

# STATE OF NJ / PCFLC CHILD CARE BENEFITS AGREEMENT

Dear Cub School Parent,

As a true “Community Center”, it gives us great pleasure to be able to accept the various Child Care Connection/State of NJ programs out there that help families pay for child care. Your business is very important to us, and we take our job to serve your family very seriously. We need a little help from you, too, to ensure PCFLC’s continued ability to participate in programs aimed at helping local families.

As you may be aware, most centers charge enrolled families a “rate differential” which is the difference between what the State voucher is willing to pay and the listed full-price tuition rates. In most instances, this approach renders the voucher a mere “discount coupon” and doesn’t go very far to help families at all. PCFLC is one of only two centers in the area that charge ONLY THE CO-PAY listed on your State-issued voucher (it should be noted that this arrangement is subject to available openings and the ability of PCFLC to continue to supplement State monies to keep your costs low and is not a guaranteed arrangement).

Below is a compilation of necessary information and directives that must be followed to preserve your State of NJ/PCFLC benefits:

- You are covered for the hours between 8:30 am & 5:30 pm, which are our normal operating hours. The hour of 7:30 am – 8:30 am is “Before Care” and the hour of 5:30 pm – 6:30 pm is “After Care” and not included in your subsidy.
- Time outside of these hours will be added up daily & rounded to the nearest quarter hour at a rate of \$6/hour. The best way to avoid any extra expense is to drop off and pick up your child during our normal operating hours.
- It’s your responsibility to swipe accurately at pick up and at drop off. The printout tape will confirm that the data was received. In the event that you fail to swipe or swipe erroneously resulting in lack of payment from CCC, you will be billed for

the day(s) promptly and failure to pay your bill will result in Suspension of Services.

- Diapers and hot lunch are included for all children in our care. We do ask, however, that all families contribute a healthy snack to share with the class each Monday morning. If you need suggestions, please ask your child's teacher.
- Taking time off and not using your benefits result in CCC paying less on the subsidy, while your out-of-pocket co-pay increases. You will lose money by not swiping your card all of your scheduled days. Please save absenteeism for when your child is actually ill so that you can spare your benefits and not put them at risk of being reduced.
- When you must keep your child home due to illness, please swipe for the missed day the very next opportunity you have and choose the menu prompt that lets you report illness. Again, please use this option sparingly. **KEEP YOUR CHILD IN SCHOOL REGULARLY** to protect your benefits.
- If you have any questions regarding your card, the swiping machine, suspected errors or omissions, payment or benefits in general, please don't delay. Talk to Lori immediately before benefits are lost.
- The following days are "Closure Days" and the ECC card will not permit you to swipe your card: In the event that we choose to open to provide Emergency Care, it will be an out-of-pocket expense.
  - July 4<sup>th</sup> (Independence Day)
  - September 5<sup>th</sup> (Labor Day)
  - October 10<sup>th</sup> (Columbus Day)
  - November 24<sup>th</sup> & 25<sup>th</sup> (Thanksgiving & Black Friday)
  - December 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> & 31<sup>st</sup>

Your signature is required to receive the aforementioned benefits through PCFLC. Please sign & date below.

I have reviewed the above bullet points and I understand that full compliance is required to preserve my benefits through both the State of NJ and PCFLC:

Parent #1 \_\_\_\_\_

Date \_\_\_\_\_

Parent #2 \_\_\_\_\_

Date \_\_\_\_\_

Enrolled

Child(ren) \_\_\_\_\_

\_\_\_\_\_

Program \_\_\_\_\_

\_\_\_\_\_

Caseworker

Name \_\_\_\_\_

\_\_\_\_\_