



12/28/2018

From: NAVSTA ROTA Child and Youth Program

To: Child and Youth Program Parents

Subj: CHILD AND YOUTH PROGRAMS (CYP) FISCAL YEAR (FY) 2019 PARENT FEES

1. Fee schedules for our Child Development Centers (CDC) and School Age Care (SAC) Programs are mandated by the Department of Defense (DoD) and Commander, Navy Installations Command (CNIC). The FY 2019 parent fees listed below will be in effect at our installation for all CDC, SAC, Summer Day Camp, Youth Sports and Fitness (YSF) and Youth Programs beginning 1 February 2019.

2. In order to update your child(ren)'s registration, validate eligibility and have fees assigned appropriately, parents with children enrolled in CDC and/or SAC must provide the following documents no later than 29 January 2019:

- a) Updated and signed CYP Registration Form for each enrolled child(ren)
- b) Current 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 Fee Calculation Worksheet and Parent Fee Agreement

Note: Parents who choose not to provide income information will be placed in Category IX.

3. The payment due dates for the different programs or types of care are listed below. 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
CDC Part Time Program	Each military payday
SAC Before/Afterschool	Each military payday
SAC Summer Camp	Weekly
SAC School Closures/ daily care	Daily, in advance of care being provided
All Hourly Care	Daily, in advance of care being provided

4. Ten income categories are used to determine a family's CYP fee. The following chart shows FY 2019 total family income (TFI) categories:

TFI FEE CATEGORIES	
TFI Category	TFI
I	\$0 - \$32,525
II	\$32,526 - \$39,491
III	\$39,492 - \$51,108
IV	\$51,109 - \$63,884
V	\$63,885 - \$81,310
VI	\$81,311 – \$94,032
VII	\$94,033 - \$110,625
VIII	\$110,626 - \$138,330
IX	\$138,331 +
IXA Contractor Employees and Specified Space Available Patrons	Regardless of TFI

5. **All DoD contractors and specified space available patrons will pay the unsubsidized Category IXA contractor child care fee;** therefore, TFI will not be required. Specified space available patrons include military retirees and other federal employees in all categories.

6. The FY19 parent fees for **Child Development Centers (CDC)** are as follows:

CDC FULL-TIME PARENT FEES				
TFI Category	Weekly Rate		Military Payday Rate	
	1 st Child	2 nd Child	1 st Child	2 nd Child
I	\$61.00	\$49.00	\$133.00	\$106.00
II	\$76.00	\$61.00	\$165.00	\$132.00
III	\$94.00	\$75.00	\$204.00	\$163.00
IV	\$109.00	\$87.00	\$237.00	\$190.00
V	\$126.00	\$101.00	\$272.00	\$218.00
VI	\$136.00	\$109.00	\$295.00	\$236.00
VII	\$140.00	\$112.00	\$304.00	\$243.00
VIII	\$145.00	\$116.00	\$315.00	\$252.00
IX	\$150.00	\$120.00	\$326.00	\$261.00
IXA	\$210.00	N/A	\$455.00	N/A

7. The FY-19 parent fees for **Sure Start program** are as follows:

FY 19 Sure Start Program Before & After 5 Days per Week		
TFI Category	Military Payday Rate	
	1 st Child	2 nd Child
I	\$69	\$55
II	\$85	\$68
III	\$105	\$84
IV	\$121	\$97
V	\$138	\$110
VI	\$150	\$120
VII	\$155	\$124
VIII	\$160	\$128
IX	\$165	\$132
IXA	\$228	N/A

8. The Part Time program is currently not enrolling new students at this time. The FY-19 parent fees for **the Part Time program** are as follows:

FY 19 Part Time Program 5 Day, 25 hour/week Program Rates		
TFI Category	Military Payday Rate	
	1 st Child	2 nd Child
I	\$76	\$61
II	\$92	\$74
III	\$112	\$90
IV	\$128	\$102
V	\$145	\$116
VI	\$158	\$126
VII	\$163	\$130
VIII	\$168	\$134
IX	\$173	\$138
IXA	\$228	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 only, After only or Before & Afterschool program will be 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. The FY 2019 Parent Fees for **SAC programs** are shown in the following charts:

FY19 SCHOOL AGE CARE (SAC) PARENT STANDARD FEES						
Military Payday Rates						
TFI Category	Before School		After School		Before & After	
	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child
I	\$31	\$25	\$52	\$42	\$78	\$62
II	\$37	\$30	\$62	\$50	\$94	\$75
III	\$45	\$36	\$73	\$58	\$113	\$90
IV	\$51	\$41	\$83	\$66	\$129	\$103
V	\$58	\$46	\$93	\$74	\$146	\$117
VI	\$63	\$50	\$100	\$80	\$158	\$126
VII	\$65	\$52	\$103	\$82	\$162	\$130
VIII	\$67	\$54	\$106	\$85	\$168	\$134
IX	\$69	\$55	\$110	\$88	\$173	\$138
IXA	\$95	N/A	\$185	N/A	\$266	N/A

FY19 School Age Care Parent Fees Summer Camp		
TFI Category	Weekly Rate	
	1 st Child	2 nd Child
I	\$64.00	\$51.00
II	\$79.00	\$63.00
III	\$97.00	\$78.00
IV	\$112.00	\$90.00
V	\$128.00	\$102.00
VI	\$139.00	\$111.00
VII	\$143.00	\$114.00
VIII	\$148.00	\$118.00
IX	\$153.00	\$122.00
IXA	\$210.00	N/A

10. SCHOOL YEAR DAILY RATE AND SEASONAL CAMPS: Parents who are not enrolled in a School Age Care program option (Before, After, Before/After care) using SAC only for school closures during the school year will be charged the hourly rate of \$5. Families who require care during a school year seasonal camp and not enrolled in a SAC school year component, will be charged the SAC full time weekly rate according to TFI.

11. For CDCs , SAC and Camp programs, the **hourly** care fee is \$5 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, SAC and Camp daily care fees may be pre-paid on CYP Online Services or in person with a credit card however must be paid in advance of providing child care services.

12. CYP has been authorized by CNIC to close for two In-service Training days on 15 February 2019 and 24 May 2019. No CYP (SAC, CDC, YSF, and Youth) services will be provided on these dates so parents will need to seek alternate care. All full time care fees will be pro-rated during the impacted weeks.

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

- a) **Vacation Discount:** Each family using the CDC or SAC program 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:** You can earn points, or CYP Rewards, by becoming involved in a wide range of activities or events with your children. When you accumulate a total of 10 CYP Rewards, you will receive a \$30 discount on your next military child care fee or receive waived YSF league registration fees for your child by completing a season as a YSF head or assistant coach. Ask our front desk staff for more information on opportunities to earn CYP Rewards.
- 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 1 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 a short break from their child care responsibilities in order to help them deal with stressful situations. 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. Parents enrolling in on-base Youth Sports and Fitness (YSF) league-based programs are required to pay the \$60 fee starting in the spring sport season of 2019 on CYP Online Services or in person with a credit card. All youth sports camps, clinics and instructional classes will not exceed \$60 per youth per camp or clinic.

15. Parents registering in Start Smart are required to pay the \$25/child per session starting in the Spring Start Smart session on CYP Online Services or in person with a credit card.

16. Youth Program Recreational Programs and activities are offered at a reasonable cost or free when possible. No annual membership fees or registration fees are charged.

17. If you have any questions, please contact our Installation Child and Youth Program Director, Cathy Knapp directly at Catherine.Knapp@eu.navy.mil or by phone at 956-82-2458.