

# TechLance Childcare Support Policy

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## Introduction

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TechLance understands that balancing career responsibilities with family obligations can be challenging, particularly for employees with young children. We believe that providing comprehensive childcare support not only helps our team members achieve better work-life integration but also contributes to overall job satisfaction and productivity. This policy outlines the various childcare assistance programs available to TechLance employees, ranging from our on-site childcare facility to financial assistance programs designed to help offset the costs of quality childcare.

Our childcare benefits are designed to support employees throughout different stages of their children's development, from infancy through school age. We recognize that childcare needs vary significantly among our workforce, and we've structured our programs to provide flexibility and choice while maintaining high standards for child safety and developmental support.

## On-Site Childcare Center

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TechLance operates an on-site childcare center, known as Little Learners, located on the ground floor of our main building. The center is open Monday through Friday from 7:00 AM to 6:30 PM and is accredited by the National Association for the Education of Young Children (NAEYC). The facility serves children from six weeks of age through school age, with capacity for approximately 120 children across all age groups.

Our on-site center provides age-appropriate educational programming that emphasizes early learning and development. Infants and toddlers receive individualized attention focused on sensory development and basic motor skills, while preschool and pre-kindergarten children engage in structured learning activities that prepare them for elementary school. The curriculum

incorporates STEM concepts, creative arts, and social-emotional learning appropriate for each developmental stage.

Due to the popularity of our on-site childcare, there is currently a waiting list for most age groups. Infant care typically has the longest wait time, often extending 18 to 24 months, while spaces for older children generally become available more quickly. We encourage employees who are expecting or planning to expand their families to register as early as possible. Priority for enrollment is given to current TechLance employees, with additional consideration for employees who already have children enrolled in the program.

The center provides breakfast, lunch, and snacks as part of the daily program, with menus designed by a pediatric nutritionist to ensure balanced, age-appropriate meals. All meals accommodate common food allergies and dietary restrictions with advance notice. The facility features secure entry systems, outdoor playgrounds designed for different age groups, and dedicated spaces for activities such as reading, quiet play, and rest time.

Parents are responsible for drop-off and pick-up, as the center does not provide transportation services. Late pick-up fees apply after 6:30 PM to ensure our staff can maintain reasonable working hours. Emergency contact information must be kept current, and we require at least two authorized individuals besides parents who can pick up each child.

## **Financial Assistance Programs**

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TechLance offers several financial assistance programs to help employees manage childcare costs. Our primary assistance program provides monthly reimbursements for qualified childcare expenses, with benefit amounts adjusted based on household income levels. Employees with household incomes below \$75,000 may receive up to \$600 per child per month, while those earning between \$75,000 and \$150,000 receive scaled assistance ranging from \$100 to \$400 monthly per child. The maximum family benefit is capped at \$800 per month regardless of the number of children.

To qualify for financial assistance, employees must use licensed childcare providers and submit documentation including receipts, provider licensing information, and income verification. The program covers expenses for daycare centers, family daycare homes, preschools, after-school

programs, and summer camps. It does not typically cover informal care arrangements such as unlicensed babysitters or care provided by family members unless they operate a licensed childcare business.

In addition to regular monthly assistance, TechLance maintains an emergency childcare fund designed to help employees handle unexpected childcare situations. This fund can provide up to \$200 per incident and \$600 annually to cover costs associated with backup care when regular arrangements fall through due to illness, emergency school closures, or other unforeseen circumstances. Approval for emergency funds requires manager authorization and must be requested within 48 hours of the emergency situation.

Employees are strongly encouraged to take advantage of the Dependent Care Flexible Spending Account (FSA), which allows them to set aside up to \$5,000 annually in pre-tax dollars specifically for childcare expenses. This benefit can result in tax savings of 25-35% on qualifying childcare costs. The FSA can be used in conjunction with our other childcare benefits, though employees cannot use FSA funds for expenses already covered by TechLance subsidies.

## **Backup and Emergency Childcare Services**

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Recognizing that regular childcare arrangements sometimes fail, TechLance has partnered with Bright Horizons to provide backup childcare services. This partnership gives employees access to more than 15 licensed backup care centers within a 30-mile radius of our offices. The cost to employees is only \$5 per child per day, with TechLance subsidizing the remainder. Backup care is subject to availability and advance booking is recommended, though same-day requests are often accommodated.

For employees who prefer in-home backup care, we also offer vetted caregiver services that can come to your home during emergencies. This service costs \$10 per hour per family, operates Monday through Friday from 6:00 AM to 8:00 PM, and requires a minimum of 24 hours advance notice. Each family may use up to 10 days of in-home backup care annually.

When children are mildly ill and cannot attend their regular childcare program, specialized sick child care is available through our backup care network. These facilities have nurses on-site and

can care for children with minor illnesses who do not have fevers exceeding 101°F or contagious conditions. The cost for sick child care is \$15 per child per day.

## Summer and Holiday Programs

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TechLance operates summer camp programs designed to provide full-day care during school breaks while offering enriching experiences for children. Our Summer Discovery Camp serves children ages 5-12 for ten weeks from June through August, operating from 7:30 AM to 5:30 PM. The program includes STEM projects, outdoor adventures, field trips, and swimming activities. The cost is \$200 per week per child, which represents a significant discount compared to similar programs in our area.

During winter break, spring break, and teacher professional development days, we offer holiday break programs that provide both full-day and half-day options. These programs utilize our on-site center and partner facilities to ensure adequate space and appropriate programming. Full-day care costs \$40 per child, while half-day options are available for \$25. Activities during holiday programs focus on age-appropriate educational and recreational experiences designed to keep children engaged while parents work.

