



## PARENT – PROGRAM AGREEMENT

Welcome to Marine Corps Base Hawaii Children, Youth & Teen Programs. The purpose of this agreement is to define the mutual terms of agreement for childcare arrangements. **Please initial each page of this agreement.**

It is your responsibility to let us know of any changes of address or telephone and emergency numbers. Parents are welcome to visit at any time.

### HOURS AND DAYS OF OPERATION

Childcare services will begin on \_\_\_\_\_, 20\_\_\_\_. The hours of operation are \_\_\_\_\_and end at \_\_\_\_\_Monday – Friday.

The sites are closed on Saturdays, Sundays, and the following Holidays:

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King Day	Independence Day	Thanksgiving Day
President's Day	Labor Day	Christmas Day
Columbus Day		

and other days as determined by the Commanding Officer or higher authority. Credit for care is not given for any of these days. These days are calculated in your annual fees.

Sites will also be closed at 12:00 noon for training on the Fridays before Memorial Day and Columbus Day, and closed at 1200 noon on Christmas Eve.

**ADMISSION REQUIREMENTS** – Patronage is limited to children between the ages of 6 weeks and 12 years who are dependents of Active Duty military personnel and Department of Defense (DoD) Civilians and (DoD) contractors stationed aboard MCBH. Retirees may be eligible when a waiting list does not exist and space is available.

### CHILD DEVELOPMENT CENTER LOCATIONS

**Kupulau Child Development Center**, Bldg 6111, 257-1388, accepts children ages 6 weeks to 5 years.

**Olina Child Development Center**, Bldg 579, 257-8354, accepts children ages 6 weeks to 10 years.

**School Age Care (SAC)**, Bldg 1090B, 254-7610, accepts children enrolled in Kindergarten to 12 years.

## GENERAL POLICIES AND REGULATIONS

1. Parents must complete the enrollment forms before using the program. This includes medical and legal release forms, child's immunization record and the identification of any allergies, or special needs. The USDA Food Program forms must also be completed by all patrons at this time. Single and dual military parents are also required to provide a copy of their Family Care Plan. A Special Power of Attorney for Child Care will be required if the sponsor is not available to sign.
2. Parents must check their child in and out at the reception desk. Parents are required to accompany their child to his/her program/center. Identification is required both at the front desk and in the classroom.
3. Emergency numbers must be kept up to date. The person or persons designated by parents as emergency contacts must be local and able to reach the center/site within one hour. If the emergency numbers are not kept current and correct, the patron may be refused service until proper emergency numbers are obtained. Failure to provide the required information could result in automatic disenrollment.
4. Children are not permitted to bring their own toys unless requested by the staff for a special program. The program is not responsible for any toys brought in by a child. Security blankets, pillows, etc. are allowed on a case-by-case basis.
5. Divorced or separated parents who do not have physical custody of a child may not pick up the child unless authorized, in writing, by the child's sponsor. The sponsor must have primary physical custody for the child to be eligible for enrollment. The custodial parent must provide the program documentation of the custodial rights of the other parent when appropriate proceedings are completed.
6. Unless prior arrangements have been made in writing with the program Director, only a parent or persons designated in writing by a parent may take a child from the program. No unauthorized person may pick up a child under any circumstances. Children will not be allowed to leave the site unaccompanied, nor will they be released to minors, to include siblings under the age of 18 years.
7. In case of illness, accident, or injury, staff must be able to make prompt arrangements for notification of the parents and for medical care. If possible, parents will be notified immediately of any illness or injury to the child, and their specific instructions regarding action to be taken shall be obtained. If parents cannot be reached in the event of an emergency, the child will be transported via ambulance to the Emergency Room at Tripler Army Medical Center.
8. Suggestions and/or concerns should first be discussed with the Director/Assistant Director, then with the Children, Youth & Teen Program's Administrator. Children are expected to adhere to rules and regulations. A meeting with program management will be required to discuss placement for children with documented chronic behavior problems. Children disenrolled from one facility for behavioral problems will not be permitted to use CYTP for 30 days.
9. Patrons using profanity or disrespectful conduct in CYTP will not be tolerated and may result in voidance of the agreement and permanent suspension of CYTP services.
10. We have an extensive waiting list for childcare in our programs. Employment and status as a student with current enrollment are taken under consideration when determining the need for childcare. Due to the many families requiring care in order to work or continue their education, an unemployed spouse is required to gain employment of 30hrs per week or more or show proof of registration as a full time student in order to remain eligible for care. A spouse will have 30 days to provide this information.

