

**REGULATION 10**  
**REGULATION 11(1)**  
**REGULATION 11(2)**

**NOTIFICATION OF AN EARLY YEARS SERVICE**  
**NOTIFICATION IN CHANGE OF CIRCUMSTANCES**  
**NOTIFICATION OF CESSATION OF AN EARLY YEARS SERVICE**

**1. Purpose**

All notifications submitted to Early Years Services of the HSE

- To ensure that an Early Years Service providers notify the HSE in accordance with statute
- To ensure that any change in particulars in the notification are recorded on the Pre-School Notification schedule.
- To define the process for dealing with notified pre-school services that cease to operate.

**2. Scope**

All notified Early Years services

**3. Responsibility**

Early Years Inspection Service

**4. Relevant Legislation**

Child Care Act 1991

Child Care (Pre-School Services) (No 2) Regulations 2006 [S.I. No. 604 of 2006]

Child Care (Pre-School Services) (No 2) (Amendment) Regulations 2006 [S.I. 643 of 2006].

Child Care (Pre-School Services) (No2) Regulations 2006 and Explanatory Guide to

Requirements and Procedures for Notification and Inspection (DOH&C 2006)

National Standards for Preschool Services [DOHC 2010]

**5. Relevant Forms/documents**

Notification of Early Years Service (Pre-School Service) **(NP1)**

Guidance to completion of Early Years (Pre-school) Services Notification schedule **(NP2)**

Cover letter for notification schedule **(NP 3)**

Acknowledgement of Receipt of Notification schedule **(NP 4)**

Change of circumstances form **(NP 5)**

Letter re cessation to accompany **NP6 (2)**

If this SOP is not fully followed, the reason for doing so should be clearly recorded and brought to the attention of the HSE manager of the service without delay. It should be recorded on the file.

Notification form of cessation of service **NP 6 (1)**

Acknowledgement of correspondence regarding cessation of service (**NP 7**)

## **6. Procedure**

- 6.1 All Notification Schedules are date stamped on arrival into Early Years Inspection Service (**NP1**)
- 6.2 The form is assessed by the Early Years Inspection Service to ensure that it is a valid notification and that all sections are appropriately completed.
- 6.3 Invalid / incomplete forms are returned to the service provider outlining reason for non-acceptance.
- 6.4 Where the form is valid an acknowledgement of the notification is issued by written correspondence (**NP 4**)

### **Change in Circumstances.**

- 6.5 Change of circumstance form (**NP 5**) is routinely forwarded with notification of annual fees due. (**AF1**)
- 6.6 Where an Early Years service notifies the HSE in writing of any change in the particulars in the service which is not received on NP5, the NP5 form is forwarded to provider for completion
- 6.7 On receipt of NP5 date stamped and filed.

### **Cessation of Service.**

- 6.8 When the Early Years Inspectorate is made aware of a pre-school ceasing to operate or possible cessation to operate, the provider is requested to give notice in writing of cessation by completing the NP6(1) form. As appropriate NP6(2) is forwarded
- 6.9 On receipt of the written notice to cease (NP1) a letter acknowledging the closure is sent to the provider. (**NP 7**)
- 6.10 On receipt of NP6 the service is verified as being closed. Verification has to be based on recorded notes of a telephone call or visit and is recorded on file.
- 6.11 If a written Notice to Cease is not received, the inspection team must verify closure of the service.
- 6.12 The Data-base recording the 'List of Notified Pre-school Services' is updated

**NP1(a)**

**HSE Office Address &  
Phone No.**



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

**Notification of Early Years Service (Pre-School Service)**

Child Care Act 1991, Part VII, Child Care (Pre-school Services) (No 2) Regulations 2006 and Childcare (Pre-school Services) (No2) (Amendment) Regulations 2006 and Explanatory Guide to Requirements and Procedures for Notification and Inspection

**Before completing this form please read:**  
**“Guide to Completion of Early Years Service (Pre-School Services) Notification Form” attached.**

**Document: STANDARD OPERATING PROCEDURES (SOP) FOR THE EARLY YEARS SERVICES INSPECTORATE**

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**SCHEDULE (This section must be completed for all Notifications)**

