



## School-Age Center (SAC) Family Agreement Summer 2021

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Child's Name (Last, First, MI)

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Grade Entering Fall of 2021

Date of Birth

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Please read and initial each paragraph.

\_\_\_\_\_ 1. **PURPOSE:** The purpose of School Age Care is to serve the needs of families geographically located at Osan AB, Korea. It is our mission to provide a full range of community based before and after school and summer programs that provides a safe, supervise, healthy, age appropriate environment for children ages 5-12. Our program supports success in school and promotes multicultural appreciation, literacy, recreational and leisure activities, community involvement and the arts.

\_\_\_\_\_ 2. **CONTRACT DATES:** Please indicate the weeks that you require care for your youth by checking the desired week. Please give at least a two week notice on any changes or you will be charged for the week you requested.

\_\_\_\_\_ Week 1 14-18 June

\_\_\_\_\_ Week 6 19-23 July

\_\_\_\_\_ Week 2 21-25 June

\_\_\_\_\_ Week 7 26 July-30 July

\_\_\_\_\_ Week 3 28-02 July

\_\_\_\_\_ Week 8 02-06 August

\_\_\_\_\_ Week 4 05-09 July

\_\_\_\_\_ Week 9 09-114 August

\_\_\_\_\_ Week 5 12-16 July

\_\_\_\_\_ Week 10 16-20 August

\_\_\_\_\_ 3. **TOTAL FAMILY INCOME:** The Military Child Care Act of 1989. Public Law 101-89, requires that the Department of Defense establish uniform fees for child care based on total family income. Total Family Income includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary referrals, quarter's allowances, and in-kind quarters and subsistence received by a military member; pay for service in a combat zone; and anything else of value, even if not taxable, that was received for providing services. Parents using care are required to bring in a copy of their most recent LES/pay stub

to determine appropriate category for their family income. Income categories will be validated at least annually. All family income must be reported. For active duty military, DOD civilians, contractors, and NAF employees, a copy of the most recent pay stub or letter in English verifying pay is required. Those who do not present their LES, pay stubs, or verification of pay will be placed in the highest category until the proper documentation is submitted.

#### \_\_\_\_\_ 4. DOCUMENTS REQUIRED

Annually updated every school year

- AF Form 1181, Air Force Youth Flight Program Patron
- DD Form 2652, Application for Department of Defense (DoD) Child Care Fee
- Copy of most current LES/Pay Stubs for Fee Categories 1 through 9.
- Signed copies of Medication Policy, Topical Lotion Application Memorandums, current copy of immunization record turned in once
- Locator Board Policy
- MFLAC Parent Consent
- Photo Release Form
- Orbital Credit Card Auto Pay Authorization
- Parent Orientation Checklist

\_\_\_\_\_ 5. DOWN DAYS/PACAF Family Days: The program is subject to close at the discretion of the Force Support Commander. There will be no adjustments to fees for these days.

\_\_\_\_\_ 4. HOLIDAYS: School Age Center will be closed on all federal Holidays and other Command designated United States Forces Korea (USFK) Holidays and closures. These days were calculated into the DOD CYP fees and no fee adjustments will be made.

\_\_\_\_\_ 7. EXERCISES: The Center will extend hours of operation from 0600-1800 to support base exercises as staffing permits and need exists. Care may be combined at the Child Development Center based on demand. Children will be allowed to stay in the program at no additional cost if parents are participating in exercises.

Parent/parents who are participating in exercises must be in uniform and/or MOPP gear.

\_\_\_\_\_ 8. FEES: Weekly fees are due the Friday before the week of care. IAW the Standard Business Policy (14 Mar 06) states parents must provide a credit card, debit card, or bank authorization and agree to have the card charged or account debited for the child/youth's weekly fee if payment has not been made by COB on Monday of the week of care. If the credit card or account debit is declined, a \$5.00 per day late fee will be assessed. Payments/late fees not paid in full by the end of that week could result in cancellation of this contract.

All child care payments for CDC and SAC will be made electronically. Electronic payments will be accepted at the front desk until 1730 (5:30 pm). Credit card payments can be made in person. A receipt of verification of payment will be issued upon request.

> Field Trip Fees- will be added to your next payment that is made. Parents will be responsible for finding alternate care if the child will not be attending the field trip with SAC.

> Late Pick Up- Parents are given a five minute grace period after closing before the late pick-up fee begins. A late pick-up fee of \$1.00 per child per minute will be assessed after the five minute grace period after hours of operation (closing time). An additional \$2.00 per minute per child after fifteen minutes has elapsed after closing will be assessed. The program will notify the sponsor's supervisor to pick up the child if the child has not been picked up within 15 minutes after closing time or if the parent/emergency contact cannot be reached. After one hour, 51st Security Forces Squadron will be notified to pick-up the child. The program reserves the right to suspend services to those parents who are continually late picking up their children.

> Credits/refunds- are not given for days or partial days missed due to vacation, illness, disciplinary suspensions, appointments or Federal Holidays. The Force Support Squadron Commander will approve on a case-by-case basis for credits/refunds for inclement weather, natural disaster, and real world incidents. No credits or refunds will be given for absences due to leave. The front desk is not authorized to refund from the cash register.

> Emergency Leave- that would take you and your family away suddenly, a copy of your orders must be provided to SAC for verification to receive full credit for vacant slot. You are still responsible for making weekly payments on time.

> TDY/Deployments- there is no credit or reduction. If a child will be absent from the program due to parent's (single/dual only) extended TDY/deployment two options are available. Parents may choose to pay in full to hold the child's slot or withdraw the child from the program and be placed on the waiting list for the first available space upon return. A copy of official orders must accompany the request.

\_\_\_\_\_ 9. SIGNING IN/OUT: Children must be signed in and out daily on AF Form 1930, by a parent, guardian, or other authorized person as indicated on the AF Form 1181. Children 5 to 8 years of age must arrive and depart the program with a parent, other designated adult, or a sibling 14 years of age or older. Children 9 years of age and older may sign themselves in and out of the program with written permission from a parent or guardian.

\_\_\_\_\_ 10. ATTENDANCE: A parent, guardian, or other authorized person indicated on the AF Form 1181 must contact the program if your child/children will not be attending by 0900 for summer care on the day care is to be given. When signing your child back in after an appointment, etc. please use the divided line/space by your child(s) name.

\_\_\_\_\_ 11. YOUTH SUPERVISION POLICY: Osan Youth Supervision Policy states that no child nine years of age or younger may be left unattended in a vehicle. With this understanding, it is not permissible to leave a child in a vehicle at SAC, asleep or otherwise, while you pick up sibling or make a payment. Parents who ignore this policy will be reported to Security Forces. Vehicles may not be unattended with the engine running.

\_\_\_\_\_ 12. UPDATING INFORMATION: In accordance with the School Age Center Checklist, parents are required to update the program regarding changes of address, telephone numbers of parents and emergency contacts, both parents also must provide a local working number and the allergies/special needs of the child. Failure to adhere to program expectations regarding required information may result in the suspension and/or termination of service.

\_\_\_\_\_ 13. ILLNESS: Children with temperatures of 101 degrees or higher, nausea, vomiting, diarrhea, or open sores will not be permitted into the School Age Center. If a child develops signs of illness after being permitted, parents will be contacted immediately and asked to pick up the child within one (1) hour. If parents cannot be reached or are unable to pick up a child within a reasonable amount of time, the emergency contact person will be called. If the emergency contact is not available, the sponsor's First Sergeant or Commander will be contacted for assistance.

\_\_\_\_\_ 14. READMISSION OF ILL CHILDREN: Children removed from the School Age Center with symptoms of illness may not return to the program until they have been symptom-free or note from PCM. This usually requires a full day's absence from the program. The School Age Center will post signs to inform parents of recurrent illnesses and communicable diseases that have been reported and diagnosed in children and staff members.

\_\_\_\_\_ 15. TOPICAL LOTION: I have been provided a copy of and grant permission to apply sunscreen according to the Topical Lotion Application policy.

\_\_\_\_\_ 16. MEDICATION POLICY: I understand and have been provided a copy of the Medication Policy.

\_\_\_\_\_ 17. CHILDREN WITH SPECIAL NEEDS: Special needs are defined as conditions that require special services beyond those usually necessary to promote a child's growth and development. Included are speech impairments, developmental delays, physical handicaps, diagnosed ADD/ADHD and related social/behavioral conditions and medical conditions (including chronic health conditions such as allergies and asthma). The School Age Care accepts children with special needs when the program can provide reasonable accommodation to support the child. Prior to being accepted into the program, concurrence of a special needs panel is required. The panel will make recommendations to the SAC to allow maximum participation and provide a quality experience. If the recommendation is for inclusion into the program, a reasonable period of time will be determined to allow for possible staffing adjustments and training to meet the child's needs. It is important that parent/parents identify children's special needs during the time of enrollment to the program.

