



**Hurlburt Field
School Age Program
Parent Agreement Contract for School Year/Summer 2009-2010**

_____ 1. **PURPOSE:** The purpose of the School Age Program (SAP) is to provide planned activities and field trips that are age appropriate, educational and entertaining for youth needing care before & after school or when school is not in session according to the Okaloosa/Santa Rosa County school Calendar. This contract is provided to explain the procedures and scope of the SAP during the 2009-2010 school year.

_____ 2. **ELIGIBILITY PRIORITY:** Sponsored family members of active duty and/or DOD civilians are eligible for enrollment. Children must be currently enrolled in Santa Rosa or Okaloosa County Schools to attend to program.

_____ 3. **ENROLLMENT PRIORITY:** Priority will be given according to Priorities for Use for Child Development and School Age Programs policy letter (2 Apr 07). Parents must notify the CDC or SAP when their employment or student status changes. The enrollment of children in families where the spouse is no longer employed/full-time student will be terminated within 30 days of change in status if there is a waiting list of higher priority patrons for that child's age group. If there is no waiting list, the slot may be retained until a waiting list patron with higher priority requests care. In such instances, a two-week notice will be given when the slot must be relinquished. If a spouse is not employed or a full-time student during the time of registration, it is mandatory that within 30 days of the spouse's new employment or full time student status, documentation must be provided to the program (NOTE: for employment status change, fees will be recalculated to include both incomes).

_____ 4. **FEE INFORMATION:** The Military Child Care Act of 1989 (Public Law 1809, Section 1504) requires that the Department of Defense (DOD) establish uniform fees for childcare based upon total family income. Parents enrolling their child in contract care are required to bring the current month's copy of their sponsor's Leave and Earnings Statement (LES) and a current month's copy of the spouse's pay statement to verify total family income, whether taxable or not. Total Family Income is defined as wages, retirement pay, salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowance and subsistence allowances and in-kind quarters and subsistence received by military member and special duty pay for services. Quarters allowances mean the Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS) received by military personnel (with respect to grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military bases.

_____ a. Fees are determined by completion of DD Form 2652 and are based on a sliding scale. There will be no credit or refunds given for illness, down days, inclement weather, disciplinary suspension, emergency closing, and federal holidays or days parents choose not to bring their child to the program.

_____ b. All fees are due in advance. Weekly fees and recreational activities/field trip fees are due NLT Monday close of business of the week of care. Fees will not be considered paid in full if recreational activities/field trip fees have not been paid. A late fee of \$10.00 per child each day will be assessed on payments received after Monday. If all fees are not paid by Tuesday of the week they are due, the credit card on file will be charged with attached late fee. The child will not be accepted into the program the following week and parents will still be responsible for paying for services rendered if the charge has been denied. Continual lateness in paying fees in advance could result in termination of this contract. Cash payments will be accepted at the front desk until 1730 (5:30 pm). Credit card payments must be at the SAP site. A receipt of verification of payment will be issued within three working days. Cash registers close daily at 1730 (5:30 pm).

_____ c. Late Pick-up Fees: Parents of children left after closing time (1730 hrs.) will be assessed a late fee pick-up charge of \$1.00 per child for each minute after closing time. The program will notify the sponsor's supervisor to pick up the child if the child has not been picked up within a reasonable amount of time or if the parent/emergency contact cannot be reached by phone. After one hour, ISOS Security Forces Squadron will be notified to pick-up the child. The program reserves the right to suspend services to those parents who are continually late picking up their children.

_____ d. Fees are posted on the parent information board and are available at the front desk.

_____ 5. **CREDITS/REFUNDS:** Credit will be given for natural disasters only as determined by the Services Squadron Commander. Days/hours missed or partial attendance will not be prorated, nor will weeks in which holidays occur. For emergency leave or deployment that would take your child away from the program suddenly, a copy of the order/leave verification must be provided to the program. You are still responsible for making your weekly payment on time. Emergencies and special circumstances for waiver or partial/full refund will be considered on a case-by-case basis. Failure to provide verification will result in automatic financial responsibility for the full amount of care even if the child did not attend during this time. There is no credit or reduction for TDY. Front desk staff is not authorized to refund from the cash register. If a refund is granted, credit cards will be credited or a check request/electronic transfer will be initiated. Submit original receipt and a check will be sent to you within 5 working days.

