



Family Care Branch  
Child and Youth Programs  
MCB Butler, Okinawa, Japan

**CYP School Age Care Service Agreement SY23/24**

For Official Use Only  
Privacy Act Statement

**AUTHORITY:** 10 U.S.C. § 5013; 10 U.S.C. § 5041; and Marine Corps Order 1710.30.

**PRINCIPAL PURPOSE:** This System of Records is governed by Privacy Act System of Records Notice NM01754-3 which can be downloaded at <http://dpclo.defense.gov/privacy/SORNs/component/navy/NM01754-3.html>. Information provided is used by USMC personnel to obtain information on authorized Child and Youth Programs (CYP) patrons for purposes of registration, and parent/guardian and emergency contacts.

**RETENTION AND SAFEGUARDING:** The information collected will be maintained in paper and networked databases using password controlled systems and access to files based on a predefined need to know. Records are kept for two years after the individual departs CYP and then destroyed.

**ROUTINE USES:** In addition to those disclosures generally permitted under the Privacy Act of 1974, to various officials outside the Department of Defense (DoD) specifically identified in Privacy Act System of Records notice NM01754-3, and pursuant to the blanket routine uses established by DoD that apply to all DoD Privacy Act Systems of Records and posted at [http://privacy.defense.gov/blanket\\_uses.shtml](http://privacy.defense.gov/blanket_uses.shtml).

**DISCLOSURE:** Information is voluntary; however, if information is not provided, individuals may not be able to participate in CYP activities.

**Select all applicable SAC program locations and types of care:**

- |   |  |
|---|--|
| Program Location  | Type of Care                                   |
| <input type="checkbox"/> Foster SAC (Killen Elementary School)  | <input type="checkbox"/> Before & After School |
| <input type="checkbox"/> Foster SAC (Zukeran Elementary School) | <input type="checkbox"/> After School Only     |
| <input type="checkbox"/> McTureous SAC                          | <input type="checkbox"/> Before School Only    |
| <input type="checkbox"/> Kinser SAC                             |  |

**1. The following agreement is for:**

a. \_\_\_\_\_  
Sponsor Home Phone Work Phone

and b. \_\_\_\_\_  
Spouse Home Phone Work Phone

and MCCS Child and Youth Programs, MCB S. D. Butler, Okinawa, Japan

**for the care of:**

c. \_\_\_\_\_  
Child's Name & Date of Birth Child's Name & Date of Birth  
\_\_\_\_\_  
Child's Name & Date of Birth Child's Name & Date of Birth

## 2. Fees, Payment, and Service Policies:

a. The Military Child Care Act requires the Department of Defense (DoD) to prescribe uniform fee regulations for military Child Development Programs annually. Fees are based on total family income. Patrons will be placed in the highest fee category until verification of total family income is complete.

b. Per DoDI 6060.02, Total Family Income (TFI) includes all earned income including wages, salaries, tip, long-term disability benefits, voluntary salary deferrals, quarters allowances and subsistence allowances and in-kind quarters and subsistence received by military members, pay for service in a combat zone and anything else of value, even if not taxable, that was received for providing services. Quarters allowance and subsistence allowances mean the Basic Allowance for Quarters and the Basic Allowance for Subsistence 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.

c. Parents must notify CYP Resource & Referral Office of family financial status changes that may affect their Fee Category.

d. For SAC services, different fees apply through the calendar year:

- **Before Only / Before & After / After Only** Care fees apply unless school is not in session for an extended break (i.e., winter, spring and summer). Before Only patrons must pay for the additional hours used during out of school days.
- Full Day fees are charged when school is not in session for extended breaks or camps. (i.e., winter, spring, and summer).
- For Summer Camp, there is a separate registration and service contract for the 10 weeks of summer break.

e. A two-week non-payment vacation option is authorized per child per agreement year for children enrolled in SAC school-year programs (Before only / Before & After / After only). All requests must be in weekly (Monday through Friday) increments and submitted at least two weeks in advance. Unused non-payment vacation time cannot be carried over from one contract year to another year. CYP may temporarily fill spaces during a patron's two-week non-payment vacation period.

f. There is no reduction of fees for absences or illnesses. Fees are not reduced for absences, holidays, and short term emergency closures such as typhoons and air conditioning, water or power outages which require CYP to close. Services will not be available on federal holidays, typhoon closures, and short-term emergencies. Parents will be notified of additional periods of non-service as determined by CYP, as soon as such periods are known.

g. DoD contractors are not eligible to receive childcare fee assistance or a reduction in fees for additional children in the same family.

h. The patron agrees to pay CYP for the services as long as the space is held for the child, whether the space is used or not, except when the two-week non-payment vacation option is used.

i. Children absent from CYP due to a parent's extended TAD/TDY deployment have two options available: (1) pay in full to hold child's space; or (2) withdraw child from the program and be placed at the top of the waiting list for the first available space upon return.

j. Fees are due before services are rendered. Fees not received prior to services being rendered may result in a temporary suspension or cancellation of agreement services. 1<sup>st</sup> and 15<sup>th</sup>, payment is due by the 1<sup>st</sup> and 15<sup>th</sup> of each month (if the 1<sup>st</sup> or 15<sup>th</sup> is on a weekend or holiday payment is due the business day prior). Any payment not made within 5 days of due date will require payment before child can enter care.

k. Emergency contacts will be notified for children left in CYP facilities after program hours. The Provost Marshall will be contacted for assistance if the patron or emergency contact is not available. When a patron consistently fails to pick up a child after the program closes, your childcare services will be cancelled.

l. Emergency Leave will only be granted for thirty calendar days (without payment due) with official documentation from an appropriate authority (e.g., emergency orders from sponsor's command, American Red Cross, etc.). Prepayment will be due to hold the child's space beyond the approved 30 calendar days. CYP may fill spaces during a patron's emergency leave period.

m. While CYP makes every effort to assist and notify customers that updates are needed to their files (e.g., pay increases, change in employment status, updates to emergency contacts, health assessments, etc.), the ultimate responsibility of notifying CYP and ensuring the accuracy of customer records is the patron's responsibility. Any failure to notify CYP of a change that results in higher fees will result in immediate assessment of retroactive fees.

n. Children may be denied admission or sent home from a program if they meet any of the criteria identified on the "Exclusion" Agreement.

**3. Agreement Cancellation & Withdrawal Procedures:**

a. This contract guarantees a reservation for school-age care services each week when fees are paid in advance of care. Although the patron may cancel this contract at any time, parents must provide at least a 2-week advance notice to the program before cancellation.

b. If CYP determines that a child's care needs cannot be met by utilizing reasonably available resources, the CYP program manager will notify the parent or guardian in writing of suspension, relocation or termination of services from the facility.

c. When an unmet need waiting list occurs for families in priorities 1 or 2, services for those in lower priorities will terminate with a 45 days-notice. Displaced patrons will be placed back on the waiting list based on the date of their original request for care.

d. Childcare services may be terminated for repeated late pick up of children.

e. You must request care via [militarychildcare.com](http://militarychildcare.com), offered care and re-register to be enrolled in school age each school year.

**4. Signatures:**

By signing this Agreement, all parties agree to all of the above terms and policies, including financial responsibility for care provided and that they are eligible for these services. Failure to adhere to the terms of this Agreement may result in denial of future services at the sole discretion of CYP. CYP reserves the right to change policies as needed with advance written notice.

Marine Corps Order 1710.30 requires all children's records shall be updated at least annually and kept on file.

**SY23/24**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CYP Representative's Signature

\_\_\_\_\_  
Date