



CHILD CARE SERVICES APPLICATION



APPLICANT ELIGIBILITY REQUIREMENTS

Applicants for Child Care Services must complete a 477 Client Intake and the Child Care Application through the 477 program. The 477 program is designed to provide quality Child Care Services to the Reno-Sparks Indian Colony and Hungry Valley children and their families. The Child Care Services assist parents who are working, attending school, education training or conducting job searches. All adults in the Reno-Sparks Indian Colony housing composition must be employed, in training or actively conducting job searches. Job searches must be arranged with the 477 Case Manager. The program is able to subsides eligible low income families that are in need of Child Care.

READ AND INITIAL EACH ITEM . APPLICANTS ARE REQUIRED TO PROVIDE THE FOLLOWING DOCUMENTATION AT THE TIME OF APPLYING FOR SERVICES.

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL DOCUMENTATION HAS BEEN SUBMITTED.

PLEASE SUPPLY AT LEAST ONE DOCUMENT FROM EACH CATEGORY

- I have attached proof of all family members household income.
- I have attached proof of employment- check stub, employment verification form
- I have attached proof of tribal membership (parent & child) - Enrollment card, BIA statement of blood quantum, or tribal membership of federal recognized tribe
- I have attached social security card (parent & child)
- I have attached child's birth certificate (s)
- I have attached child's recent immunization records
- I have attached child's special needs documentation
- I have attached proof of residency- rent receipt, RSIC housing composition, Landlord Date Statement, Utility Statement w/ address
- Legal custody papers for guardians and single parents

**CHILD CARE SERVICES****CHILD CARE SERVICES AND REQUIREMENT
AGREEMENT****Services provided:**

Families who are of Native American descent, who reside on the Reno-Sparks Indian Colony or Hungry Valley may receive child care services for their children ages three months through thirteen years.

*Application must be completed and all documentation attached in order to process and receive child care services

Full-time child care services are available to eligible parents that meet the following requirements:

1. All household income must meet the Reno-Sparks Indian Colony Child Care Program's income guidelines. Priority will be given to low income families who meet income guidelines and any child under the care of the RSIC Social Services Department.
2. Parents who are not employed must seek employment in order to retain child care service. Job search is authorized on a week to week basis.
3. Family income is calculated by the number of children and adults living in the household provided by the RSIC Housing Department. If two unmarried adults are living in the household both are included in the family size and income.
4. Both parents must be working, in training, or attending an education program. Child care is provided only during the parents' scheduled work hours.
5. Parents attending an in-patient substance abuse or psychiatric treatment program must show documentation in lieu of employment or training.
6. Income is determined using gross monthly income.

Eligibility:

1. Eligibility certification will include verification of all family (household composition) income, employment, or training status.
2. Parents must provide child's birth certificate and immunization records as well as proof of tribal enrollment and Social Security card for both the parent(s) and child(ren).
3. Parents attending a job training/ educational program are required to provide proof of successful completion of training which will lead to employment. Failure to provide documentation when requested or failure to successfully complete training is grounds for termination for the child care services; completion of training must lead to full-time employment.

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CHILD CARE SERVICES

CHILD CARE SERVICES AND REQUIREMENT AGREEMENT

Requirement changes in family status:

1. Changes in home/work address or telephone numbers **MUST** be reported in case of emergencies.
2. Changes in family income, employment, family size, or marital status **MUST** be reported within five days of occurrence.
3. A change in employment or educational status **MUST** be reported within five days of occurrence. Example: Begin working full-time, attending school or training, or starting work after completion of school/training. If any change of income is not reported in five days of occurrence, it is also grounds for termination as child care cost is based on family income.
4. Parents not employed must seek employment in order to receive child care services.
5. While seeking employment, parents must contact and submit three job search verifications each week, completed and signed by an authorized company representative.
 - A. The program can provide up to four hours of child care Monday through Thursday (depending on circumstances at each individual child care center) while parents are seeking employment. If parents are not employed or in a school/training program within the two month period and the job search time has expired, your child care services will be terminated. Extensions are determined on a case by case basis.

PARENT(S)/GUARDIAN RESPONSIBILITIES:**Payments:**

1. It is the responsibility of the parents to make child care payments in a timely manner. Parents are required to make payments weekly according to his/her work pay schedule. Parents are to make payments to the RSIC Finance Office at 98 Colony Road on Fridays. On the following Monday morning, if payment is not received, your child will be unable to attend until a payment has been received.
2. Parents are responsible for taking their child(ren) to the child care center before work/school and picking them up immediately after work/school. If your work or school schedule will keep you later than your scheduled time and it may cause a problem picking your child(ren) up on time, you will have to make other arrangements to have your child(ren) picked up by an authorized person.
3. When your child(ren) will not be in attendance for any reason, you must call the center to inform the staff. Staff is not responsible for children that are not signed in at the center. Staff will attempt to contact parent(s) after the first incident of a no call no show. After three incidents of parents failing to notify staff of their children's absence, space will be provided for the next child on the wait list.
4. If problems persist with parents and center providers, the parent has the option to drop from the program and select another center provider for his/her child(ren).

