The EMU Child Care and Development Centers (CCDC) provide child care for a fee to the extent that funding, licensed space, and available time permit. The centers are intended primarily to serve the needs of University of Oregon student families, seeking to achieve balance between child care needs of student parents and the need to provide continuity of child care for children and families. When space and time allow, after student families have enrolled, University employees and community families may use the Centers’ facilities. Schedules of operating hours are available at the Centers.

(1) Definitions:

(a) "Student" is any person who is enrolled for three out of four terms in the academic year at the University of Oregon;

(b) "Full-time" and "part-time" student status are defined according to University regulations published in the Tuition and Fee section of the current edition of the University of Oregon General Catalog;

(c) "University employee family" is one in which at least one member of the family is on the University of Oregon payroll;

(d) "Community family" is one in which no member of the family is a University of Oregon student or an employee of the University of Oregon;

(e) "Special-needs children" are those who qualify for Early Intervention services. Those services are provided at CCDC and support services are provided to assist in meeting their special needs.

(2) Admission to the EMU Child Care and Development Centers shall be made according to a priority ranking and an admission point system. A change to non-student status for one out of four terms shall not affect access to child care.

(3) Priority ranking for admissions shall be determined as follows:

(a) First admission priority shall be assigned to student families to be ranked according to total number of points (see section (4) of this rule);

(b) Second admission priority shall be assigned to University of Oregon employee families according to total number of points;

(c) Third admission priority shall be assigned to "community families" according to total number of points;

(d) First priority within all categories in subsections (a), (b), and (c) of this section shall be assigned to those who are returning according to seniority; second priority shall be assigned to new families.
(4) The admissions point system shall be based on the following scale and applied to student, employee, and community families when needed to establish ranking within these categories. The total number of points to establish seniority shall be calculated as follows:

(a) 1 point -- For each consecutive term one or more children of a family have been enrolled in CCDC;
(b) 5 points -- Full-time student;
(c) 3 points -- Part-time student;
(d) 2 points -- Student at another university or college or full-time worker;
(e) 1 point -- Part-time worker, including student employment or GTF;
(f) Only one parent per family is eligible for the points listed in subsections (b) through (e) of this section.

(5) When two or more families within the same priority rank qualify for the same number of points, admission eligibility will be determined as follows:

(a) First: Returning families have priority over new families;
(b) Second: Families in which all parents are students;
(c) Third: Families in which non-students are full-time University employees;
(d) Fourth: Families who had previously applied and been unable to gain admission into CCDC.

(6) Families shall not lose seniority points for an absence of one term during the year, for a University of Oregon-granted leave of absence, or for an approved employee leave. Leave of absence is defined in the University of Oregon General Catalog under the heading "On Leave Status."

(7) Special-Needs Children:

(a) Four primary spaces at the on-campus site will be set aside for qualified special-needs children;
(b) Up to four spaces at the Westmoreland site may be set aside for qualified special-needs children.
(c) Priority for admittance to these spaces within this category shall be subject to the enrollment provisions established in sections (2) through (5) of this rule.

(8) Duration of Care:

(a) Child care will be maintained for families, throughout the academic year, once the child is enrolled.
(b) If any child of a University employee or community family is admitted to the program for Fall, Winter, or Spring Term, that family's enrollment space shall continue until their child enrolls in kindergarten. Such children will constitute no more than 20% of CCDC's population.
(c) If space is available, any currently enrolled child who reaches kindergarten age will be offered continuing after-school care without regard to the parents' University of Oregon affiliation or the 20% limit set forth in section (8)(b). A child not currently enrolled who has reached kindergarten age may be offered space, if any is available, in accordance with sections (2) through (5) of this rule.

(9) Applications for Summer, Winter, and Spring terms will be accepted during the University's regular Duck Web registration period for those respective terms. Priorities shall be established no later than two weeks after the final day of registration. Applications received after this time shall be processed on a space-available basis.

(10) Fall Term applications shall be accepted during the scheduled Duck Web registration period for Fall Term. Priorities shall be established no later than four weeks after the final day of Duck Web registration. Applications received after this time shall be processed on a space available basis.

(11) Depending on annual Incidental Fee Committee allocations, subsidies to assist student families to meet CCDC's costs may be available. Application forms are available from the ASUO office. Subsidies are allocated on a sliding scale basis according to financial need.

(12) Fees for child care to the EMU Child Care and Development Centers are published annually pursuant to OAR 571-060-0005. A copy of current fee schedules is available at the Oregon Secretary of State Archives Division http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_571/571_024.html.
(13) Persons with complaints about admission procedures, fees, or other administrative problems must:

(a) First submit a written complaint to the EMU Child Care Coordinator;

(b) If a problem is not resolved, persons with such complaints may then appeal to CCDC's Parent Council;

(c) The final appeal within this process may be presented to the Erb Memorial Union Board of Directors;

(d) If the complaint is not resolved through the process outlined in subsections (a)-(c) of this section, the complaint may be filed as a grievance under the University's Grievance Procedures in OAR 571-003-0000, et seq.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 351.060 & 351.070
Stats. Implemented: ORS 351.070