

**Hurlburt Field  
School Age Care (SAC)  
Parent Agreement Contract for School Year (SY) 2019-2020**

Please select your choice for care by circling below:

**Before Only**

**After Only**

**Before and After**

School your child will be attending: \_\_\_\_\_

\_\_\_\_\_ 1. **PURPOSE:** The purpose of the School Age Care (SAC) is to provide planned activities and field trips that are appropriate, educational and engaging 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 SAC during the 2019-2020 SY.

\_\_\_\_\_ 2. **ADMISSION PROCEDURES:** The following documents are required to be completed and on file prior to attendance:

*Requests for Care are made through Militarychildcare.com* – A DoD online website designed to search for child and youth care options through a single website worldwide. Militarychildcare.com or MCC is available to all DoD eligible families.

*Initial Special Needs Questionnaire*- Completed by Sponsor to ensure the program can reasonably accommodate your child/youth's needs.

*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 a supervisor if you need any clarification). *In addition Immunization Records* - all children enrolled must be current on all immunizations as required by the Center of Disease Control and Air Force immunization requirements to include the annual influenza vaccine.

*CC Authorization*- In order for your child to be enrolled in the school age program a credit card authorization is required to be on file. All fees will be electronically processed through Orbital. Patrons may choose to have payments processed weekly, bi-weekly, bi-monthly, or monthly and are due in advance.

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

*Parent Orientation* – Parent will be scheduled for a **mandatory** orientation upon registration approval. The orientation provides parents the opportunity to meet the Youth Program team and ask any questions they may have.

\_\_\_\_\_ 3. **ELIGIBILITY PRIORITY:** Sponsored family members of active duty, **combat related wounded warriors, child development direct care staff**, and/or DOD civilians, and contractors are eligible for enrollment. Federal employees for non-DoD agencies and military retirees are eligible for enrollment based on space availability. Children must be currently enrolled in Santa Rosa or Okaloosa County Schools to attend to program.

\_\_\_\_\_ 4. **ENROLLMENT PRIORITY:** Priority will be given IAW DoDI 6060.02, AFI 34-144 and local policy as designated by 1 SOMSG/CC. Parents must notify the SAC 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 thirty day notice will be given when the slot must be relinquished.

\_\_\_\_\_a. There will be a two week trial period for all new enrollments. **Start date of Okaloosa County and Santa Rosa County 12 Aug 2019.** This trial period will allow both the SAP and the parent/child to adjust to the program. Either party may terminate care within the two-week trial period.

\_\_\_\_\_5. **LEGAL CUSTODY:** In the event of a custodial disagreement, School Age Care Staff can only deny access to a child from their guardian if a Court order is on file. It is in the best interest of the youth to resolve of these conflicts prior to program attendance.

\_\_\_\_\_6. **SPECIAL NEEDS:** Children identified with special needs will need to complete additional paperwork to ensure the program is meeting the child's needs. **\*\*This additional paperwork must be completed prior to enrollment.** This paperwork may include documentation from the child's medical provider or special educator. A Child and Youth Inclusion Action Team comprised of a multidisciplinary group of professionals meet as needed to assess reasonable accommodations for children/youth will identified developmental and/or medical requirements. Please notify front desk staff of any special needs so they can provide you with the necessary forms.

\_\_\_\_\_7. **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. IAW Resource Management Decision 7001A dated August 2014, all contractors in Category 9 who receive any care in the youth programs will NOT receive any childcare fee assistance and will not receive any discount for multiple children enrollment. Parents enrolling their child in contract care are required to bring the current month's copy of 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 (TFI) is defined as wages, salaries, tips, special duty pay (flight, active duty demo, and sea pay) active duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or pension income including SSI paid to the spouse and VA benefits paid to the surviving spouse before deductions for taxes listed on the member's most recent LES. TFI calculations must also include quarter's subsistence (BAH) and other allowances appropriate for the ranks and status of military or civilian personnel whether received in cash or in-kind. TFI includes the income of all adults living in the household as a family.

\_\_\_\_\_ 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. A 10% discount is given to any additional children enrolled after the first child. Children must be enrolled in CDC, FCC or SAC Programs on Hurlburt Field for discount to apply.

\_\_\_\_\_ b. All fees will be electronically processed through Orbital. Patrons may choose to have payments processed weekly, bi-weekly, bi-monthly, or monthly and are due in advance. Payments will be processed on the first business day of each week, and on the 2<sup>nd</sup> and 16<sup>th</sup> of each month. If payment is unable to process, you will be notified and will have the opportunity to resolve issue without loss of child care privileges. If issues are not resolved **your** child will not be accepted into the program the following week and parents will still remain responsible for paying for services rendered if the charge has been declined.

\_\_\_\_\_ c. Late Pick-up Fees: **Parents of children left after closing time (1800 hrs.) will be assessed a late pick-up charge of \$2.00 per child per minute after 15 minutes past 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 thirty minutes, 1SOS 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. If we are open for extended hours before 0600 or after 1800 additional fees may apply. Extended hours would only be during extreme circumstances if Family Child Care was not able to support the need.

\_\_\_\_\_8. **CREDITS/REFUNDS:** Credit will be given for natural disasters only as determined by the Force Support 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.

\_\_\_\_\_9. **PROGRAM OPTIONS:** All request for care are made through militarychildcare.com. 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 public schools are 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 Family Services Fees* chart. **Any surveyed half day or full day out that a parent marks “yes” the child will be attending the Youth Center and do not attend you will be charged for the half day or full day fee.** Parents are required to “notify” the front desk staff of child care hours needed on school closure days.

Early Release Fees- Parents will be charged an additional fee for days when the Okaloosa and Santa Rosa School have an early release.

