

CTSA Extended Day Child Care Program

1535 N. McKinley Shawnee, OK 74801
Phone: (405) 275-4870 Fax: (405) 275-9684

August 26, 2017

Welcome! Extended Day starts at 1:30 p.m. for Head Start aged children and 2:30 for Early Head Start aged children. CTSA Extended Day closes at 6 p.m. sharp. We must insist your child(ren) be picked up by 5:45 no later than 6 p.m. If you experience an extenuating circumstance or emergency resulting in an after 6 pick up, it is your responsibility to notify the center and your child's teacher (405) 878-5820 immediately. If you fail to pick up your child by 6:00 p.m., you will be charged **\$1.00 per minute** after 6:00 p.m. until your child is picked up. Actual pick up time must be verified by a CTSA staff person. The late fees are due immediately and your child will not be eligible to stay again for the Extended Day until they are paid. It will be your responsibility to ensure your child is picked up every day when their morning program ends @ 1:30 p.m. until late charges are paid. Below is a chart to help you estimate your child's fees for staying in the Extended Day program. ALL child care fees are due every month. Failure to do so will result in the loss of your child's Extended Day Slot.

Child's Age	Full-Time (over 4 hrs.)	Part-Time (4 Hrs./less)
0-12 mo. (<1 yr.)	\$31.00 per day or \$6.20 per hr.	\$19 per day or \$4.75 per hour
13-24 mo. (1-2 yr.)	\$28.80 per day or \$5.76 per hr.	\$17.30 per day or \$4.32 per hour
25-48 mo.	\$25.80 per day or \$5.16 per hour	\$15.50 per day or \$3.87 per hour
49 mo. – 5 yrs	\$21.30 per day or \$4.26 per hour	\$14.00 per day or \$3.50 per hour

In the event CTSA staff cannot reach you or an authorized person to pick up your child after call all phone numbers you have provided and without any contact from you; CTSA will have no choice but to report your child as abandoned after 6:15 p.m. to the Shawnee Police Department and Child Services (DHS).

The CTSA Extended Day Program strongly encourages all Participants to apply with DHS for child care assistance or, if tribal, a tribal CCDF program to assist with child care costs. Our DHS contract #28806

If you choose not to apply for assistance, for whatever reason, you will be responsible for all charges. CTA does offer a capped rate for over-income families-please call Nikki Rieves for details.

After two month of non-payment, your child loses their Extended Day spot until payment is made or satisfactory payment arrangements are made!

Monthly statements will be mailed to the family at the end of each billing month. Payments are due before the next billing cycle. Billing begins for the month of September and clients will receive a bill mid-October for September and so on.

****Payment Methods Accepted: Money Order, Personal Check, Cash****

All Payments MUST BE made at our Main Office located on the corner of Payne & McKinley!!

Please DO NOT MAKE PAYMENTS for Extended Day at the Center... Main Office ONLY!

Should you have any questions, please contact Nikki Rieves at (405) 275-4870 or email at nikkir@ctsaheadstart.org, please put 'CTSA Extended Day' in the subject line. Thank you!

**CTSA Extended Day Child Care Program
Request for Afternoon Child Care
1533 N. McKinley Ave., Shawnee, OK 74801
Center 405.878.5820 Main Office: 405.275.4870 Fax: 405.275.9684**

ONE APPLICATION PER CHILD

Thank you for your interest in our Extended Day Child Care Program. For your child(ren) to be considered or eligible for this program, your child(ren) **MUST** be enrolled in one of our morning programs (early Head Start – EHS or Head Start – HS) **AND ALL ELIGIBILITY CRITERIA MUST BE MET TO QUALIFY!**

- **ALL ADULT IN THE HOME MUST BE WORKING OR ATTENDING SCHOOL/VO-TECH FULL-TIME**
- **VERIFICATION OF EMPLOYMENT AND/OR SCHOOL SCHEDULE MUST BE SUBMITTED WITH THIS APPLICATION, WITHOUT EMPLOYMENT OR SCHOOL SCHEDULE ATTACHED YOUR APPLICATION WILL NOT BE CONSIDERED!**
- **APPLICATIONS MUST BE COMPLETELY FILLED OUT. INCOMPLETE APPLICATIONS WILL ONLY DELAY ELIGIBILITY!**

After the application is approved, you are encouraged to **apply with DHS or another child care subsidy program or you will be responsible for all fees.** CTSA Early Childhood Center is a Two-Star facility & follows DHS rates & fees. All fees begin at 1:30 for Head Start aged children and 2:30 for Early Head Start aged children. And accrue until the children) are picked up. **Children must be picked up by 5:45 as our facility closes at 6 p.m.**

I also understand not all of my children may be accepted upon the availability of afternoon slots.

_____ EHS _____ HS

Child's Name	/ /	Birthdate	Age	Teachers
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Sibling(s) enrolled in CTSA EHS/HS? _____	Sibling Name	Program	Teachers
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Sibling(s) enrolled in CTSA EHS/HS? _____	Sibling Name	Program	Teachers
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Are you requesting childcare for these siblings also? Yes _____ NO _____

1. _____	2. _____
Parent/Guardian	Parent/Guardian
Relationship	Relationship

Home/Street Address	City	Zip Code
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Mailing Address, if different	City	Zip Code
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Contact Phone Number #1 with area Code	Contact Phone Number #2 with Area Code	Contact Phone Number #3 with Area Code
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EXTENDED DAY CHILD CARE AGREEMENT

I/We, _____, agree to the terms of this agreement with the CTSA Extended Day Child Care Program, as outlined below and fully understand the repercussions of violating this agreement. Please read and initial each of the following:

_____ Extended Day starts at 1:30 p.m. for HS aged and 2:30 for EHS aged – CTSA Extended Day closes at 6:00 p.m. sharp; a fee of \$1.00 per minute will be charged after 6 p.m. These fees must be paid by drop off the next morning or I will be required to pick my child(ren) up by 1:30 p.m. or 2:30 depending on the program my child attends until these fees are paid in full.

_____ I understand in the event CTSA staff cannot reach me or an authorized person to pick up my child after calling all phone numbers I have provided and without any contact from me; CTSA will have no choice but to report my child as **abandoned after 6:30 p.m.** to the Shawnee Police Department and Child Services (DHS).

_____ Private pay fees are due by the last day of the billing month. If payment is not current, my child must be picked up by 1:30/2:30 depending on the program my child attends each day until balance is paid. For example: September fees will be due by October 31st.

_____ Tribal CCDF co-payments are due the first business day of each month. If payment is not current, my child must be picked up by 1:30/2:30 depending on the program my child attends each day until balance is paid.

_____ All payments must be made with a money order.

_____ Irregular attendance and/or consistent absences will be evaluated by the Director with child’s family.

_____ All adults in household must be working or attending school full-time for the child(ren) to be eligible and remain eligible for the Extended Day Child Care.

_____ Failure to remit payment after 10 business days of the date will result in termination of services with the CTSA Extended Day Child Care Program.

By signing below, I am acknowledging and agreeing to all the terms set forth in this document.

Parent/Guardian Signature Date

Director Signature Date

The CTSA Extended Day Program strongly encourages all participants to apply with DHS for Child Care Assistance or, if tribal, a tribal CCDF program to assist with child care costs. Our DHS contract # 28806.

If you choose not to apply for assistance, for whatever reason, you will be responsible for all charges. CTSA does offer a capped rate for over-income families-please call CTSA Extended Day Program Director for details.

****Payment Methods Accepted: Money Order**