



national  
childcare  
strategy  
2006-2010

# national guidelines for childminders



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1.

# Introduction

## 1.1 About the Childminding Guidelines

These Guidelines are intended to provide guidance for good practice to assist Childminders. They include:

- nationally agreed Guidelines for good Childminding practice;
- detailed information on Statutory Notification to the Health Service Executive (HSE) and Voluntary Notification;
- services provided to Childminders by the City/County Childcare Committees, the Childminder Advisory Officers and Childminding Ireland; and
- contact details of relevant organisations including addresses and phone numbers.

## 1.2 The Role of a Childminder

A Childminder cares for a small group of children of mixed ages in a “home from home” setting. Children are welcomed as individuals, they are offered affection and respect and their developmental and recreational needs are met. Childminders offer a flexible service, tailored to each child, thereby helping parents and guardians to balance their work and family commitments. A Childminder negotiates and agrees her/his terms with parents.

***The child's welfare must be the prime consideration of the Childminder. Childminders have sole responsibility at all times for the health, safety and wellbeing of each child entrusted to their care.***

## 1.3 Descriptions of Important Terms / References used in these Guidelines

In order to understand these Guidelines, **please take the time to read** the following definitions.

### **CHILDMINDER:**

**A Childminder is a** self-employed person who minds other people's children in the Childminder's own home.

See legal definition of Childminder and Childminding Service at Appendix B – Legislation.

### **CCC:**

Abbreviation for City or County Childcare Committee. Thirty three CCCs were established by the Government in 2001, to help improve the provision of quality childcare in each City and County. CCCs are not-for-profit organisations. They provide information and supports to many different clients in the childcare sector including Childminders, parents and childcare providers who are setting up or operating childcare facilities. CCC staff provide services from 9 a.m. to 5 p.m.

Monday to Friday. Contact details including addresses, phone numbers and email addresses for each CCC are shown at Appendix C1.

### **CHILDMINDING IRELAND:**

This is a professional association for Childminders who are self-employed and work in their own homes, providing a family-based day care service for children. Registered Membership is open to Childminders who provide day care in their own homes, subject to certain conditions.

Childminding Ireland provides many services to its members. It is dedicated to promoting *quality childcare*, through providing support and information to Childminders and the broader childcare sector, by telephone, electronically, through published materials and through its website. It also helps parents in identifying *quality* in family based childcare and in finding childminding places.

### **CMAO:**

Abbreviation for **C**hild**m**inder **A**dvisory **O**fficer. The CMAOs work with the CCCs and their specific role is to assist Childminders. Contact details of CMAOs are shown at Appendix C3.

### **HSE:**

Abbreviation for the **H**ealth **S**ervice **E**xecutive, which has statutory responsibility for providing health and social services. These services were formerly provided by the Health Boards. Contact details for Pre-School Services are shown at Appendix C2.

### **NOTIFICATION:**

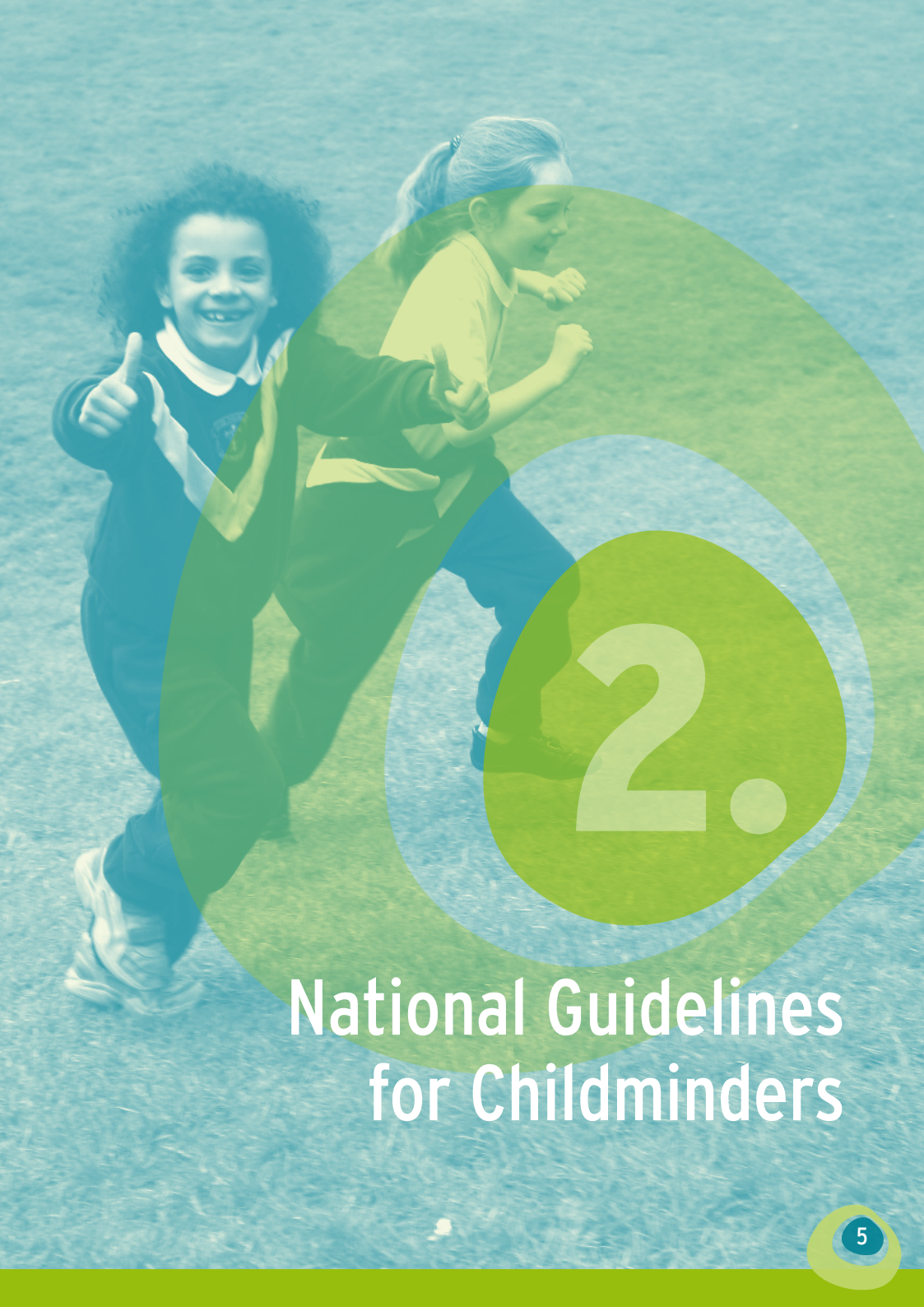
Under the law, certain categories of Childminders are obliged to notify the Health Service Executive of their service. Other Childminders are not required to do so but can choose to **voluntarily notify** their local CCC / CMAO of the existence of their service. Detailed information on Notification is shown at Section 3 below.