## FIELD TRIPS AND PHOTOGRAPHS

1. Field trips and nature walks are considered an important part of the educational program and will be scheduled periodically. Children, Youth & Teen Programs will provide the required responsible adult supervision for these excursions. Your permission for your child to participate in such excursions is part of this agreement. Parent participation is encouraged and welcomed.
2. Photographs of the children participating may be taken from time to time and may appear on pictures, posters and in special activities that are displayed in the centers. Your permission for taking and using photographs of your child without compensation is part of the agreement unless otherwise specified in writing.

## CLOTHING

1. Children have opportunities to participate in art, sand and water, sensory, science and gardening experiences. They create and explore with paint, glue, markers, colored water and ice, shaving cream, pudding, jell-o and sand. While these items are nontoxic and generally washable, they can be very messy; therefore children should wear comfortable play clothes, which may get dirty during indoor and outdoor activities. Caregivers make every effort to have the children use smocks when appropriate but their clothing can get soiled. Every child must be allowed to participate in all of the different activities. We cannot exclude them in order to keep clothing neat. Having a child worry about dirty clothes can put a damper on an otherwise fun filled day. Children must be fully clothed when brought to the site, including socks (if applicable), shoes, pants, shirt, underwear, and a jacket when the weather warrants. Sandals to include flip-flop, jelly shoes, etc., are a safety hazard and may not be worn at the sites. Shoes must be close-toed and have a supportive back – at a minimum backs or straps.
2. Children must have at least one extra change of clothing in case of accidents or bad weather. Please label all items of clothing. CYTP will not be responsible for lost or damaged items. Soiled clothing will be returned to the parents. Children must be fully potty trained in order to be placed in the Preschool classrooms.
3. Parents must furnish disposable diapers and baby wipes for infants. Empty bottles must be provided and labeled by the parent. No cloth diapers are allowed. Toddlers in training pants must also have plastic over pants.
4. Parents must furnish alternate disposable wipes if your child has an allergy to baby wipes. Children, Youth & Teen Programs is not authorized to use baby powder/talcum powder.

## HEALTH STANDARDS

1. Children, Youth & Teen Programs registration and health forms must contain a doctor's signature and stamp and will be filled out for each child. All health forms must be turned in prior to enrollment or proof of appointment within 30 days is required. These forms provide management with basic health information on all children. An updated immunization record must be provided at the time of registration.
2. The facility Director may grant admission to well children only. Children will be screened upon arrival by the primary caregiver. Any symptoms of illness, child abuse or neglect will be reported to the Director. All Directors are trained in proper procedures for reporting child abuse/neglect.
3. The law in Hawaii requires that individuals/organizations working with families and/or children must report any suspected child abuse. The CYTP staff are mandated reporters and will make these reports to the appropriate sources.
4. A child with a temperature in excess of 101 degrees Fahrenheit – Thermoscan or 100 degrees Fahrenheit – Auxiliary and/or shows other signs of illness while attending any CYTP will be isolated from the other children and the child's parent will be notified. The parent will pick up the sick child within 1 hour. If you cannot be reached, we will call one of the emergency numbers you have listed. If the illness is contagious, the parent must notify the program, and a doctor's written clearance will be required before the child can return to the program. Children must be fever-free without medication for 24 hours and be able to participate in routine activities indoors and outdoors before being re-admitted to the center. The 24-hour fever-free policy does not begin from the time the child is picked up by his/her parent. Children who are sent home with an elevated temperature must stay home the following day and be fever free for 24 hours (one day). This policy helps to ensure the health and well being of all children in the program. Final authorization for re-admittance into the center or site will be at the discretion of the Program Director.
5. No child will be admitted to any CYTP without current immunization against tetanus, diphtheria, whooping cough (pertussis), and poliomyelitis. No child 17 months or older may be admitted without current immunizations against measles, mumps, rubella, and HIB vaccine. Per Hawaii State regulations, no child over the age of 12 months will be admitted without a current TB Test. Any irregularities in this will be handled on a case-by-case basis. Exemptions are only when religious beliefs preclude and must be substituted with appropriate forms. TB Test may not be excluded as it is not considered a shot, but a skin test.
6. The Director must be alerted prior to admission if a child has any physical, emotional or psychological special needs. The child must be enrolled in the Exceptional Family Member Program (EFMP) and evaluated by the Special Needs Evaluation Review Team (SNERT) for appropriate placement prior to admission.
7. Medication will be administered only to children in CYTP on a full time basis and only by the Program Director, Assistant Director, Training and Curriculum Specialist, Site Managers for

School Age Care Program or other trained CYTP personnel. A physician must prescribe the medication or special therapeutic procedures, and there must be no other reasonable alternative to the medical requirement for the child. CYTP staff members may not accept nor administer any form of medication without the thorough completion of the dispensing medication authorization form. Authorized ointments may be applied by caregivers under the supervision of the facility Director or Manager.

