

Eligibility for Entry and Waiting List Provisions Policy

Background:

The *Rules of the Massey Child Care Centre [Inc.]* state that:

The objectives of the Child Care Centre shall be to foster and further educational, social and developmental needs of the children by providing childcare for the children of, as a first priority, Massey University students and staff. [Rule 3. Objectives, p.1].

The minimum enrolment year is defined as a week after Wellington Anniversary until the middle of December (to be advised).

This policy relates to the age band structure of the Centre whereby only a specific number of places are available in each age group.

1. Qualification for places at Massey Child Care Centre Inc

1.1 Qualifying requirements

- Massey University Staff
- Massey University Students
A student is defined as being enrolled for a least 60 credits in the year of enrolment.
- Massey Child Care Centre Inc Staff
- MUSA Staff
- Exceptions at Director's recommendation as defined by strategic relationships with Massey University. An application for enrolment must be supported by evidence of being part of the Massey Community.

1.2 Priority for allocation of available places

Priority for allocation of places for children in the Massey Child Care Centre Inc. will be given to children of staff and students of Massey University. Documentary evidence to support qualification will need to accompany any application for places.

Priority Order:

1. Massey Child Care Centre Inc Staff
2. Existing enrolments [only relevant to transfer between part time and full time places]
3. Siblings whose parents currently qualify
4. New enrolments
5. Siblings of existing children whose parents do not currently qualify

1.3 Places for children whose parents do not qualify.

Places for children of parents who do not qualify will be allocated based on the assessment of waiting lists and the future demand for places, and with the endorsement of the Management Committee.

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2. Full Time/Part time Places

- 2.1 A child is deemed to occupy a full time place if they are enrolled at the Centre at least 6 consecutive hours per day, Monday to Friday inclusive. All other enrolments are considered to be part time.
- 2.2 Part time places consist of one of the following options per week:
- 5 mornings
 - 5 afternoons
 - 2 days
 - 3 days

Part time morning sessions are between 7.45am to 12.30PM

Part time afternoon sessions are between 12.30pm to 5.15pm

Part time days are between 7.45am to 5.15pm

A minimum of 4 hours per session is required for a morning or afternoon booking, and 6 consecutive hours is required for a part time day booking.

- 2.3 Transfer may occur between part time and full time places only when places become available in the relevant age group. Priority for allocation of places will apply in this instance.
- 2.5 Where places are available for a limited period of time the Centre Manager may offer the child and their family a fixed term enrolment.

3. Reduction in hours

- 3.1. Under special circumstances, parents/whānau may request a reduction in hours of no greater than 50% of current charge for a minimum period of no less than 6 weeks and no more than 20 weeks. If the request is granted a temporary enrolment agreement will be negotiated between the Centre Manager and the family
- 3.2. Upon the expiry of the temporary enrolment agreement, the hours and fee will revert to their former status.
- 3.3 Application for a temporary enrolment agreement must be made to the Centre Manager in writing at least 3 months prior. At the Centre Manager's discretion, this application period may be reduced in extenuating circumstances.