

## Everything You Need to Know About Paying and Saving!

### Weekly Fee\* Daily Fee

Before-School	\$42	\$12
After-School	\$60	\$16
		\$23 Early Days
Before School & Early Release PM	\$65	
Before and After-School	\$70	
Conference Week After-School Only	\$80**	\$10 + normal weekly fee***
Conference Week Before & After	\$90**	
Full-Day (Vacation Camps)	\$110	\$33

### Need Help Paying for Child Care?

Financial Assistance  
Is Available!  
Call 841-4800 and ask for  
Child Care Assistance

\* All weekly fees include care on school in-service days and some school holidays.

\*\* Applies to schools that schedule five days of early dismissal (ex. 1:30 PM)

\*\*\* Applies to schools that schedule three normal days and two days of no school. If children attend only the three normal days, the weekly rate applies. In addition to the normal weekly rate a fee of \$10 per day applies for each full day attended.

To ensure proper credit, please write your child's first and last name on the memo line of your check or money order.

Question? I signed up for a weekly contract, \$70 for before and after school, but my child was absent two days last week. What do I pay? Answer: The charge is still \$70 (a **discount** is built into this weekly fee to compensate for missed time).

Your weekly **fee stays the same** regardless of attendance unless you change your contract in advance.

**Option 1: Daily Contracts:** billed on actual attendance. *Best option for "drop-in" or occasional attendance.*

**Option 2: Weekly Automatic Contracts:** discounted and then billed automatically, regardless of attendance. *Best option for regular, consistent care.*

The weekly rate is discounted to reflect the equivalent of more than one

"**free**" day per week. This allows for occasional sick days, national

holidays, etc. There is **no additional fee** on weeks with a school holiday in which we provide full day programs

– the fee stays the same. There is no discount on weeks with a holiday/snow day during which care is not provided – the fee stays the same. There are no refunds or credits for days missed.

If your child will not attend Children's Choice programs for an entire week, there will be **no charge** if advance notice is given in writing by e-mail to [chelsea@childrens-choice.org](mailto:chelsea@childrens-choice.org). A confirmation from Chelsea is verification of your credit.

## You Choose!

### KEEP YOUR CASH

Read IMPORTANT details!

**Avoid Late Fees!!!** Pay in advance! Payment is due on

Monday morning for the upcoming week. Don't wait for a "bill." When a bill comes it will be past due and include late fees.

When you registered, you signed either a weekly or daily contract. We charge your account based on that contract. You may be able to **save money** by changing your contract. To change

your fee, you must change your contract in advance.

**Save up to \$52** per year by signing up to use the Automatic Payment Plan (see back of Contract or call us for more information.)

### CONTACT INFORMATION

**Sara Mestas**

Accounts Receivable Manager

**Chelsea Ashcraft**

Co-Founder/Financial Manager

**296-2880**

Fax 255-1316

[sara@childrens-choice.org](mailto:sara@childrens-choice.org)

[chelsea@childrens-choice.org](mailto:chelsea@childrens-choice.org)



## When are you open?

- Monday thru Friday from 7 a.m. - 6 p.m. whenever school is not in session.
- We provide care during conference weeks, in-service days, vacation breaks, and some holidays!
- Vacation Break Programs will be offered during the winter, spring and summer vacations (locations limited).
- Children's Choice is closed the following days: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and the Day after Thanksgiving, Christmas Eve and Christmas Day. Please note that if these days fall on a weekend, Children's Choice will observe the day on the same day the federal government observes the holiday.
- We are also closed on "snow days."

## How much does it cost?

Our goal is the highest possible quality care and enrichment for the lowest possible price.

### PRICES

Before-School is \$42/wk or \$12/day

After-School is \$60/wk or \$16/day  
(\$23 for Early Days)

Before and After-School is \$70/wk

Full-Day Vacation Camp is \$110/wk  
or \$33/day

## Why do you do it?

### Mission Summary

- Facilitating the Positive Development of Children
- Programs that are a Model of Quality
- Training and Developing the Afterschool profession.

## How do I Contact YOU?

### Sites:

Bandelier Program Director  
Carrie Walker, **459-0576**

Sombra Del Monte Program Director  
Yvette Gonzalez, **615-5058**

John Baker Program Director  
Lety Jacquez, **227-9164**

Manzano Mesa Program Director  
Christy Gustafson, **974-9321**

**Office 296-2880.**

Fax 255-1316.


