

TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

Inspection Due to a Proposed Change of Circumstances



Tusla I.D: TU2020WW002

Name of Service Welltrack Junior Academy

Address of Service: 33A Charlesland Court, Greystones, Co. Wicklow, A63 KP40

Email Address: elaine@welltrack.net

Name of Registered Provider: Elaine Whelan

Type of Proposed Service:	Full Day Care	<input checked="" type="checkbox"/>	Part-Time	<input checked="" type="checkbox"/>	Sessional	<input checked="" type="checkbox"/>
	Drop-In	<input type="checkbox"/>	Childminding	<input type="checkbox"/>	Temporary	<input type="checkbox"/>

Proposed change:	Change of age profile of children attending the service from aged 2-6 years to aged 1-6 years.
Proposed Number of Children:	37
Recommended Change Following Inspection:	Change age profile of children from 2-6 years to 1-6 years. Maximum number of children in total attending this service is 37.
Registered change:	Change age profile of children from 2-6 years to 1-6 years. Maximum number of children in total attending this service is 37.

Date of Inspection: 1 7 0 7 2 0 2 5

Inspection undertaken by: Mona Condon

Title: Early Years Inspector

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Tusla Early Years Inspectorate Address:

Loughlinstown Health Centre, Loughlinstown Drive,
Loughlinstown, Co. Dublin.

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 37 Children

Date of Registration 24th October 2025

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

Welltrack Junior Academy was established by the registered provider in 2020 and is privately owned. The service offers on a full day-care, part-time care and sessional basis providing care and education for children aged 2 years to 6 years. It is currently registered on the National Register of Early Years' Services to cater for a maximum of 37 pre-school children and operates from 07.30am to 18.30am each weekday. for 51 weeks of the year., Co. Wicklow.

Premises

The service operates from a detached purpose-built bungalow located in a residential area in Greystones, Co. Wicklow. There are three care rooms (namely rooms 1,2, and 3), two sanitary areas, a staff toilet, storage area, a kitchen and an office. A large outdoor area is located at the rear and side of the premises and car parking is provided at the front of the building.

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Staffing	The registered provider presently employs six staff members which includes a cook who is employed full-time. All staff members providing direct care to the pre-school children hold Early Childhood Care & Education qualifications on the National Framework of Qualifications.
Methodology	<p>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.</p> <p>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.</p>
Acknowledgements	The Inspector wishes to acknowledge the cooperation of the operations manager, 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

(1) A registered provider shall ensure that—

(a) the service has a designated person in charge and a named person who is able to deputise as required.

Requirement met:

The requirement has been met.

(1)

(a) A named person in charge and deputy person are available.

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Part III - Management and Staff

Regulation 11 -Staffing Levels

(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.

(8)

Requirement met:

This requirement has been met.

- (1) The service is currently registered to cater for a maximum of thirty-seven pre-school children. The registered provider is aware of the minimum ratio of adults to children specified in Part 1 of Schedule 6 and will ensure that an adequate number of adults will work directly with the pre-school children in the service.

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*

Requirement met:

This requirement has been met.

(1)(a)

Play equipment in all rooms was located on open low-level shelving for easy access by pre-school children. Low level tables and chairs were provided in all care rooms for table-top activities.

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Each care room, including the proposed room to cater for children aged 1-2 years was equipped with play and work equipment suitable to the age and stage of development of the children attending. Areas of interest included imaginative play, dress-up, construction play, a home corner, a transport area, an art area, and Montessori equipment. A range of books were available in the designated rest areas in each room.

A cleaning schedule was in place to clean toys and equipment both indoors and outdoors.

(1)(b)

It is proposed that the children aged 1-2 years will sleep in cots in their care room at a designated time. Should sleep be required at an alternative time a screen is available to create a space to accommodate this. A method to record the physical checks of sleeping children is available. Lighting can be dimmed by use of blinds on the windows in the room.

Four standard foldable cots are available to cater for the proposed children aged 1-2 years. The registered provider will increase the number of cots available, as demand requires, to equal the number of children of this age group.

Five sleep beds are available for the children aged 2-3 years who attend Room 2 and require sleep presently.

Suitable bed linen including cotton sheets and blankets was available.

Soft seating was provided in all rooms to accommodate a child to take a break from activities and rest if required.

(3)(a)

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Children attending the service have access to an outdoor play area. This area is enclosed with high-level fencing which prevents a child from leaving the area and restricts unauthorised access to the play area.

The outdoor play area was divided into three distinct areas for use by the children. For the children attending rooms number 1 and 2 the outdoor areas could be accessed directly from their care room.

