



NAVY CYP VACATION NOTICE

OPNAVINST 1700.9 (series)

This notice is for use in Child Development Centers (CDCs), 24/7 Centers, and School Age Care (SAC) programs. Vacation discounts are **not** available for children enrolled in Child Development Homes (CDH) programs, Enrichment Programs, or SAC Summer Camp.

Vacation discounts are authorized for families enrolled in full- or part-time care each fiscal year. Vacations may begin on any day of the week and must be taken in either two increments of 5 consecutive business days or one increment of 10 consecutive business days. Vacation discounts may not be applied to single vacation days.

For any accepted vacation period, families do not pay their usual child care fee. The applicable weekly fee is subtracted from the Military Payday Rate (MPR) fee for each vacation week. The resulting discounted amount **is still due** on regular billing days (the 1st and 15th of each month), payable by auto-debit, through CYP Online Services, or in person with a credit card. Families may choose to pay the discounted amount before they leave for vacation or on their regularly scheduled payment due date.

The following information must be completed and returned to your CYP **no later than 30 calendar days before the first day of your vacation.**

Child's Name (first and last): _____

Sponsor's Name (first and last): _____

First Day of Vacation (MM/DD/YYYY): _____

Last Day of Vacation (MM/DD/YYYY): _____

Total Number of Days of Vacation (choose 5 or 10): 5 10

Parent Signature: _____ Date: _____

----- FOR OFFICE USE ONLY -----

Military Payday Rate (MPR): _____ Vacation Discount Amount: _____ New Bill Amount: _____

Received by: _____ (initials): _____ Date: _____
(Print Name)

Form Processed in CYMS: _____ (initials): _____ Date: _____
(Print Name)