

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 LETTER/PAY AGREEMENT

Full Day Program Info:

- Full-day full-year services are available for Head Start families using a collaborative subsidy and/or parent pay. The full day Head Start program serves families that are working, participating in job search, or attending school. The full day program provides comprehensive Head Start services and support with child care subsidy agencies.
- Head Start of Lane County classrooms will be open 7:30 am to 5:30 pm Monday through Friday. 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. Community Child Care sites have their own classroom hours and closure days. Please refer to the calendar for the appropriate site.
- Classrooms will provide a reminder of upcoming closures at least one week in advance except in emergencies (i.e. snow days).
- Billing statements will be mailed monthly and available by the 5th of each month. Tax statements will be provided by January 30th each year.

Parent/Legal Guardian Responsibilities:

- Enrolled children must be in attendance a minimum of 30 hours per week with no more than 5 absences within any month period. Exceptions can be made due to unusual circumstances; these must be arranged with the Regional Manager, Family Support Coordinator, or Community Child Care Specialist.
- Absences and planned vacations should be communicated with staff as soon as possible.
- Co-pay amounts are due by the 15th 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.
- Contact ERSEA Manager or Billing Clerk for late payments and to arrange an alternate payment plan.
- Notify HSOLC staff concerning changes in the need for full-day full-year child care services (i.e. loss of employment, change in work hours, student schedule changes).
- 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 case so that HSOLC can receive monthly billing forms. 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.

CURRENT CO-PAY/PARENT PAY AMOUNT: _____ **subsidy** **parent pay** **student/financial aid**

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

***Student families:** this amount will be billed per term.

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: _____

WebCaf ID #: _____

WHITE : Billing Department
YELLOW : Student file
PINK : Parent

(R:5/14 – C:5/14) NCR 3
Full Day Program; 90 for Region 7