

**DEPARTMENT OF THE AIR FORCE CHILD AND YOUTH PROGRAMS
CHILD CARE SUBLETTING/LEASING/RENTING OF SPACES
INSTRUCTIONAL GUIDE**

June 2021

1. **TRAINING OBJECTIVE:** To assist Child Development Center (CDC) and School Age Care (SAC) managers/coordinators and administrative staff in understanding their roles and responsibilities in supporting child care subletting/leasing/renting of spaces.
2. **PURPOSE:** To provide further guidance on child care subletting/leasing/renting of spaces.
3. **REFERENCES:** AFI 34-144, *Child and Youth Programs* (2 July 2019), and the School Year 2021/2022 DoD/DAF Fee Package.

4. OVERVIEW:

All Department of the Air Force CDCs and SACs **will** offer families, who have a full time space at the CDC/SAC and/or a before, after, or before/after school space at SAC, the opportunity to sublet/lease/rent their space. Only weekly spaces (Monday-Friday) will be available to sublet/lease/rent.

It is important to note, at this time, this program is only available for week long increments as doing otherwise affects fee calculations and fee administration.

For the purpose of this Instructional Guide, **sublet, lease, and rent** are used synonymously/interchangeably.

Procedures and Guidance for enrolled families who are assigned (own) the child care space:

Families have two options for subletting/leasing/renting their child care space.

Full time – a family agrees to sublet/lease/rent the child care space for the entire week and pay the weekly fee based on their family’s total family income (TFI) if a renter is not located.

Renters will pay the weekly fee based on their family’s TFI.

Hourly - the space will be used for hourly care and the family, who owns the space, will receive a credit up to their weekly fee if the space is subletted/leased/rented.

Renters will pay the hourly fee based on AF Fee Policy.

Families, who own the child care space, must notify the CDC/SAC administrative staff (front desk) of their intent to sublet/lease/rent their space and the week(s) the child care space will be available.

At locations with DAF CDCs selected for Kinderspot (a mobile application that allows military and DoD civilian families to offer and sublet/lease/rent short term child care, in

weekly segments) families may register and post the week(s) available on the Kinderspot App.

The following actions will take place if the space is subletted/leased/rented:

If the weekly fee is paid prior to the start of the week by the family, who sublets/leases/rents the child care space, the owner will not be charged the weekly fee.

Example:

Weekly fee is paid each Monday; if the family, who is subletting/leasing/renting the child care space, pays the weekly fee prior to Monday, the family who owns the space will not be charged on Monday.

If the weekly fee is paid by the family, who sublets/leases/rents the child care space after the owner has paid the weekly fee, a credit will be issued to the owner.

Example:

Weekly fee is paid each Monday; if the family, who is subletting/leasing/renting the child care space, pays the weekly fee on Monday, the family who owns the space will be charged and a credit for their weekly fee will be placed on their account. Note: Refunds will only be provided if the family who owns the space does not return back to care.

If the child care space is used for hourly care, the family, who owns the child care space, will receive a credit for each hour used up to the weekly fee charged.

Example:

Weekly fee is paid each Monday; the family(ies) who is/are subletting/leasing/renting the child care space on an hourly basis will pay for the hourly care each day, the family who owns the space will be charged and a credit will be applied each time it is used for hourly care up to the weekly fee.

Under no circumstances shall the family who owns the space profit from subletting/leasing/renting of the child care space.

Example based on School Year 2020-2021 Fees:

Family who owns the space is Fee Category 5 with a weekly payment of \$124

Family who is subletting/leasing/renting the space is Fee Category 9 with a weekly payment of \$150

Family who owns the space will receive a credit of \$124 – the

credit cannot exceed the owner's weekly payment

Example based on School Year 2020-2021 Fees:

Family who owns the space is Fee Category 8 with a weekly payment of \$145

Family who is subletting/leasing/renting the space is Fee Category 2 with a weekly payment of \$75

Family who owns the space will receive a credit of \$145

Example based on School Year 2020-2021 Fees:

Family who owns the space is Fee Category 9 with a weekly payment of \$150

Space was subletted/leased/rented for 20 hours at \$5 per hour

Family who owns the space will receive a credit of \$100; the family is responsible for the remaining \$50 balance

Note: if the weekly fee crosses over months, please ensure the fee and/or credit is allocated to the proper month.

Once a family, who owns the child care space, enters into a sublet/lease/rental agreement and there is a family who has agreed to sublet/lease/rent the child care space, the owner of the child care space cannot cancel the agreement without providing a minimum of 3 business days' notice. Note: The cancellation must be provided in writing/email to the CDC/SAC administrative staff (front desk).

Procedures and Guidance for the families who wish to sublet/lease/rent a child care space:

If the family is requesting full time care, the family must enroll/register at militarychildcare.com.

Complete enrollment package based on full time care or hourly care.

All full time care requests will require TFI calculation. Note: The family who is subletting/leasing/renting the child care space will only be charged the weekly fee associated with their TFI.

Once a family agrees to sublet/lease/rent a child care space, the family cannot cancel the agreement without providing a minimum of 3 business days' notice. Note: The cancellation must be provided in writing/email to the CDC/SAC administrative staff (front desk). In case of cancellation without a minimum of 3 business days' notice by the

family, who agreed to sublet/lease/rent the child care space, will be responsible for the weekly fee based on their TFI.

DoD prioritization policy does not apply to enrollment in a temporary sublet/lease/rental space.

Procedures and Guidance for CDC/SAC Managers/Coordinators and Administrative Staff:

A DAF CDP Sublet/Lease/Rent Board is available in the lobby for families who have a child care space for sublet/lease/rent and for families looking for a child care space.

DAF CDP Sublet/Lease/Rent Board and applicable postcards are purchased through the CYP Central Buy.

For installations participating in the Kinderspot application, Kinderspot is the preferred method for patrons wishing to sublet/lease/rent and find spaces available for sublet/lease/rental. As of the publication of this instruction, the Kinderspot application is in pilot testing to offer an online equivalent to the CDP Sublet/Lease/Rent Board.

For full time child care requests, verify registration in militarychildcare.com.

For installations utilizing the Child and Youth Programs Business Management System (CYPBMS):

Check with families to see if they are interested in subletting/leasing/renting their space and log vacations in the system. Note: Subletting/leasing/renting is only available for entire weeks (Monday-Friday). If applicable, ensure families are aware Kinderspot is available for subletting spaces.

Post available space on DAF CDP Sublet/Lease/Rent Board.

Enroll families who agree to sublet/lease/rent into CYPBMS.

