

07/30/2021

From: Naval Station Rota Spain Child and Youth Program

To: Child and Youth Program Parents

Subj: Child and Youth Program (CYP) School Year (SY) 2021-2022 Parent Fees

1. Annual fee schedules for Child Development Centers (CDC) and School Age Care (SAC) Programs are established by the Department of Defense (DoD) and implementation is required by Commander, Navy Installations Command (CNIC). The SY 2021-2022 parent fees listed below will be effective at our installation beginning 1 September 2021. Please note:

- DoD fees have increased for the SY21-22 to compensate for improved hourly wages for direct care staff, which is necessary to compete with local labor markets. This is the first increase since SY 2018.
- Additionally, fee categories have been adjusted from nine to thirteen categories to provide a more equitable and uniform fee structure, better accounting for higher income households.

Investment in military child care results in the high-quality child care programs where we nurture the growth and development of children toward lifelong success while supporting the workforce with accessible child care options. The additional parent fees generated will help offset DoD required hourly wage increases for direct care staff which are necessary to compete with local labor markets. Child care is essential and while an adjustment in fees is required, on average, DoD fees, even for the highest income category, are still lower than fees for community center-based care throughout the U.S. Furthermore, DoD parent fees are established on a sliding scale which is based on a family's total household income making it more affordable than typical community center based models where fees are typically based on the age of the child. In that configuration, childcare for infants and toddlers is significantly more expensive than for older children - and is more expensive overall. The Navy continues its commitment to affordable childcare programs.

2. In order to update your child(ren)'s registration, validate eligibility and to have fees assessed appropriately, parents with children enrolled in CDC and/or SAC must provide the following documents no later than 15 August 2021:

- a) Updated and signed CYP Annual Registration Forms for each enrolled child(ren)
- b) July 2021 Leave and Earning Statement (LES) and/or paycheck stubs for all adults, married or not, sharing expenses toward the benefit of the child(ren)
- c) Signed *Application for Child Development Program Fees—DD Form 2652 and Parent Fee Agreement*

Note: DoD requires all families, regardless of income category, to provide income documentation. Families are not permitted to automatically elect to enroll in the highest fee category. Failure to provide the required documentation could result in a denial of child care services.

3. The payment due dates are listed below for the different care options. Payments for care are due prior to services being rendered. Parents enrolled in CDC or SAC programs must use CYP Online Services or make payments in person with a credit card.

Type of Care	Payments Due
CDC Full-Time	Each military payday (1 st and 15 th)
CDC Sure Start Program	Each military payday
SAC Before/Afterschool	Each military payday
SAC Summer Camp	Weekly
SAC School Closures/ daily care	Daily
All Hourly Care	Daily

4. Thirteen income categories are used to determine a family's CYP fee. The following chart shows SY 21-22 total family income (TFI) categories:

TFI FEE CATEGORIES	
TFI Category	TFI
I	\$1 - \$30,000
II	\$30,001 - \$40,000
III	\$40,001 - \$50,000
IV	\$50,001 - \$60,000
V	\$60,001 - \$70,000
VI	\$70,001 - \$80,000
VII	\$80,001 - \$90,000
VIII	\$90,001 - \$100,000
IX	\$100,001 - \$110,000
X	\$110,001 - \$120,000
XI	\$120,001 - \$130,000
XII	\$130,001 - \$140,000
XIII	\$140,001+
DoD Contractors and Specified Space Available Patrons (CONSA)	Regardless of TFI

5. **All DoD contractors and specified space available patrons will pay the unsubsidized (CONSA) child care fee;** however, TFI documentation is still required. Specified space available patrons include military retirees, deactivated reserve personnel, and other federal employees in all categories. All other Space Available patrons will be charged according to TFI.

