FAMILIES ENROLLED WITH EARLY LEARNING RESOURCE CENTER (ELRC)

1) Policies in the Kinder-Haus Handbook are to be followed along with ELRC guidelines.

2) When you are approved for funding ELRC must send an enrollment summary to the Kinder-Haus office.

    a. Until the enrollment summary is received regular tuition will be charged then adjusted after the summary is received.

3) If you need care on a day other than your Kinder-Haus contracted day and what is listed on your Enrollment Summary from ELRC, these are the steps to follow:

    a. Ask at the Kinder-Haus office to check if there is availability for your child to come on a non-scheduled day.
    b. Call your ELRC case worker to see if ELRC will approve payment for that day.
    c. If ELRC approves your request, your ELRC case worker will need to contact the Kinder-Haus office.
    d. If your request is not approved by ELRC and you decide to come to Kinder-Haus, then you will be required to pay regular tuition as listed on the Kinder-Haus tuition sheet.

4) Vacation and sick policies explained earlier in the Kinder-Haus policy section of this handbook also apply to ELRC families.

5) ELRC does not pay for field trips. You are responsible to pay these fees as they are due.

6) Tuition is due by Friday prior to the week of care. If payment has not been made, Kinder-Haus reserves the right to disenroll immediately.

7) In some cases, ELRC might not pay the full Kinder-Haus tuition rate. You will be responsible for the balance along with your ELRC co-payment.

8) If at any time you are no longer eligible for ELRC, then you will be expected to pay the regular Kinder-Haus tuition rate as listed on the Kinder-Haus tuition sheet.

9) If at **ANY** time you need to disenroll from Kinder-Haus, a **TWO WEEK WRITTEN** notice is required. This notice is to be given to a Kinder-Haus office administration. If ELRC does not pay for these two weeks, you are responsible to pay the regular Kinder-Haus rate.

10) ELRC families must follow all other Kinder-Haus policies explained in the Kinder-Haus handbook.

11) Kinder-Haus is required to call ELRC if your tuition is not paid on time and if your child is absent for 5 consecutive days.

12) If you are a family that receives subsidy from ELRC, it is required of our center to track the days and times that your child/children attend. Using the Procare system allows us to print reports to send to ELRC.