



# JOINT BASE SAN ANTONIO (JBSA) SCHOOL AGE CARE – SUMMER CAMP AGREEMENT

2018



JBSA RANDOLPH

JBSA FORT SAM

JBSA LACKLAND

Child’s Last Name, First Name: \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Spouse Name \_\_\_\_\_

Sponsor E-mail Address: \_\_\_\_\_

**Purpose:** The purpose of the School Age Care (SAC) is to provide working families of school age youth a safe, healthy, caring, and developmentally appropriate program during the summer. The SAC offers social, physical, mental, and emotional developmental activities in a highly supervised and semi-structured setting. A variety of activities will be provided which contribute to the individual sense of competency, usefulness, belonging, and influence of self, others, and their surrounding environment.

## 1. CARE PROVIDED UNDER THIS AGREEMENT:

- Eligibility for participation in JBSA’s SAC; youth must be 5 years of age through age 12 and must be the dependent of an active duty military, DoD or NAF civilian, retiree, or DoD contractor according to the eligibility policy and priority set forth in AFI 34-144/MilitaryChildcare.com. Youth 5 years old must have completed a Full Day Pre-K/Kindergarten Program in an ISD (must show certificate of completion from an ISD at time of registration). Half Day Pre-K programs and children enrolled at a child development center are not eligible.
- Eligibility is based upon the sponsor’s/spouse’s priority status at the time of enrollment in accordance with AFI 34-144. You must notify the program immediately when eligibility changes due to retirement, military separation, marriage, divorce, employment, etc. Space available patrons must vacate their space if a higher priority patron requires child care; parents will be given a 30 days written notice if their SAC space is needed.
- A current AF Form 1181 is mandatory for enrollment. Throughout the summer, it is the responsibility of the sponsor to update their youth’s registration AF Form 1181 whenever there is a change in the information. For the well-being of the youth, please ensure names, telephone numbers, and emergency contact names with phone numbers, and special needs/medical information remains current at all times.
- Child and Adult Care Food Program (CACFP) Form 1531 is required to register your child in the Youth Care Food Program.
- Parents must provide a two week written/email notice of withdrawal from the program. Parents are responsible for the fees within the two week notification or failure to withdraw properly. Failure to pay your debt is a criminal offense and may be reported to the member’s chain of command. The only exception will be “short notice” PCS orders. A copy of the PCS orders must be attached to the withdrawal notice. No over the phone notice

will be accepted for withdrawal. **NOTE: SUMMER CAMP REGISTRATION DEPOSITS ARE NON-REFUNDABLE. (\$10.00 PER WEEK)**

