



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1700.13A
CODE N93MP

20 MAR 2003

COMNAVREGSW INSTRUCTION 1700.13A

Subj: OPERATION OF CHILD DEVELOPMENT CENTERS (CDC) CONSOLIDATED
WAITING LIST

Ref: (a) OPNAVINST 1700.9D

Encl: (1) Waiting List Procedures
(2) Child Care Resource and Referral Notification Letter
(3) Child Development Center Space Availability
Notification
(4) Inability to Contact
(5) Regional Child Development Fee Policy

1. Purpose. This instruction sets forth policies and procedures governing the operation of the CDC Consolidated Waiting List.

2. Cancellation. COMNAVREGSWINST 1700.13.

3. Scope. This instruction applies to NAS North Island, NAVSTA San Diego, NAB Coronado, SUBASE San Diego, NAVMEDCEN San Diego, Marine Corps Recruit Depot (MCRD), MCAS Miramar, NAS Fallon, NAS Lemoore, NAF El Centro, NCBC Port Hueneme, NAWS Point Mugu and NAVWPNSTA Seal Beach.

4. Background. Reference (a) outlines the basic policies and provides guidance for the operation of Child Development programs on Naval installations and in government housing to ensure a healthy, safe environment and to promote quality child care. The regional consolidated waiting list was designed to direct families requiring childcare services to the existing providers and to increase the efficiency of CDCs in locating spaces and placing children.

5. Authority/Responsibility. Commander, Navy Region Southwest (CNRSW) is responsible for the overall administration of Navy and Marine Corps Child Care Programs in the area of San Diego, Ventura County, NAS Fallon, NAS Lemoore, NAF El Centro and NAVWPNSTA Seal Beach. Responsibility for the operation of the CDC Consolidated Waiting List rests with the Regional Child Care Resource and Referral (CCRR) office.

6. Eligibility.

a. Dependent children are eligible for enrollment on the waiting list. Children must be living with active duty military personnel, DoD civilian personnel, reservists on active duty or inactive duty for training, DoD contractors, or retired military members as natural children, adopted children, stepchildren, or foster children.

b. A child living with a non-military parent while the active duty parent (with legal custody of the child) is deployed or on temporary duty is eligible.

c. Verification of eligibility may be requested.

7. Priority Status/Placement on Waiting List.

a. In accordance with reference (a), priorities for the placement of children on the consolidated waiting list are based on the following guidelines:

Priority 1 - Active duty single parents with custody and active duty dual military couples.

Priority 2 - Active duty military members with a working spouse or full-time student spouse.

Priority 3 - All other active duty.

Priority 4 - DoD civilian employees.

Priority 5 - All other authorized patrons.

b. The following documents are required to establish Priority 1 and Priority 2 eligibility:

Priority 1 - A certified and current (dated within 30 days) copy of the sponsor's Record of Emergency Data (Page 2).

Priority 2 - A copy of the spouse's current (dated within 30 days) pay stub or letter from school registrar verifying full-time registration.

c. All children are listed on the waiting list by (1) priority status, (2) date of registration, and (3) alphabetical for personnel with the same date of registration.

d. When a child becomes eligible for a new age group on the waiting list, they will be added to the specific new age group based on their priority status and date of registration.

e. Applications may be submitted for unborn children at any time during the pregnancy. Parents are responsible for notifying the CCRR office of the birth. Parents will **not** be contacted for enrollment if this notification has not been received. If CCRR has been notified of a child's birth, the child will be placed on the waiting list at the minimum age of one month (based on priority status and date of registration).

8. CDC Preference.

a. A child may be placed on a waiting list at one or more military CDCs. However, parents must be willing to accept care at any of the centers they have specified when an opening is available.

b. If the parent refuses any opening at a center listed, the child's name will be removed from the consolidated waiting list.

c. If the parent accepts the opening but still wishes to remain on a listing for another center, the parent must update their waiting list application and be assigned a new registration date.

9. Waiting List Application Forms.

a. Each CDC will be furnished with an ample supply of waiting list procedures and application forms to include a Waiting List Application Procedure Cover Letter, Department of Defense Child Development Program Request for Care Record (DD Form 2606), Preferred Child Development Center and Waiting List Update, and a Consolidated Waiting List Policy Statement. (See enclosure (1) Tabs A, B, C, and D.)

b. When the CDC's supply of waiting list applications becomes low, the CDC will contact CCRR for a new supply.

