

How do I apply?

- Application forms are available during the open enrollment periods between the hours of 8:30 a.m. - 5:30 p.m., Monday – Friday:

UNITY HOUSE, INC.

1701 Ala Wai Blvd.
Phone: (808) 945-0050

- Download application forms from the Unity House website: www.unityhousehawaii.org
- Completely fill out and return the application, along with your check for the non-refundable processing fee, and include other required forms as indicated. Mail to UNITY HOUSE before the deadline date. After review by the **Unity House Child Care Committee**, parents will be notified by mail of their acceptance or denial.



Enrollment Periods

Coverage period: **April – September**
Enrollment period: **January 1 – February 15**
ALL Applications Due: **February 15**

Coverage period: **October – March**
Enrollment period: **July 1 - August 15**
ALL Applications Due: **August 15**

RENEWALS: It is the applicant's responsibility to re-apply every 6 months. Applications are not automatically renewed.

Requirements

THE FOLLOWING ITEMS MUST BE SUBMITTED BY **August 15, 2004** BY THE APPLICANT!

- An official Unity House **APPLICATION**
- Payment** for the Application Processing Fee*
 - **New apps:** \$20.00 per child
If application and pertinent forms are downloaded & printed from the **Unity House website**, the fee will be discounted to \$15.00 per child.
 - **Renewal apps:** \$12.50 per child
- A copy of the **Child's Birth Certificate** (*NEW applicants only*)
- A **photo** of your child
- Waiver and Immunity of Action** form – required to be completed by HERE, Local 5 members only.

*Make check payable to: UNITY HOUSE and write child's name at the bottom of the check. This fee is non-refundable under any circumstance.

NEW REQUIREMENT DUE: Dec. 30, 2004

- Volunteer Service:** Parents or any family member is now required to participate in UNITY HOUSE's "Education in Action" program by completing 10 hours of volunteer service before full assistance is awarded. See application attachment for more details.

Based on the information provided on your application, **UNITY HOUSE will contact the PRESCHOOL directly and request that they submit the following items:**

- Release and Waiver Form**
Indemnifies and holds blameless Unity House from any potential liability.
- Preschool Verification Form**
To confirm that the Center (preschool) is licensed and/or certified as required by the State of Hawaii.

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- Child Enrollment Verification Form**
To certify that the child is enrolled during the period of the award.
- License** - A copy of the Group Child Care Center's (Preschool) current Operating License.

What type of Child Care Assistance is covered by this program?

- The child must be enrolled in a "Group Child Care Center"¹, as defined by the State of Hawaii.**
According to the State of Hawaii's Revised Statutes, 1992 Supplement, Volume 6 Titles 20-21, Chapters 346-398:
- The following is a sample listing of pre-schools currently approved (as of October 2003) to receive assistance². *There are more than 100 participating schools to date:*
 - KCAA Preschools of Hawaii (all locations)
 - Kamaaina Kids (all locations)
 - The Early Education Center
 - Star of the Sea Early Learning Center
 - Seagull Schools - Kapolei
 - Rainbow Schools (all locations)

¹Coverage does not apply to DAY CARE, KINDERGARTEN, or facilities licensed as a "Child Care Home".

²Eligibility of each preschool is reviewed and approved by Unity House twice a year. Therefore, the current status of each preschool may change period to period.



Who is eligible to apply?

All beneficiaries who are dues paying members (i.e. parents, grandparents, or legal guardians) for the last six months or more, and in good standings with one of the following organizations:

(Proof of beneficiary status will be verified by the respective office)

- **Unity House, Inc.**
- **Hotel Employees and Restaurant Employees, Local 5****
- **Hawaii Teamsters and Allied Workers Union, Local 996**
- Child must be enrolled & attending the Group Child Care Center (preschool) **before the start** of the program period. Limit one award per child.
- Child's parents/guardians must be employed.
- Special family circumstances concerning beneficiary status for eligibility purposes will be taken into consideration by the Child Care Program Committee or as the Board of Directors may determine.

****For H.E.R.E., Local 5 members only:** A Waiver & Immunity of Action form must be signed by the union representative before any award assistance is distributed.



Award Amount

- Total award per 6-month period is \$294, which is paid directly to the Group Child Care Center (preschool).
- Awards are good for as long as the child is enrolled during the six (6) month period.

Important: All amounts shown here are subject to change without notice.

For further information, please contact:

UNITY HOUSE, INC.
1701 Ala Wai Blvd.
Honolulu, HI 96815

MAIN OFFICE:
Phone: (808) 945-0050
Fax: (808) 944-0056
Toll Free: 1-(877) 748-6489
From the Neighbor Islands,
Mainland U.S.A., Alaska and Canada

Office Hours: 8:30 a.m. – 5:30 p.m.
Monday thru Friday
Closed on Holidays

Visit our website for more information. You may also download enrollment applications for all Unity House programs & services (available only during the applicable open enrollment dates):
www.unityhousehawaii.org

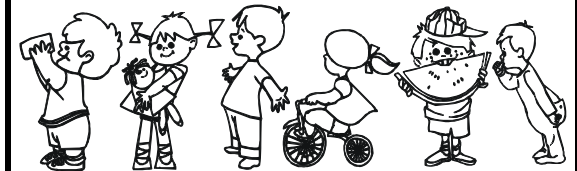
All Program requirements are subject to change without notice.
06/30/04:cpv



2004-2005 Group Child Care Assistance Program

Non-refundable Processing Fee Required

For Preschool-aged Children
(NOT including "Day Care",
"A+", "Kindergarten" or facilities
licensed as a "Child Care Home")



Another program of Unity House, Inc.
Arthur Rutledge, Founder
Anthony Rutledge, President