📧 Internet 📧

Visit our web page, which links into many resources for parents and children. [www.childrens-choice.org](http://www.childrens-choice.org)  
...or e-mail Chelsea at

[chelsea@childrens-choice.org](mailto:chelsea@childrens-choice.org)

...or e-mail Mike at

[ashcraft@childrens-choice.org](mailto:ashcraft@childrens-choice.org)

"like" Children's Choice on 

and "follow" Mikeafterschool on 



Child's Name: \_\_\_\_\_

Does your child currently take any medication? Yes  No  Type: \_\_\_\_\_

Does your child have any allergies? Yes  No  If yes, please indicate: \_\_\_\_\_

Description of reaction: \_\_\_\_\_ Care Instructions: \_\_\_\_\_

Does your child have any type of medical, physical or mental condition? Yes  No

If yes please provide the following information. Use an additional sheet of paper if necessary.

Condition: \_\_\_\_\_ Current Treatment: \_\_\_\_\_

Frequency: \_\_\_\_\_

Is your child in a special education program? Yes  No

If yes please describe program: \_\_\_\_\_

In addition to the parents, the following people are authorized to pick up my child from Children's Choice:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Please indicate below the best way for a staff person to reach you to discuss your children. ( hours of the day to phone, home or work phone, prefer that we call mother or father, etc.)

\_\_\_\_\_

Please indicate how you would like to be involved.

\_\_\_\_ Program Involvement \_\_\_\_ Parent Involvement Committee \_\_\_\_ Fund Raising \_\_\_\_ Soliciting Donations

\_\_\_\_ Teaching Something - Please indicate subject area and type of presentation - \_\_\_\_\_

\_\_\_\_ Hosting a Field Trip to your Work Place - Please indicate location and attraction - \_\_\_\_\_

\_\_\_\_ Other - Please Describe - \_\_\_\_\_

Please include anything else you feel we should know about your child. (likes/dislikes, special needs, helpful hints, preferred/most successful behavior guidance techniques, social/intellectual/physical goals, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In case of an unexpected situation where you would need to phone us to authorize a person who is not already on the registration form to pick up your child(ren), we must confirm your identity. Please provide a "code word" that we will ask you to verify in case of such a phone call. Do NOT share this code word with anyone, including your child.

CODE WORD: \_\_\_\_\_

**Thank You. Please ensure that this form is filled out thoroughly!**



# CONTRACT FOR CHILD CARE

Name of Child: \_\_\_\_\_ School: \_\_\_\_\_

The registration fee is \$50/child. Parents may choose a Weekly or a Daily option.

**Daily pay arrangements:** are billed on actual attendance. Use for “drop-in” or occasional attendance.

**Weekly Automatic Contracts:** are billed automatically, regardless of attendance. Weeks with holidays/snow days during which care is not provided are not prorated. There are no refunds or credits for days missed. If your child will not attend Children's Choice programs for an entire week, there will be no charge if advance notice is given in writing by e-mail to chelsea@childrens-choice.org. A confirmation from Chelsea is verification of your credit.

## PAYMENT POLICIES

- Children’s Choice accepts checks, money orders, Visa, MasterCard or Discover Card. We do not accept cash. A discounted, automatic payment option is available. Please see reverse side of this page for details.
- Payments may be **dropped** in the on-site payment box, or **mailed** to 6501 Lomas Blvd NE, Albuquerque, NM 87110. Official handwritten receipts are available at the program site for parents who need documentation. Statements are inserted in on-site family folders once a month.
- All accounts must be paid in advance; meaning payment is due on Monday morning of the week that service is rendered.
- Accounts that have a balance at least 14 days past due will be charged an administrative fee of \$10 per week for unpaid balances. Children may not participate in any programs if the account balance is \$150 or more.
- Accounts will be charged a \$20 fee for any check returned for non-sufficient funds or for rejected credit cards.
- Children must be picked up no later than 6:00 P.M. Parents will be charged \$1.00 per minute, per child for late pick-ups to cover the cost of overtime for staff.
- All CYFD contract co-pays must be paid by the first week of the month.

I choose the following payment plan: Please see separate Information Sheet for more details and explanations.

