



**Los Angeles AFB Child Development Center
FAMILY AGREEMENT 2023-2024**

***In the case of a local/national emergency, business functions may be modified for the safety and health of all families enrolled. This agreement may be subject to void should the Department of Air Force enact a program wide agreement.**

Initial CARE:

The Military Child Care Act of 1989 (Public Law 101-089) requires that the Department of Defense establish uniform fees for childcare based on total family income. Fees are used only to pay salaries of classroom program assistants and 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 during normal hours of operation. The Child Development Center hours of operation are from 0630– 1800, Monday through Friday, unless otherwise directed. Parents will be required to pay for any extended hours of operation. We are closed on all Federal Holidays and designated Family Days (upon approval). Credit or refund will not be given for absences, holidays, vacations, illnesses, TDY's or activity closures.

Child and Youth Programs Business Management System (CYPBMS): CYPBMS is a Software as a Service cloud-based and web browser childcare and youth programs management solution. The Air Force Service Center (AFSVC) has received the Authority to Operate using this system allowing a Parent Portal Self- Service with the following functionalities: family and child records, electronic fees and payments, and program registration. Additional functionalities include Electronic Sign In/Out at the Front Desk and Mass Messaging capability to keep all families enrolled better informed of program changes and increase awareness during any emergency event.

Upon being offered a spot for care in the facility each family received a link through their designated email to build an online profile. The online profiles are intended to replace the paper/hard copies of each child's/ youth's file once directed and approved by Higher Headquarters.

Child and Youth Program Entry Swipe System: All Air Force Child and Youth Programs must utilize the Entry Swipe System to monitor the security and accountability of each program. Upon enrollment each family was provided the Child and Youth Program Entry Swipe System Policy. All rules and regulations must be followed. Those who fail to do so may result in disenrollment from the program.

Priority Placement and Supplanting: The Child Development Center follows waitlist policies and procedures put forth by Higher Headquarters and the MilitaryChildCare.com website. Upon enrollment your family was offered childcare based on the priority information provided on the waitlist application. **Effective 1 September 2020, the Department of Defense has implemented a change to the policy and childcare priorities to ensure priority access to childcare is available for military members.** Should a change occur with your family's priority status you are required to inform the center and update information as needed. Changes made to a priority may be subject to supplanting. When supplanting is necessary, families with the lowest priority and most recent placement date will be supplanted first. Please note, there is a required 45-day period before a current participant is supplanted by a higher priority participant. Families will be notified in writing if a child is to be supplanted from the program and the Community Child Care Coordinator will provide information about local childcare options. Families who are supplanted may re-enroll on the waitlist through MilitaryChildCare.com with the most recent enrollment date as their request for care date. A request for exception may be submitted to the installation commander. **Additional information can be provided by a CDC Admin.**

Accountability and Center/ Base Drills: Following AFI 34-144 para 13.12.1 the CDC requires parents to notify the program if children are not in attendance or running late before **0900**. The Child Development Center is required to monitor each child, parent, staff member, and visitor entering and exiting the center. It is the parent/designated guardians' responsibility to sign their child(ren) in and out daily using the Child and Youth Programs Business Management System (CYPBMS) iPads located at the front desk and AF Form 1930 located in each activity room. Throughout the year the CDC is required to participate in base drills/trainings such as: unannounced fire, earthquake, and shelter in place drills. Be advised, if you are in the CDC during a drill you are **REQUIRED** to participate and follow procedures as directed by the

managing staff. Parents will not be allowed to sign in or out children while the drill is being conducted. Managers and staff will provide further instructions for drop-off and pick-up. Following policies and procedures during training drills will allow the CDC staff to pass and complete mission requirements. All participation and patience during these events are appreciated.

