

**LAJES SCHOOL-AGE PROGRAM**  
**CONTRACT 2011/2012**  
(Please initial next to each bullet after you read it)

\_\_\_ 1. **PURPOSE:** The purpose of the School-Age Program is to provide planned activities and field trips that are age appropriate and entertaining for youth needing care when school is not in session. This contract is provided to explain the procedures and scope of the School-Age Program for the 2011/2012 School Year``.

\_\_\_ 2. **ELIGIBILITY PRIORITY:** Family members of active duty, DoD civilians and retired military working on Lajes AB are eligible for enrollment. Children must currently be enrolled in school to be eligible for the program.

\_\_\_ 3. **ENROLLMENT PRIORITY:** Priority will be given according to the published AF/LFI policy. If a spouse is not employed during the time of registration, it is critical that within 30 days of the spouse's new employment to provide a pay statement to the center. If spouse is no longer employed, school-age care will be permitted for up to three (3) months and may not be available thereafter. If dual working family members are on the waiting list, the school-age slot MUST be relinquished.

**PRIORITY STATUS:** Active duty military and command-sponsored DoD civilians are given a higher enrollment priority.

**Priority 1:** Single/dual military and single/dual command-sponsored DoD civilians.

**Priority 2:** Active duty military and command-sponsored DoD civilians with a spouse who is working full time outside the home, volunteering for over 20 hours per week on a regular basis, or a full-time student (12 semester hours).

**Priority 3:** Active duty military and command-sponsored DoD civilians with a spouse who is not working outside the home.

It is critical that within 30 days of a spouse's new employment that a pay statement be provided to the center. If a spouse becomes unemployed or loses full time status once the child is enrolled in the center, the spouse will have 30 days to obtain, or actively be seeking employment before the child care slot will be terminated (if there are working parents on the waiting list).

\_\_\_ 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 a copy of their sponsor's Leave and Earnings Statement (LES) and a copy of the spouse's pay statement to verify total family income, whether taxable or not. Total Family Income is defined as wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowance and subsistence allowances and in-kind quarters and subsistence received by military member, 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, federal holidays or days parents choose not to bring their child to the program. \*Please note that on goal and family days the School Age Program/ SAP Camps will not be open.

\_\_\_ b. All fees are due in advance. Weekly fees are due the Friday prior to the week of care. A late fee of \$5 per day will be assessed on payments received after COB Monday. If all fees are not paid by the Friday following the week they are due, the child will not be accepted into the program the following week and parents are still responsible for payment for services rendered. A pattern of continuous late payments could result in termination of this contract. Payments will be accepted at the front desk until 1730 hours. Please ensure your child's name is printed in the memo section on the check. A receipt of verification of payment will be issued. Cash registers close daily at 1730 hrs.

\_\_\_ c. Late Fees: Parents of children left after closing time will be assessed a late fee pick-up charge of \$1.00 for each minute after closing time. The program may notify the sponsor's first sergeant or commander 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. 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.

\_\_\_ e. Fees may be adjusted annually with a 30-day written notification to the parents.

\_\_\_ 5. **CHARGE CARD CONSENT FORM:** Completion of the Charge Card Consent form is mandatory. The charge card consent form is kept on file. If payment is not received by 12:00 on Friday your account will automatically be debited, using the credit card on file, for the week of care due. You will be assessed a late fee of \$5.00 per day, per child. A receipt will be issued.

\_\_\_\_ 6. **CREDITS/REFUNDS:** Credit will be given for natural disasters only as determined by the Force Support Squadron Director. Days/hours missed or partial attendance will not be prorated, nor will weeks in which holidays occur. Volunteer slips will only be used for advance payments as authorized by the American Red Cross or Air Force Aid Society.

