

# **PROGRAMS FOR PARENTS GUIDELINES**

1. Please notify us that you have Programs for Parents when registering your child if you are new to the program.
2. Children cannot attend our program unless they have confirmed funding. Parents are entitled to pay the regular fee weekly until their funding is approved. If Programs for Parents back-pays, we will refund the money paid.
3. **Any situation which causes the Community House to lose payment for services, such as not submitting documentation in a timely manner, will be charged to the parent. The parent will be responsible for payment.**
4. As with all program fees, co-payments are due by the first day of the month. Children will not be admitted into the program if co-payments have not been paid.
5. **Please refer to your Programs for Parents handbook for more detailed descriptions of the points listed above.**