

Brunswick Community College Child Care Assistance Project Application

Complete all parts of the application. **Incomplete applications will not be considered.** Include a copy of the birth certificate and Social Security card for each child who will be enrolled in day care,

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Student ID #: _____ Date of Birth: _____

Marital Status: ___ Single ___ Married ___ Divorced ___ Widowed ___ Legally Separated

Phone # (Home): _____ (Work) # _____ (Cell) # _____

Alternate Contact Person/Phone Number: _____

Alternate Contact Person/Phone Number: _____

Curriculum/Major: _____

Number of persons in your household (include yourself): _____

List names and ages of children needing child care services:

Child's Name	Age	Cost/week or month	Provider Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Child Care Provider Information

Provider Name: _____

Center Name: _____

SS #/Provider ID: _____

Address: _____

Phone#: _____

I certify that all information given is true and correct. I certify that I have reported all income. I understand that the information given in this application is for the receipt of child care subsidy assistance. Brunswick Community College may verify the information contained in this application. **Deliberate misrepresentation of any information may be subject to termination from the child care subsidy program.**

I agree to notify the Child Care Coordinator of any change in my financial or marital status. I also agree to report any changes in my schedule or contact information.

I hereby give my permission for the Office of Student Services to release my transcript to the Child Care Coordinator during the application process. I also give my permission to have my transcripts released to the Child Care Coordinator during the period in which I am receiving the child care subsidy.

Failure to comply with any rules or regulations set forth by the Child Care Coordinator is grounds for automatic termination from the program!

Applicant Signature

Date

North Carolina Child Care Project Agreement

This Contract Agreement is between:
Brunswick Community College
PO Box 30
Supply, NC 28462
910-755-7338 --- 910-754-9609 Fax
And

Day Care Provider _____

Tax ID # _____

License Number _____ Expiration Date _____

WHEREAS, _____ has agreed to provide care services
Day Care Provider

For _____ while _____
Child(ren) Name Student/Parent Name

Is enrolled at Brunswick Community College. The provider will be compensated by Brunswick Community College at a rate of \$ _____ per month or \$ _____ per day for 1 child, contingent upon available funding. Any differences shall be paid solely by the child’s parent/student. Brunswick Community College will make monthly payments following services, provided child care forms for that period are received the last school day of the month. **Brunswick Community College will not be responsible for any payments for forms received more than 30 or 31 days after the services are provided.** Brunswick Community College will not be held responsible for any child care fees other than those expressly set forth herein.

The terms and conditions of this contract are void and unenforceable upon the first occurrence of any one of the following events:

1. The child’s parent/student has too many absences, or
2. The child’s parent/student ceases to attend classes at Brunswick Community College,
3. The Provider, or any employee thereof, is proven to be guilty of charges involving child abuse or child molestation, or
4. The child’s parent/student decides to withdraw the child from day care, or
5. The misuse of federal child care funds, or
6. The failure of the student to submit an attendance sheet at the end of the month may result in the cancellation of the child care contract. **The day care bill then becomes the student’s responsibility from the last day of attendance, or**
7. The failure of the student/parent to notify the coordinator concerning any schedule changes which results in the student’s suspension from the child care program. **The day care bill then becomes the student’s responsibility from the last day of attendance, or**
8. The student’s enrollment drops below three (3) hours, **is no longer eligible for the child care program, and is responsible for the day care bill from the last date of attendance.**

Variations on any guidelines will be addressed on an individual basis.

My signature indicates that I will comply with the terms, policies and procedures of the Child Care Project.
The agreement is effective on the _____ day of _____, 20__.

Date _____
Child Care Director’s Signature

Brunswick Community College
Child Care Assistance Project -- Procedures Statement

Orientation

The Child Care Assistance Project requires accurate and timely record keeping. Project success will depend on cooperation between the student, the child care provider and the Child Care Assistance Project Coordinator. The student/parent must provide timely and accurate documentation and must clearly understand how the project functions.

The student/parent must reapply each year. Contingent upon availability of funds, previous project participants who have adhered to the project guidelines will receive priority for support until he/she complete his/her program of study or graduates within the appropriate time limits.

