

TITLE XX ENROLLMENTS

AACDC is happy to accept enrollments for children receiving Title XX benefits through the State of Nebraska, generally on a **full time basis only (Mon – Fri at least 6 hours minimum per day)**. Part time options are available at times, however must be agreed upon with a manager or director of the center, prior to enrolling or adjusting a child’s attendance schedule.

Parents / Guardians are responsible for personally paying the following Fees:

- **Enrollment Fee** of \$75 to reserve and hold your child’s place in a classroom. Additional children are \$50 each to enroll. *We do run specials from time to time on enrollment fees as well.
- **Annual Activity Fee** of \$40 per year for toddlers/preschoolers and \$25 per year for infants for the cost of field trips, activities, special speakers and other fun things we bring for the children to learn with and explore. This will be pro-rated for the portion of the year left when the child enrolls. It is also due each January for the annual fee.
- **Family Fees** are required to be paid by the parent/guardian by the first business day of each month. The account is considered late if we do not receive your payment and Late Fees will apply (\$25 per week) for unpaid family fees.
- **Missed Day Fees** will be charged to the parent/guardian at the cost of the Title XX daily rate. Parents may use accrued vacation days to apply toward missed days. (see the vacation/sick day policy for further information on how these days accrue)
- **Unauthorized Days** attended. You are welcome to attend on days beyond your authorization, however, the cost for those days are due upfront on a weekly basis.
- **Late Pick Up Fees** for any minutes beyond 6:30 am and 6:00pm, payment required on the same day as the late or early minutes were used.

Important: Please plan to use your vacation/sick days off to help cover time off during your school breaks, vacations, sick days or other such times. Once your allowance of accrued days is used up, we will begin billing you for missed days or hours, depending on the specifics of your authorization.

Please use the Parent Vacation / Sick Day Request Forms located near the clock-in / clock-out area in order to use the available days off.

Parents are responsible for providing AACDC with current case authorizations from the state. Failure to provide a current authorization will result in direct billing to the parent and will be retroactive back to the date that the authorization expired, as appropriate. Failure to pay in a timely fashion will result in the dismissal of the child(ren) from childcare services. We are required to report any unpaid portion of your bill to the State of Nebraska and your caseworker.

Thank you for understanding these policies and tuition cost guidelines. We enjoy providing child care services to all families and your compliance with these policies helps us to ensure we can cover our costs for daily needs and activities for the times your child is authorized or scheduled to attend our center.

Parent/Guardian Signature Date

Parent/Guardian Signature (Optional) Date

Authorized Parent’s last 4 digits of SSN: _____

Authorized Parent’s Date of Birth: _____

Director/Manager Signature Date

(For AACDC’s contact info with KVC/Dept of HHS)