6. The SY21-22 parent fees for CDC **full time care** are as follows:

CDC FULL TIME PARENT FEES				
TFI Category	Weekly Rate		Military Payday Rate	
	1st Child	2nd Child	1st Child	2nd Child
I	\$68	\$54	\$147	\$118
II	\$77	\$62	\$167	\$134
III	\$92	\$74	\$199	\$159
IV	\$110	\$88	\$238	\$190
V	\$129	\$103	\$280	\$224
VI	\$136	\$109	\$295	\$236
VII	\$149	\$119	\$323	\$258
VIII	\$152	\$122	\$329	\$263
IX	\$156	\$125	\$338	\$270
X	\$159	\$127	\$345	\$276
XI	\$166	\$133	\$360	\$288
XII	\$172	\$138	\$373	\$298
XIII	\$177	\$142	\$384	\$307
CONSA	\$217	N/A	\$470	N/A

7. The SY21-22 parent fees for Sure Start program are as follows:

Sure Start Parent Fees Before & After 5-Days per Week		
TFI Category	Military Payday Rates	
	1st Child	2nd Child
I	71	57
II	80	64
III	96	77
IV	114	91
V	134	107
VI	141	113
VII	155	124
VIII	158	124
IX	162	130
X	165	132
XI	173	138
XII	179	143
XIII	184	147
CONSA	226	N/A

8. Daily rates are offered temporarily while our program is in COVID Reset Stage 2 to allow for families to choose the hybrid of at home care and/or CDC supported scenarios that meets your family's needs. One (1), two (2), three (3) and four (4) day daily rates based on total family income are listed below in addition to our established weekly rates. For COVID Reset Stage 2 fees, billing will be run weekly.

CHILD DEVELOPMENT CENTER FULL-DAY WEEKLY and DAILY CDC PARENT FEES										
Category	Weekly FD Rate		Full Day - 1 Day		Full Day - 2 Days		Full Day - 3 Days		Full Day - 4 Days	
	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child
I	68.00	54.00	14.00	11.00	28.00	22.00	42.00	34.00	56.00	45.00
II	77.00	62.00	16.00	13.00	32.00	26.00	48.00	38.00	64.00	51.00
III	92.00	74.00	19.00	15.00	38.00	30.00	57.00	46.00	76.00	61.00
IV	110.00	88.00	22.00	18.00	44.00	35.00	66.00	53.00	88.00	70.00
V	129.00	103.00	26.00	21.00	52.00	42.00	78.00	62.00	104.00	83.00
VI	136.00	109.00	28.00	22.00	56.00	45.00	84.00	67.00	112.00	90.00
VII	149.00	119.00	30.00	24.00	60.00	48.00	90.00	72.00	120.00	96.00
VIII	152.00	122.00	31.00	25.00	62.00	50.00	93.00	74.00	124.00	99.00
IX	156.00	125.00	32.00	26.00	64.00	51.00	96.00	77.00	128.00	102.00
X	159.00	127.00	32.00	26.00	64.00	51.00	96.00	77.00	128.00	102.00
XI	166.00	133.00	34.00	27.00	68.00	54.00	102.00	82.00	136.00	109.00
XII	172.00	138.00	35.00	28.00	70.00	56.00	105.00	84.00	140.00	112.00
XIII	177.00	142.00	36.00	29.00	72.00	58.00	108.00	86.00	144.00	115.00
CONSA	217.00	N/A	44.00	N/A	88.00	N/A	132.00	N/A	176.00	N/A

9. Annualized SAC school year parent fees are a single set of standardized rates that parents pay throughout the year which reflect all full-time holiday/school break camps (except summer camp), teacher in-service days and school closures. Families whose children are enrolled full-time in the Before School only, Afterschool only or Before & Afterschool program will not be charged extra fees for out-of-school days or full-day seasonal camps operating during the school year. Families who choose not to attend the school year seasonal camps will be required to take their authorized vacation discounts or be charged the normal military payday rate. These fees are applicable when schools are operating on a typical school year schedule. If the child's school is operating on a virtual or hybrid schedule due to COVID-19, use the non-traditional fee tables in Section 9. The SY 21-22 Parent Fees for SAC programs are shown in the following charts:

