

# Polasaithe Naíonra Céimeanna Beaga

## Polasaí 3: Polasaí Iontrála / Enrolment Policy



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## Polasaí Iontrála

### Ráiteas Polasaí:

Tá Naíonra Céimeanna Beaga tiomnaithe a bheith ar fáil do gach duine agus do gach páiste, páistí le riachtanais speisialta, cúlra cultúrtha, airgeadais agus religiúin san áireamh. Tá polasaí ‘doras oscailte’ (fáilte roimh gach tuismitheoir ag am ar bith) i bhfeidhm sa Naíonra.

### Próiseas Iontrála:

- Tá leabhar réamhcláraithe ag an Naíonra. Déan cinnte go líonfaidh tú foirm iontrála leis an runaí san Oifig Gaelscoil Mhíchíl Cíosóg roimhré. Tá an foirm chlárucháin ar fail anseo <http://gmci.ie/naionra> nó san oifig.
- Tá crítéir iontrála an Naíonra don bhliain roimh thosú ar an mbunscoil, mar seo a leanas:
  - Iarrthóirí sa Naíonra faoi láthair, príóireacht don duine is sine.
  - Iarrthóirí le deartháir/deirfiúr sa Naíonra nó/agus i nGaelscoil Mhíchíl Cíosóg faoi láthair; príóireacht don duine is sine.
  - Ar bhonncothrom, iarrthóirí ó theaghlaigh lánghaelacha, nó clann dátheangach (Gaeilge agus teanga eile), chomh maith le páistí le deartháir / deirfiúr a bhí ag freastal ar Naíonra Céimeanna Beaga cheana féin; príóireacht don duine is sine.
  - Iarrthóirí foireann an Naíonra/Gaelscoil Mhíchíl Cíosóg.
  - Iarrthóirí do Ghaelscoil Mhíchíl Cíosóg don chéad scoilbhliain eile; príóireacht don duine is sine.
  - Gach iarrthóir eile; príóireacht don duine is sine.
  - I gcás go mbíonn siblíní d’aois difriúla le chéile ag teacht chuig an Naíonra le chéile, is féidir leo bheith san seisiún céanna, a mhaitheas an teaghlach.

- Caithfidh foirm iontrála a bheith líonta sula dtosaíonn an páiste sa Naíonra agus is é an spriocdháta don fhoirm sin ná mí na Nollag (an bhliain roimh tosnú).
- Is é 22an t-úasmhéid páistí atá ceadaithe i seomra amháin, sa Naíonra. Is é an ratio ná 1:11.
- Is féidir leis an Naíonra freastal ar pháiste le riachtanais speisialta agus tá an Naíonra cathaoir rotha inshroichte.
- Is é an aois ghrúpa a ndéantar freastal orthu ná 3 bliana d’aois go dtí 5 bhliain 6 mhí ag deireadh mhí an Mheithimh.
- I gcás éileamh ollmhór, ní bheidh rogha sheisiúin le fáil i gconaí.

### 3. Enrolment Policy

Naíonra Céimeanna Beaga aims to provide a service for all parents and all children; children with additional needs, children from every cultural, economic and religious background. We have an “open door” and “fáilte isteach” policy towards all parents at any time during Naíonra working hours. In the interest of the children, it is preferable to make appointment to meet/talk with stiúrthóir at a specific time and date.

#### Enrolment Procedure

- The Naíonra has a waiting list, please ensure to fill in the latest version of the enrolment form and submit to the secretary’s office of Gaelscoil Mhícíl Cíosóg by November 30<sup>th</sup> of the year prior to attending the Naíonra. The office is contactable at (065) 6821220 or Katie Uí Chaoimh (Naíonra Príomhstiúrthóir) at (086) 2114881. The enrolment form is also available for download from the Naíonra website (<http://gmci.ie/naionra>) or from the Gaelscoil office.
- The Naíonra enrolment procedure/criteria are as follows:
  - Applicants already attending the Naíonra, priority eldest.
  - Applicants with siblings already attending the Naíonra and/or Gaelscoil Mhícíl Cíosóg, priority eldest.
  - On an equal basis, children from Irish speaking/bilingual Irish/other language families, including siblings of past pupils, priority eldest.
  - Applicants of Naíonra and Gaelscoil Mhícíl Cíosóg staff
  - Applicants for Gaelscoil Mhícíl Cíosóg, priority eldest.
  - All other applicants, priority eldest.

