



WS 16-02 – Change 2
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Financial Aid
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To: Career Office Contractors
Financial Aid Payment Office
Financial Aid Support Center

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SUBJECT: Child Care Parent Agreement and Parent Handbook

Purpose

This issuance provides revisions to the Parent Handbook and Parent Agreement form. This issuance updates WS 16-02 – Revised Child Care Parent Agreement and Parent Handbook.

Summary

We use the Parent Handbook and Parent Agreement to disseminate important information to customers related to their rights and responsibilities while receiving financial aid for child care. We revised the [Parent Handbook](#) and [Parent Agreement](#) to align the documents with the Child Care Standards and Guidelines.

Action

1. Make sure staff remove the old Parent Handbook and Parent Agreement forms and begin using the new forms effective immediately.
2. Make sure staff knows how to help a customer use the Child Care Automated Attendance tracking system.

Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the [Submit a Question](#) link.