

30 October 2023

From: NAVSTA Rota Child and Youth Program

To: Child and Youth Program Parents

Subj: Child and Youth Program (CYP) School Year (SY) 2023-2024 Parent Fees

Encl: (1) Parent Fee Policy Frequently Asked Questions (FAQ)

(2) Notification for Civilian Sponsors Utilizing DoD Subsidized Child Development Programs

1. Annual fee schedules for Child Development Centers (CDC), School Age Care (SAC) Programs, 24/7 Centers, and Family Child Care Homes (FCC) are established by the Department of Defense (DoD) and implementation is required by Commander, Navy Installations Command (CNIC). The SY 2023-2024 parent fees listed below will be effective at our installation beginning 1 January 2024.

- To provide greater equity and meet the intent of Executive Order 14095, “Increasing Access to High-Quality Care and Supporting Caregivers,” signed April 18, 2023, the SY 2023-2024 fee policy adjusts the percentage of annual TFI paid for child care fees to reduce the burden on lower income families.
- The fee policy reduces the number of fee categories from 14 to 11 and increases the highest total family income category to \$160,001 and above.

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. 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, we ask that parents provide documents to support re-registration. An **October 2023 Leave and Earning Statement (LES)** and/or paycheck stubs, dated within the last 30 days, for all adults, married or not, sharing expenses toward the benefit of the child(ren) must be turned in by **15 November 2023**.

The following documents must be turned in no later than **15 December 2023**:

- a) Updated and signed CYP Registration Form for each enrolled child(ren)
- b) Signed *Application for Child Development Program Fees—DD Form 2652* and *Parent Fee Agreement*
- c) Annual Registration Forms as required (e.g., Health Information Form, MFLC Form, etc.)

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.

Type of Care	Payments Due
CDC Full-Time	Each military payday (1 st and 15 th)
CDC Wrap Around Care (Sure Start, Universal Preschool)	Each military payday (1 st and 15 th)
SAC Before/Afterschool	Each military payday (1 st and 15 th)
SAC Summer Camp	Weekly
SAC Hourly Care	Daily (On or before the day of service)
All Hourly Care	Daily (On or before the day of service)

4. Eleven income categories are used to determine a family’s CYP fee. The following chart shows SY 23-24 total family income (TFI) categories:

TFI FEE CATEGORIES	
TFI Category	TFI
I	\$1 – \$45,000
II	\$45,001 – \$55,000
III	\$55,001 – \$65,000
IV	\$65,001 – \$77,500
V	\$77,501 – \$90,000
VI	\$90,001 – \$102,500
VII	\$102,501 – \$115,000
VIII	\$115,001 – \$130,000
IX	\$130,001 – \$145,000
X	\$145,001 – \$160,000
XI	\$160,001+
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 SY 23-24 parent fees for **full time care** are as follows:

CDC FULL TIME Program Fees SY 2023 – 2024				
TFI Category	Weekly Rate		Military Payday Rate	
	1 st Child	2 nd Child	1 st Child	2 nd Child
I	\$56	\$45	\$121	\$97
II	\$63	\$50	\$137	\$110
III	\$77	\$62	\$167	\$134
IV	\$91	\$73	\$197	\$158
V	\$108	\$86	\$234	\$187
VI	\$126	\$101	\$273	\$218
VII	\$143	\$114	\$310	\$248
VIII	\$161	\$129	\$349	\$279
IX	\$182	\$146	\$394	\$315
X	\$203	\$162	\$440	\$352
XI	\$224	\$179	\$485	\$388
CONSA	\$340	N/A	\$737	N/A

7. The SY23-24 parent fees for wrap around care is a program designed for those children participating in programs through DoDEA. Note Universal Preschool **may be offered** SY24-25. Bus transportation is arranged through DoDEA for pick up and drop off from the CDC. The rates for this program are as follows:

WRAP AROUND RATES (Sure Start, Universal Preschool)				
TFI Category	Weekly		MPR	
	1st Child	2nd Child	1st Child	2nd Child
I	\$27	\$22	\$58	\$46
II	\$30	\$24	\$66	\$53
III	\$37	\$30	\$80	\$64
IV	\$44	\$35	\$95	\$76
V	\$52	\$42	\$112	\$90
VI	\$60	\$48	\$131	\$105
VII	\$69	\$55	\$149	\$119
VIII	\$77	\$62	\$167	\$134
IX	\$87	\$70	\$189	\$151
X	\$97	\$78	\$211	\$169
XI	\$108	\$86	\$233	\$186
CONSA	\$163	N/A	\$354	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 23-24 Parent Fees for **SAC programs** are shown in the following charts:

SAC PROGRAM FEES													
Before Care Only													
TFI Category	Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate		Weekly Rate		Military Payday Rate		
	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	1 st Child	2 nd Child	
	I	\$13	\$10	\$29	\$23	\$25	\$20	\$53	\$42	\$38	\$30	\$82	\$65
II	\$15	\$12	\$33	\$26	\$28	\$22	\$60	\$48	\$43	\$34	\$93	\$74	
III	\$18	\$14	\$40	\$32	\$34	\$27	\$73	\$58	\$52	\$41	\$113	\$90	
IV	\$22	\$18	\$47	\$38	\$40	\$32	\$87	\$70	\$62	\$50	\$134	\$108	
V	\$26	\$21	\$56	\$45	\$48	\$38	\$103	\$82	\$74	\$59	\$159	\$127	
VI	\$30	\$24	\$66	\$53	\$55	\$44	\$120	\$96	\$85	\$68	\$186	\$149	
VII	\$34	\$27	\$74	\$59	\$63	\$50	\$136	\$109	\$97	\$77	\$210	\$168	
VIII	\$39	\$31	\$84	\$67	\$71	\$57	\$153	\$122	\$110	\$88	\$237	\$189	
IX	\$44	\$35	\$95	\$76	\$80	\$64	\$174	\$139	\$124	\$99	\$269	\$215	
X	\$49	\$39	\$106	\$85	\$89	\$71	\$194	\$155	\$138	\$110	\$300	\$240	
XI	\$54	\$43	\$116	\$93	\$99	\$79	\$214	\$171	\$153	\$122	\$330	\$264	
CONSA	\$82	N/A	\$177	N/A	\$150	N/A	\$324	N/A	\$232	N/A	\$501	N/A	

SAC PROGRAM FEES				
Summer Camp				
TFI Category	Weekly Rate		Military Payday Rate	
	1 st Child	2 nd Child	1 st Child	2 nd Child
	I	\$56	\$45	\$121
II	\$63	\$50	\$137	\$110
III	\$77	\$62	\$167	\$134
IV	\$91	\$73	\$197	\$158
V	\$108	\$86	\$234	\$187
VI	\$126	\$101	\$273	\$218
VII	\$143	\$114	\$310	\$248
VIII	\$161	\$129	\$349	\$279
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XI	\$224	\$179	\$485	\$388
CONSA	\$340	N/A	\$737	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 CDC 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. If FCC Providers choose to offer hourly care, they may set their own hourly rates; Providers and parents arrange hourly care fees through a private pay agreement.

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

- a) **Vacation Discount:** Each family using CDC 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 (if they enrolled and pay for all weeks)
- 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.

13. Parent fee discounts may also be available to families participating in FCC; applicable discounts are noted in the Parent-Provider Contract. Discounts for hourly care and part-day enrichment programs 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:** NAVSTA Rota CYP will be closed for professional in-service training on May 17, 2024 and one day in the fall (more information will follow). Adequate notice will be provided to parents. 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 Christina Rodriguez (Youth Director with CYP Oversight) at Christina.m.rodriguez114.naf@us.navy.mil.

Christina Rodriguez