

## WAITING LIST FAQ

### Who is eligible to be placed on the waiting list?

The waiting list policy for Davis-Monthan AFB Child Development Centers (CDC) give priority to active duty military and DoD civilian personnel stationed on Davis-Monthan AFB.

### What are the different priorities?

#### Priority 1:

- Military single parent or dual military
- Military with DoD spouse
- DoD civilian single parent or dual DoD civilian employees

#### Priority 2:

- Military with full-time working spouse
- Full-time National Guard or Reservist with full-time working spouse
- Military with full-time student spouse
- Full-time National Guard or Reservist with full-time student spouse
- DoD civilian with full-time working spouse/full-time student
- Military stationed at Davis-Monthan AFB with non-working spouse

#### Priority 3

- Reservists/Guard on active duty for training or performing an on-base function with full-time working spouse
- Full-time DoD contractors performing an on-base function with a full-time working spouse
- Military not stationed at Davis-Monthan AFB

### What if I go up or down on the waiting list?

Since the waiting list is based on priorities, if you go down on the list that could mean that someone else with a higher priority has signed up for child care. If you go up, that means you are going higher on the priority list.

### What do I need to place my child(ren) on the waiting list?

The placement of children on the waiting list will be based on the request date indicated on DD Form 2606, DoD Child Development Program Request for Care Record. Parents requesting care must fill out DD Form 2606 and attach a copy of orders. These forms can be accessed through the AF Publishing website or Google the document number.

Active duty personnel or DoD civilians PCSing to Davis-Monthan AFB may fax to 520-228-5947 or mail the DD Form 2606 with a copy of their orders to place their child on the waiting list.

Parents have 30 days upon arrival to come into the DM CDC and update the DD Form 2606 with their current address and phone numbers. If the current information is not received, their child will be removed from the waiting list.

### **What if my child goes to the next age group while on the waiting list?**

If their child goes to the next age group while on the waiting list, the child will automatically be moved to the next list according to the date on the DD Form 2606.

### **How long will my wait be on the waiting list?**

The Child Development Center is unable to estimate how long it will take for a position to become available. It all depends on the availability of spaces at the two centers and the number of families on the waiting list. Priority 1 is filled first. (See question about who is eligible for the waiting list and the priorities for further explanation of Priority 1).

### **I have been contacted for a position, now what?**

Once contacted for a position, parents have 24 hours to accept or decline the position. If their spouse is not working full-time or not attending school full time, they will have 60 days from the date they accept the position to confirm employment or school enrollment.

### **What happens when I accept a position?**

Parents will be given 24 hours to pay a \$50 non-refundable deposit, which will be applied towards their first week's tuition. This deposit will hold their position for up to 2 weeks. Registration forms and parent orientation meeting with the Director or Assistant Director must be completed prior to the child's first day.

### **What happens if I decline a position?**

If a family declines a position, they will be removed from the waiting list. To be placed back on the list, a family must wait 30 days. A new DD Form 2606 must be filled out with a new request date.

### **I just found out that I am pregnant. Can I get on the waiting list?**

Yes you can get on the waiting list. The sponsor can fill out a DD Form 2606 and turn it into the waiting list coordinator at the DM CDC. Once turned in the form will be placed in an "inactive" file. Once the baby is born, please notify the waiting list coordinator at 228-3336. Your DD Form 2606 will be

removed from the “inactive” file and place in the “active” file. You will be placed in the appropriate priority level according to the original signature when placed inactive.

### **I am coming to Davis Monthan, can I get on the waiting list now?**

Yes you can get on the waiting list before your arrival, however you will need to fill out the DD Form 2606 and fax or mail to the waiting list coordinator. Once received at the DM CDC we will place your form in the “inactive” file. Once you arrive at Davis Monthan AFB you have 30 days to inform us of your arrival. Once notified we will place you in the appropriate priority level according to the original signature date on the DD Form 2606.

### **How are fees determined?**

Fees are based on total family income before taxes. For the purpose of determining child care fees in DoD Child Care programs, total family income is defined as all earned income including wages, salaries, tips, long-term disability benefits, combat pay and voluntary salary deferrals. You will need to fill out DD Form 2652, which further explains exactly what needs to be provided for wages, etc.

### **What are the fee levels?**

- Level 1 – Under \$28,000
- Level 2 - \$28,001 - \$34,000
- Level 3 - \$34,001 - \$44,000
- Level 4 - \$44,001 - \$55,000
- Level 5 - \$55,001 - \$70,000
- Level 6 - \$70,001 +

Pick-up after 5:30 p.m. = \$1.00 a minute

Late payment = \$5.00 for everyday payment is late