



IMCOM
SOLDIERS • FAMILIES • CIVILIANS



UNITED STATES ARMY
CHILD & YOUTH SERVICES

Ft Detrick Parent Handbook

CONTACT

FREDERICK

Parent Central Services Building 949A
Monday-Friday 0900 -1600
CIV: 301-619-7100
Webtrac: <https://webtrac.mwr.army.mil>

Child Development Center
Building 1776
Monday-Friday 0600-1800
CIV: 301-619-3300

School-Age Center
Building 955
Monday-Friday
Before & After School.....0600-0830 and 1400-1800
School Out Days, All Camps 0600-1800
CIV: 301-619-2901 • 301-619-9256

School Liaison Officer
Building 949A
CIV: 301-619-7143

Youth Center
Building 955
Monday through Thursday.....0600-1800
Friday 0600-1800
Saturday..... Open during Special Events only
CIV: 301-619-2901 • 301-619-2673

YS Sports and Fitness
Building 955
CIV: 301-619-2538

FOREST GLEN

Parent Central Services Building 161
Monday-Friday 0900-1600
CIV: 301-319-5487
Webtrac: <https://webtrac.mwr.army.mil>

Child Development Center
Building 169
Monday-Friday 0600-1800
CIV: 301-319-5532

NOTE: CY5 Programs are closed on all Federal Holidays.

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Welcome Letter

Dear Parents,

Welcome to Fort Detrick, Child & Youth Services (CYS)! We recognize the strength of our Soldiers comes from the strength of their Families; we consider it an honor and look forward to supporting your Family readiness. CYS is an Army program that provides services to all Military, Department of Defense and Contract Agencies who support the mission of our Garrisons. Our highly trained staff is committed to providing a safe, nurturing environment that meets the holistic needs of the child/youth ages 6 weeks to 18 yrs. old. Lastly, our programs and activities are specifically designed by early childhood and youth development specialist to meet the growing needs of 21st century military Families.

CYS believes that parents are the most influential individuals in the lives of their child/youth. For this reason, our facilities and programs strive to create a Family friendly environment where parents and staff work in partnership in the positive development of their child/youth. Research shows that when Families and teachers work together in support of learning, it results in the child/youth remaining in school longer, performing better in school and possessing a higher sense of self-esteem.

We thank you for partnering with Fort Detrick CYS in the growth and development of your child/youth. We look forward to your visits and encourage you to become involved in the planned learning activities in the centers.

Sincerely,

Kimberly Johnson
Chief, Ft. Detrick Child and Youth Services

CUSTOMER SERVICE

CAREGIVERS CREED

I am an Army CYS a professional trained in my duties. I serve Department of Defense Families who protect the nation by protecting their children/youth and ensure accountability for children/youth in my care.

I will always provide a safe, nurturing, and enriching environment. Never will I put children/youth in harm's way or allow others to do so. I will build trust with parents so they can concentrate on their mission. I will always treat Families with the dignity and respect they deserve. Army professionals are key members of the Army Team. I am an Army professional.



CUSTOMER COVENANT

Family and Morale, Welfare and Recreation (FMWR) is committed to providing quality through service excellence to our Soldiers and Families commensurate with the quality of their service to our Nation. We understand that we create value for our customers through predictable, consistent and efficient customer focused service.

To that end, we promise our customers they will...

- Always be respected & treated as individuals who are valued.
- Receive a prompt and friendly greeting in a professional and courteous manner.
- Experience aesthetically pleasing facilities.
- Receive timely, accurate and helpful information.
- Be offered high quality products and services.
- Have an opportunity to provide feedback.

Mission: Our mission is **military readiness**. We help Soldiers *focus on their job* and *relieve the stress and worry* about how their children are being taken care of. While Soldiers fight for our country, they know they can count on us to help their families, and that helps them concentrate on doing their duty. We support the military lifestyle while reducing conflicts between mission readiness and parental responsibilities. When a Soldier or DOD Civilian loses duty time during deployment, mobilization or contingency situations due to a lack of childcare, it negatively impacts the military mission. CYS provides critical support services to mitigate such stressors.

Vision: CYS programs provide:

- Seamless delivery systems for child/youth enrolled in CYS Child Development Centers.
- Predictable services

- Safe, healthy family-friendly environments
- Well managed programs
- Accountability for Army, Community, CYS Staff, Child/youth and Parents
- Satisfied customers – Child/youth, Parents, Army and Community
- Maintaining status as a “Benchmark for America’s Child Care” and becoming “Benchmark for America’s Youth Programs”

Cornerstones:

Availability: making sure we provide the right number of spaces in the right places – at more than 70 locations around the world. We do this in a variety of programs and services – from Child Development, School Age and Youth Centers to Family Child Care Homes and Community-Based Programs that provide full day, part day, hourly, extended hour, and 24/7 programs as well as open recreation, youth sports and fitness, and instructional programs for children and youth 4 weeks to 18years.

Affordability: childcare and school age care fees are based on total family income, not on the age of the child. The Army and the parent both pay their “fair share” of fees. And with the exception of special events, instructional programs, sports programs, or reserved care for 11-12 year olds, youth programs are free.

Quality: as evidenced by a high rate of nationally accredited programs. While the civilian sector’s programs are about 10% – 12%, we are required by the Department of Defense to have a minimum of 95% real-time accredited programs.

Accountability: we make sure that every dollar provided to us is used for its intended purpose. We are good stewards of our government dollars.

Philosophy:

CYS programs are designed to help your child/youth build within themselves a positive self-concept that generates feelings of acceptance and respect for individuality. We believe in designing programs where children/youth have opportunities to participate individually or as a group in age-appropriate developmental activities that allows for optimal social, emotional, physical, creative and cognitive growth. We promote and cultivate safe learning environments where your child/youth can resolve conflicts through learning age-appropriate conflict resolution and mediation skills. We believe in partnering with parents and community to nurture a spirit of cooperation and self-respect for self and others; reinforce character building and encourage positive parenting.

Families:

Families are the first and primary teachers in their child’s life. We support Families in this role through a variety of services that address the specific needs of each family, to include formal and informal education opportunities. Communication between the child’s primary teacher and Family, as well as management and support staff, is critical and includes an open, honest exchange of ideas, concerns, shared decision making, and respect for cultural diversity. We encourage Families to share their culture, heritage and home language.

Confidentiality:

Only authorized CYS staff will have access to patron files. CYS is committed to protecting the privacy of patron information. Medical information concerning patrons is confidential under state and federal law and may not be discussed at any time with any person under any circumstance.

Diversity/Non-Discrimination:

In accordance with Federal Law, Title VII, the Department of Army, Child & Youth Services prohibits discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity or associational preference in employment and in their program operations serving Soldiers, Families and the community. The Department of Army affirms its covenant to support and serve Family and MWR customers and employees.

Open Door Policy:

All Ft. Detrick Child & Youth Services programs have an "Open Door" policy. This policy has been established to encourage involvement in your child/youths program and to support your responsibility as parents to ensure safe care is being provided for your child/youth. You are encouraged to spend time in your child/youths program and get to know your child/youths program professionals. We encourage parents to visit the CYS programs at different times of the day or anytime the need arises.

CYS offers a Family friendly environment that encourages parents/guardians to drop in to visit or observe their child/youth. CYS program level staff members are approachable and accessible to parents/guardians during the center's operating hours. Parents/guardians can voice their concerns, complaints and/or compliments regarding their customer service experience.

Ft. Detrick CYS programs are very proud of their staff members working in our Child and Youth programs. We also know however, that child abuse can occur in childcare settings. To protect your child/youth and assist staff in providing quality care, we highly encourage parents to become a partner in their child/youths program. Research shows that abuse is less likely to occur in programs where the parents have access to their children/youth.

Communication/Feedback:

Parents/guardians who wish to post questions, comments or concerns regarding Morale Welfare and Recreation (MWR), CYS programs may do so at the following email address www.contactus@armymwr.com. You are also welcome to, write your questions, comments or concerns and place them in the drop box designated in each facility. You have the option of remaining anonymous or, should you desire feedback, you may include your name and address. You may also complete an Interactive Customer Evaluation (ICE) survey on your garrison's website.

Chain of Command:

The most effective way to resolve issues is to channel them through the CYS Chain of Command. Should all attempts at resolution fail, parents/guardians can elevate their issues or concerns up through the Chain of Command in the order below:

Primary Program Assistant (Classroom Lead Teacher)

Assistant Facility Director

Facility Director

CYS Coordinator, Kimberly Johnson, at 301-619-4453

FMWR Director at 301-619-6688

Deputy Garrison Commander at 301-619-3690

Garrison Commander at 301-619-7314

CHAPTER 1- SAFETY & RISK MANAGEMENT

Safety:

CYS is committed to safety. We are annually inspected and certified by the Department of Army (DA) and comply with Army regulations governing facilities providing care to children/youth. These regulations are intended to establish minimum standards in order to protect the health, safety and welfare of children/youth. Our activity space, supplies and equipment are high quality, maintained in good repair and inspected by Higher Headquarters annually. In addition to this annual inspection, we have monthly/quarterly inspections by installation agencies as well as off post agencies. Parents as well as Training and Curriculum Specialist are involved in observing and documenting our standards of quality.

Standard of Conduct and Accountability:

Each staff member signs a Standard of Conduct and Accountability statement of understanding that states:

- They are responsible for providing guidance in accordance with (IAW) CYS Policy by using knowledge, skills and abilities to identify appropriate and inappropriate behavior of children/youth based on their age and social/emotional development. They will role-model and explicitly teach problem-solving strategies, impulse control, empathy and acceptance of self and others as well as pro-social behavior.
- They will never use corporal/physical punishment, psychological abuse or coercion as an acceptable form of guidance. Guidance will never be punitive in nature. Children will not be punished physically or verbally for lapses in toilet training or refusing food. They will never punish children/youth by any of the following: spanking, pinching, dragging or grabbing, shaking, or other corporal punishment; isolation, time away/timeout, or overly punitive restrictions; confinement in closets, boxes, or similar places or locked seclusion; manual, mechanical, or chemical restraint; humiliation, demeaning, shaming, verbal abuse, taunting, teasing, degrading language or activities, or psychological pain; deprivation of meals, hydration, snacks, outdoor play opportunities, or other program components; aversive stimuli; forced physical exercise to eliminate behaviors; punitive work assignments; punishment by peers; or group punishment or discipline for individual behavior. Restricting the use of specific play materials and equipment, or participation in a specific activity will be based on the developmental age and social/emotional development of the child and if it poses a safety concern for the child or others.
- They are responsible for knowing the boundaries for appropriate and inappropriate touching that are established.
- If an allegation of abuse/neglect is made against them, it will be grounds for immediate closure of their Family Child Care (FCC) home or reassignment outside of CYS until the investigation is completed
- They are responsible for supervising infants, pre-toddlers and toddlers by direct sight and sound at all times, including when sleeping. Preschool and kindergarten children are supervised by sight most of the time, with the exceptions of brief periods when children cannot be seen but still heard. Kindergarteners and School-age children may leave their supervision for brief periods, so long as they are in a safe environment (such as going to a hall bathroom)

but must be within sight and/or hearing most of the time. Middle School and Teen youth are supervised by monitoring areas where youth are engaged in activities and requires that I move throughout the facility.

