

STUDENT FAMILIES POLICIES

Student parents can receive child care for a limited period during the time they are in school and/or attending a training institution enrolled in a vocational training leading directly to a recognized trade, paraprofessional, or profession. Approved child care hours will be based upon the current training schedule. Parents must submit verification of training *before* child care hours can be approved. Student parents are also required to complete a professional/vocational goal sheet.

Effective 7/1/08, child care services for students are limited to a maximum of six years from the date a parent began receiving child care services as a student or 24 units after the completion of a Bachelor's degree, whichever occurs first. In order to continue receiving child care services as a student, student parents must also demonstrate that they are making satisfactory progress toward their professional/vocational goal and meet all other program requirements.

As a parent requesting child care services for school/training, I understand that:

(Parent Initials)

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_____ 1. I must submit a signed training verification form with the registrar's signature or official stamp to verify enrollment and school hours. Proof of school registration may be acceptable for a limited time, however, I must submit a signed and stamped training verification by the indicated due date. Training verifications will not be accepted if:

- they have been altered or do not appear valid
- time and days of the enrolled classes are not filled out completely and properly
- I have not signed the form, or the form has not been signed and/or stamped by the registrar of the college or by the program director of the training institution
- the closing date of the semester/term is not clearly stated on the training verification.

_____ 2. I may not exceed the use of child care during the certification period nor may I exceed the specified days and hours stated on the Notice of Action and the certificate for child care services without prior approval from Pathways.

_____ 3. Child care for school hours is granted for a maximum of six years from my initial approval of child care services as a student (beginning 7/1/08) or a maximum of 24 units or its equivalent after receiving a Bachelor's degree, whichever comes first. Time will not be deducted for Leave of Absences, periods for which I receive child care services for other reasons such as employment, or periods of ineligibility for child care.

_____ 4. I am responsible for submitting grades as proof that I am making satisfactory progress toward my professional/vocational objective within 10 calendar days of the day the grades are available from the training institution for the previous term/quarter. Pathways may require an official copy of my progress report to be sent directly and/or verify any information that is submitted

_____ 5. Satisfactory progress is defined as a 2.0 Grade Point Average or better per term in a graded program or pass the requirements in at least 50% of the classes in a non-graded program. If I fall below this standard, I will be placed on probation for one term/quarter. If after the probationary period my progress is still unsatisfactory, my child care services will be terminated. In addition, I will not be eligible for child care services while training for 6 months from the date of termination.

_____ 6. If I decide to change my professional/vocational goal, I must submit the change in writing within 5 calendar days and complete a new professional/vocational goal sheet.

Child care fraud is a crime. Pathways will use all legal means to recover funds paid out due to fraudulent or incomplete information.



_____ 7. I understand that Pathways will not pay for child care during winter breaks, spring breaks, etc. I may choose to continue child care services by looking for a job and/or working. For any breaks between terms for which child care will not be needed, I must submit a request for a Leave of Absence at least 14 calendar days before the anticipated last day of care. The leave of absence must be approved by Pathways before it can occur and all policies pertaining to a leave of absence must be followed.

_____ 8. Pathways will not approve child care services for the same course twice (repeated courses) due to failure or unsatisfactory grade.

_____ 9. I must notify Pathways of any changes in my school schedule immediately and no later than 5 calendar days of the change because this may affect the number of child care hours I am eligible for. This includes adding and dropping classes.

_____ 10. I must report all types of financial aid provided to me by the college (i.e. Pell grants, work study programs, etc.) If I am an EOP student, I must also report any and all information regarding veteran's benefits, unemployment insurance, or part-time jobs.

_____ 11. I may request additional hours of child care to study. Pathways will evaluate the study time that can be approved based on the number of credits/unit and the courses I am taking. I will not be given study time for non-academic courses.

This is to verify that I have received a copy of the Student Policy and I have been informed of my obligations as a student parent.

Parent Signature: _____ Date: _____

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PROFESSIONAL/VOCATIONAL GOAL SHEET

1. Parent Name: _____
2. Education or Training School/Institute: _____
3. Main education or training goal: (Please choose only one)

<input type="checkbox"/> Prepare for a new career (acquire new job skills)	<input type="checkbox"/> Obtain a two-year Vocational Degree
<input type="checkbox"/> Advance in current job/career (update job skills)	<input type="checkbox"/> Obtain a two-year Associate Degree
<input type="checkbox"/> Improve basic skills in English, Reading, or Math	<input type="checkbox"/> Obtain a Bachelor's Degree
<input type="checkbox"/> Complete credits for High School Diploma or GED	<input type="checkbox"/> Obtain a Master's Degree
<input type="checkbox"/> Obtain a Vocational Certificate	<input type="checkbox"/> Maintain a certificate/license (e.g. nursing)
<input type="checkbox"/> Other (Please specify): _____	
4. Field of study: _____
5. Career goals upon completion of education: _____

6. Anticipated date of completion: _____

POTENTIAL REASONS FOR TERMINATION OF CHILD CARE SERVICES:

- Grade point average is under 2.0 or I am otherwise not making satisfactory progress.
- Failure to report changes or withdrawals from courses within 5 calendar days of the change.
- False information submitted to Pathways.
- Failure to provide grades/progress reports within 10 days of the date they are available from the training institution.
- Failure to recertify in a timely manner.
- Other program violations.

I fully understand and agree to the terms of this agreement and will comply with the rules and regulations as a student family. I declare under penalty of perjury under the laws of the United States of America and the State of California that the information in this statement of facts is true, correct, and complete.

Parent Signature: _____ Date: _____

OFFICE USE ONLY

Progress/GPA: _____

Date Child Care for Training Began: _____

Date Child Care for Training Will Expire: _____

Notes: _____

Specialist Signature: _____