



## Admissions Policy

### Policy Statement

Precious Children Day-care welcomes all families and children into our service inclusive of gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling community and religious belief. Families are always welcome especially during the settling in period.

### Principles

This policy is underpinned by: The Childcare Act 1991 & Early Years Services Regulations 2006 Policy and Procedures.

### Policy and Procedure

#### Age Category:

- St Mary Facility                      2-4 years of age Sessional, and Afterschool 4-12 years of age.
- Ravensdale Park                      2-4 years of age Sessional.

#### Application Process:

- Promotion of equal opportunities.
- Open and fair admission procedures.
- Parents must agree to adhere to all policies and procedures when accepting a place.
- Parents are required to complete the registration form and submit it to the facility of interests Manager for review.
- A member of the management team will contact the parent to confirm receipt of registration form.
- All details regarding a child's application form must be completed and any relevant important information. We will endeavour to cater for specific needs, dietary or otherwise if these are brought to our attention when you register your child.
- Siblings are given priority and then admissions will be on a case by case basis and in accordance with place availability
- Reserving the right to review and change how places are allocated.
- For pre-school children it is company policy that the child be part of the registration process and parents are advised to bring their child to the viewing of the Crèche.
- Children with additional needs and disabilities are welcome. An up to date assessment form must be attached to the child's registration form. Childcare places are limited in line with adequate staffing and facilities to provide for each child's needs. Parents need to be aware that

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it may be required for them to provide a special needs assistant or make an AIM application if required. (refer to the Admissions Policy for Children with Additional Needs and/or Disabilities)

- All parents will be provided with the opportunity to discuss these and any queries will be explained/ discussed with parent and the child at the time of registration.
- Giving parents the Parent's Handbook to read or Centre staff will go through its contents in detail before enrolment. Parents are asked to sign a Parental Agreement in advance of their child attending. This agreement outlines the parent's responsibilities in relation to maintaining the childcare place for their child.
- Parents should familiarise themselves with the crèche and afterschool policies and procedures. They will be reviewed and changed in line with new developments from Tusla and Precious Children Day-care Policies & Procedures.

### Allocation of Places:

- Places will be allocated on a "first come first served" basis, depending on availability for the type of care/place required at the time of enquiry.
- Precious Children Day-care offers various types of care arrangements. Specific care arrangements are allocated to each room in each of our different centres, these care arrangements are subject to change.
- Places will be allocated if the care arrangement is available in the care room.
- In the event of the requested place being over-subscribed, Precious Children Day-care reserves the right to select places in order of:
  1. Application and
  2. care arrangement available.
- Places will not be held without a deposit and enrolment form
- We aim to support parents who are experiencing financial difficulties therefore we have developed a reduced fee structure which is based on a range of criteria which will be discussed with you individually and in confidence on receipt of your completed application.
- Fees must be paid in advance, weekly or monthly preferably by bank transfer. There is a charge for days when the centre is closed.
- There will be no refund for fees paid should your child fail to attend.
- If your child will not be attending on any day, we request that a parent inform the service otherwise we will assume the child is missing and put in place our policy for a missing child.
- Any behaviour difficulties will be handled according to our behaviour management policy. We would ask parents to co-operate fully with this policy which will only work in partnership with you.
- Because we have a waiting list for our service, places can only be held for a period of one week if a child does not attend, unless a prior arrangement has been made with the parent.



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- The service will operate according to our written Policies & Procedures which have been developed to incorporate mutual respect and encouragement.
- All parents will be provided with the opportunity to discuss these and any queries will be explained/ discussed with parent and the child at the time of registration.
- Prior to being admitted the parent and child will be required to sign a contract which states you understand and agree with these Policies & Procedures.

However, if there is a demand for more than certain type of service type place at any of our facilities, the following criteria will be used, in the order set below:

### **Deposit Procedure:**

Process for securing a child's place:

A deposit (please refer to the deposit agreement as part of our T&C's) is taken to secure a child's place in the crèche and afterschool.

A place cannot be secured until full deposit is paid. Refer to 'Fees Policy'.

A waiting list is established when a requested place is unavailable due to being oversubscribed or the care option is not available in the crèche or afterschool at the time of enquiry.

The child at the top of the list is given first available place depending on availability for the care arrangement required.

### **Process should a child not start on the reserved start date:**

A child's start date can be deferred by a maximum of 2 weeks.

In the case of a deferral of a place the original care arrangement cannot be guaranteed.

### **Termination/Refusal**

- We reserve the right to refuse admission
- Children who are disruptive, who may cause injury to other children/staff or damage crèche or our afterschool property may be excluded from the service
- If a situation arises where parental expectations cannot reasonably be met by our facility after a period of negotiation, we reserve the right to terminate care.
- We reserve the right to terminate our services



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### **Pre-School Uniform**

No uniform is necessary for the baby, wobbler & toddler age groups, but we do ask that all children wear suitable, comfortable clothes, ideal for artwork and outdoor messy play. Velcro shoes are preferable. All long hair must be tied up. No hoop or long earrings. Please provide a spare set of Clothes for change in case of emergency.

### **Afterschool Uniform**

We request that all children have a change of clothing, ideal for artwork and outdoor messy play. Velcro shoes are preferable. All long hair must be tied up. No hoop or long earrings.

### **Ensuring all relevant forms are completed:**

- The Registration Form
- The Parental Agreement
- The Authorisation for medical treatment
- The Authorisation to administer anti-febrile medication
- Outings Authorisation
- Photographs /Video Authorisation
- Authorised persons to collect child
- Endeavouring to meet any additional needs to children might have within our limited available resources and expertise. What is best for the child will be a priority in the allocation of places.
- Monitoring admissions to our facilities to ensure no accidental discrimination is taking place.