\_\_\_\_\_ 18. DRESS: Open-toed shoes are not allowed for safety reasons. Closed-toed shoes with open backs are acceptable as long as they have a strap across the back of the ankle and socks are worn. Please provide your child with appropriate inclement weather clothing and accessories such as coats, umbrellas, etc. If your child has a history of toileting accidents, please ensure they have a complete change of clothing available at SAC. Children are required to wear the School Age Care field trip T-shirt on field trip days.

\_\_\_\_\_ 19. LOST/DAMAGED, STOLEN PROPERTY: The School Age Care cannot be responsible for any misplaced, lost, stolen, and/or damaged personal belongings. Parents are strongly encouraged to clearly label all clothing, book bags, towels, swimsuits, etc. Please feel free to send a change of clothing for outdoor play or arts and crafts projects. Personal play items, such as games, toys, etc., are discouraged in the program.

\_\_\_\_\_ 20. PHOTOGRAPHS: Photographs and video taping of the children may be taken for classroom use, staff training, parental programming, and the publications of the 51st Force Support Squadron on Osan Air Base. If you do not want your child/children photographed or videotaped please write "No photos or videotaping authorized" in the Photography Agreement statement section below.

\_\_\_\_\_ 21. PHOTOGRAPH AGREEMENT: I give permission to the School Age Care to photograph or video tape my child for official brochures, newspapers, or displays in the School Age Care or other promotional considerations. \*\*\* If you do not want your child photographed or videotaped, please write

"No photos or videotaping authorized" in the space provided.

### Parents Remarks \_\_\_\_\_

\_\_\_\_\_ 22. PARENT INVOLVEMENT: Parents are always welcome to drop in and visit their child/children. Parents are encouraged to attend and actively participate in the quarterly Parent Advisory Board (PAB) and Quality Improvement Team (QIT). Parents are welcome to share their interests, talents, hobbies, or careers with the children at School Age Care. Please contact the front desk if you are interested. Parents and siblings (ages 16 and older) may also attend field trips based on seating availability.

\_\_\_\_\_ 23. SAFETY SYSTEM: A locator board that uses badges with children's names and pictures, and indicates all the available activity areas is posted in our program's hallway. This board allows the staff to locate every child at any given time of the day based on the placement of his/her badge. This board ensures the children's safety and allows them to grow and develop while making choices throughout their day. Your child is expected to place his/her badge in the proper location at all times.

> The child is only allowed to move their own locator badge.

> The child must put his/her badge on the bottom of the board when signed out of the program to indicate he/she has gone home.

> Repeated failure to follow these procedures may result in loss of privileges.

Please have your child sign below to acknowledge he/she understands the safety system.

### Child Signature \_\_\_\_\_

\_\_\_\_\_ 24. FOOD: Meals and snacks served in SAC are in accordance with the USDA Child and Adult Care Food Program (CACFP) requirements. All food is prepared by the kitchen at the Child Development Center. Children will be served according to the menu and times posted on the Parent Information Board. SAC uses 'cycle menus' that have been approved by a dietician. Variations in meal will be provided for existing conditions that are supported in writing by the

base medical authority or Chaplain. If special diet items cannot be purchased through normal channels, parents will be required to bring in the items, which will be cleared through medical channels. Children may not bring in or consume sack lunches, snacks, or drinks. Children must arrive before snack/meal is over to ensure proper time to eat. No meals can be saved. Parents are invited to enjoy meals with their children. Parents may not bring food into the program for meals, snacks, parties, or special occasions.

\_\_\_\_\_25. GUIDANCE: We strive to use positive guidance techniques in all situations. A large group setting is not appropriate for all children. Every effort will be made to help children adjust to their surrounds. The program staff and/or Training & Curriculum Specialist may be in contact with you to initiate a modification plan to navigate steps for improving negative/challenging behavior. Repeated behaviors that jeopardize the safety of your child, other children or staff may result in your child being temporarily suspended from the program or require that your family seek additional, specialized support services. Parents will be consulted for their assistance and informed of their child's progress.

\_\_\_\_\_26. FIELD TRIPS: Parents will be informed of all on-base and off-base field trips in advance. The School Age Center reserves the right to restrict a child from attending field trips for incidents of unruly behavior or actions that endanger the child or others. A child who displays a pattern of running away from the group will not be allowed to attend field trips. If it is necessary to keep a child from attending a field trip, parents will be notified immediately and are expected to pick up their child within one hour of the notification. The program will not be able to provide care for children who do not attend field trips, including late drop-offs. Parents will be responsible for finding alternate care. Parents may attend field trips if they desire.

