

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Initial Inspection of Proposed New Service

<b>Tusla I.D:</b>	TU2025CC004
-------------------	-------------

<b>Name of Service:</b>	Circle Time Montessori Ltd
-------------------------	----------------------------

<b>Address of Service:</b>	Ballynoe National School, Kilphillibeen, Ballynoe, Cork, P51 YD60.
----------------------------	---

<b>Email Address:</b>	circletimemontessori@gmail.com
-----------------------	--------------------------------

<b>Name of Proposed Registered Provider:</b>	Dawn Moore
--	------------

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

<b>Proposed service type:</b>	Sessional
<b>Proposed Number of Children:</b>	22
<b>Outcome of the F06 Inspection</b> (e.g., type of service, numbers, age ranges, times,)	Sessional service for 22 children, aged 2 to 6 years. Hours of operation from 9.05am to 12.05pm.
<b>Registered service:</b>	Registered Sessional Service for 22 children

<b>Date of Inspection:</b>	0	5	0	8	2	0	2	5
----------------------------	---	---	---	---	---	---	---	---

<b>Inspection Undertaken by:</b>	D Prendergast & B Fraher
<b>Title:</b>	Early Years Inspectors

<b>Tusla Early Years Inspectorate Address:</b>	Early Years Inspectorate, Administration Building, St Mary's Health Campus, Gurrabraher, Cork. T23 X440.
--	--

<b>Rationale for Inspection</b>
<b>Proposed New Service</b>

**Note: For Office use only, to be completed by Registration Office**

<b>Registration Status:</b>	Registered Sessional Service for 22 children
<b>Date of Registration:</b>	18/08/2025

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Initial Inspection of Proposed New Service

### 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>	Circle Time Montessori proposes to provide a sessional category service, for children aged 2 to 6 years. It is proposed that the Early Childhood Care and Education (ECCE) scheme will be offered over a 38-week annual period, between 9.05am and 12.05pm, each Monday to Friday.
<b>Premises</b>	It is proposed that the service will operate from a classroom within Ballynoe National School. Children's sanitary facilities are available adjoining the classroom and staff will have the use of a sanitary facility within the main school. A designated outdoor play space is located adjacent to the classroom.
<b>Staffing</b>	Two staff members are proposed to work at the setting. The registered provider will not be service based but will be available to provide cover.
<b>Methodology</b>	<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 four 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 the inspection report and taken into consideration when making a decision in relation to the registering application. 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.</p>
<b>Acknowledgement</b>	The inspectors wish to acknowledge the cooperation of the proposed registered provider, who was present on the day of the inspection.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Initial Inspection of Proposed New Service

### 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 registered provider has appointed a person in charge and a deputy to the proposed early years service. This information was visible on the care room wall.

### 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) It is proposed that a maximum of 22 children, aged 2 years and 8 months to 6 years, will be catered for and 2 adults will be responsible for the direct care and education of these children.

### 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.

(2) A registered provider—

(a) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that is registered for the first time on or after 30 June 2016, shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.

#### Requirement met:

The requirement has been met.

(1)

(a) Suitably sized tables and chairs are provided to accommodate the proposed 22 children. The range of play resources available are neatly arranged on low set shelving, or at floor level and are categorised according to their use. For example, the construction area includes connectable shapes, hand held vehicles and a train set and the kitchen area features a play kitchen, with an adjacent supply of play

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Initial Inspection of Proposed New Service

	<p>food and utensils. Other interest items such as Montessori materials, jigsaws, threading materials and books, are also easily accessible to children.</p> <p>The designated outdoor play area consists of a grass surface, with a wooden fence enclosure. This space is equipped with a variety of wood based materials, such as a climbing frame, a lidded sand box, bench seating and a mud kitchen. Sand toys and kitchen utensils are stored in suitable containers.</p> <p>(b) A rest area has been incorporated into the classroom. This consists of a large, colourful floor mat, with cushions and a bean bag, positioned next to a supply of books.</p> <p>(2)</p> <p>(a) A securely enclosed outdoor play area is available on site.</p>
--	---

### Part V – Care of Children in Pre-School Services

#### 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.

The proposed registered provider has advised that a copy of the healthy eating policy will be provided to the children’s parents, who will supply the food for their snack breaks. Drinking water will be accessible to children throughout the sessional period, by means of their own reusable water bottles, which will be stored at child height. A supply of suitable crockery and cutlery is available for children’s use and a refrigerator is in place to store perishable snacks.

