

**CITY OF DALLAS EARLY CHILDHOOD AND OUT-OF-SCHOOL TIME SERVICES PROGRAM
(ECOSTS)
POLICIES & PROCEDURES FOR PARENTS (Subsidy Program Only)**

Program participation is limited to 12 months, contingent on the contract of the provider you choose and funding availability. In order to participate in this program, **all** of the following requirements must be met:

Eligibility:

1. Applicant must apply for ChildCareGroup Assistance Program and be placed on their waiting list prior to applying for the Early Childhood and Out-of-School Time Services Program (ECOSTS).
2. Applicant must be a resident of the City of Dallas with a total family income that does **not** exceed 80% of the area median family income for the Dallas Standard Metropolitan Statistical Area, adjusted for family size, as determined annually by the Department of Housing and Urban Development. All income of the family, including child support, SSI payments and social security must be declared and must meet the income guidelines by family size.
3. Applicant must have legal custody of any child receiving ECOSTS Program support.
4. Children from birth through age 12 are eligible to participate in the ECOSTS Program.
5. All adults (age 18 and over) in the family must be either working at least 30 hours per week or attending school at least 12 credit hours per week. Persons attending school still must meet income guidelines based on income and family size.
6. **THIRTY (30) DAYS** will be given after termination of employment or school to obtain employment of at least 30 hours per week. If employment or school enrollment is not accomplished within this time period, you will be terminated from ECOSTS .
7. **CITY MUST BE NOTIFIED within a week of its occurrence** of any changes in employment or school status, family income, address, phone number, family size, childcare needs or problems. Failure to keep the City informed of changes will result in you being terminated from the program
8. Recertification is held the first three weeks of the months of April and October. Participation is mandatory. At certification, if immunization records for all children enrolled in the ECOSTS programs are not current, you may be terminated from the program.
9. All parents and legal guardians must attend **TWO** workshops. Participation in workshops must be done within the first six months after acceptance into the program. Failure to attend the workshops may result in termination from the program.
10. Program participants have a choice of any registered or licensed childcare facility located **inside the City of Dallas**.

Release from Liability:

CITY OF DALLAS MAKES NO REPRESENTATION AS TO THE QUALITY OF CARE PROVIDED BY ANY CHILD CARE PROVIDER. APPLICANT IS SOLELY RESPONSIBLE FOR LOCATING AND VETTING CHILD CARE PROVIDERS, AND FULLY RELEASES THE CITY OF DALLAS FROM ANY LIABILITY RELATED TO THE QUALITY OF CARE PROVIDED OR OTHERWISE RELATED TO THE ECOSTS PROGRAM.

Fees:

1. The City of Dallas will pay a portion of a child's weekly childcare tuition, not to exceed \$150.00/week ("City Contribution"). The actual amount of the City Contribution will be confirmed by City staff along with verification of acceptance into the ECOSTS Program.
2. Parents are responsible for payment of all childcare expenses not covered by the City's Contribution, including any remaining weekly tuition. Parents are responsible for all enrollment fees, late fees, activity

fees, transportation costs and other expenses not included in the regular weekly tuition amount. Payment should be made directly to the childcare provider.

3. Parents must be current on weekly payments made to daycare center.
4. In no instance shall the City of Dallas have liability for payment of any expense other than the City's Contribution.

Absences:

1. Absences (not due to illness) of three (3) or more consecutive days will not be paid by ECOSTS Program funds.
2. When a child is absent due to illness for three or more consecutive days, **parents must notify City by the 4th consecutive day of absence and every four days thereafter until the child returns to care.** If City does not hear from the parent by noon on the 4th day, the parent will be responsible for paying for the full cost of care beginning on the 4th day of absence and for all the remaining absences.
3. A child will be dropped from the program if he or she has been absent for over one week and City has not been notified. Extended absences due to illness must be confirmed by a dated doctor's statement.
4. Parents are responsible for signing attendance sheet to attest that their children have attended the dates that are stated. Parent is responsible for any payments if attendance sheet is not signed. Attendance sheet is provided by daycare center.

Holidays/Vacation:

1. If a child does not attend due to vacations, parent days off, or to observe a holiday, the entire regular tuition fee will be the responsibility of the parent. **CITY WILL NOT PAY FOR THE CITY'S CONTRIBUTION ON SUCH DAYS.**
2. The time your child is out of care will be charged against your 12-month program participation limit.
3. All holiday, spring and summer breaks will coincide with the DISD school calendar. If your child has not returned to the center within the first week that DISD reopens, you will be dropped from the program.

Transfers:

1. **CHILDREN WILL BE ALLOWED TO TRANSFER TO A NEW CHILDCARE PROVIDER ONLY IF THE FAMILY HAS NO OUTSTANDING FEES DUE TO THE EXISTING CHILDCARE PROVIDER.** Prior notification and consent from City is required prior to any transfer.
2. Problems experienced at the childcare facility should be first discussed with the provider.
3. Parents/Guardians must give the provider a five-day notice of intention to withdraw. However, if the provider policy requires longer than five days, the provider's policy will be honored.

Complaints:

All complaints of health, safety, quality of care, staff-child ratio, and other issues should be reported to Texas Department of Regulatory Protected Services at 1-800-252-5400 or www.txabusehotline.org.

Signature of Parent

Witness

Date

Received copy _____(client initials)