

**CHILD DEVELOPMENT PROGRAMS**  
**FULL TIME CARE CONTRACT FOR SCHOOL YEAR 2011-2012**  
**Aviano AB, Italy**

Father's Name \_\_\_\_\_  
Mother's Name \_\_\_\_\_  
Father's Squadron/Work Place \_\_\_\_\_ Duty Phone 632-\_\_\_\_\_  
Mother's Squadron/Work Place \_\_\_\_\_ Duty Phone 632-\_\_\_\_\_

This contract is hereby made and entered into the \_\_\_ day of \_\_\_\_\_ 201\_\_\_, by and between the Child Development Center (CDC), a Non-Appropriated Fund Instrumentally of the MWR Fund, and the person listed above. Parent is defined for purpose of this contract, as the natural or adoptive parent, guardian or attorney-in-fact, or any other person having legal responsibility for the child (ren) at any given time. This contract will be renewed annually.

Child (ren's) Full Name \_\_\_\_\_ Birth date \_\_\_\_\_  
\_\_\_\_\_ Birth date \_\_\_\_\_

In accordance with AFI 34-248, Child Development Centers, Chapter 7, paragraph 7.2.5, please indicate estimated times required, daily for child care: IN \_\_\_\_\_ OUT \_\_\_\_\_

I desire to have the child (ren) listed above to attend the Aviano AB Child Development Center on a regular weekly basis and understand and agree to the following conditions:

\_\_\_\_\_ 1. **Fees and Charges:** The CDC will provide up to ten (10) hours of care per day, Monday through Friday, during CDC normal operating hours. Fees are payable in advance by the 1<sup>st</sup> and 15<sup>th</sup> day of the month, for the above-mentioned child (ren) from the date of enrollment: \_\_\_\_\_, up to effective date of 2011-2012 school year contract. Care in excess of 10 hours in one day will be charged at the rate of \$3.00 per hour per child for each occurrence. If the family has been granted a waiver by the Mission Support Group Commander, hourly rates for care beyond 10 hours will be charged based on the family's income category. **A late charge of \$1.00 per minute will be assessed for children picked up after posted closing time.** A non-refundable deposit of \$70.00 is payable upon enrollment. This amount will be credited to the parent's first payment. The fee is non-refundable should you elect not to enroll your child after signing this contract.

\_\_\_\_\_ a. Fees are based on Total Family Income. IAW DoD uniform fee regulations, fees may be adjusted based on annual guidance directives. At this time a new DD Form 2652, Application for Reduced Child Care Fees, must be completed and fees will be adjusted accordingly. The established fee is not prorated for federal holidays. For non-attendance days, please see the sublet plan below. **The CDC is open by reservation only for parents who meet qualifying criteria on USAFE family days/base down days. For those parents who do not use the center on family/goal days, parents will receive appropriate credit on their next payment.**

\* At this time, DOD has not made any changes to the Program Fees and categories. Once we receive any information we will notify all parents.

\_\_\_\_\_ b. As of September 1, 2011, the CYP Autopay Program is mandatory for all families. Fees will be charged on the 2<sup>nd</sup> and 16<sup>th</sup> of each month using the credit card information kept on file. A \$25.00 late fee will be applied if the card is declined. If the card is not approved by the 4<sup>th</sup> and 18<sup>th</sup> of each month, the first sergeant or commander may be contacted. ALL late fees (including over 10 hours, pick-up after scheduled closing time, and late weekly payment) will be applied to fees for the next scheduled payment date.

\_\_\_\_\_ c. Parents are required to pay for 52 weeks of care each year

\_\_\_\_\_ 2. **Subletting Information:** Parents may sublet their child care slot, (selling their enrollment slot on a temporary, short term basis). More information on the sublet program is available at the front desk. NOTE: A SUB-LET CONTRACT IS ONLY VALID DURING THE TIME BOTH CHILDREN ARE ASSIGNED TO THE SAME CLASSROOM. WHEN THE PRIMARY CONTRACT PARENT'S CHILD AGES UP TO THE NEXT AGE CLASSROOM, THE SUB-LET CONTRACT BECOMES VOID. A MINIMUM OF 2 WEEK NOTIFICATION MUST BE PROVIDED TO THE SUB-LET CONTRACTOR.

\_\_\_\_\_ 3. **Withdrawal Notification:** Parents withdrawing their child and canceling this contract will be required to pay all applicable fees. A two-week notification period is required. Failure to provide two weeks notice requires payment of fees for the notification period.

\_\_\_\_\_ 4. **Enrollment:** All children must have a current AF Form 1181, Air Force Youth Flight Patron, on file. It is the responsibility of the sponsor to ensure that all emergency contacts, duty phone number, and shot records are current and complete (re-accomplished when changes occur). An AF Form 357, Family Care Certification, must be on file for all single and dual military families. The AF Form 357 must be completed and submitted to the CDC NLT 60 days after enrollment. The First Sergeant or Commander will be contacted if the AF Form 357 is not submitted. IAW AFI 34-248 Chapter 7 para 7.8.22, if the spouse is employed and becomes unemployed or if the spouse is not employed at the time of registration and fails to secure employment within eight weeks and/or is not actively seeking employment, enrollment may be discontinued if there is a working family awaiting care. CDC will provide two weeks notice of a mandatory withdrawal. If a spouse becomes employed after enrollment, a pay statement must be provided within 30 working days and fees will be adjusted accordingly. If a spouse is a full time student, the college registration form must be submitted to the CDC for verification in order to maintain enrollment. If college registration is not submitted, enrollment can be terminated.

