

**A-B-C Addendum to Financial Policies
Publicly Funded Families
Effective April 2019**



Our goal is to support the Mission of the Ohio Department of Job and Family Services (JFS):

To improve the well-being of Ohio's workforce and families by promoting economic self-sufficiency.

To be eligible for a space in any Mini University center, the family agrees to work towards economic self-sufficiency. Publicly funded families are also expected to:

- A** **Attend at least 25 hours!**
- B** **Behave respectfully and responsibly: TAP in/out every day &**
- C** **Complete re-authorization paperwork & pay CO-PAYS on time.**

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, and improve the pay, benefits and retention of our great Team. Our financial policies and Tuition rates fund our Team. All families, regardless of how they pay their tuition, support the Team. Welcome to our School Family!

- 1) Abide by the Mini University Financial Policies and the policies outlined in this Addendum.**
- 2) Enrollment Priority & Full Time Authorization:** Publicly funded families are welcome at all Mini University centers. Each center has an enrollment priority policy based on the needs of our sponsoring organization. For example, the MVH Child Care & Preschool has reserved all publicly funded spaces for Priority Premier Health employees only. Mini University accepts only full time authorizations for Infants, Toddlers, Preschool and Pre-K children. Part time school age authorizations are accepted at our WSU center, and these children must attend at least 8 hours each week during the school year.
- 3) 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 at least 25 hours each week, and we have important early education work each day, we suggest families arrive no later than 8:30AM each morning. All Pre-K children must arrive by 8:30AM regardless of how they are funded.
- 4) Initial Authorization:** *We prefer children are authorized for a full year and all enrollment paperwork and written authorization is 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. Enrollment start dates are the 1st day of each month. Limited start dates may be available on the 15th of the month. If a family is "waiting on authorization" and all other enrollment paperwork is complete, the Program Administrator may approve a child to start **as early as the Monday after we receive notification of authorization.** This is contingent on **all** paperwork, including the Medical form signed by the doctor, being complete. We also prefer children have a class visit so the child and family can meet the teacher and have a general orientation to the program.

- 5) **Maintaining Full Time Weekly Authorization:** Each publicly funded family is responsible for keeping up with JFS 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 families **start this process 2 months before the child's end date** to maintain eligibility and authorization. **Families who fail to obtain full time authorization at least one day prior to expiration must be dis-enrolled.**

- 6) **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.

- 7) **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 = at least 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.
 - b. Illness: We know children get sick occasionally and families can not bring children when they are ill. This should not happen often and the state allows up to 10 "absent days" every 6 months. Absent days are allocated by the state for January-June and July-December. Please do not exceed this amount. Consistent attendance is important for all children.
 - c. Attendance warning letters are distributed when a family reports less than full time attendance in the TAP system. This means the child did not attend at least 25 hours and had no absent days left to use. Families are reminded to improve attendance or their child will be dis-enrolled.

- 8) **Child Care Time and Payment (CCTAP) System:** All publicly funded families are part of the Child Care Time and Payment (CCTAP) system. This system has an important set of rules mandated by the state. All child care centers and family providers must provide a tablet at the center so families TAP children in and out each day. On a child's first day, a family creates a PIN and accepts responsibility to TAP daily and approve "missed" TAPs quickly. The TAP system reports the time and attendance for each child to the state. Failure to consistently TAP and follow these policies will result in a child being dis-enrolled.

- 9) **Monthly CO-PAYS & Withdrawal Notification:** All CO-PAYS are charged monthly and due within one week of being charged. 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 is pro-rated by week and a check is sent to the family at the end of the month. No CO-PAY is refunded or pro-rated unless a family gives 3 weeks written withdrawal notice.

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

Signature: _____

Date: _____

Administrator Signature: _____

Date: _____