VOCATIONAL TRAINING GUIDELINES

Authorized Child Care Schedule and Limitations

- Children’s Council will provide subsidized child care services to cover time needed to attend Vocational Training courses that will lead directly to employment.
- You may be eligible for additional child care to cover time needed for studying and commute if needed.
- You may receive one hour weekly of child care per unit per week for On-Line, Self Paced or Televised classes.
- ESL or GED courses may be approved if they are in addition to Vocational Training courses leading to a job, OR it is verified with a vocational school you plan to attend that ESL or GED courses are necessary prerequisites.
- Subsidized child care will be approved for Vocational Training for a maximum of 6 consecutive years from the start of child care services as a student, or 24 units of training beyond a Bachelor’s Degree, whichever comes first.
- You may change your Vocational Goal; however the 6 year or 24 units maximum end date cannot change.

What to Submit and Report

- **Vocational Training Guidelines**: This form, including your specific Vocational Goal and anticipated Vocational Training completion date (form only needs to be completed once).
- Documentation of Vocational Training class schedule, either
  - Class Schedule Print Out from the training institution indicating your name, training institution name, semester/term, and your enrolled classes, OR
  - CCSF’s Training Verification if a print out not available, signed and/or stamped by representative of Training Institution
- Grades or progress report after completion of each term.

Academic Progress

- To continue receiving child care to cover training, you must maintain at least a 2.0 Grade Point Average, or in non graded programs pass at least 50% of courses.
- If you fail to meet these progress requirements, you must improve progress within the next semester or term.
- If you fail to make adequate progress two terms in a row, child care authorized for training will be terminated, and cannot be reinstated for 6 months.

Breaks between Terms

- When on break between terms (such as Winter Break), you must have another need for care OR be placed on Limited Term Service Leave during which no child care will be approved.
- If you do not have a need for care during breaks and request to be placed on Limited Term Service Leave, it is your responsibility to communicate changes to your provider in advance, and to understand your provider’s policies around holding spaces for children.

TO BE COMPLETED BY PARENT:

Vocational (Job) Goal: ____________________________  Anticipated Training Completion Date: ____________

I am aware of the need for Children’s Council to review my class registration and grade information. I agree to allow Children’s Council access to this information. I will notify Children’s Council within 5 days if I add, drop, or change courses and I am aware that failure to do so may result in termination of child care services. I have read the above policies and agree to abide by them and I am aware of the consequences of failing to follow these policies.

__________________________  ____________________________  ________________
Parent Name  Parent Signature  Date