

## **Appendix 3**

### **Advertisement for Use of School Premises on a Licensed Basis for the Provision of Childcare Services:**

Where it is proposed to make rooms available for Early Learning and Care and School Age Childcare, the application process must be conducted under an open and fair process. The Department of Education and Youth recommends that this be done by way of advertisement or notice in a local newspaper, school website or alternative unrestricted media.

#### **Advertisement Template:**

The Board of Management of [ school name ] National School, subject to the agreement of the Patron and Trustees/Property Owners, intends making part of the school premises available for the provision of [ please choose service type eg before and afterschool /afterschool/preschool] services by an independent, external, third party operator. The successful applicant will be granted a licence to use a section of the school premises for specified days and times for a period of ten months (*duration of the school year*) and shall be responsible for the independent operation of the facility and the employment of all staff in the facility. The arrangement will be subject to a number of terms and conditions. Interested parties should in the first instance submit a written expression of interest, made by post and addressed to the Chairperson of the Board of Management of [ school name ] National School, [full school address.....] no later than 4pm on [DD/MM/Yr]. Further information will issue to all parties that submit an expression of interest.

If any interested party has an objection to the proposal to make the school premises available to an independent, external, third party childcare provider, such objections should be (i) made in writing; (ii) sent by post addressed to the Trustees/Property Owner of [ school name ] National School, C/O Chairperson of the Board of Management of [ school name ] National School, [full school address ]; and (iii) reach the school by [DD/MM/Yr]. Any such submissions must be made on objective grounds.

#### **Notes to Advertisement:**

- As per Department of Education Procedures, the advertisement must appear in a local newspaper (or on the school website or alternative unrestricted media).
- The closing date for expressions of interest should be no earlier than 14 calendar days from the last date of publication of the ad.
- The closing date for the receipt of objections to the proposal should be the same date as that specified for the submission of written expressions of interest.
- Any objection received verbally or in writing must be notified to the Patron, Trustees / Property Owners via St. Senan's Education Office.

## **Evaluation Process (to be used in the event the Board of Management receive multiple expressions of interest)**

### **Use of School Premises on a Licensed Basis for the Provision of Childcare Services:**

In the event that a Board of Management receives **two or more** expressions of interest the following procedure will apply.

- I. The Board of Management shall write to the parties and the following information will be requested in the form of a written submission to the Board:

#### **Evaluation Criteria:**

1. Proposed Use of the School Premises/Scope of Services.
2. Details of previous experience in the provision of child-care services.
3. Formal child-care qualifications of the Operator/Operator's staff.
4. Registration/compliance with requirements of the relevant Statutory Regulatory body/bodies.
5. Written assurance is obtained from the operator that the provider of the service is registered with TUSLA in accordance with the Child Care Act 1991 as amended by the Child and Family Agency Act 2013.
6. Verification via ROS that the operator's Tax Clearance Certificate has issued.
7. Written assurance that the operators have a child protection policy in place (please note, the child Protection Policy must not be requested or submitted).
8. Written assurance from the operators that all staff/volunteers have been vetted in accordance with current Garda Vetting requirements and the vetting does not contain any disclosure/specified information which would render the staff/volunteer(s) unsuitable to carry out relevant work/activities with children/vulnerable adults. Please note that the school/Board is not required to review the Garda Vetting disclosure/specified information, neither should the school keep any such documentation on file. It is a written assurance from the operator in the terms outlined in this paragraph that is required. This written assurance should be retained by the school/Board.
9. How the ethos of the Childcare Service is compatible and complimentary with the school's ethos.
10. Documentary evidence that the operator is either a sole trader or a corporate body.
11. A letter of indemnity from the operator's insurers showing that the operator has public liability insurance to a minimum value of €6,500,000. This letter must indemnify the Patron, the BOM and the Trustees / Property Owners.

All parties will be written to on the same date and will be requested to supply the above information, by post, on or by a time and date notified to them by the Board (to be no earlier than 10 working days from the date of the letter from the Board of Management). A template letter has been provided for this purpose.

