

Admissions Policy

Our Private nursery/ Playgroup/ Pre School/ Afterschool / Out of Schools Clubs provide 234 places per day, from the ages 3 months to 11 years.

Private Nursery - These places are broken down into: Baby Rooms 1, 2 and Waddlers together they hold 17 places, the children in these rooms range between 0 – 2 years. The Toddler Room with 20 places and an age range of 2-3 years. The Pre pre-School with 20 places with the age range between 3 – 5 years. Senior Pre-School (Afternoon care after PEAGS) with 20 places an age range of 3 – 5 years.

Peags Pre-School – (Within Private Nursery) – This is based over two rooms. Little Explorers room holding 26 children and Little Learners room holding 20 children. Both these rooms are registered to care for children aged 3-5 years.

Playgroup - 16 places with an age range of 3 -5 years. Children can begin at 2 years 10 months provided no more than 4 children are in attendance of this age range on one day.

Main Afterschool Building - 41 places over 4 rooms and an age range of 4 years- 11 years.

Donacloney Out of School Club – 24 places in one classroom of the school and an age range of 4 years – 11years.

Laurencetown Out of School Club – 30 places in the main hall of the community centre and an age range of 4 years – 11 years.

Adult/Child ratios: Baby Room 1- 1:3, Baby Room 2 – 1: 3, Waddler Room – 1:3, Toddlers – 1:4, Pre Pre-School – 1:8, Pre-School – 1:8, Playgroup 1:8, Afterschool = 1:8, Out of School Clubs 1:8.

N.B. Moves from room to room will only happen when the individual child is ready to go, we treat all children individually and know that they all have their own abilities.

We are open Monday –Friday 7.30am – 6.00pm, we offer a breakfast club from 7.30am – 8.30am and we have an a.m. snack, lunch, a p.m. snack and a fruit platter at 4.30pm.

Our Afterschool is opened Monday – Friday 7.15am-6.00pm

Our Out of School Clubs operate Monday – Friday 7.45 – 9.00 and 2.00 – 6.00.

Full daycare service is available for After-School and Out of School Clubs during holiday periods and school closures. Please seek advice from Management on these places offered.

Our places are available in full time Monday to Friday, full days, part time. Sessions 8-1 and 1-6 are available for children from pre-school age, and after school care (which includes breakfast club, drop-offs and collections from all schools in the local area).

Admission Statement

It is our intention to make Little Friends genuinely accessible and accepting to all children and families from all sections of the community. We work hard at promoting good relations between persons of different religious beliefs, race and any person with an additional/ special need. Management monitor admissions criteria closely and is reviewed regularly.

Admissions Criteria

In selecting children for admissions we work on the basis of what we have available. (Any referrals will be dealt with by the same procedure, and we have a flexibility of available places in case of any emergencies.)

Sub Criteria

In the event of over subscription we use a waiting list system which works firstly with those living closest to the nursery, any children of staff working on the premises, if the children have any siblings already attending the nursery and if none of the above apply final selection will be made in alphabetical order of surnames, a forename will be used if it is required and subsequent forenames thereafter.

Little Friends promotes Equal Opportunities to the best of our ability as described in the Admissions statement above, Little Friends works in a non- discriminatory manner this will be described in more detail in our Equal Opportunities Policy. The admissions process is dealt with and monitored by management.

Our 234 places are available to parents 52 weeks of the year, therefore children's attendance is parental decision, however we do try to stay as flexible as possible with children's attendance.

Little Friends believes in keeping a good communication line open with parents, this is displayed by a series of methods: the Baby Department completes a daily diary, the Toddler Department completes a daily diary and have their themes displayed on the parents board in the room. Pre pre-School use a daily information sheet for parents and their themes are displayed on a parent's board and all rooms discuss a monthly report. A monthly newsletter is sent out to all parents and this is followed up by a yearly questionnaire and continuous updated letters from management. All children have parent pouches/drawers available to keep the communication lines open. We are always very aware of the changing needs of each child and the individual rooms are in continuous contact with the parent to meet the individual needs of the child.

Admission Criteria for Out of Schools Clubs

Each Out of School Club will have the following criteria which will be based on 1 – Children requiring full time spaces, 2 - Children requiring part time spaces, 3 – Siblings of a full time place 4 - Siblings of a part time place and 5 - All other children.

Links with other policies:

Confidentiality Policy

Equal Opportunities Policy / Good Relations Policy

Partnership with Parents Policy

Security Policy

Settling in Policy

Arrival & Departure Policy

Signed: _____

Date: _____