### **OMC:**

Abbreviation for Office of the Minister for Children.





A photograph of two young children running on a grassy field. The child in the foreground is a girl with dark curly hair, wearing a dark blue sweater over a white collared shirt, and is smiling and giving a thumbs-up. The child in the background is a girl with blonde hair in a ponytail, wearing a yellow shirt and dark pants, also running. A large, semi-transparent green circle is overlaid on the right side of the image, containing a large white number '2.'.

2.

# National Guidelines for Childminders

## 2.1 Core Requirements for Childminders

Childminders who are required by law to notify the HSE are bound by the requirements of Part VII of the Child Care Act 1991 and the Child Care (Pre School Services) Regulations. New 2006 regulations are expected to come into effect in September 2007.

There are also four nationally recognised core areas where certain requirements should be met by Childminders:

### **(i) Suitability of the person**

The Childminder must be a person aged 18 or over who is genuinely interested in caring for children and is of a suitable character to do so.

### **(ii) Wellbeing of the Child**

The Childminder must have a commitment to providing quality childcare which ensures that the wellbeing and development of the child is paramount.

### **(iii) Physical Environment**

The Childminder's home should provide a secure and happy environment in which the health, safety and welfare of the child is assured and in which the developmental needs of the child are met.

### **(iv) Health & Safety**

The Childminder must provide evidence that adequate health and safety procedures are in place.

**Details of the Childminder's responsibilities in these four areas are shown at Section 2.2 to 2.5 below. More detailed information and advice on all areas is available from the local CCC, the local CMAO and from Childminding Ireland.**



## 2.2 Suitability of the person

A Childminder should:

- be genuinely interested in caring for children, be of suitable character to do so and have the ability to communicate with children;
- be suitable to have sole care of children and must be free of a criminal conviction or of a pending investigation that may deem them unsuitable;
- be in good health;
- be aged 18 or over;
- provide references to the parent that will attest to her/his good character and suitability to be a Childminder e.g. past employer, parent of a previously minded child, General Practitioner;
- respect the confidentiality of the children and their families;
- be willing to undertake accredited training in first aid;
- be willing to take part in childcare training.

## 2.3 Wellbeing of the Child

A Childminder should:

- have a commitment to providing quality childcare which ensures that the wellbeing and development of the child is paramount;
- have an understanding of children's rights and needs;
- recognise and respect the children's individual characters;
- recognise the importance of play and learning in the structure of a child's day by sharing in play and providing appropriate material for play activities - particular attention is drawn to *Síolta*, which sets out the National Quality Framework for Early Childhood Care and Education, published by the Centre for Early Childhood Development and Education;  
  
The National Quality Framework, *Síolta*, is available online at [www.siolta.ie](http://www.siolta.ie) or through contacting your local CCC.
- put in place a procedure for recording relevant information in relation to the child and ensure that parents are made aware of this procedure;
- respect the parent as the primary carer and educator of the child;
- ensure that there is structured quality communication time with parents to discuss their child's progress;
- provide a healthy, balanced, nutritional diet for each child and be aware of any special requirements;

- ensure that all vulnerable foods are stored under suitable refrigerated storage conditions as necessary;
- be familiar with the most up to date Child Protection Policy by participating in training and must ensure that this policy is put into practice in accordance with the “Children First: National Guidelines for the Protection and Welfare of Children” publication.

A free Summary edition of Children First National Guidelines is available from the HSE. A Full edition may be purchased from the Government Publications Office, Molesworth St., Dublin 2. Both editions are available on the Department of Health and Children website [www.dohc.ie](http://www.dohc.ie)

**Childminders must ensure that no corporal punishment is inflicted on a child and that a child is never subjected to any degrading or abusive behaviour while in their care.**

## 2.4 Physical Environment

- the Childminder’s home should provide a secure and happy environment in which the health, safety and welfare of the child is assured and in which the developmental needs of the child can be met;
- the home should be of sound and stable structure and should be fit for the purpose of childminding;
- the home, both indoors and outdoors, should be kept in a good state of repair and in a clean and hygienic condition;
- the Childminder should have access to a telephone within the home. It is also recommended that the Childminder has a contact person to call upon in the event of an emergency;
- the exit doors, gates and perimeter of the home should be secure;
- children should have adequate space to play and there should be adequate floor space;
- work and play areas should be suitable and be in a good state of repair; and precautions should be taken to ensure that they are not a source of infection;
- Particular attention should be paid to all indoor areas, including:
  - Kitchen
  - Bathrooms
  - Play area
  - Sleeping area
  - Stairs
  - Any other areas to which minded children have regular access.

- Special attention should also be paid to the following outdoor areas (where applicable), particularly where there are additional features:
  - Front garden
  - Back garden
  - Sandpit area
  - Water hazards
  - Driveways
  - Garage
  - Garden shed etc.

## 2.5 Health and Safety

The Childminder should:

- provide evidence that adequate health and safety procedures are in place;
- ensure that good hygiene practices are adhered to;
- have appropriate insurance cover for minded children in the Childminder's own home and while travelling in the Childminder's car;
- ensure the safety of children in her/his care at all times;
- be trained in First Aid for children; an up-to-date accredited First Aid Certificate should be prominently displayed and a properly equipped First Aid Kit for children should be in place;
- have in place and observe Fire Safety and Emergency Procedures e.g. an evacuation plan, fire fighting blankets/equipment and smoke alarms should be in place;
- ensure that animals/pets on the premises do not put the health, safety or welfare of the children at risk;
- inform parents of any accident, injury or incident involving the child.





3.

Notification  
– Statutory/Voluntary

## 3.1 What is Notification?

Certain categories of Childminders are legally obliged to notify the HSE that they are providing a childminding service, while others are not obliged to notify.

If a Childminder is not obliged to notify the HSE, it can be worthwhile to *voluntarily notify* the existence of her/his service. This can be done by contacting the local CMAO. Contact details are shown at Appendix C3.

## 3.2 Who is obliged to notify the HSE?

Under the Child Care Act 1991, **a person minding more than three *pre-school children from different families* is obliged to notify the HSE** of her/his childminding service, with the exception of those who are exempt from notifying as shown at Appendix B.

