

Covenant Presbyterian Church Child Development Center

Financial Assistance Information & Application Instructions & Process

If you are interested in enrolling your child(ren) at Covenant Presbyterian Church Child Development Center (“Covenant CDC”) and plan to apply for childcare financial assistance from Child Care Resources, Inc. and/or from Covenant CDC, please complete the [Covenant CDC Interest Form](#) as soon as possible. Completing this Interest Form will secure your wait list placement and helps us process your completed financial assistance application as efficiently as possible.

Covenant Presbyterian Church Child Development Center (“Covenant CDC”) reserves approximately one of every four seats in each classroom for children receiving financial assistance. The Financial Assistance Committee of the Covenant CDC Advisory Council reviews each application for financial assistance and determines which families qualify for a financial assistance award and the amount of each award in accordance with guidelines adopted by the Covenant CDC Advisory Council. Awards may vary in amount, and each award covers only a portion of monthly tuition.

STEP 1 – Determine if your family is eligible to receive a childcare subsidy.

If your family’s gross monthly income is **equal to or less than** the level shown in the following chart, you must apply for a childcare subsidy through Child Care Resources, Inc. (“CCRI”) before you are eligible to apply to Covenant CDC for financial assistance.

If your family’s gross monthly income is **more than** the level shown in the chart, proceed to STEP 2.

Family Size	1	2	3	4	5	6	7
Maximum Gross Monthly Income	\$2,430	\$3,287	\$4,143	\$5,000	\$5,857	\$6,713	\$7,570

For more child care subsidy information, including help pre-screening your eligibility and learning how to apply, visit <https://www.childcareresourcesinc.org/child-care-subsidy> or call **704-348-2181** to speak with a CCRI Child Care Search specialist.

If your family qualifies for and is granted a CCRI childcare subsidy, contact Janice Price, Covenant CDC Managing Director, by phone (704-804-7588) or by email (Janice.Price@CovenantPresby.org) with the subject line “CCRI Subsidy Granted” and share the following information:

1. Parent’s first and last name, telephone number, email address, the approved hours of childcare per week, the dollar amount of your monthly childcare subsidy and your monthly parent co-payment required by CCRI, and the best time to contact you.
2. A copy of your CCRI approval, including the approved hours of childcare per week. Attach a copy of your CCRI approval to your email to Janice.Price@CovenantPresby.org or mail or hand-deliver a copy to Covenant Presbyterian Church, Attn: Child Development Center, 1000 East Morehead Street, Charlotte, NC 28204. Hand-deliveries should be left with Covenant’s Welcome Center receptionist.

If Covenant CDC’s monthly tuition is more than the sum of your CCRI full-time childcare subsidy (32 or more hours of childcare per week) plus your required parent co-payment, you may apply for financial assistance from Covenant CDC by submitting your completed and signed [Financial Assistance Questionnaire](#) online. Refer to STEP 3, Application Instructions & Process, items 3-5 for information on what to expect after you submit your questionnaire online.

If your family qualifies for a CCRI full-time childcare subsidy (32 or more hours of childcare per week) and is placed on the CCRI waiting list for funding, you may apply for financial assistance from Covenant CDC. Proceed to STEP 3 for information on how to apply.

If your family does not qualify for a CCRI childcare subsidy, you may apply for financial assistance from Covenant CDC. Proceed to STEP 2.

STEP 2 – Determine if your family demonstrates need for full-time childcare.

To qualify for Covenant’s financial assistance program your family must demonstrate need for full-time childcare. To demonstrate this need, each parent/guardian who lives with the child(ren) for whom financial assistance is being requested must meet one of the following work/school guidelines:

- Be employed an average of 32 or more hours per week and have current check stubs to document employment and income.

OR

- Be in school at least 32 hours per week and have official verification and a course schedule to document enrollment.

OR

- Be working and in school a combination of at least 32 hours per week and have current check stubs to document employment and income, and official verification and a course schedule to document enrollment.

Exceptions for extenuating circumstances will be considered on a case-by-case basis.

STEP 3 – Apply for financial assistance from Covenant CDC by submitting a complete application.

APPLICATION INSTRUCTIONS & PROCESS:

1. First, submit your completed and signed [Financial Assistance Questionnaire](#) online.
2. Next, email, mail or hand-deliver the following documentation (as applicable) to Janice Price (email address: Janice.Price@CovenantPresby.org; mail and hand-delivery address: Covenant Presbyterian Church, Attn: Child Development Center, 1000 East Morehead Street, Charlotte, NC 28204; hand deliveries should be left with Covenant's Welcome Center receptionist):
 - a) The last two paystubs for each employed parent/guardian
 - b) The most recent tax return filed for each parent/guardian
 - c) Last year's Form W-2s and/or 1099s for each employed parent/guardian
 - d) Official verification of enrollment for each parent/guardian who attends school
 - e) Course schedule for current grading period for each parent/guardian who attends school
 - f) Family's CCRI full-time childcare subsidy approval and wait list status documentation, if applicable

If any required documentation is not available, please offer a written explanation of why such documentation is not available and submit this explanation along with all other required documentation for consideration by the Financial Assistance Committee.

3. Upon receipt of your family's complete and signed Financial Assistance Questionnaire and all required documentation, the CDC's Managing Director will refer the family's application to the Financial Assistance Committee for review.
4. If the Financial Assistance Committee requests additional and/or clarifying information in relation to your application, please reply as promptly as possible.

No decision will be made on an application until all requested information is received and can be considered by the committee.

5. Families can expect a reward notification within one month of their completed application being received. A completed application includes a family's complete and signed Financial Assistance Questionnaire, all required documentation, and a family's responses to all requests for additional and/or clarifying information, if any.

After reading this information if you still have questions about applying for Covenant CDC financial assistance, please contact Janice Price, Covenant CDC Managing Director, by email (Janice.Price@CovenantPresby.org) with your questions.