

HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE

P.O. Box 713 • 115 Kent Rd., Howell, NJ 07731

Phone: 732.919.2825 • Fax: 732.919.1212

www.howellpal.org



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

PARENTS/GUARDIANS REQUIREMENTS 2018-2019

- 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 the full amount of all PAL program registration fees, including any late registration fees.**
- 2. CCR/CHS Clients if enrolled and subsidized for PAL PM childcare only, will be responsible for 50% of the cost of any AM childcare attendance.**
- 3. CCR/CHS Clients if enrolled and subsidized for PAL AM childcare only, will be responsible for 50% of the cost of any PM childcare attendance.**
- 4. CCR/CHS Clients will be responsible for 50 % of the cost of attending the PAL “Day Off” childcare program.**
- 5. 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.**

**NON-PAYMENT OF THE ANY 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.**