SDSU Children's Center

2024-2025 Funding Policy & Procedures Funding Orientation

Office Coordinator: Kim Bryant

Assistant Director: Sara Sanders

Director: Michelle Zamora

General Information

- For funding questions, please reach out to the Office Coordinator, Kim Bryant, who has the knowledge and ability to assist you.
  Email: childrenscenterbilling@sdsu.edu
  Phone: 619.594.7941

- For classroom questions, please reach out to the Master Teacher.
- Feel free to ask any member of the classroom teaching team about your child's day.
- For questions about your child's nutrition while at school, speak with Steve, the Center's Food Program Supervisor, as well as the Supervising Teacher & Master Teacher.

Required Appointments
New Families Receiving Funding:

1. **Orientation Meeting** – An introductory session for all families receiving funding. This meeting provides important information about program expectations, requirements, and available support.

2. **Certification Appointment** – A meeting to verify your family's eligibility and level of need for funding. Please bring all necessary documentation to confirm qualification.

3. **Classroom Enrollment Appointment** – Meet with the Supervising Teacher to complete your child's classroom enrollment, meet their teacher, and tour the classroom environment.

Two Sets of Paperwork to Complete:

SET #1: Funding Paperwork

The necessary paperwork will be emailed to you by the Front Desk and must be completed prior to your funding certification appointment. Please make sure all required forms are filled out and brought with you. If any forms are missing or incomplete, your appointment will be canceled.

SET #2: Classroom Enrollment Paperwork

The Supervising Teacher will guide you on how to access this paperwork through the Center website. To finalize this step, you'll need to schedule a meeting with the Cottage Supervising Teacher and Master Teacher.

Need for Care

a. The child is receiving child protective services;

b. The child is identified as being abused, neglected or exploited or at risk thereof;

c. The family is experiencing homelessness;

d. The parent is employed;

e. The parent is seeking employment

f. The parent is enrolled in vocational training;

g. The parent is enrolled in educational programs;

h. The parent is incapacitated; or

i. The parent is seeking permanent housing for family stability

Need for Care

SDSU Children's Center funding is available

exclusively for full-time SDSU student

parents.

- **Class time:** Care is provided for one hour for every hour the parent is in class during the time their child is attending the Center. This does not apply to night classes or times when your child is not at the Center.
- **Online and hybrid classes:** Care is allocated as one hour per week per unit for online or hybrid classes.
- **Study time:** Parents must request study time, which is limited.
- **Work hours:** Care is provided during the hours the parent is working while their child is at the Center.
- **Travel time:** Reasonable and limited travel time is available upon request.

Need for Care

Qualifying for Care:

- Each parent in the household must individually qualify for the hours of care their child receives.
- Special arrangements can be made for a parent looking for work. There is additional documentation required. If you fall into this category, please make an appointment to review requirements.
- Limited sleep time for parents working nights is available. If you feel you need this, please ask during your appointment.
- Need due to an incapacitated parent, must be documented by a Physician or qualified health professional is an option. Appropriate forms are available to help you document a need of this type. Please make an appointment to discuss the process in more detail.

Eligibility & Family Size

Please bring reliable documentation indicating the relationship of the child to the parent and any children counted in the family size. This documentation must also include the birthdate(s) of all children in the family.

Documentation may include the following:

a) Birth Certificates
b) Court orders regarding child custody
c) Adoption documents
d) Records of Foster Care placements
e) School or medical records
f) County welfare department reports
g) Other reliable documentation

Income Requirements
Documentation of Income Eligibility:
Income and Family Fees (5 *CCR* 17762)

When eligibility is based upon income, at the time of initial certification or recertification, the parent must provide the contractor with all supporting documentation. The parent is responsible for providing documentation of the family's total countable income, and the contractor is required to verify the information, as described below.

1. The parent(s) shall document total countable income for all the individuals counted in the family size. If the parent(s) is employed, provide:
    a. A release authorizing the contractor to contact the employer(s), to the extent known, that includes the employer's name, address, telephone number, and usual business hours; and payroll check stubs, an independent drafted letter from the employer, or other record of wages issued by the employer from either month of the two-month window immediately preceding the initial certification, or the recertification of eligibility for ongoing services.

2. When the employer refuses or fails to provide requested documentation or when a request for documentation would adversely affect the parent's employment, provide other means of verification that may include a list of clients and amounts paid, the most recently signed and completed tax returns, quarterly estimated tax statements, or other records of income to support the reported income, along with self-certification of income.

