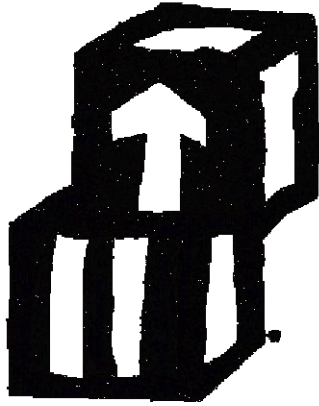




**changing tides**  
family services

# PROVIDER HANDBOOK

## Early Head Start Child Care Partnership

Funded by the



THE FOLLOWING POLICIES ARE APPROVED BY THE  
CHANGING TIDES FAMILY SERVICES'  
BOARD OF DIRECTORS

Effective September 24, 2025

# **CHANGING TIDES FAMILY SERVICES**

## **MISSION:**

**Changing Tides Family Services  
increases the health and success of  
children, youth, families and  
individuals.**

## **VALUES:**

- **Respect**
- **Integrity**
- **Excellence**
- **Health and Wellness**
- **Flexibility**
- **Fiscal Responsibility**

# Changing Tides Family Services Provider Handbook Early Head Start – Child Care Partnership

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## INTRODUCTION

**Welcome to Changing Tides Family Services!** You have been approved to participate in the Early Head Start – Child Care Partnership (EHS-CCP) program. This program will provide enhanced services to families initially eligible for enrollment onto the Family Child Care Home Education Network (FCCHEN) or other appropriate subsidy program administered by Changing Tides Family Services (CTFS). These enhanced services are provided jointly by you and staff from Changing Tides Family Services.

**1.01 Changing Tides Family Services** offers a wide range of programs in three core areas: child care services, developmental disabilities services, and mental health services. For current information, please visit [www.changingtidesfs.org](http://www.changingtidesfs.org) or call 707-444-8293 or 800-795-3554.

Parents that need to report changes in their case should contact Changing Tides Family Services right away at the number above.

Child care providers are encouraged to contact Changing Tides Family Services in order to obtain information regarding child care quality enhancement, technical assistance, and information regarding how to maintain compliance with federal performance standards.

***Program administration will be in compliance with any directives received by the funding source, whether permanent or temporary/emergency in nature.***



### **2.01 Program Components**

The program areas are outlined in the California Department of Education's (CDE) Standards of Operation. Participating providers will receive a copy. If changes are received from CDE, a copy of the revisions will be issued to participating providers.

Some provider activities in the EHS-CCP include:

- Using the child driven play-based Creative Curriculum with children in your care
- Observations of children in your care for developmental assessments
- Participating on the Child Care Food Program
- Encouraging parent involvement at your site and in the program as a whole
- Assisting families to access needed services from community partners
- Helping children ages 0-4 years to be ready for transitional or traditional kindergarten

### **3.01 Provider Selection**

Currently participating FCCHEN providers interested in the EHS-CCP should submit an Interest Form to Changing Tides Family Services to be considered. Any licensed family child care provider must first be accepted to the FCCHEN. California Department of Education (CDE) approves child care providers participating on EHS-CCP.

### **4.01 Your Relationship with Changing Tides Family Services**

The relationship between Changing Tides Family Services and any provider is that of **independent contractor**. Any provider is neither an employee nor agent of Changing Tides Family Services. Child care providers are not entitled to the rights or benefits afforded to Changing Tides Family Services employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave or any other employee benefit.

Although Changing Tides Family Services conducts site visits of participating child care providers for program compliance, Community Care Licensing is the government agency that issues child care licenses and inspects sites for compliance with state safety regulations.

Changing Tides Family Services assumes no responsibility for illness, injury or damages arising from the performance of this agreement for services.

For more details, please refer to the FCCHEN Provider Handbook.