8. Parents must provide medication prescribed by physicians only, and the medication must be on Children, Youth & Teen Programs' list of approved medications. No "over the counter" medications will be administered unless ordered by prescription. Medication will be properly labeled. It must be in the original container, dated with the physician's name and instructions for use. Chronic medication will be handled on a case-by-case basis.

The medication must be labeled with the child's name (first and last), name of medication, dosage strength and frequency of administration. The medication must also be enclosed in a plastic bag with a proper measuring device. All oral medications are to be administered by the parent for the first 48 hours. Tylenol and like products will only be administered following immunizations, and prescription requirements apply. No "as needed" medication labels will be administered with the exception of inhalers and EpiPens.

#### FOOD SERVICE OPERATION

1. CDC's serve breakfast, lunch and an afternoon snack. Meals are included in the monthly regularly enrolled fee. Parents will be charged for meals if they choose to eat with their child. Meal times are posted in the reception area. No food or drinks will be brought into the center at this time. CYTP is a peanut free environment at all locations.

#### MEAL RATES FOR HOURLY CARE ARE POSTED IN THE CENTER

Meals are prepared on site.

Meals served are: breakfast, lunch and afternoon snack

2. Milk will be served to all children (except in the case of an allergy). The USDA allergy form must be completed and on file at the center for an exception. If your child has a food allergy you must provide documentation from your child's physician. This documentation will allow us to provide a food alternate.

3. For parents who choose not to participate in the USDA infant food program, formula served in baby bottles must be prepared at home, identified with the child's name and contents by the parent. They will be dated and refrigerated until used in the center. The centers may not administer bottles containing food or medication. All baby food jars must be unopened. Only plastic bottles will be permitted.

4. Per Marine Corps Order 1710.30E, all infants under 6 months must be placed on their backs to sleep. Any variation to this policy requires medical documentation and there must be no other alternatives.
5. School Age Care (SAC) sites located aboard the Base serve an am/pm snack.
6. The Child Development Centers (if applicable) will provide adequate and nutritious meals, which follow the USDA guidelines.

## PHILOSOPHY OF DISCIPLINE

1. The purpose of discipline in MCBH's CYTP is to instruct children in proper conduct and to teach them to develop their own inner controls so they can live according to established standards of behavior in our society.
2. Techniques of discipline must be fair, consistent, and respectful of children and their individual needs.
3. Acceptable discipline techniques include:
  - a. Setting fair and consistent standards.
  - b. Clearly defining expectations.
  - c. Redirecting the child to appropriate activities.
  - d. Temporary removal of the child from a stressful situation.
  - e. Limiting the child's participation in certain activities.
  - f. Contacting the child's parents.
4. Humiliating or frightening punishment is strictly forbidden. This includes:
  - a. Physical punishment such as spanking, slapping, hitting, pinching, or shaking.
  - b. Verbal abuse, threats, or derogatory remarks about a child or his/her family.
  - c. Restriction or confinement by physical means.
5. Since the child's behavior is the ultimate responsibility of his/her parents, parents are expected to see that their child conforms to acceptable standards of behavior within the program. The following behaviors are considered inappropriate and unacceptable in CYTP.
  - a. Causing physical harm to another child or adult by hitting, biting, kicking, throwing, or any other physical action
  - b. Use of inappropriate language, spitting, or other forms of verbal abuse or degradation by children directed at other children or adults.
  - c. Repeated refusals by a child to comply with center or room rules and/or failure to listen to instructions by caregivers.
  - d. Children's behavior which is potentially harmful to themselves.

6. Failure to conform to these standards may result in the child's removal from the facility/program. Children removed from one facility for behavioral problems may not be admitted to any other CYTP for 30 days.

## FEES AND CHARGES

1. Guidance on fees and charges is mandated by DoD and is based on total family income. Children, Youth & Teen Programs define family as two people living at the same address who both contribute to the welfare and well being of the child. The total family income includes base pay plus BAH II and basic subsistence allowance. Income will be verified from the military sponsor's most recent leave and earning statement. The most recent copy of the spouse's W-2 or a leave and earning statement should be used to verify the income for spouses and non-military personnel. A complete list of fees and charges is posted at each site. Hourly charges and miscellaneous charges must be paid on the day they occur. Extra fees may be charged for special activities or field trips. Fees are calculated on a 1-hour time frame. Hourly rates may be prorated into 15-minute increments. There is a 1-hour minimum charge.

