



**Los Angeles AFB Child Development Center
FAMILY AGREEMENT 2022-2023**

***In the case of a local/national emergency, business functions may be modified for the safety and health of the program and its stakeholders. Forms may be altered/changed once the CDC moves over to the CYPBMS System.**

Initial CARE:

The Military Child Care Act of 1989 (Public Law 101-089) requires that the Department of Defense establish uniform fees for child care based on total family income. Fees are used only to pay salaries of classroom program assistants and their training. The Child Development Center (CDC) weekly program offers a rate especially designed for eligible children (IAW DODI 6060.2 and AFI34-144) for services during normal hours of operation. The Child Development Center hours of operation are from 0630– 1800, Monday through Friday, unless otherwise directed. Parents will be required to pay for any extended hours of operation. We are closed on all Federal Holidays and designated Family Days (upon approval). Credit or refund will not be given for absences, holidays, vacations, illnesses, TDY's or activity closures.

Priority Placement and Supplanting: The Child Development Center follows waitlist policies and procedures put forth by Higher Headquarters and the MilitaryChildCare website. Upon enrollment your family was offered childcare based on the priority information provided on the waitlist application.

Effective 1 September 2020, the Department of Defense has implemented a change to the policy and child care priorities to ensure priority access to child care is available for military members.

Should a change occur with your family's priority status you are required to inform the center and update information as needed. Changes made to a priority may be subject to supplanting. When supplanting is necessary, families with the lowest priority and most recent placement date will be supplanted first. Please note, there is a required 45 day period before a current participant is actually supplanted by a higher priority participant. Families will be notified in writing if a child is to be supplanted from the program and the Community Child Care Coordinator will provide information about local child care options. Families who are supplanted may re-enroll on the waitlist through MilitaryChildCare.com with the most recent enrollment date as their request for care date. A request for exception may be submitted to the installation commander. **Additional information can be provided by the CDC Front Desk and Center Management.**

Accountability and Center/ Base Drills: Following AFI 34-144 para 13.12.1 the CDC requires parents to notify the program if children are not in attendance or running late by **0900**. The Child Development Center is required to monitor each child, parent, staff member, and visitor entering and exiting the center. It is the parent/designated guardians responsibility to sign their child(ren) in and out daily. AF Forms 1182 and 1930 require the child's first and last name, emergency contact information, and time of drop off and pickup be legible. In addition to accountability, AF Forms 1182 and 1930's are used in the case of an emergency. Throughout the year the CDC is required to participate in base drills/trainings such as: unannounced fire, earthquake, and shelter in place drills. Be advised, if you are in the CDC during a drill you are **REQUIRED** to participate and follow procedures as directed by the managing staff. Parents will not be allowed to sign in or out children while the drill is being conducted. Managers and staff will provide further instructions for drop-off and pick-up. Following policies and procedures during training drills will allow the CDC staff to pass and complete mission requirements. All participation and patience during these events are appreciated.

Initial PAYMENT AND FEES:

All fees are due in advance of care received. Child care fees are collected on the 1st and the 15th of the month using an automated system, Chase Paymentech. Accepted forms of payment are Visa or MasterCard. **Note that cash payments will not be accepted (i.e. money orders or personal checks).**

In the event any amount due under this agreement is not paid on the 1st or 15th of the month, a \$5.00 fee per family will apply for each day the payment is not received. Care will be suspended until the amount is paid in full. After one week of failing to make payment, disenrollment of your child may occur and unpaid fees will be sent to collections. Consistent trends of delinquent accounts will be reported to 61st Force Support Squadron Commander and may result in a request of disenrollment. Patrons are responsible for maintaining their own childcare fee records for income tax purposes. **CDC Tax ID # is 95-2558367.** Patrons must inform the CDC of any changes with their credit cards within 3 business days of the 1st or 15th. **Each DoD family, regardless of their income category, must provide income documentation. Families will no longer be permitted to automatically elect to enroll in the highest fee category. Failure to provide the required information will delay the processing and approval of child care services and could result in denial of child care services.**

Late Fees: All individuals (i.e. parents, children, and staff members) must exit the facility by 1800. **If pick-up surpasses 1800 a late fee will be applied after the first 10 minutes at \$2.00 for every 1 minute thereafter per child.** We suggest pick-up no later than 1750 to provide yourself with enough time to gather belongings and communicate with staff regarding your child. Security Forces will be contacted if we are unable to get a hold of a parent/ guardian by 1830. If a child exceeds more than 3 late pick-ups in a fiscal year, the CDC may request dis-enrollment of your child from the Air Base Group Commander.