### **5.01 Your Relationship with the Parent**

As a participating EHS-CCP provider, you are also a partner and valuable resource to families and children in need of early education and other social services. You may at times take on the role of mentor, family friend, and advocate. Changing Tides Family Services staff are also ready to help eligible families and children with their journey to school readiness.

## **PROVIDER PARTICIPATION**

### **6.01 Provider Participation Policy**

Child care providers must maintain good standing with Community Care Licensing, the FCCHEN and Child Care Food Programs (CCFP) in order to participate on the EHS-CCP. Other areas of participation are as follows (see the current Standards of Operations and Agreement form):

#### **Child Enrollment**

To ensure that the maximum number of eligible families are served, and to promote continuity of care for infants and toddlers, providers will collaborate with Changing Tides Family Services to:

- Assist with recruitment and collaborate with Changing Tides Family Services to ensure that the slots are fully enrolled on day one of program operation year and every day thereafter, and that vacancies are filled within 30 calendar days
- Provide support to Changing Tides Family Services to ensure families are up to date on their subsidy paperwork to prevent unintended loss of subsidy. If subsidy is lost, it will be reported to Changing Tides Family Services immediately
- In licensed large homes, serve at least 4-6 children (ages 0-48 months) and in licensed small homes serve at least 3 children (ages 0-48 months) that are eligible for EHS-CCP and continuously serve their families

### **Disabilities**

To ensure full inclusion of all children, providers will help support Changing Tides Family Services and families in the inclusion and delivery of services to children with disabilities. In addition, providers will work with Changing Tides Family Services to help ensure a minimum of 10% of funded enrollment is provided to children with disabilities.

### **Provider Education and Training**

In order to ensure that all children receive high quality care in enriching learning environments, EHS-CCP providers and their staff/second provider must meet the minimum education requirements:

- Attend appropriate professional development opportunities offered by the California Department of Education (CDE), Changing Tides Family Services, and other approved professional development resources
- Meet and maintain minimum educational requirements (12 units in Early Childhood Education or Child Development, or hold a CDA credential or Associate Teacher permit) in accordance with EHS-CCP requirements within 18 months of the program start date
- Provide release time for staff/second provider to participate in program-sponsored professional development activities as agreed upon each program year
- Ensure staff meets required qualifications, knowledge and skills to implement EHS-CCP performance standards
- Participate in the development of an Individual Professional Development Plan on an annual basis

### **Child Education and Assessments**

To ensure that all children are meeting appropriate developmental milestones, the provider will receive assistance from Changing Tides Family Services staff to:

- Implement the Creative Curriculum, a comprehensive, research-based, age appropriate program that supports active learning
- Collect observations for the Desired Results Developmental Profile within the first 60 days of enrollment and a total of **three times** a year



- Use assessment/screening data to individualize instruction and learning for each child
- Identify children with potential special needs/disabilities in collaboration with Changing Tides Family Services staff and the CDE disabilities consultant
- Develop lesson plans that reflect individualization based on IEP/IFSP goals
- Co-facilitate two parent conferences each fiscal year to review child's assessment results
- Provide instructional material for enrolled children
- Be open for business Monday through Friday, 10 hours per day, and full-year (minimum of 48 weeks per year), and give EHS-CCP children access to those slots
- Develop transition plans and activities for the children's successful movement from EHS-CCP into a local preschool, TK or kinder program 6 months prior to the child turning 4 years old (when the provider has knowledge that the child will be leaving the program)

### **Nutrition**

Providers will ensure that all children receive healthy meals while in child care by:

- Maintaining participation in the Child Care Food Program (CCFP)
- Implementing family style meals and ensuring meals for adults (one adult per table) are provided
- Provide nutrition education to children (including but not limited to cooking activities and physical fitness)

### **Health**

To maintain optimal health and safety standards, providers will:

