

# ADMISSIONS POLICY

## Policy Statement

Cairdeas Community Childcare is an organisation committed to offering equality of access to all adults and children on the basis of need. The centre operates an open door policy (a welcome at all times to parents). This is especially relevant during the settling in period.

## Admissions Procedure

Cairdeas Community Childcare provides full day care for babies from 6 months, juniors and preschool children up to school age. We also operate the free preschool (ECCE) scheme. We provide an after school and out of schools service for primary school children.

## Full Day Care

To secure a place for their child parents must properly complete a registration form which must be lodged with the manager **prior** to the child starting.

Places are offered on a first come basis. On receiving confirmation that there is a place available for your child, you are requested to pay a booking deposit equal to one week of your weekly fees.

In the event that all available childcare spaces are presently filled, a waiting list will be created.

The first person on the waiting list with a child of the appropriate age range in which a vacancy arises will be offered the place. A place may be offered at the managers discretion for families in urgent need or in the case of referrals.

## Free Preschool Year

Due to the huge demand for places in our sessional service a waiting list is compiled during the year for the next school term. An open day will be held in April/May for those interested in preschool. Places will then be offered on a first come basis, to those children who meet the age criteria, from the waiting list.

## Fees and Payment

The centre opens from 8.30am to 6pm, Monday to Friday. The centre is closed on Bank Holidays, for last week July and first two weeks in August (subject to change) and one week over the Christmas period.

Sessional preschool opens from 9.15am to 12.15am or 9.30am to 12.30pm, Monday to Friday during school terms. (times may change depending on demand, this may include an afternoon session).

See parent handbook for current fees. A concessionary fee applies to siblings attending the centre.

A late collection of **€20** per child will be charged in all cases.

Fees are payable **in advance** monthly or weekly as convenient. Fees may be paid by standing order, online banking, by cheque, money or postal order. In the interests of security and safety of the children in our care and our staff, **no cash** can be accepted.

Once a child is registered, fees are payable when the child is absent/sick or when parents take holidays at any time of year except July/August when the centre is closed for holidays

If a child is absent for a period of 4 weeks without explanation their place will be withdrawn. **If your child's fees are more than one month in arrears your child's place may be withdrawn.** Cairdeas is a not for profit organisation and this income is vital to the continuation of the service. It is unfair to expect other parents to subsidise your child's attendance.

Two weeks notice must be given if you wish to cancel your child's place in Cairdeas. In this case your deposit is refundable.

**Fees are payable for bank holidays.** Extra fees may be charged for outings, events etc.

Meals/snacks are provided by the centre and therefore included in your child's weekly fee. No food may be brought in from home (except in the nursery where babies are still taking formula milk).

Nappies/toiletries for children using nappies are not provided by Cairdeas so must be provided by parents.