

Mount Carmel



Preschool and Wraparound Care

Admissions Policy and Procedure

Policy

It is our intention at Mount Carmel Setting to make our Setting accessible to children and their families from all sections of the community.

We aim to offer this by open, fair and clearly communicated procedures.

- We ensure that the existence of the Setting is widely advertised in all places accessible to all sections of the community
- We welcome mothers, fathers, other relations and other carers such as child minders, in a clear and approachable way
- People from all cultural ethnic backgrounds are welcomed
- Children and their families from various religious backgrounds are welcomed
- Those children or carers that may have a disability are welcomed
- Children from all social backgrounds are welcomed
- We monitor gender and ethnic background of children joining the group to ensure no accidental discrimination occurs and that suitable resources are available
- We make our Equal Opportunity policy widely available and known
- We offer a minimum of two sessions per week or one full day and one other session. All of the above depends on availability, at preschool.

We arrange our waiting list by

1. Order of receipt
2. Age of child
3. Siblings already at Setting

Once the registers are full a waiting list is drawn up and parents will be contacted once places become available and a deposit is asked for to secure the place.

All admissions are carried out in a fair way, with places filled at the Owner's discretion.

Procedure

To apply for a place at Mount Carmel Setting

1. An application form needs to be completed and signed in all sections and returned
2. The form is dated with day of receipt and filed in date order in the Admissions file
3. Places are offered by the Owner and the Setting Supervisor.
When a place is offered a refundable deposit is paid to enable the place to be processed. This is non-refundable if the place is cancelled within four weeks of start date.
4. Information of start dates is sent out in plenty of time to liaise with parents/carers
5. A form is sent out with a reply slip for preschool needing to be returned to Setting to accept the place. If the slip is not returned by the stated time the place is given to the next child on the list
6. Children are admitted throughout the year, sessions are offered all year if spaces are available.
7. To terminate a place at Setting written notice is required four weeks (term time) prior to leaving date.
8. Fees can be paid weekly, monthly or half-termly and in advance
9. All fees are paid in the case of absences ie holiday or illness. If fees are difficult to pay a payment plan can be devised. Each child's attendance at the Setting is conditional upon continual payment of fees. Failure to pay fees could result in termination of the place.

If a child attending Mount Carmel Setting wants to defer their preschool Setting start date the Setting discusses with the parent their opinion of why the child needs to be deferred.

The place of that child is then discussed with the Supervisor and Special Educational Needs Co-ordinator and a decision is made looking at relevant factors to see if the existing place can be held open allowing the deferral. There is no guarantee the existing place can be kept open.

On conclusion of deferral if parents/carers wish to defer their start date and the Setting feel the child is ready a charge will be made for the sessions missed. If, however it is the decision of the Setting to defer the child a charge will not occur.

All fees are paid in the case of absences, i.e., holidays or illness. If fees are difficult to pay a payment plan may be devised. Failure of fee payment could result in termination of the place.