



DEPARTMENT OF THE AIR FORCE
56TH SERVICES SQUADRON (AETC)
LUKE AIR FORCE BASE, ARIZONA

5 Dec 08

MEMORANDUM FOR PARENTS OF CHILDREN ENROLLED IN LUKE CHILD
DEVELOPMENT CENTER (CDC)

SUBJECT: Child Care Contract 1 January - 30 September 2009

1. It's that time of year again to reaccomplish the annual CDC renewal paperwork. On a positive note, the fees for this contract year will not increase. *A major change this year will be that fees are no longer annualized and no vacation time will be given.*
2. Attached you will find your renewal packet for each child. Please attach a copy of the military/civilian and spouse's November Leave and Earnings Statement (LES). For full-time students, please attach a copy of the school registration from an accredited school in which the student is attending. All single/dual military must also re-verify their Family Care Plan (AF Form 357), sign and date the back page.
3. If your income has placed you into a new fee category, your new fees will go into effect, along with the new contract on **5 January 2009**.
4. Fees are based on Total Family Income (TFI). When calculating TFI, military income includes Basic Pay, Basic Allowance for Housing Type II (BAH-II), and Basic Allowance for Subsistence (BAS), and income received under the Family Subsistence Supplemental Allowance (FSSA). TFI will be computed using the BAH-II Married with Dependents Rate chart. For single military members with children the BAH II Married with Dependents Rate must be used. For all dual military members, regardless of where they reside, BAH II Married with Dependents Rate of the senior member only will be included. TFI will be verified at the time new fees go into effect using the Service Member/Civilian and spouse's August LES. Temporary pay related to deployment will not be included when calculating TFI (Family Separation Allowance, Hardship Duty Pay or Imminent Danger Pay). Families who do not show proof of income will be charged the at the Category VI fee rate. For blended families, the income of the household in which the child spends most of his/her time will be used for TFI.
5. Due to the time needed to review the process, please return the completed packets to the CDC **NLT 22 Dec 08**. All materials must be completed in their entirety, partial packets will not be accepted, incomplete packages will be assessed the highest level for weekly fees until packages in completed with no credit given for those who are later moved to a lower fee level.
6. We are looking forward to another wonderful year and hope that you are too. If you have any questions, please don't hesitate to give us a call at 856-6339.

CHERYL COTTON
Flight Chief, Family Member Programs

**Luke Child Development Center
Annual Registration Checklist**

Parents,

To complete the registration process, please accomplish the items below and return to the CDC.

Thank You!

___ AF Form 1181: Air Force Youth Flight program Patron Registration. Please ensure the Emergency information is filled out in full. These are friends/family that can pick up your child or can be called in case of an emergency, if the parents cannot be reached. Please ensure that those listed on the form also have access to enter the base.

___ DD Form 2652: Application for Department of Defense Child Care. Please leave financial information blank, and attach a Leave and Earnings Statement.

___ Parent Contract

___ USDA FY09 Food Care Form

___ Verification of full-time student status. Full time status is 12 credits per semester from an accredited program, class schedules will be verified every semester

___ Verification of credit card on file. *To be used only if payment is not received.*

___ Current Immunization Records.

___ Email Address of Parents: Dad: _____

Mom: _____

___ The center reserves the right to move children into the next age group two (2) weeks prior to the child's birthday if we believe the child is developmentally ready.

PARENT SIGNATURE

DATE

LUKE AFB
CHILD DEVELOPMENT CENTER
PARENT CONTRACT
School Year 2008-09

Fees are based on Total Family Income (TFI). When calculating TFI, military income includes Basic Pay, Basic Allowance for Housing Type II (BAH-II), Basic Allowance for Subsistence (BAS), and income received under the Family Subsistence Supplemental Allowance (FSSA). TFI will be computed using the BAH-II Married with Dependents Rate chart. For single military members with children the BAH II Married with Dependents Rate must be used. For all dual military members, regardless of where they reside, BAH II Married with Dependents Rate of the senior member only will be included. TFI will be verified at the time new fees go into effect using the Service Member/Civilian and spouse's August LES. Temporary pay related to deployment will not be included when calculating TFI (Family Separation Allowance, Hardship Duty Pay or Imminent Danger Pay). Families who do not show proof of income will be charged the at the Category VI fee rate. For blended families, the income of the household in which the child spends most of his/her time will be used for TFI.