A 'pre-school child' is a child who is under six years of age and who is not attending a national school or a school providing education similar to a national school.

A Childminder must provide specific information to the HSE as part of the notification process. This information is set out in the Childcare (Pre-school Services) Regulations 1996 and 1997. These are expected to be replaced with effect from September 2007 with the Childcare (Pre-school Services) (Amendment) Regulations 2006. A Childminder should contact the local Pre-School Officer to get a copy of the *Notification Form (for those obliged to notify)*. See Appendix C2 for contact details for the Pre-School Officers in the HSE Regions. The HSE provides an advisory service and an inspection service for all childcare services including Childminders who are required by law to notify them. The HSE will make available to any interested person information on pre-school services in its area.

## 3.3 Childminders who are not obliged to notify the HSE

Where a Childminder is minding:

- children under the age of six years who are attending a national school or a school providing a similar educational programme; or
- pre-school children who are all from the same family, or who are the children of the childminder's relatives<sup>1</sup>, or
- no more than three pre-school children who are from different families;

the Childminder **is not obliged to inform the HSE** in order to carry out a childminding service.

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1 A relative is defined in the Explanatory Guide to the Child Care (Pre-School Services) Regulations 2006 as a brother, sister, aunt, uncle, grandparent or step-parent of the child.

However, a Childminder might wish to *voluntarily notify* that a service is being provided and can do so by contacting the local CMAO.

**Childminders who are unsure as to whether they are obliged to notify or not, should contact the local CCC, the local CMAO, the HSE or Childminding Ireland for advice.**

## 3.4 Voluntary Notification

### 3.4.1 Benefits of Voluntary Notification

Voluntary Notification benefits Childminders by opening up access to a range of supports including information, networking and training available through local CCCs and local CMAOs, which will help Childminders to improve the quality of their services. It also benefits Childminders who wish to:

- operate to high standards;
- have their work valued and their contribution to the childcare sector recognised;
- obtain guidance on the development of policies and standards in childcare;
- participate in training, networking and other opportunities;
- attend conferences, seminars and other events for Childminders organised by the CCCs;
- avail of financial supports such as the Childminder Capital Grant Scheme (see Section 4.2) and the €10,000 Childminder Tax Exemption (see Section 4.3);
- remove the isolation often experienced by Childminders;
- contact parents who are seeking family-based childcare places;
- have their names included on a public list of Childminders which is made available to parents (optional).

Section 4 below outlines the range of services provided to Childminders by the CCCs and CMAOs.

### 3.4.2 How to voluntarily notify a childminding service

- (i) The Childminder should first of all **read carefully and thoroughly these Guidelines** which include the nationally recognised core requirements and good practice recommendations for Childminders.
- (ii) The Childminder should contact the local CMAO requesting a *Voluntary Notification Form*. The CMAO will then send this Form to the Childminder. **The Form contains a *Childminder's Self Evaluation*, which must be completed and returned.**



- (iii) The CMAO will then contact the Childminder, to arrange in advance, a date and time to visit the Childminder, to review the *Self-Evaluation* and to ensure that all the criteria are met.
- (vi) The CMAO will be available throughout the Self-Evaluation to help, advise and guide the Childminder through the process and resolve any problems which may arise. When everything is in order, the CMAO will sign off on the *Voluntary Notification Form*, following which, the Childminder will be sent a confirmation that she/he has voluntarily notified.

A sample of the "*Voluntary Notification Form*", including the "*Self-Assessment Form*", is attached at Appendix A. The Childminder should read these forms to learn more about what is involved.

A photograph of a woman and two young children. The woman is in the center, smiling. The child on the left is looking towards the camera with cat face paint on their face. The child on the right is looking towards the camera with cat face paint and is holding a lollipop. The image is overlaid with a large green circle containing the number '4.' and a teal circle containing the page number '15'.

# 4.

## Services Provided to Childminders by the CCCs and the CMAOs

**All Childminders**, whether they are obliged to notify the HSE or not, can avail of services provided by the CCCs and the CMAOs. Some of these services are outlined below.

## 4.1 Training

The CCCs offer a training course called the Quality Awareness Programme (QAP) for Childminders. This is a ten hour course divided into five two-hour classes, which are delivered over a number of weeks. The course covers topics such as child development, child well-being, play, hygiene and health and safety. Following completion of a QAP, Childminders can go on, if they so wish, to pursue further recognised qualifications via their CCC or avail of other accredited training options.

## 4.2 Financial supports

Childminders who have completed a QAP can apply for a Capital Grant, to cover the purchase of small capital items such as equipment, toys or minor adaptation costs, to enhance the quality of their service. Further information is available from the CCCs.

## 4.3 Tax Exemption

Childminders taking care of three or fewer children under the age of 18 may be entitled to avail of a Tax Exemption (Childcare Services Relief), from the Revenue Commissioners, if their annual childminding income comes to no more than €10,000<sup>1</sup>.

To apply for the Exemption, Childminders are obliged to make an annual tax return of their childminding income to the Revenue Commissioners. Childminders must also provide evidence that they have notified their local CCC through the CMAO that they are providing a childminding service. When the Childminder voluntarily notifies, the CCC/CMAO will provide *written confirmation* of the notification and this confirmation can be used by the Childminder as evidence for tax exemption purposes.

As CCCs do not pass Childminder details on to the Revenue Commissioners, it is a matter for Childminders themselves to make the appropriate declarations to their tax office.

If the annual childminding income is over the tax exemption limit of €10,000 the total amount will be taxable as normal for a self-employed person.

<sup>1</sup> As set in Budget 2006. This limit applies for the tax year 2006 and each subsequent year unless revised or amended subsequently.

A Childminder who qualifies for the Tax Exemption will be required to pay an annual PRSI contribution of €253 in respect of her/his childminding income. This should be paid directly to the Department of Social & Family Affairs and will ensure that all Childminders who avail of the exemption have the opportunity to build up a social insurance record which can, in time, be advantageous for benefits such as pensions and Maternity Benefit.

## 4.4 Childminding Networks

Networks provide opportunities for Childminders to come together to share their experiences, learn from one another and offer mutual support. A Childminder can often feel isolated, as there are no 'co-workers' with whom to discuss and review the challenges and joys of caring for children. Networks facilitate the sharing of experiences as well as providing avenues for informal training and for advice and information from CMAOs. They also provide opportunities for Childminders to identify any additional supports or formal training, they would like to see offered. Childminders can get further information on the network/s in their area, by contacting the local CMAO.

