

**Seattle Parks and Recreation**  
**Scholarship Policy and Guidelines for School Age Care**

June 18, 2016 – June 14, 2017



**Please review the following policies and guidelines concerning your child's scholarship. Please contact your preferred site if you have any questions.**

- The City of Seattle Department of Parks and Recreation (Seattle Parks & Recreation) in cooperation with Associated Recreation Council (ARC) administers scholarship assistance to families who meet our income guidelines.
- Scholarships are awarded on a first come first served basis providing you meet the income qualifications.
- Scholarships are based solely on funding availability and are awarded for each summer and then through the school year.
- Receiving a scholarship **DOES NOT** automatically enroll you in the program you desire, nor does it give you priority. You must register directly at the community center for each program and follow their guidelines for registration. Registration is **NOT GUARANTEED** and is based on space and availability.
- Participants are responsible to **pay the balance of the program costs including all deposits** required to hold space for your child(ren)'s registration. *Please contact the program administrator at the Community Center for details.*
- If for any reason you wish to cancel all or any portion of your scholarship award/allocation, it is your responsibility to fill out the **"Notification From Parent Regarding Scholarship"** form two (2) weeks prior to the program date. Any scholarship award/allocation you wish to release must have a **"Notification From Parent Regarding Scholarship"** form signed or your child(ren) potentially will be placed on either probation or dropped entirely from their scholarship.
- If your child(ren) attend(s) a childcare site that offers a part-time option for Winter break, Mid-Winter break, Spring break, or Conference days, you must let the childcare site know two (2) weeks in advance how many days your child(ren) are planning on attending.
- **Non-usage or non-communication of intent to use your scholarship will result in an automatic removal of your scholarship.**
- Releasing multiple months of your scholarship subsidy may result in loss of scholarship. \*\*\* Please contact community staff for specific details.
- Your child(ren) is(are) required to **attend a minimum of 60%** in order to keep your scholarship award. If for any reason your child(ren) cannot meet the required minimum 60% attendance, please notify your community center immediately.
  1. Your child(ren) **MUST** attend three (3) days a week for Summer Day Camp (SDC), Winter break, Mid-Winter break, and Spring break in order to keep their scholarship. \*\*\*Exception for the short weeks [four (4) days only] in which your child(ren) must attend only two (2) days that week(s)].
  2. Your child(ren) **CANNOT** have any more than two (2) weeks of attendance issues from the total amount of weeks scholarship awarded for Summer Day Camp (unless they are only attending one (1) week of camp).
  3. Your child(ren) for the school year must meet the 60% attendance policy for all the months attended throughout the school year. \*\*\*This varies depending on how many days of actual program dates there are for that month.
- Non-compliance to the attendance requirements could result into the forfeiture of your scholarship award for School year and/or all Break Camps (Summer, Winter, Mid-Winter, and Spring), Professional Development Day, Day Between Semester, or Conference Days. **If at any time your scholarship is not being used your award may be automatically withdrawn.** Once withdrawn from the Scholarship program, you may not be able to receive a scholarship for the remaining cycle.
- Failure to notify community center staff at least **TWO WEEKS** in advance of not needing any scholarship award/allocation will be considered non-compliance of attendance requirements.
- Scholarships are available only for Certified School Age Child Care.
- Your scholarship award can change immediately if at any time there are changes in the income or household size. You must provide a written notification to the scholarship office with the changes.
- Childcare scholarships are non-transferable to other community center/sites. A transfer request will be considered on a case-by-case basis and depending on site funding availability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Child's Name: \_\_\_\_\_

Community Center / Site: \_\_\_\_\_

Child's Name: \_\_\_\_\_