



<b>WS 16-02 – Change 3</b>
<b>Released: April 28, 2021</b>
<b>Effective: Immediately</b>
<b>Financial Aid</b>
<b>Expires: Continuing</b>

To: Career Office Contractors  
Financial Aid Payment Office  
Financial Aid Support Center

FROM: Mike Temple  
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SUBJECT: Child Care Parent Agreement and Parent Handbook

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## 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 Change 2.

## 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.

## Questions

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