



Waitlist Management Policy

Enquiries to:	Centre Manager or Chairperson
Applies to:	Centre Manager, Kaiako/Teachers, Children, Parents/Guardians and Whànau
Date Developed:	May 2021
Date Reviewed:	May 2021
Date Approved:	
Next Review Date:	August 2022

Purpose

If there is competition for child spaces at Lower Hutt City Childcare Centre, this policy outlines the considerations taken into account for space allocation. The selection process will adhere to the Human Rights Act and its amendments.

Procedure

At times the availability of child places at the centre will be limited. This could be due to the Centre's MOE license allowance being full or the combination of children in respective age groups needing to be balanced.

Vacancy/occupancy Criteria

Acceptance of your child's space at the centre will always be at the discretion of the Centre Manager. This is largely due to the need to weigh up each child's priority relative to the spaces available and to other applications for spaces received at the time.

As a guide:

- Full time places (i.e. 5 days per week) will take priority over part time places.
- Siblings of children already attending the centre will be given priority.
- Those on the wait list the longest will be given priority.
- Consideration and priority given in the event of a request by external agencies, i.e. Oranga Tamariki, Barnardo's and Family start etc.
- Children of staff given priority.

Timeframes

To ensure the best chance of your requested days and times being available, you must submit your request to the Centre Manager:

1. For children new to the centre, as far in advance as possible.
2. For a change in days/times of children already at the centre, as far in advance as possible, at least one month before the change is to come into effect. By way of letter or email.

Note:

- Staff will complete the waitlist form with a parent and record days required and start date requested. Any changes requested should be notified by email so the waitlist information can be updated.
- If a placement is offered and refused, no guarantee can be given about future placement.
- Lower Hutt City Childcare and Education Centre will make all reasonable endeavours to meet requests for child spaces, including those with short notice. We are a community organisation with the intend to do all we can to meet the needs of our community.

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No	Designation	Date
Approved by	_____	_____	_____