Care Office Cork Road, Waterford City
Inspection undertaken by:	A. Bradshaw
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

Bright Stars Clonea is based in a former hotel at Clonea strand. There is one care room with adjacent sanitary facilities and a designated food preparation area. There is a secure outdoor area at the front of the premises. The part-time service operated from 8:30 to 13:30, Monday to Friday and is registered to care for up to 15 children aged between 1 and 6 years old.

Staffing

The registered provider is the owner of the service and employs two early years staff. The registered provider works directly with the 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/ premises and facilities. The inspection may also focus on other areas as required.

Regulation 9 – Management and Recruitment;

Regulation 11 – Staffing Levels;

Regulation 15 – Record of a Pre-School Child;

Regulation 16 - Record in Relation to a Pre-school Service;

Regulation 24 – Checking In and Out and Record of Attendance;

Regulation 25 – First Aid;

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Regulation 26 – Fire Safety Measures;

Regulation 28- Insurance.

A sampling process was used to assess compliance under regulation 15(1) – Record of Preschool Child, regulation 16(1)(h) Records of a preschool child and regulation 24 - Checking in and Out and Record of Attendance.

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, 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

(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.*

(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)(c)

The service had a designated person in charge and a person to deputise if required. There was a clear management structure with the line management included on the staff roster.

(2)

The inspector reviewed the three staff files, including the registered provider.

(a)(b) Validated references were available for review.

(c) Garda vetting was available for three staff members. The service also demonstrated compliance with the Early Years Inspectorate Regulatory Notice requiring services to renew Garda vetting every 3 years.

(d) Documents reviewed demonstrated that police vetting was not required for any staff member.

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(4)

On review of the staff files, evidence was available to demonstrate that all staff working with preschool children had achieved 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.

(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)(2)

During the inspection, there was an adequate number of staff working directly with the children. There were three staff caring for six preschool children. The registered provider was rostered to work directly with the children.

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;*

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- (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.*

Non-Compliance Information

A sample of 12 children's enrolment forms completed by the parents was reviewed as part of the inspection process. These were found not to contain all the information required under parts (a) – (i) of this regulation which may compromise the capacity of staff to safely care for children. For example, the missing details including:

- The contact telephone number for the parents or a relative or friend of the child can be contacted during the hours of operation of the service was absent on 11 forms.
- Authorisation for the collection of the child was absent on all forms.
- 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 not completed on 12 forms.
- The name and telephone number of the child's registered medical practitioner was not included on 12 forms.
- Record of immunisations was not available for 12 children.
- Written parental consent for appropriate medical treatment of the child in the event of an emergency was not completed on 12 forms.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider stated that they have worked with the staff team and developed a new enrolment form which includes the requirements for the information required under regulation 15. These forms have been given to parent to complete with the help of an onsite translator. Going forward, the registered provider will discuss the services requirement for information with the centre management, and they will ensure all forms are fully completed prior to a child joining the service.

Supporting documentation submitted

A copy of the updated enrolment form was attached.

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Summary Comment

The action submitted by the registered provider are suitable to address the non-compliance identified on 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:

- (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;*

Compliance Information

- (1) Information required under parts (a) to (i) were available on the day of the inspection. This information was included in the staff files, the services statement of purpose and function, attendance record and the service policy and procedure document.

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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.

Compliance Information

- (1) Children's attendance was promptly recorded on the application the service uses.
- (3) (a) Entry to the building was managed by the main desk at the entrance. The care room can only be accessed with a code on a keypad, prevented unauthorised access or exit from the rooms.

Non-Compliance Information

- (3) (b) On the inspector's arrival there was no requirement to sign in and through discussion with staff it was evident that there were no visitors sign in book.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The registered provider has developed sign in sheet for visitors to the service and this was discussed at a meeting with the staff. All visitors will be required to sign in and out to the service.

Supporting documentation submitted

A copy of the sign in sheet was submitted.

Summary Comment

The action submitted by the registered provider are suitable to address the non-compliance identified on inspection.

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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) The three staff members had up to date first aid training to the level of a first responder and were available to the children at all times.
- (2) (a)(b) The first aid kit was stored in the kitchenette space of the rooms and was conspicuous and accessible if required.

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) There was a record of fire drills which had taken place. The maintenance records demonstrated that smoke alarms were serviced in February 2026 and the firefighting equipment was serviced in September 2025.
- (4) Evacuation procedures were displayed on the walls of the care room.

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Part VI - Safety

Regulation 28 - Insurance

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

Compliance Information

The service has insurance with an expiry date of 27 March 2026.