- They are responsible for maintaining specific accountability for each Child Development Center (CDC)/Family Child Care (FCC) child in their group or each School Age Center (SAC)/Middle School Teen (MST) youth in the facility.
- They will conduct or participate in a face-to-name count of children conducted once per hour in CDCs and during transitions in and out of the classroom. They will monitor all School Age children and Middle School/Teen youth while they independently move throughout the facility
- They must ensure the physical count of children/youth and/or the system that is used to monitor the whereabouts of children matches the number signed in (applies to direct care and management staff).
- They will focus their full attention on the children/youth in their care and will refrain from using personal electronic devices (to include cell phones, tablets, laptops and smart watches) while counted in ratio.
- They are responsible for ensuring that all children/youth safely evacuate the building in the event of an emergency.
- They understand that CYS facilities are under continuous video and audio surveillance through Closed Circuit Television (CCTV). They also understand that recordings may be used to substantiate or refute allegations of child abuse/neglect or employee misconduct, as a training aide, or to recognize positive performance.
- They may be observed by a manager or Training Specialist as part of a documented training or performance observation any time during their duty hours, either in person or through the use of the CCTV System.
- As a mandated reporter they will immediately and directly report to the Reporting Point of Contact (RPOC) and local Child Protective Services (CPS) (if located in the U.S.) any incident they witness which a reasonable person would consider child abuse or neglect.
- If they witness an incident that a reasonable person would not consider child abuse or neglect, but is still a violation of this guidance, they will immediately verbally report it to their supervisor or other management staff, and follow up in writing
- They are responsible for completing reports on accidents, injuries to children/youth, or other unusual incidents that occur while they are on duty.
- They will wear my appropriate color-coded apparel (ensuring apparel can be seen at all times and from all angles) when caring for children/youth.
- They will refrain from commenting, passing judgment, or providing guidance or input on sensitive topics with children/youth. They will encourage children/youth to reach out to a trusted family member or counselor for discussion

- They understand that the following Social Media and Electronic Communications are prohibited.
 - Displaying in the workplace or any other place likely to embarrass or undermine the professional credibility of the CYS program or otherwise interfere with CYS operations, any material that is sexually explicit, provocative, inappropriate, inflammatory, or unprofessional. Such materials shall not be present on CYS premises.
 - Communication to staff or children/youth that is unprofessional or inappropriate
 - Communication with children/youth through social media platforms except via the program's official social media pages (e.g. facebook, twitter).
 - Communication with children/youth by email and messaging except via staff's .mil email address – all electronic communications with children/youth will have a parent and at least one other paid staff member on the cc line.
 - Communication with children/youth by text message via a personal device.
 - Sharing home or personal email, messaging, phone numbers or social media addresses with children/youth.
 - Posting media to a personal social media site which includes non-familial children/youth enrolled in CYS programs.
 - Use of Personal Electronic Devices while on duty
- They are required to immediately inform my supervisor/program director if they are charged with a crime referenced on the DD Form 2981 Basic Criminal History and Statement of Admission.

More information of the above topics can be found in more details later in this handbook.

Alcohol and Tobacco Policy:

The use of tobacco products (to include electric and smokeless products), alcoholic beverages, or illegal drugs by CYS staff, coaches, participants, volunteers, officials, or spectators at any CYS facility or function, to include parking lots, is prohibited. This includes sports practices, games, and CYS sponsored events. Failure to adhere to this policy will result in removal from CYS facilities and/or fields. Military Police may be called to help control the situation as needed. Smoking is not permitted within 50 feet of the egress or ingress of the building.

Child Abuse and Neglect:

DoD defines reportable child abuse and neglect as follows: Child abuse and neglect includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations of these (**to include leaving a child unattended in your vehicle**), by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility or any staff person providing out of home care is legally responsible.

Child Abuse Reporting All CYS personnel are knowledgeable and considered “**mandated reporters**” who are required by law to report suspicions of child abuse or neglect. All personnel must report any concerning incidents to the installation Reporting Point of Contact (RPOC):

- a) Provost Marshall Office (PMO)
Forest Glen >>>>>> PMO – 301-319-5501
Frederick >>>>>> PMO – 301-619-7114
- b) Family Advocacy Program (FAP)
Frederick & Forest Glen >>FAP- 301-619-7453
- c) Child Protective Services (CPS)
Forest Glen >>>>>> CPS – 240-777-4417
Frederick >>>>>> CPS – 1-800-917-7383
- d) Notify the appropriate CYS manager after notification to RPOC.

DoD Child Abuse and Safety Violation Hotline Posters are placed in visible and high traffic areas throughout all CYS facilities. Should a parent/guardian/staff need to report incidents of suspected abuse. DoD Child Abuse and Safety Violation Hotline number is: CONUS: 1-877-790-1197 or OCONUS: 703-604-2547 (call collect).

Background Clearances:

Individuals who regularly interact with children and youth in CYS programs are required to undergo specific initial background checks and periodic reverification.

Until all background checks are satisfactorily completed, individuals must volunteer/work within “Line of Sight Supervision” (LOSS) of a cleared staff member and are not permitted to be left alone with child/youth.

Staff under LOSS will be identified by nametags with first and last names and red scrub tops, aprons, or shirts. Staff who have completed background checks will be identified by nametags with first and last names and green scrub tops, bib aprons, or shirt. Classroom leads will be identified by nametags with first and last names and blue scrub tops, aprons, or shirts. Management staff will wear nametags with first and last names and appropriate business attire.

Sign In/Out of Facilities (All Facilities):

To maintain a safe and secure environment, all visitors are required to sign in/out at the facility’s front desk and obtain a visitor’s identification badge. Parents/guardians simply dropping off or picking up their child/youth do not have to sign in. Parents/guardians visiting the facility or a classroom greater than 15 minutes must sign in at the classroom or at the front desk.

Upon entering the CYS facility, parents/designated representative will swipe their child into Child Youth Management System (CYMS) at the front desk before proceeding to their child(ren)’s classroom. Under no circumstance will the parent/designated representative move beyond the front desk without first swiping in. After swiping in at the front desk, the parent/ designated representative may proceed to the classroom. Upon entering the classroom, the parent/

designated representative will sign the child(ren) in, annotating his/her name, date, time and signature. School age children may be swiped in by their parent/designated representative) into CYMS and the parent/designated representative will then sign the child/youth in, as above. Middle School/Teens (MST) youth participate in an open recreation program, which means they are allowed to enter and depart the facility without a parent/designated representative. MSTs will swipe their key fob and sign in before they may participate in the CYS program. The CYPP present in the respective room/area will ensure that the parent/designated representative signs in at the CDC, the SAC child signs in before the parent/designated representative departs the room/area or that MST youth swipe in and sign in before participating in the CYS Program.

For pick-up of child(ren), parents/designated representatives will follow the same procedures listed above. Upon entering the facility, the parent/designated representative will swipe the child(ren) out at the front desk before proceeding to the classroom. Upon entering the classroom, the parent/designated representative will sign-out the child(ren) before they are allowed to depart with the child(ren). SAC parent/designated representative will swipe their key fob and sign the child/youth out. The MST will swipe his/her key fob and sign out. The CYPP present in the classroom will ensure the parent/designated representative at the CDC signs out, the SAC child/youth parent/designated representative swipe their key fob and sign out and that the MST swipe their key fob and signs out before the child/youth is released or leaves the program.

Child Guidance and Touch Policy:

Helping a child/youth understand and make appropriate choices is the basis for child guidance. When a child/youth misbehaves, CYS staff works along with the Parent/Guardians using Positive Guidance (POSITIVE DISCIPLINE, POSITIVE PARENTING, GENTLE AND LOVING GUIDANCE) to identify the problem and find strategies that enable the child/youth to respond appropriately. Positive Guidance is a belief that children should be treated with respect, free from fear of violence and shame and guided with loving encouragement. ***Corporal punishment is not allowed in the CYS programs under any circumstances, even with parent approval.***

Boundaries for appropriate and inappropriate touching are established to ensure clear understanding of what is acceptable and what is not acceptable. Inappropriate touching will be investigated and may be grounds for immediate removal of a CYS staff member, contract employee or volunteer.

Appropriate Touching and What It Involves:

- A. Recognition of the importance of physical contact to support child/youths nurturance and guidance.
- B. Adult respect for personal privacy and personal space of children/youth.
- C. Responses affecting the safety and well-being of the child/youth. (e.g., holding hands of child/youth while crossing the street; holding child/youth gently but firmly during a temper tantrum).
- D. Examples of appropriate touching depend upon the age of the child/youth. For young children it includes hugs, lap sitting, reassuring touches on the shoulder, and naptime backrubs. For youth it includes side hugs, and reassuring touches on the shoulders.

Inappropriate Touching and What It Involves:

- A. Violation of laws against sexual contact between adults and children/youth. Adults may not use coercion or other forms of exploitation of the child/youth due to the child/youth lack of knowledge. This includes any touch that satisfies the sexual needs of the adult.
- B. An attempt to change child/youth behavior with adult physical force, often applied in anger. An adult "striking out" in anger reinforces the child/youths own "striking out" to

respond to a problem.

- C. Examples of inappropriate touching include: forced hugs, corporal punishment, slapping, striking or punching, pulling of hair, tickling for prolonged periods, shaking, kisses and fondling or molestation.
- D. All Child & Youth Services staff and volunteers are bound by Army regulation to immediately report and infractions of the "Touch Policy" to their appropriate RPOC and their Supervisor.

Biting:

Policies will focus on modifying the child's behavior within the existing environment rather than "suspending" the child. When this is not possible, the Outreach Services Director will assist parents in obtaining care in another CYS setting if available.

Bullying:

U.S. Army Garrisons and DoD Schools are committed to making our facilities, homes and community safe, caring, and welcoming places for all who enter our doors, particularly our children/youth. For this reason, CYS has a zero tolerance for acts of bullying or disrespect towards children/youth or CYS staff. We treat each other with respect. Our community and centers define respect as follows: Treat others, *regardless of age or position*, with the same level of respect and dignity you wish to be treated with.

CYS defines bullying as follows: A mean and one-sided activity intended to harm where those doing the bullying get pleasure from the intended target's pain and/or misery. Bullying can be verbal, physical, and/or relational to the target's race, ethnicity, religion, gender (including sexual orientation), physical, or mental attribute. It includes all forms of hazing and cyber bullying and can be and often is continuous and repeated over time. However, once is enough to constitute bullying.

Bullying, both on and off post, including all forms of cyber bullying, can impact the targeted individual's feeling of safety and create an intimidating, hostile or offensive environment. The CYS Coordinator or Facility Director will immediately address such actions for the well-being and safety of all children/youth and the community.

Suspension:

Behavioral limits are clear and consistent. The children are expected to be considerate of others and to maintain materials properly. Each child is treated with warmth and respect and helped to express their feelings. Corporal punishment will not be used under ANY circumstances. Our primary goal is to re-direct the child from the inappropriate behavior and to engage them in other activities. When a child's behavior becomes excessively inappropriate and unacceptable, temporary removal from the group is one of our effective strategies. A child may be excluded from program usage when behavior is determined to the health and safety of the other children and is in the best interest of the program.

Video Surveillance System (VSS):

All CYS program facilities utilize a comprehensive video surveillance system. VSS is designed to deter and reduce the risk of child abuse in CYS facilities; protect staff from unwarranted allegations of child abuse, provide Soldiers and Parents with "peace of mind" and support CYS management staff in the exercise of program oversight.

