



CHILD'S NAME: \_\_\_\_\_

## 2022 Child and Youth Program Statement of Understanding with COVID Related Policies

Dear Families:

Thank you for your patronage of the Child and Youth Program of Marine and Family Programs Division, Marine Corps Community Services, Lejeune-New River. Our child development centers and school age care facilities are designed to meet the needs of military connected families, and the United States Marine Corps is committed to providing high quality child care that allows parents to fully focus on their mission. **Please review and initial each page of this agreement.** It provides information about our program and outlines key policies, including policies related to current COVID-19 mitigation and response strategies. More detailed information and additional policies are listed in our family handbook, located on our website under the resources tab.

CYP website address [www.mccslejeune-newriver.com/cyp](http://www.mccslejeune-newriver.com/cyp).

### **CYP Mission Statement**

Lejeune-New River Child and Youth Program (CYP) supports military readiness by contributing to the well-being of families with children through high quality, affordable child care in center and home-based settings. Full-time programs are designed to meet the needs of working parents. Part-time child care, child care for unit functions and special events, hourly child care, and emergency child care services are available to meet the varying needs of military connected families. All programs are inclusive, developmentally appropriate, and designed to provide for the social, emotional, physical, intellectual and cognitive growth of children--regardless of age.

### **CYP Hours of Operation**

Child care hours of operation are **0615-1715, Monday through Friday**. Fee guidelines for regularly scheduled child development center (CDC) and school age care (SAC) programs are set by the Office of the Secretary of Defense and are based on 50 hours of care per week. In the event that mission requirements dictate the need for care beyond 10 hours per day, the program will assume the additional costs using appropriated fund dollars. No child may remain in care for more than 12 hours per day, except in cases of emergency. CYP Lejeune-New River currently offers 55 hours of child care during each week of full operation.

### **CYP Late Pick-Up Fee**

Late Pick-Up fees will begin accruing 10 minutes after closure of the facility. \$10 per household will be charged for every 15 minutes (or any portion thereof) until the child's authorized escort arrives. The first time a late fee is incurred during a calendar year, the late fee will be waived as a courtesy. Subsequent late fee accruals may be reviewed at the request of the sponsor/parent. Late fees not waived are payable at the next pay period. Failure to pay late fees may result in a loss of child care privileges. Continued late pick-ups may result in a loss of privileges.



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### **Contact Tracing**

If a child or employee receives a report of a positive test for COVID-19, facility management will conduct contact tracing of all adults and children who were in close, prolonged contact (closer than 6 feet for more than 15 cumulative minutes) during the 48 hours preceding the onset of symptoms, or positive test results if asymptomatic. Child care fees will be suspended during periods of required quarantine. Return dates for individuals positive for COVID-19 and for those meeting the criteria for quarantine are determined based on the most current guidance from local public health officials through Naval Medical Center Camp Lejeune and the Centers for Disease Control updates. PCR tests are preferred to rapid tests when available. Negative rapid test results or home collection tests are not accepted when taken following the presentation of covid-like symptoms. Negative rapid tests taken for surveillance purposes are acceptable.

### **Face Masks**

All adults entering the facility are required to wear a face mask. Children under age 2 should not wear a face mask. For children over age 2 attending a child development center, CYP will not re-apply face masks that parents may bring if a child removes it.

While working in classrooms, adults must wear face masks, except when eating or drinking. Face masks supplement social distancing and are used in combination with maintaining distance. Adults entering a classroom for a brief announcement from the doorway or for a delivery or retrieval of items are required to wear a face mask. Face masks are required by all adults in all indoor areas.

School age children are required to wear face masks except during meals, gross motor play, or when outdoors. Adults working with school age children will be required to wear face masks. Face masks for children attending school age care must be provided by parents and should be cleaned each day and labeled with the child's name. As masks may become soiled during the day, we recommend that parents send more than one face mask for a full day of care. Face masks should be brought in a Ziploc or other non-porous bag.

Face masks should extend above the nose without interfering with eyewear, and below the chin to completely cover the mouth and nostrils. Masks should fit snugly, but comfortably against the sides of the face, and be secured with ties or ear loops.

### **Reporting of Symptoms**

Parents should report COVID-19 like symptoms or COVID-19 tests of children or household members to facility management. If COVID-19 tests are conducted for an employee or child who has been in attendance, families in the impacted classroom will receive a notification. If a report of a positive result is received, CYP will follow guidance from local health officials using federal guidance regarding exclusions of exposed children or staff, cleaning of impacted areas/facilities, and closures (if applicable).



