



## DEPARTMENT OF THE AIR FORCE CHILD AND YOUTH PROGRAMS CHILD CARE SUBLETTING/LEASING/RENTING OF SPACES INSTRUCTIONAL GUIDE

June 2021

1. **TRAINING OBJECTIVE:** To assist Child Development Center (CDC) and School Age Care (SAC) managers/coordinators and administrative staff in understanding their roles and responsibilities in supporting child care subletting/leasing/renting of spaces.
2. **PURPOSE:** To provide further guidance on child care subletting/leasing/renting of spaces.
3. **REFERENCES:** AFI 34-144, *Child and Youth Programs* (2 July 2019), and the School Year 2021/2022 DoD/DAF Fee Package.
4. **OVERVIEW:**
  - a. **All** Department of the Air Force CDCs and SACs **will** offer families, who have a full time space at the CDC/SAC and/or a before, after, or before/after school space at SAC, the opportunity to sublet/lease/rent their space. Only weekly spaces (Monday-Friday) will be available to sublet/lease/rent.
  - b. It is important to note, at this time, this program is only available for week long increments as doing otherwise affects fee calculations and fee administration.
  - c. For the purpose of this Instructional Guide, **sublet, lease, and rent** are used synonymously/interchangeably.
  - d. Procedures and Guidance for enrolled families who are assigned (own) the child care space:
    - Families have two options for subletting/leasing/renting their child care space.
      - i. Full time – a family agrees to sublet/lease/rent the child care space for the entire week and pay the weekly fee based on their family’s total family income (TFI) if a renter is not located.
        1. Renters will pay the weekly fee based on their family’s TFI.
      - ii. Hourly - the space will be used for hourly care and the family, who owns the space, will receive a credit up to their weekly fee if the space is subletted/leased/rented.
        1. Renters will pay the hourly fee based on AF Fee Policy.
    - Families, who own the child care space, must notify the CDC/SAC administrative staff (front desk) of their intent to sublet/lease/rent their space and the week(s) the child care space will be available.
      - i. At locations with DAF CDCs selected for Kinderspot (a mobile application that allows military and DoD civilian families to offer and sublet/lease/rent short term child care, in weekly segments) families may register and post the week(s) available on the Kinderspot App.



- The following actions will take place if the space is subletted/leased/rented:
  - i. If the weekly fee is paid prior to the start of the week by the family, who sublets/leases/rents the child care space, the owner will not be charged the weekly fee.

**Example:**

Weekly fee is paid each Monday; if the family, who is subletting/leasing/renting the child care space, pays the weekly fee prior to Monday, the family who owns the space will not be charged on Monday.

- ii. If the weekly fee is paid by the family, who sublets/leases/rents the child care space after the owner has paid the weekly fee, a credit will be issued to the owner.

**Example:**

Weekly fee is paid each Monday; if the family, who is subletting/leasing/renting the child care space, pays the weekly fee on Monday, the family who owns the space will be charged and a credit for their weekly fee will be placed on their account. Note: Refunds will only be provided if the family who owns the space does not return back to care.

- iii. If the child care space is used for hourly care, the family, who owns the child care space, will receive a credit for each hour used up to the weekly fee charged.

**Example:**

Weekly fee is paid each Monday; the family(ies) who is/are subletting/leasing/renting the child care space on an hourly basis will pay for the hourly care each day, the family who owns the space will be charged and a credit will be applied each time it is used for hourly care up to the weekly fee.

- Under no circumstances shall the family who owns the space profit from subletting/leasing/renting of the child care space.

**Example based on School Year 2020-2021 Fees:**

Family who owns the space is Fee Category 5 with a weekly payment of \$124

Family who is subletting/leasing/renting the space is Fee Category 9 with a weekly payment of \$150

Family who owns the space will receive a credit of \$124 – the credit cannot exceed the owner's weekly payment



**Example based on School Year 2020-2021 Fees:**

Family who owns the space is Fee Category 8 with a weekly payment of \$145

Family who is subletting/leasing/renting the space is Fee Category 2 with a weekly payment of \$75

Family who owns the space will receive a credit of \$145

**Example based on School Year 2020-2021 Fees:**

Family who owns the space is Fee Category 9 with a weekly payment of \$150

Space was subletted/leased/rented for 20 hours at \$5 per hour

Family who owns the space will receive a credit of \$100; the family is responsible for the remaining \$50 balance

- Note: if the weekly fee crosses over months, please ensure the fee and/or credit is allocated to the proper month.
  - Once a family, who owns the child care space, enters into a sublet/lease/rental agreement and there is a family who has agreed to sublet/lease/rent the child care space, the owner of the child care space cannot cancel the agreement without providing a minimum of 3 business days' notice. Note: The cancellation must be provided in writing/email to the CDC/SAC administrative staff (front desk).
- e. Procedures and Guidance for the families who wish to sublet/lease/rent a child care space:
- If the family is requesting full time care, the family must enroll/register at [militarychildcare.com](http://militarychildcare.com).
  - Complete enrollment package based on full time care or hourly care.
    - i. All full time care requests will require TFI calculation. Note: The family who is subletting/leasing/renting the child care space will only be charged the weekly fee associated with their TFI.
  - Once a family agrees to sublet/lease/rent a child care space, the family cannot cancel the agreement without providing a minimum of 3 business days' notice. Note: The cancellation must be provided in writing/email to the CDC/SAC administrative staff (front desk). In case of cancellation without a minimum of 3 business days' notice by the family, who agreed to sublet/lease/rent the child care space, will be responsible for the weekly fee based on their TFI.
  - DoD prioritization policy does not apply to enrollment in a temporary sublet/lease/rental space.



- f. Procedures and Guidance for CDC/SAC Managers/Coordinators and Administrative Staff:
- A DAF CDP Sublet/Lease/Rent Board is available in the lobby for families who have a child care space for sublet/lease/rent and for families looking for a child care space.  
DAF CDP Sublet/Lease/Rent Board and applicable postcards are purchased through the CYP Central Buy.
  - For installations participating in the Kinderspot application, Kinderspot is the preferred method for patrons wishing to sublet/lease/rent and find spaces available for sublet/lease/rental. As of the publication of this instruction, the Kinderspot application is in pilot testing to offer an online equivalent to the CDP Sublet/Lease/Rent Board.
  - For full time child care requests, verify registration in [militarychildcare.com](http://militarychildcare.com).
  - For installations utilizing the Child and Youth Programs Business Management System (CYPBMS):
    - i. Check with families to see if they are interested in subletting/leasing/renting their space and log vacations in the system. Note: Subletting/leasing/renting is only available for entire weeks (Monday-Friday). If applicable, ensure families are aware Kinderspot is available for subletting spaces.
    - ii. Post available space on DAF CDP Sublet/Lease/Rent Board.
    - iii. Enroll families who agree to sublet/lease/rent into CYPBMS.