\_\_\_\_\_27. TRANSPORTATION AGREEMENT: We walk the children to and from activities daily. Please ensure your child is dressed appropriately. The SAC van is also a mode of transportation to and from activities. Air Force and/or contracted vehicles may be used during field trips and are all access vehicles. Each vehicle is maintained monthly in accordance with our vehicle safety standards. The program requires the driver to have a valid GOV license. Each driver is accompanied with another staff to supervise youth during transport. I assume all risks and hazards incidental to such participation including transportation to and from activities from any claim arising out of an injury to my child. I understand that if my child is involved in activities outside the School Age Care (instructional classes and lessons, scouts, sports, etc.), I am responsible for the signing in and signing out procedures and transportation to and from these activities. This includes programs offered in the Youth Center, but not part of the School Age Care, such as ballet, Tae Kwon Do, dance, and piano.

\_\_\_\_\_28. CHILD ABUSE PREVENTION PROGRAM: If you suspect child abuse, child neglect or safety violations in your Youth Program, report them to the Youth Director, Family Advocacy Office, Safety Officer, or call the Department of Defense Child Abuse/Safety Violation Hotline.

Youth Director: 784-1492  
Safety Officer: 784-1842

Family Advocacy: 784-5010  
DOD Hotline: 1-877-790-1197

\_\_\_\_\_29. PARENT HANDBOOK: I have received a copy of the Parent Handbook or link to

digital copy.

\_\_\_\_\_ 30. CANCELLATION/WITHDRAWAL: A written notice must be provide to SAC two weeks in advance for withdrawal or cancellation of this contract. Refunds will not be given if the parent chooses not to use care within that two week time frame. Either party may cancel this contract with two weeks written notice.

\_\_\_\_\_ 31. REVISIONS: This agreement is subject to revisions and modifications. Notification of all changes will be made public.

\_\_\_\_\_ 32. PRIORITY LIST/ELIGIBILITY REQUIREMENTS: A copy of the Child Care Priority Guidance is in the Parent Handbook. If the program is full, I understand that I may be given 30 days' notice to withdraw my child/children if a child with higher priority requires care.

\_\_\_\_\_ 33. ORIENTATION: Upon entering the program, new parents and children will attend a mandatory orientation session. Orientation topics will include philosophy and goals of the SAC Program, a tour of the facility, the parent information board, the child locator board and its importance, introduction to staff, sign in/sign out procedures, meals and snacks, accident reporting procedures, and behavior/incident reporting procedures. The child's information packet will also be reviewed for accuracy and missing information during this time. Children will not be admitted until all necessary paperwork is complete and in good standing.

\_\_\_\_\_ 34. HOURS OF OPERATION SUMMER CAMP: The program opens at 0700 and closes at 1800.

\_\_\_\_\_ 35. PROFESSIONALISM: Professional behavior is expected at all times by both parents and staff. Cooperation and teamwork from parents, caregivers and program management is needed to ensure program success. Parents are encouraged to communicate concerns regarding the care of their children to the Program Assistants in the classroom. If parents are not satisfied with the response they receive they should talk to the SAC Coordinator. Communicating concerns in a respectful manner and in private is preferred as opposed to talking in front of other adults and/or children. Profanity at any time in the program is unacceptable. If parents need a private area to hold a discussion there are places in the program that can be used to accommodate these situations. Please see the SAC Coordinator for further guidance.

I have read, initialed, and I understand this contract to include the Guidance Policy and agree to abide by all conditions and restrictions above. I further acknowledge that failure to comply with the terms of this agreement will result in termination of my child's care.

