

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D.: TU2015CC385

Name of Service: Step by Step Pre-school

Address of Service: Parochial House, Rockchapel, Co Cork, P51TY38

Email Address: p.k.kelly@hotmail.com

Name of Registered Provider: Kate Kelly

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

Proposed change: Proposal to change from part-time service to full day care.

Proposed Number of Children: 28

Recommended Change Following Inspection: The registered provider no longer wishes to progress this proposal and will remain registered as a part-time service.

Registered change: No change to be made to registration.

Date of Inspection: 0 9 0 5 2 0 2 5

Inspection undertaken by: F. Collins

Title: Early Years Inspector

Tusla Early Years Inspectorate Address: Second Floor, Estuary House,
Henry Street,
Limerick.

Rationale for Inspection:
Proposed Change of Circumstance

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

Registration Status:	No Change to Current Registration, Part-Time & Sessional Service for 28 Children
Date of Registration	18 th July 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	Step by Step Pre-School is located in the old parochial house in the village of Rockchapel in North Cork. The service operates as a part-time day care service from 09.00am-1.30pm daily and facilitates a sessional service between the hours of 09.00am and 12.00pm daily, Monday to Friday for 38 weeks of the year. The service caters for children aged between 2 ½ and 6 years. The pre-school premises is on the same site as the parish church. There is adequate parking at the side of the church which allows for the safe drop off and collection of children.
Premises	The premises is a two story converted house with one care room on the ground floor and one care room on the first floor. Downstairs, there are children's toilets and a kitchenette. Upstairs there is a children's toilet and an adult toilet and space for storage. The outdoor play facility to the right of the building is secured by fencing, a wall and an access gate. The second space used is a large tarmac area to the rear of the church where the children use ride on bikes, tricycles, scooters and tractors.
Staffing	The proposal is for the registered provider, along with three staff to work in the service.
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 the following themes: Governance, Health, Welfare and Development of the child, Safety and Premises.

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	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 registering the change in circumstance. 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.
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the registered provider and the staff who were 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 with the registered provider being the person in charge and there is a named deputy in the event the registered provider is not onsite.

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 registered provider proposes to have adequate staffing with four adults working in 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. (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 (2) applies, shall ensure that—	

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- (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 or
(b) where no such space is provided, the preschool children attending the service have access on a daily basis to an outdoor service

Requirement met:

The requirements have been met.

(1)(a) There are two pre-school rooms within the service. Each room is well equipped with play materials and equipment.

Both care rooms are in use and the proposal is to continue to use both room if extending to provide full day care. The care rooms are both suitably equipped.

(b) The service has planned that the children will have access to stackable beds after dinner time daily. There are currently two sleep mats with a plan for five stackable beds will be set up in the downstairs care room away from the doors and under the back window.

Each care room has a soft and comfortable area available to the children to rest and relax as needed.

(3)(a) The children will have access to two outdoor areas. One fully enclosed outdoor area is available to the right of the building with suitable and challenging play equipment. The tarmacadam area to the rear of the church is used for riding bikes, ride on toys and for scooters.

Part V - Care of Child in Pre-school Service

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 partially met.

The registered provider has contacted a food supply company who have agreed in principle to provide the hot meals to the service daily.

The current plan is for the service to provide breakfast. The parents/guardians are to provide the morning and afternoon snack and the lunchtime meal for the children attending part-time. The service will provide the hot meal to the children attending on a full day care basis.

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	The plan is for the service to provide the evening supper.
Requirement not met:	The following was not completed: 1. A plan for the reheating of food is required. 2. A plan on how the service will manage the food when delivered and prior to being eaten. 3. A menu plan is not available to indicate a variety of nourishing food that would be served.
Response from Provider:	The registered provider no longer wishes to progress this proposal and will remain registered as a part-time service.
Summary Comment:	No change to registration status.

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 partially met. • The emergency exit doors are unobstructed. • Safe storage is provided for the children's belongings with hooks available for each child. • Storage for cleaning materials and equipment were in a secure area in the kitchenette. • There were no blinds. • The windows were suitably secured. • The toys and play equipment were suitable and those assessed did not have any sharp or protruding edges. • All storage facilities were secure. • All flexes and cables assessed were in good condition. • A fridge is provided on each floor for the storage of perishable items contained in the food provided by parents/guardians. • The fire assembly point is easily accessible.
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	Emergency signage was evident in the service.
Requirement not met:	The kitchen is accessible to children, which would be used for the storage of the hot food once delivered.
Response from Provider:	The registered provider does not wish to proceed with the change to full day care.
Summary Comment:	The service will remain registered as a part-time service.

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 requirements for this Regulation have been partially met. (1) Three staff have up to date training in First Aid Responder. (2) (a) The first aid box was easily accessible.
Requirement not met:	(2) (b) The first aid supplies were not sufficient with no sterile dressings or adequate sterile eye pads available.
Response from Provider:	The registered provider does not wish to proceed with the application to increase service type to full day care.
Summary Comment:	The service will remain registered as a part-time day care 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 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.

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Requirement met:	The requirements for this Regulation have been met. (1) (a) The fire drills were being recorded and a suitable system of recording these was available. (b) The fire extinguishers were last serviced on 1 July 2024; the fire alarm was last serviced on 26 August 2024. (4) The notice of the procedures to follow in the event of a fire were displayed at the main door.
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Part VI – Safety

Regulation 28 – Insurance

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

Requirement not met:	The requirement for this regulation has not been met as the insurance proposal had expired at the time of the inspection.
Response from Provider:	The registered provider does not wish to progress the application for a full day care service.
Summary Comment:	The service is to remain registered as a part-time 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 partially met. (a) The building appeared to be of sound and stable structure. (b) The entrance doors and gates to the building are secured with a key access and thumb turn locks on the doors and running bolts on the gates. (c) Natural lighting is provided with large windows in each of the two care rooms, and this is supplemented with electric fluorescent lights, which are fully encased with protective covers. The windows in each room are openable to provide
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	natural ventilation. Mechanical ventilation is provided in the sanitary accommodation downstairs. The building is heated by radiators using an oil-fired central heating system. The boiler was last serviced on 6 February 2025. (d) The two rooms in the service are well maintained and clean throughout. (e) Sufficient toilets are available for the children, with three toilets available: two downstairs and one upstairs. There are sufficient toilets for the adults, with one adult toilet upstairs. There are four wash hand basins in total.
Requirement not met:	(e) The service did not have any nappy changing facilities available.
Response from Provider:	The registered provider does not wish to progress to a full day care service.
Summary Comment:	The service is to remain registered as a part-time 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.*
- (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) There is adequate space for the work, play and movement of the registered number of children attending. (2) The downstairs room measured 30.15 sqm. The upstairs room measured 21.64 sqm. (3) There is adequate space for the registered numbers of children to attend on a sessional basis.
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