

**A-B-C Addendum to Financial Policies
Publicly Funded Families
Effective December 2023**



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

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. Mini University accepts only full-time authorizations for Nursery, Toddler & Twos, and Pre-Kindergarten children.
- 3) **Recommended Arrival Time Is 8:30AM:** We encourage all families to 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. Publicly funded families must attend at least 25 hours each week, and we have important early education work each day, so we suggest families arrive no later than 8:30AM each morning.
- 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 Director 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 1-2 months before the child's end date** to maintain eligibility and authorization. **Families who do not obtain authorization by their authorization end date, are withdrawn until their re-authorization is obtained. No child care can be provided until the new authorization is available.** Begin the process early to avoid any gap in services.

- 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 Director determines if there is a publicly funded space available or not.

- 7) **Attendance:** Full time attendance is required each week for all Nursery, Toddler & Twos, Pre-Kindergarten and summer school age children to stay enrolled at Mini University. Full time = at least 25 hours each week, including holiday weeks.
 - a. **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 generously allows up to 20 "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.
 - b. **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) **Ohio Child Care Time, Attendance and Payment (TAP) System:** All publicly funded families are part of the TAP system. This system records attendance for children receiving publicly funded child care (PFCC) services, and has an important set of rules mandated by the state. All child care centers and family providers 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. 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 for the number of Mondays in the month. This means CO-PAY charges may fluctuate between 4-5 weeks/month. All payments are due within the first week of the month. If a child's CO-PAY is more than monthly tuition, the family will be charged the current monthly tuition rate. 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.

I have read, understand, and agree to abide by the above stated policies.

Signature: _____

Date: _____

Center Leader Signature: _____

Date: _____