2. Admissions Policy

Policy Statement
Links Childcare 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 welcome at all times especially during the settling in period.

Principle
This policy is underpinned by: The Childcare Act 1991 & Early Years Services Regulations 2006

Policy and Procedures

I. Age Category:
• Links Childcare provides care for children aged 3 months – 12 years

II. 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 Links Childcare Head Office 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 with any relevant important information. We will endeavour to cater for specific needs, dietary or otherwise as long as these are brought to our attention when you register your child. 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 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)
• Parents should familiarise themselves with the crèche policies and procedures. They will be reviewed and changed in line with new developments from Tusla.
III. 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.
- Links Childcare offers various types of care arrangements. Specific care arrangements are allocated to each room in a centre, 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, Links Childcare 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.

IV. Deposit Procedure: Process for securing a child’s place:
- A deposit (please refer to the deposit agreement forms) is taken to secure a child’s place in the crèche. 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 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.

V. 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 once a minimum of 2 months’ notice is provided but this is subject to availability.
- In the case of a place deferral the original care arrangement cannot be guaranteed.

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

VII. Pre-School Uniform
- 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 art work and outdoor messy play. Velcro shoes are preferable. All long hair must be tied up. No hoop or long earrings.
  - Uniform is preferred for pre-school age groups. The uniform comprises: Links Childcare t-shirt and jumper with plain navy tracksuit bottoms/ trousers/ skirt etc.

Review
Management in consultation with staff monitors and reviews the effectiveness of this policy yearly or as required.