

Family Handbook Addendum - Childcare and Early Childhood Education (ECE) Information

This document contains information that pertains only to Childcare and Early Childhood Education (ECE) programs.

Situations That May Require Disenrollment

1. Behaviors that jeopardize safety.
2. Conditions that require continuous and ongoing care, treatment, or other attention that goes beyond staff knowledge or expertise.
3. Situations that require additional staff.

Childcare Absenteeism

When children attend school regularly they have improved educational outcomes, reduced stress, and better relationships with friends and teachers.

1. All children are expected to attend the center on a regular basis or according to their approved schedule.
 - A. Ten absentee days per six-month period permitted for subsidized childcare clients.
 - B. Tuition fees are due regardless of attendance.
2. If child is going to be absent, the parent should contact the center as soon as possible with the following information:
 - A. Reason for illness
 - B. Date the child is expected to return
3. All absences must be documented. Only the following reasons will be considered excused absences:
 - A. Illness, communicable disease or injury
 - B. Hospitalization
 - C. Death in family
 - D. Temporary family situation
 - E. Severe weather conditions
4. The Childcare Site Administrator, Family Advocate, and Teacher will work closely with the family to provide support to ensure that the child attends the center on a regular basis.

*****Refer to the Attendance Policy regarding absenteeism*****

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Payments:

There are no fees for any Head Start, Early Head Start, or Early Head Start Child Care Partnership services. Any fees a family is charged are for our program options.

It is preferred that all payments be made online through the BrightWheel family app. Payments made by check or money order need to be written to: LCECA and have your child's name on the payment. A returned check will result in a \$45.00 fee. After one returned check all future payments must be made with a money order or certified check.

Log into <https://schools.mybrightwheel.com/> or you can download the app to make online payments.

Payments may be dropped off at our drop boxes located at:

Delta Lane Office (drop box available 24/7)
1722 Co. Rd. 60
South Point, OH 45680

Ironton Administrative Office (drop box available 8:00 am to 4:00 pm Monday- Friday)
1518 S. 3rd St.
Ironton, OH 45638

Payments can be mailed to: (Please make sure child's name is on check or money order)
LCECA
PO BOX 879
South Point, OH 45680

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Lawrence County Early Childhood Academy Child Care Rates

(These rates apply to Child Care only)

	Pre-School	Toddler	Infant
Weekly Rate	\$145.00	\$150.00	\$160.00

- Weekly fees are due in our office the Friday before the Monday that your child is scheduled to attend the center. If Friday is a holiday, then it needs to be received in our office on Thursday prior to that Monday.
- Services are based on a weekly rate and not pro-rated on a daily basis.
- Families with more than one child enrolled will receive a 15% discount for services. No other discounts apply.
- There is an annual application fee of \$25.00 that will be paid with the first payment, and each September thereafter.
- Late fee- In the event that a parent is late picking up their child from the center, a late fee of \$25.00 will be charged.
- Failure of timely payments can result in late fees and/or termination of services.
- Your child will be assigned an enrollment slot. Therefore, weekly fees are due even if the child is not in attendance.

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Early Childhood Education Sliding Fee Tuition Scale

(These rates apply to ECE only)

Families whose income falls below 100% of the Federal Poverty guidelines pay no fee for Early Childhood Education. Families whose income is between 100 and 200% of the Federal Poverty Level pay the following monthly fee for Early Childhood Education:

Percent Poverty Level	Monthly Fee Amount
101%-130%	\$0.00
131%-150%	\$80.00
151%-175%	\$105.00
176%-199%	\$155.00
Over 200%	\$205.00

- All payments must be received in our office by the first of each month.
- Services are based on a monthly rate and not pro-rated on a daily basis.
- Families with more than one child enrolled will receive a 15% discount for services. No other discounts apply.
- Late fee-In the event that a parent is late picking up their child from the center, a late fee of \$5.00 per minute (for each minute after the center's closing time) will be charged.
- Your child will be assigned an enrollment slot. Therefore, monthly fees are due even if the child is not in attendance.

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Child Care Subsidy

- Weekly fees are due in our office the Friday before the Monday that your child is scheduled to attend the center. If Friday is a holiday then payment needs to be received in our office on the Thursday prior to that Monday.
- Failure of timely payments could result in late fees and/or termination of services
- Families eligible for CCS are expected to meet paperwork requirements with the state to maintain their subsidy.
- Parent/guardian is responsible for their swipe card and making sure the child is accurately swiped in and out each day.
- Parent/guardian is responsible for any fees CCS will not cover.
- **Your child is expected to attend a minimum of 25 hours per week.**

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Addendum for the Child Care Subsidy Co-Pay Agreements

Our policy on absent days is based on the licensing requirements below. Families can be charged for any absent days in excess of what is provided and paid for by ODJFS.

5101:2-16-10 J. 1. A child is eligible for a maximum of twenty absent days during each six-month period of January through June and July through December of each state fiscal year.

5101:2-16-10 M. 1.

A provider shall make a caretaker aware of fees not covered by publicly funded child care payments for which the caretaker may be responsible.

(a) A provider shall have a signed agreement with the caretaker for the payment of these fees.

(b) Such fees may include:

(i) Late fees.

(ii) Activity fees.

(iii) Transportation fees.

(iv) Charges for absent days which exceed those eligible for payment from ODJFS.

(v) Charges for hours of care that exceed those authorized.

Child's Name: _____ Date: _____

Parent Signature: _____

Family Advocate Signature: _____