Fee Calculation/ Waivers: Fees and charges are established under the Department of Defense (DoD) guidelines. Fees are subject to change annually upon authorization by the DoD. Fees for individual families are adjusted once yearly during the re-enrollment process. "The ABG may reduce a family's fees based on unusual financial circumstances, such as when a family's total income declines to a lower fee category." In the event of a financial hardship a family may submit a fee waiver request, which is reviewed and recommended or denied first by the Child and Youth Services Flight Chief, followed by the 61st Force Support Squadron Director with final determination made by the Air Base

Group Commander. **Additional information on fee waivers can be provided by the CDC Front Desk.**

Initial **REGISTRATION AND FISCAL YEAR RE-ENROLLMENT:**

Prior to your child's start date an enrollment packet was issued with the following forms: AF Form 1181, AF Form 2652, Medical Health Assessment (no other medical form will be accepted), additional consent forms covering policy and procedures regarding the facility, and a request to provide a copy of the child's immunizations reflecting the Flu vaccine if in season. To remain in compliance with AFI 34-144 re-enrollment is required annually for all families enrolled. Once the DOD releases the annual fee policy for this fiscal year both sponsor and spouse (if applicable) are required to prove Total Family Income (TFI) by providing a current LES/ PAY STUB/ Proof of Employment to determine **eligibility and fee category placement**. For households in which unmarried couples or pairs are living as a family, the total household income of the family unit will be used to determine TFI. DoD Child Development Program Policy defines Total Family Income (TFI) as, "the income of all adults who financially contribute to the welfare of the child." Failing to provide an LES and/or pay stub for eligibility and fee verification will result in disqualification of care.

Initial **VIDEO AND PHOTOGRAPHY:**

Closed Circuit Television Recording: The Child Development Center utilizes Closed Circuit Televisions (CCTVs) for the recording and monitoring of all children, staff, and visitors entering and exiting the facility for safety and accountability purposes. All CCTVs are located at the front desk and one in the center director's office, actively recording 24/7.

Media Photography: The Child Development Center prohibits videos, or digital images of children/youth participating in the program on personal cell phones or mobile devices/ cameras. All cameras used for photography are property of the Child Development Center and remain at the facility at all times. Parents are required to authorize the use of all photos captured at the CDC. The use of photos helps meet requirements for NAEYC Accreditation and Air Force Headquarters Inspection. In addition, it allows the CDC to share the opportunities offered for Military Members and Federal Employees. ****Please see the front desk for an exemption form if you do not wish to have photos taken of your child(ren).**

Current CDC Approved use of Media: Child Development Classrooms, Center Bulletin Boards, and the Los Angeles Air Force Base Magazine.

Initial **CLOTHING AND SUPPLY:**

Jewelry and hair clips are not encouraged to be worn at the CDC. The center is not responsible for any missing valuables. Necklaces and bracelets are not permitted in the center, they are considered strangulation items. Earrings, hoops, or studs are prohibited and are a choking hazard and a safety concern. **PLEASE KEEP ALL VALUABLES AT HOME.**

All children enrolled must have proper attire for indoor and outdoor activities when arriving to the CDC. This includes clothing that is accessible for children who are toilet training and are encouraged to use self-help skills.

Children who are not toilet trained must wear disposable diapers or pull-ups at all times. Be sure your child(ren) has an ample supply of diapers/ pull-ups and wipes to last the time you expect him/her to be in the center. If your child is toilet trained be sure to provide them with the appropriate amount of undergarments while at the center. Courtesy reminders are given when your child is running low on supply, **however it is the parent's responsibility to check their children's supply weekly to prevent care exclusion.** Please be sure to label your packs of diapers and wipes with your child's first and last name. **Parents will not be allowed to drop off without proper supplies.**

The following are minimum requirements in your child's cubby: **TWO SETS** of extra clothing (shirts, pants, and socks) and **1 PAIR** of extra shoes at all times in your child's classroom cubby. To prevent any safety mishaps all children one year and older, and walking babies must wear closed toed shoes. Children with flip flops and shoes that do not properly fit the child(ren) will be asked to bring in appropriate shoe wear or be picked up from the center. Check your child's clothing periodically to ensure items are appropriate size and seasonal weather. All children's belongings must be labeled before being brought to the center. We are **NOT** responsible for the loss of clothing or other personal items.