The cameras record most activity areas in the interior and exterior of the buildings. You may request to view a portion of your child's/youth's time with the facility manager. Due to confidentiality reasons, copies of these recordings are not authorized to be given to parent/guardians. Recordings are released only to authorized personnel such as the MPI and CID for official business.

Adult/Child Ratios:

Staff-to-child/youth ratios must be maintained at all times of the day except under rare conditions caused by compensatory enrollment as outlined in guidance (see AR 608-10 for more information). The intent is to always be at ratio and not over or under ratio. Ratios will not be decreased to accommodate children/youth with special needs. Volunteers or other non-CYS staff not paid with CYS funding may be used to supplement the ratio.

All rooms in a CDC are multi-aged with a minimum age span of 18 months. Maximum group size is limited to two ratios of children/youth (e.g., two ratios of preschoolers = 20; a ratio of infants and a ratio of pre-toddlers =9).

In the Sports and Fitness Program, appropriate youth/adult ratios are maintained 100% of the time during all sports and fitness program operating hours. The adult/youth ratio is 1:15 at all times indoors and outdoors. The National Governing Body rules determine adult staff/youth ratio for specific activities. Please consult youth director for additional information.

Adult/Child Ratios are:

Childcare/SAC Center (Facilities)	
Adult/Child	Age
Infants 1:4	6 weeks to 12 months
Pre-toddlers 1:5	13 to 24 months
Toddlers 1:7	24 - 36 months
Preschoolers 1:10	3 to 5 years
Kindergartners 1:12	5 to 6 years
School-Age 1:15	1 st to 12 th grade

Training & Professional Development:

All CYS personnel working directly with children/youth receive standardized orientation training before they are allowed to work directly with children. The orientation includes such topics as applicable regulation and installation policy; child health and safety; child abuse identification, reporting and prevention; age-appropriate guidance and discipline; parent and family relations; health and sanitation procedures and position orientation. Training is ongoing and competency based. Assessments are completed to ensure staff comprehend and demonstrate the knowledge and skills learned from training. Other CYS professionals (directors, cooks, etc.) complete an orientation and ongoing training as well.

Ongoing training will be provided in the following but not limited to: Ages & Stages growth characteristics, age-appropriate developmental and recreational activities; environment; guidance techniques; child health, sanitation, and nutrition; administering medication and communicable diseases; special needs awareness and CPR and first-aid.

In this effort, CYS programs observe four annual Training Days, in which centers will be closed. Facilities will inform parents in advance and post notices in the facility.

Parent Involvement:

Parent /Guardians are encouraged to participate in the planning and evaluation of programs through annual Garrison Multi-Disciplined Team Inspection (MDTI) program surveys, National Association for the Education of Young Children (NAEYC) Accreditation and Parent Advisory Boards. These processes help ensure the safety of children/youth while improving administrative policies and programming issues geared toward program quality. ***Moreover, parent/guardians who participate in the program may earn points toward fee reduction on their childcare.*** For detailed information on the various ways parent/guardians can participate in CYS programs and activities, contact your facility director.

Parents As Partners: Parents are considered an integral part of CYS and are encouraged to participate in many aspects of the Programs:

- Observe your child/youth in the program setting. Parents are always welcome in their child's program at any time.
- Serve as a CYS volunteer.
- Attend special programs offered in CYS programs.
- Participate in parent conferences, surveys and educational workshops.

Regulations & Inspections:

Regulations and services apply uniformly throughout the Army; however, commanders have the discretion to modify specified guidance to meet the appropriate requirements. In order to provide consistency, all Army CYS programs are inspected annually and required to be in compliance with the following Army Regulations (AR), Department of Defense Instruction (DoDI) and Public Law (PL):

Installation Level Child & Youth Services Inspection

AR 608-10, Child Development Services

AR 215-1, Military Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities

DoDI 1015.2 MWR Programs

DoDI 6060.2, Child Development Programs

DoDI 6060.3, School-Age Programs

DoDI 6060.4, Youth Services Programs

DoDI 1402.5, Criminal History Background Checks on Individual in Childcare Settings

DoDI 6025.18-R, Privacy of Health Information

PL 101-647, Crime Control Act

PL 106-104, Youth Sponsorship

PL 104-106, Military Child Care Act

PL 104-201, Sec 1044: Cities concern for lack of support for DoD Youth Programs

PL 106-65, Sec 584, Expanded Child Care and Youth program services

PL 106-79, Conference Report – DoD Report on Family Childcare Subsidy/Access to Military Child Care

PL 101-366, American with Disabilities Act

Accreditation:

Accreditation is an activity, not a status. The benefits of accreditation are the external mark of quality, high standards, process improvements and support. CYS programs undergo a rigorous

accreditation process. The Child Development Centers and School Age Centers are accredited programs through the following entities:

- **National Association for the Education of Young Children (NAEYC)** - sets professional standards for early childhood education programs age (age 0-5 years) and helps families identify high-quality programs for their young children.
- **The Council on Accreditation (COA):** Afterschool Program Standards include After School Administration (ASP-AM), After School Human Resources (ASP-HR), and After School Programming and Services (ASP-PS). The Administration Standards cover practices related to continuous quality improvement, financial management, risk prevention and management and ethical practice. The Human Resources Standards address recruitment and selection, training and professional development, support and supervision. The Programming and Services Standards set forth additional recommended practices for working with children and youth in out-of-school time.

CHAPTER 2- REGISTRATION PROCESSES & PROCEDURES

Global Data Transfer (GDT):

This database makes it possible for Families relocating to a new duty station to forward their child's/youth's registration records to their next duty assignment prior to arrival. Upon arrival, the Parent Central Services at the new duty station need only import the patron's information (e.g., names, birth date, child's health records, etc.) from the database. Families will provide needed updates upon arrival at the new location. Contact Parent Central Services for details on how to take advantage of this convenient tool.

Patron Eligibility:

CYS accepts children as young as six weeks in Child development Centers and through eighteen years old in CYS programs. Eligible patrons of Department of Defense (DoD) Child Develop Programs (CDP) include active-duty military personnel, DoD civilian personnel paid from both appropriate funds (APF) and non-appropriate funds (NAF), reservists on active duty or during inactive duty personnel training, and DoD contractors.

The first priority for qualifying children from birth through age 12, in order of precedence from highest to lowest within priority 1, is children of combat-related wounded warriors, child development program direct care staff, single military service members on active duty or dual active duty service member couples, active duty service members with a working spouse (including a DoD Civilian spouse), single DoD Civilian employees paid from APF or NAF, dual DoD Civilian employee couples, DoD Civilians with working spouse who is not a DoD Civilian, and surviving spouses of military members who died from a combat-related incident.

The second priority for full-time care will be given equally to qualifying children from birth through age 12 of active duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those individuals acting *in loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is actively seeking employment. The status of actively seeking employment must be verified every 90 days.

The third priority for full-time care will be given equally to qualifying children from

birth through age 12 of active-duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those individuals acting *in loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is enrolled in an accredited post-secondary institution. The status of post-secondary enrollment must be verified every 90 days.

After meeting the needs of parents in priorities 1, 2, and 3, CYS will support the need for full-time care for other eligible patrons, such as active-duty military service members with nonworking spouses, DoD Civilian employees paid from APF and NAF with nonworking spouses or same-sex domestic partners, eligible employees of DoD contractors, Federal employees from non-DoD agencies, and military retirees, on a space-available basis.

The purpose of the CDP and SAC programs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and the accomplishment of the DoD mission, and to improve the economic viability of the family unit. Child Care and SAC is not considered an entitlement. (Reference: DODI 6060.2 and 6060.3, #4 Policy.) Foreign Military Service members assigned to the Installation/serving the Department of Defense will pay the child and youth fee based on their Total Family Income (TFI). The eligibility criteria and priority are the same as any other Active Duty Soldier or DoD Civilian.

Military personnel of foreign nations and their Families when on orders from the U.S. Armed Forces, or in overseas areas when the overseas commander grants privileges in the best interest of the United States. (Reference: AR 215-1 when addressing children 0-12 refer back to AR 608-10).

Coast Guard when activated are eligible patrons. The eligibility criteria and priority is the same as any other Active Duty soldier. Fees are based on their TFI.

Retiree's eligibility is limited to the use of SKIES, YS and Sports and Fitness programs. Fees are not based on TFI.

Definition of Parent:

- A parent or legal guardian is defined as the biological mother or father of a child; a person who by order of competent jurisdiction has been declared the mother or father of a child by adoption or the legal guardian of a child.
- In Loco Parentis- When an individual acts "in loco parentis" as the parent, this can only exist when the individual undertakes care and control of another (child/ren) in ABSENCE of such supervision by the natural parents and in absence of formal legal approval. When the parent is still in picture no such "in loco parentis" relationship exists. This guidance has been provided by the IMCOM Office of Staff Judge Advocate.

Parent Central Services (PCS):

Parent Central Services, commonly referred to as the "Gateway to CYS," is the first place a Family visits at a new installation to obtain information and register for CYS programs.

Parent Central Services:

- ✓ Verifies a patron's eligibility using the DoD ID Card (Military, Civilian DoD contractor assigned

- ✓ to the Garrison, Reservist/National Guard, Active-Duty soldier on orders)
- ✓ Determines services patrons needs (Wait list, hourly, part day, full day, SAC, MS/T, SKIES, Sports, etc)
- ✓ Explains age-appropriate programs associated with patron's children.
- ✓ Conducts a search for care in CYS for immediate openings.
- ✓ Conducts initial and re-registration of patrons into all CYS programs.
- ✓ Explains Wait List polices and assists with wait list placement.
- ✓ Determines patron fee category IAW with the latest fee policy.
- ✓ Schedules new patrons for program orientations.
- ✓ Sends eNews publications and messages and contributes to websites of interest to parents.

PCS offices are located:

Forest Glen:

2461 Linden Lane. Silver Spring MD 20910 (Bldg 161)
 Hours of Operation: Mon-Fri (By Appointment Only) 0930-1530
 Phone Number: 301-319-5487

Frederick:

949A Sultan Drive, Fort Detrick MD 21701
 Hours of Operation: Mon- Fri 0900-1600
 Phone Number: 301-619-7100

PCS's offices are managed by the Outreach Services Director. Parent must register their child/youth at the Parent Central Services (PCS) office prior to receiving services.

Initial and annual registration is handled through an appointment system. Appointments can be made by calling the preferred number listed above. For an initial enrollment, enrollment packets can be picked up from the PCS office or printed from our website at www.detrick.armymwr.com to be filled out prior to your appointment date.

If you are coming from another CYS program at another installation, when you make your appointment, request the administrative assistant import your file from the Child and Youth Management Services (CYMS) server (this will save you some time). Initial registration takes approximately 30-45 minutes.

Items Required for Child/Youth Registration:

To expedite or avoid delay of the registration process, please have the following available:

- ☑ **Identification Card** (Sponsor or Spouse)
- ☑ **Proof of Child Eligibility** (i.e., Legal Guardianship papers, Child Military ID Card, or Tricare card or DEERS printout from Soldier's AKO)
- ☑ **Copy of Child's Birth Certificate** – Required of DoD civilians or contractors,
- ☑ **Immunization Record or transcription**
- ☑ **Proof of Income:** (i.e. Leave and Earning Statements/Pay Vouchers or proof of fulltime school enrollment)
- ☑ **Health Assessment/Sports Physical Statement or Well Baby Check Up** (due within 30 days of registration)

- ☑ **Local Emergency_and Child Release Designee** (minimum of two)
- ☑ **Family Care Plan** (Dual/Single Military Only)

ALL FORMS MUST BE SIGNED AND DATED TO COMPLETE REGISTRATION!

