
Child Development Center (CDC) Sponsor/Program Agreement

DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRINCIPAL PURPOSE: Information is used by USCG CDC Personnel and patrons to: (1) Identify and Clarify responsibilities of all parties involved in agreement; (2) Specify commitment regarding acceptance and provision of CDC Services

DISCLOSURE: Disclosure of requested information is voluntary; however, if information is not provided, individuals may not be able to participate in CDC Programs.

Name of Sponsor (Last, First, MI)

Sponsor's Unit:

Sponsor's Mailing Address:

Sponsor's Telephone: (Home) (Work)

Program:
USCG PSSU KODIAK CHILD DEVELOPMENT CENTER

This Contract Valid From
(Month, Day, Year to Month, Day, Year)

Service (Check Appropriate Box)

Full Day Part Day Preschool School Age Drop in

Age Group Category (Check Appropriate Box)

Infant (6wk-18mo) Toddler (18-36 mo) Preschool (36 mo -5yr) School Age

I agree to enroll my child/children _____
in ISC Kodiak Child Development Center.

Program Services

Program Operating Hours For Full-Day Are As Follows:

Mon 0730 To 1730 Tue 0730 To 1730 Wed 0730 To 1730
Thurs 0730 To 1730 Fri 0730 To 1730

Program Operating Hours For Part Day Pre-School Are As Follows:

Mon - Fri 0830-1130

Part Day Preschool operates on the Peterson School calendar.

Program Operating Hours For Space Available Drop In Care Are 0730-1730 Mondays Through Fridays. There Is A Two Hour Minimum Usage Per Child Per Visit.

Services Will Not Be Available On All Federal Holidays, After 1200 On Christmas Eve, After 1200 on New Years Eve. The Sponsor Will Be Notified In Advance, Whenever Possible, Of Additional Periods Of Non-Service As Determined By The Command Or CDC Personnel. Child Care May be Denied When Illness Precludes Participation In Routine Program Activities.

Prior Notice Requirements:

Two Weeks Written Notice For Termination Of Services. Without 2 Weeks Written Notice, 2 Weeks Fees Required.

Unique Considerations (Sponsor)

I Request The Following Special Needs Of My Child/Children Be Accommodated:

My Child/Children Requires The Following Special Items--Which I will Supply:

Fees And Charges (CDC Personnel completes)

Rates For Program Services Are As Follows: Per Child

Full Day Fees: \$ _____ Per Month Hourly Fees: \$ 4.00 Per Hour or fraction of (minimum 2 hours)
Part Day Fees: \$ _____ Per Month School Age Fees: \$ _____ Per Month

Fees continued,

Miscellaneous Fees For Program Services Are As Follows:

Late Fees For Non-Payment Are \$ 20.00 flat fee. The CDC May Deny Child Care If Non-Payment is excessive.

A Late Pick up Fee Of \$20.00 each Ten Minutes per child Will Be Charged Starting At 1730 Hours For Full Day Program, and At 1130 Hours For Part Day Preschool.

Payment Obligation Is Based On Monthly Agreement For Services Not On Actual Hours Of Child Attendance.

In The Event Of Absence Of Child/Children From Care Due To Illness, Fees **Will Not** Be Reduced.

In The Event Of Absence Of Child/Children From Care Due To Vacation, Fees **Will Not** Be Reduced.

Fees Will Be Paid In The Following Manner:

All Full Day/Part Day Preschool/After School Fees Must Be Paid In Advance of Service. ½ of The Monthly Fee is Due the 1st To The 5th And The Other ½ Is Due The 15th To The 20th of Each Month. Payment May Be Made By Money Order, Check, Visa Or MasterCard at the MWR office. Auto pay is available.

Fees/Charges Are Subject to Change, Patrons Will Be Notified of Changes a Minimum 30 Days Prior to Effective Date.

Policies

Child Medication Will Be Administered Only Upon Parent Written Request Under The Following CDC Conditions.

IAW COMDINST 1754.15 the CDC May Only Administer Physician Prescribed Medications. The Parent Must Administer The First Dosages (First 24 hours) To Ensure No Allergic Reaction. Medications Must Fall Under Approved Medication Guidelines Parents Must Complete A CDC Medication Dispensation Card Form for Each Medication.

Laundering Child/Children's Soiled Clothing Will Not Be Done

CDC will Provide The Following To Meet NAEYC and CDC Program Requirements

(1) Safe, Healthy, Learning Environment. (2) Developmental Programming That Meets Child/Children's Needs. (3) Nutritional Meals And Snacks In Accordance With USDA Guidelines. (4) Daily Rest/Quiet Time. (5) Daily Outdoor Play (Weather Permitting)

I Acknowledge A Shared Responsibility With CDC For Child Abuse Prevention

- (1) CDC Is Required To Report All Suspected Cases Of Child Abuse Or Neglect
- (2) All CDC Personnel will pass Background checks
- (3) CDC Staff Will Not Administer Any Form Of Corporal Punishment, Even At Parent Request, And All Parents Are Required To Refrain From Using Corporal Punishment On Our Premises.

I Acknowledge And Consent To The Following CDC Policies Concerning The Care of My Child

- (1) Parents Must Bring Children Into The Classroom, Sign Children In And Out Daily, At Front Desk And In Classroom.
 - (2) Parents must notify CDC prior to 9AM if their child will not be attending
 - (3) CDC Will Not Release Children To Anyone Under The Age of 14 Or Anyone Not Specified In The CDC Files By The Sponsor Including Relatives & Friends. (*Both parents have the right to pick up their child even if not listed in CDC Child File unless there is a court order prohibiting them.)
 - (4) Children Must Dress Appropriately For Daily Activities And Weather, to include Closed toe and heel shoes
 - (5) Must Have A Change of Clothing Available.
 - (6) Sponsors Must Provide A Physicians' Statement If Children Are Not Able To Follow USDA Food Guidelines.
 - (7) Sponsors Must Pick Up Ill Children Within One Hour Of Notification.
 - (8) Children must be fever/symptom free and free of fever reducing meds for 24 hours after being sent home due to illness
 - (9) Sponsors Are Ultimately Responsible For All Fees Incurred.
 - (10) Sponsors Must Update Registrations Forms Annually and As Applicable.
 - (11) Sponsors Must Provide Center with any Income and Financial Status Changes within 30 days of change.
 - (12) If my child exhibits challenging behavior prescribed steps will be followed to correct or modify the behavior. If after all viable efforts have been exhausted to correct the behavior and the behavior causes injury to other children or staff or interferes with the care given to the other children, I will be notified to find alternative child care arrangements.
 - (13) With The Approval Of The CDC Director, CDC May Terminate Contracts Without Financial Penalty At Any Time The Sponsor Is In Violation Of Any Documented CDC Policy/Regulation/Procedure.
 - (14) I have been given a copy of the CDC's SOP and I understand that it is my responsibility to read and understand the CDCs policies.
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Signature of Sponsor

Date

Signature of CDC Representative

Date