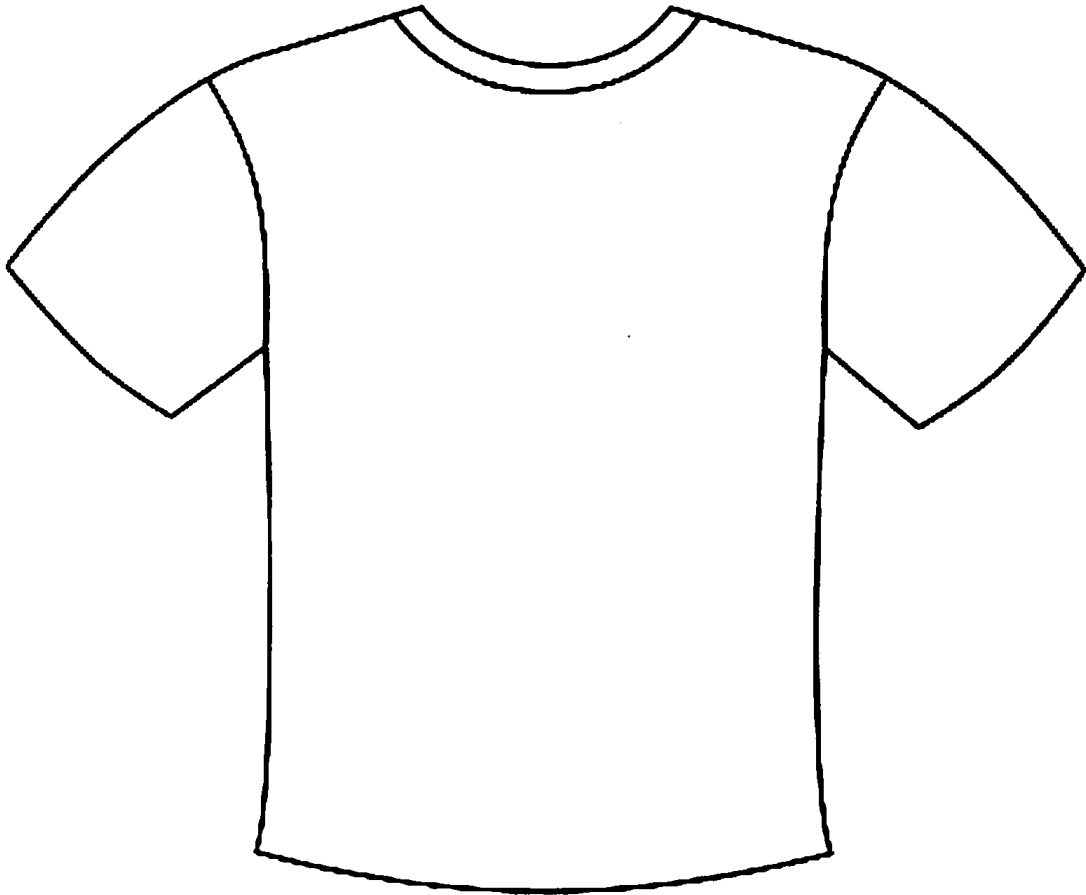
Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

SAC Representative \_\_\_\_\_ Date \_\_\_\_\_

Parents, please provide correct shirt size for your children.

Small	
Medium	
Large	
X Large	

Field trip shirt will be a crew neck.





## Policy on Locator Board

According to guidance from Council on Accreditation (COA) school age programs must have a system in place to ensure our staff know the location of children at all times. Below are the procedures for using your Locator Board:

How the system works:

- Children receive a magnetized nametag.
  - Each home group will have one color for the nametags of all children in that group.
  - All nametags will be available on home group areas when children arrive at the program.
- There is one locator board.
  - The locator board is in the hallway by the front entrance area.
  - The locator board clearly identifies specific program environments available for activity choices.
  - A designed number of slots will be available for program environment.
- When a child arrives at the program, he/ she will move his/ her tag from the home group area to his/ her choice environment of play on the locator board.
  - This allows parents/ staff to quickly and easily locate the child.
- Each time the child changes locations, he/ she will return to the locator board and move his/ her nametag.
- When the child leaves the program at the end of the day, he/ she will return his/ her nametag to his/ her home group area.
- Staff and parents are not allowed to move child's nametag.

Because accountability and supervision are critical areas of concern for our program, we need full support (from children, staff and families) to ensure the system works properly. Freedom to move independently throughout the program requires responsibility on the part of the child. It is important that children follow the safety rules at all times.

**Please review this Locator Board Policy with your child:**

- At the beginning of each day, your nametag will be on your home group area.
- Put your nametag in the location that shows where you've chosen to go. Let the staff member know when you are leaving any area.
- You can be found by anyone who looks where your nametag is placed on the locator board.
- When you leave the program, move your nametag back to your home group area.
- When moving from area to area, please move your nametag.

**A rule is broken when:**

- You forgot to change your nametag.
- Your nametag is in the home group area, but you are at the program.
- Your nametag shows you are here, but you have gone home.
- You've changed someone else's nametag so you can have a slot.

