



## **1.3A/B Contract Hours Agreement** **Instruction Sheet**



### **PURPOSE:**

The Contract Hours Agreement form is used to document hours of care based on the family's employment, education/training, seeking employment, or permanent housing, incapacitation, and/or as determined by Child Welfare Services. This form helps staff ensure that adequate staff to child ratio for hours of care.

### **TIMELINE:**

Completed during enrollment and updated as needed. If the contract hours change during the program year, a new form is completed.

### **STAFF RESPONSIBLE:**

Site staff as determined by Area Office and Site Supervisor/Assistant Site Supervisor; CDE Staff

### **INSTRUCTIONS:**

This form is completed for Early Head Start/Head Start/California Department of Education Full Day and Part Day program options.

### **EARLY HEAD START/HEAD START (Full Day) Form A**

1. Staff document the child's name, site, and FID #.
2. Staff reviews the travel and study time policy with the parent. If the parent needs either of the two, check the appropriate box and indicate how much time is needed.
  - a. Parents are allotted up to 1 hour of study time per unit. Review the parent's class schedule to ensure it is appropriate for them to request study time.
3. Together with the parent, decide what their daily drop off and pick up time will be. Write the hours for each day in the appropriate box.
4. Check the items which best describe the parent's need for EHS/HS/CDE services.
5. If a parent is enrolled due to Child Welfare Services/At Risk Referral (EHS/CDE Full day only) the family may only receive services up to 6 months or the duration of the case plan if less. Please see CWS Referral Guidance.
6. If the parent is seeking employment review the information outlined in the "If Seeking Employment" box with the parent.



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- a. Inform the parent that if they have not found employment, enrolled in school their program option will be re-evaluated near the close of the 60-day period.
  - b. Inform the parent that proof of seeking employment is not required to be turned in each week, but it may be asked for to ensure the parent is completing job search activities.
7. The parent prints and signs their name and dates the form, verifying their agreement to adhere to the contract hours.
  8. EHS/HS/CDE staff prints their name, signs and dates the form as a witness to the completion of the form.
  9. Each time this form is updated, provide a copy of the form (along with documentation, if necessary) to the CDE Program Specialist.

### **EARLY HEAD START/HEAD START (Part Day) Form B**

1. Staff document the child's name, site, and FID #.
2. The staff and the parent decide what the child's daily drop off and pick up time will be. Under "Actual Hours of Attendance," staff writes the child's attendance hours for each day (i.e. 7:30am-12:30pm).
3. The parent prints and signs their name and dates the form, verifying their agreement to adhere to the contract hours.
4. EHS/HS staff prints their name, signs and dates the form as a witness to the completion of the form.