Classroom cubbies are provide to discourage the use of large bags and back-packs limiting the entry of NONPERMITTED personal items/toys inside the facility. It is the parent's responsibility to ensure their child's pockets are free of any items that may be a choking hazard to themselves or others (i.e. coins, rocks, candy, etc.).

Initial MEALS:

The Child Development Center is a peanut free facility. All outside food and drinks are prohibited from entering the facility. Per AFI 34-144 para. 8.1.5 Meals are only prepared by program staff or meals prepared at other on base food facility. The center provides all meals, snacks and two approved iron fortified infant formulas at no extra cost. Families with infants will receive a survey outlining formula selections and additional food options. Children may **NOT** remove food from the center (i.e. formula or solid food). Any uneaten food left in dishes must be discarded per the Air Force Child Development Programs Feeding Infants and Young Children Instructional Guide. It is the parents responsibility to ensure that their child(ren) is on time to receive meals. The CDC will **NOT** hold food past the designated meal times. To ensure the safety of our staff and children parents may be asked to sit with their child(ren) while they eat if the classroom has concluded meal time. **The food must meet USDA CACFP guidelines and coordination, its safe storage will be made with the installation Public Health office.** AFI 34-144 para 8.1.1. Requires the CDC administers the food program in accordance with the United States Department of Agriculture Child and Adult Care Food Program and Army Technical Bulletin (TB) MED 530/NAVMED P-5010-1/AFMAN 48-147 IP, *Tri-Service Food Code*, 1 March 2019, AFI 48-116, and local Public Health requirements. In addition para 8.1.2. States the Child Development Centers and School Age Care participates in the Child and Adult Care Food Program if it is available and sponsorship is not prohibited by state policies. Child Development Centers and School Age Care use the DoD standardized menus provided by AFSVC/SVPY.

U.S. Department of Agriculture Nondiscrimination Statement:

In accordance with federal civil law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in our administering USDA programs are prohibited from discriminating based on race, color national origin,

sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
 2. Fax: 202-690-7442
 3. Email: program.intake@usda.gov
- This institution is an equal opportunity provider.

Initial MEDICAL, RELIGIOUS, AND ALLERGY/SPECIAL NEEDS FORMS:

Immunizations: The CDC follows the American Pediatrics schedule for immunizations. Parents have 30 days from their child's enrollment date to provide the center with a copy of their immunization record. If your child(ren) are placed on a catch up schedule by their medical physician, a written letter and schedule of upcoming vaccines must be provided to the CDC to meet Public Health Inspection guidelines. If your child is **EXEMPT** from a vaccine, you are required to submit a medical note from your child's physician or clergy (i.e. Medical, religious, or personal preference). All catch-up schedules and exemption letters are reviewed and must be approved by Los Angeles Air Force Base Public Health. It is the responsibility of the sponsor or parent to maintain a current immunization record on file at all times. The annual influenza vaccine is considered "seasonal" and it is a required vaccine for all children enrolled 6 months or older at specific times notated by the base medical clinic. Care may be suspended by not providing a current immunization record or proper exemption documentation. Fees will continue to be charged until an immunization record or letter is received. Further guidance can be found in AFI 34-144 para 10.15 and 12.6.

Allergy, Religious, and Special Needs Forms: The Child Development Center posts a monthly allergy list in a centralized area located in the kitchen and each classroom to ensure children/youth are not exposed to foods or environmental contaminants that may be harmful to them (e.g. allergens or religious reasons). Parents must sign a statement of consent permitting the center to post their child/youth's allergy information (with or without pictures). Children/youth who have been identified with a food allergy or who are otherwise intolerant to specific foods will be offered nutritionally equivalent substitutes. Documentation to include food substitutions and an exposure response plan must be provided by the child/youth's health care provider or clergy and maintained on file. Following AFI 34-

144 Ch. 16 for children with special needs the Child Development Center provides accommodations to support inclusion and participation of children or youth with disabilities. Children with special needs must have their documentation reviewed and approved by the facility manager, training & curriculum specialist, and an inclusion action team prior to attendance in the center. It may take up to 30 days for an inclusion action team to convene once all paperwork is submitted on behalf of the parents and medical physicians. **Your child(ren)'s safety is our first priority, therefore children without proper documentation on file are not permitted to attend.**

Initial MEDICATION:

Prescription and over the counter medication, with proper medical physician documentation, may only be given with parent permission. An AF Form 1055, titled Youth Flight Medication Permission, will be used to track the distribution of medication given to the child as printed on the medication RX label or medical emergency action plan approved by a medical physician (e.g. allergy medication). Parents are responsible for administering the first dose of medication. Medication may be administered by CDC staff in a 10-hour day of care as instructed by the AFI 34-144 para. 7.10.6.1-3:

- One time for medication that is administered three times a day.
- Twice a day if medication is administered four times a day.
- Medication administered one or two times a day is not administered except for time sensitive medications. This requirement does not apply for children in extended care.