- Before parents leave care during drop off, conduct daily health check on all children
- Ensure that all child immunizations are complete or up-to-date
- Assist Changing Family Services staff in gathering health and nutrition related data/information
- Provide diapers and wipes for enrolled EHS-CCP children, at no expense to the family
- Ensure children brush their teeth at least one time per day in conjunction with meal service
- Follow diapering, hand-washing, sanitizing and disinfecting procedures as described in "Caring for Our Children"
- Maintain a system to document implementation of safety protocols

### **Safe Environments**

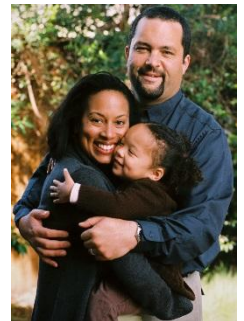
To ensure the environment meets all health and safety standards required for EHS-CCP, providers must maintain the following protocols:

- Meet facility requirements for EHS-CCP
- Perform daily health and safety checks

- Ensure the physical environment and facilities meet all EHS-CCP performance Standards, including requirements for health and safety, appropriate napping spacing and arrangements, disaster preparedness, and facilities
- Conduct monthly fire drills and quarterly earthquake drills
- Self-assess the home using the Health and Safety Screener each month
- Develop, implement, and maintain an Active Supervision Plan
- Refrain from transporting EHS-CCP children at any time
- FCCH (small & large license) Provider will observe the following adult/child ratios for children birth to 24 months: 1:6 (no more than 2 children under age 2) with a maximum group size of 2:12 with one provider and second provider (no more than 4 children under age 2 and no more than 2 under 18 months). 1:4 (no more than 2 children under 18 months) with a total of 4 infants

### **Program Management**

- Enter daily attendance in Child Plus and provide an end of the month attendance form to Changing Tides Family Services by the due date. When applicable, include the reasons for less than 85 percent attendance compared to scheduled care in any given month
- Assist Changing Tides Family Services with a plan that includes corrective measures to comply with the 85 percent attendance requirement
- Share critical and relevant family information with Changing Tides Family Services staff prior to home visits
- Collaborate with staff of Changing Tides Family Services to meet the 25% in-kind requirement for EHS-CCP
- Maintain all required insurance policies, such as liability insurance, etc.
- Not suspending/expelling children due to behavior
- Make an attempt to reach the parent if the child is one hour late



### **Family Services**

Providers are expected to collaborate with Changing Tides Family Services to conduct family case reviews to summarize progress with regard to goals, child and family strengths, areas of need/concern/support, developmental milestones and parent's achievements toward self-sufficiency, confidence and skill building. The case review will assist in planning for coordination with Individuals with Disabilities Education Act (IDEA) Part C services and referral to specialty or community services.

### **Parent Engagement**

EHS-CCP strives to promote family involvement and help parents realize they are their child's first and most important teacher and advocate. To help promote this philosophy, providers will help:

- Engage parents in the full range of child development and family support services
- Provide a designated parent area in the home for parent resources

- Refer parents to Changing Tides Family Services for community resources based on the needs of the family
- Offer a variety of opportunities for family engagement
- Encourage parent volunteerism in the provider home and other school readiness related activities outside of the provider home (in-kind opportunity)

In addition, providers may help Changing Tides Family Services support parents by:

- Hosting monthly on-site parent meetings
- Recruiting parent representatives for the Parent Advisory Committee (PAC) and Policy Council
- Sharing Parent Advisory Committee and Policy Council information with parents as relevant
- Alerting Changing Tides Family Services to the needs of families/children

### **7.01 Community Care Licensing Citations**

Should you as provider receive a licensing citation from Community Care Licensing (CCL), you must inform Changing Tides Family Services not longer than 24 hours after the visit and also provide us with a copy of the citation. We are required to forward all citations to the CDE for review. Following any Type A citation of an EHS-CCP provider, Changing Tides Family Services and CDE staff may conduct an unannounced visit of that provider's site to observe the care-giving environment. Changing Tides Family Services reserves the right to end the participation of the EHS-CCP provider on the EHS-CCP program after licensing violations are received and reviewed. Notice will be issued to the provider and the EHS-CCP parents will be notified of their options.