Contracts

As a part of the contract process, the course registration schedule must be submitted to the Project Coordinator, and a returning student/parent must provide a copy of the previous semester's grade report before a contract can be initiated. **All contracts must be finalized prior to the child entering day care.**

Record Keeping Policy, Day Care Bills, Fees

Students/parents must comply with the policies of the Child Care Assistance Project (CCAP) and the guidelines of the selected day care provider. Selection of the day care center is the responsibility of the student/parent. The student/parent is responsible for the payment of the annual registration fee, parent fees, physical examination fee, late pick-up fees, holding fees, withdrawal notice fees and any other fees that may arise.

Attendance Forms – Student and Child

The director of each Day Care facility will keep monthly attendance records of the child's attendance. All attendance forms must be kept in ink and white out is not permitted. These attendance reports will be submitted to the Child Care Assistance Project Office along with the invoice for service at monthly intervals as specified by written notice from the Coordinator. **The child care provider will also be responsible for informing the Child Care Coordinator of any changes in the attendance of the child.** Payments to the child care provider will be mailed during the month following the reporting/attendance period (i.e., services rendered in January will be paid in February).

The student/parent must complete a monthly class attendance form and have it signed by each of his/her instructors. Attendance forms are due in the Child Care Coordinator's Office no later than the **last class day of each month**. The student's and child(ren)'s attendance forms will be compared. Failure to promptly submit the student class attendance form, with the instructor's signature by the end of the month will result in nonpayment of your day care invoice. **Failure to submit your attendance sheet at the end of the month, for two consecutive months, will result in the termination of your child care agreement.**

Records Maintenance

All attendance forms, invoices, course schedules, drop/add forms, grades and other documents are kept on file in the Child Care Coordinators Office in the A Building.

Absences – Child and Student/Parent

Child Care funds will not be paid for semester breaks and summer break.

Child care funds will be awarded only for days which participant attends classes at Brunswick Community College. Absences will be monitored. If you are absent from class for three consecutive days, you must explain the absences in writing. Excessive absences will require a meeting with the Project Coordinator, and may result in termination from the project. If you are absent from a course for any reason in excess of 20 percent of the class hours, you are in

violation of the Brunswick Community College attendance policy and are no longer eligible to participate in the Child Care Assistance Project.

Brunswick Community College shall pay the centers for excused absences, including sick parent/child (3-day limit), emergency school closing, and cancelled classes. Brunswick Community College will not pay for unexcused absences. Brunswick Community College may either pay for child day care on the basis of attendance or terminate the service when the client is habitually absent. Child Care Funds will be revoked due to habitual absenteeism and the student/parent will be responsible for the entire bill.

Schedule Changes

If the student/parent enrollment drops below three (3 hours per semester), he/she will no longer be eligible for child care assistance. Failure to notify the Coordinator concerning any schedule changes will result in the student's/parent's suspension from the child care project. A revised contract will need to be drawn up between the College and the child care provider or day care facility. The revised contract may result in the student/parent being personally responsible for a prorated share or full cost of the child care services. If you drop all of your courses, you will be held liable for the day care bill from your last date of class attendance. The coordinator must be made aware of any changes in your credit hour status within forty-eight (48) hours of the change.

Withdrawal

Every participant must notify the Project Coordinator of any withdrawal from a class or total withdrawal from the College.

Termination

Fraudulent misrepresentation of information, change of status, failure to live up to the contract, mutual agreement, habitual absences of the child, and withdrawal from school are all causes for termination. Other causes for termination: expulsion of the child due to excessive misconduct, if the center or care provider is proven guilty of charges involving child abuse, and if the parent/student is dissatisfied with the quality of care and removes child.

Termination from the project means loss of child care funds and ineligibility for future financial assistance from Brunswick Community College's Child Care Assistance Project. The day care center will be informed that you will be directly responsible for payment of the bill from the date of termination. You will also be held liable for the day care bill from your last date of class attendance. A withdrawal notice and any fee associated with termination of the child care contract are the responsibility of the student/parent, not Brunswick Community College.

Availability of Funding

Funding for child care subsidies comes from the North Carolina Community College System. Termination of funding to Brunswick Community College will result in the termination of the child care subsidy contract with the child care provider. If this occurs, the college will make every effort to notify the student/parent at least 30 days prior to the termination of the contract.

I have read the Brunswick Community College Child Care Assistance Project Procedures Statement, and thoroughly understand my responsibilities as a participant in the Brunswick Community College Child Care Assistance Project.

Student/Parent Signature

Date