SCHOOL AGE CARE (SAC) PARENT STANDARD FEES						
Military Payday Rates						
TFI Category	Before School		After School		Before & After	
	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child
I	\$35	\$28	\$65	\$52	\$97	\$78
II	\$40	\$32	\$73	\$58	\$110	\$88
III	\$48	\$38	\$88	\$70	\$132	\$106
IV	\$57	\$46	\$105	\$84	\$157	\$126
V	\$67	\$54	\$123	\$98	\$184	\$147
VI	\$71	\$57	\$130	\$104	\$194	\$155
VII	\$77	\$62	\$142	\$114	\$213	\$170
VIII	\$79	\$63	\$145	\$116	\$217	\$174
IX	\$81	\$65	\$149	\$119	\$223	\$178
X	\$83	\$66	\$152	\$122	\$227	\$182
XI	\$86	\$69	\$158	\$126	\$237	\$190
XII	\$89	\$71	\$164	\$131	\$246	\$197

XIII	\$92	\$74	\$169	\$135	\$253	\$202
CONSA	113	N/A	\$207	N/A	\$310	N/A

School Age Care Parent Fees Summer Camp		
TFI Category	Weekly Rate	
	1 st Child	2 nd Child
I	\$68	\$54
II	\$77	\$62
III	\$92	\$74
IV	\$110	\$88
V	\$129	\$103
VI	\$136	\$109
VII	\$149	\$119
VIII	\$152	\$122
IX	\$156	\$125
X	\$159	\$127
XI	\$166	\$133
XII	\$172	\$138
XIII	\$177	\$142
CONSA	\$217	N/A

10. The following fee tables should be used for children who are enrolled in a school operating on an alternative schedule (virtual or hybrid) due to COVID-19. In these circumstances, fees are paid weekly. The SY 21-22 Non-Traditional Parent Fees for **SAC programs** are shown in the following charts:

SCHOOL AGE CARE FULL-DAY WEEKLY and DAILY SAC PARENT FEES										
Category	Weekly FD Rate		Full Day - 1 Day		Full Day - 2 Days		Full Day - 3 Days		Full Day - 4 Days	
	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child
I	68.00	54.00	14.00	11.00	28.00	22.00	42.00	34.00	56.00	45.00
II	77.00	62.00	16.00	13.00	32.00	26.00	48.00	38.00	64.00	51.00
III	92.00	74.00	19.00	15.00	38.00	30.00	57.00	46.00	76.00	61.00
IV	110.00	88.00	22.00	18.00	44.00	35.00	66.00	53.00	88.00	70.00
V	129.00	103.00	26.00	21.00	52.00	42.00	78.00	62.00	104.00	83.00
VI	136.00	109.00	28.00	22.00	56.00	45.00	84.00	67.00	112.00	90.00
VII	149.00	119.00	30.00	24.00	60.00	48.00	90.00	72.00	120.00	96.00
VIII	152.00	122.00	31.00	25.00	62.00	50.00	93.00	74.00	124.00	99.00
IX	156.00	125.00	32.00	26.00	64.00	51.00	96.00	77.00	128.00	102.00
X	159.00	127.00	32.00	26.00	64.00	51.00	96.00	77.00	128.00	102.00
XI	166.00	133.00	34.00	27.00	68.00	54.00	102.00	82.00	136.00	109.00
XII	172.00	138.00	35.00	28.00	70.00	56.00	105.00	84.00	140.00	112.00
XIII	177.00	142.00	36.00	29.00	72.00	58.00	108.00	86.00	144.00	115.00
CONSA	217.00	N/A	44.00	N/A	88.00	N/A	132.00	N/A	176.00	N/A

