

## **Items Needed to Enroll in School Age Care at RAF Lakenheath Youth Program**

- Y 2021 – 2022 School Year
- Y AF Form 1181
- Y DD Form 2652
- Y Child Placement Questionnaire
- Y Credit Card Consent Form
- Y MFLC Permission Letter
- Y LES for each working spouse
- Y Immunization Record
- Y Special Needs Documentation (must be completed PRIOR to enrollment)

**RAF LAKENHEATH YOUTH PROGRAMS**  
**2021-2022 School Agreement**

The terms of this agreement should be carefully read by you, the applicant. Once signed, this agreement constitutes a binding agreement. This agreement will remain in effect from the date of your signature through **15 August 2022** unless terminated earlier.

**PRIVACY ACT STATEMENT:** AUTHORITY: 10 U.S.C. 8013. **PURPOSE:** To obtain personal information concerning participant in RAF Lakenheath Youth Programs. **ROUTINE USES:** For internal use only except as permitted by federal law. **DISCLOSURE:** Disclosure of the requested information is voluntary. Nondisclosure may prevent your child from participating in RAF Lakenheath Youth Programs.

CHILD'S NAME: \_\_\_\_\_  
(Last) (First) (Middle)  
CARE NEEDED: BEFORE&AFTER BEFORE ONLY AFTER ONLY  
(Please circle) 0630-0830 & 1430-1800 0630-0830 1430-1800

CHILD'S SCHOOL: \_\_\_\_\_ CHILD'S GRADE: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Sponsor Email: \_\_\_\_\_

Sponsor Cell: \_\_\_\_\_

Spouse Name: \_\_\_\_\_ Spouse Email: \_\_\_\_\_

Spouse Cell: \_\_\_\_\_

\_\_\_\_\_ **HOURS OF OPERATION:** Care in the SAC is offered Monday through Friday from 0630-1800. Children must be picked up by 1800 hours. **There will be a 10 minute grace-period.** A late fee of \$2.00 per minute will be assessed for any children picked up late. Additional minute past 1805 will be assessed. Parents and guardians who are not able to pick up by 1800 must notify a designated authorized individual listed on the child's AF Form 1181. If a parent does not pick up by 1820, the SAC reserves the right to call your child's emergency point of contact or their Command.

- \*\*\*\*EXERCISE HOURS/DELAYED REPORTING:** Child and Youth programs have always and will continue to support the exercises with the following guidelines for extended hours:
- a. Parents are required to sign up in order to receive care outside of normal operating hours. This is done at the reception desk of the appropriate facility.
  - b. In the event of a School is out or base wide delayed reporting, individuals utilizing additional hours of care, will be charged at their hourly rate.

**AF 1181:** It is the parent's responsibility to ensure their information on the AF 1181 is correct at all times. This includes any changes to home, duty, and emergency numbers. I understand it is my responsibility to ensure that telephone numbers, emergency information, and all other information on the AF 1181 is maintained.

**PAYMENTS:** Weekly fees must be paid at or before the beginning of the week, prior to any childcare being rendered. Payments are made by credit cards ONLY. Families utilizing the SAC must provide valid credit card information for payments. If you fail to pay prior to services rendered, the card on file in the Orbital Billing System will be charged for the amount owed. **If payment has not been made and the credit card on file is declined, the family will be charged \$5.00 per day per family if account is delinquent. If the credit card on file has been declined, a valid credit card will be requested or care will be denied and/or child care space may be forfeited. If payment is not received by COB Wednesday of the week your payment is due, care will be denied Thursday morning. Only the desk clerk and the director will have access to your financial information. Late payment fees will not exceed \$5.00 per day per child.**

**HOLIDAYS/FAMILY/GOAL DAYS/CENTER CLOSURES:** The SAC is closed for all Federal Holidays. Federal Holiday closures are already figured into your weekly fees. The program will survey parents to determine if there is a need for care on Family Days, Down Days and Goal Days. Child care will only be provided on Family/Down/Goal Days to families where all adults in the home are mission essential employees (**proof of mission essential status is required**). Once a need for opening the program has been determined, only children requesting care will be allowed entrance into the program on Family/Down Days/Goal Days.

Letters from your supervisor, commander, or first shirt are needed to verify work status. Families who display a pattern for not showing up will be referred to Family Child Care for future childcare needs for Family/Down/Goal Days and reported to their commander.