Registration for summer programs opens each February, with priority given to TechLance employees. Given the popularity of these programs, early registration is strongly recommended. We also maintain relationships with several local camps and programs that offer discounted rates to TechLance families.

## Support for Working Parents

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TechLance's parental leave policies integrate closely with our childcare support programs. New mothers receive 12 weeks of paid maternity leave, while non-birth parents receive six weeks of paid paternity leave. Adoptive parents receive eight weeks of paid leave that can be shared between both parents. Employees must have been with the company for at least 12 months to qualify for paid parental leave, though unpaid leave options may be available for newer employees under FMLA guidelines.

During parental leave, health insurance and other benefits continue, and we guarantee a spot in our on-site childcare center for employees returning from maternity or paternity leave. We also offer flexible return-to-work arrangements, including part-time schedules for the first 4-6 weeks and extended work-from-home options to help ease the transition back to work.

For nursing mothers, TechLance provides four dedicated lactation rooms equipped with hospital-grade pumps, refrigeration, and comfortable seating. These rooms can be reserved through our online system to ensure privacy and availability. We also accommodate flexible schedules for pumping and adjust meeting schedules as needed to support nursing mothers.

Adoption assistance includes up to \$5,000 in reimbursement for adoption expenses, and we provide referrals to adoption-experienced attorneys. For international adoptions, additional unpaid leave may be available for required travel, and we offer limited reimbursement for adoption-related travel expenses.

## **Special Circumstances and Accommodations**

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TechLance is committed to supporting employees with children who have special needs. Our on-site childcare center can accommodate children with various developmental and physical disabilities, and we have trained staff who work with families to develop individualized care plans. We coordinate with external therapy providers and help families access specialized equipment when needed.

For school-age children, we provide before and after-school care with transportation coordination to local elementary schools. Morning care operates from 7:00 AM until school starts, and after-school care runs from school dismissal until 6:00 PM. The program includes homework support with tutoring assistance and age-appropriate activities.

We understand that some employees work non-traditional hours or occasionally need evening or weekend childcare. While our standard programs operate during regular business hours, employees can use backup care services or receive assistance from the emergency childcare fund for occasional off-hours needs.

## Eligibility and Enrollment

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All full-time employees working 30 or more hours per week are eligible for our complete range of childcare benefits. Part-time employees working at least 20 hours per week qualify for on-site childcare, FSA benefits, and some subsidy programs, while those working fewer than 20 hours per week can access FSA benefits and our discount partnerships with local providers.

To enroll in any childcare program, employees must provide employment verification, child documentation including birth certificates and immunization records, and income verification for subsidy programs. Medical forms including physical exam results and allergy information are required for on-site childcare enrollment.

Children are eligible for our programs from six weeks of age through 12 years old, with some summer camp programs extending to age 14. We require that all children be current on immunizations according to state requirements and have documentation of regular pediatric care.

## Partnership Programs and Additional Resources

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TechLance has established partnerships with more than 25 licensed childcare centers within 15 miles of our offices, providing employees with 10-20% discounts on standard tuition rates. All partner centers meet our quality and safety standards and undergo regular evaluation to maintain their partnership status.

We also provide free premium memberships to [Care.com](https://www.care.com) for all employees, along with 50% discounts on comprehensive background checks and discounted nanny payroll services. This partnership expands backup care options and helps employees find qualified in-home care providers when needed.

Through our benefits portal, employees can access information about federal and state tax credits for childcare expenses, though these cannot be combined with FSA funds for the same expenses. HR staff are available to help employees understand how to maximize their childcare benefits and coordinate different programs effectively.

Our Family Services coordinator in HR holds monthly information sessions for working parents to discuss available resources, share tips for managing work-life balance, and provide updates on new programs or partnerships. These sessions also serve as a forum for employees to provide feedback on current programs and suggest improvements.

TechLance regularly reviews and updates our childcare benefits to ensure they remain competitive and meet the evolving needs of our workforce. We conduct annual surveys to assess employee satisfaction with current programs and identify areas for enhancement or expansion.

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## Frequently Asked Questions

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**When should I get on the waitlist for on-site childcare?** We recommend registering as soon as you know you'll need childcare, even during pregnancy. Wait times vary by age group, with infant care having the longest waits.

**Can I use multiple childcare benefits at the same time?** Yes, many benefits can be combined. For example, you can use the FSA for expenses not covered by our subsidies, or use backup care when your regular arrangement isn't available.

**What happens if I need to work late and can't pick up my child by 6:30 PM?** Late pickup fees apply after 6:30 PM. We recommend arranging for an authorized contact to pick up your child, or using our backup care services for extended days.

**Are there childcare options if I travel for work?** Our backup care network may have options in other cities, and you can use the emergency childcare fund for travel-related care needs. Discuss your specific situation with HR for the best solutions.

**How do I know if a childcare provider qualifies for reimbursement?** Providers must be licensed by the state and provide appropriate documentation. If you're unsure about a provider's qualifications, contact HR before enrolling.

**What support is available for children with special needs?** Our on-site center can accommodate many special needs, and we work with families to develop appropriate care plans. We also

provide resources for finding specialized care providers in the community.

*This policy is effective as of [Current Date] and may be modified as business needs and legal requirements change. Employees will receive 30 days advance notice of any significant changes to childcare benefits. For specific questions about your situation or to discuss childcare needs, please contact HR at [hr@techlance.com](mailto:hr@techlance.com) or schedule an appointment with our Family Services coordinator.*