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### **Unplanned COVID-19 Related Closures**

In the event of a positive COVID-19 case, classrooms or entire facilities may be closed. Closures will be limited to impacted classroom(s) when possible. Close contacts of a confirmed case may be excluded from care for up to 14 days from the last date of exposure. Decisions regarding closure will be made in conjunction with local public health officials and installation command.

Child care fees will not be assessed during classroom or facility closures for COVID-19 related closures or exclusions from care.

### **Absences from Care**

Child care fees are not pro-rated, and no discount is provided for full-days or partial days of absence, as fees are annualized and divided into equal payments that coincide with military pay days. Exceptions may be authorized on a case-by-case basis (such as for a positive COVID-19 test or hospitalization of a child). Please call or see facility management for case specific questions.

Absences due to symptoms identified at home or upon screening may be pro-rated when related to a positive COVID-19 case in the child or household member, or close contact with a positive COVID-19 case that requires quarantine per a medical provider, or exclusion related to COVID-like symptoms that require exclusion from care.

The Commanding General or designee may authorize or direct additional decisions regarding child care fees for other extenuating circumstances not outlined in policy.

### **Academic Instruction**

School age care sites may not always have internet access, and staff may not be able to assist children with online learning or individualized instruction. Academic requirements may need to be completed at home with a parent.

### **Auto-Debit**

To reduce traffic at front desks and handling of credit/purchase cards, all families enrolled in CYP may be required to begin using auto-debit. Auto-debit may be delayed when child care fees are greatly impacted by COVID-19 related closures and fee waivers. Deadlines to enroll in auto-debit will be announced, and either bank accounts or credit cards/debit cards can be used for auto-debit purposes.

### **Child Care Fees**

The goal of CYP is to make high quality child care accessible to all families, regardless of income. CYPs offer child care and youth services on a sliding fee scale to patrons eligible for DoD subsidy. To ensure continuity of care for your child, please keep current with fee payments. Fees must be paid in advance of receiving services. Families who do not remit payment as prescribed may be excluded from the program, and children may be withdrawn.



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Fees are assessed regardless of days of non-attendance. Exceptions due to family medical emergencies (such as an extended hospitalization of an enrolled child) may be considered on a case-by-case basis. Upon initial registration, and once per year for all CYP participants, families will receive an annual fee policy that provides information about the fee amount for that year based on documentation of total family income provided by the family.

### **Classroom Groupings**

Except at the beginning or ending of the day when health conditions allow, classrooms of children will not be grouped together during the day. Children will remain with a stable cohort of adults. All children in attendance and adults counted in ratio will be documented and tracked for purposes of contact tracing. A classroom may need to close prior to the end of the facility's operating hours if adequate staffing is not available.

### **CYMS key fob (for electronic sign-in/out)**

There is a \$5.00 charge to replace lost or damaged beyond normal wear and tear CYMS key fobs.

### **Daily Health Screenings**

Children should be pre-screened each day prior to arrival for symptoms by a parent; CYP employees also conduct daily health checks of children in classrooms. Exclusions from care may occur if children have had the described symptoms since their last visit, or if they have other mild symptoms. Children with a temperature of 100.4 or greater will be excluded from care. Verification temperatures with a different thermometer may be taken for children with a temperature that registers below 96.4 or close to 100.4.

Screening questions families may use for pre-screening at home currently include:

1. Have you or your child(ren) had any of the following symptoms since the last visit:
  - Recent Fever; 100.4 or more
  - Chills/Body Aches
  - Loss of smell or taste
  - Cough or breathing difficulty
  - Any other signs of illness
2. Have you or your children been in contact with anyone who has had symptoms of COVID-19, or exposed to anyone diagnosed with COVID-19 since last visit?
3. Is anyone in the household being tested for COVID-19?
4. Have you, your child or the household been placed on a Restriction of Movement (ROM) by your command, placed under a quarantine by the health department or told to quarantine by a health care provider?



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### **Daily Scan in/out and Sign in/out Policy**

Children must be signed in and signed out of facilities (CDCs/SAC) and classrooms (CDCs) by an authorized adult upon entry into building and prior to proceeding to classrooms. When dropping off or picking up your child, vehicles must be shut off and secured in an authorized parking space. Children should never be left unattended in the parking lot.