3. If the parent is self-employed, provide a combination of documentation necessary to establish current income eligibility from either month of the two-month window immediately preceding the initial certification, or the recertification of eligibility for ongoing services.

a. Documentation shall consist of a self-certification of income, and as many of the following types of documentation as necessary to determine income:
b. An independent drafted letter from the source of income; A copy of the most recently signed and completed tax returns with a statement of current estimated income for tax purposes; or other business record, such as ledgers, receipts, or business logs.

4. Provide copies of the documentation of all non-wage income referenced in the definition of the "total countable income," self-certification of any income for which no documentation is possible, and any verified child support payments referenced in definition of "adjusted monthly income."

5. The contractor shall retain copies of the documentation of total countable income and adjusted monthly income in the family data file. When the parent is employed, verify the following information using the documentation provided by the parent or by contacting the employer if the required information is not contained in the documentation: the parent's salary/wage; rate(s) of pay; hours and days of work or total hours worked each week; inconsistent and/or unstable hours and days of work; pay periods and frequency of pay; and the state date for the employee.

a. When the parent is self-employed, the contractor shall make a record of the independent verification regarding the cost for services provided by the parent that may be obtained by contacting clients, or confirming the information in the parent's advertisements or web site.
b. If the income cannot be independently verified, the contractor shall assess whether the reported income is reasonable or consistent with the community practice for this employment.

6. If the family is receiving preschool services because the child(ren) is/are identified as being abused, neglected, exploited, or at risk of abuse, neglect. Or exploration or receiving child protective services, and the written referral required by 5 *CCR* 17773 specifies that it is necessary to exempt the family from paying a fee, then the parent will not be required to provide documentation of total countable income.

Calculation of Income

Calculation of Income (5 *CCR* 17759)

- An income calculation worksheet is only required when a family is income eligible, (including when a family has income that is 15% above the income threshold, and when assessing family fees).

- When income is required to be calculated, including when the family voluntarily reports a change in income that results in a reduction of fees or when the family reports income in excess of 85% of SMI in accordance with 5 *CCR* 17755, the contractor shall calculate total countable income based on income information reflecting the family's current income:
    a. Using an income calculation worksheet that specifies the frequency and amount of the payroll check stubs provided by the parent and all other sources of income referenced in the definition of "total countable income."
    b. When income fluctuates because of migrant, agricultural, or seasonal work; inconsistent and/or unstable employment or self-employment; or intermittent income, as defined in 5 *CCR* 17700, the adjusted monthly income shall be determined by averaging the total countable income from the preceding 12 months.

Income Verification **(CCTR)**

The parent is responsible for providing documentation of the family's total countable income, and the contractor is required to verify the information, as described below.

The parent(s) shall document total countable income for all the individuals counted in the family size. If the parent(s) is employed, provide:

- **a.** A release authorizing the contractor to contact the employer(s), to the extent known, that includes the employer's name, address, telephone number, and usual business hours; and payroll check stubs, an independent drafted letter from the employer, or other record of wages issued by the employer from either month of the two-month window immediately preceding the initial certification, or the recertification of eligibility for ongoing services.
- **b.** Financial Aid award letter for all student parents in the household.
- **c.** One month's worth of your most recent and consecutive paystubs for all working parents in the household. If paid monthly please include two months worth of paystubs. Families with true variable income will need to provide 12 months of documented income to demonstrate eligibility in meeting income guidelines.
- **d.** Child support documentation.
- **e.** Cash Aid Notice of Action/current printout of benefits from the Access Self-Service My Benefits Calwin website for the County of San Diego
- **f.** Unemployment documentation
- **g.** Social Security Income
- **h.** Assistance from family members other than in-kind (living at home e.g.)

Income Verification **(CSPP)**

The parent is responsible for providing documentation of the family's total countable income, and the contractor is required to verify the information, as described below.

The parent(s) shall document total countable income for all the individuals counted in the family size. If the parent(s) is employed, provide:

- **a.** A release authorizing the contractor to contact the employer(s), to the extent known, that includes the employer's name, address, telephone number, and usual business hours; and payroll check stubs, an independent drafted letter from the employer, or other record of wages issued by the employer from either month of the two-month window immediately preceding the initial certification, or the recertification of eligibility for ongoing services.
- **b.** One month's worth of your most recent and consecutive paystubs for all working parents in the household. If paid monthly please include two months worth of paystubs. Families with true variable income will need to provide 12 months of documented income to demonstrate eligibility in meeting income guidelines.
- **c.** Child support documentation.
- **d.** Cash Aid Notice of Action/current printout of benefits from the Access Self-Service My Benefits Calwin website for the County of San Diego
- **e.** Unemployment documentation
- **f.** Social Security Income
- **g.** Assistance from family members other than in-kind (living at home e.g.)

