

## **ADMISSIONS POLICY**

It is the policy of **Over the Rainbow Early Learning Centre Ltd** that our service is open to all families in our community. We are committed to operating open and fair admissions procedures. This policy also includes the information and records required for each preschool child.

### **Principle**

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2016 and the Tusla Quality and Regulatory Framework.

We are an ECCE only, sessional service providing 2 three-hour daily sessions Monday to Friday during term time.

Morning session: 8:45 – 11:45am

Afternoon session: 12:00 – 15:00pm

### **Admission requirements**

1. Your child must be eligible for the ECCE programme and fall within the eligible age range as determined by the DCEDIY. The programme is available to all children from the September after they have turned 2 years and 8 months, and must not be older than 5 years and 6 months on or before 30th June of the year they register for.
2. Your child must be fully toilet trained as we do not have nappy/pull-up changing facilities.
3. A registration form must be completed to apply for a space.

### **How to apply for a space**

- Please download the latest registration form from the Enrolment page on our website [www.overtherainbowelc.com](http://www.overtherainbowelc.com).
- Completed registration forms can be sent to us by post, email or delivered directly to the preschool. Please see the contact page of our website for details.
- We accept registrations up to 2 years in advance. We recommend early registration as spaces are limited.
- Confirmation of receipt of the registration form will be sent by email to the listed parent/guardians email address.
- **A place will only be confirmed if there is space available and if a registration form has been received.**
- Priority will be given to children who are currently completing their 1<sup>st</sup> year of the ECCE programme. Thereafter, children will be admitted on a 'first come first served' basis until all spaces have been filled.
- If there are no remaining spaces a waiting list up to a maximum of 5 children will be drawn up. A space on the waiting list **does not** guarantee a space will become available. A space might not become available until after the preschool year has started in September. We recommend that you secure an alternative space if you are on the waiting list.
- Referrals from family support services will be accepted provided there is a space available.

### **Allocation of session**

Although we will do our utmost to accommodate preferred session times, we **do not guarantee** a space will be available within your preferred session time.

Session times will be allocated as follows:

- Priority of choice for session times will be given to children currently completing their 1<sup>st</sup> ECCE programme year.
- Remaining places in the more popular morning session will be allocated according to the order in which registration forms were received.
- Once the more popular morning session has been filled, children will be allocated the afternoon session until all spaces have been filled.
- Children who share a childminder will be grouped together, wherever possible and might not be able to be accommodated in the more popular morning session.
- We cannot guarantee that friends will be put together in the same session.
- Each session will contain a mix of boys and girls and be of a mixed age range.

### **Class List**

- Once the class list has been finalized, parents will receive a welcome email containing:
  - The final class lists for both sessions.
  - Parent information booklet which contains important information regarding our services, ratios, curriculum, facilities, policies, procedures and statements we maintain.
- Please note the class lists are final and changes cannot be made at this point.
- New parents will be invited to attend a parent information evening before their child is due to start.
- New parents and their children will be invited on a separate occasion to view our facilities and to meet staff.

### **Information contained in our registration form**

- The name, address and date of birth of the child.
- The name, address and telephone number of the child's registered medical practitioner
- Details of the parents / guardians
- The name, address and telephone number of the person/s authorised by a parent to collect the child from the premises.
- The relationship to the child of the persons authorised to collect the child from the premises.
- The date of birth of the person authorised to collect the child from the premises (must be over 16 years of age).
- Details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention.
- Record of immunisations if any.
- Written parent or authorised nominee consent for appropriate medical treatment of the child in the event of an emergency.
- Consent forms

Children's records are securely stored within a locked filing cabinet and keys are only available to management. Children's records are kept for a period of 2 years in accordance to the Child Care Act 1991 (Early Years Services) Regulations 2016.

All parents/guardians are informed of this policy on enrolment. Staff members will check with parents that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the parent handbook. This policy will also be reviewed with staff members 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 the setting or on the website [www.overtherainbowelc.com](http://www.overtherainbowelc.com)

Parents/guardians may receive a copy of the full policy and procedures at any time upon request. Parents/guardians and all relevant staff members will receive written notification of any updates to this policy.

This policy was adopted by **Over the Rainbow Early Learning Centre Ltd** on:

Date: \_\_\_\_\_

\_\_\_\_\_  
Manager

\_\_\_\_\_  
co-Manager

Review Date: \_\_\_\_\_