

Admissions Policy:

It is the policy of Clarinbridge Montessori that our service is open to all families within the community. We are committed to operating an open and fair admissions policy. As we are based on the grounds of Clarinbridge National School and set up primarily for the families within this school, admissions preference is given to children who attend/enrolled in Clarinbridge N.S. or have completed their expression of interest in attending Clarinbridge N.S. Each September the service will send out a letter within the school community informing parents that the service is there and available to their children and the details of the ECCE Scheme and how to express their interest in enrolment.

Admission Procedures:

- Each child must be 2 ½ years minimum when starting at the service
- Children are entitled to funding after they turn three under the policy set out by ECCE. To check when your child is due funding check the ECCE calculator online <http://www.limerickchildcare.ie/ecce-calculator/>
- Children who are entitled to a Mid-year start (Jan/April) will not have spaces kept for them. Parents have the option to pay for a space from September until their funding kicks in provided their child is over 2 ½ years commencing or can wait until the time their child is due funding and will be facilitated if there is a space available at that time.
- Parents seeking to secure a Montessori/Afterschool place for their child must complete the enrolment steps as outlined. Upon receiving an acceptance letter they must return this letter signed with the necessary booking deposit before the due date. (See booking deposit policy for details)
- Children will be admitted on a first come first served basis and our decisions process for places is outlined in full detail for pre-school and afterschool below.
- If there are no remaining places a waiting list will be drawn up. Should a space become available first refusal will go to children on a first come first serve basis with preference given in the order outlined below.
- Referrals from family support services will be accepted provided there is a place available.
- If you wish to appeal an admission decision, please contact the Manager

- If you are not satisfied with the reply from the Manager you may submit a complaint using our Complaints Procedure

ENROLMENT STEPS FOR MONTESSORI:

STEP 1. Complete an expression of interest form for Clarinbridge N.S. and take it to the primary school office to get stamped.

STEP 2. Take this **stamped** form to the Montessori and complete our expression of interest form. (This can only be done when you show your stamped primary school form unless you do not wish to attend Clarinbridge N.S. then you can complete our form without it)

THIS EXPRESSION OF INTEREST FORM DOES NOT MEAN YOU HAVE A PLACE. SEE STEP 3.

STEP 3. Await an acceptance letter from us for Montessori and once received complete this and return it to us with your booking deposit **before the due date** (failure to return this letter before the deadline will result in a loss of your place):

The preschool decision making process is done during September and October 12 months before the next school year. (Example decision making for places for 2017 will be made by October 2016, you will receive your acceptance letter in October 2016 and a deadline date for acceptance of the offered place will be stated on this letter)

It's important to note for decision making enrolments are done on a first come first serve basis in the following order:

1st preference - children who are doing their 1st FREE preschool year with us.

2nd preference - children who are siblings of current primary school students.

(For these parents Expression of interest forms should be completed with us no later than 1st August 12 months before your child is due to begin their 1st free preschool year so that you can be considered for a space when we are doing our decision making in sept/oct)

3rd preference - children who will be attending Clarinbridge NS in the future.

4th preference - children from the catchment area who will not be attending Clarinbridge NS. During the decision making process time (Sept and Oct before the school year) before facilitating these children a letter will be sent to all families within the school community informing them that we have space available and a deadline for any school family to submit an expression of interest will be on this letter. If a family within the school expresses interest in this space they will have preference for enrolment. After the deadline if no family within the school has expressed an interest in this space it will then be offered to a child who is not attending Clarinbridge NS.

Any child unsuccessful in obtaining a place will be added to our waiting list. Should a space become available first refusal will go to children on a first come first serve basis with preference given in the same order as above. Places are limited so to avoid disappointment it's advised to take steps 1 and 2 as early as possible.

Any parent successful in obtaining a place for their child will receive their starter pack before their child's preschool year commences.

ENROLMENT STEPS FOR AFTERSCHOOL:

STEP 1. Fill out your expression of interest form for an afterschool place.

STEP 2. If your child does not currently attend Clarinbridge N.S. your stamped expression of interest form for the primary school must accompany the afterschool expression of interest form.

STEP 3. If you are awaiting an enrolment into Junior infants you must forward a copy of your letter of acceptance for the primary school once it becomes available.

STEP 4. If successful in obtaining an afterschool place you must then sign and forward the acceptance letter for this place with your necessary deposit before the due date outlined. (Failure to do so will result in a loss of your place)

The decision making process for Afterschool Places will be done in May prior to the school year (Example for Afterschool places for September 2016 decision making will be done by May 2016)

Preference for places will be given as follows:

1st Preference – Children who attended our Afterschool service the previous school year and where parents have confirmed by May that they will recommence the following September. (Failure to do so will result in a loss of your place)

2nd Preference - Children who will start in Clarinbridge N.S. and have siblings who already attend our afterschool service.

3rd Preference – Children who already attend Clarinbridge N.S.

4th preference – Children who are enrolled into Junior Infants who attended our preschool.

5th Preference – Children who are enrolled into Junior Infants and did not use our preschool service.

STEP 5. Your starter pack will then be sent to you prior to commencement.

Booking Deposit Policy:

It is the policy of Clarinbridge Montessori to obtain a booking deposit from each family that registers a space in the service. The booking deposit is a security measure to ensure people are committed when booking a space.

Procedures:

- The booking Deposit for Montessori is two weeks fees €150.00.
- The booking deposit for Afterschool is two weeks fees. This amount will be stated on your offer and acceptance letter.
- The booking deposit is paid when you return your acceptance letter upon your child being offered a space within the service.

- Montessori deposits are returned in line with the ECCE contract but may be retained if a parent wishes for us to hold an afterschool space the following school year for their child.
- Non-ECCE children's deposits are returned at the end of the Montessori school year, or upon a parent giving **four week's notice** in writing of no longer requiring our services.
- Afterschool deposits are returned at the end of the school year if a child is not returning, or upon a parent giving **two week's notice** in writing of no longer requiring our services.
- Deposits are forfeit if you cancel your space for any reason. If you accept a space and then cancel the space before Sept the deposit is forfeit. If you accept a space and commence in Sept and then leave the service without giving the required amount of notice your deposit is forfeit.