*Notification to the Health Service Executive by a person proposing to carry on a pre-school service.*

I \_\_\_\_\_ aged over eighteen years, hereby give notice to the Health Service Executive that it is my intention to carry on a pre-school service situated at:

Name of pre-school service: \_\_\_\_\_

Address of pre-school: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Type of facility – Please tick as appropriate

Childminding Service	
Full Day Care Service	
Overnight Pre-School Service	
Part-time Day Care Service	
Pre-School Service in a drop-in centre	
Pre-School Service in a temporary drop-in centre	
Sessional Pre-School Service	

Have you previously contacted the Health Service Executive to avail of their pre-school advisory service?  Yes  No

If yes, date of contact: \_\_\_\_\_

**If the pre-school service is carried on by an individual, please complete Section 1, 3 and 4.**

**If the pre-school service is carried on by an organisation such as a voluntary group, company or other body, please complete Section 2, 3 and 4.**

### **Section 1 (Service Provider)**

#### **Service Provider Details**

Name: _____
Previous Name(s): _____
Date of Birth: _____
Home Address: _____ _____
Home Telephone No.: _____ Mobile No. : _____
Fax No.: _____ E-mail address: _____
(a) Relevant qualification(s) (title and date of qualification(s), name of organisation granting qualification(s)/awarding body(ies)).
Qualification(s): _____ _____
Name of Organisation(s)/awarding body(ies): _____ _____
Address of Registered Office of Organisation(s) or awarding body(ies): _____ _____

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(b) Relevant experience including previous voluntary or paid work with children.

Insert details here (use additional sheet if necessary): \_\_\_\_\_

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**Person in Charge of Operating the Service (Only if different from Service Provider)**

Name: \_\_\_\_\_

Previous Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone No.\*: \_\_\_\_\_ Mobile No.\*: \_\_\_\_\_

Fax No.\*: \_\_\_\_\_ E-mail address\*: \_\_\_\_\_

*\* only if different from the above*

- (a) Relevant qualification(s) (title and date of qualification(s), name of organisation granting qualification(s)/awarding body(ies)).

Qualification(s): \_\_\_\_\_

\_\_\_\_\_

Name of Organisation(s)/awarding body(ies): \_\_\_\_\_

\_\_\_\_\_

Address of Registered Office of Organisation(s) or awarding body(ies): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- (b) Relevant experience including previous voluntary or paid work with children.

Insert details here (use additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Section 2 (Service run by an Organisation)**

### **Details of Organisation**

Name of Organisation: _____
Address of Organisation: _____ _____
Telephone No.: _____ Mobile No. : _____
Fax No.: _____ E-mail address: _____
Name of person acting on behalf of Organisation: _____
Position in Organisation: _____
Address (if different from above): _____ _____
Home Telephone No.*: _____ Mobile No. *: _____
Fax No.*: _____ E-mail address*: _____
<i>* only if different from the above</i>

### **For Registered Companies only**

Name of Company: _____
Address of Registered Office: _____ _____
Company Secretary Name: _____
Company Registration No. (if applicable): _____



**Person in Charge of Operating the Service**

Name: \_\_\_\_\_

Previous Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

(a) Relevant qualification(s) (title and date of qualification(s), name of organisation granting qualification(s)/awarding body(ies)).

Qualification(s): \_\_\_\_\_  
\_\_\_\_\_

Name of Organisation(s)/awarding body(ies): \_\_\_\_\_  
\_\_\_\_\_

Address of Registered Office of Organisation(s) or awarding body(ies): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Relevant experience including previous voluntary or paid work with children.

