



## **C<sup>2</sup> Child Care Program**

- *A C<sup>2</sup> enrollment form is attached at the bottom of this sheet.*
- C<sup>2</sup> is a child care program offered to District 50 employees who have children enrolled in either an elementary or middle school.
- The specific purpose of the program is to provide child care for district employees in the afternoons.
- An aide who is currently working in the same school will be employed to serve as a child care provider for children of district employees.
- The program will be self-sustaining, and the operation will be directed by the principal.
- The school employee who desires service in this program will either commit to the weekly program (5 days) service or make a commitment to the Tuesday (1 day) program. Enrollment will be on a semester basis.
- The designated aide will be paid \$12.00 per hour for supervision.
- A maximum of 12 children can be served by one assistant.
- A program at an individual school must have a minimum of 5 students served in the weekly program.
- The pick-up time each day will be 5:00 p.m., and the cost for each child is \$25.00 per week. The cost for employees on Tuesdays will be \$5.00.
- Payment for care must be received before service is rendered. Additional charges will be imposed if children are not picked up on time.
- Normal school discipline rules will be followed.
- An attendance sheet will be logged each day by the C<sup>2</sup> provider and submitted to the school secretary for accounting and payment.
- The location of the program in the school will be at the discretion of the building principal.
- Children who attend school in their parent's school may be cared for by the parent at the discretion of the principal except for Tuesday staff development activities.
- Students will not be allowed to enter another school campus until the workday is over.

### **Payment**

#### **Deposit of C2 funds**

- Parents are to pay in advance for their child to participate in the C2 Program.
- The monies should be receipted and deposited into the school's activity fund.
- A C2 account number should be set up in the TES Bookkeeping Program for receipt of these funds.

#### **Payment to staff manning the C2 program**

- Staff should use C2 program time sheet provided by the Payroll Department to document hours worked.
- School will send completed time sheet along with a check from the C2 funds to cover cost of salary and fringes.
- Time sheet must be turned in following the Monthly Processing Calendar dates.

# C<sup>2</sup> Child Care Registration Form

Student Name	School Name
Emergency Contact Name	Emergency Contact Number

<b><i>Program (Check One)</i></b>	<b><i>Duration (Check One)</i></b>
<input type="checkbox"/> Tuesday Only (\$5 per week) <input type="checkbox"/> Weekly (\$25 per week)	<input type="checkbox"/> First Semester <input type="checkbox"/> Second Semester <input type="checkbox"/> Full Year

<b><i>Please initial the following statements indicating you have read and agree with each statement regarding the C<sup>2</sup> Child Care Program:</i></b>	
<b>Initial</b>	<b>Statement</b>
	I agree to pick my child up prior to 5:00 p.m. each day and I understand I can be charged extra for failure to pick up by that time.
	I understand that a minimum of 5 students must be enrolled at an individual location in the weekly program for it to operate.
	I understand I must commit to the program on a semester or yearly basis.
	I agree to pay my fees before service is rendered.
	I understand regular school discipline rules must be followed and the Greenwood School District 50 Student Rights and Responsibilities Handbook will be in effect at all times during the <b><i>C<sup>2</sup> Child Care Program.</i></b>
	I understand that my child is enrolled in this program at the discretion of the building principal and may be discontinued from participation at any time with just cause.

Parent Signature	Date
Principal Signature	Date

Questions may be directed to Payroll at 941-5408.