



HOURLY CARE PARENT FEE AGREEMENT

OPNAVINST 1700.9

COMPLETION INSTRUCTIONS

- Installation CYP will input local late pick-up, policy, procedures and other local information in SECTION II; save form using installation in the name of the form as the master copy for all of installation CYP use. Example, *GulfportCNICCY1700-39 Hourly Care Parent Fee Agreement*.
- All CYP's are to fill in Child's/dates electronically. Signatures can be either CAC electronic or signed after printing

SECTION I – CHILD'S NAME

Child's Name (Insert the child's name prior to printing the form for signatures)

SECTION II – LATE PICK-UP POLICY AND PROCEDURES

Prior to creating installation master form, insert your *"Command Late Pick-Up Policy, Procedures, or other local information for parents."*

SECTION III – PARENT'S AGREEMENT

- I will:**
1. Pay a rate of \$4.00 per hour per child with a 1 hour minimum, for CDC and SAC. Any portion of an hour will be charged at the full-hour rate.
 2. Make a reservation for the time I specifically need with the understanding that there could be a reservation before or after my specified time. For example – reservation is for 0900-1330, I need to arrive at 0900 and pick up by 1330.
 3. Be charged from the beginning of my reservation and/or arrival time through time of pickup. For example – reservation is for 0900 and you arrive at 0830; charges start from 0830, if service can be provided. Another example; reservation is for 0900 and you arrive at 0925 – charges start from 0900. Hourly charges will apply until pickup.
 4. Cancel my reservation 24 hours before the scheduled time if no longer needed. If the reservation is on a Monday, I may cancel when the program opens on Monday morning.
 5. Lose my reservation if I arrive 30 minutes past the scheduled arrival time. If I do not call or appear by that time, the reservation will be considered a "no-show," and the space will be given to another child.
 6. Pay a "no show" fee for the entire reservation, not to exceed \$15 prior to acceptance for another reservation. If I have two (2) no-shows per child, I may not be allowed to make future advance reservation for 30 days.
 7. Pay fees in full on a daily basis when picking up my child. A service charge will be assessed for returned checks as set by the command (NOTE: Not all Navy Commands accept checks).
 8. Pick my child up on time. Pay a late fee of \$1 per minute (not to exceed \$15.00) if the reservation exceeds the posted facility closing time. In addition, the hourly rate will continue to accrue until my child is picked up.
 9. Not be charged for meals, snacks, transportation or field trips.
 10. Adhere to reserved hours. If my child needs to stay longer, I must contact program for approval at least 30 minutes in advance of my original reservation time.
 11. Expect if my child has a special need or requires special accommodations, my case may be reviewed by the *Inclusion Action Team*, but every effort will be made by the program to accept my child. I will reveal any potentially life threatening medical conditions or needs that may affect my child while in the hourly care program and ensure any necessary instructions are provided to the program staff prior to leaving my child for the first time.
 12. Provide a phone number on the sign in sheet daily where I can be reached in the event of an emergency.
 13. Provide the needed supplies (i.e., diapers/pull-ups, wipes, cream, changes of clothes, clothes appropriate for outdoor play, etc.) for my child. Parents of infants must provide all bottles and any other food required by the child. All bottles must be pre-made and all bottles and food from home must be labeled with child's name and dated.

SECTION IV – PARENT & CYP CERTIFICATION

I understand that I will sign a new fee agreement if there is a change in the hourly care fees or policies.

SPONSOR SIGNATURE		DATE	
CYP REPRESENTATIVE SIGNATURE		DATE	