



AGREEMENT FOR CHILD CARE SERVICES
TYNDALL AFB CHILD DEVELOPMENT CENTER

SPONSOR: (LAST) (FIRST) SPOUSE: (LAST) (FIRST)

BRANCH OF SERVICE: UNIT:

DUTY PHONE:

I understand and agree to abide by the terms of this agreement for child care services entered into this day of, between myself and the Tyndall Air Force Base Child Development Center (hereinafter referred to as the CDC), a nonappropriated fund activity of the United States Air Force.

I. That the CDC provides child care services to the parent's/patron's child named below:

[Redacted child name]

Such services will be provided in the following manner and kind, pursuant to the parent/patron's selection of service:

CHILD CARE SERVICE: The CDC agrees to provide child care service Monday - Friday. Hours of Operation are 0600 - 1730. The CDC does not provide child care on weekends, federally observed holidays, Family Days, inclement weather days or other closures ordered by the Installation Commander. The CDC services will be consistent with and conform to requirements of AFI 34-248, as supplemented by MAJCOM and local directives, to include current locally published and approved operating instructions, copies of which are posted on the CDC premises and are available for review by all parent/patrons. Parent is responsible for completing and updating as need the required registration forms: DD 2606, Department of Defense Child Development Program Request for Care Record; AF Form 1181, Air Force Youth Flight Program Patron Registration; Child Development Center Health Assessment Form; DD 2562, Application for Department of Defense Child Care Fees; and Agreement for Child Care Services.

II. Conditions of Payment: Parent/patron hereby agrees to be bound by the published fee schedule and fee category as authorized on the DD Form 2652. Parent/patron specifically agrees to the terms of payment. Parents are encouraged to take advantage of the auto payment program which will automatically charge your credit card when fees are due. In accordance with the Standard Business Policy letter dated Sep 06, parents must provide a credit card or debit card number in order to collect funds in the event that payment is not received on time. If credit or debit cards are rejected or declined, parents will be notified that payment in full (to include late charges) must be made in person at the child development program on the next business day. Failure to make full payment may result in the forfeiture of the child's guaranteed child care slot. The child can be reassigned to the waiting list when payment is made in full.

Revised Payment Options: The 1st and 15th or Monthly payments options are calculated are based on 52 weeks times the Weekly Rate divided by 12 months. All forms of payments are due in advance of care whether patrons used the monthly or the 1st and 15th options. If payment is not made on the due date a \$5.00 late fee will be applied for each day after the payment due date.

PARENT/PATRON: DATE:

FOR THE CDC: DATE:



**PRIVACY ACT STATEMENT:** Privacy Act Statement Authority: 10 U.S.C. 8012.44, U.S.C. 3101, E09397. Principal Purpose: The information required by this Agreement is necessary to effect the registration of the parent's/patron's child(ren) in child care services. Routine Use: To assist in the proper care and identification of all children registered in the child care program. Failure to provide necessary information requested on this application will result in parent's/patron's denial of child care services.

Parent/Patron further acknowledges that said scheduled fees are subject to change per DOD directive and do hereby agree to be bound by any such changes during the term of this agreement. Parent/Patron agrees to notify CDC staff of changes to job status that may affect payment categories. Parent/Patrons are required to pay the full amount of fees for the entire contract period regardless of whether they elect to avail themselves of the full extent of childcare services. This policy is deemed necessary in order to provide our weekly parents/patrons with the lowest possible rates without compromising quality care or range of services. Consistent with the governing regulation and published operating instructions, should the CDC Director, or his/her designee, determine that a child's behavior is incompatible with the standards contained therein and therefore subject to suspended privileges, refunds of advance fees are not authorized.

**III.** In the event the child remains in the CDC beyond the normal hours of operations, the parent/patron hereby agrees to immediately pay ten dollars (\$10.00) for the initial fifteen (15) minutes or a fraction thereof and ten dollars (\$10.00) for each additional ten (10) minutes or fraction thereof. This is a cumulative fee. The parent's/patron's child(ren) will be ineligible for child care services until such time as these surcharges are paid in full. All such fees and surcharges may be paid by cash, check, Visa or MasterCard. Children left 30 minutes after closing will be released to Security Forces.

**IV.** The parent/patron hereby acknowledges, agrees and authorizes the Non Appropriated Fund Accounting Office to initiate a payroll deduction of his/her appropriated or non appropriated fund pay for any monies associated with delinquent fees or dishonored checks. A twenty five dollar (\$25.00) charge will be assessed for each dishonored check received.

**V.** Parents must provide a written notice to the CDC two weeks in advance for withdrawal or cancellation of contract, to avoid penalty. The penalty will be the fee for two weeks of care.

**VI.** That the parent/patron named herein agrees that he/she has been offered the opportunity to review all applicable regulations, directives, parent handbooks, and operating instructions earlier referenced and incorporated herein, and agrees to be bound by their terms, conditions and obligations.

**VII.** That the CDC Director shall be vested with the authority to interpret terms and conditions of this Agreement. Written appeals of any final decision of the CDC Director may be forwarded for consideration through the Force Support chain of command.

**VIII.** That this written agreement constitutes the full and complete understanding of the parties. No oral statements, representations or modifications shall have any legal effect on this Agreement. This Agreement is not binding until fully executed by the parent/patron (to include, at a minimum, tender of the initial monthly payment) and signed by an authorized representative of the CDC.

**PARENT/PATRON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR THE CDC:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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