Newport Family and Child Opportunity Zone  
Champion Childcare Program at Pell  
2019-2020 School Year

LETTER OF CONFIRMATION AND FINANCIAL CONTRACT

Name of Child(ren):

We are pleased that you have chosen the Champion Childcare Program at Pell as the school age childcare provider for your child(ren). Our goal is to provide a high-quality enriching program before and after school at the Pell Elementary School.

The Champion Childcare Program at Pell has a 4 Star rating by the Rhode Island Bright Stars Quality Rating System. This means that Champion Childcare is compliant in all critical areas of state licensing requirements and exceeds higher quality standards. We are working toward increasing our rating to 5 Stars!

ENROLLMENT:
Start Date: __________

Confirmed Schedule: Please review the schedule carefully to be sure it is correct. Let us know as soon as possible if you need to make changes or if what is listed below does not match your original request. Please note, we will do our best to accommodate changes to your original request, but we cannot guarantee availability.

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Registration on hold for the following reason: ____________________________________________________________

CHARGES AND PAYMENTS:
Your current weekly charges will be: $_________________________ Full pay ☐ Sliding Scale ☐ DHS ☐

SCHEDULE CHANGES ONCE THE SCHOOL YEAR BEGINS:
You may make changes to your child’s schedule by completing an Information Change Form which you may request at the sign in/sign out table. Please inform us ASAP if you need to add or drop days. We often have children on the wait list and we would like to inform them promptly if slots become available.

If you have any questions about your child’s schedule for the fall, please contact Christine Arouth, NFCOZ Director at 401-842-1925 x1, christinearouth@npsri.net.

I have read through the attached contract, have had an opportunity to ask questions, and understand the payment policy for NFCOZ Champion Childcare Program at Pell.

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FINANCIAL CONTRACT

Timely payments made in full helps to ensure that we have the resources needed to provide a great program for your child(ren). We appreciate your review of the guidelines below and your commitment to keeping your account current. We strive to be family-friendly yet consistent in administering the policies with all families.

If at any time you are struggling with payments, please let us know as soon as possible so that we can discuss options that are manageable for your family including DHS subsidy, sliding scale, scholarship, or a payment plan. You will find that we are flexible and willing to work with you if you are struggling, as long as you communicate with us. The sooner you let us know, the sooner we can work with you to make a plan to try to avoid lapse in service.

_I am requesting to have my child attend the Champion Childcare program at Pell and agree to take full responsibility for all childcare payments as described below:_

1. **Registration Fee** - We require a non-refundable Annual Registration Fee of $30 for each child enrolled at the time of registration. Champion Childcare cannot confirm or hold my child’s slot nor can my child begin childcare until this fee is paid in full. If I have an outstanding balance on my account at the time of registration, my child will not be enrolled and cannot start care until the account is paid in full.

2. **DHS Subsidies** – Champion Childcare accepts subsidies provided by the Rhode Island Child Care Assistance Program (CCAP) through DHS which assists families to pay for childcare. Ask Champion Childcare Program at Pell staff for information if you need assistance applying.

3. **Fees and Making Payments**
   - **Childcare payments and co-payments are DUE BY THE FRIDAY BEFORE CHILDCARE IS PROVIDED.** I understand that my payments must be made on time or my child may be dropped from the program until a payment plan is established and adhered to and/or my account is up to date.
   - Program fees may include: registration fees, weekly charges, co-payments, late pick-up fees, late payment fees, bounced check fees, and other fees that may occur.
   - If I am struggling to make payments, it is my responsibility to request a payment plan and to make regular, timely payments to maintain my childcare slot(s). The NFCOZ may terminate the payment plan and drop my child from the program if I do not comply with the established payment plan.
   - If my child is dropped for non-payment, I understand that the NFCOZ will not hold my child’s slot. My child may be re-enrolled upon request if there is available space in the program once a payment plan has been set up, payments have begun, and are being made regularly as scheduled. I understand that if I do not follow the payment plan established and do not communicate with the program, my child will be dropped from the program.
   - **Extra Fees** – I understand that: Champion Childcare charges additional childcare fees if I add on additional days; I will be charged $1.00 per minute for late pick-ups; I may be charged interest if I am late making payments and have not requested a payment plan; I will be charged a fee if my check bounces.
   - **What if my child doesn’t attend?** - I am responsible for paying for all days that my child is scheduled to attend based upon their approved schedule. I understand that there will be no reduction in payment for child sick days, family personal days, or days that I choose to not send my child.
   - **Sliding Scale** – Champion Childcare uses the Free/Reduced lunch guidelines to determine eligibility for the Sliding Scale rate. Families should complete the Subsidized Lunch application at the beginning of
the school year even if their child brings lunch from home. Champion Childcare reviews eligibility for subsidized school lunch to determine if the sliding scale rate may continue to be offered. If a family is denied subsidized lunch, we can reassess eligibility for the sliding scale based upon extenuating circumstances.

4. If I decide to drop my child from the program, I must give at least one-week notice. **Weekly charges based upon my child’s approved schedule will continue to be added to my account until I notify Champion Childcare Program at Pell that I will be withdrawing my child from the program.**

5. If my child is dropped from the program for non-payment, I am still responsible for the childcare bill. In the event back payment is owed and all efforts to collect delinquent payments have not resulted in payment, NFCOZ may turn the account over to a collection agency.

6. **Leave Request** - Families may choose two (2) weeks of leave per year with no payment charged. In order to select a week as a leave week, the child must not attend on any day that week. We request advance notice of the vacation request and you must complete a Vacation Request Form available at the front desk. In addition, there will be no charges during school vacation weeks unless your child is enrolled in a vacation camp program. See calendar of closures for dates that Champion Childcare will be closed.