10. Waiting List Registration.

a. Parents may pick up a waiting list application at any CDC. Upon request, CCRR will also mail or FAX applications to customers.

b. The cover letter will explain the procedure for submitting the application.

c. Completed applications are **not** accepted at the CDCs.

d. The completed application must be returned by the parent to the CCRR office via mail or FAX.

e. When submitting a completed waiting list application, parents must include the following documentation:

(1) A copy of the parent's military, dependent or DoD civilian ID card to verify eligibility.

(2) Priority 1 - a certified and current (dated within 30 days) copy of the sponsor's Record of Emergency Data, Page 2.

(3) Priority 2 - a copy of the spouse's current (dated within 30 days) pay stub or letter from school registrar verifying full-time registration.

f. Entitled members who are relocating must include one copy of their PCS orders with the application. They will not be contacted for enrollment until after the date of arrival on the PCS orders.

g. All Request for Care Records and Consolidated Waiting List Policy statements must be filled out completely with signature and date. Incomplete applications and those submitted without required documentation and signature cannot be processed. Parents will be notified by mail if the application is incomplete (see enclosure (2)).

h. The date the completed application is received by CCRR will be the child's registration date. For applications returned by mail, the registration date will be the postmark date. The registration date for FAXED forms will be the date the FAX is received.

i. The child will not be placed on the waiting list until the application is complete. Incomplete applications will not be assigned a registration date until they are complete. The date of completion will be the registration date.

11. Waiting List Updates.

a. Parents are responsible for updating waiting list information every three months in order to keep the child on the waiting list (calling to find out the child's placement on the list is not considered updating).

b. Parents are made aware of the update requirement when they read and sign the Consolidated Waiting List Policy prior to submitting the waiting list application.

c. Updates can be completed by telephone at any time during the third month. Updates must be completed by the last business day of the third month.

d. Each time a parent/guardian updates their waiting list information, they will be given a confirmation number as verification of the update.

e. Failure to update by the deadline will result in the child's name being removed from the waiting list.

f. Parents of unborn children are not exempt from updating their waiting list information.

g. All records that are not updated by the end of the month are deleted from the waiting list.

h. An updated waiting list print-out will be issued at the beginning of each month.

12. Vacancy Notification/Filling Vacancies.

a. Each CDC will be furnished with a supply of form listed in Enclosure (3). The CDC will contact CCRR for additional forms as needed.

b. A separate form will be completed for each vacancy. CDC should be very specific about the age group they are requesting (in years/months).

c. When a CDC has a vacancy to be filled, they will complete the top portion of the form and fax it to the CCRR Office. CDCs will notify CCRR of vacancies with at least a two week lead time to enable parents to give their current provider a two week notice.

d. The CDC will notify CCRR by telephone that the fax is being sent. CCRR will notify the CDC if the fax is not received.

e. Once the faxed form is received, CCRR will begin the enrollment process.

f. The first name in the appropriate age group requesting care at the CDC will be contacted for enrollment.

g. Attempts will be made to contact the family by telephone for two consecutive business days. If unable to contact the family by the end of the second day, written notice of inability to contact will be sent to the family (see enclosure (4)). No further attempts will be made to contact the family until they respond to the written notification. The child's name will be removed from the waiting list after 30 days if no response is received after mailing the written notice.

h. When a parent is contacted regarding an opening, they will have until 1600 hours of the next business day to accept or decline enrollment. If the choice is made not to accept the space or there is no response by the deadline, the child's name will be removed from the waiting list. The parent may reapply for the waiting list by updating their waiting list application. The date that the update is completed and received will be the new registration date for chronological placement on the list.

