



**Child & Youth Programs
Unit After Hours Service Agreement**

1. The following agreement is between:

Unit	Phone Number
Authorized Unit Representative	Cell Phone Number

and MCCS Child & Youth Programs, MCB Butler, Okinawa, Japan for after hours childcare services for a Unit function.

Date of Service	Drop Off Time Begins	Pick Up Time Ends
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2. Location where service is to be provided (select all applicable locations):

Child Development Center

- ☐ Camp Foster
- ☐ Camp Courtney
- ☐ Camp Kinser

School Age Care Program

- ☐ Foster SAC
- ☐ Kinser SAC
- ☐ McTureous SAC

3. Fees, Payment, and Service Policies:

a. Hours of Service.

- Service times, determined by the Unit, will start when drop-off time begins and pick-up time ends.
- In addition to service times, billable times include opening and closing costs (preparation and clean-up times).
- The Unit will be charged for late pick-ups for every hour or a fraction thereof after the agreed upon pick-up time ends.

b. Service Request Procedures.

- Request for services must be made no less than three weeks in advance by contacting the Resource & Referral Office at 645-4117 or email cytp.resourcerefferral@okinawa.usmc-mccs.org and completing the CYP After Hours Service Agreement with the names and ages of each child attending.
- All parents must complete childcare registration no later than one week prior to their Ball at Resource & Referral located on Camp Foster, Bldg. 495, Room 100. (Children's shot records are required).
- A final count of the number of children and their ages must be given to CYP two weeks prior to the date of service.

c. Payment & Cancellation Procedures.

- This service agreement is between the Unit and CYP; therefore, the Unit is financially responsible. Payment is due 3 business days prior to the event at the facility services will be provided.
- In the event of cancellation, written notification must be received no later than 48 hours prior to service. The Unit POC must confirm cancellation with the Resource & Referral Director.
- A refund can be issued if payment has been received and cancellation has been confirmed with the Resource & Referral Director.

d. Children With Special Needs.

- Parents of children with special needs must meet with CYP personnel at least one week in advance to develop a written plan for care and training purposes.
- Special needs are considered those issues, challenges, diagnoses, and/or behaviors that a child has which requires medical or educational intervention, assistance, or other accommodations. A child with special needs may be identified as having any of the following: autism, asthma, allergies, hearing impairment, mental, physical or emotional challenges, orthopedic impairment, developmental delays, behavioral issues, specific learning disablement, speech/language impairment, visual impairment, or other health impairments.

e. Health Policies.

- Our program is not equipped to provide care to a child who is ill. Parents should arrange for alternate care in the event of illness.
- Care providers will visually check each arriving child for signs of illness and injuries. Visible bruises, contusions, lacerations, burns, and other physical marks appearing on a child will be recorded.
- A child may be refused admittance or sent home when a sign or symptom of illness exists. (Our health policies are available upon request.)
- If a child becomes ill during care, there is a 60-minute window from the time parents are notified to pick up their child.
- Medications will not be administered.

f. Meals and Snacks.

- The number of meals and/or snacks is determined by the length of time a child is in care, per CYP policy.
- The kitchen team prepares tasty and nutritional meals, which follow USDA guidelines.
- Infants are always fed on demand. Bottles are prepared by parents and must be labeled with the child's name and date of preparation. Mixing cereal, Tylenol, and other substances into bottles is strictly prohibited. Parents also provide unopened jars of baby food, identified with the child's name. All unused contents are discarded.
- All food items served to the children will be prepared at the CYP facility. Outside food is not allowed in the Center except bottles and jar food for infants.
- Family style dining is practiced for children 12 months and older.
- Children with food allergies must have a completed Special Needs Assessment completed before food substitutions can be made.
- We support religious preferences by ensuring a child does not eat the item. We do not provide a substitution. Other meal components can be eaten by the child to ensure he/she is not hungry.

g. Rest Time.

- Infants nap or rest on their own individual schedules. Infants shall be placed on their back to sleep, unless a physician provides a signed release.
- Older children are provided with a sanitized cot or mat, sheet and blanket for rest time.
- Children who cannot rest or sleep will be allowed to participate in quiet activities (on their cot) that do not disturb others who are sleeping. Parents are encouraged to bring children in for care prior to rest time in order to minimize disruption to the other children.

h. Toilet Training.

- Parents are responsible for providing enough diapers during the toilet training period.
- Each child should have a change of clothes in case of accidents.
- Wet or soiled clothing will be placed in a plastic bag and sealed.
- Care providers will attempt to dispose of any firm bowel movement in underclothing. For health reasons, care providers will not rinse dirty garments.

i. Behavior Guidance.

- Children are expected to be considerate of others and maintain materials properly. Each child is treated with respect and is assisted in expressing their feelings.
- Corporal punishment is prohibited within CYP facilities and on the premises. Parents must abide by this guidance at the facility as well.
- Our initial effort is to redirect the child from the inappropriate behavior to other activities.
- If we need parental assistance, we may contact parents to pick up their child for the remainder of the service time. If this occurs, there is a 60-minute window from the time parents are contacted to pick up their child.
- Biting, fighting, hitting, and abusive language will not be tolerated. Parents will be asked to pick up their child immediately.

m. Drop-Off and Pick-Up Procedures.

- Parents must sign their child in and out at the Front Desk and again in the child's assigned classroom. This is done to maintain accountability in an emergency evacuation.
- Children may be picked up from the Center at any time during the service period. Rates are not adjusted or prorated due to early pickups.
- Children will not be released to parents who appear intoxicated. Parents must ensure they have a designated pick-up person who has not been drinking.

4. Signatures:

By signing this agreement, all parties agree to all of the above terms and policies, including financial responsibility for care provided. CYP is responsible for giving/sending all signers a copy of this signed agreement. CYP reserves the right to change policies as needed with advance written notice.

Unit Representative's Signature

Date

CYP Representative's Signature

Date