_____ 6. **DAILY TEN-HOUR CHILDCARE LIMIT:** The contract fee is based upon ten hours per day, five days a week. Care of children beyond ten hours per day is not authorized except during readiness exercises and real world emergencies. Parents routinely needing to exceed the 10-hour rule should apply for a waiver through the Mission Support Group Commander. Waiver request formats are available at the front desk. If approved, fees will be charged at the hourly rate for the family's category for each additional hour or part thereof if it exceeds the 50 hours per week. Parents who do not have an approved waiver will be charged the hourly fee of \$4.00 per hour per child in excess of the 50 hours per week.

_____ 7. **PROGRAM OPTIONS:** When school is in session, the program is closed and care will not be available, even if parents want their child to remain out of school that day. When school is not in session, the following options are available:

Before School Care Only – Children may be in care from opening until departure to school (time varies depending on the school).

After School Care Only – Children may be in care after school (time varies depending on the school) until closing.

Before and After School Care – Children may be in care from opening until departure to school and from after school until closing.

Full Days Out – Children may be in care for days that school is not in session or in session for ½ day. Regular weekly fees are still charged to all patrons for that week. For patrons who opt to utilize the additional, available care on these ½ or full days, extra charges will be incurred at the nominal rates outlined on the *Hurlburt Airman and Family Services Fees* chart. Parents are required to notify the front desk staff of child care hours needed on days out of school.

Vacation Camps – Parents will be responsible for paying for all weeks during the entire school year (to include winter and spring break weeks) to hold your slot regardless of whether your child attends the camp weeks or not. You will be required to pay a \$20.00 deposit toward the vacation camp. This will go toward your full time rate for those weeks. If your child does attend during the winter and spring full day camps, you will be required to pay the full day rate as outlined on the *Hurlburt Family Member Programs Fees* chart. Otherwise, you will just pay your regular weekly rates (before, before and after, or after) to maintain your slot.

Summer Camp – Summer camp is offered to families according to the Santa Rosa and Okaloosa school calendar. A separate registration/sign-up will be conducted for summer camp, and a new contract will be filled out prior to registration for summer.

Patrons already enrolled in the school-age program on a regular basis will be given priority for early enrollment into summer camp. Parents who do not enroll their child into camp will not lose their slot for before and after school care the following year; however, once the summer camp registration period ends, their summer slot is offered to patrons on the waiting list and is no longer available.

_____ 8. **HOURS OF OPERATION:** The School Age Program is open for operation from 0615-1730 and closed on Saturdays, Sundays and Federal Holidays. Fees will not be prorated on these days and credits are given for added Federal holidays in the incident that additional holidays are declared by the President of the United States. In addition, the program will be closed on **27 November 2009, 24 and 31 December 2009** as well as any days the base closes due to weather conditions as designated by the Wing Commander. The program follows the Okaloosa and Santa Rosa County School Calendar. Children attending private schools have different closure dates. Parents will have to make other arrangements for care if programs do not coincide with each other.

_____ 9. **ADMISSION PROCEDURES:** The following documents are required to be completed and on file prior to attendance:

AF Form 1181 – Registration Form, all required information must be reviewed and current emergency contact (someone other than parents) must be provided. Any changes in information must be updated immediately. Please pay special attention to completing the section entitled SPECIAL NEEDS CARE/CHRONIC ILLNESSES/ALLERGIES (ask the front desk or supervisor if you need any clarification).

Special Needs Information – Children with special needs will need to complete additional paperwork to ensure the program is meeting the child’s needs. This paperwork may include documentation from the child’s medical provider or special educator. The individuals who have special needs might be a child on an individual education plan (IEP), with severe asthma, experiencing a speech delay, or other various types of developmental, physical or medical issues which might be necessary for the program to know in order to support your child throughout the summer.

CC Authorization- In order for your child to be enrolled in summer camp a credit card authorization is required to be on file. This paperwork is locked daily and used in the event payment is not received for services rendered.

DD Form 2652 – Application for DoD Child Care Fees. All required information must be provided for new patrons. Those families whose category may have changed during the school year may ask for guidance on fee reduction waivers at the front desk.

Dependent Care Form – AF Form 357 is for all single and dual military families. This form must be completely filled out prior to the first week of care. If sponsor serves in another branch of service the equivalent documentation is required. Failure to comply with policy will result in termination of care.