**Consequences include:**

- First warning, your home group staff person reminds you of the rule and will retrain you on the procedures.
- Second warning, your home group staff person will choose an area for you to stay in because you were unable to use the locator board safely. The following day you may demonstrate your understanding of the rule and ask to be allowed the responsibility of using the locator board once again.
- Repeated misuse of the rule will result in you being required to stay in an area chosen by your home group staff person because you were unable to use the locator board safely. In addition a parent conference must be held before you may once again make free choices. **Your safety is our priority!**

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Child's Signature/ Date

Parent Signature/ Date



**DEPARTMENT OF THE AIR FORCE**  
51ST FORCE SUPPORT SQUADRON (PACAF)  
UNIT 2065  
APO AP 96278-2065

MEMORANDUM FOR: 51 FSS/FSYY and 51 FSS/FSYC

FROM: 51FSS/FSY

SUBJECT: MEDICATION POLICY

In accordance with AFI 34-144, Child and Youth Programs will adhere to the following guidelines when administering medication:

1. The center will administer only current medications prescribed by a medical authority.
2. Prior to administering medication, the parent or guardian must complete an AF Form 1055 Medication Permission. Parents must provide specific instructions, signature and initial daily on the permission verification.
3. The center will not administer the first dose of medication due to the possibility of a reaction. Parents must administer the first dosage wait twenty (20) minutes before the child may be signed in.
4. Prescription medication shall be the original container, stored according to instructions labeled with specific child's name, name of the medication and dosage strength, dosage schedule, with instructions for use and physician's name and date of prescription. The prescription must be current (within 6 months), **NOT EXPIRED** and the measurement instruments must be provided.
5. No "over the counter" medications, including aspirin, aspirin-like products, antihistamines, cough syrup, and oral gels for teething will be administered unless a medical authority has prescribed them for a particular child. If over-the-counter medication is prescribed, the guidelines in item "3" above are required to administer the medication. Diapering cream will only be applied if signed authorization is on file.
6. The center will provide sunscreen lotion approved by the program medical advisor. Parents must authorize the use of sunscreen lotion, lip balms, and hand/body lotions annually.
7. Children's Tylenol or Motrin (Motrin for children older than 6 months) will only be given for fever or pain related to specific diagnoses that have been determined by a medical provider. Tylenol or Motrin will not liberally be administered for an isolated fever of unknown origin without further guidance.
8. "As needed" medication will require an expiration date and re-verification by a physician in writing after each 6 month period.

9. Medication times:

- a. If the medication schedule is twice a day, the center will not administer the medication.
- b. If the medication schedule is 3 times a day, the medication will be administered at 1130.
- c. If the medication schedule is 4 times a day, the medicine will be administered at 1130 and 1530.
- d. Medication will only be administered at 1130, or 1530, Monday through Friday. Time may only be altered with a justification from a medical authority.

**\*Parents please sign and date understanding of Osan CDC medication policy and procedures:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

CHRISTOPHER KITT, GS-12, DAFC  
Chief, Airman and Family Services  
Osan Air Base, Korea

JASON J CHO, Lt Col, USAF  
Pediatrician, MD  
51 MDOS/SGOP, Osan AB



## Osan School Age Center Credit Card Recurring Payment Authorization Form

Dear SAC Parents,

The Osan SAC will now be utilizing the **Orbital Automatic Billing** plan. This online program will automatically deduct your scheduled payments, eliminating the current system of manually inputting the automatic charges.

### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, or MasterCard. You will be charged each billing period (according to your pre-chosen payment plan) for the total amount due for that period. A receipt will be emailed to you and the charge will appear on your credit card statement. You agree that no prior-notification will be provided if the total payment is under the amount authorized below. If your bill is more than that amount, or the payment date changes, you will receive notice from us at least 10 days prior to the payment being collected.

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### Please complete the information below:

I \_\_\_\_\_ (full name on credit card) authorize Osan School Age Center to charge my credit card indicated for dues and fees. I understand that my dues will be charged to this account, unless I specify differently. I understand that this number is protected by the Privacy Act.

PAYMENT OPTIONS: WEEKLY = 52 equal annual pmts, TWICE MONTHLY = 24 equal annual pmts, MONTHLY = 12 equal annual pmts

**\*CIRCLE ONE PAYMENT OPTION:** "Weekly" (every Friday),

"Twice monthly" (the "1<sup>ST</sup> and 15<sup>TH</sup>" of every month), or "Monthly" (the 1<sup>ST</sup> of every month).

In the amount of (to be determined by SAC base upon Total Family Income): \$ \_\_\_\_\_

I understand that I will only receive advance notice of the charge if it exceeds an amount different than authorized.

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

**\*Please fill out reverse side**

Account Type:  Visa       MasterCard

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV (3 digit number on back of Visa/MC) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.



