



**Los Angeles AFB Child Development Center Weekly Care
FAMILY AGREEMENT (School Year 2019-2020)**

CARE: The Military Child Care Act of 1989 (Public Law 101-089) requires that the Department of Defense establish uniform fees for child care based on total family income. Fees are used only to pay salaries of classroom program assistants and for their training. The Child Development Center (CDC) weekly program offers a rate especially designed for eligible children (IAW DODI 6060.2 and AFI34-144) for services from Monday through Friday during normal hours of operation. Parents will be required to pay for any additional openings or extended hours beyond normal weekday hours of operation. The Child Development Center hours of operation are from 0630– 1800, Monday through Friday, unless otherwise directed. We are closed on all Federal Holidays and designated Family Days (upon approval). Credit or refund will not be given for missed days, holidays, vacations, illnesses, and TDY's or activity closures. **Release of forms: The sponsor needs to file a formal Freedom of Information (FOIA) written request for Air Force Records, Forms that relate to their child, such as AF Form 1187 and video - i.e., a request made to a servicing FOIA office directly citing the FOIA. _____ Initial**

PAYMENT and FEES: All fees are due in advanced of care received. Child care fees are collected on the 1st and the 15th of the month using an automated system, Chase Paymentech. Accepted forms of payment are Visa or Mastercard and checks/money orders upon approval. **Note that cash payments will not be accepted.** In the event any amount due under this agreement is not paid on the 1st or 15th of the month, a \$5.00 fee per family will apply for each day the payment is not received. Care will suspended until the amount is paid in full. After one week of failing to make payment disenrollment of your child may occur and unpaid fees will be sent to collections. Consistent trends of delinquent accounts will be reported to 61st Force Support Squadron Commander. On the third late payment the CDC will request dis-enrollment. **Patrons are responsible for maintaining their own childcare fee records for income tax purposes. Our Tax ID # is 95-2558367. Patrons must inform the CDC of any changes with their credit cards within 3 business days of the 1st or 15th.** All individuals (ie., parents, children, and staff members) must exit the facility by 1800. If pick-up surpasses 1800 a late fee will be accrued in the amount of \$5.00 for the first 5 minutes and \$2.00 for every 1 minute thereafter. To provide yourself with enough time to gather belongings and communicate with staff regarding your child, we suggest pick-up by 1750. Security Forces will be contacted if we are unable to get a hold of the parent by 1830. If a child exceeds more than 3 late pick-ups in a fiscal year, the CDC will request dis-enrollment of your child from the 61st Mission Support Group Commander. _____ Initial

WEEKLY RATE: Fees and charges are established under Department of Defense (DoD) guidelines. The current established fees and charges are available at the Child Development Center. Fees are subject to change annually upon authorization by DoD. **Fees for individual families are adjusted once yearly during the re-enrollment process. "The MSG/CC may reduce a family's fees based on unusual financial circumstances, such as when a family's total income declines to a lower fee category." In the event of a financial hardship a family may submit a fee waiver request, which is reviewed and recommended or denied first by the Airmen and Family Services Flight Chief, followed by the 61st Force Support Squadron Director with final determination made by the Air Base Group Commander. _____ Initial**

REGISTRATION: Prior to your child's start date an enrollment packet was issued with the following forms: AF Form 1181, AF Form 2652, Medical Health Assessment (no other medical form will be accepted), additional consent forms pertaining policy and procedures regarding the facility and a request to provide a copy of up-to-date immunizations reflecting the Flu vaccine if in season. To remain in compliance with AFI34-144 re-enrollment is required annually for all families enrolled. Both sponsor and spouse (if applicable) were required to prove Total Household Income (TFI) by providing a current LES/ PAY STUB to determine eligibility and fee category placement. For households in which unmarried couples or pairs are living as a family, the total household income of the family unit will be used to determine TFI. DoD Child Development Program Policy defines total family income as, "the income of all adults who financially contribute to the welfare of the child." Refusal to provide an LES and/or pay stub for eligibility and fee verification will result as disqualification of care. _____ Initial