Insert details here (use additional sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3**

- (a) Is service operating in a domestic dwelling  Yes  No
- (b) State the number of children it is proposed to cater for in the premises: \_\_\_\_\_  
Age range of children to be catered for: \_\_\_\_\_
- (c) Number of staff employed: \_\_\_\_\_
- (i) Adult childcare staff (working directly with children): \_\_\_\_\_
- (ii) Student childcare staff: \_\_\_\_\_
- (iii) Ancillary staff (staff not working directly with children): \_\_\_\_\_
- d) Days of opening: \_\_\_\_\_
- e) Hours of opening: \_\_\_\_\_
- (f) No. of weeks open: \_\_\_\_\_
- (g) No. of weeks closed (if appropriate): \_\_\_\_\_
- (h) Dates closed (if appropriate)
- |     | from  | to    |
|-----|-------|-------|
| (1) | _____ | _____ |
| (2) | _____ | _____ |
- (i) Duration of service and nature of event (in the case of a pre-school service in a temporary drop-in Centre): \_\_\_\_\_  
\_\_\_\_\_

<p><b>Section 4:</b> Declaration</p> <p><i>The owner of a private pre-school service or the Chairperson of a community service (i.e. the person who has overall responsibility for running the service), must sign this Declaration.</i></p> <p>I declare that all the information set out in this notice is correct.</p> <p>Signed _____ Date: _____</p>
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Please detail below easy to follow-directions to your premises: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ***GUIDE TO COMPLETION OF EARLY YEARS SERVICE (PRE-SCHOOL SERVICES) NOTIFICATION FORM***

Regulations 10 and 11 of the Child Care (Pre-School Services) (No. 2) Regulations 2006 set out the requirements with regard to the Notification of a Pre-School Service:

### **Regulation 10 (Notice to be Given by Person Proposing to Carrying on a Pre-School Service)**

- (1) Where a person proposes to carry on a pre-school service that person shall, at least 28 days before the commencement of the service, give notice in writing to the Health Service Executive.*
- (2) Notwithstanding paragraph (1) herein, where a person proposes to carry on a pre-school service in a temporary drop-in centre, that person shall, at least 14 days before the commencement of the service, give notice in writing to the Health Service Executive.*
- (3) A notice under paragraph (1) or (2) of this Regulation shall be in the form set out in the Schedule to these Regulations or in a form to the like effect which shall contain all the particulars specified in that form.*

### **Regulation 11 (Notification of Change of Circumstances)**

- (1) A person carrying on a pre-school service shall, within 28 days, notify in writing the Health Service Executive of any change in the particulars contained in the notice given by that person in the Schedule to these Regulations or in a form to the like effect.*
- (2) A person who ceases to carry on a pre-school service shall, within 14 days of the cessation of the service, give notice in writing to the Health Service Executive.*

### **General Guidance:**

In accordance with the requirements listed under Regulation 10 and Regulation 11 above, a notification form must be completed and submitted to the HSE at least 28 days prior to commencement of the pre-school service, and at least 14 days prior to the commencement of a temporary drop-in centre. The HSE must be notified within 28 days of any change in the particulars detailed in the notification form submitted upon commencement of the pre-school service. The HSE must also be notified in writing within 14 days of the cessation of the pre-school service.

Queries regarding the completion of this form or notification procedure should be directed to your local Pre-School Services Office in the Health Service Executive.

Where an information request may be not applicable, either record N/A for “not applicable” in that part or score a line through to indicate this.

The local HSE office address should be inserted in the box on front cover of the Notification Form. It is recommended that these forms are printed on orange paper for ease of identification.

## **SCHEDULE**

This section is to be completed by:

The owner of a private pre-school service **or** the Chairperson of a community service (i.e. the person who has overall responsibility for running the service.) In this section write your name, address and the name and address of the pre-school service and contact details. The name of the pre-school may not be applicable to childminders operating under their own name or temporary drop-in centres

The following types of childcare services are required to notify the Health Service Executive:

- A **Childminding** service is a pre-school service, which may include an overnight service, offered by a person who single-handedly takes care of pre-school children, including the childminder’s own children in the childminders home for a total of more than 2 hours per day, except where the exemptions provided in Section 58 of the Child Care Act 1991 apply.

If this SOP is not fully followed, the reason for doing so should be clearly recorded and brought to the attention of the HSE manager of the service without delay. It should be recorded on the file.