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. If your child does attend the other winter and spring full day vacation camps, you will be required to request for care through militarychildcare.com, in addition to pay the full day rate as outlined on the *Hurlburt Child and Youth Program Services Fee* chart; otherwise you will pay your normal weekly rate for those weeks. Due to staffing if you request for vacation days (down days, safety days) and weeks such as (Christmas, Thanksgiving, & Spring Break) and you request for care and do not attend you will be charged for those full price days.

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. Parents may sign up for any number of weeks. For the summer your child will be issued a camp field trip shirt on the day of their first field trip, parents please insure your child keeps up with their one shirt issued. Youth are to wear their field trip shirt on every scheduled field trip day, if youth does not they will not be permitted to go on the field trip. All parents must pay a **non-refundable/non transferable \$10.00** fee for each week they sign up for, no exceptions. This deposit will go toward your weekly payment. In addition all parents must give a **two weeks** written notice if your child is not going to attend the weeks reserved. Failure to give notice will result in parents having to pay for the weeks reserved. ***Per DoDI 6060.2, children must have completed a full day kindergarten program to be eligible to attend our summer camp.***

Patrons already enrolled in the school-age program on a regular basis will be given priority for early enrollment into summer camp. All requesting weeks will be made through militarychildcare.com.

**10. HOURS OF OPERATION:** The SAC Program is open for operation from 0600-1800 and closed on Saturdays, Sundays and all 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 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 are highly encouraged to make other arrangements for care if programs do not coincide with each other.**

**Scheduled Closures:**

2 September 19	28-29 November 19	20 January 20
14 October 19	25 December 19	17 February 20
11 November 19	1 January 20	25 May 20

We may also experience closures 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 one another.

**11. SIGN IN/OUT PROCEDURES:** The AF Form 1930 must be signed 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 9 years of age and have a signed release form to have staff sign children out to the designated youth program affiliated activities determined by parents. A form giving such consent may be obtained at the front desk.

**12. 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. Due to our ratios, if a child refuses to go on a trip the parent will be required to pick up the child while their group**

**is out.** 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 the child will miss the scheduled trip.

\_\_\_\_\_ 13. **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.

\_\_\_\_\_ 14. **ABSENCES:** **Parents will need to call School Age Care program (e.g., SAC Coordinator, site lead, or front desk) by their child's bus departure time; if your child will not be attending the a.m./p.m. programs.**

\_\_\_\_\_ 15. **HEALTH AND HYGIENE:** SAC follows the current version of Managing Infectious Diseases in Child Care and Schools for exclusion of youth and readmission into the program. For the protection of your youth and the other youth in our program, we need the cooperation of all parents to ensure that communicable diseases are not brought into our program. Youths exhibiting signs of or having contagious diseases will not be allowed to participate in the program. A Youth may be readmitted to the program, only when their presence will not endanger the health of other people. 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. 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.

\_\_\_\_\_ 16. **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 accepted on an "as needed" basis require an annual 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. All medications must be in the original container and 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.

\_\_\_\_\_ 17. **DRESS CODE:** Due to safety reasons, children are not permitted to wear open-toe, sandal-type 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 are the responsibility of the parents and may be kept in the child's locker. Parents are also responsible for furnishing appropriate swimwear to include water shoes for water activities. *All items must be marked with your child's first and last name in permanent ink.*

\_\_\_\_\_ 18. **PERSONAL ITEMS:** Toys and valuables are not permitted, including large amounts of money or other personal belongings such as cell phones and other electronic devices. 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.*

\_\_\_\_\_ 19. **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.

\_\_\_\_\_ 20. **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 SAC Guidance Policy. Your support and reinforcement of safe behaviors will help staff and your child experience a more enjoyable, safe and rewarding time!

\_\_\_\_\_ 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 afternoon snack. 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. **CANCELLATION POLICY: A two-week written notice is required if a child withdraws from the SAC program.** 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. Terminations/suspension of enrollment may apply for non-payment, child/youth unable to adjust to program environment, parent failure to comply with program policy.

\_\_\_\_\_ 23. **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.

\_\_\_\_\_ 24. **HURRICANE/EMERGENCY CONDITIONS:** Your child's safety and well-being is of utmost importance. For the safety of the children and the staff, and per Hurlburt Field Hurricane policies, the SAC will be opened until instructed by the Wing Commander to close. When Storm Watch (SW) is announced, the SAC will re-open as directed by the commander. Please stay tuned to Local television and Radio channels for any announcements concerning the program. Established procedures and plans are put in place to ensure your child's safety (e.g., fire drills, active shooter, tornado, and hurricane. In the event of a Hurricane: Based on guidance from the base commander, program will follow HURCON Checklist.

\_\_\_\_\_ 25. **MANDATED REPORTING:** SAC personnel are legally mandated to report any suspicion of abuse or neglect. **Parents must not approach personnel inquiring about reports of abuse or neglect.** Suspected child abuse will be reported to our installation's Family Advocacy Program at 881-5061 and the Local Child Protective Services at 1-800-962-2873.

\_\_\_\_\_ 26. **SCHOOL YEAR CONTRACT:** This contract supersedes all other contracts and will be valid until 30 August 2020.

**SPECIAL PERMISSION:**

\_\_\_\_\_ 27. I agree to allow photos of my child to be taken and displayed at SAC.

\_\_\_\_\_ 28. I agree to allow photos of my child to be used on the center's Facebook page, Hurlburt Field Child & Youth.

\_\_\_\_\_ 29. I agree to allow photos and videos of my child to be used for Public Affairs to include social media sites and AFN commercial/news spots.

\_\_\_\_\_ 30. I agree to allow my child to participate in face painting.

*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 Care 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

\_\_\_\_\_  
First Shirt/Supervisor Name and Number