Income Verification Continued

- Family fees may be required and are determined by family size, income, and monthly schedule.
- All family fees are due in advance of services provided.
- Payment agreements must be arranged with the Office Coordinator prior to the fees due date (if applicable).
- No family fee is charged when receiving CalWORKs cash aid.

Policies & Procedures

Attendance / Contracted Schedule of Hours

1. Our expectation is that you use your scheduled hours. We may reduce your hours/days for your child's schedule at your next certification if you do not follow your contract schedule of hours.
2. If your child is absent or sent home sick, please complete an Absence/Schedule Variance form.
3. Also document other reasons such as Doctor's appointments, Best Interest Days, by completing an Absence/Schedule Variance form. Bring documentation for absence or other schedule variances whenever possible.
4. Your child's schedule will be in effect for the next 24 months unless you request a schedule change. Changes must be approved by your Supervising Teacher and the Office Coordinator and cannot exceed your approved number of hours for care.
5. If you are continuously late dropping off or picking up early, you will be asked to meet with the Center Director or Assistant Director to discuss the importance of following your schedule.

Policies & Procedures

Making Progress

Satisfactory progress is determined by the university and requires that a student parent stay within SDSU standards of being a student. Other non SDSU student parents must keep a 2.0 GPA in the previous semester prior to certification.

Policies & Procedures

Signing In & Out

Classroom Sign in/out sheet

i. This is the official sign in/out

ii. Must be real times

iii. Must have full signatures – MANDATORY

iv. Must be in blue or black ink

v. Signature should not change or be abbreviated in anyway

Consequences of Missing Signatures

- Signatures are required by licensing, the food program, and many of the governing agencies that visit our Center. These agencies check to see if the children present are signed in whenever they visit.
- If you miss a signature on a day, we have to document the missing signature and we may not be paid for that day.
- After one missed signature in a fiscal year (July 1 through June 30) you will receive a warning.
- After two missing signatures in a fiscal year (July 1 through June 30) you will receive a second warning and you must meet with the Director or Assistant Director.
- After three missing signatures in a fiscal year parents need to meet with the Director or Assistant Director and you may be dropped from the funded program.
- We also use the sign in sheets for fire drills and emergency evacuations so signing in and out is also a safety issue.
- Missing signatures are also a licensing violation. The center can be cited and fined.
- Please make sure that any other person who may pick up or drop off your child knows the sign in and out procedure.

Scheduling

Available space

a. Approved by Supervising Teacher
b. In most cases the schedule (Days) from semester to semester stay the same unless the parent requests a change and the space is available to make that change. Your child's schedule will remain the same for 24 months after your certification unless you request a change.
c. You will need to fill out a new schedule each semester even if it does not change.
d. Make sure to request changes to Supervising Teachers early.

Schedules

a. Monday – Friday
b. Tuesday & Thursday
c. Monday, Wednesday & Friday
d. Full Days are defined as 6.5 hours per day or more and we do not enroll part day schedules.
e. Funding Contract is year-round and you are contracted for a period of 24 months.
f. We may collect your class schedules each semester but no action will be taken in regards to your child's schedule unless you ask for a schedule change. We request class schedules each semester from both our funded and fee-paying families.

Policy on Excused Absences

Attendance is required for the agreed upon schedule unless there is an excused absence. The parent must inform the school the day of the absence and fill out an absence verification form upon their return to school. Each absence unless they are consecutive absences for the exact same reason must be done on separate forms.

1. Illness or quarantine of the child

2. Illness or quarantine of the parent

3. Court ordered visitation (on file)

4. Family Emergency (agency policy)

5. Best Interest Day (limit 10, except CPS)

Policy on Unexcused Absences

The following are unexcused absences:

- Failure to submit required documentation/Absence Schedule Variance Forms.
- Incomplete absence verification forms.
- The child stayed home for a reason other than illness or excused absence.
- Best Interest days greater than the 10 day limit.
- Child did not want to go to school
- Personal business – parent/child overslept, did not feel like coming, or tired.

The goal is to provide care when families truly need us and maximize the number of families we serve each semester. Termination of subsidized services may also result in termination of enrollment in the Children's Center if no non-subsidized openings are available. If there are non-funded openings available the terminated subsidized parent may opt to stay at the Children's Center and pay full fees for child care.

