

Otago University Childcare Association Enrolment Policy

March 2022

Rationale:

To establish fair, transparent and accountable enrolment procedures for the Association centres.

Aims:

- To establish the key components of any decision-making.
 - pedagogy
 - financial viability
 - quality environments for children
 - legislative requirements.
 - equity of opportunity for all children from within the University community
- To meet the University's expectations re: University of Otago staff or student families.
- To acknowledge mana whenua expectations for enrolment in the Te Pārekereke o Te Kī.
- To identify priority families.

Implementation:

1. Each centre will be licensed for the maximum number of children planned to use the centre under existing Education (ECE) Regulations. Within Te Pā each centre will be allocated a portion of the total Te Pā licence number. . The Association sets ratios to support quality interactions. Normally these are 1:4 for under twos and 1:8 for over twos. At times when head teachers deem it necessary ratios will be lower than these but never lower than Ministry regulated ratios.
2. When offering places to families/whānau consideration may be given to factors promoting diversity within the cohort, sustainability of services, and values of the Association, for example, child age, proposed hours of attendance, whanaunataka, tuakana/teina relationships.
3. For all children half day bookings are 4-4.5 hours. Morning bookings need to finish by 1pm, afternoon bookings start at 1pm. If a booking is required that goes over 4.5 hours, the required booking will be a minimum of 6 hours. For children under 3 years, three half day bookings per week is the minimum requirement. This is to ensure children attend enough to develop strong relationships with other children and teachers. For children over 3 years three 7 hour bookings is the minimum enrolment. Variation to this is at the discretion of the Manager.
4. There may also be a limit to hours available for enrolment to facilitate the running of the programme in the best interests of the whole group. E.g. minimise disruption over lunchtime.
5. Fees charged must ensure the financial viability of the Association. Strong consideration is also given to making our centre affordable for families/whānau.

6. Four weeks advance notice is required when a child is finishing at the centre.
7. Where a child's attendance pattern results in Ministry of Education funding no longer being received, the Manager may, after consulting with the Head Teacher, cease the child's continued enrolment.
8. The priority order for places in an OUCA Centre will be:
 - Children of staff and students of the University of Otago, with priority given to children from families/whānau who are already members of the Association (see point 11)
 - OUCA employees' children – priority placement in an OUCA centre is given in the interests of staff retention. (A negotiated arrangement between the employee and Manager, to establish the optimal centre will precede the enrolment.)
 - Children from the wider community
9. The priority order for places at the Te Pārekereke o Te Kī will be different from that outlined above, in reference to the other OUCA Centres, to acknowledge the partnership with mana whenua in the provision of education and care in this centre:

A condition of enrolment, for children to be given priority in Te Pārekereke o Te Kī, will be that they are children of whānau who are actively committed to speaking te reo Māori conversationally in the home.

 - OUCA employees' children.
 - Children of Ngāi Tahu whānau.
 - Then priority order as per point 10.
10. If whānau circumstances change, in that they no-longer have a connection with the University as a staff member or as a student, any enrolled children at this time may continue at an Association centre until they leave for school.

Review date: March 2025