CYP uses an automated system called the Child and Youth Management System (CYMS) for a variety of recordkeeping tasks, including daily attendance. Each family is issued a CYMS key fob upon enrollment into a CDC or SAC facility. Adults must scan a CYMS key fob when entering or leaving a facility. Ensuring children are “scanned” in and out helps facilities maintain accurate rosters for purposes of evacuation or other emergency. Additionally, children enrolled in a CDC must be signed in and out of classrooms to maintain accurate accountability of children present and records of those who have been picked up. **CYP requires parent cooperation with the “Scan and Sign” policy for child accountability.** Upon 3 consecutive days of failing to scan in/out, families may be provided with a new key fob, at a charge of \$5.00. Families may request a waiver of this fee for extenuating circumstances.

### **Denial of services**

Delinquent accounts will be denied services beginning on the 3<sup>rd</sup> business day that falls after the due date, until payment is made. Delinquent accounts will be sent to MCCS Accounting for collection.

### **Disenrollment due to non-payment**

Delinquent accounts without approved extensions will be submitted for disenrollment on the 4<sup>th</sup> business day that falls after the due date. Any accounts with outstanding balances will be forwarded to MCCS accounting for collection.

### **Down Payment**

Parents accepting a program space must make a \$25.00 non-refundable payment to the program within 48 hours. This payment will be deducted from the first full bill. Failure to make the payment will result in the loss of the reserved space.

### **Eligibility for Care and Child Care Fees**

To be eligible for care in CYP, children must have a military or other eligible DoD affiliated sponsor. Eligible sponsors include active duty military, DoD civilians, reservists on active orders, active duty combat-related Wounded Warriors, and surviving spouses of military members who died in combat-related incidents. Spaces for children of retirees from active duty, children of non-DoD federal employees, children of DoD contractors, and children of surviving spouses are available on a “space available” basis. Families of children in these “space available spaces” are not eligible for DoD child care subsidy and pay an unsubsidized child care fee. The current unsubsidized child care fee for specified space available families is \$470.17 each military pay day. Subsidized child care fees for full-time child care range from \$125.67 to \$361.83 each military pay day. These fees are current for the 2021-2022 school year. The office of the Secretary of Defense sets fees for DoD child care facilities. Adjusted fees and income categories are expected in the fall of 2022.





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Families must use [www.militarychildcare.com](http://www.militarychildcare.com) (MCC) to request care at all DoD CYP facilities. Families are sequenced on the waitlist and offered a child care space according to their family type and the request for care date. Families are responsible for informing the CYP immediately if their family type changes in any way after enrollment.

If a family's eligibility status changes to a space available status, the CYP may provide 45 days' notice to the family to transition out of the program unless the program is operating with no waiting list or potential for a waiting list.

An eligible sponsor's children include adopted children, recognized natural children, stepchildren, and foster children who live with the sponsor. If family members are geographically separated or the parents are divorced, their children are eligible if they live with the sponsor in the month the children receive care.

### **Exclusion from care**

Children who present signs of illness or COVID-like symptoms will be excluded from care. Exclusion decisions are made using criteria from the American Academy of Pediatrics. Duration of exclusion, and return to care decisions will be made based on current public health guidance and American Academy of Pediatrics criteria. Department of the Navy written guidance and the Center for Disease Control will also be sources for exclusion decisions. When a child is excluded from care due to illness, the child must be picked up within one hour of notification. Parents will be provided written documentation regarding the exclusion and return to care instructions.

Fees are not pro-rated if a child is excluded from care due to non-compliance with immunization or health assessment requirements, and child care fees must be paid to maintain enrollment during periods of exclusion.

### **Items from Home**

Items from home such as stuffed animals are prohibited. Blankets for children in pre-toddler, toddler and preschool classrooms may be allowed. Blankets from home for pre-toddlers, toddlers, and preschoolers may not be taken between home and the program, except on weekends. Blankets are prohibited in infant classrooms. Sleep sacks may be provided to infants, but may not travel between home and the facility.

### **Late Payment fees**

Payments not received within 1 day of due date will be assessed a \$5.00 late fee per day, until paid.

### **Meal Service**

CYP offers breakfast, lunch and afternoon snack to participants including alternative foods for children with documented food allergies or intolerances. Food may not be brought from home for consumption in CDCs unless a waiver of liability is provided along with medical documentation or a religious-based request. Infants may bring one meal component (such as formula, breast milk, or one food item). Requests to bring more than one meal component for infants require additional



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documentation. Water bottles are not permitted except in school age care. Menus, allergy substitution lists, and product analysis sheets for all foods served are available on the MCCS Lejeune-New River website at [www.mccslejeune-newriver.com/cyp/](http://www.mccslejeune-newriver.com/cyp/).

