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**CHELI SCHOOL AGE CARE**  
**HOURLY PARENT AGREEMENT Fiscal Year 2018**

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

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

Spouse's Name: \_\_\_\_\_ Rank: \_\_\_\_\_ ORG: \_\_\_\_\_ Duty #: \_\_\_\_\_

Parent Email Address \_\_\_\_\_ Cell: \_\_\_\_\_

**This contract is hereby made and entered into from the date of signature, between the Misawa Air Base School Age Program, hereinafter referred to as Cheli SAC, and the parent of the youth named above. The parent is defined for the purpose of this contract, as the natural or adoptive parent, guardian or attorney-in-fact, or any other person having legal responsibility for the youth at any given time. This contract will be renewed annually.**

**I desire to have the youth listed above attend Cheli SAC on an hourly basis and I understand and agree to the following conditions listed below.**

**Please read and initial the following contract agreement items:**

**PHILOSOPHY:**

\_\_\_\_1. The program is designed to provide care for youth already enrolled in kindergarten through age twelve. The School Age Care center is responsible for supporting the development of the whole youth, meaning all areas of development are considered inter-related and equally important. The School Age Care center acknowledges that youth learn through active hands-on involvement with their environment, peers and caring adults. We respect each youth's unique interests, experiences and abilities and needs which allows us to be responsive to each youth. Youth are valued as individuals and a part of the group. Likewise, our program respects and supports the ideas, cultures, and values of families and the early childhood professionals within our programs.

**HOURS OF OPERATION:**

\_\_\_\_2. Cheli SAC's hourly business hours are Monday through Friday from 0700-1700. The youth are dropped off at school at 0815 and picked up at 1450 Monday through Friday, and at 1350 on Wednesdays. The center will be closed on Weekends, Federal holidays and PACAF days.

\_\_\_\_3. All hourly care reservations must be made with at least 24 hours notice. Patrons can reserve care at any time, for up to three months in advance. Reservations do not guarantee that a spot will be available. Care is provided on a space available basis only.

\_\_\_\_3. Hourly care will **NOT** be available during Camp Weeks (Winter, Spring and Summer Breaks), on PACAF Days, during staff shortages, or other times when extra services are terminated (i.e. government furloughs).

\_\_\_\_4. Cheli School Age reserves the right to cancel hourly care reservations no later than 12 hours prior to the reservation.

\_\_\_\_5. Cancellations by the patrons are required at least 30 minutes prior to the scheduled time.

- a. After 30 minutes with no notice, the slot will be made available to the next person on the wait list.
- b. Patrons who continuously cancel reservations without 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.

### **ENROLLMENT:**

\_\_\_\_6. All youth must have a completed AF Form 1181, Air Force Youth Flight Patron Registration 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. This must be re-accomplished when changes are made. Youth who are not current with immunizations may be denied care.

### **OPERATIONAL PROCEDURES:**

\_\_\_\_7. **Signing In/Out:** All hourly youth need to be signed into the front desk by a legal guardian, and signed onto the Hourly Care Board at time of arrival. When picking up, all hourly youth need to be signed off of the Hourly Care Board and signed out at the front desk by a legal guardian. Payment is due at time of pick-up.

\_\_\_\_9. **Special Needs Youth:** Parents are required to inform Cheli SAC of any special needs (allergies, physical limitations, behavior problems, etc.) concerning the youth, prior to enrolling in Cheli SAC. The youth's developmental and/or medical requirements must be reviewed by the Child and Youth Programs (CYP) Medical Advisor. The Program will work with the family to determine if an Inclusion Action Team (IAT) meeting is needed. The IAT include: the CYP Medical Advisor, the Medical Group Exceptional Family Member representative, the Flight Chief, the Training and Curriculum Specialist, and School Age Coordinator to determine if reasonable accommodations can be met.

\_\_\_\_10. **Parent Involvement/ Communication:** Parents are always welcome to drop in and visit their youth for a meal, special activity or just to observe. Parents are strongly encouraged to attend the Parent Advisory Board (PAB). The PAB primary function is to enhance parent participation and education, develop an annual parent involvement plan, and work together to improve programming and support Cheli SAC.

