

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



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 Registered Provider: Regina McNamara

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

Proposed change:	To add sessional care to the service type for the service registration provision. To increase the numbers of children attending the service to 25 as the floor space of the Montessori room has been altered to create additional space.
Proposed Number of Children:	25
Recommended Change Following Inspection:	The registration of the service can reflect sessional care on the service type. The total number of children aged 1- 6 years attending on a sessional basis can increase to 25.
Registered change:	Change in Service Type from Full Day, Part Time to Full Day, Part Time, Sessional. Change in Number of Children from 20 to 25 children

Date of Inspection: 1 9 0 5 2 0 2 6

Inspection undertaken by: T. Duignan.

Title: Early Years Inspector.

Tusla Early Years Inspectorate Address: Early Years Inspectorate, SAP Office,
St Loman's Campus, Springfield,



Child and Family Agency Act 2013
Child Care Act 1991 (Early Years Services) Regulations 2016

Version 05
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Mullingar, Co Westmeath, N91 N4XC.

Rationale for Inspection: Proposed Change of Circumstance

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

Registration Status:	Registered Full Day, Part-Time & Sessional Service for 25 Children
Date of Registration	10 June 2026

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	Little Minds is a private childcare facility and provides full day and part-time care for children from 1-6 years of age. The hours of operation are 8.00am to 17.30 hours, Monday to Thursday and 08:00am – 17:00 hours Friday.
Premises	The 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	Five adults including the registered provider are employed in the service. The registered provider is the designated person in charge, and a second staff member is employed to deputise as required. The childcare staff working directly with the pre-school children 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 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, person in charge, staff and children who were present on the day of the inspection.

Part III - Management and Staff	
Regulation 9 – Management and Recruitment	
<i>(1) A registered provider shall ensure that—</i> <i>(a) the service has a designated person in charge and a named person who is able to deputise as required.</i>	
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	
<i>(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.</i> <i>(8) Without prejudice to paragraphs (2) to (7)—</i> <i>(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,</i>	
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.

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(8)(a) There are two adults on the premises at all times for the duration of the Inspection.
This was confirmed by the staff roster and staff sign in book.

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—

- (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 requirement has been met.

(1)

(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, hairdressing space, 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

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puzzles and a variety of suitable art and craft materials to cater for the younger age group.

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. Covered play areas are available to the children to ensure that children can play outdoors during inclement weather.

(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.

Suitable rest areas with child sized comfortable seating are provided in the two care rooms.

(2)

(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.

The perimeter area at the rear of the premises is enclosed by a wall. The outdoor area is enclosed by a wooden fence at the front and a further high metal fence with a secure metal gate that encloses the service completely. A doorbell 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 for the service.

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 is met.

A healthy eating policy is in place in the service. The main meal is sourced from an outside catering company and reheated daily. The catering company provide a weekly menu to the service, and this is circulated to parents. Children's dietary requirements are catered for. The parents provide the children's snacks which are then stored in labelled baskets

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in the fridge on arrival. Drinking water is available at all times for the children. Milk in addition to water are offered as a drink to the children at mealtimes. The service has registered the kitchen with the Environmental Health Service. 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 and 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 and in each care room for the hygienic and safe disposal of used paper hand towel, tissues and waste. Soiled nappies are brought out the outside bin immediately after nappy change completed

A refrigerator is available in the kitchen in the service.

A pest control contract is in place for the premises.

The premises is maintained in a clean and hygienic condition and detailed cleaning schedules are in place for all room environments.

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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) Suitably equipped first aid boxes are easily available and accessible to children at all times and are placed in conspicuous positions in 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. The last fire drill was completed on 7 May 2026.
- (b) The firefighting equipment and smoke alarm were serviced in April 2026.
- (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 point is identified in the outdoor area.

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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.

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 40 children attending a full day care service. The insurance certificate expires on 27 March 2027.

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 provide 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

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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.

Mechanical ventilation provides additional ventilation in the care rooms and sanitary areas. There are openable windows and doors in the care rooms,

(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 Montessori room.
- A toilet and wash hand basin is located adjacent to the Wobbler room.
- One wall mounted pull down nappy changing unit and one wash hand basin is provided in the sanitary area located in the Wobbler room.
- A toilet and a wash hand basin facility is 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) *a sessional pre-school service, and*
 - (b) *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).*

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Requirement met:

The requirement has been met.

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

Room	Montessori	Clear floor space	41 m²
Room	Wobbler	Clear floor space	17.5 m²

(4)(a)(b) The required floor space for the proposed 25 pre-school children aged 1 -6 years old, attending the service is met.