



ATTENTION PARENTS

**PARENTS ARE RESPONSIBLE FOR WEEKLY PAYMENTS
REGARDLESS OF YOUR CHILD ATTENDING THE CENTER.**

NO EXCEPTIONS!

ALL PAYMENTS ARE DUE ON MONDAY.
IF YOUR PAYMENT IS NOT RECEIVED BY WEDNESDAY, THERE WILL BE A LATE
FEE OF **15%** THAT WILL BE ADDED TO YOUR WEEKLY FEE.

CAPS POLICY STATES THAT PARENTS WHO ARE APPROVED FOR SUBSIDY
FUNDS FROM THE CAPS PROGRAM PARTICIPATE IN THEIR COST OF CARE BY
PAYING A FAMILY ASSESSED FEE.

FAMILY FEES ARE CALCULATED BY THE CAPS CASE MANAGER AND ARE BASED
ON THE FAMILY'S ANNUAL GROSS INCOME AND THE NUMBER OF CHILDREN
RECEIVING SUBSIDIZED CHILD CARE.

THE ASSESSED FEE IS A FAMILY FEE, NOT A 'PER CHILD' FEE. THE PARENT IS
RESPONSIBLE FOR PAYING THE ASSESSED FEE DIRECTLY TO THEIR CHILD
CARE PROVIDER AS LONG AS THE CHILD IS ENROLLED, WHETHER THEY
ATTEND THE PROGRAM FOR THE ENTIRE WEEK OR NOT.

THE PARENT IS TO PAY THE TOTAL AMOUNT OF THE ASSESSED FEE ON THE
FIRST DAY OF SERVICE. NON-PAYMENT OF THE WEEKLY ASSESSED FEE MAY
RESULT IN TERMINATION OF SERVICES FROM THE CAPS PROGRAM UNTIL
OUTSTANDING FEES ARE PAID IN FULL. IF YOU HAVE A PARENT WITH A CHILD IN
YOUR CASE THAT HAS NOT PAID THEIR WEEKLY ASSESSED FEE, PLEASE
CONTACT CAPS.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

T. Robinson

