

Childcare County Assistance Program (CCAP) Contract

All names of Parents/Guardians and Child/ren must be listed below as they appear on your CCAP paperwork. This form is required to be completed before child's first day of attendance.

Parent/Guardian #1 (Please Print):	Primary Phone #:
Parent/Guardian #1 (Please Print):	Primary Phone #:
Child's First and Last Name #1 (Please Print):	
Child's First and Last Name #2 (Please Print):	
Child's First and Last Name #3 (Please Print):	
Child's First and Last Name #4 (Please Print):	

Communication/Compliance

I understand that any and all communications in regards to my CCAP account will be with Anna's Bananas Daycare and Preschool (ABDP) Billing & Accounts Specialist. Any information in regards to updates on my account will be sent from Anna's Bananas Daycare and Preschool to me via the email I have provided should my email change it is my responsibility to inform ABDP. I understand that by accepting the terms of the Anna's Bananas Daycare and Preschool CCAP guidelines, I am equally accepting the terms of the Policies and Procedures of the Company as is outlined in the Parent Handbook which I acknowledged receipt of during the enrollment process as well as I understand is available to me at all times by visiting the company's website.

I understand that Anna's Bananas Daycare and Preschool does not accept drop off for children between the hours of 11:00 a.m. to 2:30 p.m. without prior approval (such as doctors' appointments, dental appointments) as it is in the children's best interest to avoid these times and limit the disruption in the classrooms during lunch and rest times. I recognize that I must notify the center director if I am requesting a special accommodation on a particular day so they can work with my family.

Tuition and Fees

I understand that CCAP may only reimburse a portion of my child's tuition at Anna's Bananas Daycare and Preschool. Any tuition and/or additional fees not covered by CCAP will be my financial responsibility such as but not limited to: registration fee, activity fees, tuition differentials (Difference between CCAP and Anna's Bananas Daycare and Preschool rates), days closed due to inclement weather, holidays/staff training days that Anna's Bananas Daycare & Preschool has closed that are not recognized as "legal holidays" through CCAP, late payment fees, late pick up fee in accordance with Anna's Bananas Daycare and Preschool policies and procedures. Upon enrollment a registration fee will be assessed to my account from Anna's Bananas Daycare and Preschool; I understand that I am responsible to pay this registration fee in full. Any amount that CCAP covers will be applied back to my account as a credit to be used for copays, denied absent days or any fees through the duration my family attends the center. I understand that any closed holidays that CCAP denies payment for will be my financial responsibility and will be charged to my account accordingly. *Any family receiving child care assistance that has paid full tuition out of pocket due to loss of authorization whose child care assistance was reinstated, Anna's Bananas Daycare and Preschool will credit up to 2 weeks of tuition that was paid out of pocket (1 full-service period) back to the families Procure Account. This includes any copay changes that result in a credit to the families account; the credit will be used within the system towards future copays, absent days, any other denied fee by CCAP and any other fee that is assessed by Anna's Bananas Daycare & Preschool (example: summer camp fees, late fees, etc.) throughout the entirety of the families enrollment status with Anna's Bananas Daycare & Preschool. Credits owed to any family will only be provided within the Procure system. No refunds will be issued as all credits will stay on families account until the following conditions are all met; 1. Your account is in good standing and you have no outstanding monies owed on any accounts. 2. You have complied with Anna's Bananas Daycare and Preschool Policies and Procedures as outlined in the Parent Handbook including but not limited to the written withdrawal procedures found on Page 13 under "Cancellations" and 3. Your child is officially withdrawn from the program in accordance with required policies and you provide the appropriate address to where you wish your final reimbursement to be mailed along with the correct spelling of your first and last name. Any payments made exceeding a 2-week period, despite receiving back billing authorization forms from a county agency, will not be billed to that agency and will be considered self-pay by the guardian. Money owed at the time of withdrawal will be sent in form of a check via the US Postal Service. This reimbursement will be sent out upon ABDP receiving full payment for all services from CCAP.*

CCAP Copays

I understand that I am required to pay my copay (if applicable) to Anna's Bananas Daycare and Preschool by 12:00 p.m. Wednesday of the week the copay is assessed to my account; which is done on a biweekly basis. If this payment is not paid by noon on Wednesday, I understand my account will be assessed a \$10.00 late fee for each day the account is in arrears. Anna's Bananas Daycare and Preschool is required to report to CCAP of any copays that are delinquent and could result in suspension of CCAP services.

Absent Days

I understand the CCAP will pay up to 25 absent days per year (January- December) for my child. Once my child has exceeded the allotted absent days, I will be responsible for the balance not covered by the CCAP. In addition, I understand that in the event my child is absent more than 10 consecutive days my CCAP services may be subject to termination. It is my responsibility to get prior approval from my CCAP case worker if my child will be absent for more than 10 consecutive days. I understand failure to get prior approval from my CCAP case worker could result in termination of CCAP services.

Sign In and Sign Out Forms

I understand that I am responsible for signing in and signing out my child each day. Each day that my child is not signed in/out I will be financially responsible for the daily CCAP reimbursement rate for my child. These rates are in addition to my copays, tuition differences and any fees my account may be assessed. CCAP requires all sign in and sign out parent/guardian names to be **PRINTED LEGIBLY**. In the event management feels my name is not legible I understand I will be required to refill out my child's sign in and out form.

By signing below, I agree to the terms and conditions outlined above in accordance with CCAP and Anna's Bananas Daycare & Preschool policies and procedures.

Parent/Guardians Printed Name:	
Parent/ Guardians Signature:	Date: