TERMINATION OF SERVICES

(Services are terminated for any changes which make the family ineligible for services according to Federal Regulations, State Regulations, Funding Terms and Conditions or Board Approved Agency Policies.)

Please check each box after reading and sign that you have read and understand each reason.
A family may be terminated for any of the following reasons:

- ❑ Absence of three (3) consecutive days without notification or prior approval or three (3) unexcused absences during the fiscal year (July 1 - June 30).
- ❑ Failure to keep contracted hours (e.g. late pick-ups) or misuse of contract days and hours.
- ❑ Failure to submit all completed eligibility forms, or other required documentation immediately upon enrollment or medical information or subsequent recertification forms by the required date.
- ❑ Providing inaccurate or false information on eligibility forms or sign-in cards.
- ❑ Failure to maintain accurate sign-in cards on a daily basis.
- ❑ Failure to abide by Parent Contract, program rules and/or policies.
- ❑ Failure to make payment of family fees for child care services. If the previous month's fees have not been received by the first day of service in the second month you will receive a termination notice.
- ❑ For parents/guardians who attend school, non-compliance in the following will result in termination of services: (a) failure 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 (b) student parent's in a graded program, a grade point average of 2.0 or above (per semester) is required of all student parents (c) student parent's in a non-graded program (pass/fail) must pass the program's requirement of adequate progress at a 50% success rate.
- ❑ Insulting or threatening behavior towards staff, students, or any person on the center premises.
- ❑ The inability of a child to adjust to large group care in a center-based program. In consultation with the Director or the Site Supervisor and with other professionals, a family may be terminated if it is deemed to be in the best interest of the child or when the child's behavior may cause harm to him or herself or others.

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Parent's Signature Date