## Osan School Age Program Parent Orientation Checklist

Parent will fill out each line below and return to the front desk clerk.

Child's name: \_\_\_\_\_ Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parents/Guardian Names: \_\_\_\_\_

Siblings if Applicable: \_\_\_\_\_

Special Interests/Hobbies: \_\_\_\_\_ Primary Language: \_\_\_\_\_

Favorite Color: \_\_\_\_\_ Game: \_\_\_\_\_ Food: \_\_\_\_\_

.....  
**Desk Clerk: Initial each line when completed and pass on checklist to coordinator.**

- \_\_\_ Completed AF form 1181, Air Force Youth Flight Program Patron Registration
- \_\_\_ Completed DD form 2652, Application for Department of Defense Child Care Fees
- \_\_\_ Initialed/Signed Medication & Topical lotion policy
- \_\_\_ Initialed/Signed Program Contract
- \_\_\_ LES for TFI has been submitted
- \_\_\_ Submitted a copy of orders/ letter of employment
- \_\_\_ Completed Auto Pay Authorization/ Credit Card Form
- \_\_\_ Offered a School Age Program Parent Handbook
- \_\_\_ Offered a copy of the program contract
- \_\_\_ Policy on Locator Board
- \_\_\_ Picture taken for locator board

**School Age Coordinator: Initial each line when complete and pass on to room PA**

- \_\_\_ Philosophy & Goals of School Age Program
- \_\_\_ Tour of Facility/Introduction to Staff
- \_\_\_ Parent Info Board
- \_\_\_ Locator Board & its Importance
- \_\_\_ Signing in & Out AF IMT 1930/ Office Center
- \_\_\_ Meals & Snacks
- \_\_\_ Review 1187/ Accident/Incident Report Procedures
- \_\_\_ Review Behavior Reports

**Program Assistant: Initial each line when completed and pass onto junior mentor**

- \_\_\_ Rules & Expectations
- \_\_\_ Introductions to other children

**Junior Mentor: Initial each line when complete and return to PA.**

- \_\_\_ Tour of facility
- \_\_\_ Rules of program
- \_\_\_ Introduce other children and adults in the program.



# Osan School Age Program Parent Orientation Checklist

Scheduled Orientation Date/Time: \_\_\_\_\_

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

Desk Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Memorandum for 51FSS/FSFC/FSYC

Parent/Guardian name: \_\_\_\_\_ Child name: \_\_\_\_\_

Reference: Use of over-the-counter products

I give the staff of \_\_\_\_\_ permission to apply the following over-the-counter  
(Facility name)

products on my child \_\_\_\_\_.  
(Child's name)

1. The School Age Center will provide the following pre-approved over-the-counter products on children on an as needed basis. These products have been approved by the Osan Medical Advisor for CYP programs. **Parents/Guardians may no longer provide the following over-the-counter products:**

Please initial by the products you would like your child to use.

- \_\_\_\_ Sunscreen lotion
- \_\_\_\_ Hand sanitizer
- \_\_\_\_ Insect repellent

\*Any exceptions must have a detailed note from a health care provider and be updated annually.

2. Parent/Guardians **are** permitted to provide the following non-medicated over-the-counter products:
  - \_\_\_\_ Hand lotion
  - \_\_\_\_ Lip balm
  - \_\_\_\_ Diaper cream (non-aerosol)
3. The Caregivers will maintain all over-the-counter products in child's classroom. The products must not have exceeded the expiration date indicated on the package.
4. Parent/Guardian must label all products with child's first name, last name, and today's date.
5. If the product is medicated and prescribed by a doctor, the parent/guardian must complete AF form 1055. All prescribed medication must be kept at the front office.
6. Hand sanitizer can only be used when soap and water is not available. Hand sanitizer will only be used for children 2 years and older.
7. The permission statement is valid for one calendar year from the date signed.

\_\_\_\_\_  
Guardian Print Name

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date



# Parent Consent Letter

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From: \_\_\_\_\_

[Insert name of installation, school, camp, facility]