### **7.02 Reporting a Significant Incident**

Parents/guardians and providers are required to immediately report to the staff at Changing Tides Family Services any complaints or significant incidents (serious injury or harm to a child) that affects the health or safety of a child that occurs in a setting where Head Start services are provided. The persons/circumstances involved might include:

- A staff member, contractor or volunteer that participates in either a Head Start program, or a classroom at least partially funded by the Head Start or
- A child that receives services fully or partially funded by the Head Start or a child that participates in a classroom at least partially funded by the Head Start or
- Circumstances affecting the financial viability of the program, breaches of personally identifiable information or program involvement in legal proceedings, any matter for which notification or a report to State, Tribal or local authorities

Some examples of significant incidents can include:

- Child injuries that require medical or dental treatment
- Conduct used to instill fear or humiliate a child

- Using/withholding food or an activity as punishment or reward or isolating a child
- Potential child abuse and maltreatment of a child
- Lack of supervision of a child
- Unauthorized release of a child to a person without permission or authorization of a parent/legal guardian and whose identity had not been verified by photo identification

Changing Tides Family Services must report to the California Department of Education any complaint or incident as listed above within 24 hours.

### **8.01 Provider Non-compliance with Performance Standards**

If a provider is found to be non-compliant in one or more program areas, the provider will be issued a corrective action plan with a deadline to make the necessary corrections. Should the provider still be non-compliant after the corrective action plan deadline, the provider may be notified they can no longer participate and the parents will be notified of their options, which includes transferring to another EHS-CCP provider.

### **9.01 Provider Stipends**

A monthly stipend per child is available to approved EHS-CCP providers. This stipend is intended to support providers to improve the care-giving environment and meet the high-quality standards of the EHS-CCP. To receive the stipend, providers must show compliance with the EHS-CCP requirements, the child must attend at least 85% of the possible care giving days in a month and the child has a spot for 10 hours each day. The stipend will be paid in a cycle separate from the child care subsidy cycle. Payment will be made no later than 45 calendar days after the first of the previous month, provided that all paperwork has been properly completed by the provider, including daily entries in Child Plus, and the hard copy Daily Attendance Form is submitted to Changing Tides Family Services by 5pm of the third calendar day of the month after which care was provided.

### **10.01 Attendance Reporting**

Changing Tides Family Services issues an Attendance Form to you, the child care provider, for each child for each month. The same Attendance Form completed by the parent will be used for both FCCHEN and EHS-CCP. The FCCHEN rules apply regarding exact time in and out and full signatures in and out on a daily basis by an authorized adult.

Should FCCHEN eligibility end for the child, an Attendance Form must still be completed on a daily basis until EHS-CCP eligibility ends. See the FCCHEN provider handbook for more details.

At the end of the month, you will complete the billing section, then you and the parent must sign in ink verifying all information is true and correct under penalty of perjury.

Participating providers must also log daily attendance in the CDE approved database, Child Plus.

### **11.01 Excessive Absences**

If the enrolled child stops attending on a regular basis, the provider should notify Changing Tides Family Services immediately so that staff can attempt to contact the parent. If an enrolled child stops attending altogether, per EHS-CCP requirements, an empty slot must be filled within 30 calendar days with another EHS-CCP eligible child.

### **12.01 Method of Payment**

Changing Tides Family Services makes reimbursement payments to providers by direct mail (hard copy check) or through direct deposit, which is an electronic transfer of money into the financial account of the provider's choosing. The stipend as mentioned in section 9.01 will be issued to the same account as established through FCCHEN reimbursements. Should a provider wish to change which account receives the payments, a new direct deposit form must be completed and submitted to our office.

Changing Tides Family Services recommends using direct deposit in order to avoid lost or stolen checks.

