

# Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018

## Frequently Asked Questions

1. I have been running a school age service for years, and have never needed to register before. Why do I have to register now?

Unlike pre-school services, school age services have not – until now – been subject to registration. However, the Minister and her Department have been working to improve the quality of early years service provision in Ireland, and the introduction of Regulations is the first step in that process for school age services. The new Regulations mainly deal with the registration process, but more comprehensive Regulations will be introduced in the near future dealing with all aspects of the care of school age children.

2. When will the Regulations come into effect?

The Regulations will come into effect on 18 February 2019. This date is known as the “commencement date”.

3. When can I apply to register with Tusla?

Tusla will be ready to accept applications for registration from 18 February 2019.

4. I have a pre-school service, and am currently registered with Tusla. I also run a school age service. Do I need to register?

Yes, you will need to register your school age service. However, because you are already registered with Tusla as a pre-school service, you will be allowed six months from the commencement date of the Regulations in order to apply for registration. This means that you must apply to register by **18 August 2019**.

5. I currently run a school age service. Do I need to register?

Yes, you will need to register your school age service. If you are not already registered with Tusla as a pre-school service, you will be allowed three months from the commencement date of the Regulations in order to apply for registration. This means that you must apply to register by **18 May 2019**.

6. I am thinking of opening a school age service next year. Will I need to register?

Yes, anyone who intends to operate a school age service in the future must register before the service opens. You must apply for registration at least three months before you propose to begin operating, to allow Tusla time to consider your application.

7. How do I go about registering as a school age service?

Detailed information on how to register will be available at [www.tusla.ie](http://www.tusla.ie) nearer the time.

8. How much will it cost to register?

If you are already on the Tusla early years register and already paying an annual fee to Tusla in respect of your pre-school service, you will not be required to pay a registration fee for registration of your school age service.

For providers not already on the Tusla early years register, the cost of registration will depend on what kind(s) of service you provide. If you provide more than one kind of service, you will only pay one registration fee (whichever is the higher or highest fee applicable to the services you provide). The fees are as follows:

	<b>Class of Service</b>	<b>Registration fee</b>
1.	School Age Service (other than a Childminding Service)	€80
2.	Childminding Service (school age)	€40
3.	Full day care service registered under the 2016 Regulations	€80
4.	Part-time day care service registered under the 2016 Regulations	€80
5.	Sessional pre-school service registered under the 2016 Regulations	€40
6.	Childminding Service (pre-school) registered under the 2016 Regulations	€40

#### 9. [Once I'm registered, will the public be able to see details of me and my service?](#)

Yes, once your service is on the Tusla register of early years services, certain details of your service will be available for the public to see. These details are set out in legislation, and are as follows:

- Your name
- The name of your service
- The address of your service
- The maximum number of children for whom your service is permitted to care
- The name of the person in charge of your service
- The date your service registration takes effect
- What types of service you provide
- The age profile of the children cared for in your service

(If any of these details change after you register, you must notify Tusla so that the details on the register can be amended.)

#### 10. What are the important dates I need to be aware of?

You need to know the dates by which you MUST apply to be registered with Tusla as a school age service. These are:

- **18 May 2019** (if you are not already registered with Tusla as a pre-school service)
- **18 August 2019** (if you are already registered with Tusla as a pre-school service)
- **Three months before you intend to start operating a school age service** (if your service is not already operating on 18 February 2019)

#### 11. Will I need to communicate with Tusla again after I register?

You will need to notify Tusla if:

- Any of the details of your service contained in the early years services register change
- Your service closes

#### 12. I am a centre-based school age service. Do I need to submit policies for my service when applying for registration?

Yes. Centre-based school age services (that is, school age services other than childminders) must submit all of the policies and statements listed in paragraph 1 of Schedule 6 of the Regulations to Tusla when they are applying for registration. These policies are:

- Complaints policy
- Policy on administration of medication
- Policy on infection control
- Policy on managing behaviour
- Policy on the dropping off and collection of children
- Statement of purpose and function
- Fire safety policy

These policies are defined in paragraph 2 of Schedule 6 of the Regulations.

The service's Child Safeguarding Statement and, if appropriate, the service's Safety Statement, must also be submitted with the application.

Under the Children First Act 2016, registered childcare services are required to have a Child Safeguarding Statement. This is a written statement that specifies the service being provided and the principles and procedures to be observed in order to ensure, as far as is practicable, that a child availing of the service is safe from harm.

Information on the development of a Child Safeguarding Statement can be found on the Tusla website.

Under the Safety, Health and Welfare at Work Act, 2005, all employers, including the self-employed, are required to have a Safety Statement. This is a written action programme for safeguarding the health and safety of those at work. It details how health and safety is managed in the workplace.

Information on the development of a Safety Statement can be found on the Health and Safety Authority (HAS) website.

**13. I am a centre-based school age service. Is there a limit to the number of school age children that can be cared for in my service by one adult?**

Yes, there must be at least one adult for every 12 school age children in the service at all times. This requirement will apply immediately to services who seek to register on or after 18 February 2019, when the new regulations come into effect. For services that are already operating before 18 February 2019, this requirement comes into effect on 18 August 2019.

**14. I am a childminder. Do I need to submit policies for my service when applying for registration?**

Childminders must submit the following policies to Tusla when applying for registration:

- Policy on administration of medication
- Policy on infection control
- Policy on managing behaviour
- Policy on the dropping off and collection of children
- Statement of purpose and function

Childminders do not have to submit a Complaints Policy to Tusla when applying for registration, but must have such a policy in place when they are operating, and parents using the service must be aware of the policy.

The childminder's Child Safeguarding Statement and, if appropriate, the Safety Statement, must also be submitted with the application.

Under the Children First Act 2016, registered childminders are required to have a Child Safeguarding Statement. This is a written statement that specifies the service being provided and the principles and procedures to be observed in order to ensure, as far as is practicable, that a child availing of the service is safe from harm.

Information on the development of a Child Safeguarding Statement can be found on the Tusla website.

Under the Safety, Health and Welfare at Work Act, 2005, all employers, including the self-employed, are required to have a Safety Statement. This is a written action programme for safeguarding the health and safety of those at work. It details how health and safety is managed in the workplace.

Information on the development of a Safety Statement can be found on the Health and Safety Authority (HAS) website.

**15. I am a childminder. Is there a limit to the number of children I can care for?**

The number of children you can care for as a childminder depends on whether you care for school age children only, or a mix of school age and pre-school children.

If you care for school age children only, you can care for up to 12 children at the same time. If you care for pre-school children as well, then the maximum numbers of each that you can care for at the same time is as follows:

No. of pre-school children being cared for	Maximum no. of school age children
1	10
2	7
3	5
4	2
5	1

These requirements will apply immediately to school age childminders who seek to register **on or after 18 February 2019**, when the Regulations come into effect.

**For school age childminders who were operating before 18<sup>th</sup> February**, these requirements will come into effect on 18 August 2019.

**16. I am a childminder. Is there any number of children I can care for without my having to register with Tusla?**

Yes. The Child Care Act 1991 (as amended) exempts certain childminders from having to register with Tusla. In order to be exempt, a childminder must be caring for not more than 6 children (other than the person's own children) at the same time, and not more than 3 of the children can be of pre-school age. For example, a childminder can care for 3 pre-school and 3 school age children at the same time, or 5 school age children and 1 pre-school child at the same time, without having to register.