## 4.5 List of Childminders for Parents

If a Childminder wishes, the CCC can put that Childminder's name and contact details on a list of Childminders, for distribution to parents in their local area. This will enable parents who may need a Childminding Service to make contact with the Childminder.

## 4.6 Ongoing advice and guidance for Childminders

Each CCC has a wealth of information and literature on childcare at its disposal, to enable it to offer advice and guidance to Childminders. By notifying the CCC, the Childminder has ongoing access to the CCC's and the CMAO's knowledge and experience and can also be kept up-to-date with developments in the childcare sector.







5.

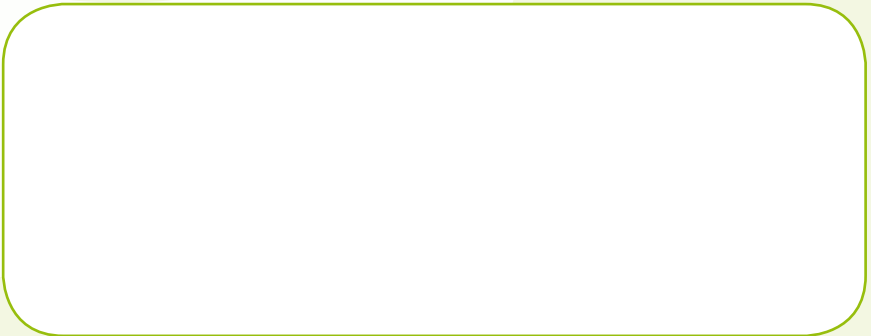
# Acknowledgements

These Guidelines have been prepared by a Childminding Subgroup established under the auspices of the National Childcare Coordinating Committee, chaired by the Office of the Minister for Children. They have been published by the Childcare Directorate of the Office of the Minister for Children. The valuable input of Galway City/County Childcare Committee in compiling the Voluntary Notification Section of the Guidelines is gratefully acknowledged.

### **Membership of the Childminding Subgroup included representatives from:**

Office of the Minister for Children (Childcare Directorate, Child Welfare and Child Protection)  
Health Service Executive  
Pobal  
City & County Childcare Committees (CCCs)  
Childminder Advisory Officers (CMAOs)  
Childminding Ireland  
Childminders  
Centre for Early Childhood Development and Education (CECDE)  
The Lagan Family Daycare Network  
Farm Relief Services Network

### **Your Local Childminder Advisor Officer is:**







# 6.

## Appendices

## **Appendix A - Sample Forms for Voluntary Notification**

Attached is an example of a form which the CCC may send a Childminder who wishes to voluntarily notify. The CCC and Childminder Advisory Officer will provide guidance to the Childminder when completing the form.

## SAMPLE VOLUNTARY NOTIFICATION FORM

VOLUNTARY NOTIFICATION BY A PERSON PROVIDING  
A HOME BASED CHILDMINDING SERVICE

TO: \_\_\_\_\_ CITY/COUNTY CHILDCARE COMMITTEE

I, \_\_\_\_\_, hereby voluntarily notify the  
\_\_\_\_\_ Childcare Committee that *I am providing / it is my intention to provide* a home-based Childminding service, which is exempt from the requirement to notify the Health Service Executive (HSE) under the Child Care Act 1991.

- I have read the "National Guidelines for Childminders". I agree to comply with all aspects of the Guidelines.
- I agree to work with the Childminder Advisory Officer to access various supports, information, training, funding etc.
- I have completed the attached Self Evaluation Form.
- I agree that the HSE may be informed of my completed voluntary notification.

This notice is given today, the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

**Childminder's Details:**

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

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

My Childminding Service operates from

\_\_\_\_ a.m. to \_\_\_\_ p.m. \_\_\_\_ days per week.

**Signature Childminder:**\_\_\_\_\_  
Date: \_\_\_\_\_**Signature CCC Representative or CMAO:**\_\_\_\_\_  
Date: \_\_\_\_\_

## VOLUNTARY NOTIFICATION - SELF EVALUATION

SUITABILITY OF THE PERSON		Signature of Childminder
1.	I am an adult who is genuinely interested in caring for children, has the ability to communicate with children, is of good character and is in good health.	
2.	I attest that I am free from any criminal conviction or pending investigation that would deem me unsuitable to have unsupervised care of children. I am willing to undergo a Garda Vetting procedure in the future if necessary.	
3.	I have provided at least two written references that attest to my good character and to my suitability to provide single-handed childcare for a group of pre-school children. <i>Copies of letters attached</i>	
4.	I have trained in First Aid for Children and have up-to-date First Aid Certification dated: _____ ( <i>Copy of Certificate attached</i> )  <b>Or</b> I am willing to undertake First Aid Training for Children	
5.	I have the following experience in working with children:	
6.	I have completed the following relevant training:	
7.	I plan to undertake the following relevant training:	

WELL BEING OF THE CHILD		Signature of Childminder
1.	I am committed to providing quality childcare which ensures that the well-being and development of the child is paramount	
2.	<p>I have written policies and procedures for my Childminding service and I will ensure that parents are aware of these. These are available from the local CCCs and cover the following topics:</p> <ul style="list-style-type: none"> <li>- Confidentiality</li> <li>- Health and safety policies including a safety statement</li> <li>- Child Protection</li> <li>- Fire safety policy</li> <li>- Positive Discipline Policy</li> <li>- Partnership with Parents</li> <li>- Equal Opportunities</li> </ul>	
3.	<p>I have put in place a procedure for recording relevant information in relation to the child and ensure that parents are aware of this procedure:</p> <ul style="list-style-type: none"> <li>- Daily Attendance</li> <li>- Child's Information Record</li> <li>- Daily Routine</li> <li>- Menu Plans (ensuring healthy, balanced nutritional diet; food stored correctly)</li> <li>- Accident/Incident Form</li> <li>- Medicine Administration Form</li> </ul>	
4.	I have/plan to avail of Children First: Child Protection Training	

PHYSICAL ENVIRONMENT		Signature of Childminder
1.	My home provides a secure and happy environment in which the health, safety and welfare of the child are assured and in which the developmental needs of the child are met.	
2.	The areas of my home, indoors and out of doors, are in a good state of repair, and are fit for the purpose of Childminding. All are free of avoidable hazards.	
3.	My home is clean, hygienic and safe: has stair gates, locks on cupboards, presses, doors as needed; and hazardous materials are suitably stored.	
4.	There is a telephone on the premises.	
5.	Emergency contacts are posted in an easily accessible location and an emergency back-up person is available to me who can respond promptly.	
6.	The exit doors, gates and perimeter of my home are secure.	
7.	There is adequate work and play space for all children and adults in the service.	