Absent Form

(see example of form on next page)

Complete for Absences, Best Interest Days, and other reasons.

- Please fill out even when your child is sent home ill (please indicate who is sick on the form)
- Turn in then next day you return to the center and include copies of any documentation of absence when possible.
- You should fill out these forms without being reminded.
- Office staff will send you a notice by email or phone call to notify you of any missing forms
- Make sure we have current email on file
- Have the Front Desk make a copy if you would like to have proof that you turned forms in. We can make copies of Doctor's notes for you as well.
- Parents may call the Front Desk to fill out a form. If the form is for a Best Interest Day, parents must sign.

ABSENCE FORM

"Please Print"

You must admit this form by the next scheduled day after the absence(s).

Date(s) of Absence(s): _____

**Multiple dates must be consecutive days of absences.*

Child's Name (First and Last Name): _____

Parent's Name (First and Last Name): _____

Classroom: _____

Please Check off a Reason:

- ❒ Child is sick
- ❒ Parent/Family Member is sick
- ❒ Court-ordered Visitation
- ❒ Family Emergency
- ❒ ***Best Interest Day***

Parent Signature: _____

(Full First & Last Name Please)

**********Office Use Only**********

❒ Parent phoned Staff Signature: _____

Comments: _____

_____

_____

TERMINATION OF FUNDING

Enrollment may be terminated by the Director for the following reasons:

1. Repeated late payment or non-payment of child care fees.
2. Failure to comply with policies and procedures set forth in the Children's Center Family Handbook.
3. Failure of child and/or family to work within program philosophy and/or guidelines established by Center staff.
4. Failure to submit re-enrollment and other required forms by the established deadlines.
5. A child's behavior is considered to be dangerous to the health and safety of self, other children, or staff. See § 17731 Expulsion or Unenrollment of a Child due to Behavior or California Code of Regulations, Title 5 (5 CCR) Section 17731
6. Repeatedly picking-up the child later than the specified child care contract, especially when picking up after the center is closed.
7. Children's needs are unable to be met by the Center's programming.
8. Child's absence for more than ten (10) days of enrollment period without the office being notified of the nature of the absence within the first ten (10) days of absenteeism.
9. Three (3) days of missed signatures

The Director shall meet with parents to discuss problems that may lead to termination of enrollment. If a resolution cannot be reached, the Director will give parents written notice terminating enrollment at least fourteen calendar days in advance of the effective date of termination. Hearing and Grievance Procedures are available from the Director upon request which describes a parent's rights and responsibilities if their child's enrollment is terminated.

Uniform Complaint Procedure

It is the intent of the Associated Student SDSU Children's Center to fully comply with all applicable laws and regulations. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding the Associated Students SDSU Children's Center's alleged violation of a statute or regulation that the California Department of Education is authorized to enforce. This includes allegations of unlawful discrimination (Education Code, sections 200 and 220 and Government Code, Section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance.

Complaints must be signed and filed in writing with the California Department of Education:

California Department of Education

Child Development Division

Complaint Coordinator

1430 N Street, Suite 3410

Sacramento, CA 95814

Paperwork Review

1. **Not all forms need to be filled out by all families.**
2. **Some families will need to fill out double forms if there are two students in the family or if both parents are working**
3. **Funding forms (except for the Contract Schedule of Hours) do not need to be duplicated for multiple children**

Training Verification

a. Required for all student parents in household

b. A training verification form needs to be filled out for each institution a student attends

Allowable Schedule Worksheet

a. Required for all parents in household

b. In two-parent households the parent with the least allowable hours is the allowable hours for the child.

Additional Study Hours Verification

a. On a case by case bases
b. Not all students will need this form
c. Must have a significant/compelling reason to be approved. Being a student parent is not a valid reason
d. Professor or instructor must sign Extra Study Hours Form

Class Hours Required Verification

a. For Class hours that are required but not listed or listed as arranged on the web-portal
b. For use for internships
c. Not all students will need this form
d. Students will need to have the professor or instructor complete the form and send by email or fax back to the center. Form cannot be delivered by the student since it has to be independently verified.

Work Schedule Verification Form

a. Required for all working parents in household
b. Anytime a parent's work schedule changes and if the family wishes to request a change in schedule, then a new Work Schedule Verification needs to be turned in.
c. The parent submits a form to the employer and they must return it by email or fax prior to funding appointment. Form cannot be delivered by the student since it must be independently verified.

Release of Information Form

a. Required for all parents in household
b. Used to verify work schedule and possibly other need for care documentation.

