



TO: Center Administrators, CDC Clerks, Lead Teachers
FROM: Andrea O'Hara, ECE Business Manager
RE: Collection of Babysitter Receipts

Beginning March 26th, 2012, San Diego Unified School District's Early Childhood Education Program will not accept incomplete Babysitting receipts for child care expenses.

The Receipt for Childcare Services should follow the below guidance.

Guidance:

- I. Babysitting receipts may only be collected for dependents listed in the household reflected in the enrolled child's application.
- II. Monthly fees for dependents may be applied for the monthly fees incurred at the child development center.
- III. Invoices or receipts from an authentic provider/center may be accepted in place of the SDUSD Receipt form. However, the document must have the provider name, address, phone number, date of services provided, name of the person in which services were provided and tax-ID or SS#. If the tax-ID or SS# is not provided, it must state, *does not have*.

Procedure:

- I. A monthly invoice will be created for the child, which should include the total number of days of expected attendance for the month. The babysitting receipt credit would be applied. Babysitting receipt credits may not exceed Child Development fees incurred. These two amounts will be equal. If a child does not attend a day, there will be no credit issued.

Example of Information Needed:

Received From:	Name of the child who attends the CDC
In the Amount of:	Amount of the CDC Fees
Daycare provided from:	The time period the BSR is being applied to
Name:	Daycare Name (Example: ABC Childcare)
Date:	Date of receipt
Center:	The CDC Center (Example: Brooklyn)
For:	Name of dependent receiving care from ABC Childcare
\$	The total amount of ABC Childcare's fees
To:	Name of person who paid the ABC Childcare Fees.
SS# or Tax-ID	List here if possible
Signature:	Signature of Provider Telephone #: Daycare Provider