- II. All submissions must be date stamped on their receipt. The returned submissions shall remain unopened until the Board or a Sub-Committee of the Board meets to evaluate the submissions. Please note, any Board member that stands in relation to any party that has made a submission should declare the relationship and absent themselves from the process.

III. The Board shall use the template evaluation form below for the evaluation of proposals and a form shall be completed and retained in respect of each submission.

The submissions shall be ranked in order of merit. The highest ranking party will, subject to the successful completion of the remaining Steps, which includes the obtaining of the approval of the Minister for Education and Youth (not applicable to before & afterschool), be awarded the licence.

IV. The unsuccessful applicants must be notified, in writing, that their submission(s) have been unsuccessful. This communication must only issue when evaluation process has been completed in respect of the highest ranking submission and should issue fourteen days after the date the correspondence referred to above has issued.

Name  
Address 1  
Address 2  
Address 3  
Address 4

[Date]

Re: Expression of Interest in Licencing part of [School Name's] Premises for the Independent Operation of a [Pre-School/Before & Afterschool/Afterschool].

Dear [ ],

Thank you for your expression of interest in licencing part of [School Name's] premises for the independent operation of a [ Pre-School/Before & Afterschool/Afterschool ] facility.

The Board of Management has received a number of expressions of interest and as such will be conducting a formal evaluation process to determine the award of the licence. As such you are invited to submit a proposal to the Board which must include the following:

1. Proposed Use of the School Premises/Scope of Services to be offered.
2. Details of previous experience in the provision of child-care services.
3. Formal child-care qualifications of the Operator/Operator's staff.
4. Information on, registration/compliance with requirements of the relevant Statutory Regulatory body/bodies.
5. Written assurance that you/your business is registered with TUSLA in accordance with the Child Care Act 1991 as amended by the Child and Family Agency Act 2013.
6. Verification via ROS that your Tax Clearance Certificate has issued.
7. Written assurance that you have a child protection policy/safeguarding statement in place (please note, the child Protection Policy must not be submitted).
8. Written assurance that all staff/volunteers have been vetted in accordance with current Garda Vetting requirements and the vetting does not contain any disclosure/specified information which would render the staff/volunteer(s) unsuitable to carry out relevant work/activities with children/vulnerable adults. Please note, disclosures should not be provided)
9. How the ethos of the **[pre-school/before & afterschool/afterschool]** is compatible with and complimentary to the school's ethos.
10. Documentary evidence that the operator is either a sole trader or a corporate body.
11. Written confirmation that you/your business has public liability insurance to a minimum value of €6,500,000 and that a letter of indemnity from your insurers will be forthcoming in the event of becoming the Licensor, which provides indemnity to the Patron, Trustees / Property Owners and the Board of Management. (Please note that a cover note confirming that the operator has insurance will not suffice here).
12. The Board of Management may require an applicants to attend for interview.

Proposals must be clearly marked 'Occupation Licence Application' and submitted by post for the attention of [Chairperson, Board of Management, School, Address]. The deadline for the receipt of applications is [time] on [Day, date, Month]. Applications received after the deadline will not be considered.

With thanks,

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Chairperson  
Evaluation Form

Criteria	Submission A	Submission B	Submission C
Quality of Proposal for Scope of Services (30)			
Previous Childcare Experience (20)			
Formal Childcare Qualifications (20)			
*Registration with Tusla (10)			
*Tax Clearance (10)			
*Written Assurance re. CP Policy/safeguarding statement (10)			
*Written Assurance re. Garda Vetting (10)			
Compatibility with Ethos of School (20)			
*Documentary Evidence Sole Trader/ Corporate Body (10)			
*Public Liability Insurance (to min. value of €6,500,000) (10)			
*Letter of Indemnity (10)			
Total Mark (160):			

Please note, criterion denoted \* must be met/provided