Subject: Child and Youth Behavioral Military and Family Life Counselor

1. This letter is to inform you about Military and Family Life Counseling Program services. Due to the unique challenges faced by military families, the Department of Defense is offering this private and confidential non-medical counseling service to military service members and their families, including children, through child and youth programs, Department of Defense Education Activity schools, local education agencies, DoDEA and CYP summer programs, National Military Family Association Operation Purple Camps, Guard and reserve camps, and Operation Military Kids camps.
2. Child and youth behavioral military and family life counselors, or CYB-MFLCs, may provide support in Military and Family Support Centers, schools, summer programs and camps. They work with military children and their families in the following ways:
  - Observe, participate and engage in activities
  - Interact directly with military children
  - Model behavioral techniques and provide feedback
  - Suggest courses of age-appropriate behavioral interventions to enhance coping and behavioral skills
  - Reach out to military parents when convenient, such as when they drop off or pick up their children or at family events
  - Be available for military parents to contact for guidance and support
  - Facilitate psychoeducational groups
  - Conduct training for staff and parents
  - Recommend referrals to military family programs and other resources as needed
3. Counselors may assist military parents and children with the following types of issues:
  - Communication
  - Self-esteem and self-confidence
  - Conflict resolution
  - Behavioral management techniques
  - Bullying
  - Anger management
  - Sibling and parental relationships
  - Deployment and reintegration issues

4. Counselors may also work with military children on field trips and during camp or school-sponsored activities.
5. Counselors are available to accommodate appointments, meetings and activities after hours and on weekends with advance notice.
6. At no time will a counselor meet individually with a child without being in line of sight of a program employee or a parent or guardian.
7. Counselors may use only OSD-approved materials for trainings, groups and other activities.
- 8. With the exception of mandatory state, federal and military reporting requirements (for example, domestic violence, child abuse and duty-to-warn situations), as well as oversight review by the Department of Defense of the service you received should an adverse or harmful event occur, MFLC Program support is private and confidential to encourage the greatest level of participation.**

Print name of child: \_\_\_\_\_

Check only one box below:

**I understand the above CYB-MFLC Program description and authorize my child to participate in CYB-MFLC services. This authorization is valid for the duration of my child's enrollment. I understand I can revoke this authorization at any time in writing.**

**I do not authorize my child to participate in CYB-MFLC services.**

\_\_\_\_\_  
Parent or guardian signature

\_\_\_\_\_  
Date

Dear SAC Parents,

Please provide us with the below information so we may contact you in case of emergency or changes to the day's events. Additionally, the SAC regularly emails parents on important SAC events, news, upcoming down days, no school days, and other important information.

**Child (ren) Name:** \_\_\_\_\_

**Sponsor's Information**

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

Work Email: \_\_\_\_\_

Home Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Number: \_\_\_\_\_

**Spouse's Information**

Spouse's Name: \_\_\_\_\_

Work Email: \_\_\_\_\_

Home Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Number: \_\_\_\_\_

**Emergency Information**

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

## Photo Consent and Release

The U.S. Department of Defense (DoD) web-based Request for Care system called MilitaryChildCare.com (MCC), provides a single online gateway for military families seeking child care, which allows parents to locate child care options at installations or geographic locations from any place at any time. This project will dramatically improve and simplify the child and youth care search process for U.S. military families and is scheduled for release in 2015.

To fulfill the MCC mission, we are in need of photographs that depict high quality early childhood development experiences. Photographs may include inside and outside classroom/learning environment and related areas, interactions (between staff/providers and children; between children and parents; and between parents, children and staff/providers); and a variety of outdoor and indoor activities (to include drop off and pick up times, meal and snack times, small group and one on one activities, etc.). Photographs may be selected for display on the MCC website and included on MCC marketing materials.

In consideration of the opportunity to participate in the MCC, please review and sign below indicating your consent to the following:

1. As a Child and Youth Program (CYP) staff member, Family Child Care / Child Development Home provider, or volunteer, or as a participating family member in DoD Child and Youth Programs (CYPs), I hereby give consent to the DoD and its licensees and assignees (hereinafter referred to as "DoD CYPs") to capture my likeness (and/or my child's likeness) on photographic, digital, electronic, print or any other medium.
2. DoD CYPs may use any photographs taken of me (and/or my child) for any purpose consistent with the mission of MCC and for purposes that support DoD CYPs.
3. All photographs taken of me (and/or my child) shall remain the property of DoD CYPs. I understand that I will receive no compensation and that I will have no right of control over the use of the photographs for promotional, commercial or any other purpose.
4. I hereby release and indemnify DoD CYPs from any and all claims, demands, actions and costs arising from my participation in MCC.

### Consent

**YES**, I have read this document and give permission for myself to be included in photographic, digital, electronic, print or any other medium for MCC.

**NO**, I do not agree to the release described above. I acknowledge that all reasonable effort will be made to prevent the recording of my likeness. I understand that by declining to sign this consent and release form shall have no effect upon the consideration of my child(ren) participation in child care services.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_