- Note in the case of two or more siblings of different ages attending the Naíonra together, all family members will be accommodated in the same session to facilitate families.
- In the event that applicants for enrolment exceed/or are expected to exceed the number of places available in Naíonra Céimeanna Beaga, the above decision making process will apply. All applicants will be informed of the outcome by the end of January before commencing the Naíonra in September of that year.
- The Enrolment Form must be completed fully before the child attends the Naíonra and submitted before November 30<sup>th</sup> of the year prior to attending the Naíonra.
- The naíonra welcomes the attendance of children with additional needs. The Naíonra is wheelchair accessible.
- The Naíonra accepts children who are FULLY TOILET TRAINED; i.e. children who are independently able to toilet him or herself as the Naíonra does not have crèche facilities.
- The adult to children ratio in the Naíonra is 1:11. 22 children is the maximum number catered for in one room.
- The following is a summary of changes to the ECCE programme with effect from September 2018:
  - All eligible children will receive two full programme years
  - Age of eligibility 2 years 8 months (priority eldest) on Sept 1st on the year commencing Naíonra.
  - Upper age limit 5 years and 6 months (by the end of June prior to the new school term)
- SESSION PREFERENCE can not always be guaranteed due to exceptional demand

**ECCE Scheme:**

This policy refers to children who are eligible to participate in the Government's Free Preschool Year. This scheme covers up to two years of free early education. Children can start preschool in the term after their 3<sup>rd</sup> birthday (and at the age of 2 years 8 months if there are places available in the Naíonra) and remain in preschool until the 30<sup>th</sup> June of the year they are commencing in Primary School, provided that by the end of the preschool year (i.e. 30<sup>th</sup> June), the child will not be older than 5½ years. The level of access to the full 'two year period' is 'date of birth' dependent and the eligibility is determined by the Department of Children and Youth Affairs [DCEDIY]. An eligibility table accompanies this policy and should be followed and reviewed in respect of each application.

Children can be enrolled to the ECCE scheme according to ECCE calculator available via the following url: <https://www.childcare.ie/ecce-calculator> ECCE is an inclusive scheme and welcomes all children

regardless of ability. In some, cases parents/guardians need to be aware that the participation of their child may require additional resources that will be discussed at time of enrolment. Full details available from this link <http://aim.gov.ie/>

For full details on ECCE programme changes implemented in Budget 2018, please refer to the following link <http://aim.gov.ie/wp-content/uploads/2017/10/ecce-eligibility.pdf>

#### **ECCE Places - PPS Numbers:**

PPSN information may be transmitted electronically through the PIP online system operated by Pobal. The system can electronically check and validate the PPSN number against the name, DOB and PPSN details.

Where a parent's declaration is not verified by the DCEDIY's checks, a letter will be issued to inform them that the subvention (ECCE funding) applied for does not apply. We will correct our register of the subventions due to parents/guardians, and supply the parent/guardian with the letter, stating that, as a result, we will not receive grant aid to reduce the fee charged. We will not retain this letter, or a copy of it, for more than 1 month. If, in the verification of information, a parent/guardian disputes the outcome, they should contact the DCEDIY directly.

#### **Statement of Intent:**

The ECCE Enrolment Policy will always be followed. The policy will be reviewed in line with the requirements of the Scheme.

#### **Over Subscription:**

- In the event of places being full, a waiting list will be kept and the following will apply when allocating a place:
  - Existing Children
  - Siblings to accommodate families who are already attending the Naíonra
  - Past pupils of Naíonra
  - All others
- The Manager will advise parents/guardians of their child's place on the waiting list, upon request.