13. CDC Enrollment Procedure.

a. Once a parent accepts an opening, CCRR will complete the bottom portion of the Space Availability Notification Form. Afterwards, CCRR will call the CDC and notify them that the information is being faxed. The form will be faxed to the CDC along with a copy of the front page of the Request for Care Record, DD Form 2606.

b. After accepting a space at a specific center, the parent will have two business days to submit a non-refundable deposit to guarantee the space. If the deposit is not paid within two days, it will be presumed that the parent no longer wishes to enroll the child and the opening will be offered to another family.

c. When the deposit is paid by the deadline, the space is guaranteed and may be held for two weeks without charge if the child is currently enrolled in a licensed child care setting that requires a two-week notice. Verification of enrollment may be requested.

d. The CDC will inform the parent of the remainder of that CDC's enrollment procedure.

e. If the parent does not pay the registration fee by the deadline noted on the Space Availability Notification Form, the space is forfeited. The CDC must inform CCRR as soon as possible that the customer was a "no show" and submit a new Space Availability Notification Form to be processed again.

14. Requests for Exceptions.

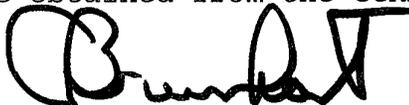
a. Requests for exceptions to the waiting list policy must be addressed in writing to the CCRR office.

b. Final determination regarding exceptions will be made by CNRSW.

15. Fee Structure. The Military Child Care Act of 1989 required DoD to establish a fee scale based on parents' total family

income. The fee scale has five income categories. Fee schedule is included (see Enclosure (5)).

16. Forms. All forms may be obtained from the CCRR office.



A. D. BRUNHART
Deputy and
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WAITING LIST PROCEDURES

Waiting list procedures, Tabs A through D, will be furnished to parent/ guardian.

TAB A - Waiting List Application Procedures Cover Letter

TAB B - Department of Defense Child Development Program Request
for Care Record (DD Form 2606)

TAB C - Preferred Child Development Center and Waiting List
Update

TAB D - Consolidated Waiting List Policy

Enclosure (1)

COMNAVREGSWINST 1700.13A
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**CHILD CARE RESOURCE AND REFERRAL
WAITING LIST APPLICATION PROCEDURE**

Dear Parent(s):

Attached is a Child Development Program Request for Care Record (DD Form 2606) to be used to apply for the Military Child Care Regional Waiting List. A separate application must be completed for each child that you wish to place on the list. The waiting list is managed by the Regional Child Care Resource and Referral (CCRR) Office and allows you to receive waiting list services for any of the participating military centers through one office.

Please complete both sides of the Request for Care Record and sign the Consolidated Waiting List Policy. The completed application and signed policy must be returned to CCRR along with a copy of the eligible parent's military, dependent or DoD civilian ID card. Those applying for Priority 1 or 2 statuses must also include the required documentation detailed in the Consolidated Waiting List Policy.

Completed applications should be mailed to the following address or faxed to CCRR at (619) 556-8407/DSN 526-8407.

Child Care Resource & Referral Office
Naval Station San Diego
2375 Recreation Way
San Diego CA 92136-5592

If you have questions about the waiting list, or would like information about other childcare options, please contact CCRR at **(619) 556-8491/DSN 526-8491**. We look forward to assisting you with your childcare needs.

DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM REQUEST FOR CARE RECORD		REPORT CONTROL SYMBOL		
PRIVACY ACT STATEMENT				
<p>AUTHORITY: PL 101-89 SEC. 1507; EO9397.</p> <p>PRINCIPLE PURPOSE(S): To collect applicant information for child Development Programs and place applicants on waiting lists for program services. Information compiled from applications is also used to assist management determination of effectiveness of present and projections of future program requirements.</p> <p>ROUTINE USE(S): Voluntary; however, failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on Child Development Program Waiting list.</p>				
1. DATE OF REQUEST (YYMMDD)		2. SPONSOR'S SS#		3. ROTATION DATE
4. FAMILY INFORMATION				
A. SPONSOR'S NAME (LAST, FIRST, MIDDLE INITIAL)		B. SPOUSE'S NAME (LAST, FIRST, MIDDLE INITIAL)		
C. CHILD'S NAME (LAST, FIRST, MIDDLE INITIAL)		D. CHILD'S DATE OF BIRTH (YYMMDD)		E. CHILD'S AGE
F. HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)		G. SPONSOR'S BRANCH OF SERVICE		I. RANK/RATE
		H. DUTY ORGANIZATION		
J. HOME TELEPHONE NUMBER (INCLUDE AREA CODE)		K. DUTY PHONE NUMBER (INCLUDE AREA CODE)		L. SPOUSES'S WORK NO.
M. SIBLING CARE (COMPLETE A SEPARATE FORM AND LIST NAME AND DATE OF BIRTH FOR EACH CHILD REQUIRING CARE)				
(1) NAME (LAST, FIRST, MIDDLE INITIAL)		(2) DATE OF BIRTH (YYMMDD)		(1) NAME (LAST, FIRST, MIDDLE INITIAL)
				(2) DATE OF BIRTH (YYMMDD)
5. PROGRAMS DESIRED (X AS APPLICABLE)			6. AGE GROUP (X ONE)	
A. FULL-DAY CARE			A. INFANTS (0-12 MONTHS)	
			B. TODDLERS (13-35 MONTHS)	
			C. PRESCHOOL (3-5 YEARS)	
7. SPONSOR STATUS (X ONE)				
A. SINGLE MILITARY		E. SINGLE DOD CIVILIAN		I. MILITARY/UNEMPLOYED SPOUSE
B. DUAL MILITARY		F. RETIRED MILITARY		J. MILITARY/OTHER THAN DOD SPOUSE
C. MILITARY/DOD SPOUSE		G. MILITARY RESERVE		K. OTHER (SPECIFY)
D. DUAL DOD CIVILIANS		H. NATIONAL GUARD		
8. PRESENT CHILD CARE ARRANGEMENTS (X AS APPLICABLE)				
A. FDC ON-INSTALLATION		D. CIVILIAN CDC		G. IN-HOME CARE
B. PDC OFF-INSTALLATION		E. MILITARY ALTERNATIVE CARE		H. NO PRESENT CARE
C. OTHER MILITARY CHILD DEVELOPMENT CENTER (CDC)		F. NON-MILITARY ALTERNATIVE CARE		I. OTHER (SPECIFY)
9. GENERAL INFORMATION (X AND COMPLETE AS APPLICABLE)				
YES	NO	A. IF CHILD IS NOT PRESENTLY IN CARE, IS EMPLOYMENT OF SPOUSE AWAITED? (IF YES, ESTIMATE AVERAGE ANNUAL INCOME LOST)		C. IS CHILD ON OTHER MILITARY WAITING LIST? (IF YES, NAME INSTALLATION)
		YES	NO	
		B. HAS CHILD BEEN IDENTIFIED FOR SPECIAL NEEDS CARE?		D. CURRENT COST OF CARE PER WEEK (IF CHILD IS CURRENTLY IN CARE)
10. UPDATE REQUIRED PER INSTRUCTIONS (FOR OFFICE USE ONLY)				
	(1)	(2)	(3)	(4)
A. DATE CALLED (YYMMDD)				(5)
B. DECLINED/PLACED				
C. COMMENTS/INITIALS				
D. PLACEMENT TIME (IN MONTHS)				

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PREFERRED CHILD DEVELOPMENT CENTER(S):

Check off one or more centers at which you are willing to accept care (do not rank in order of preference).

You must be willing to accept care at any center that you have specified when an opening is available. If an opening is refused, your child's name will be removed from the consolidated waiting list.

- | | |
|-----------------------------------|--------------------------------------|
| _____ MCAS Miramar (1) | _____ Marine Corps Recruit Depot (7) |
| _____ Naval Submarine Base (2) | _____ NAS Fallon (8) |
| _____ Naval Base Coronado (3) | _____ NAS Lemoore (9) |
| _____ Naval Medical Center (4) | _____ NAF El Centro (10) |
| _____ Naval Station San Diego (5) | _____ NCBC Port Hueneme (11) |
| _____ Murphy Canyon (6) | _____ NAWS Point Mugu (12) |

WAITING LIST UPDATES

This waiting list application must be updated by the parent every 3 months in order to keep the child on the waiting list (calling to find out the child's placement on the list is not considered updating). Failure to update will result in the child's name being removed from the waiting list.

Updates are provided by telephone (619-556-8491), fax (619-556-8407) or email (ccrr@ns.cnrsw.navy.mil) and must be completed by the last business day of the third month. Each time a parent updates, they will be provided a confirmation number as verification of the update.

*****It is the parent's responsibility to remember to complete the three-month update*****

I hereby certify that the information on my child's waiting list application is accurate and I would like her/him to remain on the waiting list. I understand that failure to update this information every three months will result in my child's name being removed from the waiting list.

