Solano Family & Children's Services
Your Child Care & Resource Connection

421 Executive Court North ♦ Fairfield, CA 94534-4019
Main: (707) 863-3950 ♦ Fax: (707) 863-3975
Email: info@solanofamily.org ♦ www.solanofamily.org

Child Care Attendance Form (CCAF) Checklist

Dear Provider:

To help ensure that your child care payments are issued to you in a timely manner, please use this checklist of reminders as you complete your CCAFs. Keep this list near your CCAFs for immediate reference.

For ALL Child Care Providers, make sure that:

- ❑ The Parent or any representative of the parent dropping off or picking up the child is entering each child's in/out times **when they drop off or pick up the child**.
- ❑ The Provider is entering each child's out/in times (i.e. when the child leaves for school, then returns to the provider's care) – on a **daily** basis.
- ❑ AM/PM is specified for each time entered.
- ❑ The Parent and Provider have initialed ALL corrections made to in/out times, if any.
- ❑ The Provider has identified absences (if any) and included times in/out that the child would have been there on the front of the CCAF **and** that the Parent has clearly explained each absence on the back of the CCAF in the Absence Clarification section and signed her/his full signature.
- ❑ For Variable Schedules – 'No Care' is entered on days when the parent does not need care for his/her certified activity.
- ❑ If the parent has a Family Fee, the Provider has completed, dated, and signed the Family Fee Statement on the back of the CCAF of the child who is in care the longest.
- ❑ The Parent and Provider have reviewed, signed **their full signatures** and have dated the bottom of the CCAF ***after*** *the last day of child care for the month.*
- ❑ The Parent checks off any changes that may have occurred in that month on the back of the CCAF under **Family Change Declaration.** If there have been no changes, the Parent must check off the last box.

For Licensed Child Care Providers, make sure that:

- ❑ Days of Non-Operation (DNOs) are specified on the CCAF, along with the hours that the child would have been in attendance. ***(*NOTE: Your list of DNOs or changes to your DNOs must be submitted before the month in which the DNO took place, has ended.)***
- ❑ All other absences are specified on the front of the CCAF, by the provider, along with the hours that the child would have been in attendance (with an explanation for each absence on the back of the CCAF, signed by the parent). ***If licensed providers expect payment for these absences, this MUST be specified in their Business Practices on file with SFCS.***
- ❑ The Provider has completed the Provider's Bill section on the back of each CCAF.