Meals will be plated for children. Serving utensils will not be used by children, and serving bowls will not be passed around tables. Adults serving food will use gloves. Should family style dining return after consultation with local medical authorities, families will be notified of the pending change.

### **Menu Changes**

Food supply chains have been impacted as a result of COVID-19 and staffing shortages across the food processing, manufacturing, and transportation industries. CYP menus are subject to change based on product availability; any changes will be posted.

### **New Enrollment**

Fees must be paid on first day of attendance. Thereafter, fees are due on the 1<sup>st</sup> and 15<sup>th</sup> each month. Fees will be pro-rated as needed for enrollment or disenrollment in the middle of the pay period.

### **Notification of planned absences**

Parents should notify staff each day of planned absences no later than 0900, as families of absent children may be contacted daily to assess the wellness of their child.

### **Parent Responsibility for Child Release**

At registration, families must provide contact information for at least two local adults who are designated as emergency notification authorized contacts and authorized escorts to pick-up your child. CYP needs these contacts in case the program needs help reaching you or in the event that your child needs to be picked up at a time when you are not reachable. CYP will release your child only to you, the individuals you designated on the registration form, and any other adult who has legal custody of your child.

Parent responsibilities include:

- Maintaining accurate emergency contact information of at least two local contacts.
- Presenting photo identification at the facility entrance and in the classroom unless personnel present at the front desk and in the classroom know you and have previously verified your photo identification on previous visits.
- Providing custody related documentation to CYP (court orders, divorce/custody agreements) and understanding that should a non-custodial parent attempt to pick up a child in violation of supplied documentation, CYP professionals will contact installation security. CYP is a neutral party in child custody disputes. CYPs may not deny a parent or guardian access to his or her child unless there is an active restraining order, protective order, court order, or court-ordered visitation schedule on file. CYP does not provide information about children



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to parties other than a sponsor and those named by the sponsor as authorized to receive information about the child, unless directed to do so by legal authorities or court orders.

- Please be aware that if anyone (including a parent) signs out a child and appears to be under the influence of alcohol or drugs, or acts in a manner that CYP professionals believe presents a potential danger to the child's safety, CYP professionals must call installation security, the Family Advocacy Program, and Child Protective Services for assistance in ensuring the child's safety.

### **Payment due date**

Payments will be due on 1<sup>st</sup> and 15<sup>th</sup> of each month. Payment by phone is available for parents on leave or unable to visit the centers on payment due date.

### **Payment Extensions**

Extension may be requested to allow more days to pay a full balance owed and avoid disenrollment. Any extensions granted will include late fee charges for each day the payment is delayed. Extensions will not exceed the days within that pay period. Repeated failures to pay fees on time may result in termination of services. Requests for extension should be for emergencies only and are granted on a one-time per year basis.

### **Permanent Withdrawal**

If your child is enrolled in full-time or part-time care in a CDC, SAC, or Certified Family Child Care Home, you must give a two-week notice to permanently withdraw your child. Child care fees are incurred during two-week notices of withdrawal. It is better for your family to have the last day of child care coincide with the last day charges will be incurred. More than two-week notices are always welcome and appreciated.

### **Planned Closures**

All sites are closed on Saturdays, Sundays, and all federal holidays. Regularly occurring federal holidays include:

New Year's Day	Memorial Day	Veterans' Day
Martin Luther King, Jr. Day	Juneteenth	Thanksgiving day
Presidents' Day	Independence Day	Christmas day
Columbus Day	Labor Day	

Additionally, CYP sites are closed the day after Thanksgiving, and either the day before or after Christmas, in conjunction with liberty periods. The business day before or after New Year's Day may be added as a day of closure. Any additional closure days will align with regular liberty periods for service members. Other closure days may be ordered by the Commanding General or President.

Child care fees are not pro-rated, and no discount is provided for federal holidays or other days of planned closure, as fees for days of service are annualized and divided into equal payments that coincide with military pay days.





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### Priority Placement

Lejeune-New River Child and Youth Program (CYP) follows the Office of the Secretary of Defense's Priority Placement criteria in placement decisions. Children in care may lose a spot to others on the waiting list in a higher priority category, though only those in category 3 (A-F) can lose a spot during Health Protection Condition (HPCON) Bravo or until further direction from HQMC. Additional supplanting may occur once conditions have returned to HPCON Alpha, or as directed by HQMC or OSD. Impacted families will receive at least 45 days' notice prior to being supplanted.