DD FORM 2652	Application for DoD Child Care Fees
Teen Self Registration Form	As applicable
CYMS Liability Forms	No one sign Profile Print
Family Care Plan	Dual / Single Military only
HASPS	Health Assessment /Sport Physical Statement
Health Screening Tool #1	Include and MIATs / MAPs as applicable

Immunizations:

Children/Youth accepted for childcare in CYS programs must be free from communicable diseases such as measles, mumps, hepatitis, scarlet fever and strep throat, and have written documentation of all age-appropriate immunizations. Child/youth immunizations must be up to date in order to participate in CYS programs. A waiver request must be approved by the Chief of Army Public Health Nursing (APHN) before childcare can begin. Children/youth who are not immunized will be denied childcare during outbreaks.

Immunization waivers for medical or religious reasons must have documentation from the licensed independent practitioner or an endorsement from an authorized religious authority of the religion respectively. Children/youth will be excluded from childcare in the event of an outbreak of a vaccine preventable disease.

Health Assessment/Sports Physical Statement:

A current health assessment/sports physical statement, within 1 year of registration, is required for children 6th grade and under. If a current health assessment/sports physical statement is not available at registration, it is to be completed within 30 days of enrollment. Health Assessments/Sports Physical Statements are good for 3 years, as long as the child does not have any major health status changes.

Children/youth's health assessment must be reviewed annually for changes and re-signed by parents. If there are any changes in the health of your child/youth a current medical examination will be required by the child/youth's medical provider.

Children/youth with special needs must have a health assessment annually. The health assessment must identify your child your child/youth's special need. If your child/youth has an identified special need, they will be reviewed by the Multi-disciplinary Inclusion Action Team (MIAT) in order to determine the best placement for your child/youth and to inform the program staff of what we need to do for your child/youth during their stay in our program.

Well baby exams or school athletic physicals can be used in place of the health assessment if dated, signed and stamped by the health care provider and parent within one year.
Children/youth participating only in the middle school/teen program and SKIES Unlimited

programs are exempt from this requirement. TriCare or other health insurance organizations will only authorize and pay for one child/youth health/sports physical assessment per calendar year.

Sports Physical: No child/youth will be authorized to play, practice or participate in games until a valid physical has been furnished. The form must be signed by a licensed health professional and certify the child/youth is physically fit to participate in chosen sport(s) and address any pertinent medical condition and/or constraint such as asthma, heart murmur, allergies. The sports physical must remain current throughout the season.

Special Needs Identification:

The Army Child and Youth Services Screening Tool is required to be completed by parents to screen all children for special needs at initial registration and annually thereafter. Upon identification of special needs, supporting documentation must be submitted with the screening tool and forwarded by CYS to the Army Public Health Nurse (APHN) for review. If your child/youth has a disability or other special needs, the parent/guardian will be asked to participate in the Multi-disciplinary Inclusion Action Team (MIAT).

Children and youth with the following conditions might be referred to the MIAT:

- Allergies
- Special Diets
- Respiratory Diagnosis
- Epilepsy/Seizure Disorder
- Diabetes.
- Other

Special Needs Accommodation Process:

The MIAT is a multidisciplinary group that explores installation childcare and youth supervision options for children that have been diagnosed with life-threatening conditions, functional limitations or behavioral/psychological conditions. The team determines childcare and youth supervision placement and considers feasibility of program accommodations and availability of services to support child/youth needs. Parent participation is crucial to the success of the MIAT. Every effort is made to accommodate children/youth with special needs.

The team meets to determine appropriate placement for the child/youth before and during enrollment in a CYS program. Child/youth initially are accepted on a trial basis. During this time the CYPF can determine how the child/youth functions within the program. Each child/youth is different so the staff's ability to meet the needs will also determine the days, hours, and amount of time the child/youth can be cared for within the program. Decisions are also made regarding program adaption and additional training for staff to ensure the child/youth's needs can be met. Based on the decisions of the MIAT team, children/youth that are a danger to themselves or other children/youth and/or that are on continuous medical treatment may not be accepted for care in CYS programs. The MIAT team has many resources and will make every effort to support parents with child/youth care needs in an appropriate environment. **Prior to placement a child/youth with special needs in CYS program specialized training may be required. Training will be completed no later than 1 week after MIAT unless other emergency situation arise to delay this process.**

Program attendants are trained to plan activities with a purpose in mind. They are trained to know each child/youth and what his or her capabilities are. As with all children/youth enrolled in CYS

programs, we immediately work on building a relationship with the child/youth so that we can know what works and what doesn't and what skills the child/youth need to work on. We know if they need active play, if they need space from other children/youth, if we need to have eye contact to ensure good communication or if we need to keep a special eye on them in stressful situations. All these subtle skills make a difference. We understand that no one knows children/youth as well as their parents, so we depend on parents to be the primary trainers and consultants for staff.

All staff members in CYS have training to help them work with those with special needs. They have also been trained in administering medications, First Aid, Blood Borne Pathogens, and CPR. We are prepared to make reasonable accommodations for every child/youth. If a child/youth is denied care, it would be based on careful deliberations by the MIAT team as mentioned above.

Special Diet:

Children/youth with life threatening food allergies or special dietary needs must provide a statement from their health care provider specifying (1) which foods the child cannot consume, (2) the resulting allergic reaction if ingested and (3) if applicable, any allowable food substitutions. Children/youth may not be eligible for services without appropriate documentation. Children/youth who have special diets due to religious reasons must have a representative from their religious institution provide a statement specifying which foods should be eliminated as well as allowable substitutions. For more information, please contact Parent Central Services.

Medical Action Plan (MAP):

Maintaining the health and safety of every participating child/youth in CYS programs is of utmost importance. If the child/youth has a medical condition/diagnosis, such as allergies or asthma, that may require them to take medication while participating in an activity, the parent/guardian will be asked to complete a MAP. Medical Action Plans are valid for one year or until notified of health status changes, based on the date signed by physician. This plan is completed by the child's/youth's health care provider to ensure CYS staff is aware of the proper medication and the necessary course of treatment for the child/youth.

Reasonable Accommodation:

These are basic adjustments, supports and/or modifications that may be needed by a child/youth with special needs to facilitate access to a program on an equal basis to their non-disabled peers. Accommodation for children/youth with special needs is not considered reasonable if it imposes an undue hardship on the operation of the program, requires fundamental alteration of the program, or poses a direct threat to the health or safety of the child/youth with special needs or others.

Wait List:

Because of the high demand for childcare, it is not unusual for families to be placed on a waiting list. Priority 1 eligible patrons will be listed in order of precedence and may not be changed. Priority 2, 3, and space- available eligible patrons are not listed in order of preference but are placed based on the date of application. Patrons access this service list by telephone, email, fax, WebTrac, or by visiting Parent Central Services.

Note: It is the responsibility of the parent/guardian to confirm interest to remaining on the wait list by going to militarychildcare.com (MCC.com) every 30 days to update.

When a space is offered in a viable care option (CDC, SAC, etc) parent/guardians are given 24 hours to accept or decline the space. If the viable care option is declined, then the child's/youth's name will be moved to the bottom of the wait list you are on. If Parent Central Services is unable to contact the parent/guardian, the space will be made available to the next eligible child/youth on the wait list. Contact Parent Central Services to discuss the available wait list options.

Viable Child Care Option:

Care to meet the patron's schedule that reflects the necessary program type (full day, hourly, part day, etc.) and the appropriate age group (infant, toddler, preschool and school-age) for the child. Care may be on or off-post in any CDS system (CDC, SAC, PCS) at any location convenient to either the home or work. Viable off-post care options are those that are comparable in price and quality to CDS sponsored childcare options.

Middle School/Teen Registration: Middle school/teens may self-register as a guest for CYS programs by completing the one-page registration form. Forms are available at youth services facilities. Youth may attend the regular Youth Programs (not field trips or special events until registration is finalized) as a guest member immediately upon receipt of completed form. CYS staff will validate the registration form. If registration is not validated within 5 working days from receipt of form, youth's guest membership will be cancelled. Once registration is validated (and, if required, DA 7625-1 is completed and returned), an annual pass will be issued to youth.

Some special events and field trips may cost a nominal fee, but participation in these events is not mandatory. In the case of field trips, written parental permission must be granted before a youth is allowed to participate. To enroll in a team sports program, a sports physical is required in addition to this registration. Sports fees may also apply.

Parent/Guardian Program Orientation:

Program orientations will be conducted by facility Directors at times convenient for parents/guardians. The orientation will include:

- Tour of the facility.
- Review rules of conduct and procedures.
- Introduction to staff, providers, and key volunteers.
- Completion of Program specific forms.

CHAPTER 3 - DAILY OPERATIONS

Age Group and Ratios:

CDC provides programs for children ranging in age from 6 weeks to 5 years old. The SAC provides programs for children in kindergarten through 8th grade. Both programs meet all staff/child ratios as outlined in the regulatory guidance AR 608-10.

Adult/Child Ratios:

- Infants 6 Weeks-13 Months = 1:4
- Pre-Toddler 1-14 Months- 18 Months = 1:5
- Pre-Toddler 2- 19 Months- 24 Months =1:5
- Toddlers 25 Months-36 Months = 1:7
- Preschool 3-5 Years = 1:10
- Kindergarten = 1:12

School Age 6-18 Years = 1:15

Daily Admission/Release: Arrival & Departure Procedures:

Under no circumstance will a child/youth be released to any person who is not authorized to pick up the child/youth. Positive control of child/youth will be maintained at the classroom level.

Upon entering the CYS facility, parents/designated representative will swipe their child into the Child Youth Management System (CYMS) at the front desk before proceeding to their child's classroom. Under no circumstance will the parent/designated representative move beyond the front desk without first swiping in. After swiping in at the front desk, the parent/designated representative may proceed to the classroom. Upon entering the classroom, the parent/designated representative will sign the child in, annotating his/her name, date, time and signature.

School age children may be swiped in by their parent/designated representative or the child/youth will key their personal identification number (PIN) into CYMS, and the parent/designated representative will then sign the child/youth in, as above.

MST youth participate in an open recreation program, which means they are allowed to enter and depart the facility without a parent/designated representative.

MST youth will swipe their key card or enter their PIN and sign in before they may participate in the CYS program.

For pick-up of child(ren), parents/designated representatives will follow the same procedures listed above.

Parents/guardians and visitors will enter and exit CYS Facilities through the front entrance/reception area, except during emergency evacuation and fire drills. During evacuations/fire drills, patrons will follow designated facility evacuation procedures.

Unless prior written arrangements have been made with CYS personnel, only parents or parent designees shown on DA Form 5224-R may take a child from a CYS program.

Children may not be released to siblings or other children under age 13 unless approved by the program director on a case-by-case basis.

School-age children may not leave a program unaccompanied without written permission from the parent.

No parent may be denied access to a child, including the right to pick up a child from a CYS program unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file at the care giving site.

Denial of Child Care Services:

CYS takes all reasonable precautions to offer a healthy environment. Parents/guardians are responsible for dropping off children/youth with weather-appropriate dress and clean diapers (if applicable). Children/youth may be unable to participate in daily activities due to inappropriate dress (Caregivers will notify parents/guardians prior to departure).