Weekly a.m. - \$42       Weekly p.m. - \$60       Weekly a.m. & p.m. (Best Value) - \$70

Weekly a.m. & Early Release p.m. (charged automatically regardless of attendance) - \$65

Weekly Vacation Camps (Summer, Winter & Spring Camp) - \$110

- Daily Pay – See Info Sheet for prices
- CYFD Contract - copay stated on contract
- Staff at school - see Site Director for prices



When will child attend? Check all that apply	
Monday <input type="checkbox"/> AM <input type="checkbox"/> PM	Tuesday <input type="checkbox"/> AM <input type="checkbox"/> PM
Wednesday <input type="checkbox"/> AM <input type="checkbox"/> PM	
Thursday <input type="checkbox"/> AM <input type="checkbox"/> PM	Friday <input type="checkbox"/> AM <input type="checkbox"/> PM

I choose the automatic credit card payment plan – please see reverse side.

**RECEIVE \$1/WEEK/CHILD DISCOUNT IF USING AUTOMATIC PAYMENT PLAN!!**

I have read, understood & accept the above financial policies. I acknowledge that I am responsible for any outstanding charges upon withdrawal of my child(ren), and that I am responsible for any attorney fees, court costs, late fees, and interest charged during collection of any unpaid balance.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

Band;SM;JB;MM



# INCOME ELIGIBILITY APPLICATION

Free and Reduced meals in the Child and Adult Care Food Program



Children's Choice Child Care Services, Inc. assures the New Mexico Children, Youth and Families Department, Early Childhood Services, Child and Adult Care Food Program, that all enrolled participants in attendance will be offered the same meals without physical segregation of, or other discriminatory action against, any child or adult participant on the basis of race, color, national origin, sex, age or disability. This policy applies to all centers included in the Child and Adult Care Food Program Agreement. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

**INSTRUCTIONS:** Complete this form and return to the Centers office.

**Notation:** (SNAP) Supplemental Nutrition Assistance Program (formerly the Food Stamp Program)

**\*Child Care Centers:** To apply for **FREE** meals - If you are receiving benefits under Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) fill in your child's name, date of birth, age, the SNAP Case number or FDPIR case number and sign the form. **DO NOT** complete other Household Members or income information.

**\*\*Adult Day Care:** To apply for **FREE** meals - If enrolled participant household is recipient of Supplemental Nutrition Assistance Program (SNAP) or receives Supplemental Security Income (SSI) or Medicaid (MED), complete name, DOB, age, SNAP, SSI, and/or Medicaid case number and sign the form. **DO NOT** complete other Household Members or income information.

Enrolled Participant(s) Information (attach additional pages if necessary)			Benefit Information (If applicable check type of benefit & provide the required case number)	
Name: Last:                      First:	Date of Birth:	Age	*Child Care Centers Only-check a box <input type="checkbox"/> SNAP <input type="checkbox"/> FDPIR	**Adult Care Centers Only- check a box <input type="checkbox"/> SNAP <input type="checkbox"/> FDPIR <input type="checkbox"/> SSI <input type="checkbox"/> MED
	/ /		*Case Number:	**Case Number:
	/ /			
	/ /			
	/ /			

**Foster Child** (complete a separate application for each foster child)

Check this box if this application is for a foster child. List the amount of child's "personal use" monthly income \$ \_\_\_\_\_ if there is no income, record "0".

**All Other Household Members** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends who live with you). You must include yourself and all children living with you. Attach another sheet of paper if you need to

Name: Last:                      First:	Name: Last:                      First:

**Total Number in Household:** \_\_\_\_\_

**Household Income** (Please indicate source and amount of current income for all members of your household. Please follow the definition of income specified in the standards for determining free and reduced price eligibility in your parent letter. If you receive more than one check from any of these sources, please indicate the total monthly amount received.)

Wages, Salary: \$ _____	Child Support (Alimony): \$ _____	Social Security: \$ _____
Pension or Retirement: \$ _____	Unemployment: \$ _____	Other Income: \$ _____

*If necessary, convert multiple income schedules to annual income ( Multiply weekly income by 52, biweekly by 26, monthly by 12)*

**Total Income:** \$ \_\_\_\_\_  Weekly    Monthly    Annually (Check one)

**Penalties for Misrepresentation:** I certify that all the above information is true and correct and that the food stamp or FDPIR number is correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the statement and the deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

_____ Signature of Adult Family Member	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr> <tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr> </table> Social Security Number							_____ Date

If the Adult Household Member signing this form does not have a Social Security Number, Check this box.

