



1 August 2024

From: NAVSTA Rota Child and Youth Program

To: Child and Youth Program Parents

Subj: Child and Youth Program (CYP) School Year (SY) 2024-2025 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 2024-2025 parent fees have not increased from SY 2023-2024
2. Policy does still require CYP to renew all registrations, validate eligibility, verify Total Family Income (TFI) and assess fees by 15 August 2024.
3. Parents must complete all required forms and sign a new parent fee agreement. All families, regardless of income category must provide income documentation to calculate Total Family Income (TFI). 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 childcare services.
4. Parents with children enrolled in CDC and/or SAC must update, sign and submit the following documents no later than 15 August 2024:
 - a. July 2024 Leave and Earning Statement (LES) and/or paycheck stubs for all adults, married or not, within the same household who share expenses toward the benefit of the child(ren).
 - b. For each enrolled child(ren): Updated and signed:
 - i. *Application for Child Development Program Fees—DD Form 2652*
 - ii. *CYP Registration Form*
 - iii. *Health Information Form*
 - iv. *Permission Statement*
5. Families enrolled in a facility-based program must enroll in auto-debit.
6. 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. Eleven income categories are used to determine a family's CYP fee. The following chart shows SY 24-25 total family income (TFI) categories:



Table 1: TFI FEE CATEGORIES	
TFI Category	TFI
I	\$1 – \$45,000.99
II	\$45,001 – \$55,000.99
III	\$55,001 – \$65,000.99
IV	\$65,001 – \$77,500.99
V	\$77,501 – \$90,000.99
VI	\$90,001 – \$102,500.99
VII	\$102,501 – \$115,000.99
VIII	\$115,001 – \$130,000.99
IX	\$130,001 – \$145,000.99
X	\$145,001 – \$160,000.99
XI	\$160,001+
DoD Contractors and Specified Space Available Patrons (CONSA)	Regardless of TFI

*DoD contractors and Specified Space Available (CONSA) include military retirees, deactivated reserve personnel, and other federal employees. All other Space Available patrons will be charged according to TFI.

7. Parent fees are a single set of standardized rates throughout our programs. Fees have been calculated to include all scheduled closures (e.g. federal holidays, school, installation, and CYP in-service days)
 - a. Programs will follow installation or base closure guidelines.
 - b. CYP In-Service Training Days: Programs will conduct in-service professional development training and be closed, at a minimum, 3 times per calendar year. One day must be implemented as a full-day closure, two days may be either full or half-day closures. A fourth, optional in-service day may be conducted with a half or full-day program closure. All in-service training closures must occur during regular program operating hours. Safe and healthy learning environments are the core of Navy CYP programming and CYP in-service days are essential for continuing education and team collaboration which are critical to accomplishing our CYP mission. Parents will be notified no less than 90 days prior to these training dates.
 - c. Parents with multiple children enrolled in CDC or SAC full-time or part-time programs are given a 20% discount on the lower of the program fees.



8. The SY24-25 parent fees for full time care are as follows:

Table 2: CDC Full-Time & SAC Camp Rates				
PARENT FEE RATES				
Category	Weekly Rate		Military Payday Rate	
	1st Child	2nd Child	1st Child	2nd Child
I	56.00	44.80	121.33	97.06
II	63.00	50.40	136.50	109.20
III	77.00	61.60	166.83	133.46
IV	91.00	72.80	197.17	157.74
V	108.00	86.40	234.00	187.20
VI	126.00	100.80	273.00	218.40
VII	143.00	114.40	309.83	247.86
VIII	161.00	128.80	348.83	279.06
IX	182.00	145.60	394.33	315.46
X	203.00	162.40	439.83	351.86
XI	224.00	179.20	485.33	388.26
CONSA	340.00	N/A	736.67	N/A