To ensure the safety of all enrolled children/youth, the staff will observe children/youth for signs of illness, or symptoms of contagious disease upon arrival, while they are in care, and before they

leave. Parents/guardians must pick up their child/youth that becomes ill while in care within 1-2 hours after being notified. Children/youth who appear to be ill or show visible signs of fever will be screened closely and may be denied admission based upon the following symptoms:

- Temperature above 100.5° F (38.06° C) for children 3 months or younger or above 101.0° F (38.3° C) for children older than 3 months.
- Impetigo- Red oozing erosion capped with a golden yellow crust that appears stuck on.
- Scabies- Crusty wavy ridges and tunnels in the webs of fingers, hand wrist and trunk.
- Ringworm- Flat, spreading ring-shaped lesions.
- Chicken pox- Crops of small blisters on aired base that become cloudy and crusted in 2 to 4 days.
- Head lice / nits- Whitish-grey clot attached to hair shafts.
- Culture- proven strep infections that have not been under treatment for at least 24 hours.
- Conjunctivitis (pink eye)- Red watery eyes with thick yellowish discharge.
- Persistent cough, severe diarrhea, or vomiting.
- Symptoms of other contagious diseases such as measles, mumps, and hepatitis.
- Pinworm infestation.

Centers will post notices of contagious illness the day of exposure.

Sick Child/Isolation:

If your child/youth becomes ill or is injured while in a CYS program the parent/guardian will be notified immediately by a phone call to home or unit. If necessary, the child/youth will be taken to the closest hospital for medical treatment. Your child/youth will be placed in the program's isolation room while waiting for parent/guardian to arrive.

Re-Admission after Illness:

CYS staff will provide Parent/Guardian with an illness/injury readmission form (AE Form 608-10-1B) detailing criteria for readmission. The Child/youth's health care provider should use the form to indicate when it's safe for the Child/youth to return to the program. However, a note alone from the health care provider **will not** automatically re-admit the Child/youth into the program or override Army regulations. The child/youth may only return to the CYS program when the following conditions exist:

- Fever has been absent for 24 hours.
- Nausea, vomiting or diarrhea has stopped for 24 hours.
- The appropriate number of doses of an antibiotic has been given over a 24-hour period for known strep or other bacterial infection.
- Chicken pox lesions have all crusted, usually 5-6 days after onset.
- Scabies is under treatment and a physician's note.
- Lice are under treatment and a physician's note.
- Pinworm treatment has occurred 24 hours before readmission and a physician's note.
- Lesions from impetigo are no longer weeping.
- Ringworm under treatment and a physician's note. The lesions must be covered. If lesions cannot be covered, child/youth will not be admitted until lesion has shrunk.
- Conjunctivitis (Pink Eye) has diminished to the point that eyes are no longer discharging.
- The child/youth has completed the contagious stage of the illness and a physician's note.
- The child/youth can participate in the normal daily activities.
- Hand and foot mouth disease - fever subsides usually 2 to 3 days; rash is not contagious.

Reporting Communicable Disease:

It is important that parents notify their child/youth's program if the child/youth has contracted a communicable disease so the program director can notify the Army Public Health Nurse (APHN) and all parents of the program.

Basic Care Items:

Acceptable basic care items are limited to topical items used for the prevention of sunburn, diaper rash, teething irritation, lip balm, insect repellants and lotions. Products such as these are limited to those identified in AR 608-10 and must be approved by the Food and Drug Administration (FDA). An authorization form must be obtained from the parent/guardian each month in order for such items to be applied. Basic care items will be in their original container and stored out of reach of children. Each item should have the child's first and last name legibly written on it, as well as on the outside of the bag. Contact your program director for a listing of approved basic care items.

Administration of Medication:

Certain medications may be administered in the CYS setting when it is not possible for Parents/Guardians to be present. Only prescribed antibiotics, antihistamines, decongestants, and topical medications from health care providers and U.S. medical treatment facilities may be administered to child/youth who are enrolled in full-day, part-day or regularly scheduled school-age programs. Medications not on the approved medication list must have a medication Exception to Policy by supporting APHN. Medications that are prescribed as needed (PRN) will not be given in programs, except for rescue medications. Parent/guardians will complete and have the health care provider sign the corresponding Medical Action Plan (MAP) for the required rescue medication. All medications must be in the original container, have a current prescription label and if not listed on the "approved medication list" should be accompanied by proper dosing syringe/cup/ spoon. A Child/youth must be taking the medication for at least 24 hours prior to re-admission into a CYS program. Parent/Guardians will complete and sign a CYS Medical Dispensation Record, DA Form 5225-R, for each approved medication to be administered. A Parent/Guardian must complete and sign the form before medication can be administered. This policy will be discussed during the Parent/Guardian orientation. Please contact the individual program for further information.

All medications must include the following to ensure no delay in administration at CYS facilities:

- Medication must be in the original container.
- Containers must have a child proof cap.
- Container will be clearly labeled with child/youth's name.
- Expiration date is on the label.
- Name of medication is on the label.
- The amount of dosage for the medication is on the label.
- Start and end date is on the label.
- The physician's name who prescribed the medication is on the label
- Special storage instructions (i.e., keep refrigerated) should be on the label.
- No "as needed" medication can be given (Not applicable for rescue medications such as Epi-Pen and Inhalers).
- Insulin and glucagon will not be given by CYS staff.
- The first 24 hours of any oral medication must be administered by the parent before CYS staff are authorized to administer.

- No “over the Counter” medications will be administered unless ordered by prescription or are on the list of approved basic care items.

Medication that is prescribed “as needed” cannot be given in the programs, please ensure “as needed” is not written on your child’s prescription. Medication must be in a zip-lock bag labeled with the child/youth’s name. Proper measuring devices must accompany the medicine in the plastic bag. Refrigerated and non-refrigerated medications are stored in each program and kept in one central location, except for rescue medications which are stored in classroom where the child is located, secured where children cannot reach. Medication that needs to be administered only once or twice a day will be given by the child’s parent/guardian. Medication is given at noon and 2 pm in our program. This means medication administered three times daily should be given at 6 am, **2 pm** and 10 pm. Medications administered four times a day should be given at 6am, **Noon**, 6pm and midnight. We encourage parents to adjust medication schedules at home. Required medications must be on site for your child to remain in care.

Self-Medication:

School age youth can self-medicate if the Child/youth’s health care provider determines that it is developmentally appropriate, and the youth knows enough about the health condition and the treatment procedure. Self-medication in CYS programs requires written instructions from the youth’s health care provider clearly spelling out what and when self-medication is allowed and under what circumstances the youth **must** refer to the parents and health care provider for assistance. Parent/Guardians and youth are responsible for notifying the program staff of any medication that will be brought to CYS programs. Youth must self-administer all medications in the presence of CYS staff who will then document the incident. If a youth (6th–12th grade) cannot self-medicate, then a MIAT review is required.

Youth must be instructed not to share medications, and should a youth violate these restrictions the privilege of self-medication will be revoked, and parents will be notified.

Rest and Nap Periods:

Child/youth enrolled in CDC full-day programs or hourly care will have a rest period, usually following lunch. Child/youth wishing to nap can do so, while other child/youths engage in some other quiet activity (e.g. read a book, coloring, etc.). Infants are allowed to follow their own resting/napping patterns.

Personal Items from Home:

Clothing: Children should come to the center dressed appropriately for the weather (e.g. jackets and hats for fall and spring; coats, boots and snow pants, gloves/mitten for winter). Children should come in "play clothes" so that they feel free to participate in indoor and outdoor activities. Long dresses are not permitted for safety reasons. Washable clothing is recommended as children may be involved in messy developmental activities (e.g., art, cooking, and water and sand play). Two changes of clothing for all children under school-age are recommended. All clothing and accessories should be labeled with child’s full name.

Shoes: Children footwear should have rubber soles and be suitable for running, climbing and jumping. For safety reasons, flip-flops, thongs, heels without straps or wedged heels are not recommended.

Jewelry: accessories such as earrings, rings, bracelets, necklaces, and barrettes are not permitted for children under three or children who are in multiage rooms with children under three.

Sleep Aids: If your child is over 12 months of age and has a special soft toy or blanket that they nap with, it may be brought to the program. It is not recommended that children younger than 12 months sleep with soft toys. The naptime toy or blanket will be put in the child's cubby and be made available for use during naptime. These items will need to be taken home for weekly laundering. Please ensure all personal items (i.e., book bags, books, school supplies, clothing, and blankets) are labeled with child's full name.

Personal Toys: The program is not responsible for lost or misplaced items. However, if the items are labeled, it does make it easier for parents and staff to recognize ownership. We recommend that personal toys be left at home to prevent misunderstandings between children/youth, breakage, or loss of a favorite item.

Diapering/Toileting Training:

Diapers: For health and sanitation reasons, only disposable diapers are permitted in our programs. Cloth diapers are only allowed when the use of disposable diapers creates a health risk for the child and the parent/guardian submits a health care provider's statement to that effect. Diapers are checked and changed promptly if they are wet or soiled. Diapers and baby wipes should be labeled with the child first and last name. When children are dropped off, they are to be free from soiled diapers.

Toilet Training: Toilet training is a natural developmental process. Peak readiness is typically at 2 ½ years but will vary with each child. We will not force children to use the toilet, nor will we punish a child for lapses in toilet training. Planning a consistent toilet routine for home and center will go a long way in helping your child accomplish this developmental milestone. You must provide sufficient changes of clothing and training pants.

Transitions:

Children are always supervised closely, and environment facilitates staff visibility and access to children. Extra vigilance is given during transition periods (i.e., arrival, departure, employees shift changes).

Children will be moved to the next older age group when they are of age and developmentally ready. Together, with the parents' input, the Lead and/or the primary caregiver and Training and Curriculum Specialists (TACS) will determine if the child has the developmental skills necessary to adjust to the older group. Parents will be given a memorandum one week in advance regarding the transition. The child will be gradually introduced to the new group beginning with one-hour visits. Parents will be kept informed of the child's adjustment daily.

Celebrations:

Birthdays and Holidays: CYS recognizes that religious, ethnic and seasonal celebrations are a part of valuable traditions. Parents/guardians are encouraged to coordinate plans with the program director and staff in advance of the event. Coordination is necessary as appropriate items for celebration vary based on age and developmental stages of children/youth. All food items must be store bought (e.g., cake or cake mix in its original sealed package) and approved in advance by the director and/or dietician prior to serving to children. Food items may not be prepared at home or in unapproved facilities.

Special Events: Throughout the year, CYS sponsors special events and awareness campaigns

such as Month of the Military Child and Army Birthday. Senior Commanders from Active Army, Guard, and Reserve and other branches of service; congressional delegates, local district officials and other key stakeholders plan and engage in observance of these events. Openings for childcare are available during other special events such as balls and meetings that occur after normal operating hours. This type of care must be coordinated in advance through Parent Central Services.

Emergencies Closures/Evacuation/Mobilization:

In the event of emergency, mobilization or other contingency in which the facility needs to be evacuated, CYS staff will follow a written Mobilization and Contingency Plan. Children/youth may be moved to the designated evacuation sites for safety and supervision if the emergency is not post-wide and only affects one facility. Parents/guardians and military police will be notified.