1) _____	_____	_____	_____
Update	Date	Confirm. #	Staff Initials
2) _____	_____	_____	_____
Update	Date	Confirm. #	Staff Initials
3) _____	_____	_____	_____
Update	Date	Confirm. #	Staff Initials
4) _____	_____	_____	_____
Update	Date	Confirm. #	Staff Initials
5) _____	_____	_____	_____
Update	Date	Confirm. #	Staff Initials
6) _____	_____	_____	_____
Update	Date	Confirm. #	Staff Initials

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CONSOLIDATED WAITING LIST POLICY

A child may be wait listed for one or more Military Child Development Centers. HOWEVER, PARENTS MUST BE WILLING TO ACCEPT CARE AT ANY CENTER THEY HAVE SPECIFIED WHEN AN OPENING IS AVAILABLE. If the parent refuses any opening at a center listed, the child's name will be removed from the consolidated waiting list. If the parent accepts the opening but still wishes to be wait listed for another center, the parent must complete a new waiting list application (including all required documentation) and be assigned a new registration date.

A. ELIGIBLE CHILDREN. Dependent children are eligible to be enrolled on the waiting list if they are living with active duty military personnel, DoD civilian personnel, reservists on active duty or inactive duty for training, DoD contractors, or retired military members as natural children, adopted children, stepchildren, or foster children. A child living with a non-military parent while the active duty parent (with legal custody of the child) is deployed or on temporary duty will be eligible. Verification of eligibility may be requested.

B. PRIORITY STATUS/PLACEMENT ON WAITING LIST.

1. All children are listed on the waiting list by (1) priority status, (2) date of registration, and (3) alphabetical for personnel with the same date of registration. When a child becomes eligible for a new age group on the waiting list, they will be added to that new age group based on their priority status and date of registration.

2. The registration date will be the date that the completed paperwork is received by the CCRR office (the registration date on applications returned by mail will be the postmark date).

3. Priority Status:

(a) Priority 1 - Active duty single parents with custody and active duty dual military couples. Certified and current (dated within 30 days) documentation of this status (sponsor's Record of Emergency Data) must be included when submitting the waiting list application.

(b) Priority 2 - Active duty military members with a working spouse or full-time student spouse. Current (dated within 30 days) documentation of this status (spouse's pay stub or letter from school registrar verifying full-time registration) must be included when submitting the waiting list application.

(c) Priority 3 - All other active duty

(d) Priority 4 - DoD civilian employees

(e) Priority 5 - All other authorized patrons

4. Applications may be submitted for unborn children at any time during the pregnancy. Parents are responsible for notifying the CRRR office of the birth. Parents will **not** be contacted for enrollment if this notification has not been received. If CRRR has been notified of a child's birth, the child will be placed on the waiting list at 1 month of age (based on priority status and date of registration).

C. WAITING LIST INFORMATION.

1. Incomplete applications and those submitted without required documentation and signature cannot be processed. The child will **not** be placed on the waiting list until the application is **complete**.

2. A copy of the parent's military, dependent or DoD civilian ID card must be included with the application to verify eligibility.

3. Entitled members who are relocating must include a copy of their PCS orders with their waiting list application.

4. Parents are responsible for updating waiting list information every three months in order to keep the child on the waiting list (calling to find out the child's placement on the list is **not** considered updating). Updates are provided by telephone, and must be completed by the last business day of the third month. Each time a parent updates their waiting list information, they will be given a confirmation number for verification of the update. Failure to update by the deadline will result in the child's name being removed from the waiting list. Parents of unborn children are **not** exempt from updating.

D. NOTIFICATION OF AVAILABLE SPACE.

1. Parents will be notified when their child's name comes up on the waiting list for any center they have specified. Attempts will be made to contact the family by telephone for two consecutive business days. If unable to contact the family by the end of the second day, written notice of inability to contact will be sent to the family. No further attempts will be made to contact the family until they respond to the written notification. The child's name will be removed from the waiting

list after 30 days if no response is received after mailing the written notice.

2. When a parent is contacted regarding an opening, they will have until 1600 hours of the next business day to accept or decline enrollment. If the choice is made not to accept the space, or there is no response by the deadline, the child's name will be removed from the waiting list. The parent may reapply for the waiting list by completing a new waiting list application (including all required documentation). The date that the new application is received will be the new registration date for chronological placement on the list.