### **13.01 Change of Location**

Should a provider change their address/move, a w9 must be completed and submitted to our office. In addition, a copy of the new license from CCL must also be submitted. A visit must be completed by CDE to authorize EHS-CCP services at the new location.

### **14.01 No fees to Parents**

EHS-CCP parents may not be charged or asked to supply for:

- Co-payments for subsidy,
- Registration, insurance fees,
- Deposit or late fees,
- Notice time,
- Field trips,
- Absences or closure days,
- Diapers or wipes,
- Meals or formula,
- Supplies.

If a parent arranges for you to provide care outside of the certified schedule, on a private pay basis, any related expenses are between you and the parent.

### **15.01 End of Participation**

Changing Tides Family Services may terminate the business relationship or withhold payment from child care providers should any of the following conditions occur:

- License Revocation/Suspension/Probation of your facility
- Violations of any rules listed on the EHS-CCP Agreement or the standard Changing Tides Family Services' Provider Program Rules Agreement

- Falsifying or submitting false information on attendance forms
- Failing to supply Changing Tides Family Services with required documents
- Forging any signatures on any documentation
- Exhibiting behavior that endangers the health/safety/welfare of any child in their care
- Using abusive or vulgar language, attempting to bribe, coerce, extort, or threaten any Changing Tides Family Services staff
- Demonstrating a lack of cooperation with Changing Tides Family Services staff
- Being unable or refusing to submit properly completed paperwork, including attendance forms
- Not complying with any rule which would prevent Changing Tides Family Services from complying with applicable regulations, appropriate guidelines or the Standards of Operation.
- Being involved in criminal conduct of any kind involving Changing Tides Family Services staff or Changing Tides Family Services locations
- Using alcohol or illegal drugs on Changing Tides Family Services premises or being under the influence of alcohol or drugs on Changing Tides Family Services premises
- As determined by the California Department of Education

Changing Tides Family Services will give written notice of termination if we are ending participation of the child care provider. However, this may be subsequent to verbal communication by an authorized representative of Changing Tides Family Services. The notice will outline the infraction and the reason/s for ending participation.

Providers who wish to be reinstated may request reinstatement from the Child Care Services Director one year after termination. This staff member will forward the request to the Executive Director and the CDE regarding reinstatement. The final decision to approve reinstatement will be issued by the CDE.

## **GENERAL POLICIES**

### **16.01 Confidentiality of Services**

Changing Tides Family Services will maintain confidentiality regarding the use of personally identifiable information regarding parents, children and providers. However, information may be shared as necessary with the California Department of Education and its agents as appropriate, Community Care Licensing, or Changing Tides Family Services' agents (auditors, legal advisors, business associates, insurance representatives, and other authorized entities).

Providers should be aware that Changing Tides Family Services staff from different programs may exchange information regarding parents, providers, or children served as necessary in order to support program integrity. Information may also be released outside of Changing Tides Family Services with a signed Changing Tides Family Services Release of Information from the parent, or if a valid subpoena is issued to Changing Tides Family Services, or as part of a law enforcement, welfare fraud, or Child Protective Services investigation.

### **17.01 Conflict of Interest**

It is possible that employees of Changing Tides Family Services may participate as a parent or provider in the child care services programs. In order to reduce the appearance or the potential of a conflict of interest, it is necessary that any employee who is receiving benefits of child care programs inform designated staff. This will enable Changing Tides Family Services to implement additional internal controls to avoid any appearance of conflict of interest.

Examples of this include but are not limited to:

- Any relationship of the employee or the employee's immediate family (as defined in Changing Tides Family Services' Personnel Policies) to any child care provider receiving reimbursements on behalf of a parent
- Any relationship of the employee or the employee's immediate family to any parent participating on any child care subsidy program managed by Changing Tides Family Services
- Any relationship of the employee or the employee's immediate family to any other employee or Board member of Changing Tides Family Services

### **18.01 Declaration of Operation and Non-Discrimination**

Changing Tides Family Services operates in accordance with all applicable state and federal laws. The program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, in determining which children are served. We welcome the enrollment of children with disabilities and exceptional needs.

