

# Colonial Williamsburg News **EXTRA**

Vol. 10, No. 20

November 14, 1988

## **Board of Trustees approves child care center**

The CW Board of Trustees has approved a proposal to build a child care center for preschool children of CW employees. The center will be designed to serve all regular CWF and CWHPI employees. It was recommended that the cost be set on a sliding scale based on family or employee income levels.

Plans are to build the center in the area between the Group Arrivals Building and the Cascades. The center will likely be open seven days a week, if there is demand for weekend care. The center would be open from 6 a.m. to 6:30 or 7 p.m., depending on demand.

Designs for the center are expected to be completed in early 1989. Construction will begin after approval of the bids by the executive committee of the Board of Trustees. Anticipated opening date for the center is early 1990.

A brief child care survey was recently mailed to all regular employees, to gather up-to-date information on their child care needs. If you are considering use of the child care center, please send your completed survey to Barbara Wielicki, Goodwin Building. If you need a survey, call Peggy Bender, ext. 7185.

## **Open Enrollment begins November 15**

CW will offer two health care plans to all regular employees in 1989--KeyCare, provided by Blue Cross and Blue Shield of Virginia, and Sentara, formerly Maxicare. During the "open enrollment" period, November 15 to December 15, you'll have the chance to choose the plan that is right for you.

A special benefits newsletter containing information about the plans, new premium rates for 1989, and enrollment procedures, will be arriving in you mail soon. If you do not receive your newsletter by November 25, call the

Benefits office at ext. 7026 and they'll send you the needed information.

## **Mark your calendar--Hobby and Craft Show and Sale is THIS weekend!**

You don't want to miss this opportunity to get a jump on your Christmas shopping! Come to the CW Employees' Hobby and Craft Show and Sale, Saturday, November 19 and Sunday, November 20, 10 a.m. to 4 p.m. each day!

It will be held in the North Ballroom of the Williamsburg Lodge and features items made by our many talented employees! The show and sale is open to the public and admission is free so bring your friends! This event is sponsored by the Hospitality and Courtesy Committee!

## **Great American Smokeout is November 17!**

The Great American Smokeout is an upbeat, good-natured effort to encourage smokers to give up cigarettes, cigars, chewing tobacco, etc. for twenty-four hours. It is sponsored by the American Cancer Society and is supported by thousands of other organizations, including Colonial Williamsburg!

Smokers are encouraged to give up smoking for twenty-four hours--from midnight to midnight on Thursday, November 17. Throw away your cigarettes, cigars, chewing tobacco, etc. and pick up a survival kit (a bag filled with lots of "goodies" such as candy, headless matches, a wrist rubber band to "pop" yourself when you think of smoking, buttons and stickers, and a variety of educational materials.)

Non-smokers can adopt a smoker (and form a team!) and support him or her in this effort to change a tough, addictive behavior. The team signs adoption papers together. Preaching and scolding are taboo. Smokers or ex-smokers who are "adopting" current smokers for the day should offer moral support, en-



couragement, and incentives to help get him or her through the day--and hopefully longer.

To trade in your cigarettes, cigars, chewing tobacco, etc. and to sign adoption papers, come to Room 132 in the Franklin Street Office Building between 8 a.m. and 5 p.m., Thursday, November 17. You can come earlier in the week, Monday through Wednesday, from 9 a.m. to 5 p.m. On your own or with a friend, stop smoking for the day, take a breather--it's your life!

#### **The budget will be topic of next conversation**

The budget is the topic of the next employee conversation with Bill Roberts, vice president, Finance, and chief financial officer. He will talk and answer your questions about the budgeting process at CW--how it works, who makes the decisions, and why, from initial budget requests to final approval.

The conversations will be held on Thursday, November 17, 10 a.m. to noon, Fife and Drum Building; and Tuesday, November 22, 2 p.m. to 4 p.m. at the Cascades.

#### **Report ALL wages to the VEC**

If you receive unemployment compensation benefits, the Virginia Employment Commission (VEC) **requires** that you report **all wages** on a weekly basis.

These wages include cash tips, service charges, banquet income, regular wages, commissions, bonuses, back pay, severance pay and any other payments made by an employer. When your initial claim is filed with the VEC, they will explain how to report these wages.

If you need more information, contact Iris Diggs, ext. 7047 or Ed Joyner at ext. 7043.

#### **VITA = Volunteer Income Tax Assistance**

VITA is a free income tax preparation service supported by CW management and provided to CW employees by fellow employees. **Volunteers are needed.**

Volunteers receive approximately 19 total hours of training to prepare

1040EZ's, 1040A's, basic 1040's, and appropriate state tax forms. Two sessions of federal training have been scheduled--one in early December and the other in early January. You can attend either or both. One session on state tax training has been scheduled for the middle of January.

If you would like to work with an interesting group of employees, learn new skills, and help other employees, call Sue Houser, at ext. 7029.

#### **November events at the Lodge Gift Shop**

Everyone is invited to participate in the following special events at the Lodge Gift Shop.

A mini food fair complete with free samples and tasting of the food items carried at the Lodge Gift Shop will be held from 10 a.m. to 3 p.m. on Wednesday - Friday, November 23, 24, and 25.

A decoy painting demonstration by Carol Yupp of Southern Art Works will be held on Friday, November 25, 10 a.m. to 8 p.m.

A floral demonstration, "Autumn Themes", will be held on Friday, November 25 from 11:30 a.m. to 1:30 p.m.

#### **Join your CW family for Thanksgiving Dinner**

If you are on duty on Thanksgiving Day, you're invited to join us for Thanksgiving Dinner at the Commonwealth Hall (formerly the Cafeteria) from noon to 6 p.m. on Thursday, November 24.

You must be on duty, in costume or uniform, and present your valid employee pass at the door prior to entry. Employees without valid employee passes will not be served. CWHPI employees working Thanksgiving Day will served Thanksgiving dinner at the restaurant or hotel where they work.

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The "Extra" is published twice monthly by Human Resources Development. Deadlines are 5 p.m. the first and third Thursdays of each month. Our next deadline is November 17, 1988. Call Heidi Moore at ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO.