Mt. San Jacinto College
Child Development and Education Lab Center

Family Contract

(For families receiving financial assistance for child care)

My signature at the bottom of this contract indicates that I understand and agree to abide by the following:

1. Family fees are based on (a.) gross income, including all wages or salaries, self-employment, alimony, child support, certain social security payments, unemployment compensation, veteran's benefits, etc., (b.) number of family members, and (c.) number of hours of child care needed.
2. A family may at any time voluntarily report income or other changes. This information shall be used, as applicable, to reduce the family fees, increase the family's services, or extend the period of the family's eligibility before recertification. It is the Parent/Guardian responsibility to report changes within thirty days income that exceeds the 85% State Medium Income.
3. In accordance with California Education Code-Section 8263(h), I understand that upon my *Initial Certification* or *Recertification* my family is eligible to receive services for no less than 12 months
4. **It is the family's responsibility to notify the center within 5 working days of changes to family circumstances, including: (a) home or work address/phone numbers, (b) school changes in a graded program such as failing a class, withdrawing from a class, failing to maintain a 2.0 grade point average, or (c) school changes in a non-graded program (pass/fail), such as failing to pass the program's requirement of adequate progress at a 50% success rate.**
5. I will provide accurate information when asked to do so for review and recertification; failure to do so will result in termination from the program.
6. If I am charged a Family Fee, I understand that payment is due in advance. I agree to pay monthly on the first day of the month, after the 5th day of the month my account becomes delinquent. If the first day of the month falls on a weekend or a holiday my fee will be due on the next business day.
7. I have received a copy of the College Calendar. I understand the Center is closed on college holidays, for two weeks in August, for two weeks in December, for two weeks in January, and one week for Spring Break. During college breaks when the center is open, care is not provided for student parents who are not working.
8. I (or my designated representative) will deliver/pick up my child to/from the center, on time, according to the times listed on the schedule and **sign her/him IN AND OUT** as described in the Family Handbook. When my child is absent, I will note the reason for the absence and sign the sign-in sheet in the appropriate place. Falsification of information on my child's sign-in sheet is grounds for termination.
9. If I decide to withdraw my child from the program, I will provide at least **fourteen** calendar days notice **in writing**.
10. Consistent attendance is required; the center must be notified whenever a child is absent. Failure to notify the center of absences of three consecutive days (or longer) may result in termination.
11. As a student parent, I must provide eligibility documentation and a signed training verification form at the beginning of each semester. All student parents are required to maintain enrollment in the number of units verified at the beginning of each semester; per state requirements, these units must directly apply to the stated career goal on the training verification form. In addition, as a student parent in a graded program, a grade point average of 2.0 or above (per semester) is required of all student parents; as a student parent in a non-graded program (pass/fail), I must pass the program's requirement of adequate progress at a 50% success rate.

_____ _____
Parent Signature Date

_____ _____
Staff Signature Date