

12.3.2. School Age Care offers child care for children and youth from five to twelve years of age. School Age Care is located in a separate facility or in a separate space in the Youth Programs facility.

12.3.3. Family Child Care offers child care to children and youth from two weeks to twelve years of age. Care is provided in homes located on or off installation that have been certified.

**12.4. Child Development Program Hourly Care.** Hourly child care may be offered to support short-term needs on the installation. Adhere to the same standards for full time care.

12.4.1. Permit families to make reservations at least one month in advance. Charge parents the next day for failing to cancel reservations or are “no shows” for the hours reserved.

12.4.2. Use empty spaces for hourly care.

12.4.3. Use AF Form 1929, *Child Development Center Daily Reservation Log*, to track hourly reservations, unless an electronic system is used.

12.4.4. Track hourly reservations to include those who were accommodated and those who were not accommodated. Report totals quarterly.

**12.5. Child Development Program Enrollment.** Maintain a folder for each child or youth enrolled in accordance with the File plan. Include AF Form 1181, *Air Force Youth Flight Patron Registration*, AF Form 2652, *Application for Department of Defense Child Care Fees*, immunization records, and the Income Eligibility and Enrollment Form for the Child and Adult Food Program if applicable.

12.5.1. Complete enrollment forms before care is provided. Ensure parents provide authorization for field trips, medications, photographs, and who can sign child or youth in or out of the program.

12.5.2. Update AF Form 1181, *Air Force Youth Flight Patron Registration* annually.

**12.6. Child and Youth Immunizations.** In accordance with AFI 48-110 IP, all children and youth enrolled in Child and Youth Programs are required to have the Centers for Disease Control and Prevention and Advisory Committee on Immunization Practices recommended age-appropriate vaccinations and immunizations unless an exemption has been granted by the Mission Support Commander for religious or medical reasons. (T-0). The Human Papillomavirus (HPV) is recommended, but not required.

12.6.1. Children who have not received their age appropriate immunizations prior to enrollment and do not have a documented religious or medical exemption from routine childhood immunizations are required to have immunizations within 30 days of enrollment. Dis-enroll children if documentation is not provided within thirty calendar days of enrollment. Maintain tracking record of all children’s immunizations for currency.

12.6.2. No documentation of vaccines is required in School Age Care or Youth Programs if the state requires schools to have current immunizations. Documentation is required for youth that are home schooled. Maintain documentation in youth records.

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.

12.6.3.1. Documentation of flu vaccines is required in all programs.

12.6.3.2. The medical advisor may permit attendance if a vaccine is unavailable. Have parents obtain vaccine when it becomes available.

12.6.4. In accordance with AFI 48-110 IP, an immunization exemption may be granted for medical or religious reasons. The Mission Support Group Commander has the authority to approve religious and medical exemptions. In the absence of the Mission Support Group Commander, the Wing Commander approves or disapproves immunization exemption requests. A list of all current individuals with approved exemptions for each immunization is maintained by the program. An exemption is renewed when individuals seek Child and Youth services at a new installation.

12.6.4.1. Requests for religious exemptions must include a statement from the employee, parent or legally authorized representative explaining that their sincerely-held religious beliefs form the reason for objection, an acknowledgment that they are aware of the risk involved when choosing not to immunize, and acknowledgment that exempted individuals are subject to exclusion from working in or attending during an outbreak. For minors, a legally authorized representative can sign such an acknowledgment. The basis of those sincerely-held religious beliefs are not normally subject to examination or rebuttal.

12.6.4.2. Medical exemptions must include a reason from the primary care provider or allergy provider for the exemption and a statement that there is a medical complication if the vaccine is received; an acknowledgment that they are aware of the risk involved when choosing not to immunize; and an acknowledgment that exempted individuals are subject to exclusion from working in or attending during an outbreak. For minors, a legally authorized representative can sign such an acknowledgment. Medical Treatment Facility staff should review medical exemptions issued by network or non-primary health care providers for validity prior to Mission Support Group Commander's approval.

12.6.4.3. During a documented outbreak of a contagious disease that has a vaccine, anyone with an immunization exemption is subject to exclusion from the program for his or her protection and the safety of the other children and staff until the contagious period is over. Consult the medical advisor and public health for guidance on exclusions.

12.6.4.3.1. Fees are still required for Child Development Programs when children or youth are excluded. Hardships waivers may be approved by the Mission Support Group Commander.

**12.7. Child and Youth Program Parent Handbook.** Provide a handbook to parents that includes a list of key personnel, community resources and any topics required by accrediting agencies. Note: May be provided electronically. This includes, but is not limited to:

12.7.1. Operating hours.

12.7.2. Financial policies (e.g., fees and charges, late pick-up procedures and fees, transportation, refunds).

12.7.3. Medical and health procedures (e.g., accidents and injuries, ill children, communicable diseases, allergies, medication).

12.7.4. Emergency procedures (e.g., evacuation, release of children, weather conditions, active shooter, disaster preparedness, missing child or youth).