



RUTGERS POLICY

Section: 60.3.18

Section Title: HR/Non-Academic Employees

Policy Name: Day Care Facilities

Formerly Book: 5.4.2

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: University Human Resources

Originally Issued: 4/5/1974

Revisions: 8/2007; 4/2008

Errors or changes? Contact: policy@hr.rutgers.edu

1. **Policy Statement**
The policy outlines how Rutgers University will assist and support efforts to organize day care centers and negotiate discounted tuition rates and center fees.
2. **Reason for Policy**
To describe the university's role in supporting the child care needs of the university community.
3. **Who Should Read This Policy**
All members of the university community
4. **Related Documents**
List of Child Care Centers (website)
5. **Contacts**
University Human Resources: 732-932-3020
6. **The Policy**

60.3.18 DAY CARE FACILITIES

Establishment of Day Care Centers for Community Use

Rutgers, The State University of New Jersey, by action of the Board of Governors, encourages faculty, staff, and students, to organize nonprofit organizations for the purpose of providing day care facilities given that child care programs are necessary for the achievement of equal educational and employment opportunity at the university. The university shall assist these organizations, where possible, in the following ways:

- A. The university will assist these agencies in efforts to obtain government and other funds.
- B. The university will assist and encourage the agency programs to become developmental rather than custodial in philosophy.
- C. The program and all other costs of each agency must be met from fees, government funding, and other non-university support. Where reasonable and feasible, the university may cover the cost of space, utilities, and maintenance when the program is located in university space, with renovation and equipment costs remaining the responsibility of the individual agency and program.
- D. The programs will adhere to the national and state standards, and where possible, the programs shall be affiliated with an appropriate academic department. The governance of each program will rest with its Board of Directors, who shall develop the bylaws of each corporation subject to approval by the university.

Providing Access to Discounted Child Care

- A. University Human Resources (UHR) will be responsible for negotiating discounted child care rates and tuition for current Rutgers employees. UHR will ensure that the child care facility holds all proper licenses and accreditation.
- B. Discounted child care rates and tuition will be communicated to Rutgers employees. Rutgers employees may have to provide proof of employment to receive discounted rates.
 - 1. Rutgers University does not guarantee that a child will be accepted into a child care facility or program.
 - 2. The employee is responsible for all related expenses and fees associated with child care.

A list of available day care centers for each campus area is available from University Human Resources.