

Admissions Policy

It is our intention to make Tir na nOg Preschool genuinely accessible to all children and families from all sections of the local community inclusive of gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling Community and religious belief. In order to accomplish this we will:

- Ensure that the existence of Tir na nOg Preschool is widely known in all local communities.
- Place notices advertising Tir na nOg Preschool in places where all sections of the community can see them; schools, health centres, newsletters, media, businesses, resource centres, etc..
- We operate a waiting list using the following system; date of birth, time on waiting list, special needs.
- We try, where possible, to accommodate emergency admissions.
- When a parent/guardian contacts the preschool we forward them an information pack which includes the Parents Information Booklet (this gives the parents all the relevant information they need regarding the service) and an Enrolment Form.
- We inform parents if a place is available in the service, and if not we ask them do they wish their child to be placed on our waiting list.
- A properly completed enrolment form must be returned to the manager before a child can start in the service.
- We make our equal opportunities policy widely known, and we monitor the gender and ethnic background of children joining the service to ensure that no accidental discrimination is taking place.
- Prior to each new school year an open day is held for parents/guardians so they can visit the service and familiar themselves with the facilities and staff.
- If a child is starting during the school year we advise that the parents bring the child to the service for a short period of time and stay with them prior to them officially starting. This helps the child to meet the other children and staff before they start.