

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances



**Tusla I.D.:** TU2023OY001

**Name of Service** Memory Lane Pre-school

**Address of Service:** 12 The Sycamores, Edenderry, Offaly, R45A525

**Email Address:** Carrieperce21@gmail.com

**Name of Registered Provider:** Caroline Pierce

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

**Proposed change:** Increase the number of children cared for in the service on a full day basis from 6 to 16

**Proposed Number of Children:** 44 sessional with 16 remaining for full day care.

**Recommended Change Following Inspection:** An increase in the number of children cared for in the service on a full day care basis from 6 to 16.

**Registered change:** Change in Number of Children from 44(Max 6 Full Day) to 44 (Max 16 Full Day)

<b>Date of Inspection:</b>	0	6	0	2	2	0	2	5
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**Inspection undertaken by:** A Spain

**Title:** Early years inspector

**Tusla Early Years Inspectorate Address:** Early Years Inspectorate, Primary Care Centre, Church Avenue Tullamore, Co Offaly, R35K1W4

# 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**

<b>Registration Status:</b>	<b>Registered Full Day &amp; Sessional Service for 44(Max 16 Full Day) Children</b>
<b>Date of Registration</b>	<b>17<sup>th</sup> February 2025</b>

### 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).

<b>Description of Service</b>	Memory Lane Pre-School is a full day care service caring for children in the age range 2 to 6 years. The service is operational between the hours of 7.00am and 6.00pm from Monday to Friday. The service also provides a school age service.
<b>Premises</b>	The single storey detached premises is located in Edenderry town in north Offaly. Rooms used in the service include an entrance hallway, two playrooms referred to as playroom 1 and playroom 2, sanitary accommodation for children off the playrooms, a nappy changing area, a storage area and an office. An enclosed outdoor area is located at the back of the premises.
<b>Staffing</b>	The service is staffed by five adults. The registered provider also works directly in the service. All staff members have a qualification in childcare at levels 5 to 6 on the National Framework of Qualifications in Early Childhood Care and Education.
<b>Methodology</b>	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.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

	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.
<b>Acknowledgements</b>	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.

### 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)

The service has both a designated person in charge and a named person who is able to deputise as required in the service.

### 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:

This requirement has been met.

An adequate number of adults are available in the service to care directly for the children in attendance. Five adults are employed to care for up to 44 children in

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

sessional care in the service and up to 16 children proposed to remain in the service after sessional hours for full daycare.

### 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:

This requirement has been met.

(1)(a)

Both playrooms in the service are equipped with age-appropriate toys and play equipment which are located on low level open shelving and in storage boxes for easy access and retrieval by children. Play and work equipment available in the playroom room proposed for use for the full daycare service included jigsaws, puzzles and card games for tabletop activities, arts and crafts materials, small animals and toys on wheels. A playhouse, dolls and pushchairs were provided. A mirror, tissues and hairbrushes were located at a self-help station. Construction toys include blocks and bricks of different sizes and dimensions. The registered provider proposes to accommodate up to 16 full day care children in Playroom1.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

(b)  
Soft seating, cushions and books located on open low level shelves are provided in the playroom for children to rest and relax as required. Six low level beds were held in storage for children remaining in the service to sleep on demand. The second playroom in the service offered an additional sleep area for use after sessional hours and before children availing of a school age service arrived at the service.

(3)(a)  
An outdoor area secured with a combination of concrete walls and timber fencing is provided directly outside of the playroom for daily use by children in attendance. High level cast iron gates secured from inside and located at both gable ends of the premises to prevent unsupervised exit by children and unauthorised access to the children when playing outdoors. The outdoor area is provided with an all-weather surface. Toys and play equipment available in the outdoor play area includes climbing frames, a kitchen area and a tool stand. Swings are provided and low level tables for children to play outdoors.

