

Dear Families:

Welcome to MCCS Okinawa Child and Youth Programs. The goal of our Child Development Center and School Age Care programs is to meet the needs of military connected families, while providing high quality care, allowing parents to focus on their mission. We provide educational and progressive experiences to children in safe and nurturing environments, through the guidance and oversight of our caring professionals. **Please take time to review and initial each page of this agreement.** This agreement provides information about our program and outlines some of our key policies. Additional detailed information and policies are listed in our handbook, located on our website under Downloads.

CYP website address <https://www.okinawa.usmc-mccs.org/marine-family-support/child-and-youth/child-development-centers>.

**Hours of Operation**

Child Development Centers (CDC) Mon-Fri 06:00-18:00  
School Age Care (SAC) 06:00 – until departure for school, and after school until 18:00  
School out days 06:00-18:00 Monday through Friday

**Closures**

All CYP programs and facilities are closed on Saturday, Sunday, and all federal holidays. Regularly occurring federal holidays include:

- |                             |                  |                  |
|-----------------------------|------------------|------------------|
| New Year 's Day             | Memorial Day     | Veterans' Day    |
| Martin Luther King, Jr. Day | Independence Day | Thanksgiving day |
| Presidents' Day             | Labor Day        | Christmas day    |
| Columbus Day                | Juneteenth       |                  |

Additionally, all CYP programs and facilities close five times during the calendar year for staff training and support. Parent fees are prorated for these closures. Other closure days may be ordered by the Commanding General or President. Please see your program for current days of closure.

Child care fees are not pro-rated for closures due to AC repairs, weather, etc. The Department of Defense (DoD) has factored several closures into the fee structure already.

In the event of inclement weather (typhoon) or other disaster, the Commanding General or designee may close CYP facilities. We will email and attempt to call parents during these types of notifications to provide up-to-date information.

**Eligibility for Care**

To be eligible for care in CYP, children must have a military or other eligible DoD affiliated sponsor. Eligible sponsors include active duty military, DoD civilians, reservists on active orders, active duty combat-related Wounded Warriors, and surviving spouses of military members who died in combat-

related incidents. Children of retirees from active duty, children of non-DoD federal employees, and children of DoD contractors are available on a “space available” basis. Families of children in these “space available spaces” are not eligible for DoD child care subsidy and pay the highest fee category.

Families must use [www.militarychildcare.com](http://www.militarychildcare.com) (MCC) to request care at all DoD CYP facilities. Families are automatically sequenced on the waitlist and offered a child care space according to their family type and the request for care date. Families are responsible for informing the CYP immediately if their family type changes in any way after enrollment.

Should the need arise, CYP may supplant patrons who are not categorized at a “priority” level for care and will provide a 90 days’ notice to transition out of the program. This would be a rare situation but is still possible.

An eligible sponsor’s children include adopted children, recognized natural children, stepchildren, and foster children who live with the sponsor. If family members are geographically separated or the parents are divorced, their children are eligible if they live with the sponsor in the month the children receive care.

### **CYMS key fob (for electronic sign-in/out)**

There is a \$5.00 charge to replace lost or damaged CYMS key fobs.

### **Daily Sign In/Out Policy**

Children must be signed in and out of CDC and SAC facilities by an authorized adult. At CDCs you must log in at the front desk prior to going to the classroom. When dropping off or picking up your child, vehicles must be shut off and secured in an authorized parking space. Children should never be left unattended in the parking lot.

### **Parent Responsibility for Child Release**

At registration, families must provide contact information for at least three local adult emergency contacts. These individuals will be contacted if your child needs to be picked up for any reason and we are unable to reach you. CYP will release your child only to you, the individuals you designated on the registration form, and any other adult who has legal custody of your child.

Parent responsibilities include:

- Maintaining accurate emergency contact information for three local contacts.
- Presenting photo identification at the facility entrance and in the classroom unless personnel present at the front desk and in the classroom know you and have previously verified your photo identification on previous visits.
- Providing custody related documentation to CYP (court orders, divorce/custody agreements) and understanding that should a non-custodial parent attempt to pick up a child in violation of supplied documentation, CYP professionals will contact installation security. CYP is a neutral party in child custody disputes. CYPs may not deny a parent or guardian access to his or her child unless there is an active restraining order, protective order, court order, or court-ordered visitation schedule on file. CYP will release information about your child to other parties when legally required to do so.
- Please be aware that if anyone (including a parent) attempts to sign a child out of care and

appears to be under the influence of alcohol or drugs or acts in a manner that CYP professionals believe presents a potential danger to the child's safety, CYP professionals must call Provost Marshall Office and the Family Advocacy Program for assistance in ensuring the child's safety.

### **Late Pick-ups**

If you are late picking up your child when the facility closes or when your reservation ends (part-time or hourly) a late pick-up fee will be applied to your regular fees. The charge is \$10 per child for every 15 minutes (or any portion thereof) until the child's escort arrives. Late fees are payable with the next regularly scheduled payment (on the 1<sup>st</sup> and 15<sup>th</sup>) for full-time or part-time patrons. Late fees for hourly care are due on the day of service. Failure to pay late fees may result in a loss of child care privileges. Continued late pick-ups may also result in a loss of child care privileges. Late pick-ups do not roll over.

