



CHILD CARE SUBSIDY PROGRAM PARENT FEE PAYMENT POLICY Effective May 1, 2007

A parent fee is the parent's share of the cost for child care services. This fee is based on the family's income, the family size (number of people in the family), and the number of child care hours used by the family. Crystal Stairs, Inc. ("Crystal Stairs") calculates the parent fee in accordance with a Fee Schedule and program guidelines and regulations issued by the California Department of Education. The fee must be paid by the parent for every day that Crystal Stairs, Inc. pays for child care services. When the Family Services Specialist determines that the parent must pay a fee, the Specialist shall provide the parent with a Notice of Action (NOA) that will indicate the amount of the parent fee and the date that it becomes effective (when the parent must begin to pay the fee). Parents are expected to review this notice immediately upon receiving the notice. If a parent disagrees with the amount of the parent fee or believe that an error has occurred, the parent must file an appeal by following the instructions on the back of the Notice of Action (NOA). Parents who have been assessed a parent fee will need to follow the guidelines of this Parent Fee Payment Policy as long as they are required to pay a parent fee.

Parent Fee Payment Policy Effective Date:

EFFECTIVE MAY 1, 2007, ALL PARENT FEES WILL BE PAID DIRECTLY TO THE CHILD CARE PROVIDER. PARENTS WILL NO LONGER RECEIVE BILLS FROM OR PAY THEIR FEES TO CRYSTAL STAIRS, INC. ANY FEE THAT WAS CHARGED PRIOR TO MAY 1ST WILL BE PAID TO CRYSTAL STAIRS, INC. ALL FEES OWED ON OR AFTER MAY 1, 2007 WILL BE PAID DIRECTLY TO THE CHILD CARE PROVIDER.

Failure to pay parent fees is a violation of California Department of Education code of regulations Title 5, Sub Chapter III Article 5, Sections 18108 through 18117.

Parent Fee Payment Requirements:

The California Department of Education requires Crystal Stairs, Inc. to terminate the parent from the program when the parent fails to pay the required parent fee in a timely manner to the child care provider. Below are the basic rules of the Parent Fee Payment Policy:

- 1. Payment Due Date-** The parent fee payment must be made within the service month that child care was provided. The specific payment due dates within the service month will be determined by the child care provider. It is the responsibility of the child care provider to give the parent a receipt for all fees paid by the parent to the child care provider. **Client's Initials** _____
- 2. Attendance Records-** The child care provider will receive a monthly Attendance Record for the parent to sign each day, when the child(ren) are taken to and picked up from child care that will show the amount of the parent fee owed for that month. The parent and child care provider are required to sign the Attendance Record certifying that the parent fee has been paid for the service month under penalty of perjury. When the parent is unable to pay the full amount of the fee in the month it is owed, the parent may make arrangements to set up a written payment plan with the child care provider. It is the provider's decision about whether or not to offer a payment plan and what the terms of that plan will be. If a payment plan has been established, this must be indicated on the Attendance Record, as well as the parent's compliance with that plan. The Attendance Record will serve as verification that the parent has paid the required fee for that month, or is paying according to the terms of an established payment plan. The Attendance Record must be submitted by the child care provider to Crystal Stairs by the 5th business day following the service month that child care was rendered. **Client's initials** _____
- 3. Terminations-** Crystal Stairs will initiate termination proceedings when the child care provider has notified Crystal Stairs that:
 - the parent has not paid the parent fee,
 - the parent has paid a portion of the parent fee and a payment plan has not been established between the parent and provider, or
 - the parent has not paid the parent fee according to a payment plan established between the parent and provider.**Client's initials** _____
- 4. Appeals Process** – A parent has a right to appeal a termination of child care services for failure to pay parent fees. On the reverse side of the termination Notice of Action are instructions for filing an appeal. The parent must complete the back side of the Notice of Action. The appeal must be received at Crystal Stairs, Inc. on or before the effective date of the termination Notice of Action. If the parent does not file an appeal by the termination effective date, child care services will end. **THE PARENT WILL LOSE THEIR RIGHT TO APPEAL.** Crystal Stairs will not be responsible for child care payments after the Effective Date of the termination. Parents may re-enroll with Crystal Stairs six months from the effective date of termination, if they have paid all outstanding parent fees that are due and meet need and eligibility criteria. Re-enrollment is not guaranteed. **Client's initials** _____
- 5. Report changes within 5 calendar days** - It is the parent's responsibility to report any and all changes that may affect the amount of fees owed and/or the parent's eligibility to pay a parent fee within 5 calendar days of the change. Please notify the Family Services Specialist of all changes regarding income, family size, marital status, or employment status. **Client's initials** _____

My signature indicates that I agree to and I am bound by the terms of this Parent Fee Payment Policy. I understand that, in order to continue to participate in the Crystal Stairs, Inc. Child Care Subsidy Program, I must pay my assessed monthly parent fee to my child care provider and abide by the terms of this policy.

Client Print Name

Client Signature

Date

Family Services Specialist: _____