Category	Definition	Supplanted by
1A	Child Development Program Staff	Not Applicable
1B.1	Combat Related Wounded Warrior (requires approval of Commanding General)	Not Applicable
1B.2	Single/Dual Active Duty Military/Coast Guard	Not Applicable
1B.3	Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status	Not Applicable
1B.4	Active Duty Military/Active Duty Coast Guard with Full-Time Working Spouse	Not Applicable
Category	Definition	Supplanted by
1B.5	Guard/Reserve on Active Duty or Inactive Duty Training Status with Full-Time Working Spouse	Not Applicable
1C.1	Active Duty with Part-Time Working Spouse	1A or 1B
1C.1	Active Duty with Spouse Seeking Employment	1A or 1B
1C.2	Guard/Reserve on Active Duty or Inactive Duty Training Status with Part-Time Working Spouse	1A or 1B
1C.2	Guard/Reserve or Inactive Duty Training Status with Spouse Seeking Employment	1A or 1B
1D.1	Active Duty with Full-Time Student Spouse	1A, 1B, or 1C
1D.2	Guard/Reserve on Active Duty or Inactive Duty Training Status with Full-Time Student Spouse	1A, 1B, or 1C
2A	Single/Dual DoD Civilian/Coast Guard Civilian	1A or 1B
2B	DoD/CG Civilian with Full-Time Working Spouse	1A or 1B
3A	Active Duty with Non-Working Spouse	1 (A-D) or 2 (A,B)
3A	Guard/Reserve on Active Duty or Inactive Duty Training Status with Non-Working Spouse	1 (A-D) or 2 (A,B)
3B	DoD/CG Civilian with Spouse Seeking Employment	1 (A-D) or 2 (A,B)
3C	DoD/CG Civilian with Full-Time Student Spouse	1 (A-D) or 2 (A,B)
3D	Gold Star Spouse (Combat Related)	1 (A-D) or 2 (A,B)
3E	Single/Dual DoD Contractor	1 (A-D) or 2 (A,B)
3E	DoD Contractor with Full-Time Working Spouse	1 (A-D) or 2 (A,B)
3E	DoD Contractor with Spouse Seeking Employment	1 (A-D) or 2 (A,B)
3E	DoD Contractor with Full-Time Student Spouse	1 (A-D) or 2 (A,B)
3F	DoD/CG Civilian With Part-Time Working Spouse	1 (A-D) or 2 (A,B)
3F	DoD/CG Civilian with Non-Working Spouse	1 (A-D) or 2 (A,B)
3F	DoD Contractor with Part-Time Working Spouse	1 (A-D) or 2 (A,B)
3F	DoD Contractor with Non-Working Spouse	1 (A-D) or 2 (A,B)

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Category	Definition	Supplanted by
3F	Deactivated Guard/Reserve Personnel	1 (A-D) or 2 (A,B)
3F	Other Federal Employees	1 (A-D) or 2 (A,B)
3F	Military Retirees	1 (A-D) or 2 (A,B)

### **Room Capacity**

Each classroom has been evaluated to ensure capacity is appropriate given the size of the space. In some cases, furnishings such as sand/water tables and lofts have been removed from classrooms to maximize space in classrooms. Per the American Academy of Pediatrics, cribs and cots will be placed at least 3 feet apart, and children will be placed in an alternating head to toe pattern to maximize space between children.

While square footage of classrooms varies, generally, classroom capacity will be as follows:

Age Group	Maximum Group Size (may vary based on actual square footage/ layout of space/ public health guidance)
Infants	7-8
Pre-toddlers	8-10
Toddlers	12-14
Threeschool	12-14
Preschool	16-18
School Age	15 or 30

### **Return to Care**

Children who are excluded from care for a confirmed COVID-19 diagnosis or for symptoms consistent with COVID-19 will be excluded from care for 10 days from the date of the positive test or the onset of symptoms. Children must be fever-free for 24 hours prior to returning to care without the use of fever reducing medications, with other symptoms having improved. In some cases, CYP may require a medical note to return to care if determined necessary by a CYP nurse. School age children who are able to consistently wear a mask may be permitted to return on day 6 with strict masking for 5 days.

### **School Age Care Information**

When Camp Lejeune Community Schools are closed on days that CYP facilities are open, the SAC facilities will offer full-days of care to children enrolled in before and after school care at no additional cost. Families of children enrolled in after school care only who attend on a school-out day will be charged the hourly rate from 0530-0800. Families of children enrolled in before school care only who attend on a school-out day will be charged the hourly rate from 1500-1800 for care used. Children not enrolled in either before or afterschool care may attend on school-out days space permitting, by reservation, at the hourly care rate. When school is out for a week, a weekly rate may also be offered in lieu of the hourly rate for children attending the full week.



