

## Childcare Assistance Program

### What is the Childcare Assistance Program?

The Childcare Assistance Program was established in 1992 by the Student Government Association and MassBay Community College. Assistance is available on a first-come, first-serve basis. Students enrolled in the program will be eligible to receive assistance based on College enrollment:

- Students who are enrolled in the **College as full-time status (12 or more credits)** are eligible to receive assistance for a maximum of **18 hours** of childcare per week;
- Students who are enrolled in the College **as part-time status (6-11 credits)** are eligible to receive assistance for a maximum of **9 hours** of childcare per week;
- Students enrolled in **less than 6 credit hours are not eligible.**

### Eligibility

- Students must maintain a GPA of 2.0 or higher in order to be enrolled in the program. Any student who falls below a 2.0 GPA in a given semester is ineligible for childcare assistance the following semester;
- Students must have an Expected Family Contribution (EFC) within the Pell Grant range (EFC between 0 and \$5,486) to qualify. Please see the Financial Aid office to confirm (Office 111);
- Any student who withdraws from a class and thus reduces his/her childcare eligibility shall have their subsidy reduced as **of the date the withdrawal from class occurred.**

### How to Apply

A student seeking assistance under this program must submit the Childcare Assistance application to Student Development. Applications are reviewed after the College's Add/Drop period of each semester to ensure enrollment. In addition to the completed application form, you must also submit:

- Class schedule printed and attached;
- A copy of the childcare provider's license from the Department of Early Education;
- Proof of enrollment (such as a verification letter, a billing statement or invoice).

### Assistance

- Childcare is reimbursed on a monthly basis;
- Should questions arise regarding paperwork submitted, the student will be required to provide documentation as determined by the College. If the College determines inadequate documentation has been presented, assistance will not be provided under this program. The student may not appeal this program;

- **Childcare receipts must be submitted to Student Development by the provider each month as the schedule indicates.** They can be mailed, faxed or emailed to Student Development, Attn: Kelly Graska:

**Mail:** MassBay Community College  
 Student Development  
 50 Oakland Street  
 Wellesley Hills, MA 02481

**Email:** [kgraska@massbay.edu](mailto:kgraska@massbay.edu)

**Fax:** 781-239-2669

### **Rate**

- Students will receive assistance based on their enrollment status **X** the rate of \$5.00/hour. If there is a second child needing assistance, they will be assisted at the rate of \$2.50/hour. These rates are set to be able to accommodate as many students as possible.

### **Application Schedule**

<b>Semester</b>	<b>Application available starting:</b>	<b>Application reviewed</b>
Fall	August 1st	End of Add/Drop period
Spring	January 2nd	End of Add/Drop period

### **Policies**

- MassBay Community College accepts no liability regarding the placement of a child. Childcare placement responsibility rests entirely with the parent(s);
- The Childcare Assistance Program is only available for Fall & Spring semesters;
- The College reserves the right to discontinue this program at the end of any given semester;
- Failure to submit consecutive receipts may result in removal from the program;
- A student must be enrolled in courses at the time of submitting the application;
- An Application will not be considered unless it is complete. A complete application includes:
  1. Complete, signed and dated application form;
  2. Class schedule printed and attached;
  3. Copy of childcare provider's license from the Department of Early Education;
  4. Proof of enrollment (verification letter, billing statement, invoice, etc.);
- Childcare is reimbursed on a monthly basis.

### **Contact**

- For any questions regarding the program, please contact Kelly Graska in Student Development: [kgraska@massbay.edu](mailto:kgraska@massbay.edu), 781-239-3142.