### 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:

This requirement has been met.  
A refrigerator is provided in the playroom for the storage of meals and snacks provided by parents and guardians of children in attendance in the service. Presses are provided in the playroom to store dried foods not requiring refrigeration, plates, beakers and cutlery. A kitchen is available for food preparation/reheating which is registered with the local HSE environmental health department.

# 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:

This requirement has been met.

#### Infection control.

- A thermostatically controlled supply of hot and cold water, liquid soap, disposable paper towels and foot pedal operated bins are provided at the washhand basins adjacent to the children's sanitary accommodation.
- The hot press provides suitable storage for bed linen and blankets to be used by resting children.
- A daily cleaning schedule is available for the rooms in use in the service which were clean and well maintained on the day of inspection.
- Open shelving is provided in the playroom to store children's bags in an area off the floor and facilitate cleaning.

#### Environment of the service.

- The entrance door to the service is secured with a turn handle key and a doorbell is provided for drop off and collection of children from the service.
- A high level latch is provided on the door of playroom 1 to guard against unsupervised exit of children from the room.
- A childproof lock is provided on the low level press in the playroom to store cleaning agents in an area inaccessible to children in attendance in the service.
- A storage area is available off the hallway to store low level beds and materials not in daily use in the playroom.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### 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:

This requirement has been met

(1)

A staff member trained in First Aid Response (FAR) is available daily in the service.

(2)(a)(b)

A first aid box which is safely and securely stored in a high level press in the playroom is available to the adults caring for the children attending 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:

(1)(a)

The service maintained a record of fire drills which are conducted in the service. Records confirmed that fire drills were conducted monthly.

(b)

The maintenance record for firefighting equipment located in the hallway in the service confirmed that an annual service was conducted in August 2024.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

(4)

A notice of the procedure to be followed in the event of a fire is available in the playroom. A fire assembly point for the service is posted on the concrete wall at the front of the service

### Part VI – Safety

#### Regulation 28 – Insurance

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

#### Requirement met:

This requirement has been met.

The service has insurance cover for a maximum of 44 children in daily attendance and includes cover for a full day care service. Insurance is valid from 28 August 2024 to the 27 March 2025.

### 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:

This requirement has been partially met.

(a)The windows and doors are well secured and no evidence of dampness or mould growth evident in the rooms in the service. A smooth concrete area surrounds the outskirts of the building

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

	<p>(b)The service is connected to both the public water and drainage system. A set down area is provided for both parking and drop off and collection of children. A high level cast iron gate prevents children from accessing the bin storage area outside of the service.</p> <p>(c) Openable windows and fluorescent light fittings covered with shatterproof diffusers ensure a good mix of both natural and artificial lighting in the service. Openable windows are provided in all rooms for ventilation purposes. Radiators were thermostatically controlled.</p> <p>(d) The rooms in the service are brightly painted and well maintained. The playroom floors are surfaced with an easily cleanable heavy duty timber floor finish. The floors in the children's sanitary accommodation are surfaced with smooth easily cleanable tile finishes.</p> <p>(e) A total of 4 toilets and 4 wash hand basins are available for use by the preschool children. A nappy changing facility is available in the sanitary accommodation located off the hallway.</p>
<b>Requirement not met:</b>	(e)A staff toilet is not available in the service. It was acknowledged on inspection that a wash hand basin for use by staff remained in a laundry area in the service.
<b>Response from Provider:</b>	(e)The registered provider advised in the response to this registration requirement that a staff toilet has been provided in the staff toilet area adjacent to the washhand basin. Picture evidence was submitted on the 13 February 2025 which confirmed the provision of a staff toilet and the removal of a washing machine and dryer from this area.
<b>Summary Comment:</b>	The measures taken by the registered provider have met the requirements of the regulation.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### 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.*

#### Requirement met:

This requirement has been met.

(1)

Adequate floor space is available in the proposed playroom 1 to accommodate up to 16 children remaining in the service for full day care.

(2)

The space available in playroom 1 is adequate for the proposed increase from 6 to 16 children proposed to attend a full day care service aged from 2-6 years old.