

# HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE

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## **POLICY REGARDING ALL STATE SUBSIDIES CHILD CARE RESOURCES (CCR)/CHILDRENS HOME SOCIETY (CHS)**

### **PARENTS/GUARDIANS REQUIREMENTS: 2019 – 2020 ACADEMIC YEAR PARENTS/GUARDIANS REQUIREMENTS: 2019 PAL SUMMER PROGRAM**

- 1. All parents/guardians must meet all of the policies and procedures as required by the subsidy provider.**
- 2. No child or children will be allowed to register and attend a PAL childcare program without a completed contract. The contract must be reviewed and approved by the Howell Police Athletic League Subsidy Coordinator prior to any child attendance.**
- 3. If an approved contract is subsequently changed or terminated, the child or children will be dismissed. Any unreimbursed costs will be the responsibility of the parent/guardian.**

### **PARENT/GUARDIAN RESPONSIBILITIES**

#### **UPON RECEIVING A VALID CLIENT/CHILD CCR/CHS CONTRACT:**

- 1. Parent/Guardian must properly activate their Families First card.**
- 2. Parent/Guardian must use the designated PAL Site cell phone to call-in their child, or children's childcare attendance every day.**
- 3. Parent/Guardian must call-in and report every child absence and every child sick day by using any phone and calling 1-800-997-3333.**

#### **IF PARENT/GUARDIAN DOES NOT CALL-IN PROPERLY FOR EVERY DAY OF ATTENDANCE/NON-ATTENDANCE**

**FIRST OCCURRENCE:** Parent/Guardian will be notified and must correct all past omissions within three (3) days. Failure to do so will result in the suspension of all PAL provided childcare.

**SECOND OCCURRENCE:** All children not properly called-in will be suspended from PAL provided childcare for three days.

**ANY SUBSEQUENT OCCURRENCE:** All children not called-in properly will be terminated from PAL provided childcare.

Payment for services for **EVERY DAY** not called-in properly by a parent/guardian will be the sole financial responsibility of the parent/guardian.

**NON-PAYMENT OF THE ANY AND ALL FEES OWED TO THE PAL FOR CHILDCARE PROVIDED WILL LEAD TO TERMINATION. THE NON-PAYMENT OF SAID FEES AND REASON FOR TERMINATION WILL BE REPORTED TO CCR/CHS.**

**THE HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE WILL RETAIN LEGAL COUNSEL TO RECOUP ALL FEES THAT ARE OWED.**

## **ADDITIONAL FINANCIAL RESPONSIBILITIES**

- 1. CCR/CHS Clients will be responsible for paying the entire difference between the approved state subsidy and the full amount charged by the PAL for the enrolled program. That amount may be reduced by the client co-pay as indicated on the client contract.**
- 2. CCR/CHS Clients will be responsible for the full amount of all PAL program registration fees, including any late registration fees.**
- 3. CCR/CHS Clients if enrolled and subsidized for PAL PM childcare only, will be responsible for an additional fee of \$5.00 per day for any AM childcare attendance.**
- 4. CCR/CHS Clients if enrolled and subsidized for PAL AM childcare only, will be responsible for an additional fee of \$10.00 per day for any PM childcare attendance.**
- 5. CCR/CHS Clients will be responsible for 50 % of the cost of attending the PAL “Day Off” childcare program.**
- 6. CCR/CHS Clients will be responsible for the full amount of fees associated with the following:**
  - Co-Payment Fees**
  - Late Fees:**
  - Change of Schedule Fees**
  - Late Payment Fees**
  - Returned Check Fees**
- 6. CCR/CHS Childcare attendance exceeding the approved contract hours:**
  - Childcare exceeding the approved contract hours will be billed to the parent/guardian at the prevailing rate.**

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WILL BE REPORTED TO CCR/CHS.**

**THE HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE  
WILL RETAIN LEGAL COUNSEL TO RECOUP ALL FEES THAT ARE OWED.**