

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Initial Inspection of Proposed New Service

Tusla I.D:	TU2025OY002
Name of Service:	Little Minds
Address of Service:	Melrose, Ballynanum, Edenderry, Co. Offaly, R45 FK51
Email Address:	littlemindsedenderry@gmail.com
Name of Proposed Registered Provider:	Regina McNamara

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

Proposed service type:	Full Day Care, Part -Time Care.
Proposed Number of Children:	21
Outcome of the F06 Inspection (e.g., type of service, numbers, age ranges, times,)	A maximum number of 20 children, 1 - 6 years of age attending for Full Day Care and Part time care as proposed by the registered provider, may be accommodated.
Registered service:	Full Day Care and Part time for 20 children

Date of Inspection:	2	4	0	6	2	0	2	5
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Inspection Undertaken by:	Therese Duignan
Title:	Early Years Inspector

Tusla Early Years Inspectorate Address:	Early Years Inspectorate, SAP Office, St Loman's Campus, Springfield, Mullingar, Co Westmeath, N91 N4XC.
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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 and Part time for 20 children
Date of Registration:	07/07/2025

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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	The proposed private childcare facility aims to provide full day and part-time care for children from 1-6 years of age. The service is proposing to accommodate 21 children. The proposed hours of operation are from 08.00am to 17.30 hours, Monday to Thursday and 08:00am – 17:00 hours Friday.
Premises	The proposed premises is a refurbished change of use building located beside but separate from, the registered providers own residence in a rural location close to Edenderry, Co. Offaly. There are two care rooms, a kitchen, office, sanitary facilities and storage space provided. There is an enclosed outdoor space at the side of the premises.
Staffing	The proposed registered provider is the designated person in charge, and a second staff member is employed to deputise as required. It is proposed that another childcare staff member will commence working in the service when it opens. The proposed childcare staff working directly with the pre-school children will hold qualifications in Early Childhood Care and Education as recognised on the National Framework of Qualifications.
Methodology	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. 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.
Acknowledgement	The Inspector wishes to acknowledge the cooperation of the proposed registered provider and the second adult who were present on the day of the inspection.

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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)

There is a designated person in charge and a named person is available to deputise as required.

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 proposed registered provider has stated that there will be an adequate number of adults working directly with the children attending the 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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Requirement met:	<p>The requirement has been met.</p> <p>(1)</p> <p>(a) The service comprises of two care rooms which are bright and spacious. The care rooms have been constructively planned and presented to cater for the needs of the children in each room. The two care rooms have a variety of age-appropriate toys and learning equipment available at an accessible height to facilitate a child-led learning environment. There are clearly defined areas of interest including home corners, construction areas, dress up, sensory play, small world and a rest area with a reading corner. A variety of play and learning materials included Montessori equipment puzzles, jigsaws, interconnecting manipulative equipment, blocks, cars, dolls and an assortment of props for the interest areas. The Playroom which will accommodate the younger children was equipped with interactive toys, push/pull equipment, shape sorters and stacking toys, sensorial equipment, wooden jigsaws and puzzles and a variety of suitable art and craft materials to cater for the younger age group.</p> <p>The proposed outdoor play area is equipped with a climbing frame / pirate ship / tunnel, sand and water tables, slides, a growing area, child sized tables and chairs and a variety of trikes, scooters, and ride on toys. Two covered areas are located directly outside the two care rooms for outdoor play during inclement weather.</p> <p>(b) A cot room with three standard cots are provided for any child less than two years of age requiring sleep. Three stackable beds are available for children over 2 years of age requiring a period of sleep when attending on a full day or part time basis.</p> <p>Suitable rest areas with child sized comfortable seating are provided in the care room.</p> <p>(2)</p> <p>(a) The spacious outdoor play area at the side of the service is covered with an outdoor grass carpet to enable its use throughout the year. There is plenty of space for the children to run freely and enjoy playground games. There is direct access from the two care rooms to the outdoor area.</p> <p>The perimeter area at the rear of the premises is enclosed by a wall. The outdoor area is enclosed by wooden fence at the front and a further high metal fence with a secured metal gate encloses the service completely. A door bell is located beside the gate for contact with the service. The gate to the registered provider's residence will also be closed providing additional security to the service.</p>
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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 is met.