Initial PAYMENT AND FEES:

All fees are due in advance of care received. Childcare fees are collected as directed on each families CYPBMS program and billing frequency information tab. **Note that cash payments will not be accepted (i.e. money orders or personal checks).** In the event any amount due under this agreement is not paid, a \$5.00 fee per family will apply for each day the payment is not received. Care will be 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 Space Base Delta 3 (SBD 3) Commander and may result in a request of disenrollment. Patrons are responsible for maintaining their own childcare fee records for income tax purposes and may obtain invoice statements through CYPBMS. **CDC Tax ID # is 95-2558367. Each DoD family, regardless of their income category, must provide income documentation. Families will no longer be permitted to automatically elect to enroll in the highest fee category. Failure to provide the required information will delay the processing and approval of child care services and could result in denial of child care services.**

Late Fees: All individuals (i.e., parents, children, and staff members) must exit the facility by 1800. **If pick-up surpasses 1800 a late fee will be applied after the first 10 minutes at \$2.00 for every 1 minute thereafter per child.** We suggest pick-up no later than 1750 to provide yourself with enough time to gather belongings and communicate with staff regarding your child. Security Forces will be contacted if we are unable to get a hold of a parent/ guardian by 1830. If a child exceeds more than 3 late pick-ups in a fiscal year, the CDC may request dis-enrollment of your child from the SBD 3 Commander.

Fee Calculation/ Waivers: Fees and charges are established under the Department of Defense (DoD) guidelines. Fees are subject to change annually upon authorization by the DoD. Fees for individual families are adjusted once yearly during the re-enrollment process. "The SBD 3 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 Child and Youth Services Flight Chief, followed by the 61st Force Support Squadron Director with final determination made by the SBD 3 Commander. **Additional information on fee waivers can be provided by a CDC Administration.**

Initial REGISTRATION AND FISCAL YEAR RE-ENROLLMENT:

*****It is the parent/guardian's responsibility keep their parent and child's information tab updated on CYPBMS. All information located on the online profile is approved for use by Child Development Center for emergency purposes.**

Program Forms: Prior to your child's start date an enrollment packet was issued with the following forms: AF Form 1181, AF Form 2652, DAF CYP Health Assessment Survey, FY Child, and Adult Care Food Program Meal Benefit Income Eligibility Survey, and the Military Family Life Consultant consent form, additionally a request to provide a copy of the child's immunizations reflecting the Flu vaccine if in season. To remain in compliance with AFI 34-144 Child and Youth Programs, re-enrollment is required annually for all families. Once the DOD releases the annual fee policy for the fiscal year both sponsor and spouse (if applicable) are required to prove Total Family Income (TFI) by providing a current LES/PAY STUB/ Proof of Employment 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 (TFI) as, "the income of all adults who financially contribute to the welfare of the child." Failing to provide an LES and/or pay stub for eligibility and fee verification will result in disqualification of care.

Initial VIDEO AND PHOTOGRAPHY:

Closed Circuit Television Recording: The Child Development Center utilizes Closed Circuit Televisions (CCTVs) for the recording and monitoring of all children, staff, and visitors entering and exiting the facility for safety and accountability purposes. All CCTVs are located at the front desk and one in the center director's office, actively recording 24/7.

Media Photography: The Child Development Center prohibits videos, or digital images of children/ youth participating in the program on personal cell phones or mobile devices/ cameras. All cameras used for photography are property of the Child Development Center and always remain at the facility. Parents are required to authorize the use of all photos captured at the CDC. The use of photos helps meet requirements for NAEYC Accreditation and Air Force Headquarters Inspection. In addition, it allows the CDC to share the opportunities offered for Military Members and Federal Employees. ****Please see the front desk for an exemption form if you do not wish to have photos taken of your child(ren).**

Current CDC Approved use of Media: Child Development Classrooms, Center Bulletin Boards, LAFSS.com/CDC website, CDC Parent Handbook, and the Los Angeles Air Force Base Force Magazine.

