

## RESPONSIBILITIES OF SENECA COUNTY CHILD CARE PARENT

1. **Child care services may be used only while the parent is at work or in school, plus reasonable time needed to travel. Any other time is "personal" and the client must pay for all personal time. Child care does not pay for running errands. FYI-Pre-School is NOT covered unless it falls within your work/school hours; pre-school would then be private pay. There is no eligibility when another parent/caretaker is in the home and is available to care for the child(ren) (ie parent/caretaker is not working or in school).**
2. Children are to be dropped off and picked up at the provider's door on time. You are to drop off just before work or school and pick up immediately afterwards. **You may NOT use child care services to run errands.**
3. **You must report any and all changes such as who is in the household, changes in income, shift or employer, home address, marital status, etc., within 10 days of occurrence to the child care unit. This is not the childcare provider's responsibility. Changes reported to ADC or food stamp workers are not forwarded to us. Whenever possible, do not send ADC and child care paperwork in the same envelope.**
4. **Ohio Electronic Child Care (ECC) swipe cards are now being used throughout the State. As a condition of your authorized child care benefits, you are required to use your card to swipe your child in and out of a provider's care. If you fail to do so, your benefits could be terminated.**
5. If you claim your child care co-payments for tax purposes, you will need to obtain your provider's tax ID number or Social Security number from the provider. Please discuss this issue with your provider before the first day of care.
6. **BEFORE changing providers, you must contact your Child Care Specialist.**
7. If you are required to pay a co-payment, you must pay it directly to the provider, preferably on your pay date. You may want to request a receipt at the time the payment is made. **Non-payment of fees is cause for termination of child care services.**
8. **Students must send in a copy of their official class schedule and each new class schedule BEFORE classes begin.**
9. If you have a problem or concern about your child's care, please discuss it with the provider. If you suspect any abuse or neglect at the provider's home/center, please contact the agency right away whether it is your child or someone else's child.
10. Immunizations for children receiving child care must be up-to-date, or in progress, for all children not yet in kindergarten. They need to be submitted to your child care provider **before** the first day of care.
11. Children may not be left at the provider's home if they have a fever, diarrhea, vomiting, or any communicable disease. If your child has been exposed to a disease, you are to advise the provider so she may look for symptoms. Contact your provider if you are not bringing your child or if you will be late.
12. Child care providers are entitled to vacation and occasional time off due to illness or family emergencies. The provider is to have an Emergency or Substitute Caregiver available, but we have found that it is also helpful if you have someone who can watch your child on short notice. We do not guarantee weekends or holidays. Please do not leave your child with anyone at the provider's home who is not an Authorized Emergency or Substitute Caregiver, 18 years of age or older.
13. Child care services are only covered for children under the age of thirteen, unless a child has special needs. Contact your child care worker when your child turns thirteen. If you feel your child has special needs, discuss it with your worker.
14. Your child care services may be terminated if you fail to use it for 31 days. Exceptions to this rule are if absence is:
  - Due to a verified medical problem
  - Due to the child visiting with non-custodial parent
  - Due to normal gap in school or training (such as summer vacation)
  - Due to gap in employment resulting from lay-off

I have read and understand my responsibilities concerning the child care program.

**Parent/Caretaker Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

>Sign & Date Both Sides< >Sign & Date Both Sides< >Sign & Date Both Sides< >Sign & Date Both Sides<