

## HCDC - Alternative Childcare Provider for Closed Days

### Policy

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Head Start will ensure that families on the Employment Related Day Care (ERDC) Contract will have access to alternative childcare services during center closures, such as on scheduled holidays, teacher workdays, training days, all staff days, staff shortages, and inclement weather days. Head Start will cover childcare costs if a parent/guardian is scheduled to work on a day(s) when the Hillsboro Child Development Center is closed. Head Start will only cover the average daily hours the child is cared for in the center and the Department of Human Services (DHS) amount for the child's age and provider type.

### Selecting an Alternate Childcare Provider

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Information will be shared with parent(s)/guardian(s) regarding using an alternative childcare provider during closure days at the time of their ERDC enrollment. The alternative childcare provider must be approved by DHS and be licensed by the Office of Child Care. Parent/Guardian can obtain lists of approved providers by calling **2-1-1**, the Washington County social services information, and referral line. The child's Teacher and the Head Start Family Service Assistant can also assist the family in finding an alternative childcare provider.

Information about DHS approval of childcare providers is also available at [www.oregon.gov/DHS](http://www.oregon.gov/DHS) or <https://oregonearlylearning.com/parents-families/find-child-care-programs/>.

### Alternate Childcare Billing Procedure

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The parent/guardian informs their child's Teacher that they will need alternative childcare on a day when the center is closed.

- If the need for an alternative childcare provider is known in advance, the Teacher will provide the parent/guardian with the HCDC Alternative Child Care Billing Form.
- If the need is not known in advance, the parent/guardian can still use the alternative childcare provider and submit the HCDC Alternative Child Care Billing Form.
- If the closure is unexpected, such as on a snow day, the parent/guardian can still use the alternate childcare provider and submit the HCDC Alternative Child Care Billing Form.

#### Steps to Pay an Alternative Childcare Provider

- The parent/guardian takes the child to the alternate provider along with the **HCDC Alternate Child Care Billing** form, which the provider must complete with the parent/guardian. The form must have the parent/guardian and the alternative provider's signature for payment.
- After the child has attended, the parent/guardian submits the completed form to the child's Teacher or the assigned Enrollment Assistant for processing.
- The completed HCDC Alternative Child Care Billing Form should be sent to the assigned Enrollment Assistant by the 1<sup>st</sup> of the following month for processing.
- The assigned Enrollment Assistant sends a copy of the billing form and a completed **Requisition for Disbursement** form (green sheet) to the ERSEA Supervisor for signature. When it is approved, the assigned Enrollment Assistant sends the green sheet to the fiscal department for payment. A copy is sent to the child's Teacher to give to the parent/guardian.
- The Fiscal department processes the billing and issues payment. The payment process takes approximately 30 days. Payment may not exceed the current rate set by DHS.