Initial CLOTHING AND SUPPLY:

Jewelry and hair clips are not encouraged to be worn at the CDC. The center is not responsible for any missing valuables. Necklaces and bracelets are not permitted in the center, they are considered strangulation items. Earrings, hoops, or studs are prohibited and are a choking hazard and a safety concern. **PLEASE KEEP ALL VALUABLES AT HOME.**

All children enrolled must have proper attire for indoor and outdoor activities when arriving to the CDC. This includes clothing that is accessible for children who are toilet training and are encouraged to use self-help skills.

Children who are not toilet trained must always wear disposable diapers or pull-ups. Be sure your child(ren) has an ample supply of diapers/ pull-ups and wipes to last the time you expect him/her to be in the center. If your child is toilet trained be sure to provide them with the appropriate number of undergarments while at the center. Courtesy reminders are given when your child is running low on supply, **however it is the parent's responsibility to check their children's supply weekly to prevent care exclusion.** Please be sure to label your packs of diapers and wipes with your child's first and last name. **Parents will not be allowed to drop off without proper supplies.**

The following are minimum requirements in your child's cubby: **TWO SETS** of extra clothing (shirts, pants, and socks) and **1 always PAIR of extra shoes** in your child's classroom cubby. To prevent any safety mishaps all children one year and older, and walking babies must wear closed toed shoes. Children with flip flops and shoes that do not properly fit the child(ren) will be asked to bring in appropriate shoe wear or be picked up from the center. Check your child's clothing periodically to ensure items are appropriate size and seasonal weather. All children's belongings must be labeled before being brought to the center. We are **NOT** responsible for the loss of clothing or other personal items.

Classroom cubbies are provided to discourage the use of large bags and back-packs limiting the entry of NONPERMITTED personal items/toys inside the facility. It is the parent's responsibility to ensure their child's pockets are free of any items that may be a choking hazard to themselves or others (i.e., coins, rocks, candy, etc.).

Initial MEALS:

The Child Development Center is a peanut free facility. All outside food and drinks are prohibited from entering the facility. Per AFI 34-144 8.1.5 Meals are only prepared by program staff or meals prepared at other on base food facility. The center provides all meals, snacks and two approved iron fortified infant formulas at no extra cost. Families with infants will receive a survey outlining formula selections and additional food options. Children may **NOT** remove food from the center (i.e., formula or solid food). Any uneaten food left in dishes must be discarded per the Air Force Child Development Programs Feeding Infants and Young Children Instructional Guide. It is the parent's responsibility to ensure that their child(ren) is on time to receive meals. The CDC will **NOT** hold food past the designated mealtimes. To ensure the safety of our staff and children, parents may be asked to sit with their child(ren) while they eat if the classroom has concluded mealtime. **All center meals must meet USDA CACFP guidelines and coordination, its safe storage will be made with the installation Public Health office.** AFI 34-144 8.1.1. Requires the CDC administers the food program in accordance with the United States Department of Agriculture Child and Adult Care Food Program and Army Technical Bulletin (TB) MED 530/NAVMED P-5010-1/AFMAN 48-147_ IP, *Tri-Service Food Code*, 1 March 2019, AFI 48-116, and local Public Health requirements. In addition, para 8.1.2. States the Child Development Centers and School Age Care participates in the Child and Adult Care

Food Program if it is available, and sponsorship is not prohibited by state policies. Child Development Centers and School Age Care use the DoD standardized menus provided by AFSVC/SVPY.

U.S. Department of Agriculture Nondiscrimination Statement:

In accordance with federal civil law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in our administering USDA programs are prohibited from discriminating based on race, color national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
 2. Fax: 202-690-7442
 3. Email: program.intake@usda.gov
- This institution is an equal opportunity provider.

