

**Part Time Placement Policy**

**Date:** 1996 - Revised 24/06/08, 1/06/04, 13/06/08, 25/11/11, 15/09/16, 08/06/21

**Approved By Management Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Aim:**

To facilitate an efficient management process that meets the University Preschool & Childcare Centre policy to offer both full-time and part-time places to families. When a child is first enrolled at the centre or when they are due to progress into the next age group that placement is carried out in a way that is positive, individualised and flexible to meet the needs of the child and their family.

**Related Policies**

Waiting List & Enrolment Policy

**Implementation:**

1. Where there are vacancies that cannot be filled by full-time children, the Director may use discretion to grant part-time places.
2. Every effort will be made to match days for siblings of children already attending the Centre.
3. Where possible consideration will be given to families' preferences for days. However, where these preferences cannot be matched with another family, families will be offered the days that are available. They can then decide to accept these days or relinquish the place.

**4. Conditions**

- 4.1. Offers of Part-time places will be for 2 or 3 full days only on a weekly basis. Places will be offered with either a Monday or Friday attached. Any variation to this will be at the discretion of the director. Please note UPCCC does not offer single days.
- 4.2. Current children at the Centre will have priority over new children to fill vacant part-time positions.
- 4.3. Two weeks' notice in writing is required to vacate both a full-time and a part-time place.
- 4.4. Families are required to give 2 weeks' notice in writing of their intention to reduce their child's days or withdraw their child from the centre or pay fees in lieu of notice. This will apply to families who withdraw from a place prior to their child's official commencement date. (Refer Waiting List & Enrolment Policy).
- 4.5. A parent holding a part-time position may move to a full-time position by applying through the Director. Additional days are subject to a vacancy occurring.

**5. Filling of positions**

The granting of part-time places will be at the discretion of the Director.

**Source Material**

Management Committee and Staff University Preschool & Childcare Centre  
University Preschool and Child Care Centre, Philosophy

**Policy Review** April 2025