___ 1. Enrollment in Child Development Programs include: Completion of AF Form 1181 which includes verification of immunizations, family data, any special medical needs, updated emergency information (ensure emergency contact can gain entry on base), a DD Form 2652 (leave financial portion blank), USDA Child and Adult Food Care Form, and AF Form 357 (Dependent Care Plan) for dual military and single military parents. AF Form 357 must be completely filled out and turned in to the Center NLT 30 days after entry and must be updated annually. **Ensure any changes, especially phone numbers and emergency contact numbers remain current throughout the year.**

___ a. To verify military member's current monthly income and where applicable, spouse's income, a copy of both the service member and spouse's most recent LES must be provided at the time of enrollment. For a parent who is a full-time student, **verification of full-time student status (12 credits per semester from an accredited program) is also required every semester.**

___ b. If a spouse is not employed in a full-time capacity during time of registration, they have 30 days to become employed, if there are working parents on the waiting list. If the spouse becomes unemployed or loses full time status once the child is enrolled in the center, the spouse will have 60 days to obtain new employment before child will be terminated if there are working parents on the waiting list. It is critical that within 30 days of the spouse's new employment that a pay statement be provided to the center.

___ c. A written notice must be provided to the Center two weeks in advance for withdrawal or cancellation of contract, to avoid penalty. The penalty will be the fee for two weeks of care. In cases of "short notice" Permanent Change of Station (PCS), copy of the orders must be provided.

___ d. Immunizations are due within ten (10) working days of birthdays, or access to the Center can be denied. New forms must be completed annually. Once a position has been accepted, parents are required to begin paying for their childcare space immediately, even if child is not able to attend due to immunizations.

___ 2. Fees: All fees are due in advance. Cash, personal check, debit card or Master Card/Visa, SVS Club Card is accepted. Please remember to maintain your receipts for tax purposes. Weekly fees are due by Friday of the week preceding care. Monday will be a grace period, you will not be assessed a late fee until 1200 hrs on Tuesday. Checks need to be written in blue or black ink only and include current mailing address, work and home telephone number on the check. After 1200 hrs, a late fee in the amount of \$3.00 per day per child will be assessed. Ensure checks are filled out properly with your name, rank, Sq and duty number. A \$25.00 fee will be assessed for returned checks or declined credit cards. **If any fee amount that is due under this agreement and is not paid by the close of business on the second business day (Tuesday), the CDC will charge the customer's credit card for the amount due, plus a \$5.00 processing fee.**

___ a.. Contract fee is based upon a ten hour day, five days a week. If a patron has a legitimate reason to leave their child in care over 10 hours, they must have an approved waiver on file. For approved waivers, patron will pay their current category hourly rate for every hour past the 10 hours. **A fee of \$4.00 per hour will be charged to parents who do not have a waiver and are not adhering to the policy.** Abuse of this policy may result in removal of your child from this program. Those families who are not on a waiver who may qualify to use Family Child Care Extended Duty Program should contact the FCC office at (623) 856-7472. Late fees over 10 hour limit will be totaled and added to you're weekly fee.

___ b. During drop-off and pick-up times, vehicles must be parked in designated parking and cannot be left running while unattended. Children cannot be left in unattended vehicles. Violating this could result in a ticket or Security Forces being called.

___ c. Late Pick Up Fee: Facility closing hours is 1730 hrs for children 6 months to 5 years, and 1700 hours for infant 6 weeks to 6 months (Twilight and Roadrunner rooms). Children not picked up by close of business will be assessed \$10.00 for the first minute and \$1.00 for each minute thereafter, per child. Late fees are due the end next business day. If you have work commitments that will exceed the specified deadline, contact the director or FCC Office for information on the FCC Extended Duty Care program 856-7472.

___ d. Recalls/Exercises: In the event of recalls, exercises, or real world events, the Center will open as soon as possible following notification and stay open as defined by senior leadership. Any hours used over the 10 hours limit will be charged the hourly rate.