## 2. FEES AND CHARGES:

- Fees are based on your Total Family Income (TFI) and are calculated in accordance with the requirements of the DD Form 2652, Department of Defense Child Care Fees Application. A DD Form 2652 must be completed to determine your fee category. Parents not wishing to disclose income data or those who cannot provide the required earning statements will be placed in the highest fee category 9. A copy of each parent's most recent Leave and Earning Statement (LES) is required to verify income on the DD Form 2652 (LES will not be kept on file). If you cannot provide a LES, you must submit a letter from the Human Resource department or sole proprietor stating hourly rate and number hours per week or anticipated annual income. If spouse is a full time student, proof of enrollment (in accordance with the university) is required to be provided each semester/quarter to remain eligible for care. For blended families, the TFI is the household in which the youth spends most of his/her time. For households in which unmarried couples or pairs are living as a family, all household income is used to determine the TFI. For married couples in legal separation, both incomes will be used to determine TFI until the divorce is final.
- Your patron fees are used to support the non-appropriated fund employee payroll, program supplies, and fieldtrips; therefore, credits/refunds will not be given for days missed due to illness, disciplinary suspension, or days in which the installation/program is closed and civilian staff are given administrative leave (i.e. national emergencies, family days, weather, etc.). Programs are closed on all Federal Holidays.
- Fees are due by close of business MONDAY prior to the week of care. Payment may be made weekly or monthly in advance of care. **In the event that you do not make payment on your account by close of business on Monday, the credit card authorization provided in the automated payment system will be charged for the full amount owed.** Late fees will be charged beginning on Wednesdays. This is in accordance with the *Standard Business Policy* memo dated 17 Sep 13. A \$5 per day late fee per youth will also be applied. If credit/debit cards are rejected or declined, parents will be notified that payment in full must be made in person on the same day. As a courtesy, parents have the option to authorize automatic payments from their credit/debit cards on payment due dates. Credit Card Auto Pay Authorization will be set up in the automated payment system in accordance with parent's payment option. Failure to abide by these policies will result in termination of the parent contract.
- A five minute grace period will be permitted past closing and then a \$2.00 fee for each minute thereafter per youth. Persons assigned as emergency contacts for your youth will be contacted when parents/guardians cannot be located. Continuous tardiness may result in the sponsor's supervisor being notified and/or termination of this contract.
- In the event of financial hardship, a request for financial assistance should be directed through 502d Force Support Squadron's chain-of-command for the 502 FSG/CC approval on a case-by-case basis of a temporary hardship waiver. Sponsor is required to provide a personal financial analysis conducted by Military and Family Readiness in their request package. Fee reductions will be effective as of the date approved by the 502 FSG/CC. If the parents become divorced, sponsor needs to provide a waiver request, current LES, and documentation of the divorce decree to request a fee adjustment in their request package. The divorce decree must be "adjudicated" through the court system.
- If payment is made by check, all required personal data must be printed on the check. The information required is rank/grade, name, mailing address, phone, and organization or assignment. Your youth's name should be written on the check. Parents should maintain payment receipts for tax purposes. A returned check fee of \$25.00 and a \$25.00 processing fee will be charged for all returned checks.
- A multiple child discount will be given to patrons who have children/youth enrolled full time in JBSA Child and Youth Programs or Family Child Care. The full fee will be paid for the youngest child and 10% discount will be provided to each additional child.

## 3. HEALTH & SAFETY:

- SAC parents must provide a copy of the child/youth's current immunization as part of enrollment and prior to participation. Documentation of immunizations must be recorded in the child/youth's file.

- Medication is administered daily when medication has been approved IAW AFI 34-144 AF Medication Instructional guide. The AF Form 1055, Child Medication Permission, must be completed and the center's Medication Policy will be followed for each medication. In some instances, a medical plan/profile will also be required, e.g. inhalers, EpiPen. Medication must have a pharmacy prescription label with specific dosage information. Prescription medication must be required to be administered more than two times per day or it will not be given in SAC (non-emergency medication only). Parents must provide an accurate measuring tool.
- The program will not accept youth into care that are exhibiting signs of illness. Youth must feel well enough to participate in scheduled activities. For a list of these signs, please refer to the health and safety guideline book "Managing Infectious Diseases in Child Care & Schools", located in your program. If your youth becomes ill while in the program, you will be contacted immediately. Youth must be picked up within an hour of being notified of an illness or emergency.
- Youth who have been identified with a special need(s) are provided services within CYP when reasonable accommodations can be met. Special needs are defined as youth who requires more than routine and basic care. This includes youth with or at risk of disabilities, chronic illnesses, physical, developmental, behavioral, or emotional conditions requiring additional health related services. Programs must be aware of any special needs your youth may have (allergies, asthma, vision, speech delay, ADD, ADHD, physical limitations, etc.). A Medical Profile for Specialized Services may need to be completed on your youth if the special need requires additional health and/or related services. A profile is required to coordinate care with the Military and Family Services Flight Chief, Medical Advisor and the required flight panel. This policy ensures youth will receive the specialized attention they may require. All therapists and/or visitors who will be assisting your youth at the center will need to be documented on the AF Form 1181. Enrollment forms and Medical Profiles are required to be updated annually.
- In the event of a special need arising for your youth after enrollment, immediate notification and action is necessary to expedite coordination of documents to properly support your child's needs. If notification is not immediate, this may result in suspension of care until such documentation and coordination is completed. Parent will be responsible to complete a Medical Profile for Specialized Services which will be forwarded to the flight's Medical Advisor to determine if reasonable accommodations may be met.
- SAC will provide SPF 30 sunscreen, insect repellent, and hand sanitizer. If your youth is allergic to specific sunscreen, insect repellent, or hand sanitizer; you will need to provide your own along with a doctor's note.
- All program personnel are legally required to report any suspicion of child maltreatment to the facility manager or Family Advocacy Office.

