

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D.: TU2018GY512

Name of Service Forever Friends Montessori

Address of Service: St. Vincents National School, Coolarne, Turloughmore Galway, H65 PK03

Email Address: foreverfriendscoolarne@gmail.com

Name of Registered Provider: Cora Concannon

Type of Proposed Service:	Full Day Care		Part-Time	✓	Sessional	✓
	Drop-In		Childminding		Temporary	

Proposed change: Change in service type from sessional to part-time & sessional
 Change of hours of Operation from 09:00 - 12:00 to 09:00 to 14:00
 Moving from classroom to prefab unit on grounds of the same National School

Proposed Number of Children: 22 Children

Recommended Change Following Inspection: Number of children the care room can accommodate; 21 sessional children reducing to 17 on a part-time basis.

Registered change: Change in service type from sessional to part-time & sessional
 Change in hours from 09:00 - 12:00 to 09:00 to 14:00
 Change in number of children from 22 to 21 (Max 17 part-time) children

Date of Inspection:	2	1	0	8	2	0	2	5
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Inspection undertaken by: E. Friel

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: Quality and Regulation Directorate, Clinical & Administration Building, Block A - (1st Floor- Green Corridor), Merlin Park Hospital, Galway.

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 Part-Time & Sessional Service for 21(Max 17 Part-Time) Children
Date of Registration	25th August 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	Forever Friends Montessori is a private sessional service proposing to change the type of service to part-time. It is registered to provide care to children aged 2 – 6 year of age. Opening hours are 09:00 to 12:00, Monday to Friday, term time only and the service is proposing to increase these hours from 09:00 – 14:00 with the Early Childhood Care and Education (ECCE) Scheme operating from 09:00 – 12:00.
Premises	The service currently operates from a classroom in the local national school and proposes to move to a prefab unit located on the grounds of the school. It comprises of a care room, off which there is a separate kitchen and 2 individual children’s sanitary rooms along with an adult sanitary room .
Staffing	The registered provider operates the service with one other adult, both of whom work directly with the children. Funding has been approved for a third adult under the Access and Inclusion Model (AIM).
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</p>

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

	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.
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the registered provider, 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.

Requirement met:	The requirement has been met. (1) (a) The service has a designated person in charge and there is a named person who is able to deputise as required.
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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.

Requirement met:	The requirement has been met. (1) The registered provider confirmed that 3 adults will be working directly with the children on a daily basis in the prefab care room. The names of the adults were furnished to the inspector.
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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.*

Requirement met:

The requirement has been met.

(1)
 (a) Having regard to the number of children attending the service, their respective ages and the amount of time they spend on the premises, there were adequate and suitable facilities for each child to play indoors; The care room in the prefab was laid out in clearly defined areas with equipment and toys providing play and learning opportunities to enhance the learning needs of the children across all developmental areas. The equipment and toys were located on low-level shelving within easy access of the children, offering choice and encouraging independence.

A number of resources providing opportunities for practicing gross motor skills such as crawling, swinging, cycling, pedalling, kicking, throwing and sliding were available in the two outdoor play areas. Examples included a tunnel, nest swing, tractors, balance bikes, slides and balls. Sensory materials including sand, which had recently been renewed, was available in a covered trough. Imaginary play opportunities were available from a mud kitchen and a work tool station. In addition, an easel and chalk boards were available for creative expression.

The seamless outdoor play area, adjoining the front of the service, was secured with metal fencing and two gates with sliding bolts. The second outdoor play area was secured with high wooden fencing and three gates with sliding bolts ensuring that the children could not leave the area unsupervised.

(b) There was a cosy and inviting designated rest/quiet area with soft furnishings, a colourful dinosaur mat and vinyl circular cushions. Four mats along with individual bed linen including a cover sheet and light blanket were available for children who may require a rest or sleep. The light in the area could be adjusted and templates were available to record the 10-minute physical sleep checks of any child who may require a sleep. Developmentally appropriate books were available from a wall mounted shelf in the area providing opportunities for language development while resting.

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.

A healthy eating policy has been shared with parents/guardians on enrolment who provide the children’s meals and snacks.

- Age and stage appropriate cutlery and crockery, stored in the kitchen, is available for the children’s use.
- A water station was visible with a jug and cups within reach of the children. The registered provider stated that the children will have access at all times to their individual water bottles and drinking water will be available from the service.
- A fridge is available in the kitchen for storing perishable food preventing the food from spoiling.
- The registered provider is aware of the requirement of two meals and a snack for a part-time service. Wheat and oat-based cereals are stored in a cupboard in the event breakfast is requested with the food for snacks and lunch provided by the parents/guardians. Alternative food is available and stored in the fridge and nearby cupboards.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

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 requirement has been met.