**School Delays, Early Releases, & No School days:** Charges for scheduled early release and no school days will automatically be reflected on your account during the course of the school year. Patrons are encouraged to complete a vacation form when their child will be absent during these extended hours for accountability and staffing purposes. If your child is absent and your space is utilized for hourly care, a credit based on your established category's hourly rate will be given for the amount of hours your space was utilized.

**Full Time Care:** School Age Care operates full time care over the course of the year during the DoDDS summer, winter and spring breaks. Parents must pay for the child care space even if their child is not present because the program's costs of making that space available, whether it is used or not, does not decrease. Full day CDC rate will be charged based on your family's established payment category for these DODDS breaks. Because full time care provided during these breaks coincides with school holidays, we do not offer any additional vacation options and cannot provide credit for any other absences for family holidays, vacations, leave, or illness.

**CREDITS & REFUNDS:** Credits are not given for federal holidays, family days, base and emergency closures, natural disasters, absence due to sickness, accidental injury, family emergency, etc. This is due to the fact the program costs do not decrease when a child is absent. Patrons are encouraged to complete a vacation form when they are going to be absent. SAC provides hourly care, as available, on a first come first serve basis.

**SUBLETTING:** SAC parents will be given the option of subletting or renting their space. Under no circumstance shall the authorized user of the space profit from the subletting or rental of their space. Parents occupying the sublet/rental space must be notified of the conditions upon which their space may be terminated and enrollment in a sublet/rental space does not give them higher priority on the waiting list if a permanent space becomes available. Subletting privileges will be terminated by the director or flight chief on a case by case basis in the event of non-compliance of parent handbook or parent agreement. **Subletting/renting may ONLY be utilized in one week increments (Monday-Friday). Parents will not be authorized to sublet their space on a day to day basis. The subletter/renter will pay the Youth Programs directly based on their Total Family Income (TFI) calculated by the front desk staff. Required documents for subletting must be submitted by NOON the Thursday BEFORE care is requested. If the subletter/renter does not pay, the authorized user remains responsible for the fee or they will lose the child care space. The authorized user/owner of the space MUST submit a sublet utilization form PRIOR to care being rendered. If we do not have authorization in writing from the parent who owns the space, the renter will NOT be able to attend.**

**\*\*If your child has been diagnosed with or you are aware of any behavioral conditions/concerns or special needs, it is your responsibility to notify the Youth Center in writing prior to attendance. Failure to disclose this information will result in your child's disenrollment from the program.**

**ENROLLMENT:** Families are required to provide military/DOD member's current LES, and where applicable, spouse's income at the time of enrollment. For a spouse who is seeking employment, verification must be provided to the front desk every 90 days. For a spouse who is a full-time student, official verification from the registrar's office listing full-time enrollment status and term dates is required each school term. If financial information is not provided, the family will be charged the highest fees. If you choose to dis-enroll your child from the SAC Program, the sponsor ***MUST*** provide a 2-week notice IN WRITING to the front desk. If your child is eligible to participate in Open Recreation and discontinue SAC, a 2-week notice is required. If a 2-week notice is not provided, you are responsible to pay for the remaining two weeks whether your child attends the program or not. The installation commander (MSG/CC) only will terminate, and deny privileges for cause (to include, but is not limited to, continual behavior problems, lack of cooperation from parent, and failure to pay fees). The staff and Director will make every effort to discuss problems with parents to help resolve the situation prior to recommending termination of a child's enrollment.

**CALL-INS:** When a child is enrolled in the SAC Program and is not going to be in attendance on a specific day(s) or is absent, the parents are responsible to contact the center to notify program of the absence. The SAC Program will contact parents before 0900 hours if the child does not arrive for care.

**MEDICAL INFORMATION:** If your child has any medical conditions, chronic illnesses, allergies (including food allergies) or any special needs, please note this on AF Form 1181. A special needs form will need to be completed by your child's doctor to determine necessary modifications. This must be done prior to enrollment. If your child needs medication administered while participating in the SAC Program, please make sure that an AF Form 1055 (Medication Permission Form) is filled out. The AF Form 1055 will be initialed by the parent/guardian ANNUALLY to authorize administration of the as needed emergency medication. If medications are administered by staff daily it must be initialed DAILY. All medication, over the counter or otherwise, must be prescribed by a doctor and have the prescription label on the container or box, including a

start/stop date. The parent must administer the first dose of medication prior to bringing it to the SAC. Out-of-date medication will not be administered. Staff members are trained in CPR, First Aid and medication administration. In the event your child may require emergency assistance, Emergency Medical Services will be contacted and you will be notified immediately. It is the parent’s responsibility to ensure their home, duty, and emergency numbers are UP TO DATE on the AF Form 1181 at all times.

