

**Policies and Procedures
For Subcontracting a Child Care Space**

Effective 1 Mar 11, the following guidelines will apply to subletting a space in the CDC:

1. The control over all matters involved in the sublet agreement, to include collection of fees, will remain with the owner of the space. The CDC will maintain a list of what children are subletting a space, the room the sublet is for, and the name of the child who owns the space. The information will be logged only after all agreements have been made by the owner of the space and the subletting party and contract signed by both parties.
2. The CDC will not log available subcontracts or track requests. It will be the sole responsibility of the owner of the space to advertise the space available and to collect any monies from the person subletting the space. The CDC will provide paperwork that can be used for subletting the space, but will not be involved in completing the paperwork or the agreement contained within. The agreement will be strictly between the owner of the space and the subletting party. The CDC will provide a space where parents may advertise available sublets, information concerning advertising in the base paper
3. The owner of the space will be responsible for payment of all fees to the CDC. Fees should be paid in advance. NOTE: any fees not received by the payment suspense dates will result in a late fee as established in the owner's contract. Any fees owed to the CDC for the time the space was sublet will have to be paid, to include any late fees, prior to the owner of the space returning to the center.
4. The CDC will not become involved in any monetary disputes.
5. The child subletting the spaces must be eligible to use the military child care facility and command sponsored (i.e. military, DOD civilians, or military retirees).
6. The child must be in the same developmental age group as the contracted child for the entire subcontract and go into the same room as the owner of the space.
7. The person subletting the space will pay no more for the sublet than the owner of the space (i.e., semi-monthly, weekly, or daily) limited to 10 hours a day, 5 days a week.
8. The person subletting the space may only use the space in the capacity agreed upon by the owner of the space (i.e., semi-monthly, weekly, or daily).
9. The subletting child must have all required documentation supplied to the CDC prior to the start date of the sublet to include the completed registration form, two local emergency contracts, current immunization records, and completed and signed subcontract or the child will be refused care.
10. The subletting child will be bound by all CDC rules and guidelines.
11. If the owner of the space removes his/her child from the program, the space goes back to the CDC who will call from the waiting list to fill with the first eligible family. The sublet contract becomes null and void. The space does NOT automatically revert to the sublet contractor.

The above guidelines will be strictly adhered to by both the participants in the center as well as by all center staff.


REBECCA WHITE, GS-12, DAFC
Chief, Airman and Family Services Flight

CHILDCARE SPACE SUBLET PROGRAM
For Parents With a Space to Sublet

Parents may sublet their Child Development (CDC) program space to another eligible patron under the following guidelines.

1. Spaces may only be sublet to patrons eligible to use Force Support programs (i.e. military or DOD civilians). Family must be command sponsored.
2. Spaces may only be sublet to patrons who provide all the required enrollment documentation to the CDC program, including registration paperwork, two local emergency contacts, current immunization records, etc. If all documentation is not provided prior to the first day of sublet, the child will be refused care. The child subletting the space must meet the same age and developmental room requirements as the child of the owner of the space for the length of the subcontract.
3. Spaces may be leased for the week or day. The parent leasing the space must pay no more than the same rate as the owner of the space.
4. The owner of the space is responsible for paying all fees for the slot being sublet. It is the sole responsibility of the owner of the space to collect the amount agreed upon from the person subletting the space. No transactions involving money from the person subletting the space will be handled by the CDC.
5. The CDC will not become involved in any monetary disputes between parents. Both parties understand all negotiations and contracts will be strictly between the parents.
6. Both parties understand the CDC will only keep contracts after they have been completely filled out and signed by both parties. The CDC will not be responsible negotiating the contracts filled out or signed.
7. The fees due can either be paid by the owner of the space in advance or mailed in to the center. (NOTE – any fees not received by the payment suspense date will result in the established late fee per day as stated in the owners contract.)
8. The CDC will maintain a list of the owner of the space, the child subletting the space, the room the sublet space is in and the dates the subletting child will be in the center.

I wish to sublet my current child care space:

By the week from _____ to _____

By the day from _____ to _____

Child's Name: _____ Age: _____ Classroom: _____

I have read, fully understand, and agree to the terms under which I enter into a sublet agreement as explained above.

