

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Initial Inspection of Proposed New Service

Tusla I.D:	TU2025MN001							
Name of Service:	The Crayon Box							
Address of Service:	Latlorcan, Monaghan H18 Y2H3							
Email Address:	thecrayonbox100@gmail.com							
Name of Proposed Registered Provider:	Christopher Flack							
Type of Proposed Service:	Full Day Care	✓	Part-Time	✓	Drop-In			
	Sessional	✓	Childminding		Temporary			
Proposed service type:	<ul style="list-style-type: none"> • Service type Full day care, part-time and sessional. • Proposed number of children for children 126. • Age profile aged 0 to 6 years. • Hours of operation 8am – 5.30pm Mon – Thursday 8am – 5pm Fri 							
Proposed Number of Children:	126							
Outcome of the F06 Inspection (e.g., type of service, numbers, age ranges, times,)	<ul style="list-style-type: none"> • Service type: Full day care, part-time and sessional. • Number of children: 119 this is based on the space available as per Regulation 30 and sanitary accommodation available as per Regulation 29. • Age profile: aged 0 to 6 years. • Hours of operation : 8am – 5.30pm Mon – Thursday 8am – 5pm Fri 							
Registered service:	Full day care, part-time and sessional for 119 children							
Date of Inspection:	2	4	0	6	2	0	2	5
Inspection Undertaken by:	S Skinnader & S Mc Kenna							
Title:	Early Years Inspectors							
Tusla Early Years Inspectorate Address:	No.18 The Grange Plantation Walk Monaghan							

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Rationale for Inspection

Proposed New Service

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

Registration Status:	Registered Full day care, part-time and sessional for 119 children
Date of Registration:	03/07/2025

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	It is proposed that The Crayon Box will open a new purpose-built childcare service. It is proposed the service will provide Full Time, Part Time and Sessional care for children aged 0 – 6 years. The service will participate in the Early Childhood Care and Education (ECCE) scheme each weekday Monday to Friday and will open Mon – Thurs 8am – 5.30pm and Friday 8am – 5pm.
Premises	<p>The premises is a purpose-built building located at the entrance to the Latlorcan housing estate, on the outskirts of Monaghan town.</p> <p>The ground floor consists of four care rooms named; Baby room (last room on left down from entrance door), Toddler room (last door on right next to staff toilet down the corridor to the left from the main entrance) , Preschool 1 (first care room past the stairs on the right down from the main entrance) and Preschool 2(last room on the right down from the main entrance). In addition to these care rooms there is sanitary facilities located directly off or within each care room. A sleep room and milk kitchen are located directly off the Baby room and a sleep room is located off the Toddler room. Staff toilet, a disability access toilet, an office, a staff room, a kitchen and a laundry area are also located on the ground floor.</p> <p>On the first floor there are two care rooms namely; Afterschool 1 and After school 2 (both to the left of the stairs). Sanitary facilities are located within each care room. An office and a staff toilet are also provided on the first floor.</p>

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	A large outdoor area is located to the front, side and a partly to the rear of the premises. Off street car parking is provided to the front and side of the premises.
Staffing	It is proposed that initially a total of 9 staff will be employed staff to work directly with children, also 4 staff in administrative duties including the registered provider and deputy person in charge plus one cook.
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 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>
Acknowledgement	The Inspectors wish to acknowledge the cooperation of the proposed registered provider 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:

The requirement has been met.

The service has a designated person in charge and one named person to deputise in their absence.

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.

The registered provider advised that it is proposed that only 3 of the 6 care rooms will be open first (Baby, Toddler, Preschool Room 1). It is proposed that a total of 9 staff will work directly with the children within these 3 care rooms.

The registered provider is aware of the requirements of this regulation in relation to adult: child ratios and confirmed that additional staff will be recruited when further care rooms are opened.

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 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:

The requirements of this regulation have been met.

(1) (a) Adequate and suitable facilities have been provided for children to play indoors during the day. A range of toys, equipment and well-resourced interest areas are available in each of the 6 care rooms.

(b) Adequate and suitable facilities are provided for the children to rest on if required.

A cot room with 6 cots is located off the Baby room, and a sleep area with three cots is located off the Toddler room. An additional 11 daybeds are available for those children over 2 who may require a sleep.

There are cosy areas with soft floor mats, cushions and soft toys within each of the care rooms.

(3) A large secure outdoor area is available to the children attending the service.