**Procedure:**

***Note: If a parent/guardian has enrolled their child before December 20th, they will receive a final confirmation letter of their place and commencement before the end of January. If a parent/guardian wishes to cancel, or withdraw, their child they must contact the Naíonra Príomhstiúrthóir.***

- Each year of the two-year scheme is treated completely separately by our service with enrolment required for each year. If your child attends Year 1, you will be required to follow the enrolment criteria again for Year 2.
- A place on the ECCE Scheme will only be confirmed when the following is completed:
  - An agreement confirming the number of days required and confirmation of the child's eligibility.
  - A PIP Registration form (DCEDIY).
  - Registration form fully completed by Dec 20<sup>th</sup> of the year prior to attending the Naíonra.
- The service cannot 'hold' a place until the child becomes eligible. For example, if a child becomes eligible in January a place will only be available if there is a vacancy. If parents/guardians want to guarantee a place in January, they may be required to enrol their child in September and pay full commercial fees until the child is eligible in January, when the free scheme becomes operational for that child.
- 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 terminate our services.
- In the event that we cannot offer your child a place in the service, at a particular date, we will place your child on a waiting list and inform you of any changes as soon as possible.
- Parents/guardians should familiarise themselves with our policies and procedures; they will be reviewed and changed according to regulation and best practice.

**Attendance:**

It is essential, to the efficient running of the service, that you inform the Manager if your child is unable to attend the service and follow up with a telephone call to inform the Manager when the child will be returning. It should be noted that the income received by the service from the DCEDIY is based on the regular. A register of the times and days that children attend is kept. Continued failure to attend may result in your child's place being withdrawn.

If a child is absent for 4 weeks, the child can be designated a Leaver on PIP which means the service will be paid for the 4 weeks. If a child is absent for more than 4 weeks (without notice) the place can be filled by another.

### **General Information on Enrolment**

#### **The following information applies:**

- 4 weeks-notice will be required for any changes or cancellation of the original agreement.
- The main point of contact for parents/guardians is the Naíonra Manager.
- Within the classroom setting, each child is allocated a key person who will carry out observations on your child.
- Parents/guardians should familiarise themselves with our policies and procedures; they will be reviewed and changed accordingly to incorporate any new developments from Tusla (the Child and Family Agency).
- No uniform is required but we do ask that all children wear suitable, comfortable clothes, ideal for artwork and outdoor messy play. (No 'good' clothes please). Velcro shoes are preferable. All long hair must be tied up. No hoop or long earrings, jewellery or watches. Shoes appropriate to outdoor play should be worn.

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

- Wellingtons, coat, hat (if weather requires)
- Sun hat (if weather requires)
- A small school bag (no 'wheelies' please)
- A lunch box containing a healthy snack, water or milk to drink.

**Note: a) Since COVID-19 schoolbags and lunchboxes have been replaced at present. Recyclable/Compostable are now used to carry healthy lunches.**

**b)The Naíonra has a NO NUT policy for the welfare of all attending the Naíonra.**

c) Parents/guardians should apply sun cream before their child arrives in the service on days where sun cream is necessary.

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

When parents/guardians start their children in the service 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 reaction e.g. anaphylactic shock, 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/guardians 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/guardians are made aware so that no nut (or nut products) are accidentally brought in, for example to a party.

**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).

**We 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/guardian allowing staff to administer medication.

Both of the above are covered in our Emergency Care Plan that we ask parents/guardians to complete.

When appropriate, and necessary, staff deemed will be trained in the administration of special medication devices such as the EpiPen.

**Children with medical conditions and disabilities:**

It is important to find out as much as possible about a child prior to admission, at registration stage. This is recorded on the Registration Form. Management will meet with the parent to discuss individual needs



and how the child can be supported in the setting. Parent/guardian may be required to complete an additional Medical Emergency Form if their child has a medical condition that could result in a medical emergency.