# Enrollment in Emergency Childcare Services, Family Fee and Last Date of Enrollment

Dear Family,

This letter is to notify you of your child’s enrollment in temporary Emergency Childcare services, the estimated last date of your child’s enrollment in temporary Emergency Childcare, and the family fee assessment for your child’s State subsidized Early Learning and Care (ELC) services.

Effective [INSERT DATE], your child’s enrollment in temporary Emergency Childcare is estimated to be until [INSERT DATE], subject to the availability of funds. Childcare will cease as of that date unless you receive notice that your child’s enrollment in temporary Emergency Childcare has been extended or your child’s services are transferred into ongoing ELC services by completing eligibility documentation.

Your Family Fee, if applicable, will be due upon enrollment into Emergency Childcare services, and thereafter on the 1st day of each subsequent month. Family fees will become delinquent on the day the provider reports to the contractor that fees have not been paid.

Please be advised that if the family fee is not received by the due date, your child may be disenrolled from State subsidized ELC services.

If you are unable to pay the full amount of the family fee at this time, please contact [INSERT CONTACT] either in person, by phone at [INSERT PHONE #] or by email at [INSERT EMAIL] to discuss a reasonable repayment plan.

If you have questions regarding this subject, please contact [INSERT CONTACT] either in person, by phone at [INSERT PHONE #] or by email at [INSERT EMAIL].

California Department of Education

March 2021

This page is not part of the letter providers will give to parents. Delete this page before you distribute this document.