WEEKLY and DAILY Before & After SAC Fees due to COVID19										
Category	Before & After Weekly Fees		Bef&Aft - 1 Day		Bef&Aft - 2 Days		Bef&Aft - 3 Days		Bef&Aft - 4 Days	
			1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child
I	45.00	36.00	9.00	7.00	18.00	14.00	27.00	22.00	36.00	29.00
II	51.00	41.00	11.00	9.00	22.00	18.00	33.00	26.00	44.00	35.00
III	61.00	49.00	13.00	10.00	26.00	21.00	39.00	31.00	52.00	42.00
IV	73.00	58.00	15.00	12.00	30.00	24.00	45.00	36.00	60.00	48.00
V	85.00	68.00	17.00	14.00	34.00	27.00	51.00	41.00	68.00	54.00
VI	90.00	72.00	18.00	14.00	36.00	29.00	54.00	43.00	72.00	58.00
VII	98.00	78.00	20.00	16.00	40.00	32.00	60.00	48.00	80.00	64.00
VIII	100.00	80.00	20.00	16.00	40.00	32.00	60.00	48.00	80.00	64.00
IX	103.00	82.00	21.00	17.00	42.00	34.00	63.00	50.00	84.00	67.00
X	105.00	84.00	21.00	17.00	42.00	34.00	63.00	50.00	84.00	67.00
XI	110.00	88.00	22.00	18.00	44.00	35.00	66.00	53.00	88.00	70.00
XII	114.00	91.00	23.00	18.00	46.00	37.00	69.00	55.00	92.00	74.00
XIII	117.00	94.00	24.00	19.00	48.00	38.00	72.00	58.00	96.00	77.00
CONSA	143.00	N/A	29.00	N/A	58.00	N/A	87.00	N/A	116.00	N/A

WEEKLY and DAILY Before Only SAC Fees due to COVID19										
Category	Before Only Weekly Fees		Bef Only - 1 Day		Bef Only - 2 Days		Bef Only - 3 Days		Bef Only - 4 Days	
			1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child
I	16.00	13.00	4.00	3.00	8.00	6.00	12.00	10.00	16.00	13.00
II	18.00	14.00	4.00	3.00	8.00	6.00	12.00	10.00	16.00	13.00
III	22.00	18.00	5.00	4.00	10.00	8.00	15.00	12.00	20.00	16.00
IV	26.00	21.00	6.00	5.00	12.00	10.00	18.00	14.00	24.00	19.00
V	31.00	25.00	7.00	6.00	14.00	11.00	21.00	17.00	28.00	22.00
VI	33.00	26.00	7.00	6.00	14.00	11.00	21.00	17.00	28.00	22.00
VII	36.00	29.00	8.00	6.00	16.00	13.00	24.00	19.00	32.00	26.00
VIII	36.00	29.00	8.00	6.00	16.00	13.00	24.00	19.00	32.00	26.00
IX	37.00	30.00	8.00	6.00	16.00	13.00	24.00	19.00	32.00	26.00
X	38.00	30.00	8.00	6.00	16.00	13.00	24.00	19.00	32.00	26.00
XI	40.00	32.00	8.00	6.00	16.00	13.00	24.00	19.00	32.00	26.00
XII	41.00	33.00	9.00	7.00	18.00	14.00	27.00	22.00	36.00	29.00
XIII	42.00	34.00	9.00	7.00	18.00	14.00	27.00	22.00	36.00	29.00
CONSA	52.00	N/A	11.00	N/A	22.00	N/A	33.00	N/A	44.00	N/A

