

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 an open and fair admission procedure.

Principle of Admission Policy

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016; The Childcare Act 1991 (Early Years Services)(Amendment) Regulations 2016; (Registration of School - Age Services) Regulations 2018; Equal Status Acts 2000-2012; The Freedom of Information Act and Data Protection (Amendment) Act 2003; Children First Act 2015; Data Protection Acts 1998 to 2018; [General Data Protection Regulation \(GDPR\) 2018](#)

Rationale

The purpose of this policy is to provide fair, transparent and effective criteria for the admission of children to Askea Community Childcare Centre.

The policy is based on the principles of:

- Respect for parental & children's choice
- Equality of access and participation in the service
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

Policy Statement

Askea Community Childcare Centre welcomes all families and children from the community into our service inclusive of gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling community and religious belief.

We are committed to working in partnership with Parents/Guardians to support children's cultural and language differences and to exploring and incorporating these differences to enrich learning in our service

Families are welcome at all times, especially during the settling in period.

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. Parents/Guardians seeking to secure a place for their child must fully complete a Registration Form. Registration forms are stored securely in a locked filing cabinet
3. Parents are provided with information regarding applications for funding from the National Childcare Scheme or other Government schemes.
4. If a vacancy is available to meet Parents/Guardians requirements a place will be allocated to their child.

5. If there are no vacancies in the appropriate age group the child's name will be placed on a waiting list.
6. When places become available they are offered on a 'first come first served' basis.
7. Parents/Guardians should familiarise themselves with the service's policies and procedures (which may be reviewed and changed as necessary in line with Tusla guidance) and must agree to adhere to these when accepting a place.
8. Parents/ Guardians will have opportunities to visit the service prior to admission.
9. Referrals from Family Support Agencies will be considered provided places become available.

On admission, the information shared with families is:

- Purpose and function of the service
- Service's policies
- Settling-in procedures
- Numbers and ages of children catered for
- Opening and closing times
- The number of sessions per week
- Days and holidays on which the facility will be closed
- Fees
- Curriculum
- Daily routine
- Management structure: staff and qualifications
- Daily records
- Comments and complaints procedures.

Communication Plan for staff & families

This policy will also be reviewed with the staff team at induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents in the Policy Folder located in Reception.

Parents may receive a copy of the policy at any time upon request.

Parents and staff will receive written notification of any updates.

Relating Policies and Supporting Documents

- Data Protection Policy
- Access and Inclusion Policy
- Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018
- Tusla Quality and Regulatory Framework (QRF)
- Sólta, the National Framework for Quality in Early Childhood Education
- Askea Community Childcare Centre Registration Form

Who Must Observe This Policy

This policy must be observed by all managers, parents and all staff members.