Yoiko Child Development Center **Full Time Weekly Care Parent Agreement**

# School Year CY 2023-2024

Child’s Name: Age: DOB:

Sponsor’s Name: Rank: ORG:

Spouse’s Name: Rank: ORG:

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**This agreement is hereby made and entered into from the date of signature, between Yoiko Child Development Center, hereinafter referred to as the CDC, and the parent of the child named above. The parent is defined for the purpose of this agreement, as the natural or adoptive parent, guardian or attorney-in-fact, or any other person having legal responsibility for the child at any given time. This agreement will be renewed annually.**

**I desire to have the child listed above attend Yoiko CDC on a regular weekly basis and understand and agree to the following conditions listed below.**

**Please read and initial the following agreement items:**

# Philosophy:

1. The program is designed to provide care for children ages six weeks to five years of age. The CDC is responsible for supporting the development of the whole child, meaning all areas of the child’s development are considered, inter-related, and equally important. The CDC acknowledges that children learn through active hands-on involvement with their environment, peers, and caring adults. We respect each child’s unique interest, experiences, abilities and needs which allows us to be responsive to each child. Children are valued as individuals and a part of a group. Our program respects and supports the ideas, cultures, and values of families, and the early childhood professionals within our program.

# Hours of Operation:

1. Yoiko CDC regular business hours are Monday through Friday from 0700-1700. The CDC is closed on weekends, federal holidays, PACAF Days, and when necessary due to inclement weather or natural disasters. Rates are not prorated for above mentioned closures, for the exception of PACAF Days.

**Rules and Regulations:**

1. ­ \_\_\_\_ Parents are prohibited from leaving their cars running on CDC property. Leaving children in the car unattended under the age of 10 years of age is also prohibited. If caught leaving car running/ leaving children in the car unattended will result in security forces being called.

# Enrollment:

1. All children must have a completed AF Form 1181, Air Force Youth Flight Patron Registration and shot record on file. It is the responsibility of the sponsor to ensure that all emergency contact, duty

phone, and shot record information is current and complete. All forms must be updated when changes are made. Children who are not current with immunizations may be denied care.

1. ***IAW AFI 34-144 12.9.6.1*** Space available patrons are notified at the time of enrollment that their space must be vacated if a higher priority patron requires care; parents will receive a 45-day written notice

if the CDC/ SAC space is needed. Families must notify Cheli SAC if the spouse becomes unemployed. The spouse will have 30 days to obtain new employment or post- secondary enrollment. Cheli SAC will then provide a 30-day written notice for a mandatory withdrawal if there are working parents on the waiting list. The status of post-secondary enrollment must be verified every 90 days.

1. All children must complete **CYPBMS registration** prior to start day; Family Record, Child Record, and Tuition Auto Pay.

**Operational Procedures:**

1. **Accountability:** IAW AFI 34-144, Chapter 12, paragraph 12.12.1 Parents should notify the CDC if their children will not be in attendance. Parents shall be contacted by 0800 if children do not arrive

for care. Please inform your child's classroom and front desk staff if your child will be in after 0800 or out for the day. If we do not hear from you by 0800, we will contact you, your emergency designee or your supervisor.

1. **Hourly Care:** Families are asked to notify the front desk if they will not be utilizing their full day space for accountability reasons. The notification will determine the likelihood of using the space for hourly care. If hourly care can be utilized in your child’s space, a credit will be given for the time used. Offering your slot for hourly care is not guaranteed.
2. **Withdrawal Notification:** Parents withdrawing their child(ren) and therefore terminating this contract will be required to submit a withdrawal notification form at least 2 weeks prior to withdrawal. Failure to provide a full two-week paid notice may require payment of fees for the notification period.

All applicable fees must be paid before cancellation of contract becomes final.

1. **Special Needs Children**: Parents are required to inform the CDC of any special needs (allergies, physical limitations, behavior problems, etc.) concerning the child, prior to enrolling in the CDC. The child's developmental and/or medical requirements must be reviewed by the Child and Youth Programs

(CYP) Medical Advisor. The Program will work with the family to determine if an Inclusion Action Team (IAT) meeting is needed. The IAT include: the CYP Medical Advisor, the Medical Group Exceptional Family Member representative, the Flight Chief, the Training and Curriculum Specialist, and the CDC Director to determine if reasonable accommodations can be met.

1. **Parent Involvement/Communication:** Parents are always welcome to drop-in and visit their child(ren) for a meal, special activity, or just to observe. Parents are strongly encouraged to attend the Parent Advisory Board (PAB). The PAB primary function is to enhance parent participation and education, develop an annual parent involvement plan, and work together to improve programming and support to the CDC.
2. **Other Activities:** If you have elected to enroll your child in activities outside the CDC (Gymnastics, Ballet etc.) fees will not be reduced and transportation to and from the CDC to the outside activity is

### the parent’s responsibility. For the children enrolled in Sure Start, transportation will be provided by the CDC and fees will be reduced for the days your child attends the Sure Start program.