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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 service will provide all breakfast, snacks and meals to the children in attendance. A 2-week menu is available. It is proposed that the service cook will prepare and cook all snacks and hot meals on a daily basis. The children will have access to potable drinking water. A fridge is available in the kitchen and in each of the care rooms for the storage of perishable food items.

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.

- The entrance door into the main building is secured by a magnetic lock, operable by staff through a press and release button. The entrance door that leads directly into the Baby room is through a door with a secure thumb lock. The entrance door located directly opposite the office is proposed to remain secured at all times. This prevents children from exiting the service unsupervised and to restrict unauthorised access.
- The emergency exit doors were unobstructed throughout the inspection.
- There was provision for the appropriate disposal and storage of waste including the provision of foot pedal operated bins throughout the service.
- Cleaning schedules are available for the service. Cleaning materials will be stored out of reach of children in lockable cupboards.
- Corner protectors were applied to sharp corners on shelving units.
- There are two designated fire assembly points located to the front and side of the premises.

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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

Requirement met:

The requirement has been met.

(1) The registered provider has ensured that there are three adults with up to date First Aid Responder (FAR) training on the premises.

(2) (a) and (b) An adequately stocked first aid box is provided in each of the care rooms and is available to the children at all times.

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) The registered provider demonstrated that a template to record fire drills when the service is operational was available.

(b) There was a record available relating to the number and type of firefighting equipment, with an installation date of 19/05/2025 and the commissioning of the fire detection and alarm system carried out on 13/05/2025.

(4) The procedures to be followed in the event of a fire are displayed throughout the service.

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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.

Insurance is in place which covers a maximum of 126 preschool children in attendance on a Full day Care basis and expires on the 27/03/2026.

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) On visual inspection the building appears safe and sound. The registered provider confirmed that he had no knowledge of any structural defects.

(b) The service is adequately secured to prevent children exiting unsupervised and unauthorised persons gaining entry.

(c) The service is adequately lit and heated. The lighting is provided by a mixture of natural light leading from openable windows, which is supplemented with fluorescent ceiling lights which were fitted with protective covers and or impact resistant lights bulbs. The new service is heated through a heat recovery system. The sanitary facilities are ventilated by means of openable windows and also mechanical ventilation. The sleep room off the Baby Room is ventilated by means of an openable window and the sleep room off the Toddler Room is ventilated by means of mechanical ventilation.

(d) Cleaning schedules were available and in place, and the premises was maintained in a clean condition.

(e) The sanitary facilities in the service were equipped with total of 10 toilets and 10 hand basins available for children located directly off the care rooms. A total of three

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nappy changing units were also provided. Thermostatically controlled hot water, liquid soap and single use paper hand towels was available in all of the sinks.

There are 3 toilets and 3 wash hand basins available for the adults, one located on the first floor and two on the ground floor one of which has disability access.

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)

Requirement met:

The requirement has been met.

(1) Adequate clear floor space has been provided for the work, play and movement of children within the 6 proposed care rooms.

(2) The following floor space is available

- The proposed Baby room was 52m²(ground floor last room at the bottom of the corridor to the left of the front door). The space available can cater for 14 children aged 0 to 1 years on a full day care basis, or 18 children aged 1 to 2 years on a full day care basis.
- The proposed Toddler room was 31m² (downstairs last room on the right-hand side next to staff toilet down the corridor to the left of the front door). The space available can cater for 11 children aged 1-2 years on a full day care basis, or 13 children aged 2 - 3 years on a full day care basis.
- The proposed Preschool 1 room was 47m² (downstairs first care down the corridor to the right of the front door past the stairs). The space available could cater for 20 children aged 2-3 years on a full day care basis, or 22 children aged 3 to 6 years on sessional and 20 on a full day care basis.
- The proposed Preschool 2 room was 50m² (downstairs at the bottom of the corridor to the right of the front door). The space available could cater for 21 children aged 3 to 6 years on a full day care basis, or 22 children aged 3 to 6 years on a sessional care basis.

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- The proposed Afterschool Room 1 upstairs was 46 m² (first care room to the left of the stairs). The space available could cater for 20 children aged 3 to 6 years on a full day care basis, or 22 children aged 3 to 6 years on a sessional care basis.
- The proposed Afterschool Room 2 was 42m². The space available could cater for 18 children aged 3 to 6 years on a full day care basis, or 22 children aged 3 to 6 years on a sessional care basis.