



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES



02 APR 2007

MEMORANDUM FOR CHILD DEVELOPMENT AND SCHOOL AGE PROGRAMS  
PATRONS

FROM: 18 WG/CC

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

1. This memorandum establishes policy and outlines eligibility and priorities for all parents requesting care in the Kadena Child Development Centers (CDC) and School Age Program (SAP).

2. Dependent children, ages 6 weeks to 12 years, of active duty military personnel, DoD civilians paid with appropriated or non-appropriated funds, reservists on active duty, and DoD contractors are eligible to use the CDC and SAP. Dependents of 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 – Single active duty or DoD civilian and dual active duty and DoD civilian employees assigned to or living on Kadena AB, Camp Shields, Chibana or Torii Station. Copy of orders required.

b. Priority 2 – Active duty military or DoD civilian employee assigned to or living on Kadena AB, Camp Shields, Chibana or Torii Station with a civilian spouse employed full time (32 or more hours per week), attending college as a full-time student (12 semester hours during school year or 6 semester hours during summer), or a full-time volunteer with the Red Cross Dental Program (8 hours per day and 5 days per week). Copy of orders, verification of employment/college enrollment or verification of Red Cross Dental volunteer required.

c. Priority 3 – Single active duty or DoD civilian employee, dual active duty or DoD civilian employees, active duty military or DoD civilian employee with a full time employed spouse not assigned to or living on Kadena AB, Camp Shields, Chibana or Torii Station. Active duty military or DoD civilian employee with a civilian spouse employed less than 32 hours a week or enrolled part time in college. Copy of orders and verification of employment/college enrollment required.

d. Priority 4 – Active duty military with an unemployed spouse. 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 required.

e. Priority 5 – DoD contractors may only use the program 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. Contractor dependents eligibility will be terminated when no longer employed by the contractor or performing on-base work for the contractor.

f. Retired Military Priority. 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.

g. Deployed Military/DoD Civilian Priority. 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. When the parent returns, assistance will be provided to make temporary child care arrangements in a licensed family child care home until the CDC or SAP care is available.

4. Children of CDC or SAP staff working in positions directly related to the care of children will be assigned the highest priority for child care to ensure the programs maintain adequate staffing levels and operate at maximum capacity.

5. For additional information, contact the Family Member Programs Flight Chief at 634-2775, or the Resource & Referral Specialist at 632-7693.



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