



# Hourly Care Packet

## Operational Hours / Info:

Yoiko CDC – DSN: 226-4666/4667 or commercial 011-81-176-77-4666/4667

Care is provided from 0700-1700, Monday–Friday on a space available basis with the exception of Federal Holidays and Down Days. Care is provided in various rooms, throughout the facilities according to age.



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## Age groups:

Infants – 6 weeks-1 year

Toddlers – 2-3 years

Pre-toddlers – 1-2 years

Preschool – 3-5 years

## Schedule:

**0700** – Rooms open

**1130-1430** – Nap time - Infants & Pre-toddlers

**0800** – Breakfast

**1200-1430** – Nap time - Toddlers & Pre-school

**1100-1130** – Lunch - Infants & Pre-toddlers

**1430-1500** – Snack

**1130-1200** – Lunch - Toddlers & Pre-school

**1700** – Rooms close

## Please Note:

- Care is provided on a first come, space available basis.
- Reservations can be made up to 2 weeks in advance for Spouse orientation, Heart Link, job interviews and doctor appointments.
- If the requested day/time is not available, patrons are encouraged to register on the waitlist. CDC Staff will contact patrons if space becomes available.
- If your child has **allergies** or **special needs**, please notify the front desk. There is additional paperwork that will need to be completed **PRIOR** to the start date.
- Always sign your child in and out at the front desk and in the classroom.
- Bags **MUST NOT** contain any outside toys, food, medicines, or any items that could be considered harmful or a choking hazard.
- Dropping children off during naptime will be limited for emergency situations.
- **Infant children:** Please bring in **pre-made bottles** that are labeled with child’s full name, bottle contents, date and time bottle was made.
- Parents are responsible for providing the following items: **Please label all items with your child full name.**

- ✓ Diapers
- ✓ Wipes
- ✓ Pre-made bottles (infants)

- ✓ 2 sets of extra clothes
- ✓ Closed-toe shoes

- ✓ Weather appropriate jacket

Yoiko Child Development Center  
Hourly Care Contract

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_ Rank: \_\_\_\_\_ ORG: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Duty Phone: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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**Please keep in mind that often times children who are not away from their parent's on a regular basis may experience separation anxiety. As time passes, the transition will become easier as your child acclimates. Feel free to speak with the caregiver, at drop-off, to provide information to make the transition from home to center easier for your child.**

Please read and initial the following contract agreement items:

Eligibility/Enrollment:

1. \_\_\_\_\_ All children must have a completed AF 1181 Form and shot record on file. It is the responsibility of the sponsor to ensure that all emergency contact, duty phone, and shot record information is current and complete. Children, who are not current with immunizations, including the flu shot, will be denied care.
  
2. \_\_\_\_\_ **Allergies and special needs:** Children who have allergies, special needs or emergency medication must have additional paperwork filled out **PRIOR** to starting care. Children will be refused care if all documentation is not completed. Please see the front desk for additional information and paperwork.

Hours of Operation/ Procedures:

3. \_\_\_\_\_ The Hourly Care Program will operate Monday-Friday from 0700-1700.
  
4. \_\_\_\_\_ Cancellations are required at least 30 min prior to the scheduled time.
  - a. Hourly reservations are held for up to 30 minutes from the scheduled time unless patrons have notified the center of any tardiness. After 30 minutes with no notice, the slot will be made available to the next person on the wait list.
  - b. Patrons who continually cancel reservations without a notice may be denied future care.
  - c. Patrons who continuously are a "no-show" will be penalized and unable to reserve care for 7 days.

Fees/Charges:

5. \_\_\_\_\_ The sponsor agrees to pay the CDC for care services.
  - a. Hourly care is charged at the rate of \$4.00 per hour, per child. The minimum charge is 1 hour and will be rounded up to ¼ hour increments.
  - b. Payment is due on the day service is provided.

- c. A late pick up fee (after 1800) *of \$1 per minute for the 1<sup>st</sup> 5 minutes will be assessed. After 5 minutes, the charge will be \$2 per minute for all late pick-ups.* Security Forces will be contacted at 1830.