1. **Subletting:** The Department of the Air Force CDCs, offer families the opportunity to sublet/lease/rent their spaces on a weekly basis only. Parents wishing to sublet a full-time spot understand that it is the responsibility of the parent to make all the arrangements with the sublet family. 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. **Subleasing of spots can only be done in the event of Emergency Leave or Vacation and will not exceed the duration of 30 days.**

**Fees/Charges:**

1. The Military Child Care Act of 1989 (Public Law 1809, Section 1504) requires that DOD establish standard fees for child care based upon Total Family Income (TFI). Fees are determined based on TFI which includes Basic Allowance for Housing (BAH-11 chart), Basic Allowance for Subsistence (BAS) and all earned income. Failure to produce proof of ALL house income will result if our inability to provide care for your child(ren). All parents regardless of their income category must provide the program with the necessary documentation to verify employment or post-secondary enrollment status.
2. IAW DoD uniform fee regulations, fees may be adjusted based on annual guidance directives. At which time a new DD Form 2652, *Application for Department of Defense Child Care Fees*, must be completed and fees will be adjusted accordingly. Payments reflect 52 weeks of care each year.
3. Late pick up fee: ***fee of $2 per minute, per child will be charged for all late pick-ups***. ***You will have a grace period; for the first ten minutes will not be assessed, can be utilized for up to 3 times per year. After the third time, late fees will be assessed beginning at 1701***. If we unable to contact you, your emergency designee will be contacted. If there is no contact made after 30 minutes, Security Forces will be contacted.
4. All families will be enrolled in Auto Pay, our CYP-BMS online system will automatically charge your card per your selected payment schedule. If your payment declines, we will be required to re-run your card on file. Fees not paid on your payment schedule date will be charged an additional $5 per day late fee. Please Note: If your account is in arrears on the 3rd business day of your payment schedule, your first sergeant or commander may be contacted. Please be advised it is your responsibility to provide us with any credit card changes.

**Personal Items/Meals:**

1. It is the responsibility of the parent to provide the necessary personal essentials for their child. Parents are reminded that the CDC is not responsible for children’s personal items. Toys, food, candy or items of value from home are prohibited.
   1. It is required to provide the center with an extra change of clothes (weather appropriate), including shoes for each child in care, as water play and art activities are scheduled daily and can be messy. Please be sure to label all clothing. All children are required to always wear closed-toed shoes.
   2. One quiet, soft sleep item is permitted for rest time only.
   3. Please ensure that you provide enough masks for your child to use throughout the day.
2. With the exception of formula, only food prepared and served at the center may be consumed during program hours. Children are provided with a USDA approved breakfast, lunch, and snack. Parents of older infants, please inform the caregiver of foods that you have already introduced to your child. Caregivers at the CDC are unable to feed your child any food that they have not already received.
3. Infants: The center will provide/prepare the following formulas: **Enfamil Neuropro (Infant)** OR **Enfamil Prosobee Soy Formula.** If for any reason the center is unable to obtain Enfamil Prosobee soy formula, parents will be informed and will have to provide their own soy-based formula. If your child is on another formula or on human milk, you will have to bring in pre-made bottles. (See program for additional information)

**Health/Behavior:**

1. Immunizations are required by Air Force policy AFI 34-144 and AFI 48-110. Each child in care needs to have current immunizations as recommended by the American Academy of Pediatrics for children of their age, to include the annual flu shot.
2. All children are required to have a Health Assessment Form, signed by a Medical Care provider, on file. This must be accomplished within 6 weeks of the child entering the program, and annually thereafter.
3. The center will not accept into care a child(ren) who is/are exhibiting signs of illness, to include but not limited to: diarrhea, vomiting, or fever of 100.4 or higher with other symptoms. If your child becomes ill, the parent will be notified and must pick up the child within 1 hour.
   1. Children discharged from the program for any health related issue may be excluded from care for 24 hours from when the parent picks up their child. In order for the child to return after the 24 hours, they must be symptom free without the use of medication (refer to the health and safety guideline book “Caring for Our Children” located at the Center).
4. **Allergies**: Children who have allergies and/or emergency medication must have additional paperwork filled out **PRIOR** to starting care. Please see the front desk for additional information and paperwork.
   1. I agree to allow the CDC to post my child’s photo on the center’s allergy list.
   2. The allergy list is posted in each room under the subject to the Privacy Act of 1974.
5. **Medication:** I understand and agree to adhere to the medication policy of the CDC as detailed in the Parent Handbook and AFI 34-144. I understand that medication of any kind is **NOT** to be stored in my child’s cubby or bag. All medication must be turned in at the front desk with a completed AF Form 1055.
6. All behavioral concerns will be dealt with on an individual basis. If excessive inappropriate behavior occurs and the center exhausts all possible solutions to mitigate the behaviors, the sponsor may be called to pick up the child from the program, in which case the child must be picked up within one hour of notification. Refunds will not be given.
7. **Accident Reports**: When a youth is injured/hurt in the program, an AF Form 1187 Youth Flight Accident Report will be filled out informing parents of the injury. Once the AF Form 1187 is filled out, parents will be notified by the front desk clerks, or managers in the program and ask to sign upon pick-up. If parents desire a copy of the report, a FOIA request will have to be made at the FOIA office by parents. The process is the same for requesting a general FOIA request: Request via email [USAF.pentagon.saf-aa.mbx.haf-foia-workflow@mail.mil](mailto:USAF.pentagon.saf-aa.mbx.haf-foia-workflow@mail.mil) The following information can be found on the FOIA.GOV webpage at the following link: <https://www.foia.gov/report-makerequest.html>

### \* If your youth is injured in the program, and you later decide to take your youth to the UCC, please inform the front desk as soon as possible, as there is additional paperwork the program is responsible for filling out.

**Special Permission:**

1. I **do/do not** agree to allow photos of my child to be taken and displayed at the CDC.
2. I **do/do not** agree to allow photos of my child to be used on Yoiko CDC Facebook page.
3. I **do/do not** agree to allow for photos and videos of my child to be used by Public Affairs to include social media sites and AFN commercial/news spots.

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## I have read and fully understand the terms outlined in this contract and the CDC Guidelines. I agree to abide by all conditions and restrictions. If I do not meet the financial obligations as defined above, I understand that the CDC may take action to process a Military Pay Order (MPO) against me for the fees owed. I further acknowledge that failure to comply with the terms of this agreement may result in terminations of my child’s care.

Sponsor Signature Date

Administrative Staff Date