Registration Office

Early Years Inspectorate

2nd Floor

Estuary House

Henry Street

Limerick

061 461 715

re.registration@tusla.ie

Date:

**RE: REGISTRATION RENEWAL, URGENT ACTION REQUIRED.**

Dear Provider,

I am writing to notify you that your service registration is **now due for renewal**.

Section 58D of the Child and Family Agency Act 2013 permits the maximum period of registration under a single application process to be 3 years. Your service will shortly reach the end of your current registration period. If you wish your service to remain on the National register of early years services you must complete the registration renewal process as soon as possible.

Registration renewal must be completed on the Tusla Portal [www.portal.tusla.ie](http://www.portal.tusla.ie) .

**Failure to complete renewal of registration**

Please note failure to renew your registration will result in your service **not being included on the National register of early years services**. If this occurs, and you wish to operate an Early Years’ Service in the future, you will be required to submit a full and complete application 90 days before your proposed opening date.

**The deadline for submission of your registration renewal is 1st November 2022**

The process of registration renewal has been streamlined by the recent amendment to the regulations. The Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2022 and the Child Care Act 1991 (Early Years Services) (Registration of School Age Services) (Amendment) Regulations 2022 permits services to re-register by submitting the following documents only;

1. **Current Insurance certificate**
2. **Garda vetting disclosure** – **dated within 3 years** for the following personnel.

* registered provider, and
* person in charge if different to the registered provider,
* company directors or board members who have access to children in the service,
* the second person, where a school age service is operated single-handedly
* the second person in a school age childminding service,
* persons over the age of 18 who are present in the house where a school age childminding service is operating.

1. **Signed declaration form**

**Do not ignore this notice or delay** your submission. Do not confuse this notice with HIVE or core funding submissions. The application process only takes a few minutes to complete, please follow the steps as set out in the online resources on the Tusla website at the following link, [Registration Renewal Tusla - Child and Family Agency](https://www.tusla.ie/services/preschool-services/early-years-providers/early-years-re-registration/).

Please note that to avoid disruption to your service, providers who allow their registration to expire will be unable to continue to operate , and their services will not be added to the register.

You can log into the Portal here <https://portal.tusla.ie>

Please contact the team via [re.registration@tusla.ie](mailto:re.registration@tusla.ie) or at 061 461715 if you need assistance completing this process or have any queries in respect of this correspondence.

**Yours sincerely,**

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Description automatically generated

**Belinda O’Keeffe,**

**Registration Manager Regulation and Compliance,**

**Early Years Services,**

**Children’s Services Regulation,**

**Child & Family Agency.**