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Additional information regarding summer camp fees is provided to families of registered school age children prior to the start of summer.

### **Special Precautions Related to COVID-19**

CYP has enacted numerous precautions designed to reduce the risk of spread of infection and protect the health of children and employees, but some rules enacted in the early stages of the pandemic have since been relaxed.

Sand/water table group play is allowed.

Toothbrushing is allowed, but parents may opt whether or not to have their child participate. Parents are encouraged to continue daily toothbrushing at home.

Sensory/playdough is allowed.

Toys are sanitized throughout the day and will be washed daily or after being “mouthed” by a child.

Good handwashing procedures continue to be encouraged with soap and water for at least 20 seconds upon arrival, before meals or snacks, after outside time, after restroom use, after touching trash, after sneezing or coming in contact with any bodily fluids, after messy play, before departure and at other opportunities, as appropriate. CYP uses commercial hand soap which is gentle on hands, but should parents notice dryness or cracking on a child’s hands, parents are advised to apply lotions and creams in the evening that are safe for child use.

Shared art materials are allowed.

Shared playground use is allowed.

Boppies are reserved for infants with reflux concerns.

Dramatic play clothes are allowed.

Dramatic play vests and other soft furnishings/dolls will be laundered weekly.

Paint smocks/shirts are washed/launched before being used by a different child.

Cribs and cots are spaced at least 3 feet apart with children placed in an alternating head to toe formation to increase spacing.

Helmets are worn when children use ride-on toys. Helmets are designated for each child and are sanitized regularly and before use by another child. Helmets involved in an impact (any fall or collision in which the helmet strikes the ground or another object) are removed from use and replaced.



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### **Temporary Withdrawal for TDY**

If you are assigned to Temporary Additional Duty/Temporary Duty (TAD/TDY) at a location 30 miles or more from your usual CYP facility, the CYP facility may be able to hold your child's space without charging child care fees under the following circumstances:

- Your child is age 6 weeks to 12 years and is enrolled in full-time care in a CDC or SAC.
- You take your child with you and enroll your child in a CYP at your TDY location; or,
- Your child will be staying with relatives out of the local area and your TAD/TDY lasts 90 or fewer days.

Charges for services will be incurred if the child continues to use services during the TAD/TDY assignment.

### **Unplanned Closures**

In the event of inclement weather (ice, snow, hurricane, flood, etc.) or other disaster, the Commanding General or designee may close CYP facilities. When a closure is announced, information about the closure will be announced on the MCCS Facebook page and on the (910) 451-1717 line. Listen carefully to the options for up-to-date closure information.

In the event of a power, water, heating or air conditioning outage, the facility will usually remain open while repairs are in progress. Management will monitor classroom temperatures and may initiate courtesy calls to parents during the outage, beginning with parents of infants and children with special medical conditions. Should an outage lead to extreme temperatures or conditions in classrooms that cannot be controlled to an acceptable level with approved temporary measures (such as portable air conditioning units or approved space heaters), a decision may be made to close for the remainder of the day. In the extreme event that a facility is closed, parents will be contacted and asked to pick up children as soon as reasonably possible, ideally within an hour of receiving the phone call.

Child care fees are not pro-rated, and no discount is provided for full-days or partial days of unplanned closure, as fees are annualized and divided into equal payments that coincide with military pay days.

The Commanding General or designee may authorize or direct decisions regarding child care fees during extended days of unplanned closure.



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*Thank you for your patronage and trust. Selecting child care is an important decision; we are committed to providing high quality care to children.*

**Sponsor/Parent Signature**

**I hereby agree to comply with the rules and regulations of Lejeune-New River's CYP as stated in this statement of understanding. I acknowledge that additional policies, found in the Family Handbook, also apply.**

**I am aware of the planned days of closure and that pro-ration of child care fees does not occur for full-days or partial days of closure (including planned and unplanned) unless authorized and directed by the Commanding General or designee and that fees are not incurred for periods of exclusion related to COVID exposure or quarantine.**

\_\_\_\_\_  
**Child(ren)'s Name(s)**

\_\_\_\_\_  
**Sponsor or spouse signature**

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

*The Statement of Understanding may be revised as COVID-19 related policies change in accordance with new guidance applicable to federal facilities. Policy changes will be communicated to families in writing.*