Funding Policy Contract

a. Basic overview of funding rules
b. Please note the location of the Parent Handbook online for further information.
c. If there are two parents in the household, both parents need to initial by each item

Self Declaration Statement

a. Not all families will need this form
b. Use this form to explain or notify the center of a change
c. May be used to declare in-kind income such as room and board or cash from parents

Contract Schedule of Hours

a. Fill out a schedule for each child
b. Only use days that the Supervising Teacher has approved
c. Schedules must be approved by Supervising Teacher and must not exceed allowable hours

Income Reporting Requirement Form

a. All families need to fill out this form
b. The original of this form will be given back to the parent for their files, and a copy will be kept in the parents funding file

Training Verification Form

- Fill in personal and school information
- Include anticipated completion date for training/education
- Please indicate your ultimate **job goal** in the professional or vocational goal section. This is not a degree goal.
- Fill out class schedule from web-portal using the abbreviated class name (i.e. Bio 101)
- Date and sign the form
- For classes taken at other institutions, their registrar may need to stamp this form if their 'webportal-like' printout does not include the necessary information.

Most institutions will not be able to stamp these forms until the class/term has started. Fill out and copy the form, attach institutions 'web-portal and bring in an unstamped copy of the form for your funding appointment. Turn in stamped form as soon as possible only if another institution's 'web portal' does not contain necessary information.

California Department of Education
Early Education and Support Division
Form EESD-9605 (January 2015)

Training Verification -Parent or Caretaker Attending School or Receiving Training

	Date
Agency Name, Street Address, City, ZIP Code, and Phone Number Associated Students SDSU Children's Center 5500 Campanile Drive San Diego, CA 92182-7803 (619) 594-7941	**Parent Name, Street Address, City, ZIP Code, and Phone Number** **Signature**

Training/Education Information

Professional/Vocational Goal (Not Academic Goal) (E.g., Vocational Goal is to become a teacher.) (E.g., Academic Goal is to obtain Degree or Certificate)

Name of School or Organization where training/education is received San Diego State University	**Phone Number** (619) 594-6200
Street Address, City, Zip Code 5500 Campanile Drive San Diego, CA 92182	**Anticipated Completion Date for Training/Education**
Date this Term Began:	**Date this Term Ends:**

Complete One of the Following

a. Attached is the parent's course printout form from the training institute.

or

Class Schedule (if applicable)

Day	Time	Room#	Course Name	Units

Signature and Stamp of Registrar or School/Organization

Date of Signature and Seal

ALLOWABLE SCHEDULE WORKSHEET FOR FUNDED FAMILIES

Child(ren) Name(s): _____ Class: _____ Parent's Name: _____ Parent's Signature: _____

Semester: FALL SPRING SUMMER (circle one) YEAR _____

1. Class Hours: One hour per hour of class time while child is in child care.
Hours of class usually translate to one hour per unit. List all classes but please make additional notes for lab, internships or other classes that class times are greater than one hour per unit. Further documentation (Class Hours Required Form) is required for classes that do not list class times on the web portal print out.

Class Units	Times	Days	Hours Per Week (This column and totals column to be filled out by Funding Advisor.)

Total units _____ Total Class Hours _____

2. Class Hours: Class time while child is not in child care.
Hours of class usually translate to one hour per unit. List all classes but please make additional notes for lab, internships or other classes where class times are greater than one hour per unit.

Class Units	Times	Days

Total units taken when Children in Center is closed _____

3. ☐ Please check if Parent Requests Study Hours: Up to two* hours per unit per week of study time is allowed per class if requested by parent. Need for additional hours for study time is limited, requires further documentation and is reviewed on a case by case basis. Physical Education classes may require syllabus and/or instructor documentation to show the need for study time, otherwise PE class study times may not be granted.

Total units _____ X *_____ = _____ Study Hours _____

4. Work hours while your child is at the center: List your work schedule and separate out travel time (limited) if needed. A work schedule Verification Form must also be filled out and signed by your employer.

Monday _____ Tuesday _____ Work Hours _____

Wednesday _____ Thursday _____ Travel Time _____

Friday _____ Total Hrs. Allowable for care _____

☐ Please check if Travel Time is requested by parent (limited) _____

*Your child cannot be scheduled any more hours than the Total Hours Allowable for the parent with the least allowable hours.
Notes: Adjustments/ Schedule changes need to be made if your class or work schedule changes during the semester.
School and/or work schedules for both parents living in the household must be submitted.

