



# EMPLOYEE BENEFIT AUTHORIZATION

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Year

### After School - School Year Program

Child care benefits are effective from the first date of employment, dependent on space availability. Scheduled work days determine subsidized enrollment eligibility. Each child must have completed registration forms on file in the administrative office and be confirmed prior to attending any program. Enrollment is on a first-come, first-served basis. The staff person must be the legal guardian of the child being registered. Any exception must be approved by the executive director. Staff are required to pay their share of fees by the due dates printed on the payment coupons. Delinquent payments may result in the child's removal from a program. Authorization remains in effect through the entire program term unless employee's schedule changes or terminates. Benefits cease on employee's last work day.

Employee Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Scheduled work days: M T W R F Scheduled work hours: \_\_\_\_\_

First child enrolled is eligible for 100% of enrollment fees following the employees scheduled work day schedule. (Benefits do not apply to activity fees.)

\_\_\_\_\_  
First Child Name Program Site

Eligible Enrollment Schedule: M T W R F Effective Date: \_\_\_\_\_

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Second child enrolled is eligible for 50% of enrollment fees following the employees scheduled work day schedule. (Benefits do not apply to activity fees.)

\_\_\_\_\_  
Second Child Name Program Site

Eligible Enrollment Schedule: M T W R F Effective Date: \_\_\_\_\_

 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

 Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_