HEALTH AND SAFETY		Signature of Childminder
1.	I have Health and Safety procedures in place in my Childminding Service and can provide evidence of this.	
2.	I ensure the safety of the children in my care at all times.	
3.	I ensure good hygienic practices are followed at all times.	
4.	I have appropriate insurance cover for my Childminding service. <i>Copy attached.</i>	
5.	I have a properly equipped First Aid kit, fire fighting blanket/equipment and smoke alarms in place.	
6.	Fire safety procedures are in place, including an evacuation plan. <i>Copy attached.</i>	
7.	I have ensured that animals/pets on the premises do not put the health, safety or welfare of the children at risk.	



## Appendix B - Legislation

### CHILD CARE ACT 1991

Section 3.4 on Voluntary Notification in these Guidelines summarises the main provisions in law concerning Childminders. To obtain the exact position, please refer to the Child Care Act 1991.

#### Exemption from notifying HSE

The section in Part VII of the Child Care Act 1991, which exempts certain Childminders from notifying the HSE is reproduced below:

#### **Section 58.**

*For the avoidance of doubt it is hereby declared that the provisions of this Part shall not apply to –*

- (a) the care of one or more pre-school children undertaken by a relative of the child or children or the spouse of such relative,*
- (b) a person taking care of one or more pre-school children of the same family and no other such children (other than that person's own such children) in that person's home,*
- (c) a person taking care of not more than 3 pre-school children of different families (other than that person's own such children) in that person's home.*

#### Pre-School Child

**Section 49** of the Child Care Act 1991 defines a pre-school child as follows:

*“pre-school child” means a child who has not attained the age of six years and who is not attending a national school or a school providing an educational programme similar to a national school.*

### CHILD CARE (PRE-SCHOOL SERVICES) REGULATIONS

#### CHILD CARE (PRE-SCHOOL SERVICES) REGULATIONS

The Child Care (Pre-School Services) Regulations, as provided for under Part VII of the 1991 Act, are intended to secure the health, safety and welfare, and promote the development, of pre-school children attending pre-school services. The Regulations impact across the various types of pre-school provision, ranging from voluntary provision by community playgroups through to full day care provision in the private sector. The Regulations and the Explanatory Guide to them should be read for detailed information. For ease of reference, the following definitions of pre-school services, as provided for under the Childcare (Pre-school Services) (Amendment) Regulations 2006, which are expected to come into effect on 3rd September 2007, are reproduced below:

**“Childminding service”** means 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 childminder’s 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.

A **“Childminder”** is a person who provides a childminding service as defined in the Regulations. This service refers to pre-school children looked after in the childminder’s home. This service is offered for the full working day or for different periods during the day.

**“Sessional pre-school service”** means a pre-school service offering a planned programme to pre-school children for a total of not more than 3.5 hours per session.

Services covered by the above definition may include pre-schools, playgroups, crèches, Montessori pre-schools, naíonraí, notifiable childminders or similar services which generally cater for pre-school children.

**“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.

The service must provide the same physical environment, including rest, play and sanitary facilities, as for full day care. Services covered by the above definition may include pre-schools, playgroups, crèches, Montessori pre-schools, naíonraí, notifiable childminders or similar services which generally cater for pre-school children.

**“Full day care service”** means 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.

Services such as those currently described as day nurseries and crèches are included in this definition. Where a full day care service also caters for children who do not attend on a full day basis, the adult/child ratio and group size for sessional services should apply.

**“Pre-school service in a drop-in centre”** means a pre-school service offering day care which is used exclusively on an intermittent basis.

This refers to a service where a pre-school child is cared for over a period of not more than two hours while the parent or guardian is availing of a service or attending an event. Such services are mainly located in shopping centres, leisure centres or other establishments as part of customer/client service.

**“Pre-school service in a temporary drop-in centre”** means a pre-school service offering day care exclusively on a temporary basis. This refers to a service where a pre-school child is cared for while the parent or guardian is attending a once-off event such as a conference or a sports event.

**“Overnight pre-school service”** means a service in which pre-school children are taken care of for a total of more than 2 hours between the hours of 7 p.m. and 6 a.m. except where the exemptions provided in Section 58 of the Child Care Act 1991 apply.

Where an overnight pre-school service is provided in a childminding service, the childminder should look after not more than 5 pre-school children including the childminder's own pre-school children. No more than two children should be less than 15 months. If it is not practical in a childminding service with 5 pre-school children or less to have an adult awake and actively supervising the pre-school children at all times, electronic baby monitor devices should be used and occasional checks carried out.

Where a childminder is caring for 6 pre-school children including her own pre-school children at the time of the commencement of the Child Care (Pre-School Services) Regulations 2006, the childminder will not be required to reduce the number cared for to 5 until such time as one of that group of 6 pre-school children begins to attend school or leaves the service voluntarily.

An overnight pre-school service should have a telephone on the premises and a second person must be available to cope with emergencies.

## Appendix C - Contact Details

### Appendix C1 - City/County Childcare Committees

Name	Address	Telephone	Email
Carlow	16 Dublin Rd. Carlow Town	059 9140244	carlowccc@eircom.net
Cavan	Railway Station Belturbet Co. Cavan	049 9529882	admin@cavanccc.ie
Clare	1 Kilrush Rd. Ennis Co. Clare	065 6864862	info@clarechildcare.ie
Cork City	29 Penrose Wharf Cork	021 4507942	corkcitychildcare1@eircom.net
Cork County	Floor 2 The Mill Castletownroche Co. Cork	022 26648	corkchildcare@eircom.net
Donegal	Glenview Business Park Donegal Rd. Ballybofey Co. Donegal	074 9132416	info@donegalchildcare.ie
Dublin City	Block 4, Floor 1 Dublin City Council Civic Offices Woodquay Dublin 8	01 2223073	dccc@dublincity.ie
Dublin - Dun Laoghaire/ Rathdown	5a Woodpark Sallynoggin Co. Dublin	01 2368030	info@dircountychildcare.ie
Dublin South	Block D Bawnogue Enterprise Centre Bawnogue Dublin 22	01 4570122	info@southdublinchildcare.ie
Dublin - Fingal	ABCO KOVEX Building Swords Business Park Swords Co. Dublin	01 8077660	info@fingalcountychildcare.ie
Galway	9B Liosban Retail Centre Tuam Rd. Galway	091 752039	mail@galwaychildcare.com

