



Enrolment Policy

Services Provided:

Ballybrack/Killiney Montessori and Afterschool opens five days a week: from 8.00 am – 6.00 pm. We cater for children aged between 2 ½ to 12 years of age.

The school can facilitate a maximum of 66 pupils (3 morning classes and 1 afternoon class) and always has a minimum of 6 staff members. The after school has a maximum of 40 children and 4 staff.

We try to coordinate our terms in line with local National Schools (38 weeks per year amounting to 183 open days per year). We are closed on Bank Holidays and Public Holidays and a calendar will be provided at the beginning of the school year. We also operate holiday camps during Halloween, Easter and the months of July and August where there is demand.

Ballybrack/Killiney Montessori and Afterschool is registered as an official preschool with Tusla. The School's insurance is with Arachas insurance.

We run a sessional service from 9.00 am – 12.30 pm and 1.30 pm – 4.30 pm, a full-time service from 8.00 am – 6.00 pm and we also cater for children eligible for the ECCE scheme from 9.30 am – 12.30 pm with the option of extending the session by a half hour per day. We also operate a breakfast club from 8.00 – 9.00 am and a lunch club from 12.30 – 3.00 pm daily. Afterschool club is available to children from local schools (at present we collect from Johnstown Schools, St. Columcille's, St. John's, St. Kevin's, Gaelscoil Phadraig and Dalkey School Project).

Admissions Policy:

Admissions Policy Statement:

Ballybrack/Killiney Montessori and Afterschool is committed to offering access to the group and its facilities, to all adults and children, inclusive of gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling community and religious belief. Our service operates an 'open door' policy (a welcome at all times for all parent/guardian/carers). This is especially relevant during the settling-in period.

Eve is responsible for the admission of all children into Ballybrack/Killiney Montessori and Afterschool and places are offered on a first-come, first-served basis according to when booking form is **received** by us (a waiting list is in operation).

Priority is given in this order:

- Current pupils are offered places first for the following year
- Siblings of current pupils (if booking form and deposit received - on a first come, first served basis)
- Full-time students starting in September (8am – 6pm)
- Part-time students starting in September (8am – 3pm)



- Sessional students starting in September (9am – 12.30pm) - of these sessional places, students taking 5 days are given priority. This also applies to Afternoon sessional places.
- Deposit of €100 must be paid with booking form to hold a place on the list. If a deposit is not paid by a time specified, your place will be offered to the next child on the list.
- Please note that your child will be offered the number of days you have indicated on the form.

We accept children from 2 ½ to 12 years of age and we will accept children taking up a place at any point during the school year providing a place is available. Children should be toilet trained to come to the preschool.

Where appropriate, we will always try to facilitate children with any type of disability or special need provided that we can offer the support that the child needs.

Places will be offered in January of each year for the following September. On acceptance of your child's place, a non-refundable booking deposit of €100 sessional or ECCE will be required. This will be deducted from your first month's fees or refunded at the end of October.

Booking procedure:

On acceptance of a place in the Preschool, we will require a form completed with:

- The name and date of birth of the child.
- The date on which the child will commence attending the service.
- The name and address of parents or guardians of the child and home, work and mobile phone numbers so that they can be contacted during the day if needs be.
- The name, address and contact details for those authorised to contact the child (other than the parents).
- Details of any illness, disability, allergy or special need of the child, together with any notes relevant to the provision of special care or attention.
- The name, address and telephone number of the child's doctor.
- Record of immunisations, if any, received by the child.
- Written parental consent for the appropriate medical treatment in the event of an emergency.
- Permission to change clothes should the need arise.
- Permission to apply sun-cream should the need arise.
- Permission to be photographed. Photographs may be displayed in the service or on the website.
- Permission to attend any outings arranged during the year.



Termination/refusal:

We reserve the right to refuse admission.

Children who are disruptive and cause injury to other children/staff or equipment may be excluded from the service.

If a situation arises where parental expectations cannot be met by us after a period of negotiations, we reserve the right to terminate our service.

You must inform Eve of any change of address/contact numbers during the year as this is very important in case of an emergency.