



# GOD'S GARDEN

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## Early Learning Center

### **DHS Payment Policies**

#### **God's Garden Early Learning Center**

Jackson Christian Early Learning Centers

1. Contact DHS to see if your family qualifies. It can take some time to register and receive a response.
2. Once you have been approved in the DHS system, DHS will provide you with a Verification Form. You (the parent) must complete your portion of the form and then provide the form to God's Garden so that we can complete our portion of the verification. The form will be returned to you so that you (the parent) can submit the completed form to DHS.
3. DHS payments are not guaranteed. Approval is given by DHS for a certain period of time. Approval may or may not begin at the same time that you need child care.
4. If the parents /guardians would like to enroll the child in God's Garden Early Learning Center before DHS payments begin, the parent /guardian is responsible to make payment in full to God's Garden during the interim period. Parents may choose to make payments on the 1<sup>st</sup> of the month or on the 1<sup>st</sup> and the 15<sup>th</sup> of the month. Payments are due from you at the beginning of the month (in advance). Payments are collected automatically from your savings or checking account as disclosed in the God's Garden Care Agreement.
5. Once DHS payments begin God's Garden Early Learning Center will reimburse any overpaid balance to the parent/guardian, with the understanding that a prepayment toward the next month's care will be deducted first.
6. DHS will not cover the entire cost of care through God's Garden. Even if you are granted a 100% DHS payment, be aware that 100% approval will not cover 100% of the cost at God's Garden Early Learning Center. Parents/ guardians are responsible to pay the difference, in advance, between the DHS payment and the full cost of care.

**By signing below, I agree to and understand the policies regarding acceptance of DHS payments by God's Garden Early Learning Center/ Jackson Christian Early Learning Center.**

Parent/ Guardian \_\_\_\_\_ date \_\_\_\_\_

If you have questions, please contact Karen Williams (517) 917.8783

*Jackson Christian Early Education Centers, Inc admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*