Parent's Name (Please Print) Signature Date

**CHILD CARE SPCE SUBLET PROGRAM
For Parents Who Have Sublet a Space**

I have sublet a Child Development Center (CDC) Program space under the following guidelines:

1. I am eligible to use Force Support programs (being either military, military retiree or DOD civilian) (please circle appropriate category). The child must also be command sponsored.
2. Prior to the first day of care, I will provide all the required enrollment documentation to the CDC program to include: registration paperwork, two local emergency contacts, current immunization records, and any other items specified by the program (see program desk staff to find out exactly what you will need). If the necessary items are not provided prior to the first day, the child will be refused care. My child meets the same age and room requirements as the child of the owner of this space.
3. I am leasing the space for the month, week, or day (please circle appropriate category). I am paying no more than the owner of the space pays in semi-monthly fees which is \$_____per semi-monthly. Care is limited to 10 hours a day, 5 days a week.
4. I understand the owner of the space will be responsible for all fees during the time of sublet and I will be responsible for paying the fees directly to the owner of the space.
5. I understand the CDC will not become involved in any monetary disputes between parents. I understand all negotiations and contracts will be strictly between the parents.____ (please initial)
6. I understand the CDC will only keep any contracts after they have been completely filled out and signed by both parties. The CDC will not be responsible negotiating the contracts.
7. The CDC will maintain a list with the name of the child subletting the space, the name of the owner of the space, the room the space is in, and the dates the subletting child will be in the center.
8. I understand that I must follow all CDC policies and procedures.
9. I understand that the space I am subletting does NOT revert to me when the owner withdraws his/her child. The space reverts back to the CDC and my contract becomes null and void.

I have sublet a child care space in Room _____ from _____
(Space Owner Family Name)

By the week from: _____ to _____
By the day from: _____ to _____

Child's name: _____ Age: ____ Birthday: _____
My duty phone is: _____ Home Phone is: _____

I have read, fully understand, and agree to the terms under which I enter into a sublet agreement as explained above.

Subcontracting Parent's Name (please print) _____ Signature _____ Date _____

Owning Parent's Name (please print) _____ Signature _____ Date _____

AVIANO CHILD DEVELOPMENT PROGRAM
Child Care Guidelines for Parents who Subcontract

Child's Name: _____

Age: _____ Birthday: _____ Sublet in Room: _____

Week(s) Day(s) in Care: _____ Fee: _____

1. **HOURS OF CARE:** Full time child care provides care to eligible children attending the Child Development Centers (CDC) for up to 10 hours per day, Monday through Friday, from 0630 to 1800 only. Unused full-time child care hours may not be used for evening, weekend, exercises, or the following week's care. Children may not be left in the CDC for more than ten hours per day. Any parent using more than ten hours of care in a day will be charge for the additional time at the hourly care rate until 1800. After 1800, additional late fees would be applied as described in paragraph 4 below.
2. **BASE RECALLS AND EXERCISES:** The CDC opens for base recalls and exercises at the discretion of the Installation Commander. The CDC will post extended hours of operation. The CDC does not open for all base exercises or individual squadron recalls. Parents may use extended hours during recalls and alerts only when they are unavailable to pick their child up due to military requirements of the exercise.
3. **PAYMENT OF FEES:** Payment for child care to the CDC during a period of sublet must be made by the owner of the space. The payment of fees to the owner of the space by the parent subletting the space is strictly between the owner of the space and the sublet parent. The CDC will not become involved in any monetary disputes between parents.
4. **LATE PICK-UP FEES:** A \$1.00 per minute fee will be charged after 1800 HOURS. CDC staff will first attempt to contact parents, and then the emergency contact. After one hour, the 1st Sgt or Security Forces will be notified and asked to remove the child from the CDC.
5. **ACCEPTANCE OF ILL CHILDREN:** The CDC will not accept sick children. This includes diarrhea, vomiting, matted or oozing eyes, and undiagnosed rashes, fever over 101 degrees oral, severe pain, or any other symptoms the CDC Director or designee feels may require medical care. This list is not inclusive of all illnesses. Children who become ill while attending the CDC must be picked up immediately once the parent is contacted. Failure to respond to notification of illness by the CDC could result in immediate contract termination. Children removed from the CDC with symptoms of contagion may not return to the program until they have been symptom free for 24 hours. Children must be well enough to participate in all CDC activities. The Director may also require removal of a child for signs of illness such as listlessness and inactivity.
6. **MEDICATION:** Only prescribed medications will be administered to children attending the CDC. Parents must provide the medication with the prescription label and complete and AF Form 1055. The AF Form 1055 must be initialed by the parent each day that medication is required. If the AF Form 1055 is incomplete or has not been initialed for the day, the medication will not be administered. This policy applies to all ingested (i.e. Tylenol, Dimetapp, antibiotic) and topical.