



## Child Care Resources

This flyer outlines resources and benefits of interest to parents at Loyola University Maryland. Some resources and benefits may have associated fees and/or only be available if enrolled in the University's group insurance plan. All benefits and programs mentioned are intended for informational purposes and do not guarantee eligibility or availability.



Contact the Benefits & Wellness team at 410-617-1365 with questions about benefits or another member of the Office of People and Culture at 410-617-2354 or [humanresources@loyola.edu](mailto:humanresources@loyola.edu).

### HEALTH & WELLNESS BENEFITS

**CIGNA Members:** Loyola University Maryland's Cigna Health Plans cover prenatal, labor, and postnatal care, along with preventive care, chronic disease management for children, and child-age vaccinations. Members can also access resources to find a pediatrician through [myCigna.com](http://myCigna.com) or by calling 800-244-6224. Wellness support is available for pregnancy-related health concerns. Following a new addition to the family, it's important to review and update your health plan, beneficiaries, and other benefits to align with your changing needs.

**Flexible Spending Accounts (FSAs)**, specifically Dependent Care FSAs, can be used to cover certain child care expenses if specific criteria are met. By reducing your taxable income, a Dependent Care FSA helps to offset the costs of child care. Keep in mind that FSAs have specific rules and limitations, so it's a good idea to consult with Optum at 800-243-5543 or [Optum FSA](#). Additionally, keep in mind that annual contribution limits may be subject to change each year, so it's important to stay updated.

#### Here's how they work:

- Enrollment: Employee must be enrolled in the FSA.
- Eligibility: The child must live with the employee and be claimed as a dependent on their federal tax return. View [IRS Publication 503](#) for more information on Dependent Care FSA and eligibility.
- Covered Expenses: Eligible expenses include daycare, nursery/pre-school, nanny/babysitter, and after-school care. Visit [Optum DCFSA Expenses](#) for more information.
- Documentation: To claim reimbursement, receipts and possibly medical documentation must be provided. To submit a claim, log in at [Optum Financial](#).

### LEAVE BENEFITS

Leave benefits, such as parental and sick leave, give employees the flexibility to take time off when they need to care for their children. These benefits help alleviate financial and logistical burdens, promote work-life balance, and create a supportive environment for employees navigating family responsibilities.

### SICK/VACATION LEAVE

Sick and vacation leave may be used to assist with medical appointments, treatments, or daily care needs. Information on Vacation Leave and Sick Leave is available in Section VI of the Staff and Administrator Policy Manual. This information includes availability of sick leave to care for an employee's child.

#### **PARENTAL LEAVE**

Paid [Parental Leave](#) and Flexible Family Leave options give parents the time they need to care for their children during critical periods.

#### **FAMILY AND MEDICAL LEAVE (FMLA)**

Eligible employees may utilize [FMLA](#) leave to provide care for a long-term illness or urgent situations, such as hospitalization or sudden health emergencies requiring immediate assistance. During this period, employees can use their accrued time off to remain in paid status. Contact a member of the Office of People and Culture to discuss your specific situation.

### **CHILD CARE BENEFITS & RESOURCES**

#### **CHILD CARE PROVIDERS**

LOCATE: Child Care is a free and confidential referral service that will help you find the best child care for your family. The program is affiliated with all of Maryland's regulated child care providers. Referral options include child care, center-based care facilities, private kindergartens, private nursery schools, head start programs, school-age and after-school programs, and provider assistance for children with special needs. Learn more on the [Maryland Family Network LOCATE: Child Care webpage](#) or by calling 877.261.0060 Monday-Friday between 8:30 am – 4:00 pm. Parents can also search summer camp options by visiting the [Maryland Department of Health's database](#).

Acentra, Loyola's Employee Assistance Program (EAP), offers a search tool to assist with finding child care providers, private schools, and summer camps. Go to [www.EAPHelplink.com](http://www.EAPHelplink.com) and enter the company code "LOYOLA." Click on "Locate Providers" on the home page.

Information on Loyola Kids Campus and Youth Programs can be found on the [Youth Programs webpage](#). Note that these programs are not part of the employee benefits package; please contact the program directly for cost information.

#### **CHILD CARE DISCOUNTS & VOUCHER PROGRAM**

The Loyola University Maryland Child Care Voucher Program is available to benefits-eligible employees to help manage child care expenses. This program offsets costs based on a fee schedule set by the University. For more information and step-by-step instructions on submitting a payment request, visit the [Child Care Voucher Program webpage](#).

[A Child's Place](#), an early learning center at Notre Dame of Maryland University, offers Loyola employees a 10% discount for preschool-aged enrollments.

Child Care Discounts: Loyola employees receive tuition savings at participating centers (e.g., KinderCare® Learning Centers or Champions Before-or-After School programs, La Petite Academy, The Learning Experience). Go to [www.EAPHelplink.com](http://www.EAPHelplink.com) and enter the company code "LOYOLA." Click on Savings Center on the home page and click on the applicable link to learn more (or use the search bar at the top of the page), including steps to redeem the discount.

### **PARENTING SUPPORT**

Acentra, Loyola's Employee Assistance Program (EAP), offers a robust library of articles and other resources for parents of children of all ages. Go to [www.EAPHelplink.com](http://www.EAPHelplink.com) and enter the company code "LOYOLA." Click on "Parenting" on the home page.

Parenting support programs offer essential skills and knowledge to help you nurture and guide your children effectively. These programs include classes on topics such as child development, behavior management, communication strategies, and effective discipline techniques. They are available through various formats—such as in-person workshops, online sessions, or group discussions.

- FamilyTree Parenting HelpLine: Call 1-800-243-7337 for free and confidential support, advice and community resources for parents in need.
- [Resources for Parents](#)
- [Essentials for Parenting](#)

### LOYOLA GEAR

Did you know that the Loyola Spirit Shop carries children's sizes, including infant and toddler clothing? Even better, employees receive a 10% discount on most regular priced purchases (online purchases and textbooks excluded).