Name	Address	Telephone	Email
Kerry	1 Powers Court Boherbee Tralee Co. Kerry	066 718 1582	info@kerrycountychildcare.com
Kildare	The Woods Clane Co. Kildare	045 861 307	info@kildarechildcare.ie
Kilkenny	Rear Choill Mhuire Glendine Rd. Kilkenny	056 7752 865	kkccc@eircom.net
Laois	6 Lismard Court Portlaoise Co. Laois	057 8661029	laoischildcare@eircom.net
Leitrim	Laird House Church St. Drumshanbo Co. Leitrim	071 964 0870	leitrimcountychildcare@eircom.net
Limerick City	City Hall Merchants Quay Limerick City	061 407 427	childcare@limerickcity.ie
Limerick County	32 Main St. Croom Co. Limerick	061 600918	clcc@eircom.net
Longford	Longford Enterprise Centre Ballinallee Longford	043 42505	lcchildcare@eircom.net
Louth	Unit 14 Ardee Business Park Hale St. Ardee Co. Louth	041 685 9912	info@louthchildcare.ie
Mayo	2nd Floor Mill Lane Bridge St. Castlebar Co. Mayo	094 903 4778	maryconway@mayococo.ie
Meath	No. 1 New Bridge Athlumney Rd. Navan Co. Meath	046 907 3010	meathchildcare@eircom.net
Monaghan	7 The Grange Plantation Walk Monaghan	047 72896	monaghanccc@eircom.net

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
North Tipperary	Civic Offices Limerick Rd. Nenagh Co. Tipperary	067 44888	childcare@northtippcoco.ie
Offaly	St. Joseph's Community Centre Kilcormac Birr Co. Offaly	057 9135878	info@offalychildcare.com
Roscommon	Arm Castlerea Co. Roscommon	094 9622540	roschildcare@eircom.net
Sligo	50 The Mall Sligo	071 9148860	sccc@eircom.net
South Tipperary	Unit 5, Ground Floor Hughes Mill Suir Island Clonmel Co. Tipperary	052 82274	southtipppccc@eircom.net
Waterford City	Unit 51 Tycor Business Centre Tycor Waterford City	051 860444	waterfordcity childcarecom@eircom.net
Waterford County	9 Emmett Street Dungarvan Co. Waterford	058 43601	waterfordcochildcare@eircom.net
Westmeath	6 St John's Tce. Blackhall Mullingar Co. Westmeath	044 9335454	info@ westmeathchildcare.ie
Wexford	7 Castle Hill Enniscorthy Co. Wexford	053 9237156	infowxccc@eircom.net
Wicklow	Kilmantin Hill Wicklow Town	0404 64455	wccc@eircom.net

## APPENDIX C2 - HEALTH SERVICE EXECUTIVE PRE-SCHOOL SERVICES

Southern Region				
County	Address	Telephone	Fax	Email
Kilkenny/ Carlow	Pre-School Officer Community Care Centre James Green Kilkenny	056 7784602	056 7723529	clearyp@maila. hse.ie
Tipperary South	Pre-School Officer 34 Queen Street Clonmel Co Tipperary	052 70931 / 29276		
Waterford	Pre-School Officer Community Care Centre Cork Road Waterford	051 842897		
Wexford	Pre-School Officer Local Health Office Georges Street Wexford Town	053 9123522 Ext 358/333	053 9121842	Kathleen. lucking @maila. hse.ie
Cork	HSE Southern Pre- Schools Office Pre-School Inspection Team Floor 2 Abbeycourt House Georges Quay Cork	021 4923884	021 4923953	
Cork	North Lee Community Services Area Pre-School Inspection Team Floor 2 Abbeycourt House George's Quay Cork	021 4923826	021 4923953	maura.philpott@ mailp.hse.ie
Cork	South Lee Community Services Area Pre-School Inspection Team Floor 2 Abbeycourt House George's Quay Cork	021 4923975	021 4923953	



Cork	North Cork Community Services Area Pre-School Inspection Team Gouldshill House Mallow Co. Cork	022 30200	022 30211	
Cork	West Cork Community Services Area Pre-School Inspection Team Coolnagarrane Skibbereen Co. Cork	028 40490 / 598	028 40511	eamonn. morris@mailp. hse.ie
Kerry	Kerry Community Services Area Pre-School Inspection Team 19 Derry Street Tralee Co. Kerry	066 7184911	066 7184899	
<b>Western Region</b>				
<b>County</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>	<b>Email</b>
Sligo/Leitrim/ WestCavan	Pre-School Services Health Service Executive County Markievicz House Sligo	071 9155100 Ext 5346 / 5286	071 9155131	sheila.noone@ mailb.hse.ie
Donegal	Pre-School Services Health Service Executive County Clinic St Conals Hospital Letterkenny Co. Donegal	074 9123669	074 9122592	
Galway	Early Child Care Services 8B Liosbán Industrial Estate Tuam Road Galway	091 771928 / 47	091 735701	preschool. services@mailn. hse.ie
Mayo	Early Child Care Services 2nd Floor, Mill Lane Bridge Street Castlebar Co. Mayo	094 9034776	094 9034815	jenny.bernard@ mailn.hse.ie

Roscommon	Early Child Care Services Abbeytown House Abbey Street Roscommon	09066 26732	09066 26766	aileenm.kennedy@mailn.hse.ie
North Tipperary	Pre-School Inspection & Information Services Health Service Executive Annbrook Limerick Road Nenagh Co. Tipperary	067 38308	067 38301	Lisa.mcgeeney@mailhhse.ie  helen.rouine@mailhhse.ie
Clare	Pre-School Inspection & Information Services Health Service Executive River House Gort Road Ennis Co. Clare	065 6863902	065 6863983	
Limerick	Pre-School Inspection & Information Services Health Service Executive 87 O'Connell Street Limerick	061 483591	061 483365	

## North-East

County	Address	Telephone	Fax	Email
Meath	Pre-School Officer Family Resource Centre Health Service Executive Commons Road Navan Co. Meath	046 9074431	046 9073183	
Louth	Pre-School Officer Health Service Executive The Ramparts Dundalk Co. Louth	042 9389623	042 9389184	bernie.landy@maile.hse.ie
Cavan/ Monaghan	Pre-School Officer Pre-School Services Primary Care PCCC Services Local Health Office Rooskey Monaghan Town	046 30400	047 77908	siobhan.mccormick@maile.hse.ie

