



## Registration /Admissions Policy

- ❖ CCRC Ltd., operates an open book policy. Names are only taken by the Resource Centre Manager, at which time a deposit is also required. A € 50 deposit is taken just to hold a name, refundable up until 3 months prior to child starting, less an administration charge. Names are taken in strict order of application. This is an application only and does not by itself guarantee a place for the relevant year; this depends on the number of children who may occupy the relevant room and at which stage they are ready to move on or leave. Once a place is guaranteed a deposit of two weeks of the relevant fee is due. This deposit is only refunded upon the relevant notice being given prior to your child leaving.
- ❖ Enrolment for the after-school service is not required, but you will need to ring and confirm there is a space free for your child, at least 24 hours in advance.
- ❖ Deposits are refundable up until 3 months prior to the child starting, if for any reason you change your mind, thereafter it is entirely at the Board of Director's discretion. At least two weeks notice is required if your child/ren are leaving.
- ❖ The crèche / toddlers rooms are open to babies from 3 months old, irrespective of creed, colour or ethnic origin, and will depend on child's own progression as well as age as to which room they start in.
- ❖ Children attending the crèche / toddler room will be moved up to the next level / room as deemed appropriate by the staff / parents. When they are old enough and able for playgroup the children will start in the forth coming September. Children returning for a second year are automatically guaranteed a place at the Playgroup. Siblings of children returning for a second year would need to be enrolled as per open book policy.
- ❖ The Playgroup is open to all children aged 2 years and 9 months to school-going age irrespective of creed, colour or ethnic origin.
- ❖ Notice will be given by letter/telephone to all parents as to when an open morning for the playgroup will be held, at which time an enrolment form is to be completed.
- ❖ The open morning also presents an opportunity for parents to inspect the Playgroup, meet the staff and ask any questions concerning the Playgroup.
- ❖ Extraordinary applications may be made to the Employers, whose discretion is then used.
- ❖ Parents of Babies / Toddlers attending the Resource Centre must provide all nappies, wet-wipes, creams, and bottles already made (daily).
- ❖ Children must be toilet-trained prior to attending playgroup.
- ❖ Official enrolment form must be fully completed and lodged with the Resource Centre Manager prior to the child starting at the Resource Centre.
- ❖ The Resource Centre is open 7.30am to 6.00pm, 51 weeks of the year.
- ❖ The Playgroup is open 5 days per week, 2 Montessori sessions per day (lasting 3 hours) in the morning / afternoon.
- ❖ Playgroup will operate 38 weeks annually, allowing for normal school year Christmas, Easter and summer holidays – at which time we will operate and “Stay and Play Club” closure during term time (other than for public holidays) will be due to unforeseen, unavoidable circumstances only.
- ❖ Children with special needs may apply for a Resource Centre place. The Resource Centre recognises that all children have special needs but some have more needs than others. Every effort will be made to meet the special needs of children and their families.
- ❖ Parents of children must be allowed access to the Resource Centre at all times deemed reasonable as long as this does not interrupt the normal running of the Resource Centre.
- ❖ There is a waiting list for entry to Resource Centre, so please notify the Resource Centre Manager, as early as possible, if your child is leaving.

See Appendix I for Record Form

*Adopted at a meeting of Corrandulla Community Resource Centre Ltd. / Board of Directors*

Date \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_  
Manager

By \_\_\_\_\_  
Chairperson