

Dear CCS Family:

Thank you for enrolling your children at our center. In order for things to run smoothly with your CCS contract, please remember the following:

1. You must sign your children in and out on their sign in sheet on a daily basis.
2. You must swipe your children in and out on a daily basis.
3. You must write down your CCS contract end date and remember to call your caseworker about two weeks before that end date so that your case is not terminated and you have to start all over again.
4. Your signing and swiping times must match.
5. If you cannot swipe one day, please remember to go to the menu on the machine to do the previous check ins and outs.
6. If your children are ill or absent you must swipe that illness or absence using the code on the menu.
7. If you miss over 5 days of swiping the machine will not let you go back to do the previous ins and outs, so, please swipe every week.
8. If you lose your card please call your caseworker and tell an employee to let Belinda know so that she can fax your attendance manually.
9. The swiping machine is very exact in regards to dates and times and it will tell you if something is wrong by printing DENIED and the reason right after. Do what the machine tells you to do and not anything else.
10. Always wait for the machine to give you an APPROVED or DENIED. Do not leave until you get a response.
11. When the machine is Offline it will accept your swipe and print SAF Stored. When it comes back Online the machine will send your swipes and it will print SAF Complete.
12. If you ever have any problems please ask an employee to help you.
13. When CCS calls us to discontinue your children and we let you know, please do not get upset with us. You must call your caseworker and always take documents to them by their deadline to avoid any problems in your contract dates.

We thank you again for choosing our center and hope that by following the above everything will run smoothly between CCS, you and us.