

Subject: On-Campus Child Care Services

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1. Purpose

This policy addresses the establishment, operations, and use of the TCC Child Development Centers at Tidewater Community College (TCC).

2. Policy

Tidewater Community College understands the importance of providing on-campus child care services for its students. To that end, child care shall be provided through contracted services only, awarded through a Request for Proposal process conducted and administered by the Office of Financial Services.

The Contractor shall obtain licensing by the Commonwealth of Virginia’s Department of Social Services for each campus site and continue to operate within and maintain such licensing in accordance with the rules and regulations of the Commonwealth of Virginia’s Department of Social Services. The selected Contractor shall work with the college’s academic community to provide the opportunity for child care learning labs. The Contractor shall also work toward a five-star rating according to the [Virginia Star Quality Initiative](#).

The Contractor shall work with the college to establish mutually agreeable hours, determine options including full-time, part-time, and drop-in services, and determine the ages of the children served.

Seventy-five percent of the child care spaces per campus shall be reserved for currently enrolled students (not including full-time employees enrolled in TCC courses), with the remaining 25% of the spaces reserved for TCC employees, TCC contracted service personnel, and the general public. Registration will be simultaneous for all groups. If all spaces are not filled within two weeks prior to the start of the semester, students shall be given priority.

The Contractor shall utilize the college's ID system to verify student enrollment and faculty/staff employment. Students, employees, and TCC contracted personnel shall verify their current status by providing a TCC ID upon each entrance into a center.

The Contractor shall work cooperatively with the college to establish registration periods, develop marketing materials, and seek grant and scholarship opportunities to support the operation.

3. Responsibilities

The Vice President for Finance shall be responsible for developing and maintaining procedures that are consistent with this policy.

4. Procedures

4.1. Accessing Child Care Services

- Students must be currently enrolled in credit or non-credit courses and obtain a student ID before accessing services.
- Faculty and staff must be currently employed by the college and obtain a faculty/staff ID before accessing services.
- TCC contracted service personnel must be currently employed by a TCC Contractor and obtain a TCC vendor ID before accessing services.
- Registrants must complete all required contractor forms in order to apply for child care services.

4.2. Cost and Payment Options

Costs will be determined based on services selected. A list of current prices may be accessed at the [Child Development Centers at TCC website](#). Payment options include:

4.2.1. Students

- Financial Aid Child Care Plan
 - Must be purchased at any campus Business Office upon completion of a [Child Care Authorization Form](#).
 - Commences on the first day of classes for the term in which the funds are being applied.
- [StormCard](#)
- Cash

- Credit/Debit (Visa/MasterCard/American Express)
- Check

4.2.2. TCC Employee, TCC Contracted Service Personnel, or Public

- Cash
- Credit/Debit (Visa/MasterCard/American Express)
- Check
- [StormCard](#)

5. Definitions

Contract: Any type of agreement or order for the procurement of goods or services.

Contractor: An individual or firm that has entered into an agreement to provide goods or services to the Commonwealth.

Contracted Service: A contract for work to be performed by an independent contractor wherein the service rendered does not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials, and supplies.

6. References

[Virginia Star Quality Initiative](#)

7. Review Periodicity and Responsibility

The Vice President for Finance will review this policy every year on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on June 20, 2014.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

Phyllis F. Milloy
Vice President for Finance

9. Review and Revision History

The initial version of this policy was approved October 15, 2013.

- Revision 1
 - Modified registration priority parameters.

Approved June 20, 2014 by President Edna V. Baehre-Kolovani, Ph.D.