

Admissions Policy

Statement of Intent: The Village Childcare & Community Services Early Years & Afterschools aim to ensure that our enrolment criteria are fair and transparent and that it promotes equal access for all children.

Enrolment General:

We enrol children from 2 years up to school going age.

- When you have completed your registration form you will need to return the form and make an appointment to meet with Gillian (Childcare Manager) to go through your application form. A date and time will be agreed with both parent and manager that suits all.
- You will be given an admissions policy with your registration policy.
- Places will be allocated on a “first come first served” basis. Siblings will be given priority for available places and a discount may apply.
- In the event of places being over-subscribed, we reserve the right to select places in order of application.
- Parents/guardians are required to complete the Registration Form.
- A waiting list is established when all places are taken up and the child at the top of the list is given first available place depending on availability for the type of place required.
- The service operates an open-door policy especially during the settling in period. The child may stay for a shorter day until staff and parent agree the child has settled in. This is not the case during co-vid we are unable to allow that settling in time. We encourage coming to the centre with a time slot for your stay making sure your health & safety is paramount including our staff. We can organise a time that suits everyone.
- Children with additional needs and disabilities are welcome. Parents/guardians need to be aware that it may be required for them to provide an additional needs assistant when necessary.
- All details regarding a child’s Application Form must be completed and any relevant important information or specific diet or health requirements must be noted.
- We reserve the right to refuse admission. Admissions are accepted on the basis that the service and staff can meet the required need of each child.
- Camps are prioritised to children that are registered with us all year. We will open camp programmes to the public if spaces become available. Children will have to be registered to attend camps. Camps are on a first come first served basis and if we can facilitate the child’s needs.
- We reserve the right to terminate our services.
- Parents/guardians should familiarise themselves with our Policies and Procedures. They will be reviewed, and changed accordingly, to incorporate any new developments from TUSLA, the Child and Family Agency.
- We may seek clarification on the legal guardians of the child at enrolment stage.

- We will determine what supports a child may need at enrolment (e.g., trained staff, referral to the AIM programme)
- We do ask that all children wear suitable, comfortable clothes, ideal for artwork and outdoor messy play. (No 'good' clothes please). No hoop or long earrings. The following are required with the child's name clearly written on all items:
 - A bag containing a change of clothes i.e., underpants, socks, top and pants
 - Wellington boots, coat, hat
 - Sun cream, sunhat
 - For younger children, nappies, wipes, creams (if needed), nappy sacks.

Procedures for Children with Allergies: When parents/guardians start their children at the service they are asked if their child suffers from any known allergies. This is recorded on the Registration Form. A care plan will be required. If medication is needed a permission letter from the child's doctor will be needed to give consent. A detailed plan will also be needed from the parents/guardians.

ECCE Scheme:

This policy refers to children who are eligible to participate in the Government's Free Preschool Year. This scheme covers up to two years of free early education. The level of access to the full 'two-year period' is 'date of birth' dependent and the eligibility is determined by the Department of Children and Youth Affairs [DCYA]. Children can be enrolled into the scheme in September each year. It should be noted that the service may be over-subscribed and may not be able to accept children during all entry periods. ECCE is an inclusive scheme and welcomes all children regardless of ability. In some cases, parents/guardians need to be aware that the participation of their child may require additional resources that will be discussed at time of enrolment.

Criteria for Enrolment:

- Children's date of birth must fit the eligibility for the scheme as directed by DCYA [see above]

Over Subscription:

- In the event of places being full, a waiting list will be kept, and the following will apply when allocating a place:
 - o Existing Children
 - o Siblings
 - o Past pupils
- The Manager will advise parents/guardians of their child's place on the waiting list, upon request.
- Each year of the two-year scheme is treated completely separately by our service with registration required for each year. If your child attends Year 1, you will be

required to follow the registration criteria again for Year 2. Each year that the sessional ECCE scheme is operating, parents will be required to inform us if they are returning in September.

- A place on the ECCE Scheme will only be confirmed when the following is completed: - An agreement confirming the number of days required and confirmation of the child's eligibility. - A Early Years Hive Registration form (DCYA). - Registration form accompanied by deposit.
- The service cannot 'hold' a place until the child becomes eligible. For example, if a child becomes eligible in January a place will only be available if there is a vacancy.
- All details regarding a child's Application Form must be completed and any relevant important information or specific diet or health requirements must be noted. Attendance: It is essential to the efficient running of the service that you inform the Manager if your child is unable to attend the service and follow up with a telephone call to inform the Manager when the child will be returning. It should be noted that the income received by the service from the DCYA is based on the regular basis. A register of the times and days that children attend is kept. Continued failure to attend may result in your child's place being withdrawn. If a child is absent for 4 weeks, the child can be designated a Leaver on The Hive which means the service will be paid for the 4 weeks. If a child is absent for more than 4 weeks (without notice) the place can be filled by another.

This policy was adopted by The Village Childcare & Community Services

Date: _____

Signed by: _____ on behalf of Management

This policy will be reviewed on (insert date) _____ in collaboration with staff and parents