



A-B-C Addendum to Financial Policies Publicly Funded Families Effective May 2018

To be eligible for a space in any Mini University center, the family must be serious about working towards **economic self-sufficiency**. Our goal is to support the Mission of ODJFS: to improve the well-being of Ohio's workforce and families by promoting economic self-sufficiency. Families will be held accountable for demonstrating this by:

- A** Attending 25 hours!
- B** Behaving respectfully and responsibly: get re-authorized on time!
- C** Co-pays support teachers who educate your child, our 1st priority:
pay on the 1st of each month (15th for Sinclair)

Mini University has a long history of providing excellent early care and education to help young children arrive at Kindergarten ready to learn and succeed. Our goal is to continue to provide high quality early learning, by preserving our pay and benefits for our great Team. The true difference in a Mini U program is the quality of our teaching staff! As the economy continues to struggle, the business of child care has also been affected, and we need your help and commitment to the following policies:

- 1) **Enrollment Priority:** Each center has an enrollment priority policy based on the needs of our sponsoring organization. Most centers have limited publicly funded spaces. Mini University accepts full time authorizations for children 5 and under, according to their priority. Part time school age authorizations are accepted at our Miami and Wright State centers, and these children must attend at least 8 hours each week during the school year.
- 2) **Initial Authorization:** *We prefer children are authorized for a full year and all enrollment paperwork and written authorization should be completed 2 weeks prior to the family's desired start date.* We realize this is not always possible, but we must have paperwork completed no later than one week prior to starting. If a family is "waiting on authorization" and all other enrollment paperwork and procedures are complete, the Program Administrator may approve a child to start **as early as the day after we receive written authorization as long as the child will be able to attend 25 hours that week.** This means we need authorization by Tuesday and a child could start on a Wednesday, and must attend 25 hours between Wed-Fri in the first week. The child can attend any 25 hours in future weeks.
 - a. For WSU students interested in a space at our WSU center, see the Office of Financial Aid and read the Subsidy General Information document.
- 3) **Maintaining Full Time Weekly Authorization:** It is your responsibility to keep up with ODJFS required paperwork and re-authorization requirements. Mini University expects families to have all re-authorizations in hand 2 weeks prior to the authorization end date. We recommend you **start this process 2 months before your end date** so you maintain your eligibility and authorization. **Families who fail to obtain full time authorization at least one day prior to expiration will be dis-enrolled.**
- 4) **Retroactive Authorization:** Mini University does NOT accept retroactive authorization. Anyone "waiting on authorization" who needs to start and is able to private pay, is accepting responsibility for paying all tuition charges in full for the month. When authorization is received, the family may request to move into a publicly funded space for the next month. The Program Administrator will determine if there is a publicly funded space available or not.

- 5) Attendance:** Full time attendance is required each week for all infants, toddlers, preschoolers and summer school age children to stay enrolled at Mini U. Full time = 25 hours each week, including holiday weeks.
- a. School Age children during the school year are expected to attend at least part time, which is 8 hours/wk. Limited part time programs may be available at our Montgomery County location only-contact the Program Administrator.
 - b. **Illness:** We know children get sick occasionally and you can't bring your children when they are ill. This shouldn't happen often and the state allows you to have 10 "absent days" every 6 months (Jan-June and July-Dec). Don't exceed that amount!
 - c. 3 strikes and you're out! Attendance warning letters are distributed when a family reports less than full time attendance in the Ohio ECC system. This means the child did not attend at least 25 hours and had no absent days left to use. Families are warned to improve attendance or their children will be dis-enrolled.
- 6) Child Care Time and Payment (CCTAP) System:** Anyone receiving child care benefits will be part of the new Child Care Time and Payment (CCTAP) system. This system will have an important new set of rules mandated by the state. All child care centers and family providers must use the tablet at the center to TAP your child in and out. On your child's first day, you will create a PIN and you will be responsible to TAP your child in and out each day. This will report the time and attendance for your child.
- 7) Monthly Co-Pays & Withdrawal Notification:** All Co-Pays are charged monthly and due the 1st of each month. If a family is withdrawing, 3 weeks written notice is required, prior to the child's last day of attendance. After this 3 week period, if a family is due a refund, the monthly co-pay will be pro-rated by week and a check will be sent to families at the end of the month. No co-pay amount is refunded / pro-rated unless a family gives 3 weeks written notice they are withdrawing.
- 8) Arrival Time Is 8:30AM:** We recommend all families establish a consistent drop off and pick up time, because it provides consistency and helps children understand the importance of "school" even at this young age. Because publicly funded families must attend 25 hours each week, and we have important early education work each day, we suggest families arrive no later than 8:30AM each morning. If your arrival time is going to be later than 8:30AM, please call the center so the classroom knows to expect your child(ren) in attendance.

The administrator has reviewed each of these items with me. I have read, understand, and agree to abide by the above stated policies.

Signature: _____ **Date:** _____

Program Administrator Signature: _____ **Date:** _____