

**CONDITIONS FOR SCHOOL AGE CARE  
CALENDAR YEAR (CY) 2008-09**  
(Effective 19 Aug 08)

The goal of the Wright-Patterson AFB School Age 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. Parent fee ranges are established yearly by DoD and fees (six categories) are approved at base level prior to implementation. Placement in one of the six categories is based on total family income as defined by the latest guidance published by DoD. Fees will be changed no more than once per year pending any required bargaining procedures or special circumstances as determined by the Mission Support Group commander or designee.
2. Fees are computed for the applicable school age program during the school year only. School holidays such as teacher work days, snow days, etc., require additional payment to cover the full day cost of care. If full day care is not used on the school holidays, normal before-and-after-school fees apply. If care is provided for more than ten hours per day (official duty only), an hourly equivalent of the weekly fee will be charged (see page 2.) No credit is given for federal/local holidays, when the program is closed due to unforeseen circumstances such as inclement weather, facility problems, etc., absences due to illnesses, TDYs, behavior problems, or vacations. If a special condition occurs which requires absence from the program for an extended period of time (more than one week), an application for reduced fees may be made to the commander or designee. These applications are considered on a case-by-case basis. Parents should remember that fees are used to pay staff salaries and are not a fee-for-service arrangement. Winter Camp, Spring Camp and Summer Camp are not covered in this agreement and children not attending these camps will not be charged. School Age children must register separately for these camps.
3. Fees are paid weekly and are due by close of business (COB) Tuesday. Monthly payments are accepted. Payments may be made by cash, check, club card, credit card (Visa and Mastercard) or EFT when available. A late fee of \$5.00 per day, per child, will be assessed for payments made on Wednesday and Thursday. If the fees and late charges have not been paid by COB Thursday, service will be suspended.
4. Patrons may sublet their spaces if the absence will be at least one week (M-F). The Resource and Referral Coordinator may have information on interested persons for sublets but it is not the responsibility of the program to find someone to sublet your slot when you are absent. You may contact the Coordinator at 257-2644.
5. AF requires termination of services within a reasonable time to families where one or both parents are no longer employed if a waiting list for care exists. Exceptions to this policy are for full-time students (as defined by the university, etc.) and those parents who can show proof of actively seeking employment. Parents must notify their center if a change in employment occurs. Parents who are no longer working must provide proof of full-time enrollment in a college, trade school, etc., or they are actively seeking employment (job search records, letters from potential employers confirming interview, etc.) If proof is not provided within two months from loss of employment and a waiting list for care exists, child care services must be terminated. Parents are required to notify the center if their eligibility status changes.
6. Closing hours are posted in each facility. A late fee of \$1.00 per minute will be charged when children are picked up after facility closings. Late fees may be paid at time of pick-up or added to the patron's next payment.
7. A two week notice in writing is required prior to withdrawing the child(ren) from weekly care. Additional fees may be charged if sufficient notice is not given and this amount may be referred to the NAF Accounting Office for collection. Refunds are provided if sufficient withdrawal notice is given. To

calculate refunds, the weekly amount paid is divided into 5 days. The number of days in attendance are multiplied by this daily equivalent and any excess payment is refunded to the customer.

**8. FEE REDUCTIONS/CHANGES** – If a family experiences financial hardship (loss of employment, divorce, etc.) a reduction in fees may be requested of the Mission Support Group Commander or designee. Financial hardships are situations that are unpredictable and unpreventable. The facility director will assist the parent in preparing this request package. Fee reductions may be granted on temporary basis until the financial hardship situation has been resolved. If a family enrolled in our program benefits from a significant increase to their total family income (TFI increases more than one category) a new DD 2652 must be completed and their fees be adjusted to the appropriate level.

9. Hourly care is available on a space-available basis at the rate of \$4.25 per hour with a two (2) hour minimum per occurrence. This 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 for hourly care patrons, but requires coordination/approval of the director and an additional fee of \$3.20 per day.

10. The following school age programs are offered:

**BEFORE AND AFTER KINDERGARTEN** – This program is for children who desire care before and after they go to school.

**BEFORE SCHOOL ONLY** – For children who need care from 0630-until they go to school. Patrons entitled to three (3) hours of care per day.

**AFTER SCHOOL ONLY** – For children who need care from after school until 1745. Patrons entitled to four and one half (4.5) hours of care per day.

**BEFORE AND AFTER SCHOOL** – For children who need care both before and after school. Patrons entitled to six and one half (6.5) hours of care per day.

Winter and Spring Camp fees will be based on the daily rate and multiplied by the number of days attended. Summer Camp fees will be assessed in weekly increments (Daily Rate X 5 days)

**CALENDAR YEAR 2008-09 FEES**

CAT	TOTAL FAMILY INCOME (TFI)	HRLY EQUIV	DAILY RATE	BEFORE SCHOOL	AFTER SCHOOL	B&A SCHOOL
1	\$0-28,000	\$1.25	\$12.40	\$19.00	\$28.00	\$40.00
2	\$28,001-34,000	\$1.50	\$15.20	\$23.00	\$34.00	\$49.00
3	\$34,001-44,000	\$1.80	\$17.80	\$27.00	\$40.00	\$58.00
4	\$44,001-55,000	\$2.05	\$20.40	\$31.00	\$46.00	\$66.00
5	\$55,001-70,000	\$2.30	\$23.20	\$35.00	\$52.00	\$75.00
6	\$70,001-UP	\$2.60	\$25.80	\$39.00	\$58.00	\$84.00

- -- Bus fee for hourly care is \$3.20 per day.
- Students attending the Kittyhawk School Age Program will be charged a weekly bus fee of \$16.00

**CHILD(REN) NAME(S):** \_\_\_\_\_

**MEMO OF UNDERSTANDING**

I have read and understood the Wright-Patterson AFB Conditions for School Age Care. I understand additional charges and/or penalties may be incurred if the policies outlined are not followed. I also understand that any outstanding debt may be referred to the NAF Accounting Office for collection.

**PAYMENT PLAN:**

- Before School Only
- After School Only
- Before and After School

What school will your child be attending? \_\_\_\_\_

\_\_\_\_\_  
**SPONSOR PRINTED NAME**

\_\_\_\_\_  
**SPONSOR SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CDC REPRESENTATIVE SIGNATURE**

\_\_\_\_\_  
**DATE**

<b>TO BE COMPLETED BY SAC STAFF:</b>	
<b>CATEGORY:</b>	<b>WEEKLY FEE:</b>