



# STUDENT AGREEMENT

Updates effective 11/2008

Child care will be provided only when I am enrolled in a:

- recognized educational program,
- independent home study,
- a GED program, or
- On-going training program.

My enrollment must be verified by official documents. To keep my student status, my training plan will be reviewed at least three times per year -- each semester or quarter. Child care will be based upon my current class schedule.

1. If I am enrolled in an educational or training program, I will be required to have an vocational training goal which is intended to lead to employment. In order for child care to be authorized for my student needs, my anticipated vocational goal and the anticipated completion date of my goal must be:
  - approved by my Family Services Specialist,
  - stated on my Training Verification form and
  - In the space provided on the reverse side of this agreement.
2. I have a limited length of time to complete my educational degree or training program. The duration for my training program can not exceed more than 6 years. This 6 year time limit does not pertain to youth in high school. The time limit begins after I graduate from high school OR when I am 18 years old.
  - If I was receiving child care hours for training as of July 1st, 2008, that will be the start of my 6 year time limit, therefore I will need to be finished with my training program on or before June 30th, 2014.
  - If I start my training program after July 1st, 2008, my 6 year time limit will start the first day I am approved for child care hours for my training need.
  - If I am requesting training after a BA/BS degree, I can be authorized for child care hours to take up to 24 more units to pursue my goal.
  - If I already acquired a BA/BS degree by June 27th, 2008, the 6 year time limit does not apply me.

## **FAILURE TO COMPLETE MY PROGRAM WITHIN THE ABOVE TIME FRAMES WILL RESULT IN TERMINATION OF CHILD CARE SERVICES FOR MY SCHOOL /TRAINING HOURS.**

3. **I must give a completed Training Verification Form, which has been stamped and signed by the school registrar or a representative of my training program, to Crystal Stairs by the end of the 4<sup>th</sup> week of classes.** In order to be approved for child care before turning in a Training Verification Form, I must submit official records of my course enrollment and schedule (my school printout). I may also be asked to give my Family Services Specialist a current copy of my school calendar and/or course outline for each year that I am enrolled in classes. Child care services for my training will be terminated, if I do not hand in the Training Verification and requested documents on time.
4. Child care hours are authorized on my current class schedule and what is indicated on my Training Verification Form. All To-Be-Announced (TBA) or on-line courses must indicate either specific days and times classes will take place or a maximum amount of hours per week required for participation before child care services can be authorized. Therefore a course syllabus will also be required for any To-Be-Announced (TBA) or on-line courses. **If a course syllabus is not provided or if the syllabus does not indicate the time required for the course, child care will only be authorized for 1 hour per week per unit plus any study time that may be needed.**

### **Child care will not be authorized until the required documentation is submitted complete**

5. Study time will be given according to the courses I am taking. Study time is limited to 2 hours per week for each academic unit. My Family Services Specialist will evaluate the time I need for studying. I will not be given study time for non-academic courses.
6. Child care hours can be authorized for laboratory time that is a part of an academic course. The laboratory time must have units or credits attached to it in order to receive study time. To determine the days and hours for authorized child care services, I must submit a schedule or course outline for the laboratory class. A class grade or progress report for the laboratory course is required at the end of the semester/quarter.

7. Report cards, transcripts, or other records to show documentation of completion of all classes/training programs and to show progress toward my stated vocational goal each quarter/semester/at the end of the program, etc. must be submitted to my Family Services Specialist **no later than 10 calendar days after they have been issued by my educational institution.** If my training program does not provide grades or transcripts, I must get a Verification of Adequate Progress form from my Family Services Specialist. A form must be completed by each of my course instructors. My child care services will be terminated if I do not submit progress documents for all courses on the approved Training Verification form to Crystal Stairs by the deadline.

**Parent/Guardian Initials:** \_\_\_\_\_

8. After the documentation listed above in #6 has been submitted, my Family Service Specialist must determine that I am making progress toward my stated vocational goal. Progress is defined as:

- a) An academic grade point average of 2.0 or higher for each academic term and the completion of all courses enrolled in for the quarter/semester with attendance of no less than 75% of monthly class hours scheduled.

OR

- b) A satisfactory rating in all training program components and program attendance of no less than 75% of the monthly hours scheduled.

If I drop below these minimum standards, I will be placed on probation. Probation is one year (two semesters or three quarters). While on probation, I must prove that I am meeting the progress requirements that are defined above. I will be terminated from the program if I do not achieve the terms of my probation.

9. I must tell my Family Services Specialist of any school breaks that last for more than one week. Using child care services when not in school/training is grounds for termination.
10. I may receive child care during the summer months only if I am actively attending summer classes, or working. I must provide proof of the length of my summer program or employment schedule before starting child care. If I am not in school or working, I am not eligible for child care during the summer months and will be placed on a Leave of Absence by my Family Services Specialist (during this time child care will not be paid for).
11. I must report the following changes within 5 calendar days:
- Enrollment/Withdrawal from my school/training program
  - Adding/dropping of courses
  - Changes in day/time of courses
  - Changes in unit load
  - Changes in the school calendar
  - Changes in vocational/training goal

**FAILURE TO REPORT ANY CHANGES IN THE ABOVE WITHIN 5 CALENDAR DAYS MAY RESULT IN TERMINATION FROM THE PROGRAM.**

I HAVE RECEIVED A COPY AND HAVE READ THIS STUDENT AGREEMENT. I UNDERSTAND MY RESPONSIBILITIES AND WHAT IS EXPECTED OF ME. IF I FAIL TO COMPLY WITH ANY OF THE ABOVE RULES I WILL BE TERMINATED FROM THE PROGRAM.

\_\_\_\_\_  
Vocational Goal

\_\_\_\_\_  
Anticipated Date of Completion

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date