Hrs child scheduled per week* _____

REV. 07/2015 SS

Your child cannot be scheduled any more hours than the Total Hours Allowable for the parent with the least allowable hours.

Notes: Adjustments/Schedule changes need to be made if your class or work schedule changes during the semester.

ALLOWABLE SCHEDULE WORKSHEET

Make sure to add in all information including child(ren) name(s), class, parent's name, parent's signature, semester (fall, spring summer), and year.

1. **Class hours count as one hour per hour of class time** while the child is in child care. Hours of class usually translate to one hour per unit. List all classes but please make additional notes for lab. Internships, or other classes that class time are greater than one hour per unit. Further documentation is required for classes that do not list class times on the web portal print out.
2. **Please check if Parent Requests Study Hours:** Up to two* hours per unit per week of study time is allowed per class if requested by parent. Need for additional hours for study time must be requested by the parent and documented by filling out an Extra Study Hours Form signed by the instructor/professor to approve extra hours up to 3 hours per unit per week.
3. **Work hours while your child is at the center**: List your work schedule and separate out travel time (limited) if needed. A work schedule Verification Form must also be filled out and signed by your employer.

CLASS HOURS REQUIRED VERIFICATION

(Arranged hours not listed on web portal or in addition to those listed on web portal)

Dear Professor/Instructor/Site Supervisor:

The SDSU Children Center at San Diego State University is providing subsidized care for the child or children of your student listed below. Our program is funded through the California State Department of Education, Child Development Division and we are required to independently verify the student parent and/or other parent's work and/or school schedule including Internship/Externship hours, Class Hours, Student Teaching and Volunteer/Lab hours in order to verify their need for childcare. We appreciate your cooperation and ask you to please verify the schedule of your student listed below and fax or email back this form. The student/employee below also by signing this form authorizes a representative of the A.S. SDSU Children's Center to call, email, or fax the instructor, supervisor, and/or location to verify the information below when necessary.

Student's Name: _____ Class: _____

By signing below, the Student allows you to release information about his/her employment/training schedule.

Student's Signature: _____ Date: _____

Instructor/Supervisor to fill out below:

Location/Site Name: _____

Site Address: _____
Street Name City, State Zip

Supervisor or Contact Person: _____ Title: _____

Phone: (___) _____ Supervisor/Contact Person email: _____

Additional Contact Person: _____ Title: _____

Phone: (___) _____ Additional Contact Person email: _____

Pay Schedule (circle one): Unpaid Every 2 weeks 2 times per month Monthly Weekly
Other (explain): _____

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This training/class schedule should be in effect until (Date): _____

Instructor's/Supervisor's Comments: _____

Supervisor/Instructor Signature: _____ Date: _____

Print Name: _____

*Note: Since this information needs to be independently verified, it can only be accepted if faxed or emailed back to the center by the Supervisor/Instructor. The student cannot hand deliver this form to the Children's Center or it will require further verification.

Fax: (619) 594-6292

Email: sdsuwvs@sdsu.edu Additional Email: ccc_info@sdsu.edu

***Not everyone may need this form.**

CLASS HOURS REQUIRED VERIFICATION

Arranged hours not listed on web portal or in addition to those listed on web portal, additional lab hours, additional required volunteer hours, arranged hours for a class

Here is an example of an email you can send to your professor, instructor, or site supervisor:

Dear Professor/Instructor/Site Supervisor:

The SDSU Children Center at San Diego State University is providing subsidized care for the child or children of your student listed below. Our program is funded through the California State Department of Education, Child Development Division and we are required to independently verify the student parent and/or other parent's work and/or school schedule including Internship/Externship hours, Class Hours, Student Teaching and Volunteer/Lab hours in order to verify their need for childcare. We appreciate your cooperation and ask you to please verify the schedule of your student listed below and fax or email back this form. The student/employee below also by signing this form authorizes a representative of the A.S. SDSU Children's Center to call, email, or fax the instructor, supervisor, and/or location to verify the information below when necessary.

