

# Early Years' and School Aged service set-up protocol

Whether you intend to establish, build, alter/extend an existing or new Early Years or School Aged Childcare service, the following are some important steps that can support you in this process -

1. Contact Mayo County Childcare Committee <https://www.mayo.ie/childcare/about/team>  
  
to discuss geographical need within the area where you intend to establish your service. Mayo CCC is also available for support in a variety of areas including childcare funding programmes, funding, quality practice etc. Mayo CCC can provide you with information regarding the various tasks required to establish an early years' service. 094 9064396 / [mayochildcare@mayococo.ie/](mailto:mayochildcare@mayococo.ie)
2. It is a legal requirement for all early year's services proposing to operate from the 30th June 2016 to make application to Túsla for registration at least 3 months before it is intended to commence operation
  - Any queries regarding the registration of a new early years' service can be directed to the registration office at [ey.registration@tusla.ie](mailto:ey.registration@tusla.ie) or 061 461700.
  - Any queries regarding the registration of a afterschool service should be directed to the School Aged Childcare registration office by sending an email to [sac.registration@tusla.ie](mailto:sac.registration@tusla.ie)
3. Contact the Planning Department in your Local Authority to discuss your intentions. They will direct you on how to comply with all legal requirements within their remit. 094 9024444
4. Once your architect/designer has drawn up plans, link in with Mayo CCC to discuss the layout of your proposed early years' service. Remember it is your responsibility, and that of your architect/designer and builder, to ensure that all requirements under the Building Regulations are met.
5. You must ensure that your plans are submitted to the Fire Officer in your Local Authority. The Department of the Environment and Local Government has drawn up a guide to fire safety titled "Fire Safety in Pre-schools"  
[https://www.tusla.ie/uploads/content/Fire\\_and\\_Planning\\_Requirements\\_for\\_Early\\_Years\\_Services\\_Re\\_Registration.pdf](https://www.tusla.ie/uploads/content/Fire_and_Planning_Requirements_for_Early_Years_Services_Re_Registration.pdf). This document contains useful information for both you and your designer. Contact your local Fire Officer in Mayo County Council on 094 9024444
6. In June 2019, the Minister for Children and Youth Affairs, Dr Katherine Zappone, launched the **Universal Design Guidelines for Early Learning and Care Settings**. The publication offers guidance on the refurbishment, renovation and building of centres for Early Learning and Care in Ireland <https://aim.gov.ie/universal-design-guidelines-for-elc-settings>. Support information on design and layout of an early year's service can be found from many sources including experienced architects, Barnardos, Early Childhood Ireland, and Mayo County Childcare Committee.

Mayo County Childcare Committee  
[www.mayochildcare.ie](http://www.mayochildcare.ie) / 094 9064396