By signing this agreement, the parent agrees to the parents' responsibility when entering the program. If at any time the parent is not utilizing the current provider, the parent will fulfill any obligations before utilizing another provider.

I have read this agreement for services and parent responsibility requirements of the Reno-Sparks Indian Colony 477 Child Care Program. I understand my responsibilities as a program parent.

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

RENO-SPARKS INDIAN COLONY - EDUCATION DEPARTMENT
477 PROGRAM



CHILD CARE SERVICES

PARENT/GUARDIAN INFORMATION & WORK SCHEDULE

Mother/Guardian:	Work/School:			
Telephone:	Monthly Income:			
Work/School Hours				
Monday	Tuesday	Wednesday	Thursday	Friday

Father/Guardian:	Work/School:			
Telephone:	Monthly Income:			
Work/School Hours				
Monday	Tuesday	Wednesday	Thursday	Friday

Guardians and Single Parents must provide legal custody papers for child

CHILD INFORMATION & SCHEDULE

Name of Child 1:	Sex:			
Tribe Enrolled:	Social Security Number:			
Hours Requested for Child 1:				
Monday	Tuesday	Wednesday	Thursday	Friday

Name of Child 2:	Sex:			
Tribe Enrolled:	Social Security Number:			
Hours Requested for Child 2:				
Monday	Tuesday	Wednesday	Thursday	Friday

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CHILD CARE SERVICES

EMERGENCY CONTACT INFORMATION

PRIMARY EMERGENCY CONTACT

Name:	Telephone:
Address:	Relationship:

SECONDARY EMERGENCY CONTACTS:

Name:	Telephone:
Address:	Relationship:
Name:	Telephone:
Address:	Relationship:
Name:	Telephone:
Address:	Relationship:

CHILD MEDICAL INFORMATION

Child 1:	Insurance Company
Child's enrollment #:	Medical #:
Child 2:	Insurance Company:
Child's enrollment #:	Medical #:

ALLERGIES OR OTHER MEDICAL LIMITATIONS:

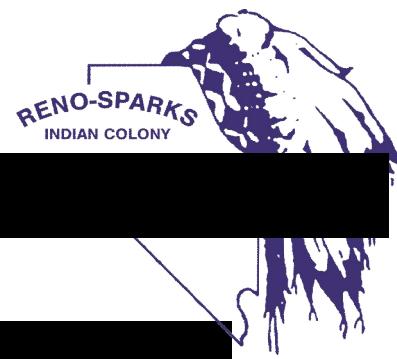
In case of an accident/emergency, I authorize the child care staff of the Reno-Sparks Indian Colony Child Care to take my child to the above named or to the nearest emergency hospital for medical treatment necessary for the safety or well being for my children at my expense.

Print Name: Parent/Guardian

Date

Signature of Parent/Guardian

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**CHILD CARE SERVICES
AUTHORIZATION INFORMATION FOR CHILD**

NAME OF CHILD 1:

First:	Last:	Nickname:

NAME OF CHILD 2:

First:	Last:	Nickname:

Home Telephone :

AUTHORIZED ADULT TO PICK UP CHILD(REN)

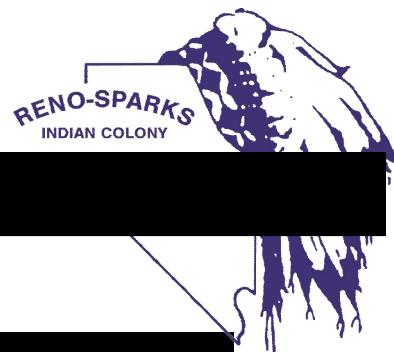
1.	4.
2.	5.
3.	6.

NOTE: Under no circumstance will a child be released to any unauthorized person whose name is not on the authorized release form. Authorized person (s) must be 18 years of age or older. Persons not known by staff must show identification.

Print Name Parent/Guardian

Signature of Parent/Guardian

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**CHILD CARE SERVICES
HOUSEHOLD MEMBER INFORMATION**

HOUSEHOLD MEMBERS	
Name:	Relationship:
Name	Relationship:
Name:	Relationship:
TOTAL MONTHLY FAMILY INCOME: \$	
FAMILY SIZE:	

I certify that all the information I have provided is true to the best of my knowledge. I understand that falsification can result in a denial of subsidized child care rates. In addition, I understand the RSIC 477 Child Care Services has the right to verify employment information. I will notify the program within five (5) days of any changes in income, family members, address, phone numbers, and employment/training status. I understand that in order to continue receiving services I must renew my application every four months or as requested from the program. I also understand I have a right to appeal a decision made on my application for Child Care Services within ten days of the date of eligibility status.