### **Permanent Withdrawal**

If your child is enrolled in full-time or part-time care in a CDC or SAC, you must give a two-week notice to permanently withdraw your child. Child care fees are incurred during two-week notices of withdrawal. It is better for your family to have the last day of child care coincide with the last day charges will be incurred. More than two-week notices are always welcome and appreciated.

### **Temporary Withdrawal for TDY**

If you are assigned to Temporary Additional Duty/Temporary Duty (TAD/TDY) at a location 30 miles or more from your usual CYP facility, the CYP facility may be able to hold your child's space without charging child care fees under the following circumstances:

- Your child is age 6 weeks to 12 years and is enrolled in full-time care in a CDC or SAC
- You take your child with you and enroll your child in a CYP at your TDY location; or,
- Your child will be staying with relatives out of the local area and your TAD/TDY lasts 90 or fewer days.

Charges for services will be incurred if the child continues to use services during the TAD/TDY assignment.

### **Hourly Care**

***Please note: Hourly care users will not be transported to/from the bus stop or school in any program***

- CDC hourly care is available in one hour increments between the hours of 08:00-11:30 and 14:00 – 17:00.
- SAC hourly is available after school, before school, during early release and no-school days
- Reservations may be made up to two weeks in advance by calling the program directly
- Hourly fees are \$8.00 per one hour block whether the entire block of time is used
- Hourly fee must be paid in full at time of pick up
- 24-hour cancellation notice is required; less than 24-hours will incur a one hour fee
- Children with special needs must have an Inclusion Support Plan (ISP) on file with CYP
  - Rescue medication is to be dropped off/picked up with the child
- All CYP policies and protocols relate to children receiving care in any CYP program.

The goal of CYP is to make high quality child care accessible to all families, regardless of income. DoD establishes subsidized child care fees annually based on a sliding fee scale. To ensure

continuity of care for your child, please keep current with your payments. Fees must be paid in advance of receiving services. Families who do not remit payment as prescribed may be excluded from the program, and children may be withdrawn. Fees are assessed regardless of days of non-attendance. Exceptions due to family medical emergencies (such as an extended hospitalization of an enrolled child) may be considered on a case-by-case basis.

Upon initial registration, and once per year thereafter, CYP, families will receive fee policy information and associated costs based on the calculation of total family income (TFI) as provided by the family.

### **School Age Care and Universal Pre-Kindergarten Information**

On most occasions when an Okinawa DoDEA School is scheduled to be closed, CDC and SAC facilities will be open full-time (06:00-18:00). Any child currently registered in before SAC/UPK care or after SAC/UPK care will receive full day care on early release and school-out days. There is no additional charge for care except during school recess (winter break, summer break, and spring break). Weekly fees are charged during these breaks.

Additional information regarding weekly fees may be obtained by contacting CYP Resource and Referral office. Children must be enrolled, and payment received prior to the specific week of care they wish to participate; no child is automatically enrolled in any weekly program.

### **FEES**

- Billing is on the 1<sup>st</sup> and 15<sup>th</sup> of every month. If your child begins care in between billing dates, you will be asked to pay a prorated amount prior to the first day of attendance.
- Payments are due on 1<sup>st</sup> and 15<sup>th</sup> of each month. Payment should be made prior to going on vacation to ensure you maintain your enrollment. Payments will be considered “late” if not received by the end of the 3<sup>rd</sup> business day.
- Fees are not prorated if a child is excluded from care due to non-compliance with immunizations, health assessments, or medication requirements, and childcare fees must be paid to maintain enrollment.
- Delinquent accounts not paid by the second billing cycle will be sent to MCCS Accounting for collection.
- If you are unable to provide payment for care due to an emergency or unforeseen circumstances, please speak directly with the Program Manager. In addition, they can also provide you information on requesting a hardship waiver.
- Repeated failures to pay fees on time may result in termination of services.

### **Meal Service**

CDC offers breakfast, lunch and afternoon snack to participants including alternative foods for children with documented food allergies or intolerances. Food may not be brought from home for consumption in CDCs. Infants may bring formula, breast milk, or one sealed container food item.

SAC provides breakfast and snacks, but lunch must be brought by your child during all day care. Water bottles are not allowed except at the SAC programs. Menus are posted and available at each program to review.

*Selecting child care is an important decision; we are committed to providing high quality care to children.*

**Sponsor/Parent Signature**

**I hereby agree to comply with the rules and regulations of Okinawa CYP as noted in this statement of understanding. I acknowledge that additional policies, found in the Parent Handbook, also apply.**

**I am aware of the planned days of closure and that pro-ration of child care fees does not occur for full-days or partial days of closure (including planned and unplanned) unless authorized and directed by the Commanding General or designee.**

\_\_\_\_\_  
Sponsor or Spouse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your full name

\_\_\_\_\_  
Registration Clerk

\_\_\_\_\_  
Date