School Age Programs Summer Contract – Contract must be on file with parent’s initials and sponsor’s signature.

Signature for sign in/out waiver – Parents must completely fill out the 10 and up waiver form for children to sign themselves in and out of the program. This form is especially important if they are attending summer school.

_____ 10. **SIGN IN/OUT PROCEDURES:** The AF Form 1930 must be signed in the classroom or with program assistant by an authorized individual each day as the child enters and/or leaves the program. The person signing in/out the child must be listed on AF Form 1181 and must present proper identification upon request. Only person’s 14 years of age or older are allowed to sign other children in/out of program. Children must be 10 years of age and have written consent from a parent/guardian to sign themselves in/out of the program. Once they are signed out they must have a designated place to go where the parent assumes the responsibility of the child. There will not be return privileges when a child signs themselves out for that particular day. A form giving such consent may be obtained at the front desk or the parent may submit a more detailed permission slip. Due to safety and accountability reasons, children signing themselves in/out of the program may not remain on the premises.

_____ 11. **PROGRAM PARTICIPATION:** Children are offered outdoor play opportunities on a daily basis. Field trips are also a component of the school year program and will be taken at various times throughout the school year. Departure and arrival times will be posted prior to field trips. Parents/guardians give permission for field trips on AF Form 1181. Parents who do not wish for their child to accompany the group on the field trip are responsible for finding alternate care during this time and must pick up their child from the program PRIOR to departure for the field trip. The program will not be responsible for additional costs of alternate care, and fees will not be refunded or pro-rated in such instances. If parents have not arrived prior to trip departure or notified the program they are running late, children will be taken on the field trip.

_____ 12. **HIGH RISK ACTIVITIES:** An adequate number of staff must always be present to protect children’s health and safety, ensure children have opportunities to interact with adults, and receive proper care in order to participate in developmental activities. The adult to child ratio for children ages 5-12 years old is 1:12. Ratios for high-risk activities are lower, varying according to the nature of the activities. The adult leader will give safety instructions specific to the activity.

_____ 13. **ABSENCES:** Please plan appointments, etc., well in advance and inform the SAP Coordinator, site lead, or front desk by 0730 or 1300 if your child will not be attending either the A.M. or P.M. programs.

_____ 14. **HEALTH AND HYGIENE:** The program will not accept children into care who are exhibiting signs of illness in accordance with the *Hurlburt Field Family Member Program Medical Exclusion/Inclusion* policy. The child must be picked up within one hour from the time the parent is called. Parents unable to pick up the child within that time will need to make alternate arrangements to have the child picked up from the program within the required time frame. Children sent home for illness may return in accordance with *Hurlburt Family Member Programs Medical Exclusion/Inclusion* policy. If your child does not feel well enough to participate in program activities, the child should stay home until they are able to partake in activities. Good health and hygiene practices must be observed to protect the children participating in the program. To reduce the spread of germs, children are encouraged to wash their hands often. If you would like your child to brush his/her teeth after meals, send a toothbrush in a toothbrush holder and toothpaste. Both items must be permanently labeled and kept in the child’s cubby.

_____ 15. **MEDICATION:** Only task certified staff members will administer medication. Parents will be required to complete AF Form 1055 daily, indicating when medications are to be administered. Medications will not be administered if the AF Form 1055 has not been initialed for that day. Medications accepted on an “as needed” basis require the daily authorization from parents in the event the medication should need to be given. If authorization has not been given, the parent will be phoned to receive authorization and it will be annotated on the AF Form 1055. If the parent cannot be reached, the child’s medical provider will be contacted. All medications must be in the original container, have the following information on the prescription label: name of physician, date filled, prescription number (except for meds from the ER), child’s name, dosage amount and frequency, ending date (ex: use for 10 days or until completed). Prescriptions must be current. An annual AF Form 1055 may be completed for an epi-pen, sunscreen, and lip balm and hand lotion.

