



## NAVY CYP VACATION NOTICE FORM—CNICCYP 1700/48

OPNAVINST 1700.9 (series)

This form 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 and must be taken in either two increments of 5 consecutive days or one increment of 10 consecutive 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 1<sup>st</sup> and 15<sup>th</sup> 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)*