### **19.01 Hold Harmless Provision**

Parents and child care providers agree to indemnify and hold harmless Changing Tides Family Services, its officers, Board members, and its employees from costs, suit, or liability allegedly arising from the provision and administration of the programs.

### **20.01 Grievance Procedure**

The Changing Tides Family Services' Grievance Procedure may be used by providers who have a complaint regarding Changing Tides Family Services' services, and which is not addressed by the uniform complaint procedure. A copy of the grievance procedure is available at Changing Tides Family Services' administrative office at 2259 Myrtle Avenue, Eureka, CA. 95501. Call (707) 444-8293 or email [info@changingtidesfs.org](mailto:info@changingtidesfs.org).

Complainants shall first discuss a complaint with the appropriate Division Director. If the discussion does not resolve the matter, the complainant should present their concern in writing to the Division Director within fourteen (14) days after the cause for the complaint has occurred. The written complaint should clearly state "complaint", what law or regulation or application of the same the complainant is objecting to, and a statement regarding what the complainant believes would be a fair resolution to the matter. If the complainant is not satisfied with the Division Director's response, the complainant may present the complaint (and copies of documents pertaining to the complaint) in writing to the Executive Director within fourteen (14) days after receipt of the Division Director's written response. The Executive Director shall

render a decision in writing no later than 60 days after receiving the complaint at their level. This decision shall be considered final.

Further details are outlined on the Grievance Procedure.

### **21.01 Tax Requirements and Reporting**

Changing Tides Family Services will report payments to providers of \$600.00 or more during the calendar year to both the Federal and State governments. At the end of each calendar year, you will be sent a Form 1099 (statement of non-employee earnings) stating the total money you received from Changing Tides Family Services during the calendar year. Copies of the Form 1099 are sent to the IRS (Federal government) and to the California Franchise Tax Board (State government).

Changing Tides Family Services is not responsible for any tax liabilities you might have.

Additionally:

- Changing Tides Family Services is required to report all independent contractors to the State Employment Development Department (EDD) for the purpose of child support enforcement
- Any disputes you may have with any tax auditing organization are your responsibility
- If someone else uses your identity to receive child care payments, Changing Tides Family Services has no authority or investigative powers to assist providers in this matter
- Changing Tides Family Services strongly advises providers who have questions or concerns regarding the potential tax consequences of their child care payments to contact a qualified tax professional, the Internal Revenue Service (IRS), the California Franchise Tax Board, or the California Employment Development Department (EDD)

### **22.01 Requests for Copies**

If you request copies of materials you have submitted to Changing Tides Family Services, you must complete a Request for Information form. You may be required to pay a fee.

### **23.01 Parent's Rights to Information Regarding Providers**

Per Oliver's Law, individuals have the right to information regarding any substantiated or inconclusive complaints about a child care provider.

***To learn a licensed program's complaint history, parents are strongly encouraged to call Community Care Licensing at (844) 538-8766.*** Changing Tides Family Services does not assume responsibility to inform parents of any past complaint(s) regarding any particular child care provider.

All licensed family child care homes are required to provide the parent, upon enrollment, a copy of any "Type A" Community Care Licensing Violations within the past year. Further, upon request, licensed providers are required to show parents copies of Community Care Licensing reports for the past three years.

Megan's Law (AB 488 Parra) provides the public with internet access to detailed information on registered sex offenders. Parents can visit the Department of Justice "Registered Sex Offender" database at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

**Changing Tides Family Services strives to assist families enrolled on our program to reach their goals, and we look forward to working with the providers they choose to care for their children.**

***Se habla español***

Please visit our website for information on workshops that may benefit you. We also post jobs and community resources on our website.