\_\_\_\_\_ 5. **Non-attendance Notification:** IAW AFI 34-248, chapter 7, paragraph 7.15, families are asked to notify the CDC if they will not be using their full day space for accountability reasons. The notification period will determine the likelihood of using the space for hourly care and credit for the families for time used.

\_\_\_\_\_ 6. **Health and Behavior:** All children are required to have a Child Health Assessment Form signed by a Medical Care Provider on file within 6 weeks after the child begins the program, and at least annually thereafter, to show the child is current for routine screening and immunizations.

The CDC will not accept children for care that are exhibiting signs of illness to include: diarrhea, vomiting, matter in the eyes or oozing eyes, undiagnosed rashes, fever, severe pain, or other symptoms. If your child becomes ill while at the center, you may be called to pick him/her up to prevent/minimize exposure to others. The child must be picked up within one hour of notification. Our program's Health Policy provides additional information regarding specific signs of illnesses and exclusion guidelines and is available at the front desk.

\_\_\_\_\_ a. Children discharged from the program for any combination of the above reasons may be excluded from care for 24 hours and must be symptom free and able to participate in all aspects of the program in order to return. Children with communicable diseases must provide a written note from a physician to return to the program.

\_\_\_\_\_ b. All disciplinary problems will be dealt with on an individual basis. If excess inappropriate behavior or disciplinary problems occur, the sponsor may be called and asked to pick the child up. Child must be picked up within one hour of notification. Refunds are not given. The CDC reserves the right to terminate the enrollment of any child who is unable to adapt to the group care setting. Repeated incidents of inappropriate behavior, intentional damage to property, and violent or aggressive behavior posing harm to others are examples for termination. The Director will make

decision of such magnitude after all other options have been exhausted and parent conferences conducted.

\_\_\_\_\_ c. The CDC understands that many children have special needs. Often, children may require medication or extra assistance. It is the responsibility of the sponsor to supply the CDC with medications such as asthma inhalers, Ritalin, or allergy medications and to alert staff to any special assistance to be given. Medication must be in the original container with the prescription label attached. An AF Form 1055, Youth Flight Medication Permission, must be completed daily for any medication to be administered during the program. If a child is unable to participate in an activity because the parent has not supplied a medication, the parent may be called to remove the child from the program.

\_\_\_\_\_ 7. **Clothing and Personal Items:** Children should be dressed appropriately for weather in comfortable clothing that can be worn for various activities. Art and outside activities will be offered daily and children's clothing may get messy, wet or soiled. Children are not allowed to participate in any activities when they are not properly dressed. For example, if the program has scheduled water play and a child arrives without a bathing suit or water play clothes, he/she is not permitted to participate. Every attempt will be made to contact the sponsor so that he/she can bring the required clothing to the CDC. If the sponsor is unable to provide the appropriate attire before the activity begins, the child will be placed in an alternate group if space is available and will not participate in the activity.

\_\_\_\_\_ a. All children are required to have a complete change of clothing (and shoes). The CDC provides extra clothing when possible in events of multiple accidents. If the CDC is unable to provide clothing, the sponsor will be called to bring in additional clothing and/or pick up the child to ensure the child's health and safety. Children are required to wear closed-toe shoes with a back for the health and safety of the child. Water shoes may be worn ONLY during planned water play activities and must cover the entire foot.

\_\_\_\_\_ b. Personal items are not permitted at the center with the exception of one quiet, soft sleep item that must remain in the child's cubby until rest time. Any items brought in for 'show and share' or special activities must remain in cubbies until the designated time. The CDC is not responsible for lost or damaged personal items.

\_\_\_\_\_ 8. **Special Permission:** I allow photos to be taken and displayed of my child (ren) at the center. Additionally, I allow video of my child to be used at the center or for AFN commercials/news spots.

\_\_\_\_\_ 9. **Sunscreen:** I give permission for the CDC staff to apply medically approved Rocky Mountain Sunscreen on my child.

\_\_\_\_\_ 10. **Insect Repellent:** I give permission for the CDC staff to apply medically approved Insect Repellent on my child.

\_\_\_\_\_ 11. **Application Permission:** I give permission for the CDC staff to apply personally provided hand lotion, and lip balm on my child per AF1134-248 Chapter 10 paragraph 10.8.8.

\_\_\_\_\_ 12. **Diaper Ointment:** I give permission for the CDC staff to apply personally provided diaper ointment on my child for treatment purposes per AF1134-248.

**I have read and fully understand the terms outlined in this contract and the Child Development Program Guidelines. I agree to abide by all conditions and restrictions, and understand that no exceptions will be made. If I do not meet the financial obligations as defined above, I authorize the Child Development Program to process a Military Pay Order (MPO) against me for fees owed. I further acknowledge that failure to comply with the terms in this agreement will result in the termination of my child's care.**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date