



DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAFE)

OCT 12 2012

MEMORANDUM FOR CHILD DEVELOPMENT CENTER AND SCHOOL-AGE  
PROGRAM PATRONS

FROM: 86 AW/CC

SUBJECT: Commander Emphasis Letter on Priority Usage for Child Development Center  
(CDC) and School-Age Programs (SAPs)

1. This emphasis memorandum explains the procedures used to determine priority placement of children on the waiting list within the Child Development Center and School-Age Programs. The term "active duty personnel" refers to all U.S. active duty military, regardless of branch of service, whose duty location is Kaiserslautern Military Community (KMC), Germany, unless otherwise indicated.
2. In accordance with AFI 34-248, *Child Development Centers*, paragraph 7.8., and AFMAN 34-251, *School-Age Programs*, paragraph 3.1., the following priority system is hereby implemented:
  - a. **Priority 1:** Children of staff working in positions directly related to the care of children. If a staff member leaves his/her position prior to one year of service, his/her child(ren) will be removed from the program and placed back on the waiting list in the time frame that they would have been in prior to employment in the program.
  - b. **Priority 2:** Single parent active duty military and/or dual active duty military parents in the ranks of E1-E5. In the case of dual military, both members must be within the rank of E1-E5.
  - c. **Priority 3:** All other single active duty military parents and/or dual active duty military parents and single DOD civilian parents/dual DOD Civilian parents assigned to the KMC.
  - d. **Priority 4:** Active duty and command-sponsored civilians with a spouse who works full-time outside the household or is a full-time student. Students are considered full-time when enrolled for a minimum of 12 semester hours during the school year and 6 semester hours during the summer or equivalent quarter hours.
  - e. **Priority 5:** Active duty military members and command-sponsored civilians with a spouse who volunteers for over 20 hours per week on regular basis. Only 5 percent of childcare spaces may be reserved for volunteers and all other eligible patrons to include contract employees with logistical support.
3. The following rules also apply:

a. Patrons requesting care for children from ages 6 weeks until they begin Kindergarten will be placed on one consolidated CDC waiting list. Regardless of the location of the care being offered – Ramstein or Vogelweh – patrons must take the first available space offered or be removed from the waiting list with a 90 day waiting period before placing their names back on the list.

b. A ‘Preference for Care’ List has been established to allow families the opportunity to relocate to a more convenient CDC program following their initial placement. Priority for this list will be based on the date of request – first come, first served.

c. Patrons requesting care for children ages 5-12 years who have begun Kindergarten will be placed on one of two consolidated school age program (SAP) waiting lists organized by school district. Children serviced by Ramstein schools will be placed on the Ramstein SAP waiting list. Children serviced by Kaiserslautern and Vogelweh schools will be placed on Vogelweh/Kapaun SAP waiting list. For the Kaiserslautern/Vogelweh school district, regardless of the location of the care being offered – Vogelweh or Kapaun SAP – patrons must take the first available space offered or be removed from the waiting list with a 90 day waiting period before placing their names back on the list.

d. A ‘Preference for Care’ List has been established to allow families the opportunity to relocate to a more convenient SAP program following their initial placement. Priority for this list will be based on the date of request – first come, first served.

e. If a patron no longer meets the criteria listed in priorities 2-4, the patron has 60 days to obtain employment or provide verification of full-time student status. Failure to obtain employment or provide verification of full-time student status will result in removal of the child(ren) from the program.

f. If an individual withdraws their child(ren) from the program during deployment, the child(ren)’s name will be placed at the top of the waiting list for their age-group and remain there until their parent returns from deployment. If immediate placement upon return cannot be accommodated, the program will assist in making temporary child care arrangements in a Family Child Care home.

g. Individuals on the waiting list will be contacted once every two months to revalidate their application and identify their current child care needs. Every attempt will be made to contact members. It is the member’s responsibility to ensure contact information remains current.

h. Individuals who have been offered a slot have 2 duty days to notify the Resource and Referral office (for CDC slots) or the School-Age program of their intention to take or decline the slot. Once the slot has been accepted, the individual has 48 hours to pick up the program’s enrollment package.


i. Any individual declining an offered slot must wait 90 days before requesting care again. A new DD Form 2606, *DOD Child Development Program Request for Care Record*, must be

completed to reflect current information and updated request date. Any individual declining a slot for a second time will not be allowed to request care again.

j. Requests for waivers to this policy will be forwarded to the Airman & Family Services Flight Chief for submission to the 86th Airlift Wing Commander or designee.

4. For further information, please contact the Airman & Family Services Flight, 86 FSS/FSF, at DSN 480-6007.

5. This supersedes all previous memorandums on the same subject.

  
CHARLES K. HYDE  
Brigadier General, USAF  
Commander