[www.changingtidesfs.org](http://www.changingtidesfs.org)

We also have a Facebook and Instagram page

<https://www.facebook.com/changingtidesfamilyservices/>

<https://www.instagram.com/changingtidesfs/>



## Changing Tides Family Services

### Child Care Services - Sample Attendance Form – Alternative Payment



The following is a list of some of the requirements for completing an attendance form. For more details, please refer to the program handbook/booklet.

**For Parents/Authorized Representatives:**

- Parents or authorized representatives are required to record exact time in and out for each day.
- The parent must note each absence reason by entering one of the codes listed below in the "Reason Code" box on the back page.
- If the parent makes a mistake on the attendance form, s/he should cross out the error and initial it, and fill in the correct information.
- When the last day of care has been provided, the billing side of the attendance form must be signed and dated in ink with the full signature of the enrolled parent.
- Blue or black ink is preferred.
- Incomplete or inaccurate attendance forms may delay payment.

**For Providers:**

- Attendance forms are due by 5pm the 3<sup>rd</sup> calendar day of the month after care was provided. If the 3<sup>rd</sup> falls on a holiday, weekend, or a day of office closure, attendance forms may be submitted by 5pm on the following business day.
- If the provider is closed and charges for the closure, please complete the billing information below.
- When the last day of care has been provided, the billing side of the attendance form must be signed and dated in ink with the provider's full signature. Blue or black ink is preferred.
- Incomplete or inaccurate attendance forms may delay payment.

| Provider closed for all or part of the day for holiday or other reason. | All Ages – Child absent from care or in care for FEWER hours than on authorized schedule |                                                                                                 | School-aged Children |                                                                       |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------|
| C                                                                       | S                                                                                        | Child or family member sick, at Dr.'s appointment, or absent for other medically-related reason | S                    | Child sick and used more hours than usually scheduled on a school day |
|                                                                         | A                                                                                        | Other absences (e.g. child/parent vacation, visiting relative, or other personal reason)        | M                    | Minimum Day                                                           |

**Provider Invoice**

Please bill your rate in the same manner as you would the general public. (Note: All charges must also appear on your rate sheet if you wish for us to consider payment.)

The provider must record any additional charges.

\$ 240.00 for Child Care because I charge \$ 30 per day.

\$ \_\_\_\_\_ for Registration      \$ \_\_\_\_\_ for Insurance      \$ \_\_\_\_\_ for Materials      \$ \_\_\_\_\_ for Other \_\_\_\_\_

My closures were Jan. 17, 2022 I charge for closures: ✓ Y    No

Grand total is \$ 240.00.

**BOTH THE PARENT AND PROVIDER MUST PROVIDE FULL SIGNATURES IN INK ON OR AFTER THE LAST DAY OF CARE PROVIDED AT THE END OF THE MONTH. FAILURE TO COMPLETE THIS STEP WILL RESULT IN DELAY OF PROCESSING PAYMENT AND MAY RESULT IN NON-PAYMENT.**

I (the parent/provider) declare under penalty of perjury under the laws of the United States and the State of California that the facts contained in this attendance form are true, correct and complete for the entire month.

|                                       |                        |
|---------------------------------------|------------------------|
| <u>Olga Doe</u><br>Provider Signature | <u>1-31-22</u><br>Date |
| <u>Jane Smith</u><br>Parent Signature | <u>1-31-22</u><br>Date |

The front of the Attendance Form must be signed and dated by *both* provider and parent. Providers and parents should make sure to sign at the end of the month so they can accurately verify the total hours of care used. Changing Tides Family Services will not pay for days/hours that occur after the Attendance Form has been turned in or past the date of the signatures. Providers and parents should sign for themselves only.