For the proposed children aged 1-2 years attending a separate area with an artificial grass surface has been developed using low fencing.

Age-appropriate play equipment was available in the three outdoor areas. Equipment included push/pull toys, sit-in cars, bikes, play kitchen with props, sand play, slides and swings.

A cleaning schedule was in place to clean toys and equipment both indoors and outdoors.

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 has been met.

The service has a healthy eating policy. The service will provide all of the children's meals and snacks. Drinking water is provided in each care room for the children when thirsty. Crockery and cutlery suitable to the ages of the children in the rooms were provided. A four-week menu plan was available.

Should any child aged 1-2 years require a formula milk, this will be prepared by the parents and stored by the service in a specifically allocated fridge in the kitchen.

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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.

- The entrance door from street level leading into the service was appropriately secured to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the Early Years' service. Admission is enabled using a bell system.
- An enclosed area outside the entrance door was available to facilitate the safe hand-over of children at arrival and departure times.
- Play materials and equipment in use were stored low level stable based shelving units which reduced the risk of the furniture from toppling and injuring a child.
- No trailing flexes, cables or electrical items were accessible to the pre-school children. Pedal bins were available for use in the sanitary areas and in the rooms.
- Cleaning agents were inaccessible to the children.
- The service's refuse bins were inaccessible to the children.
- Cleaning schedules and daily risk assessments were in place in each room.
- Warm water, liquid soap and paper towels were available in each room and in the sanitary areas to facilitate adults and children to wash their hands.
- The kitchen was inaccessible to the pre-school children.

Part VI - Safety

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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)

The registered provider ensured that a person trained in first aid was at all times immediately available to the children attending the pre-school service. Two staff members had a certificate in First Aid Response, both of which expire in 2026.

(2)(a)

A fully equipped first aid boxes was located in the hallway and a smaller first aid kit was available in each care room in the service. All first aid boxes were available and stored in a conspicuous position.

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 fire fighting 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) A written record is available of the fire drills completed on a monthly basis in the service.

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- (b) A record was maintained of the number, type and maintenance of the fire-fighting equipment and smoke detection system of the service. The fire-fighting equipment and the fire detection system were last serviced in July 2024 and June 2025 respectively.
- (4) A notice of the procedures to be followed in the event of a fire was displayed in all of the care rooms. The fire assembly point is clearly identified and located at the front of the building.

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.

A copy of the Insurance certificate was available. This provided insurance for 43 children attending for full day care with an expiry date of 27/03/2026.

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:

The requirement has been met.

(a)

The premises appeared to be adequately maintained.

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- (b)
The entrance door leading directly into the service and the entrance gate leading into the garden were appropriately secured to prevent children from exiting the service unsupervised and to restrict unauthorised persons from gaining access to the Early Years' service. The garden perimeter is secured by a high wall and high garden fencing.
- (c)
Lighting
The premises were adequately lit by means of natural lighting which was supplemented by artificial lighting in all rooms.
- (d)
Heating
The service had a gas heating system which was thermostatically controlled. The ambient temperatures of the care rooms and the sanitary accommodation were within the optimum care room temperature range of 18-22°C on the day of inspection. A portable air conditioning was available for use in the care room which is proposed will care for children aged 1-2 years.
- Ventilation
All rooms had openable windows. Mechanical ventilation was available in the two sanitary areas which did not have windows.
- (d)
The service was in a clean condition. Up to date documented cleaning schedules carried out by staff were on display in the service.
- (e) An adequate number of sanitary areas were available. There were a total of 3 toilets and 3 wash hand basins available for use by the children. The 3 toilets were easily accessible from the three pre-school rooms.

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	<p>One nappy changing area with two separate mats were available between Room 1 and Room 2.</p> <p>A staff toilet with hand washing facilities and disabled access was also provided.</p> <p>Warm water, liquid soap and paper towels were available in all sanitary areas.</p> <p>Suitable pedal operated bins were provided in the sanitary areas.</p>
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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.*
- (3) *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).*

Requirement met:	<p>(1) The service has adequate clear floor space for the proposed number of pre-school children to attend on a full day care basis as outlined below.</p> <p>(2) The registered provider is aware of the minimum space requirements for each child depending on their age and their hours of attendance.</p> <p>(2)</p> <p>Room 1: Measures 27 square metres:</p>
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Room2: Measures 33 square metres

Room 3: Measures 21 square metres

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It is proposed to accommodate the children aged 1-2 years in **Room 1** which measures **27 square metres**. A maximum number of **9** children of this age group may attend in this room.

At present the total number of children attending this service is **37**. This remains the maximum number of children who may attend this service.