Student's Name:

Class:

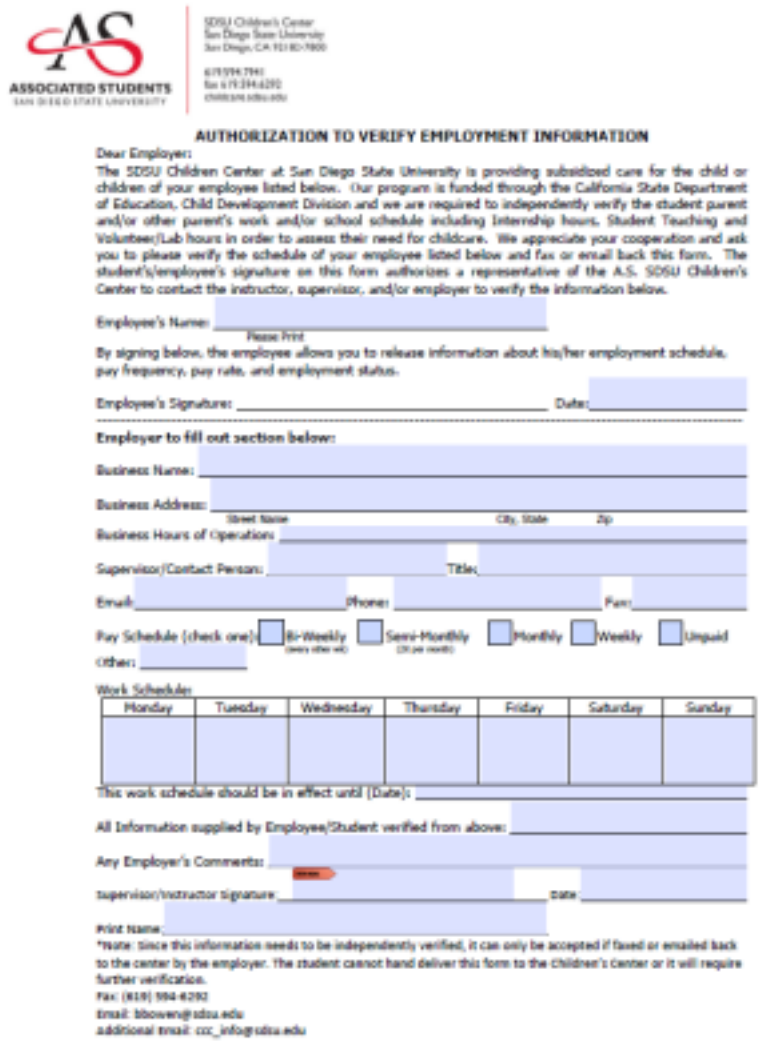
By signing below, the Student allows you to release information about his/her employment/training schedule.

Student's Signature:

Date:

Work Verifications

- Each working parent in the household needs to complete this form.
- Re-submit only if/when you would like to change your current schedule or at recertification.
- Employers will need to fill out and fax or email the form back to the Center prior to funding/scheduling appointments.



ASSOCIATED STUDENTS
SAN DIEGO STATE UNIVERSITY

SDSU Children's Center
San Diego State University
San Diego, CA 92182-7800

(619)594-7941
fax (619)594-6292
childcare.sdsu.edu

AUTHORIZATION TO VERIFY EMPLOYMENT INFORMATION

Dear Employer:

The SDSU Children Center at San Diego State University is providing subsidized care for the child or children of your employee listed below. Our program is funded through the California State Department of Education, Child Development Division and we are required to independently verify the student parent and/or other parent's work and/or school schedule including Internship hours, Student Teaching and Volunteer/Lab hours in order to assess their need for childcare. We appreciate your cooperation and ask you to please verify the schedule of your employee listed below and fax or email back this form. The student's/employee's signature on this form authorizes a representative of the A.S. SDSU Children's Center to contact the instructor, supervisor, and/or employer to verify the information below.

Employee's Name: _____
Please Print

By signing below, the employee allows you to release information about his/her employment schedule, pay frequency, pay rate, and employment status.

Employee's Signature: _____ Date: _____

Employer to fill out section below:

Business Name: _____

Business Address: _____
Street Name City, State Zip

Business Hours of Operation: _____

Supervisor/Contact Person: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

Pay Schedule (check one): ☐ Bi-Weekly (every other wk) ☐ Semi-Monthly (24 per month) ☐ Monthly ☐ Weekly ☐ Unpaid

Other: _____

Work Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This work schedule should be in effect until (Date): _____

All Information supplied by Employee/Student verified from above: _____

Any Employer's Comments: _____

Supervisor/Instructor Signature: _____ Date: _____

Print Name: _____

*Note: Since this information needs to be independently verified, it can only be accepted if faxed or emailed back to the center by the employer. The student cannot hand deliver this form to the Children's Center or it will require further verification.