9. SAC school year parent fees are a single set of standardized rates throughout the school year which includes all federal holidays, school and base closures, and planned CYP in-service days. Families whose children are enrolled full-time in the Before School only, After school only or Before & After school program will not be charged extra fees for out-of-school days or School camp full-day seasonal camps operating during the school year. Programs at installations that offer DoDEA UPK use the fees in Table 3 during the school year for wrap around care. Families who choose not to attend the school year seasonal camps are required to either pay or request and use their authorized vacation pause. These fees are applicable when schools are operating on a typical school year schedule. The SY 24-25 Parent Fees for **SAC programs** are shown in the following charts:



Table 3: UPK/SAC Before and After School Fees								
Before School Only					After School Only			
PARENT FEE RATES					PARENT FEE RATES			
Category	Wkly		MPR		Wkly		MPR	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd
I	13.44	10.75	29.12	23.30	24.64	19.71	53.39	42.71
II	15.12	12.10	32.76	26.21	27.72	22.18	60.06	48.05
III	18.48	14.78	40.04	32.03	33.88	27.10	73.41	58.73
IV	21.84	17.47	47.32	37.86	40.04	32.03	86.75	69.40
V	25.92	20.74	56.16	44.93	47.52	38.02	102.96	82.37
VI	30.24	24.19	65.52	52.42	55.44	44.35	120.12	96.10
VII	34.32	27.46	74.36	59.49	62.92	50.34	136.33	109.06
VIII	38.64	30.91	83.72	66.98	70.84	56.67	153.49	122.79
IX	43.68	34.94	94.64	75.71	80.08	64.06	173.51	138.81
X	48.72	38.98	105.56	84.45	89.32	71.46	193.53	154.82
XI	53.76	43.01	116.48	93.18	98.56	78.85	213.55	170.84
CONSA	81.60	N/A	176.80	N/A	149.60	N/A	324.13	N/A

10. School day closures and school year camps: Parents who are not enrolled in SAC needing care only for only school closures will be charged the hourly rate of \$8. Families needing care during a school year seasonal camp may be enrolled in the School Year SAC Camp and will be charged the SAC Camp weekly rate.
11. Professional In-Service Training Closures: Navy Child and Youth Programs (CYP) are required to conduct in-service professional development three days/times each calendar year. Safe and healthy learning environments are the core of Navy CYP programming and CYP in-service days are essential for continuing education and team collaboration which are critical to accomplishing our CYP mission. Parent fees are reflective of these planned program closures (up to 4 per calendar year). We will notify you no less than 90 days prior of a scheduled date of an in-service day with communication reminders of the pending closure.
12. Base Closures: CYP follows Installation or base closure guidelines. No fee reductions are provided.
13. For CDCs or SAC programs, the **hourly** care fee is \$8 per hour, per child regardless of TFI or reason for care. No income documentation is needed for hourly care. Hourly care must be paid in advance.
14. Youth Sports and Fitness (YSF) league-based programs are \$60 for each sport season.
15. Start Smart fees are \$25 for each program.
16. Youth recreation program and activities are offered at a reasonable cost or free whenever possible. Parents will be notified in writing when fees will be assessed to offset the cost of field trips, special events, etc.
17. The following discounts are available for use by families enrolled in Navy facility-based CYPs:



Child and Youth Programs

- a. **Vacation Discount:** Each family using CDCs, 24/7 Centers, or SAC programs are authorized to take up to 10 weekdays of vacation from the program per government fiscal year (1 October through 30 September). To be eligible for the discount, advance written notice of 30-days is required. The vacation time may be taken in increments of 5 consecutive weekdays (which includes federal holidays and center closures). Vacation discounts are not applicable during SAC summer camp, any enrichment programs, or youth instructional classes, youth sports.
 - b. **30-Day Withdrawal Notice Discount:** All parents must provide prior written notice 10 business days) before withdrawal from CDC or SAC school year programs. Parents who provide written notice 30 calendar days before withdrawal may receive a 10 percent discount off their last MPR billing cycle.
 - c. **Family Engagement Program Discount:** Points may be earned for parent participation and details are provided in the CYP Parent Handbook, which is available on the [CYP Family Enrollment Site](#). You can also request a copy of the CYP Parent Handbook from your program.
18. If you have any questions, please contact Christina Rodriguez at Christina.m.rodriguez114.naf@us.navy.mil.