



11447 Cronhill Drive
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Owings Mills, Maryland 21117

RE: Childcare Scholarship Portal Changes

Greetings Families,

The Maryland Childcare Scholarship Program has implemented new requirements which may affect your scholarship standing. Below are the key requirements of parents:

1. You are now required to register on the Family Portal(<https://family.childcareportals.org/>) and link your party ID to our center
2. In order to maintain your childcare scholarship you must check in and out at the front desk kiosk each day your child is in attendance or your child will be reported as absent for that day. After 60 days of reported absences your scholarship with the state will be terminated and you will be required to pay out of pocket if you would like your child remain enrolled at the center.
3. You are required to log into the portal and Approve the attendance record submitted by Legacy **within 5 days** of receiving email notification

(Please carefully read the last sentence as noted in the below example-BOXES ARE ONLY MARKED FOR DAYS YOUR CHILD WAS REPORTED ABSENT)

Validate Attendance

Please review the attendance record below and click "Approve" to validate the days your child was absent. If you do not agree with the reported absences, click "Dispute" to notify the Maryland State Department of Education. If the attendance has already been validated, you may change its status by unchecking the selected checkbox to enable the other option. Please note: If a box is checked, then the child care provider has marked your child absent for that given day.

Absences			
<input type="checkbox"/> Thursday, 11/09/2023	<input type="checkbox"/> Friday, 11/10/2023	<input type="checkbox"/> Saturday, 11/11/2023	<input type="checkbox"/> Sunday, 11/12/2023
<input type="checkbox"/> Thursday, 11/16/2023	<input type="checkbox"/> Friday, 11/17/2023	<input type="checkbox"/> Saturday, 11/18/2023	<input type="checkbox"/> Sunday, 11/19/2023

Please keep in mind if your child is marked absent over 60 days you will lose your voucher.

4. **Failure to validate your attendance will result in your voucher being terminated by the state.**
5. You are required to complete your annual redetermination using the Portal to upload any required documentation. **Failure to complete your redetermination prior to your expiration will require you to pay out of pocket.**

Please feel free to contact the front office if you have any questions.

Best,

Legacy Child Development Center