

2. ENROLMENT

Document Title:	Admissions And Enrolment
Unique Reference Number:	002
Revision Number:	n/a
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Document Approved:	Jennifer Moore
Date the Document is Effective From:	May 2019
Review Date:	March 2023
Number of Pages:	5

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 enrolment criteria is fair and transparent and that it promotes equal access for all children.

Enrolment General:

Free Pre-School Year in Early Childhood Care and Education Scheme (ECCE Scheme) under the Office of the Minister for Children, Equality, Disability, Integration and Youth (DCEDIY)

Children enrolled in part-time childcare services will receive free pre-school provision of 3 hours per day, 5 days a week over a 38 week period (term time).

We also enrol non-ECCE children into our service if we have vacancies. The lowest age is 2 years.

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

- Children must be over 2 years to attend the service.

- The service offers the two-year free preschool place 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)

Priority of places: 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.

- Places are allocated by a Selection Committee. The Selection Committee comprises of the management and staff of Edenmore Early Education Centre who link in with Tusla/HSE staff and the wider community.
- Priority is given to:
 1. Children referred by Tusla and the HSE
 2. Children currently attending playgroups
 3. Existing siblings or if a sibling has left the service in the last two years
 4. Waiting list, by date of application
- In the event of places being over-subscribed, we reserve the right to select places in order of application.
- When a place has been offered a deposit of €50 is needed to confirm acceptance.
- Deposits are refunded once registration for ECCE is approved or by end of October where child is not eligible for National Funding and can be used to contribute to fees due.
- We will determine what supports a child may need at enrolment (e.g. trained staff, referral to the AIM programme)<http://aim.gov.ie/>
- In the event where Access and Inclusion Model (AIM) supports are needed to support a child with complex needs, we may place enrolment on hold until the application and approval process is complete and the additional resources have been made available to Edenmore EEC.
- Parents/guardians are required to complete the Registration Form.

- The service operates an Open-door policy. This policy can change on public health grounds, i.e., Covid-19. See Covid Response Plan.
- A settling in period will be agreed in advance.
- 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.
- 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 will seek clarification on the legal guardians of the child at enrolment stage
- No uniform is necessary but we do ask that all children to wear suitable, comfortable clothes, ideal for art work and outdoor messy play. Velcro shoes are preferable. All long hair must be tied up. No hoop or long earrings.
- We reserve the right to refuse admission.
- We reserve the right to terminate our services.

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.
- Indoor shoes, coat, hat.
- Sun cream, sun-hat.
- Nappies, wipes, creams and/or powder.
- Any necessary medication.

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 may be required.

ECCE Scheme:

This policy refers to children who are eligible to participate in the Government's Free Preschool Year. The Early Childhood Care and Education (ECCE) Scheme provides early childhood care and education for children of pre-school age. The scheme is offered in early years settings for 3 hours per day, 5 days per week, 38 weeks of the year. All children are entitled to 2 full academic years on the ECCE scheme. 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, Equality, Disability, Integration and Youth [DCEDIY].

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. These resources may be made available through a joint application to the Access and Inclusion Model (AIM).

Procedure:

- 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.
 - NCS/ECCE form (DCEDIY).
 - Registration form accompanied by deposit.
- If a parent/guardian wishes to increase the number of days their child is attending the service, this will only be possible if there is a vacancy. For example, if your child is currently attending three days a week [this could be a free or paid place] and you wish to extend to five days, this may not be possible if the service is full.
- A deposit is taken in advance when a child is given a place. The deposit will be returned at the end of October provided that the Parent Declaration Form is completed early in September, the child is verified as eligible for the programme and the service is paid under the ECCE programme for the first four weeks. Otherwise, the deposit is forfeit.
- 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.

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. A register of the times and days that

children attend is kept. Continued failure to attend may result in your child's funding from the DCEDIY being withdrawn.

National funding from the DCEDIY is paid to the service under certain terms and conditions, continuous absences being one. On ECCE, NCS and CCSP, 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. On NCS, we must notify DCEDIY of a pattern of absences or continuous absences after 8 weeks.

There are special circumstance 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