___ 3. Fees: Patron fees cover the non-appropriated fund (NAF) employee staff costs only. To keep fees as low as possible, anytime your child is out of the center when it is open, or the center is closed and NAF salaries are still incurred (i.e., administrative leave days, holidays, etc.), patron fees must cover these costs. Fees are no longer annualized for vacation days; therefore patrons must pay even when their child is not in the center. All program costs are calculated on an annual basis, and then divided by 52 weeks. Therefore, credit/refunds will not be given for days missed to illness, down days, disciplinary suspensions, federal holidays, family/down days or days in which the base is closed and staff are given administrative leave (i.e. national emergencies, weather, etc). Childcare spaces can be leased per policy.

___ a. In cases where a refund is granted, you must submit your original receipt.

___ 4. Sign In/Out: Parent/designee must sign child (ren) 'in' and 'out' at the front desk using CYMS system, and on AF Form 1930, located in each classroom. **This procedure is critical for accountability**

of children. If parents neglect to follow this procedure on a continual basis, they may be called back in to the center to sign their children in. Parents must also provide a valid emergency contact number at the front desk when signing children in. The emergency contact name must correspond with a name left as the emergency contact on the child's AF Form 1181 Registration Form. It is critical that we are able to locate the sponsor, spouse, or emergency contact if your child(ren) needs to be picked up. Only person(s) listed on AF Form 1181 will be authorized to pick up the child(ren). This person must be at least 14 years of age and be able to produce proper identification. Once a child is signed out of the room, they become the responsibility of the parent/guardian. Please be sure to have your child in sight during these times.

___ 5. Illness: The center will not accept children into care that are exhibiting signs of illness. For a list of these signs, please refer to the health and safety guideline book, "Caring for Our Children", located at the CDC or online at <http://nrc.uchsc.edu/CFOC>. If your child becomes ill while in the Center, you will be called to pick him/her up within 1 hour to prevent others from being exposed. Children removed from the CDC with symptoms of infection may not return to the program until they have been symptom-free for 24 hours **or** they present a doctor's note. If you or your emergency contact cannot be reached by phone or fails to pick up your child within one-hour, your First Sergeant or Commander will be contacted.

___ a. Parents must notify the Center within 24 hours when their children, or other family members, have come down with a communicable disease. This notification will be used to generate advisory notices that are posted for other parents to see and use accordingly. **Parents are required to notify the center by 9:00 each morning if their child will be late or absent.**

___ 6. Dress: Child must be dressed in clothes that are washable, appropriate for current weather conditions, and appropriate for activities such as painting or sand/water play. Shoes that fasten and have gripper soles will be worn. All sandals will be worn with socks for outside play. Parents will be responsible to ensure their children have coats on cold days for playing outside, and water play clothing on days that they will be doing water play. Parents will be called, or the child will not be admitted if they are not dressed in appropriate attire.

___ a. Extra clothing: Provide several sets of clothing that can remain at the Center for emergency use. If your child is still in diapers, please ensure that diapers and wipes are available at all times. Loaner clothes are available on a limited basis, so if your child uses loaner clothes, please ensure that you wash them and return them as soon as possible.

___ b. Personal Items: The Child Development Center is not responsible for your child's personal items. Please ensure that all items brought into the center are labeled with your child's name. Personal items such as sleeping toys, pillows and blankets must be taken home weekly and laundered. Patrons are encouraged to leave other toys at home to avoid loss or damage. The center has lots of toys to play with.

___ 7. Food and Beverages: All food and beverages are provided by the Center. Parent/ Children are not allowed to bring food into the Center. A physician or clergyman's note must support special diets, due to a medical condition or religious reasons. If special diet items cannot be purchased through normal channels, parents will be required to bring in the items, which will be cleared through medical channels. Children are served breakfast 0800-0830, lunch 1100-1130, and afternoon snack 1415-1445 hrs. Infant cereal or medication can not be put into your child's bottle of formula.

