



Clann Aire

Admissions Policy

Policy Statement:

This policy outlines the protocols in relation to the admission of children to Clann Aire. Clondrohid Community Crèche, Pre-School and Afterschool are committed to offering access to our facilities to all adults and children inclusive of gender, marital status, family status, age, disability, race, sexual orientation, membership of travelling community and religious belief. We offer an “open door” policy. This policy adheres to The Child Care Act 1991 & Early Years Services Regulations 2006.

Principle:

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

Enrolment forms are available from Clann Aire at any time and on our website. Forms must be completed in full and signed by parent/guardian before a child begins to attend any of our services. You are required to sign and commit to a parental contract with us when your child begins in Clann Aire. You are required to commit to a set number of days/ sessions/ or hours per week over the 49 weeks or from September until June.

49 Week contract: Minimum of 3 part-times or 2 Full Days

September – June: If decreasing hours/days from June to September due to a decrease in work, minimum same as the above is required to keep space and consistency for child/ children.

Children attending our services range from 3 months to 12 years. We have a Caterpillar Room for Children from 3 months, a Ladybird Room for children from 15/ 18 months to 2 years, a Butterfly Room for children from 2 years to 3 years. A junior Pre-school room for children from 3 years to 4 year, a senior preschool from 4 years to 5 years and a Breakfast and Afterschool Room for children attending Clondrohid National School.

Crèche Fee’s Structure

(Log into our website for fees, see parental statement or notice board in lobby)

Our childcare centre is operational 49 of the year. We close 1 week at Christmas and 2 weeks in August for our annual summer holidays. Parents pay for 49 weeks of the year; we also charge for 6 of the 9 Bank Holidays. Reductions are in operation for the second and subsequent

children. Staff children also receive a reduction. Please see our Parents Statement on our website for more information regarding the fees of Clann Aire.

For children attending our Crèche and Afterschool service all food is cooked fresh each day. Children with special dietary requirements are also catered for.

We would ask parents **not** to bring children into any of our services if they are ill. (Please see our childhood illnesses and contagious diseases policy)

The following are schemes available to parents in Clann Aire:

Clann Aire is a partner service, working together with the Department of Children, Equality, Disability, Integration and Youth, and parents to deliver high quality, affordable, inclusive Early Learning and Care (ELC) and/or School Age Childcare (SAC) services for children under Together for Better.

Together for Better is the new funding model for early learning and childcare that brings together three major programmes, the Early Childhood Care and Education (ECCE) programme – including the Access and Inclusion Model (AIM), the National Childcare Scheme (NCS) and Core Funding.

Early Childhood Care and Education Programme (ECCE): ECCE provides for 15 hours per week of preschool provision over 38 weeks per year before children start primary school at no charge to parents. A child is eligible to start ECCE in the September term once they have turned 2 years and 8 months of age on or prior to 31 August that year. Any additional childcare hours you are using outside of ECCE are eligible for an NCS subsidy (see below).

Access and Inclusion Model (AIM): The goal of AIM is to create a more inclusive environment in pre-schools, so all children, regardless of ability, can benefit from quality early learning and care. The model achieves this by providing universal supports to pre-school settings, and targeted supports, which focus on the needs of the individual child, without requiring a diagnosis of disability.

National Childcare Scheme (NCS): NCS provides subsidies to parents and families to offset the costs of Early Learning and Care (ELC) and/or School Age Childcare (SAC). There are two types of subsidies available to apply for under the NCS – the Universal or Income Assessed subsidy. Both subsidies are available to families with children between 24 weeks and 15 years of age. This service welcomes children who wish to avail of the NCS, including children referred under the sponsorship programme. Further information about the NCS, including how to apply for a subsidy, is available at www.ncs.gov.ie or contact the NCS Parent Support Centre on 01-9068530 (Monday to Friday 9am to 5pm).

Community Childcare Subvention Plus (CCSP) Saver Programme: The CCSP Saver Programme is available to eligible children up to the age of 15 years, for low income families who had eligible children registered prior to the CCPS Saver Programme's closure in November 2019. This programme is no longer available to new applicants.

Allocation of Places:

We provide a full day care service from 8am until 6pm including the Pre-school session from 8.50am to 11.50am. SAC service provides Breakfast Cub from 8am until 8.50am, Collections from 1.30pm to 6pm and 2.30pm to 6pm. Priority will be given to the following:

- Have sibling/siblings already attending the service
- Parents who need 5 Full Days of Child Care
- In certain circumstances at the discretion of management spaces maybe allocated on an emergency basis.
- Live locally – School collection **ONLY** from Clondrohid National School (exemptions at the discretion of management).
- During out of term time, children already attending our service will get priority.
- It will then be based on the “first come first served” basis.
- We on occasion open and close our waiting lists to try and plan 6 to 12 months ahead to reduce our waiting lists. Some waiting lists may be at a standstill to accommodate children already attending our service i.e., Afterschool.
- We may also have to defer a child’s start date if circumstances arise that may be out of our control.
- For families looking to avail of a place in our creche facility, admission is through our caterpillar room. If your child becomes outside the age threshold for this room, then admission will depend on the availability within the older rooms. All the above steps will have to be adhered to before a place is allocated.
- Children already attending our creche facility will receive first refusal on a place in our ECCE rooms. Once these children have been accommodated children within the community will be offered the remaining spaces.
- Children already attending our ECCE facility will receive first refusal on a place in our Afterschool facility. Once these children have been accommodated children within the community will be offered the remaining spaces.

Termination or refusal:

We reserve the right to refuse admission. Children who are disruptive, who may cause injury to other children/ staff or damage property may be excluded from the service. If a situation arises where parental expectations cannot reasonably be met by Clann Aire after a period of negotiation, we reserve the right to terminate care. We unfortunately reserve the right to terminate care when our environment may not be suitable for a child again resulting in a risk to their own safety, not being able to meet their educational needs and a possible safety risk to other children and staff.

Pre-School

You will be asked for evidence of your child's PPSN for us to be able to register your child for ECCE. If a parent/ guardian is unwilling to provide this information, they will be charged for their Pre-School space. If we are waiting on the above information from a parent to register their child, we will charge normal fee's until it has been approved on the HIVE, you can then be refunded once funding has been approved.

If a child in pre-school is over the age range and will be applying for an over age exemption, we will follow the procedure outlined on the HIVE regarding the application.

Children who are availing of the ECCE scheme must be between the ages of 2 years 8 months and 5 years and 6 months before the June of the year they will be going to National School. Your child can avail of 2 years free Pre-School. Children must be independently toilet trained for 2nd year of pre-school unless they have not reached that stage of development regarding a child who may be receiving AIM support.

For children in full day care in Clann Aire availing of the ECCE scheme charges will apply for additional hours spent in Clann Aire. Please see our fees. Normal daily rates will apply for holidays like Halloween, Christmas and Easter if you wish to avail of childcare when Pre-School is closed (non-term time). These would be outside of your 38 weeks term time. Fees are to be paid on Bank Holidays or if parents take holidays during term time, or if your child is out sick. Pre-School will try their best to work alongside Clondrohid National School by following their school holidays.

In our Crèche, Pre-School and Afterschool we practice a play-based curriculum. It incorporates the values and aims of both Áistear and Síolta, The National Frameworks.

This policy was adopted by Clondrohid Community Crèche Pre-School & After School Services.

Signed by: Aislinn Murray On behalf of Management (Manager)

Date: 19/06/2025