\_\_\_\_10. **Legal custody:** In the event of a custodial disagreement, School Age Care Staff can only deny access to a youth from their guardian if a Court order is on file. It is in the best interest of the youth to resolve all of these conflicts prior to program attendance.

\_\_\_\_11. **Releasing of Youth:** Youth will only be released to individuals listed on the AF Form 1181 and are at least 16 years old. The only exception is for the child's sibling, who must be 14 years old or older. The SAC staff reserves the right to ask any individual picking up a child for picture identification.

\_\_\_\_13. **Locator Board/ Cubbies:** Each youth will be assigned a homeroom and two nametags. These nametags are used with our locator board and in the classroom the youth is located in. Youth are not allowed to

touch other nametags, and must utilize their nametag to indicate where in the facility they are at all times. All tags will have a picture of the youth and their full name for accountability and child abuse prevention procedures. All hourly nametags will be kept at the front desk and pass out and collected at time of check in/out.

\_\_\_\_\_ 13. **Other Activities:** If you have elected to enroll your child in activities outside the SAC (after school activities, ballet, karate) fees will not be reduced and transportation to and from the SAC to the outside activity is the **parent's responsibility**.

### **Fees/Charges:**

\_\_\_\_\_ 14. The Sponsor agrees to pay SAC for care services.

- a. Hourly care is charged at the rate of \$4.00 per hour, per child. The minimum charge is one hour and will be rounded up to quarter hour increments.
- b. Payment is due on the day the service is provided.

\_\_\_\_\_ 15. Late pick up fee for the first 5 minutes will not be assessed. A fee of \$2 per minute per child will be charged for all late pick-ups after 1700. Security Forces will be contacted at 1730. **Example:** A child is picked up at 1710; the fee will be \$10.00

\_\_\_\_\_ 18. A credit card must be kept on file for every family. If payment is not received on the day services are provided, the credit card on file with our Chase Payment Orbital online system will charge your card. If your payment declines, you will be required to make your payment by 1730 by the next business day. Fees not paid by 1730 on the next business day will be charged an additional \$5 per day late fee per family. Please note: If your account is in arrears on the third business day of your payment schedule, your first sergeant or commander may be contacted.

### **Personal Items/Meals:**

\_\_\_\_\_ 16. The center is not responsible for damaged or lost items. No outside items, to include cell phones or other electronics, from home are allowed in the program unless room staff has sent a note home indicating otherwise (in the case of a planned show-and-tell or a club activity like Eraser Day). If outside items are brought to the SAC, they will be held at the front desk and returned to the child when he/she is picked up.

a. We do encourage all parents to provide an extra change of clothes in case of accidents, inclement weather or messy activities. Please label all clothes with the child's full name.

b. Please be prepared by wearing appropriate clothing for outdoor play. **NO OPEN TOED, CLOG-TYPE (for example Crocs) or SHOES WITH HEELS** are allowed at the School Age Care center.

\_\_\_\_\_ 17. IAW AFI 34-144, 7.1.3 only foods prepared at or for the CDC/SAC are served for meals, snacks and special events. When the CDC/SAC is unable to provide foods required for a child/youth's medical condition, parents may provide food when prescribed in writing by the child/youth's health care provider and approved by the installation CYP Medical Advisor. The food must meet USDA CACFP guidelines and coordination for its safe storage will be made with the installation Public Health office. Any other food requests to bring food from home are not permitted.

### **Health/Behavior:**

\_\_\_\_\_ 25. Immunizations are required by Air Force policy AFI 34-144 and AFI 48-110. Each youth in care needs to have current immunizations as recommended by the American Academy of Pediatrics for children of their age, to include the annual flu shot. Please see Desk Staff for Waiver information if your youth has medical /religious reasons that prevents them from being immunized or receiving the flu shot.

\_\_\_\_\_26. Cheli SAC will not accept into care a youth who is exhibiting signs of illness, to include but not limited to: diarrhea that is causing "accidents," vomiting twice, elevated temperature of 101 axillary degrees or higher accompanied by behavior changes, severe pain, or if the child does not feel well enough to participate in activities, or other symptoms the duty supervisor feels may require medical attention (as defined by The American Academy of Pediatrics' Managing Infectious Diseases in Child Care and Schools, 3rd ed). If your youth becomes ill, the parent will be notified and must pick up the youth within 1 hour.

