

Admissions Policy

It is the policy of Askea Community Childcare Centre that our service is open to all families in our community. We are committed to operating open and fair admission procedures.

Principle of Admission Policy

This policy is underpinned by the Childcare Act 1991(Early Years Services) Regulations 2016 and the Diversity and Equality Guidelines for Childcare Providers.

Admissions Procedure

To implement the policy the following procedures are in place:

1. Children must be 12 months of age before enrolling in the service.
2. Parent(s)/Guardian(s) must fully complete a Registration Form.
3. If a vacancy is available to meet Parent(s)/Guardian(s) requirements a place will be allocated to their child.
4. If there are no vacancies in the appropriate age group the child's name is placed on a waiting list.
5. When places become available they are offered on a 'first come first served' basis.
6. Parent(s)/guardian(s) must agree to adhere to all policies and procedures when accepting a place.
7. Parent(s)/ Guardian(s) will have opportunities to visit the setting prior to admission.
8. Referrals from Family Support Agencies will be considered provided places become available.

This policy was agreed and adopted by Askea Community Childcare Centre.

Date: _____

Signed by _____ on behalf of the Committee of Management.