#### **4. FOOD SERVICE:**

- USDA approved breakfast, lunch, and afternoon snack are provided each day at specific meal times. Parents are responsible for feeding their youth if they miss the scheduled mealtime. Weekly menus may be found posted at the SAC Program. A physician's note must support special dietary requirements which will be given to the flight Medical Advisor, who must approve any requirements. If approved and program cannot provide, the parent may provide approved food. The CACFP does not allow food from home to be brought into the program, unless coordinated and approved through the Medical Advisor.
- SAC is enrolled in the CACFP. This program prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Annually, old applications are purged and new applications must be completed. Every youth enrolled must have a current CACFP application on file. Applications must be completed during registration into the program or your youth will not be able to attend the program.

#### **5. PARENT PARTICIPATION:**

- Parents are always welcome to drop in and visit their youth or join them for a meal. Parents will adhere to the guidance policy while in the center.
- Parent information is displayed at the front desk, in the classrooms, via email, and on parent bulletin boards. It is the responsibility of the parent to check for new messages daily.

**6. ACCOUNTABILITY FOR YOUR YOUTH:**

- While your youth is in SAC, staff are accountable for their well-being, enrichment, and safety. Parent/designee must sign youth “in” and “out” each day on the AF Form 1930. The AF Form 1930 is essential to the program’s accountability and ratio. Parent’s signature is required when signing the youth out. Youth will only be released to an adult or siblings who are at least 14 years old and listed on the AF Form 1181.
- I give permission for the aforementioned named youth to participate in the SAC program. I assume all risks and hazards incidental to such participation including transportation to and from activities and do hereby waive and release the program, supervisors, and persons transporting my youth to and from activities from any claim arising out of an injury to my youth.
- Youth ages 9-12 are permitted to sign themselves in/out of the summer camp program with written permission from their parent.

**7. PERSONAL BELONGINGS:**

- Youth Programs will not be responsible for any personal items youth bring to the program, such as cell phones, electronic devices, clothing, toys, or other personal belongings. We highly recommend no personal items be brought into the program outside of what is required.
- Youth are required to wear safe shoes which fasten, have gripper soles, and closed toes. Unsafe footwear, (for example slip-ons, sandals, jellies), are a safety hazard and should not be worn in the SAC program.

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All questions, queries, and/or complaints should be addressed by the following chain of command: School Age Coordinator, Youth Program Director, Youth Programs Flight Chief, Military and Family Services Flight Chief, and Force Support Squadron Director.

I have read and understand the terms of the contract. I also understand this contract will be enforced for the duration of the summer or until I elect to terminate enrollment.

I understand that once my youth has signed out he/she will not be allowed to sign back into the SAC program that same day. If your child is going to open rec, parent must fill out Open Rec contract.

PHOTO RELEASE: Pictures and videos are taken at the program periodically. Your signature authorizes pictures and videos of your youth, while participating in our programs, may be used in conjunction with classroom environments, newspaper articles, interview videos, training videos, and other media sources.

\_\_\_\_\_  
SPONSOR’S SIGNATURE

\_\_\_\_\_  
DATE

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**Parents of 9-12 year olds.**

I, \_\_\_\_\_ give written permission for my child \_\_\_\_\_ to sign in and out of summer care. I have also completed, signed, and turned in the applicable Open Recreation Guidelines/Contract at the location for summer care.

\_\_\_\_\_  
SPONSOR’S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
YOUTH PROGRAM STAFF SIGNATURE

\_\_\_\_\_  
DATE