



WESTERN PIEDMONT  
COMMUNITY COLLEGE

**CHILDCARE ASSISTANCE GUIDELINES**

**PRIORITY**

Priority for childcare assistance is given as follows:

- a. returning single parents with highest unmet need
- b. returning non-single parents with highest unmet need
- c. new single parents with highest unmet need
- d. new non-single parents with highest unmet need

**GENERAL REQUIREMENTS**

- Students must have completed the Free Application for Federal Student Aid before eligibility for childcare assistance can be determined.
- Students must make application for childcare assistance through their local Department of Social Services and provide documentation regarding the status of the application before eligibility for childcare assistance can be determined.
- Children of eligible parents must be placed in a legal childcare arrangement. Child care providers must be a licensed child care center, registered family child care home, or a public school child care program. Effective Fall 2006-07, providers who are not licensed or registered that are not a public school childcare program will not be eligible for child care assistance.
- The student must maintain satisfactory progress according to the rules of financial aid to be eligible for childcare assistance.
- Students may receive childcare assistance for the completion of **one** degree/diploma only. If the student wishes to continue his/her education after completing their degree or diploma, childcare payments will become the responsibility of the student.
- The student parent is responsible for selecting the childcare provider and signing any agreement regarding the care of the child. WPCC's role is limited to providing financial assistance to student parents.
  - a. **Effective Fall Semester 2004-05 there is a three year limit for assistance for all new students approved for childcare.**
  - b. **There will be a \$100.00/week maximum per student (not per child) and a minimum of \$10.00/week paid for childcare assistance through WPCC. Any parent fee's less than \$10.00/week will be the responsibility of the student.**

## **CONTRACTUAL AGREEMENT**

Once the student is approved for childcare assistance, a contract between the student, childcare provider and WPCC is prepared. Students are required to give childcare providers at least two weeks notice prior to changing providers.

**Contracts are signed at the beginning of each semester and remain valid the entire semester even if there is an increase in cost or the student has a decrease in other assistance, such as through DSS.**

If a student reduces credit hours within the semester, the amount of childcare payments will be reduced accordingly. These changes will become effective with the pay period following the week in which the change occurred. The student must notify the childcare provider and the Coordinator of Special Populations if they withdraw or are dropped from school. **Childcare expenses incurred after the student withdraws or is dropped are the responsibility of the student.**

Childcare payments will be prorated based on the number of credit hours the student maintains. The prorated scale is as follows:

<b>NUMBER OF CREDIT HOURS</b>	<b>CHILDCARE PAYMENT AMOUNT</b>
12 OR MORE	FULL
9-11	$\frac{3}{4}$
6-8	$\frac{1}{2}$
LESS THAN 6	NONE

The Office of Special Populations will provide a payment schedule to students and childcare providers each semester. Childcare payments will be made according to the payment schedule, provided the attendance sheet and invoice are submitted by the due date indicated on the schedule. Childcare payments will be mailed directly to the childcare provider bi-weekly, or at other intervals as indicated on the pay schedule.

(Childcare payments shall not exceed the established county market rates.)

Students must notify the Office of Special Populations of all changes: new name, new address, change of marital status, major, etc.

## TIMESHEET REQUIREMENTS

The student is required to complete an attendance sheet bi-weekly. Students must have their instructors sign the attendance sheet verifying the information recorded by the student. Students are trusted to record their absences honestly and have their instructors personally sign the attendance sheets. At the end of the two-week period, the student must submit the attendance sheet to the Coordinator of Special Populations.

Childcare payments will be based on class attendance. Days in which the student misses over half the contact hours are counted as an absence. **Students are allowed eight absences per semester before their childcare assistance is affected. After eight absences, the student will be responsible for the payment of childcare on the days that are missed.**

Childcare payments will not be made for days WPCC is closed due to holidays. A schedule of official college holidays will be provided to students and childcare providers by the Office of Special Populations. If WPCC is closed due to unforeseen circumstances (i.e. inclement weather, power outage, etc), the Child Care Program will make payment for the days in questions **if the childcare provider was open for business** and charged the student for the day.

Students may receive childcare assistance for classes taken over the internet or via telecourse. The student is still responsible for having attendance sheets signed by their instructors to verify that the student is still enrolled in the course and turning in work. **If the student is unable to get attendance sheets signed by the instructor, the student is responsible for asking their internet or telecourse instructors to correspond with the Coordinator of Special Populations bi-weekly (via e-mail at [tnile@wpcc.edu](mailto:tnile@wpcc.edu)) to verify their status in the class.**

Students who have not submitted documents on time may not be allowed to receive assistance during the subsequent semesters. **If a student fails to submit attendance sheets for two consecutive pay periods and must be sent a reminder, that student may not be allowed to receive childcare assistance for the next semester, as well as being responsible for any payments due to the provider.**



WESTERN PIEDMONT  
COMMUNITY COLLEGE

**CHILDCARE ASSISTANCE GUIDELINES AGREEMENT**

I understand the requirements of the WPCC Child Care Program. I realize that failure to comply with these standards could result in my being removed from the program.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHILD CARE PROVIDER'S SIGNATURE

\_\_\_\_\_  
DATE

If there are any questions or concerns, please contact:

Teah Nile  
Coordinator of Special Populations  
Western Piedmont Community College  
1001 Burkemont Ave.  
Morganton, NC 28655  
(828) 448-3169  
[tnile@wpcc.edu](mailto:tnile@wpcc.edu)

**\*\*Return this page to Coordinator of Special Population/Student keep other pages\*\***