



A-B-C Addendum to Financial Policies

Publicly Funded Families · Effective November 2025

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, your family agrees to work toward economic self-sufficiency. Publicly funded families are also expected to follow the A-B-C commitments below.

A	Attend every day — at least 7 hours every day, and at least 33 hours each week when authorized full-time.
B	Behave respectfully and responsibly — TAP in and out every day.
C	Complete re-authorization paperwork and 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 that helps children arrive at kindergarten ready to learn and succeed. Our goal is to keep that quality high while improving the pay, benefits, and retention of our great team. Our financial policies and tuition rates fund that team, and all families — however they pay their tuition — support it. **Welcome to our School Family!**

- 1. Abide by Both Policies:** Follow the Mini University Financial Policies and the additional policies outlined in this Addendum.
- 2. Enrollment Priority & Full and Part-Time Authorizations:** Publicly funded families are welcome at all Mini University centers. Each center has an enrollment priority policy based on the needs of its sponsoring organization. Mini University accepts full-time and part-time authorizations for Nursery, Toddler & Twos, Pre-Kindergarten, and K-Ready classrooms.
- 3. Recommended Arrival Time is 8:30 a.m.:** We encourage every family to establish a consistent drop-off and pick-up time. Consistency helps children understand the importance of “school” even at this young age. **Full-time publicly funded families must attend at least 7 hours per day and at least 33 hours each week. Part-time publicly funded families must attend at least 10 hours each week.** Because important early education work happens each morning, we suggest arriving no later than 8:30 a.m. **Arrival by 9:00 a.m. is mandatory for our K-Ready classrooms.**
- 4. Initial Authorization:** Children are authorized either full-time or part-time. All enrollment paperwork is due no later than one week before starting, including written authorization. Enrollment start dates are the 1st of each month, and limited start dates may be available on the 15th. 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 depends on all paperwork being complete, including a copy of the immunization record. We also prefer that children have a class visit beforehand, so your child and family can meet the teacher and get oriented to the program.
- 5. Maintaining Weekly Authorization:** Each publicly funded family is responsible for keeping up with JFS paperwork and re-authorization requirements. We ask that families have re-authorization in hand **one week before the authorization end date**, and we recommend starting the process two months ahead to avoid any lapse. **Families who do not obtain authorization by their end date are withdrawn from the program** and placed on our waiting list. Care can resume if a spot is still available when the re-authorization arrives. Starting early is the best way to avoid a gap in services.
- 6. Retroactive Authorization:** Mini University does not accept retroactive authorization. A family waiting on authorization who needs to start and is able to private pay accepts responsibility for paying all tuition charges in full for that month. Once authorization is received, the family may request to move into a publicly funded space the following month. The Director determines whether a publicly funded space is available.

Initials: _____

7. Attendance Text Alerts: Meeting your authorized hours protects your funding, so we send automated text message reminders to the mobile number on file:

- **Wednesday evening** — if your child's hours so far suggest you may fall short for the week, while there is still time to make them up before the week ends.
- **Monday morning** — if the required hours were not met the previous week.

These texts are a courtesy reminder and do not replace your responsibility to track your child's attendance. Message and data rates may apply, and you may reply STOP at any time to opt out — though opting out does not change your attendance requirements. Please keep your mobile number current with the center.

8. Attendance: Attendance requirements for full-time and part-time authorization must be met every week, including weeks with one holiday or inclement weather.

- **Full-time** = 7 hours daily and at least **33 hours each week**, including weeks with one holiday or inclement weather.
- **Part-time** = at least **10 hours each week**, including weeks with one holiday or inclement weather.

a. Illness: We know children get sick from time to time, and families should never bring a child in while ill. This shouldn't happen often — the state generously allows up to **20 absent days every six months**, allocated January–June and July–December. Please try not to exceed this. Consistent attendance matters for every child.

b. If you are authorized full-time and do not attend at least 33 hours, your family will receive **one exception** (a warning letter). If the full-time attendance requirement is not met a second time, you will be billed \$110 for the difference between the full-time and part-time reimbursement rates, and your child may be moved to a 2- or 3-day full-day schedule. No exceptions will be made.

9. Ohio Child Care Time, Attendance and Payment (TAP) System: All publicly funded families are part of the TAP system, which records attendance for children receiving Publicly Funded Child Care (PFCC) and follows an important set of state-mandated rules. Every center provides a tablet so families can TAP children in and out each day. On your child's first day, you'll create a PIN and accept responsibility for TAPping daily and approving any missed TAPs promptly. **Failure to TAP and follow these rules will result in your child being disenrolled.**

10. Monthly Co-Pays & Withdrawal Notification: Co-Pays are charged monthly based on the number of Mondays in the month, so charges may vary between four and five weeks. All payments are due on the first of the month. If a child's Co-Pay is more than the monthly tuition, the family is charged the current monthly tuition rate instead. If your family withdraws, **three weeks' written notice** is required before your child's last day of attendance. After that three-week period, if a refund is due, the monthly Co-Pay is pro-rated by week and a check is mailed at the end of the month. No Co-Pay is refunded or pro-rated unless three weeks' written withdrawal notice is given.

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

Parent/Guardian Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____