Frederick: If operations are curtailed or delayed outside of normal duty hours, the announcement will be provided for broadcast to several radio stations. This information is also available by calling the Fort Detrick Hotline at one of the following numbers: 301-619-7611, 301-695-2633 plus 4-digit code 3801, 1-800-256-7621, or TDD at 301-619-2293. In addition, base operation status is found in the top left-hand corner on the Fort Detrick web site, www.detrick.army.mil, and under the inclement weather link at <http://www.detrick.army.mil/weather/>.

Forest Glen Annex: There is a worksite located within the Washington Capital Beltway and staff are required to follow the Washington DC Area Emergency Dismissal or Closure Procedures established by the Office of Personnel Management (OPM). Announcements on OPM administrative dismissal, delayed arrival, and administrative closures are announced through Washington DC media outlets, and through the OPM website www.opm.gov. In addition, base operation status is found in the top left-hand corner on the Fort Detrick web site, [ww.detrick.army.mil](http://www.detrick.army.mil), and under the inclement weather link at <http://www.detrick.army.mil/weather/>.

Childcare will be provided only for mission essential personnel during post closures at the CDC and SAC programs. Hazardous road conditions dictate bringing in only sufficient staff to cover the communities' needs.

In the event of illness, emergency, or facility closure, CYS will make every attempt to contact the parent/guardian. If the parent/guardian cannot be located to pick up the child/youth, the following procedure will be put into action:

- The emergency notification child release designee on record will be called. If the center is unable to contact that person, the next designee listed will be called.
- If none of the designees can be contacted, the military police will be notified, and their procedure will be followed in reference to locating the parent and custody of the child/youth.

Serious Incidents/Minor Incidents/Incident Reporting:

In the event of an Incident resulting in injury to a child/youth requiring medical treatment, the CYS staff will immediately contact emergency services followed by notification of the parents/guardian. CYS personnel will accompany the child/youth immediately to the nearest emergency room by ambulance. The staff or provider will remain with the child/youth until the parent/guardian arrives at the emergency room. Incidents resulting in minor injuries that do not result in emergencies personnel being notified, will be treated with upmost care. Basic first aid will be applied when needed and parent/guardian will be notified of incident.

CYS policy requires written incident/accident reports for falls, scratches, bruises, bites and scrapes that occur while your child/youth is in the program's care to include emergency situations. Parents/guardians will be informed of the incident/accident and will be asked to sign the report. All reports are kept in the child/youth's folder and child abuse allegations are reported to higher headquarters.

Transportation Policy:

CYS staff is trained to operate government vehicles to safely transport children/youth on and off post. Our safe passenger rules must be always adhered to; please review them with your child/youth. Failure to follow these safety rules may result in the suspension of a child/youth's transportation privileges. The CYS program does not provide/utilize bus monitors to and from school at CYS expense.

- Seat belts must be always worn in minibuses. Buses will not move until everyone is buckled up.
- Everyone must remain seated and facing forward on buses. Buses will not move until everyone is properly seated.
- Inside voice is to be always used in vehicles.
- Eating, chewing and drinking are prohibited in vehicles.
- No objects (including body limbs) shall be extended out a window.
- Littering is prohibited. Trash should be placed in designated trash containers.

Field Trips:

As part of the curriculum, field trips and nature walks are scheduled to FMWR sites and other local sites to augment the developmental program. All field trips receive input from Families, child/youth and staff to offer planned activities in conjunction with community service projects. Field trip sites are visited by staff prior to the scheduled trip parents/guardians will be informed in advance of the date and destination of each trip and will be required to sign a permission form for each child/youth participating in the trip. Ratios must be maintained by paid staff supplemented with adults, such as parents or volunteers. Ratios for high-risk activities must follow guidance. Please consult the program director for additional information on high-risk activities.

Food and Nutrition:

CDC programs provide all infant jar food, cereal and teething biscuits. CDC programs offer on-site ready to feed iron-fortified formula for infants in full- and part-day programs. These specific USDA CACFP approved formulas are free of cost and parents/guardians have the option to decline. Parents/guardians are responsible for preparing bottles and providing an adequate number of bottles labeled with the date and child's first and last name.

Glass bottles are not allowed, and all bottles must have caps. Medications or cereal may not be mixed with formula, unless otherwise indicated in the MIAT care plan due to medical reason. Bottles for infants (under 12 months) may only contain formula or breast milk. Whole milk is allowed for children over 12 months.

Infants under 12 months will be fed individually and according to the infant's feeding plan. Infant Feeding Plans are based on USDA CACFP guidelines and are established by the parent and recommendations of the child's physician or other qualified health professional.

For children with allergies supported by a special diet statement and a MIAT review, our program offers Silk brand, Organic Soy milk and Rice milk for children with medically identified milk allergies.

Family Style Dining:

CYS programs sit and dine “family style” with children/youth in centers, except for SAC and YC programs that serve buffet-style meals. Family style dining promotes expanded language and cognition skills, builds fine motor skills and models appropriate eating habits while fostering social interactions. Most importantly, family style dining promotes a feeling of unity and acceptance that is essential to emotional development. It is developmentally age appropriate for children/youth to participate in cleaning and setting tables, preparing meals, serving themselves (with staff assistance if needed) and assisting with clean-up after meals.

Parent Participation Program:

The Military Child Care Act requires the establishment of a parent participation program at each DoD installation. The program allows parents/guardians to earn points by participating in pre-approved activities on post, off post, or in the comfort of the parent’s home. ***Parent/guardians who wish to take advantage of this cost saving opportunity will receive a 10% monthly fee reduction once 10 points (1 point per hour) are earned.*** Here are a few ways Parent/Guardians can earn points towards fee reductions in childcare:

- **Parent Education:** Offer classes at least quarterly during the CYS Orientation Training and through Army Community Service. Regularly scheduled classes include some of the following (1) child growth and development (2) special needs awareness, (3) character counts, (4) baby sign language and (5) child guidance techniques.
- **Parent Advisory Board (PAB):** The PAB is a parent/guardian forum that meets at least quarterly to discuss current issues and offer recommendations for CYS program and service improvements. Parent/Guardians concerns are channeled through the program director to the installation commander for review and disposition.
- **Parent Conferences:** Provide parents/guardians a formal means of communicating with those who provide direct care to their children on a regular basis. It offers a great opportunity for Parent/Guardians to learn up to date community news and program information while discussing their child/youth’s developmental progress. Information is shared with Families daily, in person as well as telephonically. Conferences are held three times a year. During this time, children, Families, and their primary teacher discuss developmental progress.

Mission Related Extended Hours:

Provided at no additional cost for short term childcare (generally up to 3 hours a day) CYS childcare programs support patrons that have mission requirements, mobilization, deployment, contingency or TDY responsibilities after normal duty hours. CDC supports unit requirements for childcare during training exercises, and alerts to the extent possible. CDC operating hours for full-day care will reflect installation variable duty hours. Other childcare programs provided for extended hours are Long Term Care, trained CDC baby-sitters, and Army Community Services foster homes as well as available off-post options. Extended hours per operations are according to the Installation’s Child Youth Operations Plan (ICOP).

Families are not charged for approved Army mission related extended hours care. Families must provide written validation confirming the mission related extended hours care. The Soldier’s Unit/Sponsor’s Supervisor will provide documentation to qualify for approved mission related

extended hours care to the center-based program staff. Extended duty hours care is generally up to 3 hours a day.

After Hour Care:

Children/youth must be picked up by posted closing time. When a Child/youth is left at the site past closing, staff will attempt to contact the parent/guardian using all telephone numbers provided, to include the emergency release designees. If there are no positive responses to these calls, and the child/youth has not been picked up within 15 minutes of posted closing time, CYS Employees will follow the Child Abuse & Neglect reporting procedures.

CHAPTER 4 - PAYMENTS AND REFUNDS

Joint Base Location:

At Joint Base locations where the Army is the supporting Service, Non-Army Families are not eligible for deployment support services fee reductions unless reimbursed by the supported Service. At Joint Base locations where the Army is supported by another Service, Army Families are eligible for deployment fee reductions, which are reimbursed to the supporting Service.

Tax Liability:

All Civilian Families using on-post childcare are required to register with the designated DoD Third Party Administrator and complete an online parent enrollment form to determine the tax value of their childcare subsidy. Each year DoD must determine the value of the childcare subsidy. This net value is the amount that is considered potentially taxable income associated with the DoD childcare subsidy. Only childcare subsidies that exceed the \$5,000 exclusion (\$2,500 for married individuals filing separately) are taxable and reportable. Sponsors are responsible for considering any dependent Care flexible Spending Accounts (DCFSA) to determine if the net value plus the DCFSA value exceeds the \$5,000 or \$2,500 amount.

Total Family Income (TFI):

TFI is all earned income including wages, salaries, tips, special duty pay (flight pay, active-duty Demo pay, sea pay), and active duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income, including SSI paid to the spouse and VA benefits paid to the surviving spouse before deductions for taxes. TFI calculations must also include quarter's subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind. For dual military living in government quarters include BAH RC/T of the senior members only; for Defense civilian OCONUS include either the housing allowance or the value of the in-kind housing provided. Current BAH chart is located at <https://www.defensetravel.dod.mil/site/bah.cfm>

DOCUMENTATION NEEDED TO DETERMINE TFI:

- Military or Civilian Sponsor's current Leave and Earnings Statement (LES).
- Spouse/Partner's LES, W-2 forms, and/or other income documentation.
- Schedule C (IRS return) from previous year to demonstrate wages from self-employments.
- Letter from employer if Spouse/Partner has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours in order to calculate an annual pay estimate. Pay stub must be submitted following the first month of employment.

Each family, regardless of income category, must provide income documentation. Families are not permitted to automatically elect to enroll in the highest fee category. Failure to provide the required information will delay the processing and approval of childcare services as well as could result in denial of childcare. Office of Secretary of Defense requires a summary of TFI information be reported on the Annual Fee Review Report.

Fees for Blended Families and for Legally Separated Families will be based on the TFI of the household.

Fees for Legally Separated Families are contingent on a legal separation document, a signed separation agreement, or a notarized statement explaining that the parents are separated and unable to reconcile their marital relationship, civil union, or domestic partnership. Military Sponsors must have the Battalion Commander co-sign document.

TFI Category is adjusted when:

- Unemployed spouse/domestic partner finds paid employment.
- Family is granted a Financial Hardship/Extenuating Circumstances Reduction.
- Annual Internal Review Audit documents inaccurate documentation of TFI or Fee changes.
- There is a documented reduction in TFI (e.g., change from full time to part time, furlough, loss to a new employment of unemployed spouse, etc.).

Parent fees will be adjusted when:

- The Family moves to a new TFI Category.
- Child/youth transition between programs with different fees, e.g., full day care to kindergarten, Full Day to Part Day, After School to Summer Camp, Child Development Center to Family Child Care, etc.
- Army Fee policy directs a fee change.
- A Financial Hardship Waiver is approved.
- The Family relocates to another installation with different fees.
- Special circumstances (furlough).

Program Fees:

Program fees are generated semi-monthly on the 1st and the 15th of the month. Parents can pay monthly fees for regularly scheduled Full Day, Part Day and Part Time Care in monthly or semi-monthly installments. Incoming families make their initial payment for care at the time they accept the childcare space offered by the CYS PCS Office. **Services will be terminated if full payment plus late fee charges for the month are not received by the last working day of the month unless a command approved financial hardship waiver has been initiated.**

Hourly Care fees: The Standard Army-wide hourly care rate is \$8 per hour per child for ALL CYS programs regardless of Total Family Income (TFI) category. **Multiple Child Reductions do not apply to hourly care.** Hourly care payment is due at the time of pick-up. Failure to make the payment will result in termination of availability of childcare services. Same day or walk-ins may be accepted on a space available basis. Reservations for childcare can be made in advance, check with your CYS program for further details.

