

POLICY NO.1 ADMISSIONS POLICY

REV: 09 REV. DATE: 08/07/2022

Scamps & Scholars Childcare Centre is open to all children irrespective of gender, creed, race, colour, social background, religion, disabilities or language.

Scamps and Scholars cater for children from 6 months – 12 years old, over a range of age-appropriate services.

ADMISSION PROCEDURE:

Allocation of Places

Places for each section are allocated to children on the following basis and order:

1. Existing children from within the centre requiring to transfer to another section.
 2. Siblings of existing children
 3. Children of staff
 4. Children from families who require support towards childcare costs and are entitled to reduced fees through government support schemes.
 5. Other outside applications for a given service – HSE / Agency referrals
 6. General applications from the general public and managed through our waiting list.
- Families whose needs are urgent will be dealt with on the merits of their individual cases.
 - Waiting list application forms are available from the Childcare Centre or on our website for review/download. Completion of a waiting list application form does not automatically guarantee a place or indeed constitute a place at all. Parents should be aware of this when submitting a completed form. Your place on the list is determined by the date of **receipt** of a completed form.
 - A deposit amount may be taken as confirmation of acceptance of a place and will go against the first week's fee or month if payment is made monthly. This deposit amount will be forfeited should you be offered a place, accept the place but eventually fail to take up the place.
 - We would encourage all parents applying for a place for their child, to visit the Centre to meet with the staff members of the section applied for and to familiarize themselves with the settling and how it is operated.
 - We ask that if there are any changes to the details on the waiting list application form, that parents/ guardians inform the Centre. This will enable us to update your child's or indeed your own details.
 - Places from the waiting list operate, notwithstanding the above special considerations by date of receipt of application.
 - Once your child commences their place at Scamps & Scholars, a registration form and other required administrative forms will be required to be completed for your child. This form should be available to our staff in advance of the first day your child starts. Changes that occur and affect the information on this registration form must be communicated to staff so that your child's records can be amended.

APPROVAL DATE: _____

IMPLEMENTATION DATE: _____

SIGNED: _____

(On behalf of the Board of Directors)