_____ 16. **DRESS CODE:** Due to safety reasons, children are not permitted to wear open-toe, sandal-type, Crocs, or slide-in shoes to the program. Washable play clothes are recommended. Spaghetti strap or halter-style tank tops or strapless shirts are prohibited. A change of clothes, to include undergarments in case of accidents, is also recommended and may be kept in the child’s locker. *All items must be marked with your child’s first and last name in permanent ink.*

_____ 17. **PERSONAL ITEMS:** We discourage youth from carrying valuables, including large amounts of money or other personal belongings such as cell phones. While we make every effort to ensure each child leaves any location with all their belongings, some things are inevitably left behind. Labeling items helps when returning them to owners. *The program is not responsible for lost or stolen clothing, personal items or money.*

_____ 18. **ACCIDENTS:** Accidents will be reported on AF Form 1187, Youth Flight Accident Report. Parents will be required to read and sign the report. Depending on the nature of the accident, parents may be given a courtesy call regarding the accident.

_____ 19. **GUIDANCE:** Parents of children exhibiting unsafe or harmful behaviors may be called and asked to remove the child from the program. In some instances, children may not be permitted back the following day. Repeated behaviors that jeopardize the safety of your child, other children or staff may result in your child being temporarily suspended from the program or require that your family seek additional, specialized support services. Should your child continue to exhibit harmful or unsafe behaviors while on the plan, and/or the coordinator determines your child would be more successful in a different environment; your contract may be terminated with minimal notice. If your child has been suspended from the program, you are responsible for finding alternate care during that time. The program maintains a list of Family Child Care providers and will use this to assist you in finding alternate child care arrangements for that time. Refunds are not granted for disciplinary suspensions. For more information on guidance, please refer to the SAP Guidance Policy. Your support and reinforcement of safe behaviors will help staff and your child experience a more enjoyable, safe and rewarding time!

_____ 20. **PHOTO RELEASE:** I hereby give permission for my child to be video taped/photographed while participating in the SAP. I understand that any pictures/videos may be used in a specific reference to the SAP for training, promotion, publicity, or recognition of the program.

_____ 21. **MEALS:** During regular school days, children will be served breakfast and snack. On full days out, the program provides breakfast, lunch, snack, and an evening snack (replaced with dinner during base exercises). Meals are balanced, healthy and hot. Menus are posted and changes may occur due to non-availability of items. Meal service times are provided on the parent board. Please reference times your child has meal service to avoid missing food periods. All children will be served food according to the menu unless a physician’s statement has been provided indicating dietary restrictions, appropriate substitutions, and length of special diet. Alternative food items will be served for children with special dietary requirements as certified by a medical professional. If the program cannot purchase special diet items through normal channels, parents will be required to bring in the items, which must be cleared through medical professionals. **Please do not send children to the program with food as no outside food may be brought into the program.** Parents will be asked to take the child outside the program to eat any food items brought from outside the program.

_____ 22. **TRANSPORTATION AGREEMENT:** I hereby give permission to SAP staff to transport my child to and from the program locations and for field trips. .

_____ 23. **CANCELLATION POLICY:** A two-week written notice is required if a child withdraws from the SAP. Termination notices are available at the front desk. Failure to provide the required two-week notice will result in a charge for two weeks payment even if the child does not attend the program during such time.

_____ 24. **INFORMATION UPDATES:** Patrons must ensure that the program is informed of any changes in address, phone number, employment location, emergency contact or changes in family status that affect the child’s well being. If the changes are not annotated, the sponsor’s supervisor will be notified in the case of an emergency.

_____ 25. **HURRICANE CONDITIONS:** For the safety of the children and the staff, and per Hurlburt Field Hurricane policies, the SAP will be opened until instructed by the Wing Commander. When Storm Watch (SW) is announced, the SAP will re-open not later than 2 hours after the announcement. Please stay tuned to Local television and Radio channels for any announcements concerning the program.

_____ 26. **SCHOOL YEAR 2009-2010 CONTRACT:** This contract supersedes all other contracts and will be valid until 23 August 2010.

I have read initialed and understand this contract and agree to abide by all conditions and restrictions above. I further acknowledge that I have read and been provided a copy of the School-Age Program Guidance Policy. Failure to comply with the terms of this agreement and/or the guidance policy could result in termination of this contract.

Sponsor Signature/Date

Spouse Signature/Date

Sponsor Squadron or Organization

Program Representative Signature/Date

First Shirt/Supervisor Name and Number

Sponsor Email Address

Child Name

Category

Weekly Fee

Please select your choice for care by circling below:

Before Only

After Only

Before and After

*Hurlburt Field School-Age Programs
A Positive Place for Kids!*