

Employee Childcare Discount Policy

Effective, May 1, 2018

Purpose Statement

Support for Employees of Columbia College and Columbia Childcare Services with infant and preschool children

Procedure

An employee expresses interest in signing up for childcare by contacting the manager of Children's Services

Once it has been established and there is space in childcare for the age of the employee's child, a Request for Childcare Benefit form is completed and submitted to Accounting

Accounting will determine if the Employee qualifies for a Childcare Benefit and will respond appropriately to the employee

This policy will be reviewed regularly and can change with 1 month notice given to an employee

Childcare Discount Eligibility

A new employee must have been employed long enough to have completed probationary period

An employee must work a minimum of 25 hours/week and has qualified for group benefits

Only children of the employee are eligible

Employee Benefit

An employee will receive 10% reduction of the portion the childcare fee paid by the employee. If an employee qualifies for government subsidy to help with childcare costs, the 10% would only apply to actual amount the employee is required to pay and not affect the subsidy

All other childcare policies and rules apply to the employee/parent

Should an employee's scheduled hours fall below 25 hours/week, this benefit will cease

Columbia College

Employee Childcare Discount Request Form

Employee to complete the following:

Date requested: _____

Employee Name: _____

Program/Dept: _____

E-mail Address: _____

Requesting Childcare for:

Name of Child 1: _____

Date of Birth of Child 1: _____

Name of Child 2: _____

Date of Birth of Child 2: _____

Name of Child 3: _____

Date of Birth of Child 3: _____

Confirmed Enrollment (Yes/No) _____ Start Date: _____

Notes:

Accounting Use only:

Date: _____ Pre Authorized Payment: _____

Approved for Discount%: _____ Effective Date: _____