



School Age Childcare and Pre-School services
Grove After School

The Old Convent, Our Lady's Grove, Goatstown Road, Goatstown, Dublin 14
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GAS Waiting List Policy

Policy Statement:

If you wish to apply for a place in our afterschool service, please fill out a registration form which is available on our website (www.groveafterschool.ie) or contact the office for a form (email & phone number above). Where demand exceeds places, a waiting list is created and a place is offered to the child who is at the top of this list, dependent on availability of the type of care required by the applicant.

Important Please Note: Siblings of children already attending GAS will receive priority. However, parents must take responsibility for informing us at least one year in advance if they wish to place another child on our waiting list. Please note this does not automatically mean that we will have a guaranteed place for the sibling as it will depend on availability for those hours/days required.

Policy & Procedures

1. **Initial Application Process:** Please fill out a registration form with your child's name, address, date of birth & your contact details. Children starting Junior Infants please put the year they are due to start. For all other classes please put the current class they are in & what year you require a place for them such as the current school year or beyond. By submitting the form the parent accepts that their details will be stored & dated.
2. If a parent wishes to remove their child's name from the waiting list they must inform us by email. If you contact us by phone instead this must be followed by confirmation of removal from the list by email.
3. When the required care becomes available the first child on the list matching the available space will be offered that place.
4. Parents will be contacted by phone (followed up by email confirmation) with an offer of a place. Parents are required to accept or decline by responding to the email within 2 days. After this time if we have not heard from the parent/guardian we will offer the place to the next child on the list, matching the same criteria. The child's name will be removed from the waiting list.
5. If your child is not offered a place in the afterschool at the start of the school year required, the parent must inform GAS by email & **must** inform GAS by return that they wish their child's name to **remain** on the waiting list for the remainder of that school year in case a place becomes available and/or be transferred to the following year.