

## **Filling of Crèche Places Policy**

Crèche Cois Laoi is committed to allocating places in a fair and systematic manner.

Crèche Cois Laoi allocates on average two thirds of its childcare places to UCC students and one third to staff. This allocation of childcare places is based on capital funding received from the Department of Justice, Equality and Law Reform for the provision of student places. The funding received was two thirds of the building construction costs.

Waiting lists of student and staff parents are maintained and places are allocated on a first come first serve bases. Priority when appropriate is given to siblings of existing parents.

Childcare places are allocated to the first person on the relevant waiting list. If a parent is unable to use the place, they are removed from the list. If a parent is unable to take the place when it is offered but wishes to remain on the list, they are informed they will be moved the bottom of the waiting list. The childcare waiting list is systematically gone through until a childcare place has been filled.

If after having gone through the waiting list, the childcare place is unfilled, an email is sent to the UCC student and or staff email list advertising the place. If the student parent place remains unfilled, the space is then offered to the next staff member on the waiting list. Correspondingly if the staff parent place remains unfilled, the space is then offered to the next student on the waiting list.