

# HEAD START of LANE COUNTY

221 B Street · Springfield OR 97477-4522  
(541) 747-2425 · FAX (541) 747-6648 · <http://www.head-start.lane.or.us>

## Full Day Program Letter of Agreement

Head Start of Lane County Full Day Program agrees to:

1. Have their full day classrooms open from 7:30-5:30, Monday through Friday. We are closed for legal holidays and for several in-service training days for staff. Please refer to the Head Start of Lane County (HSoLC) calendar. Each of our Community Child Care Placements have their own classroom hours and closure days. Please refer to the calendar for the appropriate site.
2. Provide a reminder of upcoming closures one week in advance except in emergencies, i.e. snow days.
3. Provide billing statements by the 5<sup>th</sup> of each month. If the 5<sup>th</sup> falls on a Saturday they will be available on the Friday before. If the 5<sup>th</sup> falls on a Sunday they will be available on the following Monday.
4. Provide tax statements by January 30<sup>th</sup> each year.
5. Provide comprehensive Head Start services and support with child care subsidy agencies.

Legal Guardian agrees to:

1. Have enrolled children in attendance with no more than 5 absences within any one month period. Exceptions can be made, due to unusual circumstances; these must be arranged with the Family Advocate or Regional Manager.
2. Pay the co-pay for each child by the last day of each month. Payment must be mailed or made at HSoLC main office, 221 B Street, Springfield, Oregon 97477.
3. Notify HSoLC staff concerning changes in the need for full day full year child care services, i.e. loss of employment or change in work hours.
4. Notify HSoLC staff concerning any changes with child care subsidy, if eligible.
5. Meet DHS requirements to maintain child care subsidy, if eligible.

Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

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

WebCAF # \_\_\_\_\_

WHITE : Billing Department  
YELLOW : Student file  
PINK : Parent

(R:10/10-C:5/07) NCR 3  
250 to Finance-CC Billing