- a. Youth sent home from Cheli SAC for any health related issue may be excluded from care until the youth is symptom free (refer to the health and safety guideline book "Caring for Our Children" located at the center).

\_\_\_\_\_27. **Allergies:** Youth who have allergies and/or emergency medication must have additional paperwork filled out **PRIOR** to starting care. Please see the front desk for additional information and paperwork.

- a. I agree to allow the SAC to post my child's photo on the center's allergy list.
- b. The allergy list is posted in each room under the subject to the Privacy Act of 1974.

\_\_\_\_\_28. **Medication:** I understand and agree to adhere to the medication policy of Cheli SAC as detailed in the Parent Handbook and AFI 34-144, Chapter 6 paragraph 6.10. I understand that medication of any kind is **NOT** to be stored in my youth's cubby or bag. All medications must be turned in at the front desk with a completed AF Form 1055.

\_\_\_\_\_29. All disciplinary concerns will be dealt with on an individual basis. If excess inappropriate behavior or disciplinary issues occur, the sponsor may be called to pick up the child from the program, in which case the child must be picked up within one hour of notification. Refunds will not be given.

\_\_\_\_\_30. **Mandated Reporting:** All Cheli SAC Staff are mandated to report any suspicion of abuse or neglect. Parents must not approach personnel inquiring about reports of abuse or neglect. Suspected child abuse will be reported to our installation's Family Advocacy Program at 226-2123.

\_\_\_\_\_31. **Harmful Substances:** IAW AFI 34-144, Chapter 6 paragraph 6.12.1. Smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal/illicit drugs (including marijuana) are strictly prohibited in the sight or presence of children/youth participating in any CYP or sponsored activity. This includes outdoor CYP activity areas, playgrounds and Family Child Care (FCC) homes.

### **Special Permission:**

\_\_\_\_\_32. I agree to allow photos of my youth to be taken and displayed at Cheli SAC. All youth will be required to have their picture on the locator tags and rotation board tag.

\_\_\_\_\_33. I agree to allow photos of my youth to be used on Cheli SAC Facebook page.

\_\_\_\_\_34. I agree to allow for photos and videos of my youth to be used by Public Affairs to include social media sites and AFN commercial/news spots.

\_\_\_\_\_35. I agree to allow Cheli SAC staff apply sunscreen, insect repellent, hand sanitizer, hand lotions and lip balms (all approved by medical advisor) to my child. These will be provided by the SAC and may **NOT** be brought from home.

\_\_\_\_\_36. Youth ages 10+ can sign themselves in and out of the Cheli School Age Care with permission

from parents. Once the youth signs out of Cheli School Age care, we are no longer responsible for the youth.

- I **DO** give authorization for my youth to sign in/out of SAC.
- I **DO NOT** give authorization for my youth to sign in/ out of SAC.
- NOT APPLICABLE** my youth is under the age of 10.

\_\_\_\_\_37. I agree to allow my youth to participate in face painting, nail painting and/ or nail art.

\_\_\_\_\_38. I agree to allow my youth to participate in water play on the SAC playground.

\_\_\_\_\_39. I agree to allow my youth to participate in local fieldtrips to include the base library, school playground, weasel's den, and other areas located on the base.

**I have read and fully understood the terms outlined in this contract and Cheli School Age Care Center Guidelines. I agree to abide by all conditions and restrictions, and understand that no exceptions will be made. If I do not meet the financial obligations as defined above, I authorize the Cheli School Age Care to process a Military Pay Order (MPO) against me for the fees owed. I further acknowledge that failure to comply with the terms of this agreement will result in termination of my child's care.**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by (Center Staff)

\_\_\_\_\_  
Date

**I have received a Program Orientation outlining the policies and procedures of Cheli School Age Care in Child and Youth Services on Misawa Air Base, Misawa, Japan. My orientation included an orientation with my child's homeroom teacher, the Operations Clerk and the Manager of Cheli School Age.**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Staff

\_\_\_\_\_  
Date