WEEKLY and DAILY After Only SAC Fees due to COVID19										
Category	After Only Weekly Fees		Aft Only - 1 Day		Aft Only - 2 Days		Aft Only - 3 Days		Aft Only - 4 Days	
			1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child	1st Child	2nd Child
I	30.00	24.00	6.00	5.00	12.00	10.00	18.00	14.00	24.00	19.00
II	34.00	27.00	7.00	6.00	14.00	11.00	21.00	17.00	28.00	22.00
III	40.00	32.00	8.00	6.00	16.00	13.00	24.00	19.00	32.00	26.00
IV	48.00	38.00	10.00	8.00	20.00	16.00	30.00	24.00	40.00	32.00
V	57.00	46.00	12.00	10.00	24.00	19.00	36.00	29.00	48.00	38.00
VI	60.00	48.00	12.00	10.00	24.00	19.00	36.00	29.00	48.00	38.00
VII	66.00	53.00	14.00	11.00	28.00	22.00	42.00	34.00	56.00	45.00
VIII	67.00	54.00	14.00	11.00	28.00	22.00	42.00	34.00	56.00	45.00
IX	69.00	55.00	14.00	11.00	28.00	22.00	42.00	34.00	56.00	45.00
X	70.00	56.00	14.00	11.00	28.00	22.00	42.00	34.00	56.00	45.00
XI	73.00	58.00	15.00	12.00	30.00	24.00	45.00	36.00	60.00	48.00
XII	76.00	61.00	16.00	13.00	32.00	26.00	48.00	38.00	64.00	51.00
XIII	78.00	62.00	16.00	13.00	32.00	26.00	48.00	38.00	64.00	51.00
CONSA	95.00	N/A	19.00	N/A	38.00	N/A	57.00	N/A	76.00	N/A

11. **SCHOOL YEAR DAILY RATE AND SEASONAL CAMPS:** Parents who are not enrolled in a School Age Care program option (Before School, Afterschool, Before/Afterschool care, Non-Traditional Care) using SAC **only** for school closures during the school year will be charged the hourly rate of \$7. If the child's school is operating on a virtual or hybrid schedule due to COVID-19, the non-traditional fee tables in Section 9 apply. Families who require care during a school year seasonal camp and are not enrolled in a SAC school year component will be charged the SAC full time weekly rate according to TFI.

12. For CDCs or SAC programs, the **hourly** care fee is \$7 for any portion of an hour per child regardless of TFI or reason for care. No income documentation is needed for hourly care. Hourly care and SAC daily care fees may be pre-paid on CYP Online Services or in person with a credit card.

13. The following discounts are available for use by families enrolled in Navy facility-based CYPs:

- a) **Vacation Discount:** Each family using CDCs, 24/7 Centers, or SAC programs are authorized to take two weeks (10 business days) of vacation from the program per fiscal year. A 30-day notice is required prior to taking the vacation. The vacation time must be taken in increments of 5 business days and may be taken together or apart (i.e., 10 days in a row or 5 days now and 5 days later) and can begin on any day of the week.
- b) **Summer Camp Discount:** Parents registering and paying for the entire summer camp period (i.e., all weeks that summer camp is offered) will receive a 50-percent discount on the last week's program fees.
- c) **30-Day Withdrawal Notice Discount:** All parents must provide notice 2 weeks (10 business days) before withdrawal. If parents provide written notice 30 calendar days before withdrawal, they receive a 10-percent discount off their last payment.

- d) **Family Engagement Program Discount:** Families who volunteer in facility-based CYPs or as Ombudsmen earn discounts through the CYP Rewards program. For parents who volunteer as a Youth Sports Coach, this discount may be a no-cost registration for their child(ren) in a Youth Sports league season.
- e) **Wounded Warrior Discount:** When a sponsor is designated as a “Wounded Warrior-Combat-Related” patron and is receiving medical treatment, they are eligible to be charged at category I fees. Certain requirements apply.
- f) **Ombudsman Discount:** While performing official duties, Ombudsmen are provided hourly care free of charge whenever space is available.
- g) **Hardship Discount:** Installation Commanding Officers have the sole discretion to grant case-by-case exceptions to an individual’s fee or fee range based on hardship or other special circumstances that affect TFI. Fees lower than category I require approval from CNIC (N926).
- h) **Respite Care Discount:** The Navy CYP Give Parents a Break Program is designed to give family members who are in crisis, a short break from their child care responsibilities in order to help them deal with stressful situations and to seek resources to assist them through the challenging times. Commanding Officers, Executive Officers, Command Master Chiefs, medical doctors, Fleet and Family Services Personnel, Chaplains and Installation CYP Directors can submit a referral for an eligible family to receive up to 16 hours per month of free care and is dependent upon space availability.

