

PROGRAMS FOR PARENTS GUIDELINES

1. Children cannot attend our program unless they have confirmed funding. Parents are entitled to pay the regular fee weekly until their funding is approved. If Programs for Parents back-pays, we will refund the money paid.
2. Registration fees are not covered by PFP (unless you're on Work First) and must be paid before your child can attend any program.
3. Upon receiving your Family First card, it must be activated by calling the number on the back. Activation takes 24 hours.
4. Parents are entitled to 3 Family First cards. We recommend that you ask for all 3 in case one gets lost or you have a friend or family member dropping off or picking up your child.
5. **You must swipe your child in and out daily using the POS machine (or telephone depending on the school). If you have any questions about using the device, please do not hesitate to ask for assistance!**
6. If you are unsure if you have missed any days or are having trouble swiping, please call Melissa at 973-736-1282 ext. 20 or email her at wochbgc@hotmail.com.

7. A list of parents missing days is given to the schools on a weekly basis, as well as posted on a google doc spreadsheet online. Check this list to see if you are on it. If you do not have this list, please contact Melissa (see above).
8. If your child is absent for a day, you must back-swipe them in using the code #6 (SICK DAY) on the swipe machine when they return. You can also call in a sick day using any phone.
9. **Any situation which causes the Community House to lose payment for services, such as not swiping or not submitting documentation in a timely manner, will be charged to the parent. The parent will be responsible for payment.**
10. As with all program fees, co-payments are due by the first day of the month. Children will not be admitted into the program if co-payments have not been paid.
11. There is a differential fee of \$25.00 per child. Programs for Parents does not cover the entire tuition for parents who utilize **both** before and after care, which unfortunately falls on the parent to pay the difference. The differential we have set still does not cover the entire cost.
12. **People who do not effectively swipe will be subject to termination.**

13. Please refer to your Programs for Parents handbook for more detailed descriptions of the points listed above.