Personal Items/Meals:

6. \_\_\_\_\_ It is the responsibility of the parent to provide the necessary personal essentials for their child. Parents are reminded that the CDC is not responsible for children's personal items. Toys, food, candy or items of value from home are prohibited.
  - a. **Please label all items that you bring in with your child full name.**
  - b. Diapers and wipes are required daily. Diapers are changed every hour so please bring enough for the entire day.
  - c. Two sets of extra clothes are required. The children go outside, so please make sure the clothes are weather appropriate, including a jacket.
  - d. Children (except infants who aren't walking) are required to wear **closed-toe**
  - e. shoes, at all times.
  - f. Children over the age of 1 are allowed to bring in a toothbrush.
  - g. If your child uses a pacifier, please inform the caregiver and leave one in the classroom.
  - h. Please only put items needed in your drop off bag. These items include diapers, wipes and extra clothes. Items that are not permitted in the bag include: diaper creams (unless there is an active rash), medication, aspirators, baby powder, nail clippers, toys, and outside food and drinks.
7. \_\_\_\_\_ With the exception of formula, only food prepared and served at the center may be consumed during program hours. Children are provided with a USDA approved breakfast, lunch and snack. When dropping your child off, please be mindful of meal times.
8. \_\_\_\_\_ Parents of older infants, please inform the caregiver of foods that you have already fed your child. Caregivers at the CDC are unable to feed your child any food that they have not already received at home.
9. \_\_\_\_\_ **Formula:** The center will provide/prepare the following formulas: **Enfamil with Iron OR Enfamil ProSobee (Soy Formula)**. If your child is receiving one of these formulas, a caregiver will prepare your child's bottles for you. Please let the staff know ahead of time if you will need formula prepared. Bring in at least 4-5 clean bottles labeled with your child's full name.
  - a. If your child is on a formula that is not mentioned in the above section, please bring in **pre-made bottles** for your child that are labeled with:
    - i. Child's full name
    - ii. Date and time bottle was made
    - iii. Bottle contents
  - b. Pre-made bottles will be stored in the classroom refrigerator and warmed up using running water for no longer than 5 minutes.
  - c. Pre-made bottles can be stored in the refrigerator for 24 hours. Bottles will be discarded after 1 hour of being removed from the refrigerator and offered to the child.
10. \_\_\_\_\_ **Human milk:** If your child is receiving human milk, prepared bottles will be required. Freshly expressed milk is good for 48 hours. Frozen milk can be stored for 3 months at home and is good for 48 hours after it is removed from the freezer.
  - a. Please label bottles with:
    - i. Child's full name
    - ii. Date and time expressed
    - iii. If previously frozen, write date and time removed from freezer
  - b. Bottles will be stored in the classroom refrigerator and warmed up using running water for no longer than 5 minutes.
  - c. Bottles will be discarded after 1 hour of being removed from the refrigerator and offered to the child or

can be returned to you upon request.

Health:

11. \_\_\_\_ The center will not accept children into care who are exhibiting signs of illness, to include: diarrhea, vomiting, fever of 101 or higher. If your child becomes ill, the parent will be notified and must pick up the child within 1 hour. Children may return to the center when they are symptom free without medication.

Special Permission:

12. \_\_\_\_ I agree to allow photos of my child to be taken and displayed at the CDC. At the CDC, we capture many of your child's life moments on film. By giving permission, you agree to allow photos of your children to be displayed at the center. Photos are destroyed or given to the parent after their display.
13. \_\_\_\_ I agree to allow photos of my child to be used on the center's Facebook page.
14. \_\_\_\_ At times, Public Affairs visits our center to do articles or news spots. I agree to allow for photos and videos of my child to be used for AFN commercials/news spots/Facebook.
15. \_\_\_\_ The CDC provides sunscreen and insect repellent. I give permission to the CDC staff to apply the following topical medications daily, if needed. Please initial each one:  
\_\_\_\_ sunscreen \_\_\_\_\_ insect repellent
16. \_\_\_\_ Parents are allowed to bring in diaper ointment, lotion and lip balm for their child. These items are allowed on an as needed basis. If your child has an active diaper rash, we can apply diaper cream. These items must be labeled with your child's full name. I give permission to the CDC staff to apply the following topical medications daily, if needed. Please initial each one:  
\_\_\_\_ lotion \_\_\_\_\_ lip balm \_\_\_\_\_ diaper ointment
17. \_\_\_\_ I agree to allow my child to receive the services, in support of our program, of the Military Family Life Consultant. These consultants provide support to faculty, staff, parents and children in the Airman and Family Services Flight. They remain in the line of site of the FSF Staff and do not meet alone with any children under the age of 18.

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I have read and fully understand the terms outlines in this contract and the Child Development Center Guidelines. I agree to abide by all conditions and restrictions, and understand that no exceptions will be made. I further acknowledge that failure to comply with the terms of this agreement may result in termination of my child's care.

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**Sponsor/Spouse Signature**

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**Date**