

## POLICY CONCEPT FORM

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| <b>Name and UO Title/Affiliation:</b>   | Kathie Stanley, Associate Vice President & Chief of Staff |
| <b>Current Title/# (if applicable):</b> | 571.024 EMU Child Care and Development Centers            |
| <b>Submitted on Behalf Of:</b>          | Laurie Woodward, Director, Erb Memorial Union             |
| <b>Responsible Executive Officer:</b>   | Kevin Marbury, Interim Vice President for Student Life    |

**SELECT ONE:**  New Policy  Revision  Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes  No

**If yes, which attorney(s):** Missy Matella

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

**EMU Child Care and Development Centers**

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

[Click here to enter text.](#)

### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

Repeal: This policy does not meet the definition of a university policy and is a unit policy. The OAR that was inherited by the UO was originally needed to give the EMU the ability to operate a child care center. The UO no longer needs a policy to allow it to operate a child care center; the choice to do so is a unit-level business decision and the repeal of the policy does not impede the EMU's ability to run a child care center. The UO's other child care center (Olum) is run by HR and is managed through a unit-level policy.

The key portion of the policy has been retained, but as a unit-level policy: "The EMU Moss Street Children's Center (MSCC) provides an early childhood program for a fee, to the extent that funding, licensed space, and available time permit. MSCC is intended primarily to serve the needs of University of Oregon student families. When space and time allow, after student families have enrolled, UO employees and community families will be considered."

**AFFECTED PARTIES**

*Who is impacted by this change, and how?*

**None.**

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**CONSULTED STAKEHOLDERS**

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

| <b>Name</b>                      | <b>Office</b>             | <b>Date</b> |
|----------------------------------|---------------------------|-------------|
| <b>Becky Lamoureux, Director</b> | <b>Erb Memorial Union</b> |             |
|                                  | <b>ASUO</b>               |             |
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### Reason for Policy

This policy outlines certain matters pertaining to the CCDC (the EMU's Child Care and Development Centers).

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### Entities Affected by this Policy

Community members and UO students, faculty and staff who interact with the CCDC or its operations/affairs.

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### Web Site Address for this Policy

<http://policies.uoregon.edu/emu-child-care-and-development-centers>

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### Responsible Office

For questions about this policy, please contact the EMU at 541-346-3705.

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### Enactment & Revision History

Technical revisions enacted by the University Secretary on September 3, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571 Division 24.

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### Policy

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 A(4) of this policy);

(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 A(2) through A(5) of this policy.

(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 A(8)(b). A child not currently enrolled who has reached kindergarten age may be offered space, if any is available, in accordance with sections A(2) through A(5) of this policy.

(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 Policy 571.060(A). A copy of current fee schedules is available at the ASUO office.

(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 UO Policies beginning 571.003, et seq.

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**Related Resources**

N/A