\_\_\_\_ 7. **10 HOUR RULE:** Exceptions to the 10 hour rule must be requested in advance and are waived on a case-by-case basis by the 65 MSG Commander. Fees are based on a ten-hour day, five days a week, not exceed 50 hours per week. For approved waivers, patrons will pay their current hourly rate for every hour past 50 hours. A child may not be in the center for more than 50 hours in a week. First time offenders of the 10-hour rule will be given a warning and a review of the Youth Center Policy. Second time offenders will meet with the Director to confirm policy. Third time offenders will meet with the Director and Flight Chief. After three violations of the 10-hour rule, a fee of \$3.00 per hour will be charged to parents who do not have a waiver and are not adhering to the policy. Abuse of this policy will result in contacting the sponsor's First Sergeant and/or removal from the program

\_\_\_\_ 8. **PROGRAM OPTIONS:** The following options are available:

- a. *Day Camps* – Parents have the option of signing up for Holiday, Winter, Spring and Summer Day Camps. A separate registration/sign-up will be conducted for day camps. Patrons already enrolled in the school-age program on a regular basis will be given priority for early enrollment into camps. Parents who do not enroll their child into camp will not lose their slot for before and after school care.
- b. *Drop-in* – Care is accepted depending on the availability of space. If drop-in care is needed you must request it 24 hours in advance. If at that time there is space we will inform you and your spot will be reserved and are responsible for payment, even if you do not use the service. Last minute call ins are accepted if there is space. Payment must be made in advance or at pick up of your child. Full time registrants have priority. Using the SAP a couple times a week is considered drop-in.

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

**AF Form 2606** -Request for care.

**AF Form 1181** – Registration Form. All required information must be supplied and a current emergency contact (someone other than parents) must be provided. Any changes in information must be updated immediately.

**DD Form 2652** – Application for DoD Childcare Fees. All required information must be provided. Those who do not present a copy of pay statements to verify income will be placed in the highest category, Category VI.

**AF Form 357** – Dependent Care Form for all single and dual military families. This form must be completely filled out and turned in to the center NLT 90 days after entry. 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 Contract** – Contract must be on file with parent's initials and signature.

**Credit Card Form**- Form is optional and will be kept on file. Because this contract contains personal credit card information, it will be safeguarded in accordance with AFI 33-332, *Privacy Act Program*. Upon withdrawal from the SAP, if all payments have been received, this form will be shredded.

\_\_\_\_ 10. **ATTENDANCE EXPECTATIONS:** Parents will be notified immediately if a child does not arrive at the center as expected. It is your responsibility to inform the center if your child will not be attending the program, both in the morning and afternoon. Children will always be expected to arrive and depart the program according to the hours of their contract. Children with morning and afternoon contracts will be expected to attend the morning program unless notified otherwise. Children with morning and afternoon contracts who attend the morning program will be expected to return from school, unless notified in advance by a parent or guardian. Children with afternoon only contracts will always be expected to arrive for the afternoon program unless we are notified in advance. Children who do not arrive for the morning or afternoon will be considered unaccounted for by the School Age Staff. If neither the parent nor emergency contact can be reached to verify the whereabouts of the child, the staff will follow established procedures and will contact the sponsor's supervisor, First Sergeant, Commander and/or Security Forces to assist with locating the child. A fee of \$5.00 per incident will be incurred each time a child must be located. Any subsequent occurrences will be cause for termination of a child's enrollment in the program.

\_\_\_\_ 11. **SIGN IN/OUT PROCEDURES:** Parents or authorized individuals who sign children in/out daily must be listed on the AF Form 1181 and must present proper identification upon request. The person signing in/out may do so on the AF Form 1930 (with the child's group leader). *This procedure is critical for accountability of children.* The authorized individual must be at least 14 years of age or older to sign children in/out of the program. Children 9 years old or older may arrive and depart from the program with written permission of the parents. A form letter giving such permission may be obtained at the front desk. Parents are responsible for updating release authorization information. Failure to do so could result in contract cancellation.

\_\_\_\_\_ 12. **ELIGIBILITY TO PARTICIPATE IN OPEN RECREATION:** I understand that if my child is 9 years of age or older, they may be authorized to sign themselves in and out of the School Age Program with written parental permission. The Open Recreation offers a broad program for children ages 9-18, including daily activities. Youth Program memberships may be purchased for \$36.00 per youth. I understand that my child must be a current member of the Youth Programs in order to use the Open Recreation program. Members **MUST** sign out on the AF Form 1930 in the School Age Program and then sign into the Open Recreation Program. Once signed out of the School Age Program, staff will no longer be responsible for the participant. **\*\*PLEASE NOTE:** The Open Recreation Program is separate from the School Age Program and, while adult staff members are available to provide assistance to children and conduct recreational activities, attendance, arrivals, and departures are at the discretion of the children and their parents.\*\*

\_\_\_\_\_ 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 age's 5-12 years old is 1:12. Ratios for high-risk activities and off-base field trips vary according to the activity. The adult leader will give safety instructions specific to the activity.

\_\_\_\_\_ 14. **HEALTH AND HYGIENE:** The center will not accept children into care who are exhibiting signs of illness. These include: diarrhea, vomiting, matter in eyes or oozing eyes, undiagnosed rashes, fever, severe pain, open sores or other symptoms the Coordinator or supervisor on duty may consider contagious. If your child becomes ill while in the Center, you will be called to pick him/her up from the program to prevent others from being exposed. This would include fever of 101 degrees, diarrhea or vomiting that occurs two or more times within two hours or if the child does not feel well enough to participate in activities. The child must be picked up within one hour from the time the parent is called. If your child is sent home for any of the above reasons, they will not be allowed to return to the Center until 24 hrs after the child has been picked up. For example, if a parent is called to pick their child up at 1200 hours on Monday, they will not be allowed to bring the child back in to the center until 1200 hrs Tuesday. A written/stamped statement from a doctor is required for children to return the program after a contagious disease. Open sores should be covered with sterile preparation or Band-Aid until fully healed. If your child does not feel well enough to participate in camp activities, the child should stay home until able to partake in activities. Good health and hygiene practices must be observed to protect the children participating in program. To reduce the spread of germs, children are encouraged to wash their hands often. Dry tooth brushing will be encouraged, but not forced. If you would like your child to brush his/her teeth after meals, send a toothbrush in a toothbrush holder. Both items must be permanently labeled. Toothbrushes may be kept in the child's cubby.

\_\_\_\_\_ 15. **MEDICATION:** Medications will only be administered twice a day at 1200 and 1600 if the child is in care at that time. Only task certified staff members will administer. Parents will be required to complete AF Form 1055 and initial the form 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. "As needed" medication must have written approval from the parent/guardian. If it is necessary to use them, the center will contact the parent and receive phone or fax confirmation to administer the medication. All medications must 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 within 10 days of the date filled.

\_\_\_\_\_ 16. **PROGRAM PARTICIPATION:** Field trips are a component of the School Age program. Trips will be taken at various times throughout the program. Departure and arrival times will be posted prior to field trips. Permission for field trips is given by parent or guardian on AF Form 1181. Parents who do not wish their child to participate in planned activities will be responsible for finding alternate care and for picking up the child prior to the time of field trip departure. Fees will not be refunded or pro-rated in such instances. Off base field trips will require a separate permission slip be signed before departure. Off-base field trips are considered high-risk activities and will maintain a 1:8 teacher:child ratio.

\_\_\_\_\_ 17. **MEALS:** During regular school days, children kindergarten through 12 years old will be served breakfast and 2 snacks. Children in care during summer camp will be provided lunch. During base exercises, an evening snack will be served. Meals are balanced, healthy and hot except for traveling lunches, which will be sack lunches. Menus are posted and changes may occur due to non-availability of items. Alternative food items will be served for children with special dietary requirements as certified by a medical professional. If special diet items cannot be purchased by the program through normal channels, parents will be required to bring in the items, which must be cleared through medical channels. ***NO outside food may be brought into the program. Please do not send children to the center with food.*** Parents will be asked to take the child outside the program to eat any food items brought from outside the program. Meal times; Breakfast 0730-0830, Snack 1430-1500 and fresh fruit at 1700, Lunch during full day out 1130-1200.

\_\_\_\_\_ 18. **PERSONAL ITEMS:** We discourage youth from carrying valuables, including large amounts of money or other personal belongings. Mark all personal items clearly with permanent ink. 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 School-Age Program cannot be held accountable for lost or stolen articles.

