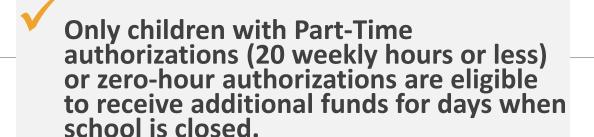
## School Age Children

AND WISCONSIN SHARES AUTHORIZATIONS

#### What about No School Days?

Parents may request authorized hours when they need child care to participate in their approved activity and school is closed.

#### Overview



A parent with a full-time authorization (more than 20 weekly hours) for their school-age child must be advised to use their current authorized hours to meet their school closed need.

Children can have Zero-Hour authorizations to cover only non-school days.

NOTE: Parents must be participating in their approved activity and the provider must be open on days which school closed hours are added.

### Think



IS THE PARENT WORKING THAT DAY



IS THE DAYCARE OPEN



IS THERE A
NEED FOR
THIS DAY



IS IT ZERO HOUR AUTHORIZATION



HOW MANY
HOURS IS
THE PARENT
WORKING
EACH WEEK



IS THE PARENT IN ACTS/TBRK

Ask the parent which specific No School days they will need

DO NOT just enter all of the school calendar's no school days

#### REMINDERS

You still must have a conversation with the parent as to when and what their child care need is on days when school is closed

If the parent does not know the exact number of hours needed, you should enter the daily default amount of 10 hours

The parent must request school closed days in advance or within 10 calendar days following the school closed days

Parents in ACTS/TBRK are not eligible for additional hours

Authorizations should be written for the school year.

Children turning 5 by September 1<sup>st</sup> should be starting Kindergarten.

# What do you do when the parent calls in the current month?

- 1. If the child has an authorization for the current month and the no school day is at the same provider and location, then a PLBC is required.
- 2. If the child does not have a child care authorization for this month, then create a new authorization and add the no school days.
- 3. If the no school day is at a different location than what their normal daycare, then create a new zero hour authorization and add in the no school days.
- 4. Create zero hour authorizations for the entire school year.



#### QUESTIONS