Initial TOPICAL OINTMENTS:

Items provided by the CDC: Sunscreen (Banana Boat Kids Sport SPF 50) and hand sanitizer. Only sunscreens and hand sanitizers are approved by the CYP Medical Advisory and purchased by the CYP. Topical ointments will be applied or used on children/ youth if needed. Any exception to the approved and purchased sunscreens and hand sanitizers must be accompanied with a detailed note signed by a health care provider, AF Form 1055, and updated annually. Note: Items provided by the CDC follow age appropriate usage.

Items provided by parents: Hand lotions, lip balms, and non-prescribed diaper creams. Items will be provided by the parent/guardian and be clearly labeled with the child's first and last name and expiration date.

Parents/Guardians must sign annually to authorize the application of approved topical ointments provided by the center and from home. **All ointments provided by parents are subject to review and approval.**

Initial ILLNESS AND BEHAVIOR:

Illness: AFI 34-144 para. 7.7 Children or youth are screened at entry and during care for signs of illness. Sick children or youth may not be accepted when ill (i.e. fever, vomiting, diarrhea, discharge from eyes, or acting lethargic). Children or youth are accepted only when their presence no longer impacts the health of other children as confirmed by their health care provider. The child development center follows guidelines put forth by the American Academy of Pediatrics Managing Infectious Disease in

Child Care and School Setting of exclusion and readmission. The parent information bulletin board provides daily postings of any illness exposures that may have occurred and information on the exposure. Children sent home will receive a health policy providing details on their condition and the centers readmission policy.

Behavior Plans: AFI 34-144 para. 15.8 Children that exhibit challenging behaviors that put themselves and others at risk will be placed on a development behavior plan. The CDC will provided positive guidance and strategies that will encourage positive behavior and attempt to reduce the need for conflict. Parents/ guardians will be required to attend conferences throughout the behavioral plan process with the center management, staff, and Training & Curriculum Specialist to support the child in need. **Plans may be reviewed by an inclusion action team.**

Initial _____ SUBLET/RENTAL CDC SPACE:

AFI 34-144 para. 9.4.10 Parents have the option of subletting or renting their space. Weekly payments are required and no profit may be made on the space. Parents must notify the front desk of intentions to sublet their child’s spot a minimum of one week prior to the intended rental start date. **Rental agreements packets are available at the front desk upon request.**

Initial _____ CANCELLATION OF AGREEMENT:

This agreement is valid for the posted fiscal year and serves to guarantee a reserved spot for your child is available at the LA Air Force Base Child Development Center. The voidance of this agreement can only be canceled by the sponsor or spouse listed on AF Form 1181, or the Child Development Center. Failure to follow the child development programs rules and policies, exhibit inappropriate guidance techniques while at the center, use of inappropriate demeanor or language, continued payment declines and tardiness picking up, may result in disenrollment immediately at the Air Base Group Commander’s discretion. To cancel your agreement, a minimum of **TWO-WEEKS WRITTEN AND PAID NOTIFICATION IS REQUIRED (i.e. email is acceptable).** Note, once you submit your withdrawal notice and your space has been offered to another family we cannot extend your stay.

By signing below I have read and understand the above conditions. I also have received a copy of this agreement on today’s date. I am informed that the Child Development Center Handbook is available digitally at <https://www.lafss.com/cdc/>. Additional information about the Child Development center and Child and Youth Programs can also be found on the website provided.

Sponsors Signature

Child’s Name

Spouse Signature (if applicable)

Child’s Date of Birth

Date

PAYMENTSCHEDULE: (mark one) Bi-weekly (1st/ 15th): _____ Monthly (1st of Month): _____

FEES AND CHARGES: (To be completed by CDC office staff)

Fee Category: _____ Weekly rate: \$_____

Child's Start Date: _____ Child's End Date: _____

Administrations Signature: _____ Date: _____