Child Care Connection Approval Procedure

1. Completed paperwork must be submitted no later than the first day of care.

2. If all information has been turned in for 10 days and we have not received a response from Child Care Connection, you will be required to go to Child Care Connection and bring us a status update on your case.

3. If child care is for time worked pay stubs must be submitted with application.

4. If the job is a new one a Work Verification Form must be completed by the new employer. This form must be turned in to the center no later than two days after care begins.

5. When Child Care Connection requests additional information, that information must be turned in within two days.

6. If pay day is a week or more away, the pay stubs must be turned in two days after being paid.

7. Any special circumstance must be taken care of as soon as possible, but no later than 5 days from the beginning of care or being informed by Child Care Connection

8. If we do not receive an approval in a timely manner, due to missing information, your account will be charged full price, starting from the first day of care.

9. Until you have an approval, any pay stubs received from your employer must be turned in.