### 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:

- Labelled, secured cupboards are in use for the storage of cleaning agents, staff belongings and the first aid box.
- The temperature of the warm running water at the wash hand basins is thermostatically controlled, so as not to exceed 43°C.
- Furniture has been securely anchored with wall brackets.
- There are no cables or flexes accessible to children.
- The blind cords in the care room are secured by tension devices.
- Fire extinguishers and TV screens are safely wall mounted.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Initial Inspection of Proposed New Service

	<ul style="list-style-type: none"> <li>Radiator covers are in place, to reduce the risk of a child sustaining a burn injury.</li> <li>The fire exit door is free from obstruction and fire exit signage is illuminated.</li> </ul> <p><b>Infection control:</b></p> <ul style="list-style-type: none"> <li>Suitable handwashing facilities are provided to support hygienic handwashing and drying.</li> <li>Individual wall hooks have been installed, to store the children's coats and bags.</li> </ul>
--	--

### 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

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>(1) Records indicate that two of the adults have completed First Aid Responder (FAR) training. The inspectors were also advised that the third adult had recently completed this training and that certification is awaited.</p> <p>(2)</p> <ul style="list-style-type: none"> <li>(a) An adequately stocked first aid box is stored in a location that is readily accessible by adults.</li> <li>(b) In the event that a child may require treatment, the first aid box will be available throughout the hours of operation.</li> </ul>
-------------------------	--

### 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 firefighting 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.

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>(1)</p> <ul style="list-style-type: none"> <li>(a) Provision for documenting the monthly fire drills at the service is ensured.</li> <li>(b) A record of the number and type of firefighting equipment is available.</li> </ul> <p>Documentation demonstrated that the wired smoke alarm was tested on 5 August</p>
-------------------------	---

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Initial Inspection of Proposed New Service

2025 and the firefighting equipment was serviced on 2 April 2025.  
(4) A notice, which outlines the procedures to be followed in the event of a fire, is displayed next to the fire exit door. The service has a designated fire assembly point, which is identified by clear signage.

### Part VI - Safety

#### Regulation 28 – Insurance

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

##### Requirement met:

The requirement has been met.  
A record of insurance cover for a maximum of 22 children, with an expiration date of 27 March 2026, is available.  
  
Registration is contingent upon the registered provider maintaining up-to-date insurance coverage that accurately reflects the number of children attending the service.

### 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 proposed service will operate from a classroom within a school building, which is observed to be in good condition. There are no cracks visible on the walls, ceilings or floors.  
(b) The entrance door to the classroom is secured by a key lock mechanism from the exterior, which reduces the risk of unauthorised persons gaining entry. As the thumb turn lock on the interior of this door is positioned at child height, a door sensor alarm is in place, which will sound if a child opens the door. The designated outdoor play space is enclosed by wooden fencing and a secured gate.  
(c)

- The care room is provided with a supply of natural light, through three large windows and the glass panels on the entrance/exit door. This is supplemented by LED ceiling lights, with protective covers. The children’s and staff sanitary facilities are adequately lit, through a combination of natural and artificial lighting.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Initial Inspection of Proposed New Service

	<ul style="list-style-type: none"> <li>Oil heating is in place and there are radiators installed in the care rooms. A recent record of servicing for the oil boiler is available. The temperature of the classroom was recorded at 21.9°C and both children’s sanitary facilities had air temperatures of 22°C.</li> <li>Adequate ventilation is ensured via openable windows in the proposed classroom and in all of the sanitary facilities.</li> </ul> <p>(d) Surfaces and play equipment are well maintained and in a clean condition. There is a written cleaning schedule displayed in the classroom.</p> <p>(e) Adjoining the classroom, there are two separate children’s toilet facilities, each of which is equipped with a toilet and a wash hand basin. A toilet and a wash hand basin is available for the adults’ use, a short distance from the classroom. The proposed registered provider informed the inspectors that the proposed service will cater for children who are toilet trained. Therefore, no nappy changing facilities are provided. The premises is serviced by a public water supply.</p>
--	---

### 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.
- (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.

#### Requirement met:

The requirement has been met.

- (1) The clear floor space is sufficient to accommodate the free movement of children during work and play.
- (3) A sessional category service is proposed and the available clear floor space will ensure that each child will have a minimum of 1.818 square meters. The care room was measured at 68.64 m<sup>2</sup>.