\_\_\_\_ 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:** The development of self-discipline and self-control in children is often ignored as a reasonable expectation for behavior. In the excitement and high social involvement of time at the program, youth may act in an inappropriate manner. Spending time with your child discussing the rules of the School-Age Program and your expectations for their behavior will accomplish much. This may need to be repeated throughout the school year and it will help your child have a more safe and enjoyable time at the program. An Observation Report form will be used to give you feedback of your child's behavior or other significant events. Minor incidents may escape documentation because they are dealt with immediately using proactive, positive reinforcement, problem-solving approaches. We promote positive guidance techniques which encourage children to be responsible for themselves and we adhere to strict Air Force and DoD regulations/policies and developmental practices that don't always meet individual parent preferences. Children are held accountable for their behavior and are expected to adhere to the following guiding principles:

*I take care of myself*  
*I take care of others.*  
*I take care of property.*  
*I am responsible for my own actions.*

Parents of children exhibiting unsafe or harmful behaviors may be called and asked to remove the child from the program for that day. Repeated behaviors that jeopardize the safety of your child, other children or staff may result in your child being temporarily removed from program activities or field trip participation. If your child is not permitted to attend a field trip or has been temporarily removed from the program, you will be responsible for finding alternate care during that time.

If your child is having difficulty adjusting to the program, the Program Coordinator will meet with you to discuss methods to help your child adapt to the program. At this time, your child may be placed on a behavioral intervention plan. If we recommend you seek outside support services while your child is on the plan and you choose not to, your enrollment may be terminated. Should your child continue to exhibit harmful or unsafe behaviors while on the plan and/or the coordinator determines your child would do better in a different environment. In such cases, your contract may be terminated with minimal notice.

Due to the nature of the School-Age Program being large group care, this program may not meet every child's/parent's need. While our goal is not to remove youth from the program, it is critical that children's behavior not jeopardize their safety or the safety of others. We seek to help each child in developing pro-social behavior. However, repeated offenses that endanger the safety of the child, other children or staff, or actions that result in property abuse or destruction may result in your child's removal from the program. Your support and reinforcement of safe behaviors will help staff and your child experience a more enjoyable, safe and rewarding time at the program.

\_\_\_\_ 21. **DRESS CODE:** Due to safety issues, children are not permitted to wear open-toe or sandal type shoes to the program. Washable play clothes are recommended. A change of clothes, in case of accidents, is also recommended and may be kept in child's cubby. Label all items with first and last name.

\_\_\_\_ 22. **TRANSPORTATION AGREEMENT:** Program staff will ensure that children signed in to the program are accounted for at all times. Children must arrive on time for all field trips. If your child is not here by the scheduled departure time or you do not wish your child to go on the field trip, you will be responsible for finding alternate care for that day. Children under 9 years of age will not be permitted to sign themselves in or out. Children 9 years of age or older will be permitted to sign themselves in/out only with written permission from the parents on file at the program. Parents signing this contract give permission to School-Age Program staff to transport their child to and from program locations for field trips, emergencies, etc. Air Force and/or contracted vehicles will be used in all cases except emergencies when the most expedient means of transportation will be used.

\_\_\_\_ 23. **PHOTO RELEASE:** I hereby give permission for my child to be video taped/photographed while participating in the school-age programs.

\_\_\_\_ 24. **DISENROLLMENT:** A two-week written notice is required if a child withdraws from the School-Age 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.

\_\_\_\_ 25. **PROGRAM OPTION:** Initial the program option that you need.  
Full-Time \_\_\_\_\_ Drop-in \_\_\_\_\_

\_\_\_\_\_26. In the event that any amount due under this contract is not paid before you, PCS Lajes School Age Program will charge your credit card for the amount due.

***I have read initialed and understand this contract and agree to abide by all conditions and restrictions above. I also acknowledge that failure to comply with the terms of this agreement could result in termination of this contract. I have also received a copy of the School Age Program Parent Handbook.***

\_\_\_\_\_  
Parent Orientation Date

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

\_\_\_\_\_  
Center Representative Signature

\_\_\_\_\_  
Parent's Organization

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Category