| Sign in daily |      |         |                                          | Use if child has split schedule |          |         |          | Sign out daily |                                           |         |     | Office Use Only |  |
|---------------|------|---------|------------------------------------------|---------------------------------|----------|---------|----------|----------------|-------------------------------------------|---------|-----|-----------------|--|
|               | Date | Time In | Full signature of adult signing child in | Time Out                        | Initials | Time In | Initials | Time Out       | Full signature of adult signing child out | C o d e | DHV |                 |  |
| Su            |      |         |                                          |                                 |          |         |          |                |                                           |         |     |                 |  |
| M             | 1/17 |         |                                          |                                 |          |         |          |                | Jane Smith                                | C       |     |                 |  |
| T             | 1/18 | 7:00a   | Jane Smith                               | 8:00a                           | 00       | 2:35p   | 00       | 5:15p          | Jennifer Smith-grandma                    |         | ✓   |                 |  |
| W             | 1/19 | 7:00a   | Jane Smith                               | 8:00a                           | 00       | 12:15   | 00       | 5:30p          | Jane Smith                                | M       | ✓   |                 |  |
| Th            | 1/20 | 7:00a   | Jane Smith                               | 8:00a                           | 00       | 2:35p   | 00       | 5:15p          | Jennifer Smith-grandma                    |         | ✓   |                 |  |
| F             | 1/21 |         | With grandma                             |                                 |          |         |          |                | Jane Smith                                | A       |     |                 |  |
| Sa            |      |         |                                          |                                 |          |         |          |                |                                           |         |     |                 |  |
| Su            |      |         |                                          |                                 |          |         |          |                |                                           |         |     |                 |  |
| M             | 1/24 | 7:00a   | Jane Smith                               | 8:00a                           | 00       | 2:35p   | 00       |                | Jane Smith                                |         | ✓   |                 |  |
| T             | 1/25 | 7:00a   | Jane Smith                               | 8:00a                           | 00       | 2:35p   | 00       |                | Jane Smith                                |         | ✓   |                 |  |
| W             | 1/26 |         | fever                                    |                                 |          |         |          |                | Jane Smith                                | S       |     |                 |  |
| Th            | 1/27 | 7:00a   | Jane Smith                               | 8:00a                           | 00       | 2:35p   | 00       |                | Jane Smith                                |         | ✓   |                 |  |
| F             | 1/28 | 10:00p  | Jane Smith                               |                                 |          |         |          | 11:59p         | Olga Doe                                  |         | ✓   |                 |  |
| S             | 1/29 | 12:00a  | Olga Doe                                 | 10am                            |          |         |          |                | Jane Smith                                |         | ✓   |                 |  |

Refer to each example above by the date listed. The parent is Jane Smith and the provider is Olga Doe. The child is scheduled to use care Monday through Friday from 7am-5:30pm, but may work a night shift. School hours are 8:05am-2:35pm. Each day the child is scheduled must have complete times and full signatures or have a reason code entered.

|      |                                                                                                                                                               |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1/17 | Example of provider being closed on a holiday, parent notes "C". Example of school day hours (am and pm care used).                                           |
| 1/18 | Example of school day hours (am and pm care used).                                                                                                            |
| 1/19 | Example of a minimum day, provider notes "M".                                                                                                                 |
| 1/21 | Example of a non-sick absence, parent notes "A" (visiting grandma).                                                                                           |
| 1/26 | Example of child sick with fever, no care used.                                                                                                               |
| 1/28 | Example of overnight care, starts at 10pm, noted by parent. Provider notes that midnight occurs and continues care on next day. Parent notes pick up at 10am. |

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## Handbook Receipt for the Early Head Start – Child Care Partnership Program

I have received a copy of the program policies effective September 24, 2025

Check one  $\checkmark$ :

I am the parent/legal guardian \_\_\_\_\_

I am the child care provider \_\_\_\_\_ X

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

This signed receipt must be returned to Child Care Services in order for your file to be complete.

Return to:

Child Care Services  
2379 Myrtle Ave.  
Eureka, CA 95501

Phone: 707-444-8293  
Fax: 707-445-9292  
Email: [info@changingtidesfs.org](mailto:info@changingtidesfs.org)