

Saint Mary's Childcare Campus CLG Policies and Procedures

4. Admissions policy

Document Title:	Admissions policy
Unique Reference Number:	004
Document Author:	St. Mary's Childcare Campus CLG
Document Approved:	Margaret Glancy
Person(s) responsible for developing, distributing and reviewing Policy	Margaret Glancy
Person responsible for approving Policy	Margaret Glancy
Method of communication of policies to staff (email / hard copy / induction training)	Email and Hard Copy available in the Service
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Soft Copy available on the Service Website and Hard Copy available in the Service
Method of communication of policies to Stakeholders (full policies via email, hard copy)	Email and Hard Copy
Date policy was created:	13/07/2023
Date last Reviewed:	11/07/2025
Number of Pages:	4

This policy is available to and has been communicated to parents/guardians and stakeholders.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.

Policy Statement

St. Mary's Childcare Campus CLG welcomes all children and families into our service inclusive of gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling community and religious belief. We are

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committed to working in partnership with Parents/Guardians to support children's cultural and language differences and to exploring and incorporating these differences to enrich learning in our service. Unfortunately, full day care and afterschool places are limited and a long waiting list is in operation. This is beyond our control. Please see below procedure of how places are allocated.

Admissions procedure

- Children must be at least 6 months of age when starting at the service.
- Parents wishing to secure a place for their child must fill out an enrolment form.
- All details regarding a child's enrolment form must be completed. All relevant information regarding additional needs, dietary requirements, medical needs, etc should be included on the form before enrolment to allow us to have supports in place before your child starts.
- Siblings are given priority if we have received a timely application form and there are places available.
- Children already attending a care room will be given priority when ready to move on to the next stage, for example, moving from the baby/toddler room to preschool.
- Thereafter, children will be admitted on a first come first served basis, following submission of an enrolment form.
- If there are no remaining places children are placed on a waiting list and will be offered a place when one becomes available.
- Referrals from family support services will be accepted provided there is a place available.
- If your application is successful, you will receive a letter confirming your place.
- Parents must read, sign and agree to all policies and procedures before their child commences. Parents are welcome to come in at any time to discuss these and will be given an opportunity to have any queries answered on open day.
- Parents are provided with information regarding applications for funding from the National Childcare Scheme or other Government schemes.

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- Policies and procedures will be reviewed and updated in line with new learning and developments and HSE guidelines.

Termination/refusal

- We reserve the right to refuse admission
- Children who are disruptive, who may cause injury to other children or staff or damage 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.

Dress code

We ask that children wear comfortable suitable clothes, ideal for artwork, messy play and outdoor play. Velcro shoes are preferable as open laces can be a trip hazard. We ask that you send in a pair of wellies at the start of the year for wet weather and outdoor water play. We ask that children do not wear hoop or long earrings as these can also cause injury. If you want your child to wear these you must sign a disclaimer. **(See appendix 2)** Please send a spare set of clothes with your child daily in case of accidents. A sun hat and sun cream are required during the hot weather.

Vaccinations

St. Marys Childcare Campus CLG have a legal requirement to maintain immunisation records on all children attending. Prior to enrolment parents/guardians should provide a copy of their child's immunisation passport or record card. HSE guidelines encourage all children to be vaccinated. If your child is not vaccinated, we ask that you sign a disclaimer. **(See appendix 3 also Infection control policy)** The most up-to-date immunisation advice is available on <http://www.immunisation.ie>

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Parent Behaviour towards Staff Members

St. Mary's Childcare Campus has a **zero-tolerance policy** for any rude, disrespectful, threatening or abusive behaviour or interactions towards any staff member. **Child/children's places will be revoked immediately** if it is deemed that their parent/guardian have been disrespectful, abusive or threatening to any member of staff or management at St. Mary's Childcare Campus.

We are more than happy to sit down with parents/guardian and discuss and complaints/grievances you may have, but we will not tolerate abuse of any kind.

Signed: _____ **Date:** _____

Name:

Person responsible for approving the Policy

5. Admissions policy for children with additional needs

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Policy Statement

We have an inclusive culture and endeavour to welcome every child into our setting. Inclusion means every child attending can participate meaningfully in all activities at their own level. The more information we have prior to your child starting the better the supports we can have in place to help your child reach their full potential.

Admissions procedure for children with additional needs

- Parents complete enrolment form and submit relevant medical paperwork. It is imperative that parents disclose all relevant medical/developmental details at this stage of the process.
- Places are allocated on a first come first served basis depending on availability and type of childcare required.
- The enrolment form and relevant paperwork will be reviewed by management.
- The manager/deputy manager will contact the parent to discuss what supports need to be put in place before the child commences.
- Parents may be advised to apply for Access and Inclusion Model (AIM) support. **(See appendix 4 & 11)**
- Where medical needs have been established and additional support is required for the child suitable supports can be put in place as soon as possible.
- The parent may be asked to care for their child at home until suitable support is provided, for example one to one care or specialised equipment.

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