Prescription medication is administered during the hours of 1000 and 1400. If the health care provider directs medication to be administered 3 times per day, CYP personnel will administer the medication once during the typical day (10 hours of care). If the medication is to be administered 4 times per day, CYP personnel will administer the medication two times during a typical day (10 hours of care). If medication is to be administered 1 or 2 times a day, medication will not be administered in the CYP.

**ALLERGY LISTING:** If my child has allergies, I acknowledge that their allergies will be posted discreetly within locations where food may be present. The youth center will use the listing only to ensure the safety of the children within the program and will not share my child’s allergies with anyone who does not have a need to know.

**SPECIAL NEEDS:** If the child has been diagnosed prior to enrolling in SAC, the child’s developmental and/or medical requirements have been reviewed by the CYP Medical Advisor and a team of experts to include: the CYP Medical Advisor, the Medical Group Exceptional Family Member representative, the Chief, Child and Youth Services, the Flight Training and Curriculum (T&C) Specialist, FCC Coordinator, the Exceptional Family Member Program Family Support Specialist, Youth Director and others as determined by the installation convenes in order to determine if reasonable accommodations can be met. If the child is identified with a special need(s) after enrollment, the child’s developmental and/or medical requirements must be reviewed by the CYP Medical Advisor and the team of experts listed above within 30 days. **An IAT form will need to be completed by you to determine necessary modifications. This must be done prior to your child starting the program.**

**FOOD PROGRAM:** All food consumed in the SAC must comply with USDA Child/Adult Care Food Program requirements. Only food prepared at or for the SAC program is served for meals, snacks, and special events. Note: When the SAC is unable to provide food required for a child’s medical condition, parents may provide food when prescribed by the child’s health care provider and approved by the Installations CYP Medical Advisor. The installation’s Public Health Office is consulted for safe food storage.

Parents are welcome to eat with their children during mealtime but will not be permitted to take food out of the building. Meal service times are:

	<b>School Year</b>	<b>Summer/Full days</b>
<b>Breakfast</b>	0630-0715	0700-0800
<b>Lunch</b>	N/A	1100-1200
<b>Snack</b>	1530-1630	1400-1500

**TOPICAL OINTMENT:** Only sunscreens, insect repellents, and hand sanitizers approved by the CYP Medical Advisor AND purchased by CYP will be applied to children/youth (in the Topical Instructional Guide).

**PROPER CLOTHING:** Children must be sent to the School Age Program with suitable clothing. Please send climate appropriate clothing with your child. We also recommend that you send a spare set of clothing labeled with your child’s name to be kept in their locker. **SAC does not permit the following clothing items: sagging pants, tank tops less than 3 inches wide, tube tops, crop tops, short shorts or mini-skirts (no more than 6 inches above the knee) and clothing with drawstrings. Shoes must be worn at all times to protect children’s feet. Shoes must be closed toe and may not have wheels. Your child may not be permitted into the program until they have the correct apparel.** Children are expected to arrive at the centers clean and ready to start their day. School Age Coordinator/Youth Programs Director reserves the right to request an additional change of clothes for any child not following clothing guidelines.

**PERSONAL ITEMS:** We request all personal items such as jackets; clothes, bags, and equipment are labeled with your child’s name. Our staff will make every effort to ensure your child’s belongings stay with him/her. Please do not allow your child to bring toys from home. ***The RAF Lakenheath School Age Center will not be held responsible for any personal electronic device such as cell phones, iPad, smart watches and games. These items are not allowed in SAC. The lost and found is located in the open rec hallway, SAC hallway, and front desk.***

**BEHAVIOR:** During all hours of operation staff will lead challenging activities based on the interests of youth. Staff will follow the AF CYP Positive Guidance and Appropriate Touch Instructional Guide when interacting with youth. Youth may choose their level of participation within the SAC program, but will conduct themselves respectfully in their interactions with other youth, staff, and materials. All disciplinary problems will be dealt with on an individual basis. The following chart displays the consequences for negative behaviors:

	<b>Behavior</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> Referral</b>
<b>A.</b>	Repeated refusal to comply with program procedures: spitting, verbal aggression, major disruption, inappropriate gestures, scuffling, inappropriate language, theft, profanity, communicating a threat, safety concerns walking to and from school	Administrative Action	Parent Conference with the child’s assigned counselor, Lead Counselor, and SAC Coordinator	<b>Propose Removal from program</b>
<b>B.</b>	<b>Intentional</b> fighting, biting, aggression toward adults, abusive behavior toward peers, leaving program, destruction of property, racial slurs, vandalism.	3-5 day suspension (Upon return, parent conference with assigned counselor, Lead Counselor, and SAC Coordinator)	<b>Propose Removal from program</b>	
<b>C.</b>	Dangerous behavior toward self and others, bomb threats, arson, weapons, alcohol, illegal substances, fire alarm/bomb threats, injury resulting in professional medical treatment, larceny and refusing to move with the group	<b>Suspension Propose Expulsion</b>		

\*Administrative action may include, but is not limited to the following: warning, parent notification, and peace tables, parent shadowing, conflict resolution exercises, removal from an activity, etc.

**\*\*Management reserves the right to suspend for behaviors and may recommend termination of enrollment to MSG/CC if behaviors continue.**

**\_\_\_\_\_TRANSPORTATION AGREEMENT:** The staff of the RAF Lakenheath Youth Center School Age Care Program will transport my child to and from field trips. Prior notification will be communicated for planned field trips. The staff will note in writing the times of my child's arrival and departure from the School Age Program on AF Form 1930. I acknowledge that my child cannot be signed out during transportation for accountability purposes.

**\_\_\_\_\_PARENT INVOLVEMENT AND PARTICIPATION:** Parents are a vital component of our Program. You are welcome in the program at any time for a visit, to assist with activities, to observe your child, to share knowledge or experiences with the children.

- Parents are welcome to join the Parent Advisory Board (PAB) which meets monthly and includes center updates from the CDCs, FCC, and the Youth Center.
- Parents may also join the Quality Improvement Team, which meets quarterly to discuss SAC events, provide feedback, and brainstorm ideas to better the SAC program.
- Parents may join their youth in completing monthly parent activities offered by the SAC staff.

We encourage you to build a positive parent-staff relationship with your child's group leader. Parent volunteers are welcome and needed on field trips.

**\*\*Certain parent events may result in additional discounts on fees. All events resulting in discounts will be advertised.**

**\_\_\_\_\_RELEASE OF INFORMATION POLICY:** The program may disclose confidential information to authorized sources when necessary; such as, security forces, medical services, etc... only in the context of these standards, when legally permissible, and in the best interest of the youth, will this occur.

**\_\_\_\_\_INSTRUCTIONAL CLASSES:** As a courtesy, some Instructional Class instructors are willing to sign your child in/out of School Age Care. Please talk with the instructor to see if he/she is willing to do this for your child. You will need to add the name of the instructor to your list of people authorized to pick-up your child on the AF 1181. **It remains the responsibility of the parent to provide accurate information about class schedules, changes of dates, etc. to the SAC staff.** Youth will be returned to SAC and signed back in on the AF Form 1930 by the instructor at the end of class. Alternatively, parents can pick their child up from an instructional class or program at the end of that session. IAW AFI 34-144, 12.26.2: **Youth, 5 and younger, may participate in a program when they are accompanied by a parent or sibling 16 years of age or older.**

**\_\_\_\_\_SIGNING IN/OUT:** Youth ages 5 through 8 years must arrive and depart the program under adult supervision. Youth ages 5 through 8 must be signed in and out by a parent or other authorized person listed on the AF Form 1181. Youth 9 years or older with written parental permission may sign themselves in and out of School Age Care on the AF Form 1930, Youth Flight Daily Attendance Record.

A child may be signed out by a sibling 14 years or older if the sibling is listed on the AF 1181. A pick-up ticket and picture identification is required for all individuals (with the exception of parents listed on the AF Form 1181) when picking up a child. Violations of the policy will be addressed as needed. In the event that your child is not picked up within 15 minutes of closing time and the youth center is unable to reach a parent, the child's emergency contact will be notified to come pick up. If the youth center is unable to reach a parent or emergency contact by 1830, Security Forces will be notified of the situation.