PARENTS' RESPONSIBILITIES: Per AFI34-144, **all cellular and personal media devices are not permitted in the hallway areas or classrooms of the CDC.** Pictures or recordings of children inside or outside playgrounds of the CDC are prohibited, please refer to the Media and Photography consent form for further details. All children must be signed in and out daily by a parent or designee listed on AF form 1181. AF Form 1182 and AF Form 1930 are used for accountability purposes. It is the responsibility of the sponsor or parent to maintain a current immunization on file at all times. By not providing a current immunization record, it can result in suspension of care. Fees will continue to be charged until received. The annual influenza vaccine is considered "seasonal" and is a required vaccine for all children enrolled 6 months or older at specific times notated by the base medical clinic. It is the parents' responsibility to ensure that their child(ren) has sufficient supplies prior to drop off. **Parents will not be allowed to drop off without**

proper supply. The CDC does not allow unapproved outside toys inside the facility. It is the parent's responsibility to ensure their children's pockets empty of any items that maybe a choking hazard to themselves or others. Be sure your child attends the center in weather appropriate clothing. The CDC is not responsible for any personal belongings lost or damaged. For further details please view your Clothing and Supply Consent form. _____ **Initial**

FOOD AND BEVERAGES: As a reminder to all parents and guests entering into the CDC, we are a peanut free facility. All outside food and drinks are prohibited from entering the classrooms. Keeping with AFI34-144 para. 8.5 The CDC will provide all meals, snacks and two approved iron fortified infant formulas at no extra cost. Be sure to drop off your child before the end of designated meal time (0830 and 1130) to ensure your child is fed. Parents may be asked to sit with their children while they eat if the classroom has concluded meal time. The food must meet USDA CACFP guidelines and coordination for its safe storage will be made with the installation Public Health office. _____ **Initial**

PRIORITY PLACEMENT: AFI34-144 para. 12.9 Installations must follow priorities in accordance with DoDI 6060.02. (T-0). Provide justification to Air Force Child and Youth Programs if unique mission-related requirements exist that require the need to vary priorities. Child Development Programs are to use militarychildcare.com for wait list management. The CDC provides care to support dual working parents, both military and civilian affiliated with the military. Therefore, families enrolled below priority 3 can only be guaranteed placement on a space available basis. Families in which a spouse is unable to obtain employment in 90 days or provided proof as a full-time student (12 credit hrs.) enrolled in school can change the status of eligibility and length in care. Category 1, 2 and 3 families are entitled to spaces filled by lower category families. Upon enrollment, care eligibility is verified through proof of income. The CDC requires all families to confirm priority placement annually. _____ **Initial**

ILLNESS/BEHAVIOR: Children sent home with an illness or behavior issue must be picked up within one-hour of the call. Fees will not be pro-rated for sick days or exclusion of care due to behavioral issues. **If medication is needed to be administered at the CDC please see the front desk for guidelines.** _____ **Initial**

SUBLET/RENTAL CDC SPACE: AFI34-144 para. 9.4.10 Parents have the option of subletting or renting their space. Sponsor or spouse may charge their fees weekly rate. No profit may be made on the space. Parents must notify the front desk of intentions to sublet their child's spot a minimum of a week prior to the date. Rental agreements are available at the front desk upon request. _____ **Initial**

CANCELLATION OF AGREEMENT: This agreement is valid for the posted fiscal year and serves as guarantee a reserved spot for your child is available at the LA Air Force Base Child Development Center. The sponsor, spouse or the Child Development Center may cancel this agreement. Failure to follow child development program rules and policies, exhibit inappropriate guidance techniques while at the center, use of inappropriate demeanor or language, continued payment declines and tardiness picking up, may be asked to remove their child immediately at the 61st Mission Support Group Commander's discretion. **To cancel your agreement, a minimum of TWO-WEEKS WRITTEN AND PAID NOTIFICATION IS REQUIRED.** Note, once you submit your withdrawal notice and your space has been offered to another family we cannot extend your stay. _____ **Initial**

By signing below I have read and understand above conditions. I also have received a copy of this agreement on today's date. I have been issued a Child Development Center Handbook and will abide by all conditions set forth in said handbook.

Sponsors Signature

Child's Name

Spouse Signature (if applicable)

Child's Age

Date

PAYMENTSCHEDULE: (mark one)

Bi-weekly (1st/ 15th): _____

Monthly (1st of Month): _____

(To be completed by office staff)

FEES AND CHARGES:

Category: # _____ **Weekly rate: \$** _____

Administrative Representative

Date