

**PORT GAMBLE S'KLALLAM TRIBE  
EARLY CHILDHOOD EDUCATION  
PROGRAM POLICIES AND PROCEDURES  
CHILD CARE FEES**

<b>Policy Number:</b> EL 8		<b>Page #1 of 2</b>
<b>Tribal Council Approval Date:</b>	<b>Policy Council Approval Date:</b> December 22, 2011	<b>Effective Date</b> March 1, 2012
<b>Reviewed Date:</b> December 22, 2011		<b>Notes</b>

**SUBJECT:** Policy on child care fees at center.

**PERFORMANCE OBJECTIVE:**

The program provides extended day child care to enrolled families on and near the reservation. The families enrolled in Head Start and Early Head Start receive priority for extended day slots at the center. If a family is income eligible (by poverty guidelines) they will be linked with child care assistance through WCCC or the CCDF program which is on a sliding fee scale. A fee for service system is in place for families who do not qualify for child care assistance.

**OPERATIONAL PROCEDURE:**

1. A Child Care Application must be completed and submitted Annually in to the Family Service Manager or System's Coordinator and approved.
2. The Child Care rates are the following:  
If a child needs more than five (5) hours of care per day the rate is determined at a full-day. A full-day charge is \$24.38  
If a child needs less than five (5) hours per day the rate is determined at a half-day. A half-day rate is \$12.19
3. A payment agreement form will be completed for each family enrolled to receive child care services. Tribal staff can receive a discount on their child care fees if the following occurs:
  - a) Apply for all subsidies if eligible that are available which includes Washington State and the Tribal Federal Child Care Development Fund
  - b) Set-up payroll deduction for child care billing to assure prompt payments
  - c) If all of the above have been followed the fees will be:  
1st child- \$23.00 full day \$11.50 ½ Day  
2nd child- \$20.70 full day \$10.35 ½ day  
3rd child- —\$16.56 full day \$8.20 ½ day
  - d) The ECEP will assure that weekly child care charges will be submitted by the ECEP Systems Coordinator with a designated as back up.

4. Applicants will request specific days per week. Early Childhood will approve and assign the days per week for the applicant. The applicant be billed accordingly if they utilize the slot or not.

Families will be required to submit vacation requests 2 weeks in advance to not be billed for those weeks. No exceptions.

Families will be billed for sick days.

5. The collection system for child care services will include the following:  
If a payment is 30 days late it will be considered delinquent.

Tribal staff that are delinquent with their payment will be required to submit a payroll deduction schedule for prompt payment of balance due. If the child of the tribal staff is continuing to use child care services –They will be required to pay for a week in advance in addition to payment on their outstanding balance.

Families who are delinquent with their child care bill and not employed by the Tribe will be required to pay for one week in advance in addition to a payment on their outstanding balance.

An outstanding balance will be defined as \$100.00 owing with no payment received.

Daily collection will include a \$1.00 per minute per child late charge for a child(ren) picked up after 5:00pm. This late charge is due upon pick up of child (ren) and is paid directly to the staff person who is taking care of the child(ren). If the late charge is not paid the child(ren) will not be allowed to return to child care until the charge is paid. Time is determined by Tribal Telephone Clock. **There will be no exceptions, all staff will comply with the late pick up fee.**

If a family has not notified the ECEP center that they will be late in picking up their child(ren) the staff person closing will notify the tribal police at 5:30 p. m. that a child remains in center with no prior notification.

6. A \$25 Annual Registration Fee will be charged to every Family due in September.
7. There is No Drop In Child Care
8. Families receiving Tribal Child Care Assistance will be required to complete a Tribal Child Care Assistance Application Bi-Annually.
9. There is a procedure for submitting grievances.