

RESPONSIBILITIES OF SENECA COUNTY CHILD CARE PARENT

1. **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 when they occur to the child care worker. This is not the childcare provider's responsibility. Changes reported to other program workers are not forwarded to us. This includes but is not limited to Medicaid, food assistance, child support workers. Whenever possible, do not send other program and child care paperwork in the same envelope.**
2. Caretaker or the caretaker's designee must use the Time, Attendance and Payment (TAP) system to sign children in and out of the child care provider's location. This is a required caretaker responsibility. If caretaker does not enter the child in and out using the TAP system, the child care benefit may be terminated and/or the provider may refuse to continue enrollment in their program.
3. **BEFORE changing providers, you must contact your Child Care Specialist.** Changes are to be requested prior to the change taking place. Changes cannot be back dated and only one provider is to be used each week unless an exemption is met.
4. If you are required to pay a co-payment, you must pay it directly to the provider as scheduled with the provider. 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.**
5. **Students must send in a copy of their official class schedule and each new class schedule BEFORE classes begin.**
6. 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, please contact the agency right away whether it is your child or someone else's child.
7. 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.
8. 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 they may look for symptoms. Contact your provider if you are not bringing your child or if you will be late.
9. Child care providers are entitled to vacation and occasional time off due to illness or family emergencies. The provider is not required to have a substitute. You may need/want to have a substitute available to care for your children for those instances.
10. Child care services are only covered for children under the age of thirteen unless a child has special needs. Children that turn 13 during a benefit period will continue to receive the child care benefit until the end of that benefit period. If you feel your child has special needs, discuss it with your child care worker.
11. 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: _____