

CCAP Addendum 2024

- Our center requires registration fees to be paid every 12 months. CCAP will pay our program on your behalf. If you have already paid another program for the annual fee before attending OUAC, CCAP will not pay it to our program until the next calendar year.
- Parent fees are due on the first day of each month. Failure to pay these fees will result in non-payment being reported to CCAP. Please note that autopay is mandatory for all accounts according to OUAC.
- It is the responsibility of families to clock each child in and out of our program daily, as well as on the CCAP portal. This ensures accurate attendance records and allows for prompt payment processing.
- Families have a 5-day window from the final clock in/out each week to add and confirm attendance on the CCCAP portal. Failure to do so will result in the family being responsible for any missed attendance payments, which will not be reimbursed at the daily rate approved by the county.
- Families exceeding their allotted number of absences may be billed at the county rate for the additional days of attendance.
- CCAP allows for 15 absent days per month to be paid by the county to OUAC. Any absences beyond this limit will not be approved or paid for to our program and may be billed to the family at the current county rate.
- CCAP covers the costs for the following holidays and closures:
  - Presidents Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day.
- Our program will manually bill CCAP for days attended prior to authorization to our program. However, if CCAP chooses not to backpay any part of the tuition for attendance prior to authorization, parents will be responsible for the full tuition amount that is not covered by the county.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_