



UNITED STATES ARMY
CHILD & YOUTH SERVICES

Parent Handbook

Redstone Arsenal



Child Development Centers (CDC)

Mills Rd CDC Building 5600/5601

Ages 6 weeks –5 years old

Mon-Fri7:00-5:00pm (6:30 AD Military only)

Building 5600

CIV: 256-842-5631

DSN: 788-5631

Building 5601

CIV: 256-876-1663

DSN: 746-1663

Goss Rd CDC Building 3145

Ages 6 weeks –5 years old

Mon-Fri7:00-5:00pm (6:30 AD Military only)

CIV: 256-876-7952

DSN: 746-7952

School-Age Care Center (SAC)

Kindergarten– 5th grade

Myra M. Garriott Building 3155

Youth Center Rd.

Mon-Fri2:30-5:30pm

CIV: 256-876-6595

DSN: 746-6595

School Out Days, All Camps

Summer Hours: Mon-Fri.....7:00am-5:30pm

Middle School/Teen Center (MST)

6th grade– 12th grade

Building 3148 Youth Center Rd

CIV: 256-876-5437/ DSN 746-5437

Mon-Fri.....1:00-6:30pm

Youth Sports & Fitness

Building 3153

Cell: 256-479-2169

MS Teams: 520-725-8630

Parent Central Services (PCS)

(Registration for all programs)

Building 3443 Aerobee Rd

Mon-Thu.....8:00am-4:30pm

Friday8:00am-1:00pm

CIV: 256-876-3704

DSN : 746-3704

Military Child Care: (MCC)

<https://militarychildcare.com>

School Liaison Officer (SLO)

Building 3443

Mon, Wed8:00-4:30

Friday_____ 8:00-12:00

CIV: 520-725-8641

Cell: 256-947-1576

CYS Main Office

Mon-Fri.....8:00am-4:30pm

CIV: 256-313-2182

DSN: 897-2182

CYS facilities are *closed on* Federal Holidays and for annual training conferences. These conferences will always precede a training holiday, and strategically be determined by the garrison commander, as an in-service work day to improve the quality child care.

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REDSTONE ARSENAL

Child and Youth Services

First of all, I would like to welcome you to your new family. We are excited about having you as a part of our team. We are most excited about your child, or children, participating in our quality childcare programs. Your child, or children, will receive the very best in childcare here at Redstone Arsenal.

All of my staff are well trained. As a matter of fact, they are afforded their very own trainer, who teaches them the basics of quality childcare. Some of the very basics includes communication, guidance, supervision, family style dining, safety, and even more. They also undergo a very rigorous background check inquiry which includes, local, state and federal background checks that can span decades. This is one way we ensure that the people who are caring for your children are people who enjoy children. Whether your child or youth is involved in full day care, at one of our two child development centers, or participates in one of our after school programs such as School Age Services or the Middle School Teen Center, we do our best not to let our families down. I hope that you will find this handbook useful and a resource tool for recalling information that may have been discussed, during your parent orientation. In this edition, you will have information covering our programs, staff, policies, and our Department of the Army and other requirements. Although it may seem a little overwhelming to the eye, please don't fret about all of the information; it is here when you really need it.

Again, it's really cool to have you as a part of our CYS family.

Dionne Morrisette CYS Chief



“We are committed to serving our Redstone Arsenal family with the best in quality child care. It is our greatest privilege to know that our parents trust us with their children.”

Andre Terry

CAREGIVERS CREED

I am an Army Caregiver, a professional trained in my duties. I serve the Department of Defense Families who protect the nation by protecting their children. I will always provide a safe, nurturing, and enriching environment. Never will I put children 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 Caregivers are key members of the Army Team. I am an Army Caregiver!

CUSTOMER SERVICE STANDARDS

Directorate of Family and Morale, Welfare and Recreation (DF&MWR) 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.

Overarching C-U-S-T-O-M-E-R Service Standards

- **C**heerful greetings for every customer
- **U**se positive communication, in person, on the phone and in email
- **S**how a positive image and attitude
- **T**eamwork – Support the Team
- **O**wn your job – Take responsibility for the role you play in service delivery
- **M**ake every effort to resolve customer request with respect and professional courtesy
- **E**xtra mile – Go the extra mile to exceed customer expectations

Mission: Our mission is to reduce the conflict between unit mission readiness and parental responsibility by offering quality programs and accountability for children and youth in a seamless delivery system compromised center-based Child Development Centers, School Age Center (SAC) and Middle School and Teen (MS/T) centers. CYS provides critical support services to mitigate such stressors.

