



# Ballinderreen Community Childcare and Education

## ADMISSIONS and ENROLMENT

### Principles

It is the policy of Ballinderreen Community Childcare and Education Centre to offer equal access to children and their parents/guardians inclusive of special needs, cultural, financial status and religious orientation.

We focus on ensuring that every child feels safe and welcome at all times, while providing the highest standard of care and commitment.

(Child Care (Pre-school Services) (no 2) Regulations 2006 and Child Care (Pre-school Services (No 2) (Amendment) Regulations 2006 Part IV 13 (1) Register of Pre-School Children) (Síolta Standard 10: Organisation, Síolta Standard 12: Communication) (National Standard 1: Information, National Standard 2: Contract, National Standard 4: Records, National Standard 12: Health Care, National Standard 16: Equal Opportunities)

### Statement of Intent

The Admissions Policy and Procedure will always be followed. The policy will be reviewed on an annual basis.

### Policy and Procedures

- Children must be over 6 months to attend Ballinderreen Community Childcare and Education Centre.
- Ballinderreen Community Childcare and Education Centre offers free pre-school programme for children eligible for the scheme. Children outside this age range can avail of a place based on parents paying the appropriate fee.
- We operate the following TEC Programmes to support parents on eligible training courses and eligible categories of parents returning to work, by providing subsidised childcare places.

### Training and Employment Childcare (TEC) Programmes

The CETS Programme formerly catered for FAS and VEC training course participants and now provides childcare on behalf of the Local Education and Training Boards.

### After-School Child Care programme (ASCC)

The ASCC is administered on behalf of the Department of Social Protection (DSP) and provides afterschool care for primary school children for certain categories of working parents and parents on DSP employment programmes (not including Community Employment).





## **Community Employment Childcare programme (CEC)**

The CEC is administered on behalf of the Department of Social Protection (DSP) and provides childcare for children of parents who are participating on Community Employment schemes.

- Ballinderreen Community Childcare and Education Centre operates the Community Childcare Subvention (CCS) Scheme.
- Ballinderreen Community Childcare and Education Centre places will be allocated on a “first come first served” basis, Siblings will be given priority for available places and a discount may apply.
- A deposit is taken in advance when a child is given a place.
- Parents/carers are required to complete the registration form in full and return same before a place will be confirmed.
- A waiting list is established when all places are taken up and the child at the top of the list is given first available place depending on availability for the type of place required.
- Ballinderreen Community Childcare and Education Centre operate an open door policy especially during the settling in period. The child may stay for a shorter day until manager and parent agree the child has settled in.
- Children with additional needs and disabilities are welcome. Parents need to be aware that it may be required for them to provide a special needs assistant when necessary.
- All details regarding a child’s application form must be completed and any relevant important information or specific diet or health requirements must be noted.
- We reserve the right to refuse admission.
- We reserve the right to terminate our services.
- Parents should familiarise themselves with our policies and procedures; they will be reviewed and changed accordingly to incorporate any new developments from the Tusla, the Child and family Agency.
- No uniform is necessary but we do ask that all children wear suitable, comfortable clothes, ideal for art work and outdoor messy play. (No ‘good’ clothes please). Velcro shoes are preferable.





### **The following are required with the child's name clearly written on all items**

- A bag *containing a change of clothes, i.e. underpants, socks, top and pants*
- Wellies, coat, hat
- Sun cream, sun hat

### **Procedures for Children with Allergies**

When parents start their children at Ballinderreen Community Childcare and Education Centre they are asked if their child suffers from any known allergies. This is recorded on the registration form.

### **If a child has an allergy, a risk assessment is completed to detail the following:**

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
- Control measures – such as how the child can be prevented from contact with the allergen.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Parents train staff in how to administer special medication in the event of an allergic reaction.
- If a child is identified to have a nut allergy, other parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

### **Oral Medication**

- Asthma inhalers are regarded as "oral medication" Oral medications must be prescribed by a GP and have the manufacturer's instructions clearly written on them.
- Your child's G.P. must be provided with clear written instructions on how to administer such medication.
- Ballinderreen Community Childcare and Education Centre must have the parents' or guardians' prior written consent. This consent must be kept on file.





## **Life Saving Medication and Invasive Treatments**

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

### **The Manager must have:**

- A letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
- Written consent from the parent or guardian allowing staff to administer medication; and
- Proof of training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse.
- A copy of such proof may be required by our insurance provider for appraisal so that our insurance can be extended if necessary.

**All records kept by Ballinderreen Community Childcare and Education Centre are kept secure and confidential**

