

UWSA Early Learning & Childcare Centre Admissions Policies

1. At the UWSA Early Learning & Childcare Centre (the “Daycare”) we believe in providing a warm, accepting, and stimulating place for children who spend their day away from home. It is our policy to provide high quality childcare and to support parents and children as a family unit. The Daycare exists to provide childcare services to students of the University of Winnipeg, to faculty and staff of the University of Winnipeg, and to members of the surrounding community.
2. The purpose of this policy is to set out the basis upon which children will be offered space at the Daycare.
3. The Daycare consists of 144 licensed spaces for children from ages 3 months to 6 years of whom no more than 32 are less than 2 years of age. Of the 144 spaces:
 - a. 128 spaces have been available since a Daycare expansion in 2017.
 - b. 16 additional spaces were created during the COVID-19 pandemic, primarily to accommodate the children of essential workers as requested by ELCC.
4. By longstanding agreement between the University of Winnipeg Students Association and the University of Winnipeg, the Daycare is to allocate 50% of spaces for children of University of Winnipeg students, 25% for children of University of Winnipeg staff and faculty, and 25% for children of other community members.
5. For the purposes of this policy:
 - a. “Students” mean students currently enrolled at U of W but includes Alums.
 - b. “Faculty & Staff” refers to persons currently employed at U of W. or its affiliated entities.
 - c. “Community Members” refers to persons living or working in the area surrounding the Daycare or U of W campuses.
 - d. “Alums” means graduates of U of W who had a child in the Daycare while still enrolled as a student.
 - e. “UW Downtown Commons” is the apartment complex developed by U of W located at 320 Colony St.
6. The Daycare has a waitlist of applicants for childcare spaces. As spaces become open, they will be allocated with the following principles in mind:
 - a. The overarching goal is to maintain the ratios agreed between UWSA and U of W in each of the categories, namely, 64 Students, 32 Faculty & Staff, and 32 Community Members.
 - b. The 16 additional spaces are to be used at the Daycare Director’s discretion for children of UWSA and Daycare staff, children admitted under extenuating

circumstances (e.g., requests from ELCC or CFS), and to remedy discrepancies in admissions ratios noted above.

- c. Recognizing it may not be possible to maintain those ratios at all times, other factors to take into consideration in allocating spaces are:
 - i. The length of time a child has been on the waitlist, (i.e., the longer they've been on the waitlist, the greater priority that child should be given).
 - ii. If the child is a sibling of a child already in the Daycare, they will be given higher priority, (keeping families together is an important value for the Daycare).
 - iii. Operational needs, such as room availability, staff ratios, and the like.
 - iv. Extenuating circumstances, such as requests for placement from ELCC or CFS.
 - v. For the sake of clarity and of avoiding perceived conflicts of interest, whether an individual is a member of the UWSA board of directors or an officer of the UWSA shall not be a consideration in prioritizing admission.
 - d. When any admissions category is more than 5% below its target, admissions shall be prioritized as reasonably practicable from that category until all targets are within +/- 5%.
 - e. The Daycare Director must approve all admissions.
7. Daycare applicants who request waitlist priority must provide proof of their status:
- a. For Students, this means valid student identification provided before the child begins care.
 - b. For Students seeking the UW Downtown Commons consideration, this means proof of residence at the commons.
 - c. For Faculty & Staff, this means proof of current employment.
 - d. For Community Members, this means proof of residence at a nearby address.
8. Recognizing the multiple stakeholders with an interest in the operation of this policy, accurate and timely reporting is important. The Daycare will provide monthly reports to UWSA setting out:
- a. The numbers and ages of children in each category namely, Students, Faculty & Staff, Community Members, with Students further identifying the number of children of Alum and of residents of the Commons.
 - b. The number of individuals on the waitlist with a reasonable indication of the length of time people have been on the waitlist.

- c. Changes to the waitlist since the last reporting period.
 - d. Where the percentage of a category is more than 5% under target, a description of the plan to address the issue.
9. The Daycare and UWSA will review this policy at least annually to assess how well it is meeting the needs of the stakeholders. The policy will also be reviewed in the event of a material change in the number of licenced spaces.
10. Changes to this policy must be approved by both the UWSA Board and the Daycare Board.