<b>Mid-Leinster</b>				
<b>County</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>	<b>Email</b>
Laois/Offaly	HSE Pre-School Services Harbour Street Tullamore Co. Offaly	057 9328110	057 9328107	ann.spain@mailq.hse.ie
Longford/ Westmeath	Pre-School Services Office Marlinstown Business Park Springfield Co. Westmeath	044 9336070	044 9336077	
Kildare/West Wicklow	Pre School Officer Area 9 Poplar House Poplar Square Naas Co Kildare	045 873241	045 879225	denise.wyer@mailm.hse.ie
East Wicklow	Pre-School Officer Area 10 Loughlinstown Health Centre Loughlinstown Drive Loughlinstown Co. Dublin	01 2822122	01 2821594	catherine.fenton@maild.hse.ie
<b>Dublin Pre-School Offices</b>				
<b>Area</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>	<b>Email</b>
Area 1	Pre School Officer Loughlinstown Health Centre Loughlinstown Drive Loughlinstown Co. Dublin	01 2822122	01 2821594	catherine.fenton@maild.hse.ie
Area 2 & 3	Pre School Officer The Maltings Business Park 54-55 Marrowbone Lane Dublin 8	01 4544733	01 4544827	michele.lockrin@mailm.hse.ie
Area 4 & 5	Pre School Officer Community Services Cherry Orchard Hospital Ballyfermot Dublin 10	01 6206323 / 092	01 6206358	michellep.corcoran@mailm.hse.ie

Area 6	Pre School Officer Local Health Office North West Dublin Rathdown Road Dublin 7	01 8825164	01 8825168	marie.farrell@ mailc.hse.ie
Area 7	Pre School Officer Local Health Office North West Dublin Rathdown Road Dublin 7	01 8825164	01 8825168	carmel.murrin@ mailc.hse.ie
Area 8	Pre School Officer The Cottage 2 Church Road Swords Co. Dublin	01 8402835	01 8901636	

## APPENDIX C3 - CHILDMINDER ADVISORY OFFICERS

County	Address	Telephone	Fax	Email
Carlow	HSE - South Eastern Area Carlow CCC 16 Dublin Road Carlow Co. Carlow	059 914 0244	059 914 0651	eilishcarlow@eircom.net
Cavan (+ pt. of Monaghan)	HSE -North Eastern Area Cavan County Childcare Committee Railway Station Belturbet Co. Cavan	049 952 9882	049 952 9881	cavanccc@oceanfree.net  mmcgobern@cavanccc.ie
Clare	HSE - Mid Western Area, Auganteeroe River House Gort Road Ennis Co. Clare	065 686 3903  065 686 3902	065 686 3983	anneobrien@mailh.hse.ie  www.mwhb.ie
Cork County - South	HSE Southern Area c/o Cork County VEC QC House Model Farm Road Cork	021 480 0971	021 4341789	corkchildcarenb@eircom.net  corkchildcare@eircom.net
Cork County - West	HSE Southern Area c/o WCCP Unit 13 Enterprise Centre Rope Walk Bantry Co. Cork	027 52266	027 52251	corkchildcarehod@eircom.net  corkchildcare@eircom.net
Cork County - North	HSE - Southern Area Floor 2 The Mill Castletownroche Mallow Co. Cork	022 26648	022 26649	corkchildcarenom@eircom.net  corkchildcare@eircom.net

County	Address	Telephone	Fax	Email
Cork County - East	HSE - Southern Area Floor 2 The Mill Castletownroche Mallow Co. Cork	022 26648	022 26649	sscorkchildcare@eircom.net  corkchildcare@eircom.net
Cork City	HSE - Southern Area Cork City Childcare Committee 29 Penrose Wharf Cork City	021 450 7942	021 450 7914	ruth@corkcitychildcare.ie
Donegal	HSE - North Western Area Floor 1, Glenview Business Park Donegal Road Ballybofey Co. Donegal	074 913 2416	074 913 0314	sallymooney@donegalchildcare.com  info@donegalchildcare.com
Dublin City - North West (Ballygall, Ballymun, Finglas North and South, Whitehall)	Dublin North West Childcare Resource Centre C/o Ballymun Partnership North Mall Ballymun Town Centre Dublin 11	01 842 3612	01 842 7004	childcare@ballymun.org
Dublin City - North Central (Ayrfield, Beaumont, Clontarf East and West, Drumcondra South A, Edenmore, Grace Park, Grange, Harmonstown, Kilmore, Priorswood, Raheny, Whitehall 2)	Dublin North Central Childcare Bureau Unit 8, Northside Enterprise Centre Bunratty Drive Coolock Dublin 17	01 867 5244	01 867 5292	info@childcarebureau.ie

County	Address	Telephone	Fax	Email
Dublin City - South Central (Chapelizod, Cherry Orchard, Crumlin, Decies, Drumfinn, Inchicore, Kilmainham, Kimmage, Kylemore, Merchants Quay, Phoenix Park, Terenure, Ushers, Walkinstown)	Childcare Information Bureau 4 Innishmore House St Agnes Road Crumlin Dublin 12	01 456 3487	01 456 3598	info@childcare info.biz
Dublin City - South East (Mansion House, Pembroke East, Pembroke West, Rathfarnham, Rathmines East, Rathmines West, Royal Exchange South Dock, St. Kevin's, Wood Quay)	Childcare Information Service c/o Rathmines Community Partnership 11 Wynnefield Road Rathmines Dublin 6	01 496 5558	01 496 5590	info@rathmines information centre.com
Dublin City - Central (Arran Quay, Ashtown, Ballybough, Botanic, Cabra East and West, Drumcondra South B and C, Inns Quay, Mountjoy, North City, North Docks, Rotunda)	Local Childcare Resource Centre C/o Dublin City Council 51/53 Sean McDermott Street Dublin 1	01 222 5309  01 222 5059		Gina.obrien @dublincity.ie

County	Address	Telephone	Fax	Email
Dublin - South Dublin County	HSE - South West Area Unit 7 The Maltings Business Park 54-55 Marrowbone Lane Dublin 8	01 473 4090	01 4544827	info@ southdublin childcare.ie
Dublin North West Area 6 (Pt DCCC & Pt. Fingal)	HSE - Dublin North East Local Health Office Rathdown Rd. Grangegorman Dublin 7	01 882 5174	01 868 0753	elizabeth.butler @mailc.hse.ie
Dublin Dun Laoghaire/ Rathdown	5A Woodpark Sallynoggin Co. Dublin	01 236 8030	01 236 8012	info@dlrcounty childcare.ie  tracey@dlrcou ntychildcare.ie
Dublin Fingal (North part of Community Services Area 8 )	HSE - Fingal County Childcare Committee ABCO KOVEX Building Swords Business Park Swords Co. Dublin	01 807 7665 01 807 7660	01 807 7669	info@fingal county childcare.ie  una@fingal county childcare.ie
Galway City & County	Galway City/County Childcare Committee 9B Liosban Retail Centre Tuam Rd. Galway	091 752039	091 735701	sheila@galway childcare.com  mail@galway childcare.com
Kerry	HSE - Southern Area 1 Powerscourt Boherbee Tralee Co. Kerry	066 718 1582	066 7102945	kccdg @eircom.net (CMAO)  kccpc @eircom.net (KCCC)