CYS WEBTRAC Payments: Some CYS programs allow patrons to make online payments. Please contact your local Parent Central Services for availability of WebTrac payment options.

Other Payment Options: Payments may be made with check, credit card, auto debit (if applicable) or through WebTrac. Personal checks will be accepted in the amount due only.

Late Pick-Up Fee: CDC and SAC programs are authorized to charge a late pickup fee of \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. After 15 minutes, the charge is \$8.00 per child/per site for the next 45 minutes. If Family has children at different sites, late pick-up fees are assessed per site. Fee is payable before the child is readmitted to care. CYS emergency procedures will be followed when the child(ren) is (are) left at the program one hour after closing the program. Late pickup fees are not charged for approved mission-related circumstances or when specific arrangements to extend childcare are made prior to pick up.

Late Payments: Late payment fee is charged after the 5th business day and is \$10.00 per child per payment cycle (semi-monthly), charged maximum of \$20.00 per month.

When late or non-payments have been identified, the procedures as outlined in the SOP, Subject: "Non-Payment of Child Care Fees, Collection of Delinquent Accounts and Denial of Services" will be followed which include:

- Verbal Warning. By Front Desk staff during swipe in/swipe out on the 4th and 5th days of each semi-monthly billing cycle. CYMS swipe stations should be toggled to 'Display Message if HH Balance Exists' so front desk personnel can give parents a courtesy reminder of approaching payment deadlines.
- Personal Follow-Up. By Program Manager on 6th day of the first delinquent billing cycle. Families with an outstanding balance should be contacted via telephone, in writing or in person regarding the outstanding balance. This will include informing Families of their option to request a Financial Hardship Waiver from IMCOM G9 and reminding of them of penalties if payment arrangements are not made by established deadlines.
- Written Notice of Non-Payment/Potential Termination. By Program Manager on 6th day of the second delinquent billing cycle. This will be a template Army-standard notice. If possible, Program Manager should also do a final verbal follow-up in conjunction with this letter to ensure the Family fully understands the pending consequences and to encourage them to seek assistance if warranted.

Note: When payment is not received by close of business on the last day of the month, garnishment of wages will be initiated.

Financial Hardship Waiver: Families must demonstrate a need for a childcare fee reduction due to financial hardship based on a review by an ACS financial counselor or a certified financial professional external to CYS. The counselor will provide a recommendation for a fee reduction to the Garrison Commander. Fee Adjustments for Financial Hardships must be re-evaluated at least every six months by the counselor or Garrison Commander. **Families whose childcare fees are 25% or more of their Total Family Income (TFI) may request a hardship review.** Fee adjustments for financial hardships do not apply to DoD contractors, specified space available patrons, Hourly Care, Youth Sports, or SKIES *Unlimited* Instructional Classes. Contact the Outreach Services director at your childcare facility for assistance in filing a hardship.

Leave/Vacation Options: Family Child Care Fees are annualized during registration for a 2 week Leave/Vacation which reserves the child's space. The option chosen must be used during the registration year and cannot be carried over into the next year. Families who opt for 4 weeks of Leave/Vacation pay a higher monthly fee than families who chose the 2 weeks fee option. Vacation must be taken in a minimum increment of five consecutive workdays. Families must provide advance notice prior to taking leave/vacation. **Leave vacation options are available to patrons enrolled in CDC programs ONLY.**

Withdrawal/Out-processing: Parents are required to provide a 30-day termination/disenrollment notice to withdraw from full day or before/after school care program. Patrons who fail to provide a 30-day termination/disenrollment notice will be charged the applicable fees. Patrons who provide more than a 30-day termination/disenrollment notice are eligible to receive a withdrawal discount of ten percent. The one-time reduction may be applied to the final (last full billing cycle) payment for full day and before/after school care program. This reduction is not applied to Families transitioning to other on post CYS Services programs (e.g., transitioning from CDC to SAC, etc.), Families being supplanted, and DoD contractors and specified space available patrons.

Absenteeism: No credits or refunds are issued for child/youth absenteeism due to:

- Regular childhood illnesses or injuries (two weeks or less).
- CYS program closures due to inclement weather, staffing training, or special installation circumstances determined by the Garrison Commander.
- Withdrawal except in situations approved by the CYS Coordinator where the child/youth has not started the class and for.
- Unused leave/vacation.

Refunds: Refunds are authorized for:

- Program closures for repair or renovation when an alternate care setting is not provided.
- Unexpected, prolonged child absence due to Family emergency or extended.
- Withdrawal from a regularly scheduled childcare programs upon receipt of PCS orders.
- Withdrawal from a Youth Sport (occurring before midseason of the sport) upon receipt of PCS orders.

Sponsors requesting refunds for circumstances outside the scope of this policy must submit their justification in writing through the program director to the garrison commander. Exception to Policy forms are available at PCS or at your program facility.

PARENT FEE REDUCTIONS/INCENTIVES:

Deployment Support Services: Patrons who are presently receiving deployment support benefits will continue to receive these benefits until their current deployment status changes. Those receiving the CAT 1 fee reduction will continue to receive this reduction until their annual re-registration occurs.

There are five (5) eligibility criteria to the deployment support services

- Criteria 1: Deployed Contingency Operations
- Criteria 2: Assigned to a Warrior Transition Unit WTU
- Criteria 3: Deployed Rotation Forces
- Criteria 4: Deployed Non-Contingency Operations
- Criteria 5: Survivor Outreach Services (SOS).

For a Soldier to be eligible for deployment support benefits, one of the above eligibility criteria must be indicated in either official orders or a letter from the Commander. TDY, TCS and PCS statuses must align with one of the five (5) eligibility criteria.

Parent Participation Fee Reduction: Parents may earn a fee reduction for participating in CYS programs. A 10% reduction on one month's fee for one child may be awarded for each ten hours of parent participation. Reductions are limited to 10 percent per child per month. Parent participation points may only be used for regularly scheduled programs (e.g., full-day care, part-time care, part-day toddler/preschool, before/after school age care, school break camps and MST

Before care and MST camps). Parent participation points will not be used to reduce hourly care fees. Parent participation hours may accumulate month to month and may not be shared with other Families.

The CYS Coordinator may approve Military Units or formal organizations such as Family Readiness Groups (FRG) to "adopt" Families who are unable to accumulate participation hours due to deployment or other extenuating circumstances. Families **must be identified and approved prior** to the accumulation of points. Members of units or organizations are not required to have children or youth enrolled in CYS. Adopted Families **may not** use hours accumulated on their behalf when the deployment or extenuating circumstance ends.

Multiple Child Reductions (MCR): A 15% MCR is applied when more than one child is enrolled in regularly scheduled childcare programs or seasonal youth sports offered by CYS. MCRs for childcare and youth sports are determined separately and may not be combined. MCRs are *not* applied to Hourly Care, SKIES*Unlimited* fees, or School Age occasional user fees.

Seasonal youth sports: MCR applies to Families with more than one child enrolled in a seasonal youth sport. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in a youth sport occurring in the same season.

Regularly scheduled childcare programs: MCR applies to Families with more than one child enrolled in ongoing childcare programs. The child enrolled in the highest cost care option is considered the first child and pays full fee. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in regular ongoing childcare program.

Extended Duty Child Care Fee Assistance: Provided at no additional cost for short term childcare (generally up to 3 hours/day) beyond regularly scheduled care hours based on Sponsor's typical duty day/care requirements). A written validation statement is required from the Soldier's unit/Sponsor's Supervisor.

Mission Related Extended Duty 24/7 Fee Assistance: Provided at no additional cost for care beyond regularly scheduled care hours. Individual Families are authorized up to 15 days for Extended Duty Child Care per year.

CHAPTER 5 - CURRICULUM AND PROGRAMS

CHILD DEVELOPMENT CENTERS (CDC)

The Creative Curriculum is the authorized curriculum used in CDC for children ages 0–5. The Teaching Strategies (TS) Gold developmental assessment, *Checkpoints*, will be used to document the progress of children. All activities will be developmental in nature and recognize children's individual differences by providing an environment that encourages self-confidence, development of self-help and life skills, curiosity, creativity, and self-discipline as outlined in the Creative Curriculum. Concrete experiential learning activities encompass the following six domains: Social, Physical, Language/Literacy, Cognitive/Intellectual, Emotional and Cultural.

Typical child routines such as mealtimes, clean-up times, napping and rest times, and diapering and toileting are integral parts of the curriculum, not separate items between curriculum areas. Daily specific lesson plans and schedule along with weekly lesson plans are posted.

SCHOOL AGE CENTER (SAC)

Curriculum and programming centers around the five School Age services areas:

- Sports, Fitness and Recreation
- The Arts
- Character & Leadership Development
- Education & Career Development
- Health, Wellness and Life Skills

Children will have input into activity choices to ensure the activities meet their needs and interests. Documentation of child input into activities is on file in the program. Program choices are designed and implemented to meet a variety of child interests to cover a wide variety of skill, ability and interest levels.

Daily schedules/lesson plans will be flexible, provide stability without being rigid, allow children to meet their physical needs (e.g., water, food, restrooms) in a relaxed way, allow children to move smoothly from one activity to another, at their own pace, and facilitate transitions when it is necessary for children to move as a group.

Program activities are offered in Life Skills, Citizenship, and Leadership Programming. A variety of clubs and committees will be available to expand children's interpersonal, speaking, and leadership skills. Program choices will be offered to help children develop skills in independent living and life planning such as cooking, swimming, etc.

MIDDLE SCHOOL/TEENS (MST)

The MST program utilizes a comprehensive youth development curriculum framework to ensure the physical, cognitive, social and emotional needs of youth are addressed. The framework is comprised of Five Functional Service Areas to meet the core requirements. Youth will work together with staff to ensure they have input into activity choices. Activities must meet the needs and interests of the youth. Intent is to have a combination of youth and adult choices in the lesson plan. Youth will help determine frequency. Activities will reflect the program's written philosophy and goals for youth in a prominent area.

Program opportunities will be offered in life skills, citizenship, and leadership in the following program areas:

- Youth Councils will provide opportunities for youth to actively participate in planning and conducting youth programs.
- Volunteer Community Service will provide opportunities for youth to actively learn through service to their community.
- Workforce Preparation provides opportunities for youth to prepare for successful entry into the workforce.
- Youth Technology Lab provides opportunities for youth to explore interests, enhance technology skills, and research information.

We encourage our Families to share their culture, heritage and home language throughout all curriculums.

CHILD AND YOUTH SPORTS AND FITNESS PROGRAM

The Child and Youth Sports and Fitness Program utilize a comprehensive framework to ensure the physical, cognitive, social and emotional needs of youth are addressed.