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- A **Full Day Care** service is a pre-school service offering a structured day care service for pre-school children for more than 5 hours per day, and which may include a sessional pre-school service for pre-school children not attending the full day care service.
- An **Overnight** pre-school service is a service in which pre-school children are taken care of for a total of more than 2 hours between the hours of 7pm and 6am except where the exemptions provided in Section 58 of the Child Care Act 1991 apply.
- A **Part-Time Day Care** service means a pre-school service offering a structured day care service for pre-school children for a total of more than 3.5 hours and less than 5 hours per day; and which may include a sessional pre-school service for pre-school children not attending the part-time day care service.
- A pre-school service in a **Drop-in Centre** is a pre-school service offering day care which is used exclusively on an intermittent basis.
- A pre-school service in a **Temporary Drop-in Centre** means a pre-school service offering day care exclusively on a temporary basis.
- A **Sessional** pre-school service is a pre-school service offering a planned programme to pre-school children for a total of not more than 3.5 hours per session.

**The type of service or types of services (where more than one type of service is provided in the premises) must be clearly indicated.**

## **SECTION 1**

Section 1 is to be completed where an individual (usually a private provider) is the person carrying on the pre-school service. Where the individual carrying on the pre-school service (service provider) and the adult in charge of operating the pre-school service are the same person, it is sufficient to record details in part (a) and (b) only. If completing Section 1, do not complete Section 2, instead proceed to Sections 3 and 4.

## **SECTION 2**

Section 2 is to be completed where the pre-school service is carried on by an organisation such as a voluntary group, company or other body. The name of the person acting on behalf of the Organisation should be the person who has overall responsibility for running the service (i.e. Chairperson). Parts (a) and (b) of Section 2 refers to the adult in charge of operating the pre-school service (i.e. play leader/manager)

## **SECTION 3**

In part (a) domestic dwelling relates to all or part of a persons own home, used as the setting for a pre-school service.

In part (b), the number of children catered for in the premises means the total number of pre-school places that the service can provide at any one time (i.e. maximum capacity). An approximate number will suffice where a service proposes to cater for a range of ages making an exact calculation difficult to determine.

In part (c), the number of staff employed should be the sum of subsections (i), (ii) and (iii). Part d) and e) are self explanatory.

In part (f) and (g), information on weeks open or closed in the service is intended for open and closed periods of one or more weeks. Service closure for occasional days and bank holidays do not need to be recorded. Where exact dates are not known, approximate dates for relevant closure periods should be recorded (e.g. Christmas, Easter, Halloween, Summer, other).

If this SOP is not fully followed, the reason for doing so should be clearly recorded and brought to the attention of the HSE manager of the service without delay. It should be recorded on the file.

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Part (i) relates to temporary drop-in services only.

## **SECTION 4**

This section must be signed by the person proposing to carry on the pre-school service (i.e. the service provider) or the Chairperson as mentioned in the Schedule. This person is legally responsible for operating the pre-school service.

### **ANNUAL FEES (Regulation 31)**

1. A person carrying on a pre-school service shall pay to the Health Service Executive an annual fee towards the cost of inspections under Part VII of the Act and the amount of such fee shall be:
  - (a) where the service provided does not exceed 3.5 hours in the day - €40.00
  - (b) childminding service - €40.00
  - (c) in all other cases - € 80.00
2. The Health Service Executive shall, as near as may be to the first anniversary of the notification referred to in Regulation 10 of these Regulations, and annually thereafter, notify the person carrying on a pre-school service of the annual fee to be paid to it by that person.
3. The person carrying on a pre-school service shall, within 28 days of the receipt by him or her of a notification under paragraph (2) of this Regulation pay the Health Service Executive the fee specified in the notification.
4. The Health Service Executive may exempt from a fee a person carrying on a pre-school service in which no pre-school child is maintained for profit. This in particular applies to Community Playgroups.

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Version: 1  
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**NP3 (a)**

Date

Name

Address of Pre-school

**RE: Notification of an Early Years Service**

Regulation 10, Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006

Dear Service Provider,

Please find enclosed:

Notification of Early Years Service (Pre-School Service) Schedule & Guide to Completion of Early Years Service (Pre-School Service) Notification Form.

