

DHHS CHILDCARE ASSISTANCE GUIDELINES FOR TAKE FLIGHT CHILD DEVELOPMENT CENTER:

- DHHS Assistance must be approved by the State and received by TFCDL prior to care beginning.
- Parents will then be given a copayment amount that is due every Friday prior to care.
- “Copayment” is defined as any amount beyond what DHHS will assist in paying.
- Invoices will be sent out weekly or parents can check them at any time on our Brightwheel app.
- Copayments may be adjusted after the initial few weeks of care, depending on what DHHS has begun paying for your child/children. We will work diligently to make sure your copays are given to you as they change (if any change occurs).
- At any point the State of Michigan stops DHHS Childcare Assistance, you are required to make payment on the Friday before care begins.
- Any amount paid during this time, will be credited to the account, if DHHS reinstates your Childcare Assistance.
- Please remember to call in for any dates that your child will not be able to attend, so that we may bill DHHS as an “absence” – to help assist you for payment for that day.
- Any day that you do not call in for your child’s absence, you are required to pay for that day in full.

By signing below, I agree to the above mentioned terms; and I am aware of the charges that will be my responsibility to pay as a client of the Take Flight Child Development Center.

Parent/Legal Guardian A’s Signature: _____ Date: _____

Parent/Legal Guardian B’s Signature: _____ Date: _____

Administrator / Program Director: _____ Date: _____