**For DHS Families Only**

1. I understand that as a participant in the DHS Child Care Assistance Program (CCAP), I am responsible for all fees not covered by CCAP, including annual registration fees. I am also responsible for childcare fees if DHS does not re-approve my CCAP.

2. It is my responsibility to keep my CCAP certificate current. The NFCOZ is available to assist me with the application and any re-certifications.

3. I understand that as a CCAP vendor, the NFCOZ is required to cooperate with all DHS investigations. During this process, the NFCOZ will maintain confidentiality of records and of the investigation in accordance with RI State Law.

4. I understand that my weekly childcare co-payment is set by the DHS CCAP, not the NFCOZ. I am responsible for the full co-payment each week, regardless of the number of days that my child actually attends. There is no reduction in co-payment for weeks that there are school closures for designated holidays, staff training days, or for child sick days or family personal days.

5. In the event my family is denied or loses our DHS childcare subsidy, the following steps will occur:

   - If I choose to file an appeal, the NFCOZ is available to assist me with the application. I will be eligible for a four (4) week grace period for reduced childcare at $25.00 a week ($5.00/day) for AM Care, $50.00 a week ($10/day) for PM care, and $75 a week ($15/day) for AM/PM Care. If approved during or at the end of the grace period, adjustments will be made to my bill. If I have overpaid, I will be reimbursed the amount of overpayment. If I underpaid, I will be billed for the amount underpaid. The NFCOZ will set up a payment plan to assist me to pay the balance if needed.

   - If at the end of the 4-week grace period my family has not received DHS subsidy approval or pending status or if my application is denied, I may choose the private pay option for childcare or drop my child from the program.

6. I understand that my child must attend Champion Childcare at least one day per week at each time slot that he/she is signed up for in order for Champion Childcare to bill DHS for my child’s care. If my child is enrolled in AM and PM care, they must attend at least one day in the AM and one day in the PM. If my child does not attend, I must request a vacation week and I have up to two weeks of vacation allowed. If I am not eligible for a vacation week, I will be responsible for paying for the care that week.
2019-2020 CHILDCARE RATES

Annual Registration Fee - $30.00 (one-time waiver for enrollment in Rapid Tuition)

Late pick-up fee - $1.00 per minute

Bounced Check fee - $25.00 per check

AM Care:
- Full-Pay Weekly rate: $48.00/week; $11.00/day
- Sliding Scale and Employee Weekly Rate: $40.00/week; $9.00/day
- Sibling Discount (2nd+ children in same family): $43.00/week

PM Care:
- Full-Pay Weekly rate: $95.00/week; $22.00/day
- Sliding Scale and Employee Weekly Rate: $80.00/week; $18.00/day
- Sibling Discount (2nd+ children in same family): $86.00/week

AM and PM Care:
- Full-Pay Weekly rate: $136.00/week; $31.00/day
- Sliding Scale and Employee Weekly Rate: $110.00/week; $25.00/day
- Sibling Discount (2nd+ children in same family): $122.00/week

Please note: Separate fees will be set for optional school vacation weeks and early release days. Rates to be published at a later date.
The Champion Childcare Program at Pell will open on the first day of school on September 5, 2019 and will be open every day that school is in session through the end of the school year. Families are responsible paying for all days that their child is scheduled to attend based upon their approved schedule. There will be no reduction in payment for weeks that there are school closures for holidays on this list, or for child sick days or family personal days, except for specific days listed on this Calendar of Closures. DHS families with a co-pay are still responsible for their full co-pay during weeks with school closures, with the exception of dates listed below.

**DAYS WE ARE CLOSED AND CHARGE FOR:**

Full pay and sliding scale families will be expected to pay on these days if their child is normally scheduled to attend on that day of the week

- Columbus Day – Monday, October 14, 2019
- Veteran's Day – Monday, November 11, 2019
- Martin Luther King Day – Monday, January 20, 2020
- Good Friday – Friday, April 10, 2020
- Memorial Day – Monday, May 25, 2020

**DAYS/WEEKS WE ARE CLOSED AND WILL NOT CHARGE FOR:**

- Monday, September 2, 2019 through Wednesday, September 4, 2019
  (For full pay and sliding scale families, we will only charge for Thursday and Friday at a pro-rated cost based upon your selected start date and normal weekly schedule for the first week of school).
- November 28-29, 2019 (Thanksgiving week - only charge for Monday, Tuesday and Wednesday – early release day)
- December 23, 2019 – January 1, 2020 (Christmas vacation week)
- February 17-18, 2020 (Winter vacation break). Optional camp may be offered
- April 13-17, 2020 (Spring Vacation week). Optional camp to be offered

**EARLY RELEASE DAYS**

Early release days will be held on:

- October 3, 2019
- November 7, 2019
- November 27, 2019
- December 4, 2019
- January 9, 2020
- March 5, 2020
- March 11, 2020
- May 7, 2020

Champion Childcare typically extends hours on the early release days. Additional fees will be assessed beyond the normal hours of the program and will be announced at a later date.

Champion Childcare strives to stay open as long as possible on days students are released due to foul weather. We will contact you to let you know of any closures requiring early pick-up.

Dates above are subject to change, based on the School Committee’s final approval of the 2019-2020 School Calendar. Champion Childcare reserves the right to add additional closure days as needed for staff professional development and will alert families in advance of these days as they are scheduled.