

CHILD CARE PROVIDERS

Attendance Sheets

- 1). Parents must sign their child(ren) in and out every day that they attend care.
- 2). If you do not use an electronic software system for signing in and out, then parent/guardian will need to sign in manually. They are responsible for writing the exact time and if it is am or pm. You cannot under any circumstances sign in or out for the parent/guardian by signing their name.
- 3). You are only allowed to sign the child in or out, if you are taking the child to the school bus/school or picking them up from the school bus/school and this must be your name.
- 4). If you use an electronic software system for signing in and out, then you must have the parent/guardian review the sheet at the end of the month and sign it. They are to review it for accuracy. If it is not accurate, they are not to sign it until it has been corrected.
- 5). Under no circumstance should you use white out. If you make an error, it should be acknowledged by a single strike through along with your initials.
- 6). There should be a separate attendance sheet for each child.
- 7). It is not acceptable for a parent/guardian to wait until the end of the month to complete the entire attendance sheet. This is considered misrepresentation.
- 8). Parents/Guardians must sign their full first and last name legibly. If a relative or friend has permission to pick up the child(ren), they must sign their full first and last name.



Allowable Provider Fees

Per your Provider Services Agreement under
Payment of Services:

The Provider agrees to accept maximum amounts as established by the Agency as payment in full for child care services rendered. Additional allowable charges by the Provider shall be limited to reasonable one-time registration fees, transportation fees, late fees and charges for time not approved by the agency. The Provider shall inform the parent of these fees prior to enrollment. The Provider shall inform parents of any increase in charges at least thirty days in advance.

You are not permitted to charge any additional fees to or request any additional tuition from families who receive child care subsidies. Failure to meet this policy could result in losing your Provider Services Agreement.

Child Care Daily Fees

If a parent/guardian has a child care daily fee on the Child Care Certificate, you may only charge that fee on days the child attends care. You may NOT charge it for days the child is not in care.

If the child attends less than 4 hours of care, that fee must be adjusted.

1 minute to 1 hour 59 minutes = 1/3 of daily fee

2 hours to 3 hours 59 minutes = 2/3 of daily fee

4 hours+ = full daily fee



For additional guidance, contact Link CCR&R.