Initial MEDICAL, RELIGIOUS, AND ALLERGY/SPECIAL NEEDS FORMS:

Immunizations: The CDC follows the American Pediatrics schedule for immunizations. Parents have 30 days from their child's enrollment date to provide the center with a copy of their immunization record. If your child(ren) are placed on a catch-up schedule by their medical physician, a written letter and schedule of upcoming vaccines must be provided to the CDC to meet Public Health Inspection guidelines. If your child is **EXEMPT** from a vaccine, you are required to submit a medical note from your child's physician or clergy (i.e., Medical, religious, or personal preference). All catch-up schedules and exemption letters are reviewed and must be approved by Los Angeles Air Force Base Public Health. It is the responsibility of the sponsor or parent to always maintain a current immunization record on file. The annual influenza vaccine is considered "seasonal", and it is a required vaccine for all children enrolled 6 months or older at specific times noted by the base medical clinic. AFI 34-144 12.6.3 12.6.3. Follow the timeline the Advisory Committee on Immunizations sets annually for the flu vaccine. Require children or youth to have the flu vaccine no later than thirty calendar days after enrollment if the timeline is applicable. **Have parents provide documentation of the vaccine for their enrolled children no later than 30 November each year. Parents must upload their child(ren)s immunization record to their CYBMS Profile.** Care may be suspended by not providing a current immunization record or proper exemption documentation. Fees will continue to be charged until an immunization record or letter is received. Further guidance can be found in AFI 34-144 para 10.15 and 12.6.

Allergy, Religious, and Special Needs Forms: The Child Development Center posts a monthly allergy and special needs list in a centralized area located in the kitchen and each classroom to ensure children/youth are not exposed to foods or environmental contaminants that may be harmful to them (e.g., allergens or religious reasons) and to ensure proper inclusion action is implemented. Parents must sign a statement of consent permitting the center to post their child/youth's allergy information (with or without pictures). Children/youth who have been identified with a food allergy or who are otherwise intolerant to specific foods will be offered nutritionally equivalent substitutes. Each child/youth must have documentation to include food substitutions and an Emergency Action Plan (EAP) (if applicable for emergency medication administration) provided by the child(ren)s health care physician or clergy. Documents must be on file before care can be provided. Following AFI 34-144 under Chapter 16 Special Needs; children attending the Child Development Center will be provided

reasonable accommodations to support inclusion and participation in the program. Following Inclusion in Child & Youth Programs 3.1.3 Children with special needs may proceed with the enrollment process pending IAT review and an IAT meeting must be held as soon as possible to review any cases that need immediate attention prior to the child's start date. When necessary, programs are authorized to delay care until the accommodations required have been reviewed by the IAT and have been established in the program. Programs are required to ensure all necessary accommodations are established to safely care for the child (e.g., staff have the necessary training to provide the accommodations required). In both cases, programs are required to ensure they are diligently working through the process so that care is provided within 30 days. **If a delay in care is going to exceed 30 days, notification to AFSVC/VCY is required. Programs must consider each child's needs on a case-by-case basis to determine whether delaying or pausing care is necessary. Your child(ren)'s safety is our priority, therefore children without proper documentation on file or an Emergency Action Plan (EAP) are not permitted to attend.**

Initial MEDICATION:

- As instructed by the Department of the Air Force Child and youth Programs Medication Administration Instructional Guide only medications with written orders from a prescribing health official are authorized for use within CYP. No medications may be given without authorization from a parent/guardian. Prescriptions are not needed for items such as sunscreens, lip balms, hand lotions, non-prescribed diaper ointments/creams, insect repellants, and hand sanitizers. However, these items must be labeled with the child's full name and returned to parents when no longer needed or have expired. An AF Form 1055, titled Youth Flight Medication Permission, will be used to track the distribution of medication given to the child as printed on the medication RX label or medical emergency action plan approved by a medical physician (e.g., allergy medication). As needed/emergency medications, (e.g., Albuterol, Glucagon) can be prescribed for up to 12 months. AF Form 1055 is initialed by the parent/guardian **annually** to authorize administration of the "as needed" medication. Parents are responsible for administering the first dose of medication. Medication may be administered by CDC staff in a 10-hour day of care:
 - Medications that are administered 3 times a day, may only be administered once during a typical day (10 hours of care). Medications that are administered 4 times a day may be administered two times during a typical day (10 hours of care). Medications that are administered only once or twice a day, will not be administered **except** for time sensitive medications. This requirement does not apply for children in extended care. Twice a day if medication is administered four times a day.

