



DEPARTMENT OF THE AIR FORCE  
90TH MISSILE WING (AFSPC)

SEP 08 2009

MEMORANDUM FOR CHILD DEVELOPMENT AND SCHOOL AGE PROGRAM APPLICANTS

FROM: 90 MSG/CC

SUBJECT: Priorities for Use of Child Development and School Age Programs

1. This memorandum establishes policy, eligibility, and priorities for all parents requesting care in the F.E. Warren Child Development Center (CDC) and the School Age Program (SAP). IAW AFI 34-248, Child Development Center, F.E. Warren child care programs support the primary mission of the installation.

2. IAW AFI 34-248, item 7.8.3, "Eligible patrons include active duty military personnel, DoD civilian personnel paid with either APF or NAF, reservists on active duty or during inactive duty training, and DoD contractors." Retirees are not eligible.

3. In accordance with DODI 6060.2, *Child Development Programs*; AFI 34-248 *Child Development Centers*; DODI 6060.3, *School Age Care Program*; AFI 34-249, *Youth Programs*; and the current Air Force Inspection Checklists for CDC and SAP, the following priorities are established for the placement of children on the waiting list for both programs:

a. **Priority 1 - Assigned to or living on F.E. Warren AFB**

Single and dual active duty military (to include federal active guard reserve [AGR]) and deployed active duty military with a civilian spouse who is employed or attending school as a full-time student (12 semester hours during school year or 6 semester hours during summer). Copy of orders or verification of assignment of housing on F.E. Warren AFB and verification of spouse's employment/college enrollment, if applicable, are required.

b. **Priority 2 - Assigned to or living on F.E. Warren AFB**

Active duty military (to include AGR) with a civilian spouse who is employed or attending school as a full-time student (as defined in priority 1). Copy of orders or verification of assignment of housing on F.E. Warren AFB and verification of spouse's employment/college enrollment are required.

c. **Priority 3 - Assigned to or living on F.E. Warren AFB**

DoD full-time civilian employee with a civilian spouse who is employed or attending school as a full-time student (as defined in priority 1). Verification of employment as a DoD civilian employee assigned to F.E. Warren AFB or assignment of housing on F.E. Warren AFB and verification of spouse's employment/college enrollment are required.

d. **Priority 4 - Assigned to or living on F.E. Warren AFB**

Active duty military (to include AGR) or full-time DoD civilian employee with a spouse who is not employed or attending school as a full-time student. The enrollment of children in families where the spouse is no longer employed and is not a full-time student will be terminated within 30 days if there is a waiting list of higher priority patrons for that child's

age group. Copy of orders, verification of employment as a DoD civilian employee assigned to F.E. Warren AFB, or assignment of housing on F.E. Warren AFB is required.

**e. Priority 5 - Not assigned to or living on F.E. Warren AFB**

Activated guard members/reservists on Title 10 orders and full-time DoD civilian employees. Activated guard members/reservists on Title 10 orders are eligible for the length of their orders. At the end of their activation, their child will be removed from the waiting list or disenrolled from the program within 30 days. Copy of orders or verification of employment as a DoD civilian employee is required prior to placement on the priority list.

**f. Priority 6 - Assigned to or living on F.E. Warren AFB**

DoD contractors when they are full-time employees of a contractor performing a function on the installation that might otherwise be performed by a military member or a DoD civilian employee. Verification of such employment or assignment of housing on F.E. Warren AFB is required. Contractor dependents' eligibility will be terminated when no longer employed by the contractor or performing on-base work for the contractor. At the end of their contract performance period, contractor employees no longer performing work on F.E. Warren AFB will have their children removed from the waiting list or disenrolled from the program.

**g. Priority 7 - Not Assigned to or living on F. E. Warren AFB**

Reservists during inactive duty training. Copy of orders is required.

4. Retired Military. If a military member retires while his/her child is enrolled in the CDC or SAP, he/she will be given a 30-day termination notification.

5. Deployed Military/DoD Civilian Employee. If an individual withdraws his/her child from the CDC or SAP due to deployment, the child's name will be placed at the top of the waiting list for their age group and remain there until the parent returns. If CDC or SAP care is unavailable when the parent returns, assistance will be provided to make temporary child care arrangements in a licensed family child care home until CDC or SAP care is available.

6. Children of CDC or SAP staff will be assigned the highest priority for child care to ensure the programs maintain adequate staffing levels and operate at maximum capacity.

7. For additional information, contact the Airman and Family Services Flight Chief at 773-4368.