**Privacy Act Statement:** This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or if the household is currently receiving benefits under the Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) and your child is enrolled in a child care center or receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), Medicaid or Food Distribution Program on Indian Reservations (FDPIR) and an adult in your home is enrolled in an adult day care center. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

### FOR SPONSOR USE ONLY

Child Day Care Center:                     
  Adult Day Care Center:                     
  Approved Free                     
  Approved Reduced                     
  Paid

_____ Approving Date	_____ Date Disenrolled	Children's Choice Child Care Services, Inc. Name of Organization	_____ Name of Person Approving Form
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**CHILD AND ADULT CARE FOOD PROGRAM  
Letter to Households**



**Instruction:** This letter must accompany the Income Eligibility Application

Dear Parent/Guardian or CACFP Participant:

Children’s Choice Child Care Services, Inc. participates in the Child and Adult Care Food Program (CACFP) administered by the United States Department of Agriculture. Please help us comply with the requirements of the CACFP by completing, signing and returning the attached statement as soon as possible. This information is necessary to decide the level of CACFP reimbursement your family day care center is eligible to receive for the meals served to children and/or adult participants in our program. This form will be treated as confidential information. All participants in our program receive their meal free of charge, but the determination of eligibility category affects the amount of federal funding we receive.

A foster child enrolled in our program that is the legal responsibility of a welfare agency or court may be certified as eligible for free meals regardless of your household income. Please refer to the instructions on how to complete the Income Eligibility Application form.

\* SNAP: Supplemental Nutrition Assistance Program (formerly the Food Stamp Program)

If your household is currently receiving benefits under the Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) and your child is enrolled in a child care center you need to only list the case number sign and date the form. If your household is receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), Medicaid or Food Distribution Program on Indian Reservations (FDPIR) and an adult in your home is enrolled in an adult day care center then you need to only list their case number sign and date the form. Otherwise an adult household member must complete form and disclose total current household income by source, and the names of all household members. The person completing the form must sign and provide a social security number and date the form when it was completed.

The Department of Agriculture defines a household as a group of related or unrelated individuals (not residents of a boarding house or an institution) who are living as one economic unit (i.e., sharing living expenses).

The income you report must be last month’s total gross household income listed by source, for each household member. If last months income does not accurately reflect your circumstances, you may provide your annual income or you may use last year’s income if no significant changes have occurred. If your households’ income is equal to or less than the amounts indicated for your households’ size on the chart below, your provider may qualify for maximum reimbursement rates.

**INCOME ELIGIBILITY GUIDELINES  
(Effective from July 1, 2011 to June 30, 2012)**

Household Size	REDUCED PRICE MEALS		
	Year	Month	Week
1	20,147	1,679	388
2	27,214	2,268	524
3	34,281	2,857	660
4	41,348	3,446	796
5	48,415	4,035	932
6	55,482	4,624	1,067
7	62,549	5,213	1,203
8	69,616	5,802	1,339
For each additional family member	+7,067	+589	+136

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.** “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

The Children, Youth and Families Department/Family Nutrition Bureau is the State Agency administering the Child and Adult Care Food Program in New Mexico, for any program assistance or information concerning the administration of the program, write to CYFD/Family Nutrition Bureau, P.O. Drawer 5160, 1920 Fifth Street, Santa Fe, New Mexico 87502-5160 or call (505) 827-9961, 1-(800) EAT-COOL.

Thank you for your cooperation.

Chelsea Ashcraft  
Sponsor/Center Official

Children’s Choice Child Care Services, Inc.  
Organization

7/27/11  
Date



The first day of school for APS is Tuesday, August 16th. Children's Choice will be open at four locations for the in-service on Monday 8/15.

We will provide care 7:00 a.m. to 6:00 p.m. at:

- ©Bandelier                      ©Sombra Del Monte
- ©Zuni                              ©Arroyo Del Oso

Please call the office to let us know you will need care on this day. If leaving a message, please tell us your child's name and the site. Call **296-2880**.

To ensure that we have your child's registration form at the correct location, we have assigned schools to these four sites. If your child attends school at:

- Bandelier or Manzano Mesa go to Bandelier
- Zuni or Comanche go to Zuni
- Sombra Del Monte or John Baker go to Sombra
- Arroyo Del Oso or Double Eagle go to Arroyo Del Oso
- If your child attends the Zia summer program or attends school at Zia or Sandia Base go to Bandelier

If you have registered for a weekly contract for the school year, Monday is included in the weekly price. If you only need Monday 8/16, or have registered for a daily pay contract the price is \$33 for the day.



Remember your child will need a sack lunch.