___ 8. Medications: A task certified staff member will administer medication daily at 1200 hours. Please provide accurate measuring tool. Parents must complete and sign the AF Form 1055 *daily* or the medication will not be administered. This policy applies to all prescription and over the counter medicine. Medications can not be accepted on an “as needed” basis. If it is necessary to use them, the center will contact the parent and receive phone or fax confirmation to administer the medication. All medications must have the following information on the prescription label: name of physician, date filled, prescription number (except for meds. from ER), child’s name, dosage amount, and frequency, ending date (ex. Use for 10 days or until completed). Prescriptions must be current within 10 days of the date filled.

___ 9. I (parent) _____ hereby give permission for the following (initial those that you consent to):

___ a. Sunscreen “Rocky Mountain Kids” SPF 50. This sunscreen is Paba Free, fragrance free, hypoallergenic and waterproof. Sunscreen will be applied to children who are over 6 months of age. I will apply the first coating at drop off time each day. Center will provide sunscreen.

___ b. Lip Moisturizer. Parents provide; no brands have been restricted by the medical advisor.

___ c. Hand Lotion. Parents provide; no brands have been restricted by the medical advisor.

___ d. Photograph/video tape my child while enrolled in the center. I authorize such photos or video to be used by Luke AFB, AETC or Air Force/DoD publications for official purposes. Parents are not authorized to take photos and/or videos of children other than their own.

___ e. Diaper Ointment/salves (if applicable to children in diapers). Ointments/salves used will be recommended/approved by the base medical advisor and used for treatment purposes only.

___ 10. Special Needs. Any special needs requirements for children must be coordinated with the Special Needs Team prior to final approval of this contract. Special needs range from food allergies, speech delays, vision problems and ADD/ADHD to severe disabilities. If you have a question on whether your child is special needs or not, please consult management. Failure to notify the CDC of known special needs requirements at the time of enrollment will result in suspension of care until the appropriate documentation is provided. Adjustment in ratio group size or other arrangements will not be made without written guidance from a physician, therapist, or other appropriate health professional. The program will accept any special needs child as long as the program is capable of meeting the child’s need and the child does not pose a danger to themselves or others. Please contact management for further information.

___ 11 Child Development Centers provide large group care. We adhere to strict Air Force and DoD regulations/policies, and developmental practices that don’t always meet individual preferences. This center cannot meet every child/parent’s need. Children must be able to participate in all class activities and expected to cooperate with center staff or parent will need to find alternate care. Some children have difficulty adapting to a large group environment and exhibit signs such as inconsolable crying (45 minutes or longer), continuous biting, hitting, etc. Every effort will be made to help children adjust to their surroundings. Parents will be consulted and their assistance sought when there is a case of unruliness, constant disciplinary problems, inconsolable crying, or when special care is required. If we recommend for you to seek outside services, and you choose not to, then your enrollment may be terminated. Children may be suspended immediately from the program if they show signs of becoming a danger to themselves, other children or staff (hitting, biting, kicking, throwing objects, spitting, etc).

Child Development Center Staff are Mandatory Reports of Child Abuse/Neglect. If a staff member suspects that a child is being emotionally or physically abused/neglected, they have an obligation as mandatory reporters to report their suspicions to Family Advocacy Office or Child Protective Services, who will investigate.

PARENT SIGNATURE

DATE (DD/MM/YY)

CDC PROGRAM FEE STRUCTURE

CATEGORY	CUSTOMER INCOME	WEEKLY CHILD CARE FEE
I	0-\$28,000	\$62.00
II	\$28,001-\$34,000	\$76.00
III	\$34,001-\$44,000	\$89.00
IV	\$44,001-\$55,000	\$102.00
V	\$55,001-\$70,000	\$116.00
VI	\$70,001 AND UP	\$129.00

AS A NEW WEEKLY PATRON, YOU ARE REQUIRED TO PAY A \$50.00 DEPOSIT TO HOLD THE SLOT FOR YOUR CHILD. THIS IS PAYABLE WHEN YOU PICK UP YOUR ORIENTAITON PACKAGE. THE \$50.00 WILL BE APPLIED TO YOUR CHILD'S FIRST WEEK OF CARE. IF YOU DECIDE TO DECLINE THE POSITIO FOR ANY REASON AFTER THE \$50.00 DEPOSIT HAS BEEN PAID, IT WILL NOT BE REFUNDED. THANK YOU.

PARENT SIGNATURE

CHILD DEVELOPMENT CENTER STAFF