



Special Rules and Requirements for Families Receiving Department of Social Services (DSS) Assistance

- You are personally responsible to pay a \$25 registration fee for each child before we can process your application
- You are personally responsible to pay a \$300 deposit for each full time child and a \$100 deposit for each part time child. If necessary, you may pay the deposit in installments of no less than \$25 per week. Your deposit will be returned to you once we have received full payment for all of your charges.
- In order to qualify for full-time DSS assistance, a child must attend at least 30 hours a week. If we notice that your child is attending less than 30 hours per week, we will discuss the option of moving your child to Drop-In care.
- Parent Fees will be expected on a weekly basis. Please speak to the Executive Director right away if there is any problem with payment. Anyone who is more than 2 weeks behind will risk losing their child's space in the program.
- I understand that I must submit proof of work (paystubs) to DSS **every month**. If I fail to do so, I will be personally responsible for the full amount of the charges for my child's daycare.
- I understand that **I must be working every day that I bring my child to daycare**. DSS will not pay for my child if I miss work because I'm sick, on vacation, laid off, take a personal day, quit my job, or miss work for any other reason. If I bring my child to daycare on a day that I am not working, I will be personally responsible to pay the **full charges** for that day.
- I must notify the DICC immediately if I lose my job for any reason. I will be personally responsible for the full amount of charges for daycare once I have lost my job.
- DSS will cover the cost for every day my child is absent **up to 12 days every calendar quarter**. If my child misses more than 12 days in a quarter, I understand I will be personally responsible to pay for the full cost of each of those days.
- I must enter in writing the time my child arrives and leaves, as well as my signature, on the daily sign in sheet in each classroom. If I ask someone else to bring or pick up my child, I will instruct them to do so also.
- I must periodically recertify with DSS as required by their rules and regulations. If I fail to do so in a timely manner, I will be personally responsible for the full charges of every day until I recertify.
- I will abide by the Health Care Plan for the Downtown Ithaca Children's Center.
- I will pick up my child before the Center closes at 5:30 pm. There is a **\$1.00 per minute fee** if I pick my child up after 5:30 pm.
- I agree to provide my child's diapers until my child is toilet trained. There is a fee if the center has to provide diapers.
- I agree to provide all requested paperwork required by Office of Children and Family Services regulations and/or The Downtown Ithaca Children's Center within 2 weeks of the original request.

All of the above requirements will be STRICTLY ENFORCED

Name (Please Print)

Child's name (Please Print)

Signature

Date