

AJ'S CHILDCARE LLC POLICIES FOR CCAP/TANF PROGRAM

If you are on either **Larimer or Weld County CCAP/TANF Program** you will need to read, sign and abide by the policies listed below in order to be contracted with **AJ's Childcare LLC**. If these policies are not followed or if they are abused you risk your childcare contract to be terminated from **AJ's Childcare LLC** without notice.

CCAP will pay for 1 absent day per month not to exceed 10 absent days per year. If any child/ren is absent more than 1 day per month or more than 10 days per year the parent/guardian(s) will be charged the daily rate set forth by the county the CCAP/TANF authorization was approved under. Parent/Guardian(s) will be responsible for any payment for any hours/days that CCAP/TANF does not pay.

Most common reasons for rejected payments by CCAP/TANF are as follows:

1. When a parent/guardian(s) does not record the attendance of their child/ren into ATS
2. When an error is made in the recorded attendance
3. When attendance is less or more than the days and/or hours approved.

If you are charged for payments for any reason you will be expected to pay the amount due before dropping your child off for the next available day that your child is scheduled to be in care for.

CCAP/TANF paid holidays are as follows:

- **New Year's Day**
- **Memorial Day**
- **4th of July**
- **Labor Day**
- **Thanksgiving Day**
- **Christmas Day**

AJ's Childcare LLC will notify parent/guardian(s) of any additional holiday closures and/or vacation days with a minimum of a 2 weeks' notice.

Your contracted spot will be determined by availability of openings in **AJ's Childcare LLC** and also by approval of activity that is determined by the CCAP County that the application was submitted to. By contracting with **AJ's Childcare LLC** you understand that there should never be a child/ren in attendance if one of the parent/guardians for the household is not in a CCAP approved activity. Keep in mind CCAP allows for ½ hour drive time to work and ½ hour drive time to pick up your child/ren from care every day. If you need extra hours in childcare you will have to contact your CCAP technician for approval and provide me with a copy of your new schedule that is approved by CCAP. At that point, **AJ's Childcare LLC** will review the new schedule that is presented and check availability of openings and determine if we are able to change the contracted schedule to accommodate the new hours. (Examples are on page 2)

By signing this I, _____ have read, understand, and agree to the policies listed for **AJ's Childcare LLC**. I have enrolled my child/ren, _____ into **AJ's Childcare LLC** under the Larimer or Weld County CCAP program. I will follow the policies **AJ's Childcare LLC** has put in place in order to accept the CCAP/TANF program for families in need. I understand that I will need to provide **AJ's Childcare LLC** a copy of all approved activity schedules approved by CCAP/TANF along with an employer letter of days and hours any parent/guardian in the household will be at work. If attendance is abused, or any absent days left unpaid, or any parent fee not paid by the dates agreed in my contract with **AJ's Childcare LLC**, I understand that I run the risk of my contract being terminated without notice.

X _____ Date _____
Parent/Guardian Signature

X _____ Date _____
Parent/Guardian Signature

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Example with only 1 parent/guardian in the household: I will need to be provided with the parent/guardians schedule and/or any contributing factors that will affect the hours that a child will be in care for with the CCAP approved activity.

An example of this would be as follows:

CCAP was provided by the parent/guardian the hours of 6am-2pm (actual work hours) Monday - Friday for an approved activity.

Based off of this information this is how the contract is expected to be followed.

1. Drop off will be approved M-F no earlier than 5:30am
2. Pick up will be approved M-F no later than 2:30p

MON	TUES	WED	THURS	FRI	SAT	SUN
5:30am-2:30pm	5:30am-2:30pm	5:30am-2:30pm	5:30am-2:30pm	5:30am-2:30pm	N/A	N/A

Example with 2 parent/guardians in the household - This one is a little trickier as the hours will be based off of who goes in the latest for drop off and who gets off the earliest for pick-up of the child/ren in care. In order to be in care I will need to be provided with both parent/guardians schedule and/or contributing factors that will affect the hours the child/ren will be in care according with the CCAP approved activity. If one of the parent/guardians is out of the approved activity it is expected that the child/ren in care to be picked up within ½ hour from that parent leaving the approved activity.

An example of this would be as follows:

CCAP was provided the hours of both parent/guardians.

- First parent/guardian sent in hours of 6am-2pm (actual work hours) Monday - Friday for an approved activity.
- Second parent/guardian sent in hours of 5am-10pm (actual work hours) Monday - Saturday for their approved activity.

Based off of this information this is how the contract is expected to be followed.

1. Drop off will be approved M-F no earlier than 5:30am
2. Pick up will be approved M-F no later than 2:30pm

MON	TUES	WED	THURS	FRI	SAT	SUN
5:30am-2:30pm	5:30am-2:30pm	5:30am-2:30pm	5:30am-2:30pm	5:30am-2:30pm	N/A	N/A

*Notice the 2nd parent/guardian has longer hours and an extra day, CCAP will not approve for the longer hours or the extra day. If hours are continuously not followed according to the contracted days/times this will interfere with openings and spots filled and **AJ's Childcare LLC** will be forced to terminate the contract without notice.

X _____ Date _____
Parent/Guardian Signature

X _____ Date _____
Parent/Guardian Signature