**PHOTOGRAPHY/VIDEO RELEASE:** I understand the only agencies authorized with this slip will be the School Age Program/Youth Center, or the U.S. Forces agencies (Base magazine, AFN, Stars & Stripes, etc.). If there are any outside groups requesting permission, I understand I will be notified in advance. I hereby give permission for my child to be photographed in the School Age Program.

**MY CHILD:**        may be photographed             may NOT be photographed

       **CYP PARENT HANDBOOK:** I have received and read the parent handbook.

       **RIGHTS AND RESPONSIBILITIES:** I have received and read the parent and youth rights and responsibilities.

**I UNDERSTAND THAT FAILURE TO COMPLY WITH THE ABOVE FEES, CHARGES, AND POLICIES MAY RESULT IN DENIAL OR SUSPENSION OF MY SAC/OPEN RECREATION/INSTRUCTIONAL CLASS PRIVILEGES.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Parents' Rights and Responsibilities**

Parents have the right:

- To know that their child is cared for in a safe, supportive environment
- To confer with SAC/YP staff about concerns related to the child or the program
- To be told about serious inappropriate behavior on the part of their child, and to visit with SAC/YP staff in order to bring about improvement in the situation
- To be regularly informed about program activities and special events
- To have access to their child at any time

Parents have the responsibility:

- To read and understand the SAC summer agreement and Youth Center Parent Handbook
- To pay fees on time
- To keep their child's records up-to-date
- To drop-off and pick-up their child on time
- To follow the health policy
- To let the SAC staff know if their child will not be attending on a regularly scheduled day
- To take note of any communications from SAC/YP staff regarding their child's behavior and to cooperate in any efforts to bring about improvement in the situation
- To attempt to attend conferences/meetings scheduled by the school age program staff

### **Children's Rights and Responsibilities**

Children have the right:

- To have a clean, safe, supportive, and consistent environment
- To use all the program equipment, materials, and facilities on an equal basis
- To be treated respectfully
- To have discipline that is fair and non-punitive;
- To receive nurturing care from staff members who are actively involved with them
- To enjoy freedom of thought, conscience, cultural and ethnic practice
- To a reasonable degree of privacy
- To have his or her opinions heard and considered to the greatest extent possible
- To receive appropriate and reasonable adult guidance, support and supervision
- To be free from abuse, neglect and inhumane treatment
- To participate in higher level learning activities that maximize his/her potential

Children have the responsibility:

- To be accountable for their actions
- To respect the expectations in place at the School Age/Youth Programs
- To remain with the group and staff at all times during outings/field trips
- To keep their counselor informed of their whereabouts at all times
- To care for materials and equipment properly
- To be respectful of others at all times

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **OPEN REC YOUTH ONLY (9+ years)** may sign themselves out of the School Age Care any time after 1430 hours for Open Recreation, as long as they have a current LYP membership card and parental permission.

NOTE: This program is an unstructured program and does not provide the same level of supervision as the School Age Care Program. Youth in the Open Recreation Program may leave the facility on their own accord. No discounts are given on weekly payments should your child sign out of the program to go into the Open Recreation Program. **Once your child signs out of the School Age Care Program, they cannot sign back in for accountability purposes and staff to child ratios; they must remain in the Open Recreation Program.** There is a charge for an Open Recreation membership. Parents may obtain a membership card for their child by completing an AF 88 at the front desk.

\_\_\_\_\_ I DO give my child permission to sign out of the School Age Care Program.

\_\_\_\_\_ I DO NOT give my child permission to sign out of the School Age Care Program.

**Rules and Regulations to sign out for Open Recreation:**

- 1) The youth will show the hallway staff a valid open rec membership card or receipt proving purchase of an Open Rec Card, write the current time and their signature on the AF Form 1930.
- 2) The youth **may not** sign themselves back into the School Age program once they have signed out. This is to ensure accountability with the staff/child ratio.
- 3) Youth **must** sign themselves into the Open Recreation Program sign in sheets located at the front administrative counter in Open Rec immediately after signing out of School Age.
- 4) Any violations of these policies will be addressed individually.
- 5) The youth is aware of these expectations and acknowledges that they are responsible to follow these policies in order to sign out from the School Age program, as indicated by the signature below.

\_\_\_\_\_  
Youth Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date