



08/14/2022

From: Naval Station Rota Spain Child and Youth Program
To: Child and Youth Program Parents
Subj: Child and Youth Program (CYP) School Year (SY) 2022-2023 Parent Fees
Encl: Parent Fee Policy Frequently Asked Questions (FAQ)

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 2022-2023 parent fees listed below will be effective at our installation beginning 1 November 2022. Please note:

- DoD fees have increased for the SY22-23 to compensate for improved hourly wages for direct care staff, which is necessary to compete with local labor markets.
- Additionally, fee categories have been adjusted from thirteen to fourteen 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 October 2022:

- a) Updated and signed CYP Registration Form for each enrolled child(ren)
- b) September 2022 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, 24/7 Center, or SAC programs must use auto-debit,

[CYP Online Services](#), or make payments in person with a credit card. Parents whose children are participating in the FCC program should contact their FCC Providers for more information on payment options.

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

4. Fourteen income categories are used to determine a family’s CYP fee. The following chart shows SY 22-23 total family income (TFI) categories:

TFI FEE CATEGORIES	
TFI Category	TFI
I	\$1 – \$30,810
II	\$30,811 – \$41,080
III	\$41,081 – \$51,350
IV	\$51,351 – \$61,620
V	\$61,621 – \$71,890
VI	\$71,891 – \$82,160
VII	\$82,161 – \$92,430
VIII	\$92,431 – \$102,700
IX	\$102,701 – \$112,970
X	\$112,971 – \$123,240
XI	\$123,241 – \$133,510
XII	\$133,511 – \$143,780
XIII	\$143,781 – \$154,050
XIV	\$154,051+
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 SY22-23 parent fees for **CDC full time care** are as follows:

FULL TIME CDC 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	\$112	\$90	\$243	\$194
V	\$131	\$105	\$284	\$227
VI	\$139	\$111	\$301	\$241
VII	\$153	\$122	\$332	\$266
VIII	\$156	\$125	\$338	\$270
IX	\$161	\$129	\$349	\$279
X	\$164	\$131	\$355	\$284
XI	\$171	\$137	\$371	\$297
XII	\$177	\$142	\$384	\$307
XIII	\$190	\$152	\$412	\$330
XIV	\$194	\$155	\$420	\$336
CONSA	\$235	N/A	\$509	N/A

7. The SY22-23 parent fees for the 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	\$116	\$93
V	\$136	\$109
VI	\$145	\$116
VII	\$159	\$127
VIII	\$162	\$130
IX	\$167	\$134
X	\$171	\$137
XI	\$178	\$142
XII	\$184	\$147
XIII	\$198	\$158
XIV	\$202	\$162
CONSA	\$244	N/A

8. 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. The SY 22-23 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	\$100	\$80
II	\$40	\$32	\$73	\$58	\$113	\$90
III	\$48	\$38	\$88	\$70	\$136	\$108
IV	\$58	\$46	\$107	\$86	\$165	\$132
V	\$68	\$54	\$125	\$100	\$193	\$154
VI	\$72	\$58	\$133	\$106	\$205	\$164
VII	\$80	\$64	\$146	\$117	\$226	\$181
VIII	\$81	\$65	\$149	\$119	\$230	\$184
IX	\$84	\$67	\$153	\$122	\$237	\$189
X	\$85	\$68	\$156	\$125	\$241	\$193
XI	\$89	\$71	\$163	\$130	\$252	\$201
XII	\$92	\$74	\$169	\$135	\$261	\$209
XIII	\$99	\$79	\$181	\$145	\$280	\$224
XIV	\$101	\$81	\$185	\$148	\$286	\$229
CONSA	\$122	N/A	\$224	N/A	\$346	N/A

School Age Care Parent Fees Summer Camp		
TFI Category	Weekly Rate	
	1st Child	2nd Child
I	\$68	\$54
II	\$77	\$62
III	\$92	\$74
IV	\$112	\$90
V	\$131	\$105
VI	\$139	\$111
VII	\$153	\$122
VIII	\$156	\$125
IX	\$161	\$129
X	\$164	\$131
XI	\$171	\$137
XII	\$177	\$142
XIII	\$190	\$152
XIV	\$194	\$155
CONSA	\$235	N/A

10. 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) using SAC **only**

for school closures during the school year will be charged the hourly rate of \$8. 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.

11. For CDCs or SAC programs, the **hourly** care fee is \$8 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.

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

- a) **Vacation Discount:** Each family using CDCs 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. Vacation discounts are not applicable during summer camp or for enrichment programs.
- 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 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 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.

13. Discounts for hourly care are not available.

14. 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.

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

16. 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.

17. 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.

18. **PROFESSIONAL IN-SERVICE TRAINING CLOSURES:** Naval Station Rota CYP has requested to be closed on Friday, 18 November 2022 and on Friday, 19 May 2023 for professional in-service training. Approval for these dates has not been received at this time, however we expect to have our approved dates by the end of September and advance notification will be provided to each family at that time. These closures include the CDC, SAC, Youth Programs and all Youth Sports leagues. Like school systems, this training day is intended to enhance the quality of care for children in our program by providing staff with dedicated time to meet mandatory training requirements. This time will support efforts in addressing staff retention and morale, further enhancing services to our children and families. Please take advantage of this advance notice to plan accordingly to arrange alternative care for your child(ren) during scheduled in-service training closures. Parent fees will be pro-rated within the billing cycle of this scheduled professional in-service training.

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