

Child Development Program Agreement FY07

1. **Hours of Attendance:** My child will be attending the Child Development Program from _____ to _____. (not to exceed 10 hours)

2. **Care:** The Child Development Program offers care between the hours of 0630 through 1730, Monday through Friday. Each child is authorized up to 10 hours of care per day, unless the Mission Support Group commander has granted a waiver to the individual family because the parent is in school or works longer shifts. Requests for permission to exceed the ten hour limit must be submitted in writing to the center Director. If approval is granted, the hourly rate will be charged according to the patron's fee category. Parents will be charged for all care over 50 hours a week.

3. **Payment of Fees:** Program fees are based on total family income. Fees may be paid weekly, bi-monthly or monthly (**please circle your payment choice**). Patrons can pay fees by check, cash, money order, credit or debit card (Visa or MasterCard). Payments will not be taken over the phone. Checks will not be accepted without personal information as required by AFI 34-212 paragraphs 4.16.3 Patrons are reminded that they are responsible for keeping personal records of childcare fees for tax purposes. The Child Development Program will not be responsible for providing tax information at the end of the year. Category fees are set annually. Fee adjustments or hardship waivers are approved by either the Mission Support Group Commander or Services Commander. All requests must be in writing to the Center Director. Request for a reduction of fees, if approved, will not be retroactive.

4. **Late Fees:** A new directive from Air Force requires families utilizing the Family Member Program Facilities, to provide a credit card number. In the event that you do not make payment on your account by the close of business on the second business day of the week the credit card on file will be charged for the full amount owed. If for any reason the back up payment authorization can not be used parents will be notified and assessed a \$10.00 late fee PER DAY up to the 3rd working day of the week. After that time care will be denied. For example: If payment is due on Friday, parents have until close of business Monday to make payment. If payment is not received their credit card authorization will be used. If for some reason late payment authorization could not be used a late fee of \$10.00 will be assessed on Tuesday and Wednesday. If payment is not received by Thursday, care will be denied. Fees not received in accordance with the above schedule could result in the patron's child(ren) being terminated from the program. The Child Development Center closes at 1730 daily. After the hour of 1730, parents will be charged a late fee of \$1.00 per minute, per child

5. **Vacation:** Those parents choosing to annualize fees will receive 10 days of vacation time per fiscal year. The vacation year runs from 1 November 2006 until 30 September 2007. Children must be enrolled in the program for at least 60 days before utilizing vacation days. Vacation days may not be used in conjunction with 2 week notice of withdrawal. For those withdrawing from the program within 30 days after vacation days have been used will be liable for paying the vacation days used (exceptions may be made at the discretion of the director) Annualized fees are not available to parents enrolling after 15 June 06.

6. **Termination:**
 - a. All patrons must give a written 2-week notice when care is terminated.

b. For the Child Development Centers, as of 30 days from _____ child care will be terminated unless spouse has obtained full-time employment (i.e. at least 32 hours per week) outside the home. Spouses enrolled in school full-time (at least 12 undergraduate credit hours or 9 graduate credit hours) are considered employed as long as they show proof of enrollment. Once employment has been obtained, combined family income based on pay statements will be used to determine fee category. A new DD Form 2652 will be required at this time. _____(Initial)

7. **Holidays/Family Days:** The Child Development Program will be closed on all Federal Holidays. Fees remain the same when there is a Federal Holiday. Child Development facilities will provide care to working parents on Family Days and down days. If parents need personal care on those days, hourly care will be provided on a space available basis.

8. **Revisions:** The Child Development Program may modify any portion of this contract, in writing, at anytime. Patrons have 3 duty days to accept the agreement as modified. Either party may cancel this agreement with 2 weeks written notice. The two-week notice will include the 3 duty day acceptance period.

9. **Parent Handbook:** You will be provided a copy of the parent handbook and are highly encouraged to review the parent handbook fore additional information about our program.

I have read and understand the above conditions of the Child Development Program Agreement and am choosing to enroll my child(ren), _____ with the effective start date of _____. I agree to the fee rate indicated on the most current DD Form 2652. This program agreement is valid from date of signature to 30 September 2007. I have also received a copy of the 06-07 parent handbook.

Patron's Signature

Date

Center Representative

Date