Print Name Parent/Guardian

Signature of Parent/Guardian

**RENO-SPARKS INDIAN COLONY - EDUCATION DEPARTMENT
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**CHILD CARE SERVICES
EMPLOYMENT VERIFICATION**

I am employed/ or receive financial assistance through your agency. I authorize the release of any information concerning my income, hours worked, employment record and/or financial assistance to the Reno-Sparks Indian Colony Child Care Development Program.

Signature of Client

Printed Name of Client

Social Security Number

Date

Bottom half must be filled out by EMPLOYER ONLY:

EMPLOYMENT STATUS

Name of Employer:	
Address:	
Telephone:	
Start Date of Employment	

Full Time:		Hourly Earnings:	
Part Time:		Gross Earnings:	

Regular Work Hours

Start Time:		Monday	Tuesday	Wednesday	Thursday	Friday
End Time:						

I certify that the information provided regarding the named individual is accurate to the best of my knowledge.

Employer/Agency Representative

Title

Date

**Please return the completed form to the RSIC Education Department
Fax to: 775-785-9161 or Mail to: 34 Reservation Road. Building D. Reno, Nevada 89502
Thank You.**

RENO-SPARKS INDIAN COLONY - EDUCATION DEPARTMENT

477 PROGRAM



CHILD CARE SERVICES PAYMENT AGREEMENT FORM

- 1. I will be responsible for child care parent payments under the RSIC 477 Child Care Program.**
- 2. I agree to make payments to the RSIC Finance Office on a weekly basis for child care services under the RSIC 477 Child Care Program.**
- 3. I agree and understand that if I should fail to make payment, the program is not responsible for providing child care for my child the following week.**
- 4. I agree to call the Child Care Center of my child's absences, leaves and changes in any contact information.**

I understand by signing this agreement and failure to meet the above agreement on the payment for child care services at the designated time, will result in termination from the program.

Print Name Parent/Guardian

Date

Signature of Parent/Guardian



CHILD CARE SERVICES

ACKNOWLEDGEMENT OF ATTENDANCE POLICIES

To comply with 477 Child Care Program, the Child Care Staff will monitor the child's attendance throughout the school year. To ensure attendance is maintained at the Center, staff will maintain daily attendance records.

- 26.2 The child must strive to maintain a monthly attendance rate of at least 85%. This ensures that child care is for those families who really need the services.
- 26.3 Parents will submit a Leave Form when their children have not attended for whatever reason.
- 26.4 If parents or guardians do not pick up their children at their designated time and parents or guardians have not notified the Child Care Staff, emergency numbers listed by the parents or guardians cannot be contacted, RSIC Human Services or Tribal Police will be contacted to determine placement of children
- 26.5 Sick Leave must be turned into the Case Manager or Child care Center Supervisors by Wednesday noon in order to receive credit for the week your children will not be attending. If your children return for Child Care on Thursday or Friday of the week, you will need a doctor's note upon Child's arrival and you will be billed your regular weekly rate.
- 26.6 Vacation Leave must be turned into the Case Manager or Child Care Center Supervisors the week prior to leave; otherwise you will be billed your regular weekly rate. Vacation Leave will be limited for one month. If a child is on leave for more than one month, the Child Care Services are withdrawn or terminated.
- 26.7 Parents or Guardians who do not pick up their children at the designated time will be notified in writing as to the policies and termination procedures if they are late or two more occasions during the month. Parents or Guardians; if you know you are going to be late picking up your children , please call to notify staff your going to be late. Other arrangements need to be made for your children to be picked up by another authorized adult at your designated time
- 26.8 Parents or Guardians are responsible for calling in anytime before, and no later than one hour after, their designated time if child will not be attending or if they are going to be late. If the call is made after the hour of your designated time, it will be recorded as "No-Call, No-Show" . Both Centers have answering machines, and you are welcome to leave a message.
- 26.9 Staff will attempt to contact parents after the first incident of "No-Call, No-Show". After three (3) incidents of parents failing to notify staff of their children's absence, your child will be terminated from the program to allow for others on the wait list. Parents always have the option to drop from the program and select other child care providers more appropriate for their children.
- 26.10 The Termination letter will be mailed or hand delivered to the parent or guardian by the Case Manager.



ACKNOWLEDGMENT OF DOCUMENTS

By signing this document the parent/guardian agrees to the parent/guardians' responsibility during the program.

I have read and understood the worksheets included in the Reno-Sparks Indian Colony 477 Child Care Program Application Packet

**Child Care Services & Requirement Agreement
Parent/Guardians' Schedule
Childs' Schedule
Emergency Contact Information
Authorization Information for Child**

**House Hold Members Information
Employment Verification
Payment Agreement
Acknowledgment of Attendance Policies**

I understand my responsibilities as a program parent/guardian. If I have any questions or concerns I am aware to contact the Child Care Supervisor or the 477 Case Manager

Print Name Parent/Guardian

Date

Signature of Parent/Guardian