*Discounts for hourly care are not available.

14. Discounts for hourly care and part-day enrichment programs are not available.

15. Parents registering for Youth Sports and Fitness (YSF) league-based programs are required to pay the \$60 fee for each sport season on CYP Online Services or in person with a credit card.

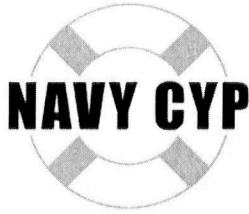
16. Parents registering in Start Smart are required to pay the \$25 fee on CYP Online Services or in person with a credit card.

17. Youth recreation program and activities are offered at a reasonable cost or free when possible. Parents will be notified in writing when fees will be assessed to offset the cost of field trips, special events, etc.

18. TFI is verified, and fees are assessed annually, unless otherwise directed by Command Navy Installation Command (CNIC). Parents are required to complete all required forms and sign a new parent fee agreement. Parents will receive at least 30 calendar day written notice prior to any adjustment in fees.

19. CYP has been authorized by CNIC to close for **two In-Service Training days** during the coming 2021-2022 school year. No dates have been approved at this time, however we expect to have approval within the next month and advance notification will be provided to each family. No CYP (SAC, CDC, YSF, and Youth) services will be provided on the two dates selected so parents will need to seek alternate care. All full time care fees will be pro-rated during the impacted weeks.

20. If you have any questions, please contact our Youth Director with CYP Oversight, Ms. Catherine Knapp at Catherine.Knapp@eu.navy.mil.



Child and Youth Programs

3/28/2022

From: Naval Station Rota Spain Child and Youth Program

To: Child and Youth Program Parents

Subj: Child and Youth Program (CYP) School Year (SY) 2021-2022 Parent Fees

Encl: (1) Child and Youth Program (CYP) School Year (SY) 2021-2022 Parent Fees dated 30 July 2021

(2) Child and Youth Program (CYP) School Year (SY) 2021-2022 Parent Fee Frequently Asked Questions

1. CYP is very excited to announce that we are now implementing Auto-Debit to make paying your School Age Care (SAC) and/or Child Development Center (CDC) weekly fees or bi-weekly fees when we return to Stage 3, easier! The term "Auto-Debit" refers to recurring credit card payments like your weekly full time care payments. With this process, patrons will have the option to have their Visa, Mastercard, American Express, or Discover card (or their bank check/debit card emblazoned with the MasterCard or visa logo) charged on a recurring basis.
2. During Stage 2, billing was completed on a weekly basis every Monday morning. As we enter into Stage 3, we will resume billing on military pay dates (1st and 15th of each month) starting 1 May 2022.
3. Signing up will take a few minutes of your time and will require parents to complete the auto-debit authorization portion of the Parent Fee Agreement and have their chosen credit/debit card on hand. Your Operations Clerk will assist you with everything you need. If your family uses both the School Age Care program and the Child Development Center program, you will need to set-up the auto-debit at both locations. No credit card information will be maintained by our program, but will be only be maintained within the CYMS database.
4. All CYP fees are to be paid in advance of services rendered and paid for by either auto-debit, on CYP Online Services, or in person using a credit card for the CDC, School Age Care (SAC), and Youth Programs, per enclosure (1). We have also included enclosure (2) to assist you with questions you may have about CYP fees.
5. If you have any questions, please contact the Operations Clerk or Program Director at the CDC at DSN 727-1100 or at the SAC at 727-2389.

Catherine Knapp
Installation CYP Director