

## Enrollment Agreement – Child Development and Care (CDC) Program

In addition to an enrollment agreement, licensed providers are required to keep daily time and attendance records that document each child’s *actual* daily care begin and end time and include a daily parent certification (signature or initials). See the Child Development and Care Handbook for time and attendance requirements at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

**Provider or Program Name:** \_\_\_\_\_ **Provider ID:** \_\_\_\_\_

**Child’s Name:** \_\_\_\_\_

**Total Number of Authorized Hours from CDC - Form DHS-198 (If known) :** \_\_\_\_\_

- If the child has more than one provider, CDC subsidy payment cannot exceed maximum authorized hours for all providers.

**Effective Date of this Schedule:** \_\_\_\_\_

Child’s Enrollment (the days and times agreed upon between the parent and provider). Use both boxes per day if there are multiple daily in/out times such as before and after school.

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Begin Time AM/PM							
End Time AM/PM							

**Agreed total enrolled hours for this provider:** \_\_\_\_\_

Comments (i.e., Explain if varying schedules are needed):

**I expect to have more than one provider assigned to my child:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Parent Acknowledgements:**

- The above enrolled schedule is correct and if the enrolled schedule changes, a new Enrollment Agreement should be completed.
- If more than one provider is assigned to a child, one or both providers may not receive full payment. It is also possible that one provider will receive no payment and the parent may be responsible for payment.
- I may be responsible for any child care charges not paid by the Department.
- A new Enrollment Agreement must be completed if an enrolled schedule change extends beyond two weeks.

**Parent/Substitute Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_