

ADMISSIONS POLICY

Principle

We aim to provide quality affordable childcare which can be accessed by all members within our community. In order to do so we keep our prices competitive, offer flexibility and promote the use of childcare vouchers as a means of payment whereby parents can save money on their childcare costs. We offer spaces to children in a fair and unbiased manner. The Group has no intention of discriminating against any child on the grounds of sex, race, religion, creed or disability.

Statement of intent

St. Colmcille's After School Club believes that

- All families should be able to access quality affordable childcare and that siblings should be able to spend time together after school
- It is inadvisable for parents to use unregistered childcare providers.
- Child care spaces allocation operates on a waiting list basis, purely on a first come first served basis.
- Children with a disability will be integrated into our setting if we are able to provide adequate levels of care to best suit the needs of the child, in terms of specialist equipment, carers, etc. We work closely with all of the child's health care specialists before determining if we are able to offer a space.
- The ratio in the setting is 1 member of staff to every 8 children, although two members of staff will be present as a minimum at all times.

Procedures

- We encourage parents to visit our facility at any time to see the quality of childcare we provide.
- Parents should bear in mind that whilst an appointment is not always necessary to view the facility there are particularly busy times during the day which may not be convenient. Therefore it is best to contact the play co-ordinator in advance to make a booking.
- We offer spaces on a first come first served basis and therefore parents may need to give as much notice as possible when they require a space.
- We will offer spaces primarily in accordance with our availability within the group ie. If we have a full time space available it will be offered to a person (matching the criteria below) who applies for a full time space, if we have availability for a specific day only we will offer to the person on our list (matching the criteria below) who has applied for that specific day. At all times we will ensure that we are not exceeding our maximum number of children allowed in accordance with our registration certificate, and our criteria allocation
 - Children with a brother or sister who attends St. Colmcille's After School Club.
 - Children who are enrolled on a full time basis including all holidays.
 - Children who are enrolled on a part time basis including all holidays.
 - When allocated a space, parents are required to complete an enrolment form with all of the child's current information, although it should be noted that this may need to be updated again prior to the child starting.

- St. Colmcille's After School Club is on the list of approved settings to accept placements via social services referral.

We have a separate policy on equal opportunities, settling in and on children with special needs.

*This Admissions Policy was adopted at a meeting of St Colmcille's After School Club Management Committee held on **18th May 2016**.*

Signed: _____ (chairperson)

*Review date: **May 2017***