

The YMCA of Northern Colorado accepts payment from CCAP (Colorado Childcare Assistance Program) at a much lower fee than our regular rates. It is important that you read and understand the fee schedule so you are aware of the rates you will be charged for any YMCA services used which are not covered by your third party funding. This agreement is REQUIRED for all families who are subsidized by CCAP, third party agencies or other individuals. As parent or legal guardian of (child's name)

\_\_\_\_\_, I understand and agree to the following:

Initial\_\_\_\_\_ I am responsible for payment of **tuition fees when waiting for authorization or if my authorization expires with CCAP**. I understand that I must provide payment in full upon starting the program if not authorized by CCAP prior to the start date.

Initial\_\_\_\_\_ I understand that excessive absenteeism will result in the possible loss of my child's space in YMCA programs. The YMCA will allow for 4 absences per month for children enrolled full-time. Absences beyond 4/month will be billed to the parent at the standard CCAP daily drop-in rate. It is the parent's responsibility to request a change in schedule/authorization with CCAP and to register for only days needed with the YMCA.

Initial\_\_\_\_\_ I am responsible for payment of my **parent fee by the 1st of every month**. I have read the Parent Agreement and Fee Schedule including payment policies and understand that I am responsible for any fees not covered by CCAP or a third party. These fees may include no notification fees, late payment fees and late pick-up fees.

Initial\_\_\_\_\_ I am responsible for contacting CCAP and the YMCA immediately in writing if my situation changes (employment status, hours of work, enrollment in school, custody, living arrangements or change of address).

Initial\_\_\_\_\_ I am responsible for providing my caseworker with documentation at least two weeks before my current expiration date. This gives your caseworker time to process your information and provide a new authorization to the Y before your current authorization expires. Parents will be charged for days children attend when there is a lapse in authorized CCAP coverage.

Initial\_\_\_\_\_ I understand that cancellation/expiration of CCAP does not automatically cancel enrollment in childcare with the YMCA. I am responsible for completing registration and change/cancellation forms according to YMCA policies. If your CCAP expires, we assume you want to continue childcare as a full paying family unless we are notified otherwise.

Initial\_\_\_\_\_ I understand that YMCA financial assistance may be available if I do not qualify for CCAP. Financial assistance is not retroactive, so it is important to apply immediately if denied by CCAP. A CCAP denial letter is required to apply for YMCA Financial Aid.

Initial\_\_\_\_\_ I understand that failure to make payments as scheduled can/will result in termination of my care and can result in lack of CCAP benefits for future providers. Failure to pay fees in a timely manner may result in dis-enrollment from the program and my account may/will be sent to collections.

Initial\_\_\_\_\_ I understand that I must use my CCAPPIN at the designated ATS computer at site for each attendance day in order for my childcare to be subsidized by CCAP. I must correct all denied swipes within the required 9 day period. I understand that I will be responsible for charges on my account for all days of attendance where the ATS system was not used or on uncorrected attendance confirmations.

**Parent Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_