

PLACE AND WAITING LIST APPLICATION

A1. Child and Parents details:

Child's name	
Child's date of birth	
Parent / Guardian name	
Parent/Guardian address	
Home phone number	
Work phone number	
Mobile number	
Email address	

A2. Services being applied for:

Available Services	Age on 1 st Sept of school year	Year Required	Mark AM or PM for Half Day	Tick required days							Optional not full time service
				Mon	Tue	Wed	Thur	Fri	Sat		
Wobblers	1+		Full Day								
Wobblers	1+		Half day								
Toddlers	2yrs 3m+		Full day								
Toddlers	2yrs 3m+		Half day								
Caterpillars - Preschool	3yrs 3m+		Full Day								
Caterpillars - Preschool	3yrs 3m+		Half Day								
Pre-School	3yrs 3m+		AM 3 hours								
After-school (1.40pm)	Infant classes		PM								
After-school (2.40 pm)	1 st class +		PM								
Infants (Subject to numbers)	6 months - 1 year		Full Day								
Breakfast Club: 7.30am - 9am	Various		1/2 sessional								
Name of any siblings attending Centre:											

A3. Please tick the box below if any of the discounts associated apply.

LIKELY DISCOUNT TYPE:	YES	NO
Sibling discount – 10 % (one sibling) or 5% (two siblings)		
Subvention – based on social welfare payments or medical card. Please enquire in office CCSP		
Early Childcare & Education scheme (3 hours free pre-school subject to date of birth) ECCE		
Community Education & Training Scheme - only available to existing clients CETS		
National childcare Scheme - Universal subvention for under 3yrs NCS		
National Childcare Scheme - assessed discount NCS		

A4. Declaration

Places are allocated on a first come first served basis provided that your child meets the minimum age requirement. Priority will be given to siblings. For further information you can read our Admissions policy. I have read & agree to the waiting list policy and further agree to any future changes that may be made in this policy. I also give my consent for the staff of Scamps & Scholars to contact me on the details above in relation to attaining a place.

Parent/Guardian Signature: _____ and _____

Date _____

Date Received _____ Staff Signed _____

Inputed in system Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	please state reason	<input style="width: 90%;" type="text"/>
Date:	<input style="width: 80%;" type="text"/>	Inputed by:	<input style="width: 80%;" type="text"/>		

POLICY NO.3 WAITING LIST POLICY

REV: 03 REV. DATE: 08.08.2018

WAITING LIST AND CONFIRMATION OF PLACES

A Waiting list is maintained by the Centre Manager in order to fill any available space in an orderly and fair manner, according to the Centre's Admissions Policy.

PROCEDURE

- Written information is issued to parents on expressing interest in a place. The following documentation may be offered such as an Application Form, details of fees, and a parent's information booklet/disc if required.
- The completed Waiting List Form will be dated and signed by the Centre's Manager or other authorised staff member.
- The child's name is added to the Waiting List as per the date on the Application Form has been submitted to the centre.
- One waiting list per service/age group is maintained.
- The parent should make note of when the Application Form is handed in.
- The waiting list is reviewed as required (i.e. if a space becomes available) in order to ensure that a child is at all times in the correct service/age group category.
- September is the start time for all sections of the service and places will only be offered at other times of the year e.g. January if a place becomes available.
- Existing children may increase the number of days of attendance if a space is available to them and have priority over external children.
- All waiting list sections will be reviewed half yearly if deemed necessary by the Manager.
- We request that parents / guardians inform us in writing, of changes in their circumstances that lead to the application for a place to change in anyway or for the place to be no longer required.

CONFIRMATION OF PLACES

- When a place becomes available the Centre Manager or staff member contacts the parent by phone to confirm the child still requires place and informs the parent as to days/sessions available. The centre will only make a maximum of 2 telephone contacts and then issue a final letter and / or email to the address supplied, of notice of places. If no response ensues from the parents in question within 5 days of such a letter, their child will be removed from the waiting list.
- If parent verbally accepts a place, a letter of offer and/or a registration form is issued confirming agreed days/sessions for the parent to complete. One week's fees or a fixed deposit amount must be paid to confirm the child's place.
- Parent's information will be provided to the parent at registration, which will provide all necessary information.
- If a place is offered and refused, the child's name is removed from the waiting list or the parent can opt to leave the child's name on the waiting list for the following year.
- Once a parent confirms a place and then changes their ~~subsequent~~ decides not to take the place, they must provide the Centre with a payment of 2 weeks cancellation fees and they may also loose their deposit amount. This may be discounted by agreement with the manager.

This policy shall be made available to Parents at the time of filling in the Application Form and Parents are asked to sign on the Waiting List Application Form that they understand and accept this policy.

INTERNAL CHILDREN - Dropping a Place / Session(s)

- If a parent wants to reduce days of use, 2 weeks notice must be given in order for the Centre to fill this place. A minimum number of 2 sessions is required for all users at the centre
- **Once the session / place is dropped then the child goes to the end of the waiting list for any new place that might come up.**
- A child may continue to use the service at reduced days but there is no guarantee that if more days / sessions are wanted that these will be available. This mainly refers to times when maternity or parental leave are taken but also covers extended periods of holiday or any other leave.
- If parents want to guarantee days then they are encouraged to 'pay to keep their child's place'.

INTERNAL CHILDREN - Moving between sections

- When moving from one section to another, i.e. from Babies to Wobblers to Toddlers to Preschool, it is not possible to stop the service and re-commence this again at the beginning of the next term i.e. September. This is considered as dropping a place or session and is covered in the above paragraph.
- There is flexibility of this kind between sections when moving to Afterschool as use of the service for school holidays is on a pre-booked basis, therefore children can finish up in June and re-commence in September for the new school year.

APPROVAL DATE: _____

IMPLEMENTATION DATE: _____

SIGNED: _____

(On behalf of the Board of Directors)