

# HEAD START of LANE COUNTY

221 B Street • Springfield OR 97477-4522

541-747-2425 • FAX: 541-747-6648 • <http://www.hsolc.org>

*"Ensuring that our youngest children have a solid foundation for life."*

## FULL DAY PAY AGREEMENT: Subsidy

### Full Day Option Information:

- Full-day, full-year services are available for eligible Head Start families. Full Day Head Start serves families who are working, participating in job search, or attending school. Full Day provides comprehensive Head Start services and support with child care subsidy agencies.
- Hours of operation: 7:30 am to 5:30 pm Monday through Friday. Children are expected to be in class by 9 am. We are closed for legal holidays, conference days, and in-service training days for staff. Please refer to the Head Start of Lane County calendar.
- Classrooms will provide a reminder of upcoming closures one week in advance, except in emergencies (i.e. snow days).
- Billing statements will be mailed monthly and available by the 15<sup>th</sup> of each month. Tax statements will be provided by January 30<sup>th</sup> each year.

### Parent/Legal Guardian Responsibilities:

- Children must be in attendance a minimum of 30 hours per week or 136 hours per month.
- Absences should be communicated to staff as soon as possible. Vacations must be approved in advance. Vacation time will not be prorated.
- Co-pay amounts are due by the 25<sup>th</sup> of each month. Cash payments must be made at HSOLC Main Office, 221 B Street, Springfield. Locked payment boxes are available at sites for check and money order payments.
- Hardship: contact ERSEA Manager or Regional Manager for late payments and to arrange alternate payment plan.
- Notify HSOLC staff if your need for full-day full-year child care services changes (i.e. loss of employment, change in work hours, student schedule changes, and any change in household members).
- Families receiving child care subsidies will meet DHS requirements to maintain the subsidy and notify HSOLC staff concerning any changes in the subsidy. It is the family's responsibility to ensure the provider number is attached to the subsidy. If family fails to meet these requirements or HSOLC is notified by DHS that there is no subsidy for the current month, the parent will be notified to develop a plan. Parents are expected to partner with Head Start and DHS to resolve any billing issues.
- A family's inability to pay may result in a transfer to another program model, but will not result in the loss of Head Start services.

CURRENT CO-PAY/PARENT PAY AMOUNT: \$ \_\_\_\_\_  ERDC  JOBS  Contract  Other Subsidy

\*Subsidy families: co-pay amounts are determined by DHS and may change at any time.

DHS PROVIDER NUMBER: \_\_\_\_\_ SITE/CLASSROOM: \_\_\_\_\_

BILLING START DATE \_\_\_\_\_

\* Please note this date may be different from the date you receive your first bill.

**I have read and agree to the Full Day Child Care policies.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Child Name: \_\_\_\_\_

ChildPlus ID #: \_\_\_\_\_

WHITE : Billing Department  
YELLOW : Student file  
PINK : Parent

(R:8/17 – C:5/14) NCR 3  
Full Day Option  
90 for Region 7