

# Extended Hours Program

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## Extended Hours Program Policies for Families Receiving CCCAP

Please initial each line that you have read and understand our policies. Your registration will not be complete until this form is completed and returned to Extended Hours.

\_\_\_\_ Parent fees are due the 1<sup>st</sup> of each month. If payment is not received by the 5<sup>th</sup> day of the month, childcare will be suspended until payment is received.

\_\_\_\_ Parent/guardian will authorize schedule and care through CCCAP caseworker prior to child attending. Any unauthorized care will result in a private pay charge due to parent/guardian. Private pay charges are due IMMEDIATELY to resume care.

\_\_\_\_ Children must be checked in and checked out in the ATS system and manual check out sheet at drop off and pick up **DAILY**. Care may be suspended if parent/guardian fails to properly check child in and out on a consistent basis.

### Policies for Care on Full Days/Non-School Days

\_\_\_\_ Parent is responsible for submitting a Full Day reservation form to request care for non-school days.

\_\_\_\_ Parent/Guardian will notify caseworker of Full Day request and location prior to the Full Day cancellation deadline in order to ensure care is authorized at Full Day location.

\_\_\_\_ Parent will cancel . After the deadline, cancellations are not accepted and parent will be responsible for private payment for the day. Full Day fees for private pay are \$34 per child per day.

\_\_\_\_ Parent is responsible for private payment of any Full days that child is scheduled but does not attend. This charge is not covered by CCCAP and is not included in the parent fee. **Payment is due before child is able to attend again.**

\_\_\_\_ If child is sick, parent must notify the main office by 8:00 AM the day of care and provide doctor's note within 24 hrs to excuse absence. If doctor's note is **NOT** provided, parent will be responsible for private payment for absence.

\_\_\_\_ Children must attend at least 5.01 hrs in order for Extended Hours Program to receive Full Day payment from CCCAP. If attendance is less than 5.01 hrs, parent/guardian will be charged \$10.00 to cover the difference in rate. Extended Hours will only be providing Full Day options for non-school days. Half day care (5 hours or less) will not be accepted.

**\*\* I have read and understand all of the above stated policies.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Child #1 Name

\_\_\_\_\_  
Child #2 Name

\_\_\_\_\_  
Child #3 Name