

PARENT ENROLLMENT CONFIRMATION LETTER AND FORM INSTRUCTIONS:

This letter template is being provided as an aid in order to support providers. It is not mandatory that you use this exact letter in your communications with parents. If you have an enrollment agreement or other contract with your families, this letter could be interpreted to change the terms of that contract. Accordingly, especially if you have families who are “private pay” (receiving no or only a partial subsidy), you should read this letter carefully and tailor it to your situation. You also may want to consult an attorney or other advisor on how this letter might affect your agreement with families.

DATE

Dear Parent,

We understand that this is a confusing and trying time, and we wanted to reach out to you with the different options for your child's care as we reopen. Since circumstances may change over the coming months, our **focus right now is on care for this summer, and we will follow up later in August with options as we enter the fall.** Please also note that any decision to terminate your care is subject to our contractual relationship. You may have an obligation to provide us with a defined amount of notice before your tuition obligation ends and you may forfeit any deposit. If you wish to terminate your care, we would be happy to discuss with you what our contract requires to do so.

The Department of Early Education and Care (EEC) is providing the following options for you to consider as we reopen. We have **enclosed a Parent Enrollment Confirmation Form** to record your initial decision. Please note that the information in this letter pertains to EEC subsidies only and does not affect your contractual obligations to us. **You can always change your mind and submit a new form as needed.** Here are your options:

1. **You wish your child to return to care immediately:**

- If we have space in our program, we will be happy to welcome you back.
- If we do not have space yet, you can choose to wait until your child can start attending. If you are receiving an EEC subsidy, EEC will continue to pay us to hold your slot. You may also choose to move your child to a new provider that has space.
- *Note: If you need care BEFORE we reopen, you may be able to use an Emergency Child Care Provider in your area. If that is not an option or if we will not be open soon enough, you may choose to move your child to a new provider that has space and you can always come back to us at a later date.*

2. **You are not ready to return to care yet:**

- If you want to return to our program in the future, you can keep your child enrolled for now. If you are receiving an EEC subsidy, EEC will continue to pay us to hold your slot. (If you are receiving a subsidy, EEC will provide options later in the summer to keep your subsidy if you are not ready to return to care at that time.) You do not need to decide a return date yet and we will check in with you later in the summer.
- If you are not sure what to do, you may want to consider this option and take some more time to decide.

3. **You do not want to continue care at our program:**

- If you are sure that you want to give up your spot at our program, please indicate that on your completed Parent Enrollment Confirmation Form, and we will use that as documentation to terminate your care.
- If you have a child care subsidy, this termination can either be for your slot at our program or to end your child care subsidy completely. Please choose the appropriate response from the last two options on the Parent Enrollment Confirmation Form.

Effective Date: June 30, 2020

- *Please know that if you terminate your subsidy and you wish to have a subsidy in the future, you will have to return to the EEC waitlist with a new application date, so we urge caution before selecting this option.*

4. You are unsure where you want your child to go to care:

- If you are not sure what to do yet, you can take a few weeks to think about your options.
- If you are on a child care subsidy, EEC is still offering an option for an Approved Break in Care that will keep your subsidy in place even if your child is not placed with a provider.
- However, if you choose this option as we reopen, EEC will not pay us and we will be unable to hold your slot.
- So if you are not sure what you want to do yet, we encourage you to consider the option above for “You are not ready to return to care yet.”

Please note that if you have a child care subsidy that is expiring soon, you should check in with your Subsidy Administrator (the Child Care Resource and Referral Agency (CCRR) or Contract Provider who completed your authorization). EEC has extended many authorizations and has also created new reauthorization policies to help you keep your subsidy. If you are not sure who to contact, you can find your CCRR on EEC’s website (https://eeclead.force.com/EEC_CCRRSearch) and they will be able to direct you to the right person.

We know that this is a tough decision for you to make. We are here to help you understand the options outlined in this letter, talk through any concerns you have about your child returning to care, and help determine what is best for you and your children. You may contact us as follows: [*insert email and phone information for parents to contact*]

Sincerely,

[*Insert Program Name*]

Parent Enrollment Confirmation Form

As a part of the reopening of child care, the Department of Early Education and Care (EEC) is requiring providers to confirm the enrollment of all children who were attending the program before the COVID closures. Please provide this document to your provider. It will serve as the confirmation of your intent to either maintain the enrollment of your child or to give notice that your child will not return to care.

Please read carefully and make your selection below.
One form should be completed for each child.

- I would like to have my child return to this child care program as soon as they reopen or as soon as space is available.

- I do not wish to have my child return to this child care program at this time, but I wish to return in the future and would like to keep my space at this program. I agree that the program can remain in touch with me and can check back no later than late August on the plans for my child to return to care.

- I am no longer interested in having my child enrolled in this child care program. I would like to keep my child care subsidy (if applicable) and I will identify a new program for my child. I will discuss my options for continuing my child care subsidy at another provider with my Child Care Resource and Referral Agency (CCRR).

- I am no longer interested in having my child enrolled in this child care program. My child will not be returning to care and I do not wish to continue my child care subsidy (if applicable).

By signing below, I hereby acknowledge that I have completely read and fully understand EEC's Parent Enrollment Confirmation Form. I understand that I can change my mind at any time and submit a new form.

_____ Child's Name and Date of Birth

_____ Parent Name

_____ Parent Signature

_____ Date

_____ Provider Name