A healthy eating policy is in place in the service. The parents provide all the children's meals which are stored in the two fridges in the service. All meals are reheated in the service. Drinking water is available at all times for the children. The service has registered the kitchen with the Environmental Health Service. The two staff members have completed the necessary training required for food safety.

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.

Access to the pre-school service is controlled by staff at the main entrance to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the service. The outdoor area is suitably secured with a perimeter wall and a secured gate at the entrance to the service. The gates to the registered provider's property will be secured once all children are in the service. Visibility stickers are in place on the full-length glass doors and windows. All cupboards are fitted with safety catches.

There is sufficient storage space in the premises for cleaning materials and equipment, arts and crafts resources for the service, sleep equipment. All emergency exits are clear. Thermostatically controlled hot water, liquid soap and paper towels are available in the sanitary and nappy changing accommodation for hygienic hand washing and drying. Paper hand towel, hygienically dispensed from wall mounted dispensers are available at the sinks in the sanitary areas.

Foot pedal operated bins are located in the sanitary areas for the disposal of used nappies and in each care room for the hygienic and safe disposal of used paper hand towel, tissues and waste.

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	<p>A refrigerator is provided in the two care rooms.</p> <p>A pest control contract is in place for the premises.</p> <p>The premises is maintained in a clean and hygienic condition and detailed cleaning schedules are in place for all room environments.</p>
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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) Current certification in relation to First Aid Response (FAR) training, is available for two staff members.

(2)(a)(b) Four suitably equipped first aid boxes are easily available and accessible to children at all times and are placed in conspicuous positions throughout 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 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.*

Requirement met:

The requirement has been met.

(1)

(a) Documentation is available to record monthly fire drills.

(b) The firefighting equipment has been recently installed and dated 16 April 2025, and the fire/smoke alarm system has been commissioned with supporting documentation dated April 2025.

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(4) A notice of the procedures to be followed in the event of fire is displayed conspicuously in each care room and the fire assembly points are identified.

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.

Evidence of insurance was available.

The registered provider must ensure that adequate insurance is in place prior to the commencement of the service. Registration of the service is contingent on the registered provider's compliance with Regulation 28.

An insurance certificate is available indicating cover for 22 children attending a full day care service. The insurance certificate expires on 27 March 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:

(a) The proposed premises has been recently refurbished and decorated and visually is in a state of good repair.

(b) The entrance/exit doors to the premises and gates to the outdoor area are secured and will be controlled by the staff members to prevent unauthorised access to the service and to prevent children from exiting the service unsupervised. The outdoor play area is surrounded by a high perimeter wall at the back and a medium level wooden fence to the front. A further medium level metal fence and a locked gate provides further security to the premises and outdoor area.

(c) The premises benefits from natural light via windows and glass doors in the two care rooms. There is supplemental artificial lighting also provided from strip lights with protective covers in the two care rooms. A glass viewing panel is placed on the wall to the cot room to support a dimmed environment for the comfort of sleeping children in the Playroom. An air vent in the wall is placed in the sleep room for additional ventilation.

There are openable windows and doors in each care room and the nappy changing/sanitary areas.

(d) Daily cleaning schedules are in place for the two care room environments and sanitary areas.

(e) There are adequate sanitary facilities in the service.

- Two toilets and two wash hand basins are provided for children’s use in the sanitary area located in the proposed Montessori room.
- One wall mounted pull down nappy changing unit and one wash hand basin is provided in the sanitary area located in the proposed Playroom.

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- Sanitary facilities including one toilet and one wash hand basin facilities are available for the staff members in the service.

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.
- (4) Where a registered provider contemporaneously provides—
- a sessional pre-school service, and
 - 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).

Requirement met:

The requirement has been met.

(1),(2) Adequate clear floor space has been provided for the work, play and movement of the number of children proposing to attend the service as demonstrated below:

Room	Montessori	Clear floor space	33 m²
Room	Playroom	Clear floor space	17.5 m²

(4)(a)(b) The required floor space for 20 pre-school children in the proposed age range, 1 -6 years old, attending the service is met.