



# VALLEY VIEW Learning Center

Dear Publicly Funded Families,

Effective January 1, 2012, the state of Ohio is using an electronic child care attendance system. This system keeps track of your attendance and authorized payment for your state-funded child care. The following is an outline of the process to be followed at VVLC. Please take a few moments to meet with your administrator and review the swipe card machine instructions.

## **Basic Rules:**

- A) The Electronic Child Care system (ECC) requires you to use a swipe card, issued to you by the state, to record daily attendance.
- B) The swipe cards issued cannot be held by VVLC staff members.
- C) Failure to use the swipe card system will result in the levying of fees.

## **Daily attendance procedure:**

- 1) SWIPE your card into the state supplied card readers, and follow the posted instructions each time you check in our out for each child.
- 2) If you DO NOT have your swipe card for use on any day, you will be required to "Back Swipe" for each check in or out time on your next day of attendance. Also, if your child leaves the center to attend school, when you pick up that day you will be required to "Back Swipe" for the times your child left in the morning and returned in the afternoon before you swipe out for the day.
- 3) All missed swipes MUST be corrected the next day of attendance.
- 4) **For each day of attendance not corrected by the following week, a fee of \$5 will be added to your account.** You will also be responsible for any charges not covered by Job and Family Services as a result of missed swipes.

I, \_\_\_\_\_ (print name), understand and agree to follow the policies and procedures outlined above.

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