Initial TOPICAL OINTMENTS:

Items provided by the CDC: Sunscreen and hand sanitizer. Only sunscreens and hand sanitizers are approved by the Child and Youth Program (CYP) Medical Advisory and purchased by the CDC. Topical ointments will be applied or used on children/ youth when needed. Any exception to the approved and purchased sunscreens and hand sanitizers must be accompanied with a detailed note signed by a health care provider, AF Form 1055, and updated annually. Note: Items provided by the CDC follow age-appropriate usage.

Items provided by parents: Hand lotions, lip balms, and non-prescribed diaper creams. Items will be provided by the parent/guardian and be clearly labeled with the child's first and last name and expiration date.

Parents/Guardians must sign annually to authorize the application of approved topical ointments provided by the center and from home. **All ointments provided by parents are subject to review and approval.**

Initial ILLNESS AND BEHAVIOR:

Illness: AFI 34-144 7.7 Children or youth are screened at entry and during care for signs of illness. Sick children or youth may not be accepted when ill (i.e., fever, vomiting, diarrhea, discharge from eyes, or acting lethargic). Children or youth are accepted only when their presence no longer impacts the health of other children as confirmed by their health care provider. The child development center follows guidelines put forth by the American Academy of Pediatrics Managing Infectious Disease in Child Care and School Setting of exclusion and readmission. The parent information bulletin board provides daily postings of any illness exposures that may have occurred and information on the exposure. Children sent home will receive a health policy providing details on their condition and the centers readmission policy.

Behavior Plans: The LAAFB CDC follows all policies and guidelines instructed in the Department of the Air Force Child and Youth Programs Inclusion Guide (November 2021) and AFI 34-144. Children that exhibit challenging behaviors that put themselves and others at risk will be placed on a development behavior plan. The CDC will provide positive guidance and strategies that will encourage positive behavior and attempt to reduce the need for conflict. Parents/ guardians will be required to attend conferences throughout the behavioral plan process with the center management, staff, and Training & Curriculum Specialist to support the child in need. **Plans may be reviewed by an inclusion action team (IAT).**

Initial SUBLET/RENTAL CDC SPACE:

AFI 34-144 9.4.10 Parents have the option of subletting or renting their space. Weekly payments are required, and 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 one week prior to the intended rental start date. **Rental agreements packets are available at the front desk upon request.**

Initial CANCELLATION OF AGREEMENT:

This agreement is valid for the posted fiscal year and serves to guarantee a reserved spot for your child at the Los Angeles Air Force Base Child Development Center. The voidance of this agreement can only be canceled by the sponsor or spouse listed on AF Form 1181, or the Child Development Center. Failure to follow the child development programs 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 result in disenrollment immediately at the SBD 3 Commander's discretion. To cancel your agreement, a minimum of **TWO-WEEKS WRITTEN AND PAID NOTIFICATION IS REQUIRED (i.e., email is acceptable).** **Note: Submitted withdrawal notices will be filled through MCC within 24 hours.**

By signing below, I have read and understand the above conditions. I also have received a copy of this agreement on today's date. I have been informed that the Child Development Center Parent Handbook is available digitally at <https://www.lafss.com/cdc/>. Additional information about the Child and Youth Programs can also be found on the website provided.

Print First and Last Name Child #1

Print First and Last Name Child #2

Print First and Last Name Child #3

Print First and Last Name Sponsor

Signature Sponsor

Date

Print First and Last Name Manager

Signature Manager

Date