Please complete and return to the above address. If you have any queries please contact this office (details above/below).

There is no fee payable with notification form however an annual fee towards the cost of inspection is payable on the first anniversary of notification and on an annual basis thereafter. You will be notified when the fee is due to be paid.

Yours Sincerely

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Early Years Inspection Service

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Version: 1  
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Review: 20/09/2013

**NP 4(a)**

Date

Name

Address of Preschool

**RE: Acknowledgement of Notification of an Early Years Service**

Regulation 10, Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006

Dear Service Provider,

I wish to acknowledge receipt of your completed Notification of Early Years Service (Pre-School Service) received on the \_\_\_\_\_ for (name and address of service)

An Inspection of your service will take place in due course. Please be advised that the service will be inspected under the Child Care (Pre-School Services)(No2) Regulations 2006 and Explanatory Guide to Requirements and Procedures for Notification and Inspection.

The Early Years Service Provider is now listed as ..... You must notify this office in writing within 28 days of any change to the particulars contained in your Notification Form.

If you intend to cease operating you must notify this office within 14 days of the cessation of the service.

Failure to provide such information is an offence under the Regulations.

If you have any queries regarding the above please don't hesitate to contact this office.

Yours Sincerely

\_\_\_\_\_

Early Years Inspection Service

If this SOP is not fully followed, the reason for doing so should be clearly recorded and brought to the attention of the HSE manager of the service without delay. It should be recorded on the file.



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**NP 5(a)**

**In accordance with Regulation 11 (1) of the Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006 the following notification is required to be completed where a change in the notification details of a service occur.**

**Notification in change in Circumstances**

Name of Pre-School Service: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Details: \_\_\_\_\_  
No. of children catered for in the premises: \_\_\_\_\_  
No. of staff employed: \_\_\_\_\_  
Manager/Designated Person  
in charge: \_\_\_\_\_  
Current Community Chairperson  
(If applicable): \_\_\_\_\_  
Company Secretary  
(If applicable): \_\_\_\_\_  
Opening Hours: \_\_\_\_\_  
Days of Operation: \_\_\_\_\_  
Please outline any change  
In notified circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Please add page if  
necessary. Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Position \_\_\_\_\_ Date: \_\_\_\_\_

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**NP 6(1)(a)**

**In accordance with Regulation 11 (2) of the Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006 the following notification is required to be completed where a person ceases to carry on a preschool service.**

**NOTIFICATION OF CESSATION OF SERVICE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service Type: \_\_\_\_\_ Date of Closure: \_\_\_\_\_

Reason for Closure: \_\_\_\_\_  
\_\_\_\_\_

No. of places in the service: \_\_\_\_\_

(NB this should detail all pre-school children who attended the service i.e. number on the register.)

I wish to inform you that I have ceased to operate a pre-school service at the above address.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For official use only:**

Date of follow up visit / telephone call or evidence recorded on file: \_\_\_\_\_

Date of Letter of Acknowledgement sent: \_\_\_\_\_

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**NP 6(2)(a)**

Date

Name

Address of Preschool

**RE: RE: Acknowledgement of Cessation of an Early Years Service**  
Regulation 11(b), Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006

Dear Service Provider,

I wish to acknowledge your correspondence/contact on \_\_\_\_\_ stating that you have decided to cease to operate a pre-school service on [date] \_\_\_\_\_ at [location] \_\_\_\_\_

Please complete the attached form and return to this office. When the service closure has been verified your file will be closed accordingly and your name removed from the list of notified services as referred to in Section 56(3) of the Child Care Act 1991.

Yours Sincerely

\_\_\_\_\_

Early Years Inspection Service

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**NP 7(a)**

Date

Name

Address of Preschool

**RE: RE: Acknowledgement of Cessation of an Early Years Service**

Regulation 11(b), Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006

Dear Service Provider,

I wish to acknowledge your correspondence/contact on \_\_\_\_\_ stating that you have decided to cease to operate a pre-school service on [date] \_\_\_\_\_ at [location] \_\_\_\_\_

Yours Sincerely

\_\_\_\_\_

Early Years Inspection Service