

## **Application Instructions for UMW Child Care Subsidy**

1. All full-time employees and anyone who qualifies for benefits through UMW are eligible to be placed in the Child Care Subsidy Lottery. Interested and eligible employees must submit an application to the Office of Human Resources (see attached form)..
  - a. *Employees who already have children attending KinderCare should also submit an application to the UMW Office of Human Resources to be considered for the subsidy. This does not have any impact on their children's enrollment at KinderCare.*
  - b. *The UMW Child Care Subsidy will only cover one child\* per UMW employee\*\*. If a space is available, additional children from the employee's family may enroll at KinderCare at the public rates and the registration fee will not be waived. Please note the subsidy amount of \$1200.00 applies only to the one KinderCare facility located at Mary Washington Healthcare at 1100 Sam Perry Boulevard. A 10% discount is provided at all other KinderCare facilities; discount does not apply to the Sam Perry Boulevard location – only the subsidy applies to this location.*
  - c. *Although there may be additional vacancies at KinderCare for children to enroll, once UMW has reached our limit of 14 spaces, enrollment will be at the public rates and the registration fee will not be waived.*
2. The UMW Office of Human Resources will maintain a waiting list for the UMW Subsidy. Human Resources will verify the employee's eligibility and contact KinderCare to add the employee's information.
3. KinderCare will contact UMW employees in the order they appear on the list to notify them of an opening in the classroom in which their child would attend.
  - a. *If an employee on the list declines the offer to fill a vacancy at KinderCare, his/her name will be removed from the list. However, he/she may contact the UMW Office of Human Resources and request to be added to the bottom of the list.*
  - b. *KinderCare will apply its own enrollment policy to determine how long they will hold a space for a child before offering it to the next UMW employee on the list.*

\*For purposes of this subsidy, a child is defined as "a dependent child who is listed as a dependent on the Federal or State tax income return of his/her parents or guardian, or who receives substantial financial support from his/her parents or guardian."

\*\*If both parents are full-time UMW employees, each parent may submit an application.

**Questions may be directed to Denise Frye in the UMW Office of Human Resources, (540) 654-1210 or [dfrye2@umw.edu](mailto:dfrye2@umw.edu).**

## **APPLICATION FOR CHILD CARE SUBSIDY BENEFIT\***

**Employee Name** \_\_\_\_\_ **Child's Name** \_\_\_\_\_

Administrative Faculty ☐

Classified ☐

Teaching Faculty ☐

1<sup>st</sup> Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

2<sup>nd</sup> Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

3<sup>rd</sup> Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

4<sup>th</sup> Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

### **Contact Information**

*(Please list the phone number(s) at which you want to be reached when a vacancy becomes available for your child.)*

**Home:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**I certify that the child listed above meets the following qualification as defined in the announcement:**

For purposes of this subsidy, a child is defined as "a dependent child who is listed as a dependent on the Federal or State tax income return of his/her parents or guardian, or who receives substantial financial support from his/her parents or guardian."

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**\* Effective July 1, 2011, eligible employees may receive the subsidy for one child per family.**