

CONDITIONS FOR HOURLY CARE
CALENDAR YEAR (CY) 2006
(Effective 1 Jan 06)

The goal of the Wright-Patterson AFB Hourly Care Program is to provide the highest quality care for your child(ren) at the most reasonable cost possible. To ensure expenses are kept to a minimum, the following procedures have been developed:

1. The Hourly Care Program is located in building 1235 in the Kittyhawk area of Wright-Patterson AFB. The commercial telephone number is (937) 257-1086 and DSN is 787-1086. Care is provided on a space-available basis at building 1235 for children six months to five years old from 0730-1630 and for school age children (kindergarten-age 12) at both school age programs located in buildings 1235 and 6933 from 0630-1745 (10 hr. maximum without additional fee). If space is not available at building 1235 for children ages six months to five years, attempts will be made to place children in another Child Development Center.
2. Care will not be provided until all proper documentation has been completed and returned to the center. This documentation includes:
 - Signed Conditions For Hourly Care
 - AF Form 1181 (Note-local emergency contact name and number are required)
 - USDA Food Program Enrollment Form
 - Birth certificate
 - Proof of current immunizations
 - Special needs packet (if applicable)

AF Form 1181 must be updated annually, or as necessary information changes.
Registration documentation can be faxed to (937) 656-2479, or DSN 986-2479.
3. The fee is \$4.25 per hour with a two hour minimum per visit and \$5.00 for night and weekend care when available. Fees will be assessed based on the **reservation times in quarter hour increments. Patrons will be charged the amount equaling the time they have reserved regardless of whether they use the entire time.** Any additional time used will be added in quarter hour increments. Cancellations must be made the business day prior to the reservation. Same day cancellations and no-shows will be assessed a two-hour minimum fee (\$8.50) on the next visit. The fee after 1630 is a \$1 per minute. Special considerations for emergency and inclement weather situations will be handled on a case-by-case basis as determined by the manager on duty.
4. Reservations will be cancelled after a no-show of one half-hour to make room other patrons.

5. We ask patrons to keep in mind the following schedule: Meal times are: Breakfast 0800-0830, Lunch 1100-1130, and Snack 1400-1430. Rest/nap time is from 1200-1400 and we encourage patrons to consider the rest requirements of their child(ren) and of those in the facility when scheduling reservations. Also, it is our experience that some children attending the Hourly Care Program may be new to the childcare setting and may have some problems adjusting. In situations where children remain upset for a period of approximately 30-60 minutes, parents will be contacted to ensure their well-being.

6. Hourly care for school age children is meant for patrons needing care on an irregular, on-and-off basis. Directors reserve the right to decide if the care needed requires enrollment in one of the regular school age programs. Bus transportation at the Kittyhawk facility may be available, but requires coordination/approval of the director and an additional fee of \$1.60 per day.

MEMO OF UNDERSTANDING

I have read and understand the WPAFB Conditions for Hourly Care. I also understand that any outstanding debt may be referred to the NAF Accounting Office for collection.

SPONSOR PRINTED NAME

SPONSOR SIGNATURE **DATE**

PROGRAM REPRESENTATIVE SIGNATURE **DATE**