



# LINKS CHILDCARE POLICIES & PROCEDURES

## ADMISSIONS POLICY

Last Review Date: Sept 2022

Policy No. 2

Issued: 2012

### **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
- Child Care (Pre-School Services) Regulations 2006
- Child Care (Pre-School Services) Regulations 2016

### **Policy and Procedures**

#### **I. Age Category:**

- Links Childcare provides care for children aged 3 months – 12 years (depending on creche location)

#### **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 application form and deposit agreement form and submit it to Links Childcare Admissions Team for review.
- A member of the admissions team will contact the parent to confirm receipt of application form.
- All details on a child's application form must be completed including important information such as a child's date of birth or confirmed due date. 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 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.



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### 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. This enrolled care will then transition with the child as they transition rooms within the creche. A change to this care is subject to availability at the time.
- 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.
- Concurrent registrations for any child are not permitted except in the case of children finishing pre-school care and enrolling for after-school care.
- Places will not be held without an application form, deposit agreement form and subsequent deposit payment.
- Available start dates will be confirmed at the time of enrolment except for in the case of sessional or half day (9am-2pm) care in our pre-school rooms. The start date provided at enrolment will be given as September but the exact date which our ECCE pre-school term will commence will be confirmed during the summer months preceding the September which a child is enrolled to commence their care.

### 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 matching the required criteria of the place 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 altered by a maximum of 2 weeks once a minimum of 2 months’ notice is provided but this is subject to availability at the time.
- A child’s place can be deferred once a minimum of 2 months’ notice is provided, the child’s deposit can be kept on file for up to 6 months from the initial start date but the original care arrangement and a later start date cannot be guaranteed, they can only be confirmed at the time of the requested deferred start date.

For example: if a child is due to commence care in January, notice for a deferral is received in October which provides 2 months notice, requested deferred start date is June but confirmation of availability can only be provided in May.



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- Should a place not be taken up or become available within the 6 month holding period the deposit will be forfeit and non refundable.

**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.

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|----------------------|-----------|----------|------|------|------|------|------|------|--------------|--------------|
| <b>Review Dates:</b> | 2012      | 2013     | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | January 2020 | October 2020 |
| March 2022           | Sept 2022 | Feb 2024 |      |      |      |      |      |      |              |              |