

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Initial Inspection of Proposed New Service

**Tusla I.D:** TU2025DL005

**Name of Service:** Shelly's Academy Ltd.

**Address of Service:** Unit 16 Ardavaran Square  
Buncrana  
Co. Donegal  
F93 N883

**Email Address:** aprilbird2001@yahoo.com

**Name of Proposed Registered Provider:** Michelle McKenna

<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>	39
<b>Outcome of the F06 Inspection</b> (e.g., type of service, numbers, age ranges, times,)	Type of service: Sessional Maximum number of children aged 2-6 years: 33 Opening time of service: 09:00-12:00
<b>Registered service:</b>	Registered Sessional service for 33 children aged 2-6 years from 09:00-12:00

**Date of Inspection:** 1 5 1 0 2 0 2 5

**Inspection Undertaken by:** K Folan  
**Title:** Early years inspector

**Tusla Early Years Inspectorate Address:** Donegal Early Years Inspectorate,  
St. Conal's Campus,  
Letterkenny,  
Co. Donegal.  
F92 TD92

**Rationale for Inspection**  
**Proposed New Service**

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

<b>Registration Status:</b>	Registered Sessional service for 33 children
<b>Date of Registration:</b>	25 <sup>th</sup> November 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).

<b>Description of Service</b>	The proposed registered provider is seeking to open a sessional preschool service for 39 children aged 2 to 6 years of age. The service will operate from 09:00 to 12:00 hrs, Monday to Friday. A school age service is provided onsite from 13:30 to 18:30
<b>Premises</b>	The premises consists of two playrooms, sanitary accommodation for children and adults, a kitchen area and two storage rooms in a refurbished commercial unit in the town of Buncrana Co. Donegal. An outdoor area is situated at the back of the unit.
<b>Staffing</b>	It is proposed that six adults will work in the service. The registered provider will not work in the service on a daily basis.
<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 Inspector wishes to acknowledge the cooperation of the proposed registered provider and person in charge who was 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:**

It is proposed that six adults will work directly with the preschool children. A person in charge and a deputy person in charge have been identified to manage 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.

(1) The registered provider proposed a roster that will ensure there is an adequate number of adults working directly with the children attending the preschool service.

**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.*

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<p><b>Requirement met:</b></p>	<p>(1)(a)</p> <p>The service provided sufficient play materials for children’s learning and development. The preschool room was equipped with low level accessible shelving stocked with puzzles, jigsaws, open ended materials such as construction blocks, plastic bricks and magnets. Sensory trays for sand and water play were available. A home corner containing a play kitchen, “hair stylist” section and construction area were available for imaginative play. A book area was situated beside a sofa providing a quiet space for children. The preschool had a well-stocked art and craft area containing paints and material for creative expression.</p> <p>(1)(b)</p> <p>Each of the two care rooms provided sofas and cushions should a child require a rest during the session.</p>
<p><b>Requirement not met:</b></p>	<p>This requirement has not been met.</p> <p>(1)(a) The care rooms did not contain enough chairs and tables for the proposed number of preschool children. The service contained 20 chairs and tables suitable for children aged 2-6 years. The remaining 22 chairs and tables were suitable for older school age children.</p> <p>(2)(a) The outdoor area at the back of the premises is not suitable or adequate to meet the needs of the preschool child. The outdoor area is separated from a shared space via interlocking fencing panels with gaps exposed posing a risk of a child leaving the area unsupervised. Due to a lack equipment in the area, there is a lack of opportunity for imaginary, sensory, creative and fine motor development or opportunity for risk taking.</p>
<p><b>Response from Provider:</b></p>	<p>(1)(a) The registered provider submitted photographic evidence that demonstrated the required tables and chairs for children aged 2 to 6 years have now been provided.</p> <p>(2)(a)</p> <p>The registered provider submitted photographic evidence that the outdoor area has now been painted, and secure gates installed. Toys and equipment suitable for children aged 2-6 years have now been provided.</p>

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<b>Summary Comment:</b>	This requirement has been met.
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Part V – Care of Children in Pre-School Services	
Regulation 22 – Food and Drink	
<i>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.</i>	
<b>Requirement met:</b>	<p>This requirement has been met.</p> <p>The service proposes to provide a suitable and nutritious snack to all preschool children attending the service. A weekly menu outlining snacks is available. This includes banana bread, pumpkin bread and various fruits.</p> <p>Portable drinking water is available in all care rooms throughout the operation of the service.</p>

Part VI – Safety	
Regulation 23 - Safeguarding health, safety and welfare of child	
<i>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.</i>	
<b>Requirement met:</b>	<p>This requirement has been met.</p> <ul style="list-style-type: none"> <li>• The main door into the service is locked to prevent unauthorised access and prevent a child leaving unsupervised.</li> <li>• The floor covering is nonslip and in good condition.</li> <li>• Cleaning agents are stored out of reach of children.</li> <li>• Waste is inaccessible to preschool children.</li> <li>• Warm water and liquid soap are provided for handwashing</li> <li>• All flexes and cables were secure</li> </ul>
<b>Requirement not met:</b>	<ul style="list-style-type: none"> <li>• A rotating towel in the sanitary accommodation is not suitable for hand drying due to the risk of cross contamination.</li> </ul>

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<b>Response from Provider:</b>	The registered provider submitted photographic evidence that disposable paper towels are now available in the sanitary accommodation.
<b>Summary Comment:</b>	This requirement has now been met.

### Part VI - Safety

<b>Regulation 25 – First Aid</b>	
<p>(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.</p> <p>(2) A registered provider shall ensure that a suitably equipped first aid box for children—</p> <p>(a) is safely stored in an easily accessible and conspicuous position on the premises, and</p> <p>(b) is available to the children attending the pre-school service at all times</p>	
<b>Requirement met:</b>	<p>This requirement has been met</p> <p>(1) The registered provider demonstrated that a sufficient number of adults who will work directly with the preschool children are trained with first aid for children.</p> <p>(2) (a) (b) Two suitably equipped first aid boxes were available in the service for the preschool children.</p>

**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:**

This requirement has been met.

(1) (a)

The service is aware of the required frequency of fire drills and had a proposed schedule of monthly fire drills.

(b)

The number and type of firefighting equipment was made available for review with a maintenance date of 03 September 2025. Smoke alarms were serviced on the 12 September 2025

(4)

Fire evacuation procedures were clearly displayed in all care rooms. A fire assembly point had been identified at the front of the building.

**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 currently in place for 44 children from 28 March 2025 to 27 March 2026.

This service 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:**

- (a)* The registered provider is not aware of any structural defects in the building and on superficial visual inspection, the building appeared of sound and stable structure with no visible defects.
- (b)* The indoor service was adequately secured to prevent children exiting unsupervised and unauthorised persons gaining entry. Access to the building is gained via a bell system. The front and rear doors of the building were secured to ensure children cannot leave the building unsupervised.
- (c)* An adequate source of heating was provided in the service and sanitary accommodation. This consisted of a 3 in 1 heating, cooling and ventilation system which is thermostatically controlled via a digital panel. The air temperature in each playroom on the day of inspection registered within the recommended 18 -22°C range. The lighting was provided by natural light supplemented with fluorescent ceiling light fittings with protective covers. The sanitary accommodation was provided with openable windows and mechanical ventilation.
- (d)* The premises appeared to be in a good state of repair and was clean on the day of inspection with walls smoothly rendered and painted. The building is connected to a mains water supply providing appropriate drinking water for staff and children and running water for cleaning.

**Requirement not met:**

This requirement has not been met

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	(e) The service had one toilet and wash hand basin for adults working in the service and three child sized toilets and three wash hand basins for children to provide for a maximum of 33 children.
<b>Response from Provider:</b>	The registered provider has responded to advise the service will cater for a maximum of 33 children.
<b>Summary Comment:</b>	This requirement has been met.

### 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.

<b>Requirement met:</b>	(1) Adequate clear floor space has been provided for the work, play and movement of 40 children.												
<b>Requirement not met:</b>	<p>This requirement has not been met.</p> <p>(3)(a) The size of the preschool rooms does not provide the required floor space for a proposed maximum number of 39 preschool children in the proposed age range attending on a sessional service.</p> <table border="1"> <thead> <tr> <th>Name of Room</th> <th>Clear floor space</th> <th>Maximum number of children for a sessional service.</th> </tr> </thead> <tbody> <tr> <td>Classroom 1</td> <td>33.83m<sup>2</sup></td> <td>19</td> </tr> <tr> <td>Classroom 2</td> <td>37.66m<sup>2</sup></td> <td>21</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>40</b></td> </tr> </tbody> </table>	Name of Room	Clear floor space	Maximum number of children for a sessional service.	Classroom 1	33.83m <sup>2</sup>	19	Classroom 2	37.66m <sup>2</sup>	21	<b>Total</b>		<b>40</b>
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