- The System is comprised of Four Service Areas to meet the core requirements:
 - Team Sports
 - Individual Sports
 - Fitness and Health
 - Outreach
- Team Sports are offered for all children ages five and above in the following sports:
 - Baseball/T-Ball
 - Soccer
 - Basketball
- Individual Sports are offered in at least three locally selected sports. A minimum of one Fitness and Health option is offered anytime during the year such as healthy lifestyles, healthy eating, personal hygiene, etc.
- Fitness and Health programs focus on nutrition education/counseling and health promotion. These programs are implemented throughout the CYS system.
- Nutrition, Counseling, or Health activities/event
- At least one other locally determined option i.e., aerobics, swimming laps, weightlifting, biking, fitness trails, challenge courses, walking, jogging, hiking, etc.
- Outreach programs are offered in CDC, SAC, and MST in four areas throughout the year.
 - Intramurals (SAC/MST)
 - Motor Skill Activities (CDC/SAC) i.e., Start Smart
 - Skill Building Clinics (all)
 - MWR Partnerships (SAC/MST) i.e., Gymnasium, Outdoor Recreation

A minimum of one additional outreach activity (usually a special event or camp) is offered.

CORE PROGRAMS:

Child Development Centers (CDCs): (Ages 6 weeks-5 years) Offer on-post full-day, part-day, hourly childcare, extended duty day care (“We’ve Got You Covered”) and the *Strong Beginnings* Pre-Kindergarten program. May also include standalone CDC annexes and satellite sites. Care is provided by trained staff and operations are subject to Department of Defense (DoD) Certification. (Child Development Center 74017).

School-Age Centers (SAC): (Ages 5-12 years) Offer before and after school programs, weekend activities during the school year, summer care and camps during school vacations. Care is

provided by trained staff and operations are subject to DoD Certification. (School Age Center [Child Development Center ages 6-10] 74016).

Youth Centers (YCs): (Ages 11-18 years) The Youth Program offers comprehensive, supervised program options and affordable, quality, predictable services that are easily accessible for eligible youth in grades 7 through 12 (may include 6th grade depending on local school configuration) who are generally 11-18 years of age. This is achieved through a comprehensive Youth Program framework consisting of the Five Functional Service Areas. Through formal partnership agreements with several nationally recognized youth-serving organizations, such as United States Department of Agriculture (USDA), 4-H, and Boys & Girls Clubs of America (BGCA), youth have access to programs, standardized curricula, special events, camps, scholarships, etc., no matter where they live. Supervision and programming is provided by trained staff and operations are subject to DoD Certification. (Youth Center 74066).

Youth Sports & Fitness Programs: (Ages 3-18 years) Offer developmentally appropriate opportunities for children and youth to be engaged in individual and team sports, competitions, skill building clinics, and nutrition and health classes that foster development of life-long healthy habits. Provided by trained CYS employees and volunteer coaches in a variety of settings including Youth Centers, MWR Facilities, Schools, community fields and facilities. (DODI 6060.4, AR-215-1, AR-608-10).

Baseline Programming includes:

- Team Sports
- Individual Sports
- Fitness and Health
- Outreach

Get Fit... Be Strong: A comprehensive health, fitness and wellness campaign in an effort to increase children and youth's physical activity and teach them healthy lifestyle techniques. The "*Get Fit, Be Strong*" initiative is executed in School Age Care (SAC), Middle school/Teen Programs (MST), Child & Youth Sports & Fitness (CYSF) and Army Youth Programs in Your Neighborhood (AYPYN) Schools. All children and youth enrolled in SAC, MST, CYSF and AYPYN programs have daily opportunities to participate in self-directed and staff-facilitated physical fitness activities while earning recognition from the President's Challenge Physical Activity & Fitness Awards Program. CYS/AYPYN staff and parents will also be able to participate in this initiative, thus setting great examples and serving as role models for children and youth. (IMCOM Operations Order 11-419).

National Alliance for Youth Sports (NAYS): NAYS is the nation's leading youth sports educator and advocate with national programs that educate administrators, coaches, officials and parents about their roles and responsibilities in the context of youth sports, in addition to offering youth development programs for children. Since 1993, the National Alliance for Youth Sports has created a unique partnership to bring quality youth sports programs to children on military bases in CONUS and OCONUS locations. Through NAYS CYS offers; youth sports coaches' certification, youth sports officials training services, parental sports education and marketing services, Start Smart Sports Development Program for Child Development Services, and on site and on-line educational forums on Army installations worldwide.

Parent and Outreach Services Programs

Parent Central Services: (Ages 6weeks-18years) Offers registration, enrollment, records transfer, parent education classes, and babysitter training and referral services for Families.

Includes CYS *Parent Advisory Board*, non-traditional outreach services, and *Parents On Site* volunteer program. Provides program information, sends eNews publications and messages and contributes to web sites of interest to parents.

Kids On Site/Short Term Alternative Child Care: (Ages 6 weeks-12 years) Offers short term hourly child care for Families using/attending Command Sponsored events, e.g., Strong Bonds, Family Readiness Groups, Memorial Services, Yellow Ribbon Events etc. Provided by CYS employees in a variety of on and off post settings that may include Family and Morale, Welfare and Recreation facilities, Chapels, Armed Forces Recreation Centers, Hotels, s, Armories, etc. Parents remain on site or are immediately available in an adjacent facility.

Kids At Home: (Ages 6 weeks-18 years) Offers non-traditional outreach services to support Families with children/youth whose primary care/educational setting is in their own home. Includes *imAlone* classes for enrolled children (11-15 years) whose parents have determined that they can be home alone during out of school hours, and *Home School Services*, e.g., use of CYS tech labs, multipurpose rooms, homework centers, instructional programs for educational purposes during school hours (when facilities are not in use) by children/youth who are home schooled and accompanied by their parents.

Parents On Site/Parent Co-Ops: (Ages 6 weeks-12 years) Offer support services for the operation and management of parent co-ops that exchange babysitting services, infant/toddler playgroups, short term care in unit settings by Family members in one unit or organization for similar services at a future agreed upon time with Family members in another unit or organization. Care is provided by parents with CYS staff assistance and operations are subject to *DoD Certification*.

CYSitters/Trained Babysitters: (Ages 6 weeks-12 years) Offer formal training for teens and adults who provide short term hourly child care in Families' own homes. Training covers skills needed to safely and appropriately care for children and includes First Aid and CPR, program activities and the "business" of babysitting. Trained CYSitters receive a certificate of completion and a wallet card and may be placed on the CYS' babysitter referral list at <http://www.sittercity.com>.

Deployment Support Services

- **Operation Military Kids (OMK):** Operation: Military Kids is a collaborative outreach effort between many different organizations to build capacity in local communities to support military children and youth impacted by deployment and build resiliency during the reintegration process. OMK is funded through the Army National Guard and Army Reserve. National partners, (e.g., Army Recruiting command, Army Cadet Command, Military Entrance Processing Stations, 4-H, Boys & Girls Clubs of America, Military Child Education Coalition, the American Legion, Child Care Aware of America) provide support to geographically dispersed military families where they live. Programs and services are delivered by State Teams comprised of local representatives from the partner agencies listed above.
- **Youth Technology Labs (YTLs):** (Ages 6-18 years) Provide a safe, secure, and age-appropriate place where children and youth can engage in technology-based activities and programs; both key to linking youth with their deployed parents and serving as a vital component of CYS Homework Centers and Mobile Tech Labs that support geographically dispersed children and youth through Operation Military Kids.
- **Operation Military Child Care (OMCC):** Supports the childcare needs of Active Duty, National Guard and Reserve Soldier parents who are mobilized or deployed. OMCC helps eligible

Families locate childcare options in local communities. Sites must be licensed and be inspected annually.

- **Child Behavior Consultants:** Provide on-site counselors in child and youth programs to offer non-medical, short term, situational, problem-solving counseling services to staff, parents, and children within CYS facilities, garrison schools and summer camps.
- **Respite Child Care:** Offers respite childcare for parents to give them temporary relief from child rearing duties and allows them time to take care of personal business. Families are offered 16 hours per child, per month at no cost care beginning 30 days before Soldier is deployed and ending 90 days after Soldier returns.
- **“We’ve Got You Covered:”** Offers extended hours in designated CYS operations to ensure childcare is available for enrolled full day children at no additional cost to Soldiers who have mission requirements beyond normal duty hours.

Community Based Programs- Mission Youth Outreach: (

Ages 6-18) Partnership between Army CYS and Boys & Girls Clubs of America providing children from families of reserve and active-duty personnel with a free membership at their local Boys & Girls Club. Reserve, National Guard, and Active-duty youth need to be able to connect with other youth in similar situations. The partnership delivers physical, emotional, social, and cultural programs for military youth living in civilian communities. Mission: Youth Outreach supports military kids coping with the stress of having a parent or parents deployed by creating a network of youth who can empathize and help them cope with their new world of being suddenly “military.” Through a Joint Military Services initiative, military dependent children ages 6-18 can get pre-paid programs and services through their local Boys & Girls Clubs.

Army Affiliated CYS Programs: (Ages 6 weeks-18 years) Offer Child Care and Youth Programs at rates comparable to the Garrison for Army Families living off-post in garrison catchment areas. Includes: *Army Child Care in Your Neighborhood* for children 6 weeks-5 years, *Army School Age Programs in Your Neighborhood* for children ages 6-12 years, and *Army Youth Programs in Your Neighborhood* for youth ages 13-18 years. Programs are centrally funded and managed through an Army enterprise contract with a Third-Party Administrator that locates providers and administers the fee assistance program for parents using these services. Participating programs are generally in communities surrounding garrisons highly impacted by Army Transformation. Supplements, not replaces, Army operated on base Child and Youth Programs.

Army Sponsored CYS Child Care Programs: (Ages 6 weeks-12 years) Offer child care for geographically dispersed Families where they reside. Includes *Military Child Care in Your Neighborhood (MCCYN)* for Active Component Families and *Operation Military Child Care (OMCC)* for Reserve Component Families throughout the ARFORGEN cycle. Also serves geographically dispersed Families of recruiters, ROTC, MEPCOM, and Corps of Engineers that live beyond reasonable commuting distance of military bases. Programs are centrally funded and managed through an Army enterprise contract with a Third Party Administrator that locates providers and administers the fee assistance program for parents using these services. Participating programs are available in 50 states, Puerto Rico and Guam. Supplements, not replaces, Army operated on base child care.

Army School Support Services:

(Grades K-12) The purpose of School Support Services is to reduce the conflict between military mission requirements and parental responsibilities related to K-12 education. School Support Services provides a variety of programmatic strategies and resources to achieve this mission and to support academic success and wellness for Army children and youth.

School Liaison Officers (SLOs): Have strong educational backgrounds and are located on each Army garrison. SLOs provide support to Garrison Commanders, Army Families and school districts. SLOs advise garrison command staff on matters related to schools; assist Army Families with school issues; communicate information and support services to Army Families and schools; support Army Families during school transitions; collaborate with school districts to build positive relationships and address issues that impact Army students; facilitate training for parents, schools, and garrisons; foster reciprocal transition practices among school districts and increase school transition predictability for Army Families.

Homeschool Support: Provided to Families who choose to homeschool their children. SLOs gather and share policies and resources to help these families overcome unique challenges and barriers.

Homework Centers (K-12 grades): Create a safe and familiar before- and after-school academic support environment in SACs and YCs.

School Youth Sponsorship Programs: Ease school transitions in CONUS and OCONUS schools.

Tutor.Com: (K-1st Yr College) offers free, online tutoring services to dependent children of active-duty Army personnel, dependent children of deployed Army National Guard personnel, dependent children of deployed Army Reserve personnel, dependent children of Army Wounded Warriors/Survivors, inactive/part-time Army National Guard personnel and their dependents and inactive/part-time Army.