

ADMISSIONS POLICY

The Greenfield's Childcare Centre wants to ensure equal access, to its facilities and services, by adults and children from all cultural, socioeconomic and religious backgrounds. The Childcare Centre welcomes adults and children with a disability or learning difficulty.

Admissions Procedures

- The Childcare Centre is open Monday to Friday from 9am – 6pm
- The Centre is open at all times with the exception of Bank Holidays and Annual Holidays. **Notification will be posted in September for the year ahead**
- The childcare Centre operates an advanced booking register.
- Parents/Guardians seeking to secure a place for their child must contact the childcare Manager directly and complete and return an enrolment form.
- Enrolment forms are then placed on a waiting list until a place becomes available.
- Maximum number of children catered for
- Childcare Centre: 40
- Homework Club : 22
- Cara House : 9

- The Centre abides by the Health Executives regulations on child numbers.
- If there are no remaining places the child's name will be added to the waiting list.
- Referrals from family support services will be accepted provided there is a place available.