



SUMMER CCAP PARENT AGREEMENT

All families must follow BASE Camp policies and procedures as stated in the parent handbook. Any family that is found not following the rules listed in CCAP's client responsibility agreement, may be reported to Larimer County CCAP.

In addition, families must comply with the following:

1. CCAP Authorization & Schedule

- a) If you are authorized for CCAP, county will send you an email with instructions on creating and setting up your Attendance Tracking System(ATS) Personal Identification Number(PIN) number, which will be used to check your child in and out. Your PIN must be created prior to dropping off your child at BASE Camp.
- b) CCAP will cover the cost of your child's care, IF you are authorized and IF a check in and check out is completed for each day attended.
- c) Staff will have a list of CCAP families that are authorized to attend each day available at site. If your child is not listed as authorized at that site or for that day, you will be unable to drop off your child. It is your responsibility to contact CCAP in writing prior to care, at least 10 days beforehand, of the location and date you have registered for BASE Camp.

2. Registering for summer days

- a) Call the main office for the CCAP bypass code to use during the registration process. Once the CCAP Parent Agreement is signed and sent to the main office, the family will be provided the bypass code to register for care.
- b) Contact CCAP and inform of LOCATION & DATES care is needed, PRIOR to attendance.
- c) Space is limited; therefore cancellation is required if your child(ren) will not be attending for your registered days of care. You can cancel registration at least 7 days PRIOR and not receive a strike. Any cancellation received within 6 days or less will result in a strike.

3. Attending BASE Camp

- a) Parents/guardians MUST check in and check out children DAILY. This will be done on site and requires your ATS PIN number. Plan for extra time during drop off and pick up to complete these check ins.
- b) Your ATS PIN number must be set up prior to attending BASE Camp. This 8-digit PIN CANNOT be shared with BASE Camp staff.
- c) For any missing check ins/outs, a confirmation must be completed within 9 calendar days. Confirmations are completed on site and require your ATS PIN number.
- d) If a confirmation is not completed within 9 calendar days, CCAP cannot pay for your care, and you will receive a strike. Each confirmation missed will be considered a strike.

4. Attendance Strike Policy

- a) If you receive a strike, you will be provided written/emailed notice, with reminders of our policy and the incidents that led to a strike.
- b) If you receive three strikes, the days your child is registered for will be cancelled.
- c) Re-registration may be allowed on a case by case basis.

5. Parent Fees

- a) CCAP determines your parent fee amount, which is charged to your account monthly. Part of your agreement with county is to pay your parent fee. Your parent fee must be paid in full by the 7th of the next month. (For example: June parent fee is charged on June 30th, and must be paid by July 7th)
- b) If you are unable to pay your parent fee and accrue an outstanding balance, you will not be able to register for summer break or fall semester care, until a full payment is made.

I understand and agree to the above statements:

Parent/Guardian Printed Name

Parent/Guardian Signature

Date