Philosophy: Our purpose is to provide quality, affordable child and youth care. We are dedicated to providing safe, healthy environments, positive, enriching learning experiences and loving care for your child. When you enroll your child/youth at one of our Redstone Arsenal facilities, your family joins your child in new experiences and relationships. All of us have a responsibility to protect the health, safety and well-being of your child. We want you to establish good relationships with the staff working with your child by spending time in your child's program. Ask questions about the program and observe the activities. Provide us with the information we need about your child and family so that our programs can provide great care.

Program Goals:

Provide safe, loving and nurturing environments

- Develop new life skills
- Develop a sense and understanding of character values
- Develop self-confidence, self-respect and self-reliance
- Develop good decision-making and leadership skills
- Develop positive family and social relationships
- Develop a sense of world-mindedness and a concern for others
- Develop interest, respect and understanding of our natural world
- Develop sportsmanship, teamwork and a sense of fair play
- Develop physical skills and ability
- Develop good health and nutrition habits

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

Communication/Feedback: Parents/guardians who wish may post questions, comments or concerns regarding Morale Welfare and Recreation (MWR) by email to your Director. If you do not have access to email, write your questions, comments or concerns and place them in the drop box designated at the Parent Central Services office. You have the option of remaining anonymous or, should you desire feedback, please include your name and email address. You may also complete an Interactive Customer Evaluation (ICE) survey.

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 (Lead Teacher):_____

Assistant Facility Director: _____

Facility Director: _____

Chief, Child & Youth Services Division: Dionne Morrisette, 256-313-2182
Director, FMWR: Eddie Nunn, 256-876-2073
Deputy to the Garrison Commander: Martin Traylor, 256-876-8863
Garrison Commander: COL Erin Eike 256-876-8861

CHAPTER 1: SAFETY & RISK MANAGEMENT

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, 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. Vehicles are not to be left idling and/or children left in a vehicle unattended at any time.

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. If CYS personnel notice suspicious bruises, cuts or burns on a child, they:

- a) Report incident to the installation Reporting Point of Contact (RPOC). The RPOC is: Department of Human Resources (DHR): 256-427-6200 and Family Advocacy Program: 256-876-5397
- b) Notify the appropriate CYS program director after notification to RPOC.
- c) Report the incident to State Child Abuse Hotline (if required by state law agreement). DoD Child Abuse and Safety Violation Hotline Posters are placed in visible and high traffic areas throughout all CYS facilities should parent/guardian/staff need to report incidents of suspected abuse. DoD Child Abuse and Safety Violation Hotline number is: CONUS 1-877-790-1197

Standards of Conduct and Accountability: We believe all children and those who care for them deserve a safe, supportive and caring learning environment. CYS encourages appropriate behaviors that reflect respect, tolerance, patience, understanding and every effort will be made to foster honest and productive dialogue for all. In the spirit of these beliefs, CYS employees, to include managers, trainers, cooks, custodial, clerical, Child and Youth Program Assistants, contract employees and volunteers, will sign and comply to the CYS Statement of Understanding and Acknowledgment of Touch/Discipline/Child and Youth Accountability Policy.

Background Clearances: All individuals who regularly interact with children under 18 years of age in Army-Sponsored and sanctioned programs are required to undergo detailed initial background checks as well as periodic reverification. Until all background checks are satisfactorily completed, individuals must volunteer/work within "Line of Sight Supervision" (LOSS) of a cleared staff member.

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

Sign In/Out of 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 and at the front desk.

Child Guidance and Touch Policy: Helping a child/youth understand and appropriate choices is the basis for child guidance. When a child/youth misbehaves, CYS Staff works along with the Parents/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 parental 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 closure of the FCC home or removal of a CYS staff member, contract employee or volunteer.

Biting: Policies 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 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. CYS defines bullying as follows: A mean and one-sided activity intended to harm and for 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 attributes. It includes all forms of hazing and cyber-bullying, and can be continuous and repeated over time.

However, once is enough to constitute bullying. Bullying, including all forms of cyber-bullying, can impact the targeted individual's feeling of safety and create an intimidating, hostile, or offensive environment. The Facility Director or CYS Coordinator will immediately address such actions for the wellbeing and safety of all children/youth and the community.