County	Address	Telephone	Fax	Email
Kildare (Kildare and West Wicklow)	Poplar House Poplar Square Naas Co. Kildare	045 873251  045 876001	045 879225	bridie.clancy @mailm.hse.ie
Kilkenny	HSE - South Eastern Area Rear Coill Mhuire Glendine Road Kilkenny	056 775 2865	056 778 6903	helenakkccc @eircom.net  kkccc @eircom.net
Leitrim	HSE - North West Area Leitrim County Childcare Committee Laird House Church St. Drumshanbo Co. Leitrim	071 964 0870	071 964 0871	leitrimcounty childcare@ eircom.net
Limerick County	HSE - Mid Western Area 87 O'Connell St. Limerick	061 483591	061 483365	clcc@eircom. net
Limerick City	c/o Limerick Social Services Henry St. Limerick	061 314111		Marieh16 @lycos.com
Laois / Offaly	HSE Midland Area Pre-School Services Harbour Street Tullamore Co. Offaly	057 932 8109		
Longford / Westmeath	HSE Midland Area Child & Family Centre Springfield Mullingar Co. Westmeath	044 84462	044 84463	caroline.hughes @mailq.hse.ie
Louth including South Monaghan	HSE - North East Area Unit 14 Ardee Business Park Hale St. Ardee Co. Louth	041 685 9912	041 685 9913	info@louth childcare.ie  anita@louth childcare.ie

County	Address	Telephone	Fax	Email
Mayo	HSE - Western Area Early Childcare Services 2nd Floor Mill Lane Bridge Street Castlebar Co. Mayo	094 903 4776  094 903 4777	094 903 4815	mary. oharagavin @mainn.hse.ie
Meath	Meath County Childcare Committee CMAO 1 Newbridge Athlumney Road Navan Co. Meath	046 907 3010	046 906 7221	marina @mccc.ie
Monaghan	HSE - North Eastern Area 7 The Grange Plantation Walk Co. Monaghan	047 72896	047 72881	colettequigley @eircom.net  monaghanc cc @eircom.net
Roscommon	HSE Western Area Roscommon County Childcare Committee Arm Roscrea Co. Roscommon	090 6628669  094 621817	090 6630617	roschildcare @eircom.net
Sligo	HSE - North Western Area Sligo County Childcare Committee 50 The Mall Sligo	071 914 8860	071 9148849	joan@sligo childcare.ie  sccc @eircom.net
Tipperary North	HSE - Mid Western Area Annbrook Limerick Road Nenagh Co. Tipperary	067 38308  067 38311		lisa.mcgeeney @mailh.hse.ie

County	Address	Telephone	Fax	Email
Tipperary South	HSE - South Eastern Area 1 O'Connell St. Clonmel Co. Tipperary	052 82274	052 28776	southtipppcc@eircom.net  goflahertystccc@eircom.net
Waterford City	HSE - South Eastern Area Waterford City Childcare Committee Unit 51 Tycor Business Centre Waterford City	051 860444	051 860445	susanwaterfordchild@eircom.net  waterfordcitychildcare@eircom.net
Waterford County	HSE - South Eastern Area Waterford County Childcare Committee 9 Emmet Street Dungarvan Co. Waterford	058 48024	058 43602	childminding@eircom.net
Wexford	HSE South Eastern Area Wexford County Childcare Committee 7 Castle Hill Enniscorthy Co. Wexford	053 923 7156  053 923 9540		eileencountychildcare@eircom.net
Wicklow East	HSE - Eastern Region Area Wicklow County Childcare Committee Kilmantin Hill Wicklow Town Co. Wicklow	040 464455	040 464444	miriamwccc@eircom.net  wccc@eircom.net
Wicklow (West & Kildare)	Poplar House, Poplar Sq. Naas Co. Kildare	045 873251  045 876001	045 879225	bridie.clancy@mailm.hse.ie

## APPENDIX C4 - VOLUNTARY CHILDCARE ORGANISATIONS (NVCOS) AND OTHER RELEVANT ORGANISATIONS

NAME OF NVCO	ADDRESS	PHONE NO.	EMAIL AND WEBSITE
Barnardos	Barnardos Christchurch Square Dublin 8	01 453 0355	info@barnardos.ie www.barnardos.ie
Childminding Ireland	Childminding Ireland Wicklow Enterprise park The Murrough Wicklow Town	0404 64007	info@childminding.ie www.childminding.ie
Children in Hospital Ireland	Children in Hospital Ireland Carmichael Centre Coleraine House Coleraine St. Dublin 7	01 878 0118	info@childreninhospital.ie www.childreninhospital.ie
Forbairt Naíonraí Teo	Forbairt Naíonraí Teo 7 Merrion Square Dublin 2	01 6398449	eolas@naionrai.ie www.naionrai.ie
IPPA, The Early Childhood Organisation	IPPA, The Early Childhood Organisation Unit 4, Broomhill Business Complex Broomhill Road Tallaght Dublin 24	01 463 0016	info@ippa.ie www.ippa.ie
ISPCC (Irish Society for the Protection of Cruelty to Children)	ISPCC 20 Molesworth St. Dublin 2	01 6794944	ispcc@ispcc.ie www.ispcc.ie
Irish Steiner Waldorf	Irish Steiner Waldorf Early Childhood Association Cappaduff Mountshannon Co. Clare	061 927944	isweca@eircom.net www.steinerireland.org

NAME OF NVCO	ADDRESS	PHONE NO.	EMAIL AND WEBSITE
NCNA	National Children's Nurseries Association Unit 12C Bluebell Industrial Park Old Naas Road Bluebell Dublin 12	01 4601138  01 4601158	info@ncna.ie  www.ncna.net
St. Nicholas Montessori Society of Ireland	St. Nicholas Montessori Society of Ireland Toghal House 1-3 Callaghan's Lane George's Place Dun Laoghaire Co. Dublin	01 2805705	snmta@eircom.net  www.montessoriireland.ie
PLANET, the Local Area Partnerships Network	The Avenue Gorey Co. Wexford	053 9422788	info@planet.ie



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