



The Division of Social Services (DSS) Child Care Assistance program is an amazing program to assist parents with child care costs. To fully utilize the program, it is critical that parents understand all the intricacies associated with it.

Please read and initial below that you understand the Child Care Assistance program expectations, from the Department of Social Services. Return this signed document to the office.

Thank you for CHOOSING Courtyard! ~ Christa Luebbering

Child's Name: _____

_____ I, Courtyard parent, understand that I am ultimately responsible for ensuring that I am fully enrolled in the Child Care Assistance program during my entire time at Courtyard. If the assistance expires during care, we will immediately turn you to private pay, start invoicing you the private pay tuition, and if you choose not to pay that tuition, care will be immediately terminated.

_____ I, Courtyard parent, understands that if anyone other than me signs my child in or out, I will have to enter the Kindersmart app, look at each transaction, and approve their transactions to ensure the sign in/out is state compliant.

_____ I, Courtyard parent, understand that if someone other than myself picks up my child, it is the parents responsibility to create the sign in/out for that non-parent at a later date.

_____ I, Courtyard parent, understand that I can check and approve my child's attendance any time in or outside of the center, using the Kindersmart app on my phone. However, I must be inside of the center to make changes to attendance.

_____ I, Courtyard parent, understand that I have up to 5 calendar days to correct attendance. After 6 days of a day not being corrected, Courtyard will immediately invoice the parent for the missing day and the amount due is to be paid within 2 business days.

_____ I, Courtyard parent, understand that any portion of the child care tuition not paid by DSS will be charged to the parents account, and will be due within 2 business days.

_____ I, Courtyard parent, understand that if I ever have any problems, concerns, or issues of any sort, that it is my responsibility to request a meeting with the owner to ensure that problems are resolved. Requests to fix issues over the phone, email, texting or on the fly at drop up/pick up will not ensure corrections are made. Parents are required to request a specific time to meet, ensure corrections are made, and learn how to avoid future issues.

Parent Signature: _____