Closed Caption Television (CCTV): All CYS facilities use a comprehensive video/audio surveillance system to protect children. The CCTV is designed to deter and reduce the risk of child abuse in CYS facilities. It is in place to 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. Due to confidentiality reasons, copies of these recordings are not authorized to be given to parents/guardians. Recordings are released only to authorized personnel, such as MPI and CID for official business. In order to view a portion of your child's/youth's time you must go to the Freedom of Information Act office (add location) and make an official request.

Adult/Child Ratios: Staff-to-child/youth ratios must be maintained at all times 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, but not be counted in ratio.

All rooms in a CDC/FCC home are multi-aged with a maximum 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 out. The National Governing Body rules determine adult staff/youth ratio for specific activities. Please consult the youth director for additional information.

Adult/Child Ratios at Childcare/SAC Center (Facilities)

Adult/Child	Age
Infants 1:4	6 weeks to 12 months
Pre-toddlers 1:5	13-24 months
Toddlers 1:7	24-36 months
Preschoolers 1:10	3-5 years
Kindergartners 1:12	5-6 years
School Age 1:15	1st thru 12 grade

Training & Professional Development: All CYS personnel receive standardized orientation training before they are allowed to work directly with children/youth. The orientation includes such topics as applicable regulations and installation policies; child health and safety to include CPR, First Aid, medication administration, communicable diseases and Sudden Infant Death Syndrome; child abuse identification, reporting and prevention; age appropriate guidance and discipline; parent and Family relations; health and sanitation procedures, and position orientation. In addition to the orientation, all direct care staff must complete foundation training. The training is ongoing and competency based. Assessments are completed to ensure staff comprehend and demonstrate the knowledge and skills learned from training.

Parent Involvement: Parents and guardians are encouraged to participate in the planning and evaluation of programs through the annual Garrison Multi-Discipline Team Inspection (MDTI), NAEYC Accreditation and Parent Advisor 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 child care. For detailed information on the various ways a parent or guardian can participate in CYS programs and activities contact your Parent Advisory Board representative or facility director.

Regulations & Inspections: Regulations and services apply uniformly throughout the Army; however; commanders have the discretion to modify specified guidance to meet the appropriate guidance to meet requirements. In order to provide consistency, all CYS programs are inspected annually and required to be in compliance with the following Army regulations, Department of Defense Instructions (DoDI) and Public laws. Installation Level Child and 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 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 Americans 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 rigorous accreditation process. The Child Development Centers and School Age Center 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.

National After-School Age Alliance for School Age Services (NAA): The Council on Accreditation (COA): After-school Program Standards include After School Administration Program Standards. 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 registration records to their next assignment prior to arrival. Upon arrival, Parent Central Services staff at the new duty station, import the patron's information (e.g. names, birth date, child's health records, etc.) that is stored in the database. Families still must provide needed updates upon arrival. 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 through eighteen years old in the programs. Program eligibility is contingent on the sponsor status. For a Family with a military member, the military member will be the sponsor. In a dual military Family, the senior military member will be the sponsor. A Parent is both biological and adoptive.

Eligible patrons of the Department of Defense (DoD) Child Development Programs (CDP) include active duty military personnel, DoD civilian employees paid from both appropriated funds (APF) and non-appropriated funds (NAF), reservists on active duty or inactive duty training status, active duty combat-related wounded warriors, surviving spouses of military members who died from a combat-related incident, those acting in loco-parentis (in the place of a parent) for the dependent child of an otherwise eligible patron, eligible employees of DoD contractors and others authorized on a space available basis.

Priority is given to patrons based on status. The first priority status for childcare is :

- ⇒ **Priority 1A:** Child Development Program Staff
- ⇒ **Priority 1B:** Combat Related Wounded Warrior, single/dual Active Duty (AD) military personnel, AD with full time working spouse, Guard or Reservists on active duty or inactive duty training status with full time working spouse
- ⇒ **Priority 1C:** AD with part time working spouse or spouses seeking employment, Guard or Reservists on active duty or inactive duty training status with part-time working spouse
- ⇒ **Priority 1D:** Active Duty members with spouses enrolled full time in post-secondary institutions, or Guard and Reserve members on Active Duty or Inactive Duty training status with spouses enrolled full time in post-secondary institutions.
- ⇒ **Priority 2** is given to single or dual DoD Civilian Employees, and DoD Civilian Employees with full-time working spouses.
- ⇒ **Priority 3** is for space available patrons and it applies to Active Duty with non-working spouses, DoD Civilian employees with spouses seeking employment, DoD Civilian Employees with spouses enrolled in fulltime post-secondary education programs, Gold Star spouses, DoD Contractors, and any other eligible patrons. Retiree's eligibility is limited to the use of Instructional programs, YS, and Sports and Fitness programs.