Fax: (619) 594-6292
Email: bbowen@sdsu.edu
additional Email: ccc_info@sdsu.edu

Release of Information Form

Each parent in the household will need to complete

- SDSU Children's Center (AS SDSU CC) must collect and verify all need and eligibility information in order to determine if a family meets the criteria for subsidized child care services from our center.
- Please authorize the release of any information deemed necessary by AS SDSU CC to verify my need and eligibility for the subsidized program. This release may be used to verify information with an employer, educational or vocational training institution, a physician or other legally qualified health professional, clients, business contacts or any other person, agency, or facility from which need and eligibility information is needed as applicable to my child care case.
- This release will remain in effect as long as your file with AS SDSU CC remains open.

ASSOCIATED STUDENTS

RELEASE OF INFORMATION

I understand that due to State and Federal regulations Associated Students SDSU Children's Center (AS SDSU CC) must collect and verify all need and eligibility information in order to determine if a family meets the criteria for subsidized child care services from our center.

I hereby authorize the release of any information deemed necessary by AS SDSU CC to verify my need and eligibility for the subsidized program. This release may be used to verify information with an employer, and educational or vocational training institution, a physician or other legally qualified health professional, clients, business contacts or any other person, agency, or facility from which need and eligibility information is needed as applicable to my child care case.

This release will remain in effect as long as my file with Associated Students San Diego State University Children's Center remains open.

Parent Signature

Date

Please Print Name

Funded Family Policy Contract

As a funded family, certain regulations must be followed to maintain your funding. Failure to follow these stipulations may result in the loss of your funding.

• Sign in and out daily upon entry and departure of the classroom on your child's sign in/out sheets with full signatures and "real times" (not rounded times) as well as on the computer sign in system with your child's assigned pin number. These times should match within a few minutes. If you miss a sign in or out on the computer please write the date and time on the clipboard available at the front desk.

• The sign and out sheets are a very important requirement of our funding contract. These **must** be signed with a **full signature and "real time"** when you drop your child off and when you pick up. If you forget to sign in or out with the time you will be issued a warning for each missing sign in or out. After a second missing signature, parents will need to meet with the Center Director, Assistant Director, or Office Coordinator. Excessive missing signatures may result in the termination of your funding.

• Please make sure that anyone dropping off or picking up understands the sign-in and out procedure and the times your child is scheduled to be dropped off and picked up (and signing with full signature).

• You are expected to maintain your contracted schedule of hours requested at your annual certification or recertification for the following year unless a change is requested by the parent and approved by center staff. To change your child's schedule you will need to submit updated documentation of hours needed from all parents in the household. Following your child's schedule is important not only to maintain your funded status but also helps us meet our funding contract.

• Families not using their contracted schedule will be required to meet with the Office Coordinator, Director or Assistant Director to discuss attendance.

• If your child is absent please call your child's classroom/teacher or the front desk in the morning to let the teachers know that your child will be absent that day.

• If your child is **absent** please complete an Absent Form provided the **next day** that your child attends. Please make sure to include your child's name, class, the date and the reason for absence. You are not required to describe the specific symptoms of your child's illness (cold, cough, fever, nausea, vomiting, etc.) but you do need to indicate who is sick, ie "child's name sick" or "Parent Mom/Dad sick". Please include a parent signature on the form. Please include a Doctor's note/receipt, if you go to the doctor or other documentation for other reasons for absences or other missing school times whenever possible.

• Please fill out an Absent Form if you are using a best interest day for your child. No more than 10 best interest days can be used each fiscal year (July 1st – June 30th). Best interest days are for absences in the best interest of the child.

Funded Family Policy Contract
(continued)

• You may also call the front desk and either talk to the office assistant or leave a message on voicemail with all the details for the office assistants to fill out the Absent Form; although, we prefer that the parent fill out and sign the form themselves.

• Documentation of illness from a physician is suggested for an extended illness of **five days** or more; although, we reserve the right to request a doctor's note in cases that we deem necessary to show that the child is healthy enough to return to care or is no longer infectious. We encourage you to include a doctor's note/receipt whenever your child has an appointment with your physician to be attached to the Absent Form. If a child is out all day for a doctor's appointment you are also encouraged to provide documentation of a doctor's visit and include that the child is sick on the form. In the event that you have called the Doctor's office and they either cannot fit your child in for an appointment or they do not feel a doctor's visit is necessary, the parent can then complete the absent form.

• When turning in absent forms you may ask to have the front desk staff make a copy that they date and sign for you to keep for your records for proof that you turned in your form. Any other forms or documentation that you turn in can be copied and signed in this manner as well if you wish to keep a copy.

Notify us within 30 days if you have a change in income that exceeds the limit for the funding program. You will receive an *Income Reporting Requirement Form* with these limits.