

2. ENROLLMENT AND ADMISSIONS

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Child Care Act 1991 (Early Years Services) Regulations 2016 (Síolta Standard 10: Organisation, Síolta Standard 12: Communication) (National Standard 1: Information, National Standard 2: Contract, National Standard 4: Records, National Standard 12: Health Care, National Standard 16: Equal Opportunities)

Statement of Intent:

We aim to ensure that our enrollment criteria is fair and transparent and that it promotes equal access for all children.

The following information applies to both ECCE and Non-ECCE children:

- Children must be over 2 years to attend the service.
- The service offers two-year free preschool placements for children eligible for the ECCE scheme. Children outside this age range can avail of a place based on parents/guardians paying the appropriate fee.
- Funding support can be applied for by the parent through the National Funding Scheme(NCS)

Application and admission:

Admission to the Centre is on a referral and application form basis, with referrals accepted from Public Health Nurses, Social Workers, Speech & Language Therapists, Mater CAMHS, children's hospitals, Family Support Services or other agencies.

Parents fill in a waiting list application form.

Priority Places

Referrals from Tusla are prioritised.

Selection:

- Places are allocated by a Selection Committee. The Selection Committee comprises the management and staff of Edenmore Early Education Centre, The Board of Management and other professionals e.g. Tusla, Public Health Nurse etc.

- Priority is given to:
 1. Children already attending (for year 2)
 2. Children referred by Tusla and the HSE
 3. Existing siblings or if a sibling has left the service in the last two years
 4. Children currently attending playgroups
 5. Waiting list, by date of application

- In the event of places being oversubscribed, we reserve the right to select places in order of application.
- There may be circumstances where we cannot meet the childcare needs of the family, and an alternative will be offered to be accepted or declined by the family (e.g. where a family has requested extra hours, but we only have morning preschool hours available).

Waiting List Procedure

- Parent/Guardian completes the Waiting List form, providing information on the child and indicating the service they wish to avail of.
- All required information must be completed and accurate.
- Between the March-April of the upcoming school year, parents/guardians are contacted to determine if they are still interested in the service initially requested and if they have any information to update in regards to their child, requested service etc.
- We then proceed with the Selection procedure
- We offer places in writing, which are then secured through official acceptance of place and payment of deposit.

Offer of Places and Deposits

- When a place has been offered a deposit of €100 (full time) or €50 (ECCE only or playgroup) is needed to confirm acceptance of place.
- ECCE only deposits are refunded within one month of ECCE registration approval, or to those who offer one month notice of termination of offer.
- Deposits for Full Day Care or Playgroup are held, and can be contributed toward the final month of fees for the school year, or with one month notice of termination of place.
- If you want to change your request of service, e.g. from Preschool only to Preschool and extra hours, you must do so in writing to the Manager with at least one months' notice.

Supporting Children to Transition to Preschool

- In advance of the new school year, we will hold a Welcome Evening for new families (adults only) to support you with the transition to our Early Education Centre.
- The first two weeks of preschool is a settling-in period, times will be confirmed in advance. The settling in period can be reduced or extended to meet the child's needs.
- If you know that your child has needs that may need extra support, it is extremely helpful that we know this in advance so we can prepare the environment, resources and staff to support them with their needs during transition to preschool. If our

service needs to access support from AIM, it is more beneficial to the child that this process begins in advance of enrolment.

- In the event where a child joins our service and we identify that Access and Inclusion Model (AIM) supports are needed to support a child with their needs, we may need to place enrolment on hold or reduce the level of service until the application and approval process is complete and the additional resources have been made available to Edenmore EEC.
- See our policy on Settling In for more details.

Policies and Procedures

- All details regarding a child's Registration Form must be completed and any relevant important information or specific diet or health requirements must be noted. Please let us know if you need support to complete this paperwork (e.g., translation services, having paperwork explained etc.)
- Where relevant information regarding children's needs is not shared in advance of their enrolment, medically, dietary and/or developmentally, admission will be on hold or reduced until resources are in place to provide a safe and meaningful experience of preschool. Where resources are not available, we may not be able to provide a service.
- Parents/guardians should familiarise themselves with our Policies and Procedures. They will be reviewed, and changed accordingly, to incorporate any new developments from regulatory bodies or emerging trends.
- We will seek clarification on the legal guardians of the child at enrolment stage
- The service operates an Open-door policy. This policy can change on public health grounds, i.e., Covid-19. See Covid Response Plan.
- No uniform is necessary but we do ask that all children wear suitable, comfortable clothes, ideal for art work and outdoor messy play. Velcro shoes are preferable. Hoops or long earrings are discouraged as they could result in injury.
- Expression of interest for extra hours must be made in writing to the Management team.
- A reduction in level of service must be made with one month's notice.
- We reserve the right to reduce the level of service based on meeting the child's needs.
- We reserve the right to refuse admission.
- We reserve the right to terminate our services.

What children need to bring to school:

- A completed Registration Form must be returned
- A bag containing a change of clothes i.e. underpants, socks, top and pants. Label all items with child's name.
- Indoor shoes/slippers, coat, hat.
- Weather appropriate clothing each day (e.g. warm coat and hat during winter, sun hat in summer)
- Nappies, wipes, creams and/or powder if needed.
- Any necessary medication, previously discussed with Manager

- A Family Photo (of any people or pets important to the child) to help settling in and for the Family Wall. Photos can be emailed to sent to school WhatsApp to be printed

Procedures for Children with Allergies, Dietary or Medical Care needs:

When children are due to start the service, parents/guardians are asked if their child has any known allergies, medical conditions or dietary requirements. This is disclosed on the Registration Form.

A care plan will need to be completed in partnership with the Manager before the child joins the service.

ECCE Scheme:

We can only facilitate children who can attend their ECCE 5 days per week (unless medical or other reasons determine otherwise e.g. Foster family arrangements etc).

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. A register of the times and days that children attend is required to be kept on file.

National funding from the DCEDIY is paid to the service under certain terms and conditions. Continuous absences can result in the withdrawal of ECCE/NCS funding.

ECCE: if a child is absent for 4 weeks, the child must be designated a Leaver on the HIVE. We cannot guarantee that the place will be available after a long period of absence. Also, if there is a pattern of absenteeism, it may result in the level of service provision being reduced e.g. If a child is absent every Thursday for 4 weeks, we must notify DCEDIY and it may result in reduced provision or termination of place.

NCS: We must notify DCEDIY of a pattern of absences or continuous absences after 8 weeks.

There are special circumstances where there are exemptions to the above rules.

Where possible providers should apply to the relevant CCC for special circumstances prior to end of 4th week of absence.

Table 3 Qualifying Special Circumstances

Qualifying Circumstances	Maximum Absence for which Subsidy is payable
Immediate family bereavement.	6 weeks
Extended travel once a year to the birthplace of the child or either of the child's parents.	6 weeks
Prolonged illness (more than four weeks), of either the child, the parent or a sibling.	12 weeks