3. Simultaneous placement of siblings is not guaranteed.

E. ENROLLMENT PROCEDURE:

1. After accepting a space at a specific center, the parent will have two business days to submit a non-refundable deposit to guarantee the space. If the deposit is not paid within two days, it will be presumed that the parent no longer wishes to enroll the child and the opening will be offered to another family.

2. When the deposit is paid by the deadline, the space is guaranteed and may be held for two weeks without charge if the child is currently enrolled in a licensed childcare setting requiring a two-week notice. Verification of enrollment may be requested.

3. Single or dual active duty military parents must be ready to provide the CCRR office a copy of their Family Care Plan Certificate (NAVPERS 1740/6) on or before the child(ren) can start the CDC program. The CDC program is unable to accept the child(ren) for enrollment unless the completed Family Care Plan Certificate is provided.

I have read the Consolidated Waiting List Policy and understand that the policy may be changed by COMNAVREGSW or an authorized representative without notification.

Child's Name

Parent's Signature

Date

CCRR Representative

Date

**CHILD CARE RESOURCE AND REFERRAL
NOTIFICATION LETTER**

Date _____

To the parent(s) of _____, we are unable to process the Department of Defense Child Development Program Request for Care Record (DoD Form 2606) received for your child(ren) for the following reason(s):

- _____ application not filled out completely
- _____ waiting list policy not signed
- _____ no telephone number
- _____ no copy of military, dependent or DoD civilian ID card
- _____ no copy of PCS orders for relocating sponsors
- _____ need copy of sponsor's Page 2 (certified within 30 days) for Priority 1 status
- _____ need copy of spouse's pay stub (dated within 30 days) for Priority 2 status
- _____ need letter from school registrar (dated within 30 days) as verification that spouse is a full-time student for priority 2 status
- _____ other: _____

Your child(ren) will **not be added** to the consolidated waiting list until the application is complete. Please call the Child Care Resource and Referral office at (619) 556-8491 for more information.

**CHILD DEVELOPMENT CENTER
SPACE AVAILABILITY NOTIFICATION**

*A separate form must be completed for each space to be filled.

*Submit to CCRR with at least a two-week lead-time to enable parents to give their current provider a two-week notice.

COMPLETED BY CDC:

Date of Request _____

Requestor's Name/Phone # _____

Child Development Center _____

Age group (in years/months) _____

Must be toilet trained? Yes _____ No _____

Date of Availability _____

COMPLETED BY CCRR:

Date Request is Received _____

Date Space is Filled _____

Child's Name _____

Date of Birth/Age _____

Start Date _____

Deadline to Pay Registration Fee _____

***If the registration fee is not paid by the deadline, the space is forfeited. CCRR should be informed immediately by the CDC and a new form must be submitted to CCRR to be processed again.**

CHILD CARE RESOURCE AND REFERRAL

INABILITY TO CONTACT

Date _____

To the parent(s) of _____.

We have tried to contact you by telephone regarding an opening for your child at the _____ Child Development Center.

The attempts to reach you were made on the following dates:

- 1)
- 2)

Due to the fact that we were unable to contact you, the next person on the waiting list was called. If you would like your child to remain on the waiting list, please call the Child Care Resource and Referral office at (619) 556-8491 by _____ . If we have not heard from you by that date, your child will be removed from the waiting list.

REGIONAL CHILD DEVELOPMENT CENTER (CDC) FEE POLICY

1. The following weekly fees shall be charged by all Commander, Navy Region, Southwest Child Development Centers beginning 1 October 1998. Fees are revised annually.

FULL-TIME CARE FEES

(WEEKLY FEES)

<u>Category</u>	<u>Total Family Income</u>	<u>Weekly Fee Per Child</u>
I	\$ 0 - \$28,000	\$56.00
II	\$28,001 - \$34,000	\$68.00
III	\$34,001 - \$44,000	\$81.00
IV	\$44,001 - \$55,000	\$92.00
V	\$55,001 - \$70,000	\$105.00
VI	\$70,001 - +	\$116.00

- No discounts will be given for more than one child.
- Annualized vacation fees are not allowed; parents must pay for all 52 weeks.
- Fees are charged for enrollment, not participation.