2. The service charge for each dishonored check will be \$25.00 and must be paid in addition to the redemption of the dishonored check. Personal checks require: sponsor name, rank, unit and unit telephone number. If the sponsor's spouse writes the check, both the sponsor's and spouses name must be indicated on the check. Starter checks will not be accepted. If you have any questions regarding dishonored checks please call the Cash Office for assistance.

3. A late fee of \$7.50 will be charged per 15 minutes or any part thereof, per child. This is in effect for children left after 1800 for Full Day Programs. If the site is not notified, within 30 minutes of closing, the proper authorities will be called to pick up the child. Late fees are due prior to the child being re-admitted to the program. Children left after closing on the third occasion are subject to disenrollment. This late fee also applies to Part Day programs after their scheduled leave time.

4. Regularly enrolled childcare fees are paid in advance and are due the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) of each month with a three day grace period per pay period. Children will not be accepted into the center if the full amount of fees due have not been paid by the fifth day. A late fee of \$10.00 per day per child will be charged for all fees accepted after the 3<sup>rd</sup> grace period day. If for example, fees are due on the 1<sup>st</sup> of the month, the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> are grace period days. On the 5<sup>th</sup> and 6<sup>th</sup> days, you will be charged a \$10.00 late fee per child, per day. At the close of business on the 6<sup>th</sup> day your child will automatically be disenrolled for non-payment of fees.

5. Parents of School Age Children will be charged the full day rate during the summer.

## REGULARLY ENROLLED

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By initialing, I understand the above page.

Initial \_\_\_\_\_

1. A non-refundable deposit is required at the time of acceptance as a regularly enrolled patron. The fee is applied to the first payment. There is an annual registration fee that is due the beginning of October. The annual registration fee is prorated throughout the year.
2. Two weeks written notice and payment is required for disenrollment from the program. If written notice is not received, no refund will be given for prepaid childcare. Payment for the two week period will be required when the two week notice is not received. A standard form for disenrollment is available at the reception desk.
3. School age children utilizing any facility during fall, winter and spring school vacations will be charged the full day rate. During the winter and spring breaks, if children do not attend any days of the week, the parents will be charged their before/after school rate instead of the full day rate. This is only for winter and spring breaks, and does not apply to teacher in service days and other school closures, which the full day rate would apply. A listing of in service days is available at the reception desk. School age children suspended from school will not be allowed in the center for the duration of the suspension. The hourly rate will be charged for drop-in.
4. Payments must be made, as scheduled, even if the child is not attending the program. A patron is required to pay the childcare fee when their child is out with illness; a holiday, etc. Fees are based on enrollment, not attendance. Patrons with extenuating circumstances may submit a waiver request to the Program Director that will be forwarded for review. Upon written verification of authorized emergency leave from their unit, TAD orders, or Court ordered alternate parental custody, single active duty patrons with children regularly enrolled in the center, may not be required to pay to maintain the regularly enrolled status.
5. Families will receive a 50% tuition discount for leave purposes for up to two weeks per year for applicable centers. "Leave purposes" are defined as either an extended vacation or an extended sick leave for the enrolled child. Parents must request this discount in advance by completing the appropriate form at the program/site. If the leave discount is for a child's illness, please attach a note from your health care professional. "Two weeks" is defined as two regular school weeks. For Full Day and Part Day five-day per week, this is 10 consecutive days. For three-day per week Part Day programs, two weeks is equal to 6 school days. For two day per week Part Day programs, two weeks is equal to 4 school days.

Parents are responsible for full tuition payment prior to leave. Credit for the two-week vacation period will be applied when the child returns to the program/site. **This tuition discount is not applicable to the last two weeks of enrollment.** Youth Sports, Contract Classes, and Specialty Camps are not eligible for this discount.

6. Children may be transferred from site to site on a space available basis only. You must be enrolled at your current site for a minimum of 30 days before becoming eligible for a transfer to another site. Periodically full groups of children are moved from one facility to another to help maintain developmental requirements and to facilitate child movement from the waiting list.



I hereby agree to comply with the rules and regulations of MCBH's Children, Youth and Teen Programs regarding fees, health, clothing, and other items specified in the Parent-Program Agreement. I am aware of the scheduled holidays.

As indicated, I hereby agree, in writing, to notify the program two weeks in advance of withdrawal, should such an event occur.

I have read and understand the child abuse/discipline policy.

Signed \_\_\_\_\_  
Sponsor (If the sponsor is unavailable to sign, a power of attorney will be accepted)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Parent or Legal Guardian

Date \_\_\_\_\_

Center Director/Manager Signature:

\_\_\_\_\_

Date \_\_\_\_\_

Children, Youth and Teen Programs has an open door policy for parents. You are encouraged to discuss your child's developmental experience with the program staff.