General safety

- The kitchen door is fitted with a key to prevent children from gaining access to the area.
- The main fire exit door is unobstructed.
- The handles of the windows in the care room are above adult height and out of reach of the children.
- The low-level glass on the main entrance door has a mural on it to prevent children banging into it.
- The entry area of the service is fitted with a ramp and a handrail facilitating access for all children to and from the prefab.
- All toys and play equipment in the indoor and outdoor play areas appear in good condition and look well maintained.
- Heavy equipment and storage are anchored to prevent tipping or falling.
- Flexes from the printer and radio are stored securely.
- Provision is available for the storage of indoor waste.
- Cleaning agents are stored under the sink in the kitchen which is fitted with a safety catch.
- Provision is available for storing staff belongings in the locked kitchen.
- A pull cord in the adult toilet is inaccessible to the children.
- Emergency lighting signage is lit and visible.
- The fire assembly point is visible on the wall of the school playground.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Infection control

- Sinks and wash hand basins in the kitchen and sanitary areas are supplied with thermostatically controlled hot water, dispensing soap, paper towels are ordered and pedal operated bins are available for the disposal of paper waste.
- Pedal operated bins were available for the disposal of rubbish in the care room.
- Natural ventilation is available from the four windows in the care room.
- Cleaning schedule templates were visible for the prefab and the sanitary areas.

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) The registered provider has a valid First Aid Responder (FAR) certificate, with an expiry date recorded as 25 September 2026.
- (2)
- (a) (b) The first aid bag was stored on a high shelf in the kitchen, easily accessible by the adults. The registered provider stated that the first aid bag will be available at all times while the early years children are present in the service.

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) A template was available for recording fire drills in the service. The registered provider is aware that fire drills are carried out on a monthly basis.

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

- (b) Records were available which indicated that the firefighting equipment had been serviced on 11 November 2024 and the smoke alarms on 24 March 2025.
- (4) The notice of the procedures to be followed in the event of a fire was displayed on the wall of the prefab beside the fire exit door.

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 providers compliance with Regulation 28.

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 requirement has been met.

- (a) The registered provider stated that the service is of sound and stable structure.
- (b) The main entrance is secured with a thumb twist cylinder and a secure device ensuring unauthorised adults could not enter the care room. The seamless outdoor play area, adjoining the front of the service, is secured with metal fencing and two gates with sliding bolts. The second grass outdoor play area is secured with high wooden fencing and three gates with sliding bolts ensuring that the children could not leave the area unsupervised.

- (c) The prefab and sanitary areas were supplied with both natural light from windows and artificial light from six covered lights in the care room and the single covered light in the sanitary area. The care room and the sanitary area have natural ventilation from openable windows. Heating is supplied from two electrical radiators which have individual thermostats, and the radiators were serviced in August 2025. The room temperature was recorded 20.9 °C within the recommended temperatures of 18 -22 °C.
- (d) The prefab appeared clean and tidy, and a cleaning template was available. The toys and equipment looked in good condition and were well maintained.
- (e) The sanitary area is accessed from a main door located of the care room. There are two individual children’s toilet rooms with suitable doors and the two wash hand basins are located in the main area outside of these two rooms, still within the sanitary area. The water temperature was recorded as 28°C. The large adult toilet room was fitted with a suitable door and is located in the same area, the wash hand basin is located in the adult toilet area. There is a hand dryer available and paper towels have been ordered. The registered provider stated that there are not children in nappies.

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.*
- (3) *A registered provider of a sessional pre-school service or a pre-school service in a drop-in centre shall ensure that a minimum of 1.818 square metres of clear floor space is available for each child 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).*

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances

Requirement met:	<p>The requirement has been met.</p> <p>(1) While the registered provider submitted a request for 22 children the clear floor space of 39.75 m² allows for the work, play and movement of 21 sessional children reducing to 17 on a part-time basis.</p> <p>(2) The registered provider stated that the age group of children that would be attending the service on a part-time basis will be 3 to 6 years old who require 2.3 m² minimum space requirements as specified in column (3) of Schedule 7.</p> <p>(3) A minimum of 1.818 m² will be available for each of the 21 children attending the sessional service. The service currently has 12 children registered for the new term.</p> <p>(4) The service proposes to operate on a sessional and part-time basis where the minimum clear floor space applicable for the duration of the sessional preschool service in respect of the children attending the service shall be the floor space specified in paragraph (3).</p>
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