

Spokane Tribal TANF Children's Center Enrollment Policy

Admission Process

Before a child can attend the following MUST be submitted:

- *A completed Children's Center registration form.
- *A record of child's up to date immunization record.
- *Provide child care subsidy or completed payroll deduction form.
- *Receive a copy of the Parent Handbook and sign the receipt.

Waiting List

Application for enrollment of children ranging in age from six weeks through six years old will be considered. As spaces become available, enrollment is determined on a priority basis:

- 1) Spokane Tribal TANF clients
- 2) Spokane Tribal TANF employees
- 3) Members of a federally recognized tribe
- 4) All Others

Reserving a spot on the waiting list requires completing a Center registration form. Parents will be contacted when a space becomes available. If desired the parent can contact the Children's Center Manager weekly to check the status of the waiting list.

Fee and Payment

Fees are based on half-day, full-day, weekly or monthly rates, depending on the need of the child/parent. We require advanced payment for childcare services. Any hours or days the child attends in addition to the agreed upon schedule the parent/guardian is responsible to pay. Refunds will not be issued for missed days. Parents will be billed monthly and payment in full is expected approximately one week after billing is made, unless other arrangements have been made such as payroll deduct or payment plan. Payment plans can only be made with the program manager and will be in writing and agreed to by both parties. We accept checks, money orders, payroll deduction, and cash. All checks and money orders should be payable to *Spokane Tribe Children's Center* and brought to the program manager. We will not hold checks until funds are available or accept post-dated checks. If a check is returned for non-sufficient funds, that individual will no longer be able to pay by check and must pay any resulting fees charged to the Tribe.

State Child Care Subsidies

Co-Payments are due by the 10th of each month. All payments and collections are handled directly between parents and the Children's Center Manager. Parents who are receiving childcare subsidies from a third party source such as Working Connections Child Care, etc will be allowed a grace period of **one** month to get their childcare reinstated. After that they will be charged the private pay rate beginning with *the date they stopped receiving subsidy assistance*. If childcare is reinstated with back-pay, we will reimburse for any payments made.

Parents are responsible to pay any fees that are not covered by subsidy programs.

When a family fails to pay and is subsequently suspended or terminated their local authorizing office will be contacted and the family will not be allowed in daycare until they make the payment. Failure of payment for two months in a row will result in suspension of enrollment.

Private Pay

Private pay rates are determined by the Washington State childcare subsidy rates. Generally, the rates are raised yearly. Families will be notified a month in advance when rates will be increasing.

Private pay will be due by the 10th of each month.

Spokane Tribe of Indians Employees

Spokane Tribal staff must sign up for payroll deduction to pay for childcare. The monthly rate will be split in half and taken from each check. The payroll deduction form should be submitted to the childcare manager BEFORE the child can begin attending. A change in rate or schedule will require an updated payroll deduction form to be completed. Payroll deduct cannot be terminated or changed without approval from both the childcare manager and parent.

The enrolling parent/guardian is responsible for all child care fees accrued. If a custody arrangement exists that allows for another parent/guardian to make payments on the child's behalf, it is still the responsibility of the enrolling party to ensure payments are being made to the Spokane Tribal TANF Children's Center.

Our policy is all accounts must be kept current. Child care services will be **suspended** for any accounts that are past due by \$250 and/or failure of payment two months in a row. Child care services will be **terminated** for any accounts that are past due by \$640 or more. To reinstate services 50% of the past due balance is required, and a payment plan that will cover the present monthly amount plus 10-20% of the past due balance. Contact the program manager to make arrangements for past due accounts.

Once payment has not been received for four months, the Children's Center will begin the process of collecting the debt through Spokane Tribal Court and/or Enrollment by means of future per capita holds. In addition, families receiving Working Connections Childcare or Tribal CCDF benefits, we will notify the agencies that the individual has not paid their co-payment.

Childcare Rates

	Infants (6wks – 12 mo)	Toddler (13 mo – 29 mo)	Preschool (30 mo – 5 yrs)	School age (K-6 yrs)
Day (5-10 hrs)	\$32.19	\$27.07	\$25.58	\$24.09
Half day (0-4 hrs)	\$16.10	\$13.54	\$12.79	\$12.05
Hour rate (for 10+ hr days only)	\$3.22	\$2.71	\$2.56	\$2.41

Monthly rates are determined by the following rubric:

Five days per week= 22 days

Four days per week= 17.6 days

Three days per week= 13.2 days

Two days per week= 8.8 days

Spokane Tribe staff working 4 ten hour days will be billed an extra hour per day, since a day is considered 10 hours.

Attendance

Children must attend regularly to keep their slot in the Children's Center. If your child will miss a day you must notify the childcare in advance or until 10:00am that same day to excuse the absence. An attendance rate of 85% is expected which will include excused absences. If your child falls below the 85% attendance rate you will be contacted by the director to discuss why the child is not attending and make a plan to resolve the issue. If your child continues to fall below the required rate or it happens again, their enrollment will be terminated.

Termination of Enrollment

Daycare enrollment may be terminated at the Children's Center manager's discretion for the following reasons:

- 1) Parent or child not adhering to policies
- 2) Repeated problems with payment
- 3) Loss of funding source
- 4) Unacceptable attendance rate