U.S. Army Installation Management Command (IMCOM) may also authorize ineligible patrons from the civilian community to participate in Army-sponsored Youth Services programs on a space available basis when it is in the best interest of the Army, the installation and the community. These patrons would pay in CONSA Category.

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 or a person in whose household a child resides at least 25% of the time in any month, provided that such person stands in loco parentis to that child and contributes at least one-half of the child's support.

In Loco Parentis is a person who, in the absence of the parent, takes on the role of a lawful parent by assuming the obligations and discharging the duties of a parent without formally becoming an adoptive parent or legal guardian. The child must reside with and be supported by the person. Legal documentation in the form of a special power of attorney to act in loco parentis is required to be on file.

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. CYS 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 need (Wait list, hourly, part day, full day, SAC, MS/T, Sports , etc.)

Explains Wait List policies and initiates offers through **MilitaryChildCare.com** for placement IAW to:

- 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
- Placement IAW to DoD priorities.
- 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.

Items Required for Child/Youth Registration: Child(ren)/Youth must be fully registered before they can use any CYS programs.

To expedite or avoid delay of the registration process, please bring the following with you:

- **Identification Card** (Sponsor or Spouse)

- **Proof of Income:** (i.e. Leave and Earning Statements/Pay Vouchers or proof of full-time school enrollment)
- **Health Assessment/Sports Physical or Well Baby Check Up** (due within 30 days of initial 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
- CYMS Profile Print (Liability Waiver)
- Family Care Plan (dual/single military only)
- Health Assessment /Sport Physical Statement Health Screening Tool (MIAT) Form/ MAPS

Family Care Plan: Parent Central Services maintains an electronic copy of the Family Care Plan (FCP) DA Form 5305 for dual/single military parents registered in full and part time programs. The requirement for FCP only applies to US Active Duty Military. The FCP is required for children under the age of 19 who cannot care for themselves in the absence of the Service Member.

Communications: 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 including the Flu shot. Child/youth immunizations must be up to date in order to participate in CYS programs. A waiver request must be approved by the Coordinator of CYS before childcare can begin. Children/youth who are not immunized will be denied childcare during outbreaks.

Health Assessment: A current health assessment, within one (1) year of registration, is required for children four weeks through school-age. If a current health assessment is not available at registration, it must be completed within 30 days of registration. Health Assessments are good for three (3) years, as long as the child does not have any major health status changes. 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 instructional 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. If it expires during the season a grace period of one month is granted for continued participation with proof of a scheduled appointment.

Special Needs Identification: The Army Child & Youth Services Screening Tool must 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 need, the parent/guardian will be asked to participate in the Multidisciplinary 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

Multidisciplinary Inclusion Action Team (MIAT): The Multidisciplinary Inclusion Action Team is a multidisciplinary group that explores installation child care and youth supervision options for children who have been diagnosed with life-threatening conditions, functional limitations or behavioral/psychological conditions. The team determines child care 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.

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

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 him/her to take medication while participating in an activity, the parent/guardian will be asked to complete a Medical Action Plan (MAP). Medical Action Plans (MAPs, 7625-3 or Tool 2) 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. Placement on this list is determined by sponsor priority and the date of application, as well as the age of the child. Children are placed on the respective CYMS wait list by submitting a request for care through MilitaryChildCare.com. With the site, Families have 24 hour access to create their account, search for and request care, manage requests, and update their profiles.

Note: *It is the responsibility of the parent/guardian to confirm interest in remaining on the wait list by updating their request for care via MilitaryChildCare.com. Failure to do so will result in removal from the wait list. When a space is offered in a viable care option (CDC, FCC, etc.) parents/guardians are given forty-eight (48) hours to accept or decline the space. If the viable care option is declined, the parent must submit a new request for care via MilitaryChildCare.com. 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.*

Wait List Priorities for Care are as follows: *definitions on page 16*

- **Priority 1**
- **Priority 2**
- **Priority 3**

CHAPTER 3 - DAILY OPERATIONS

Program Orientation: At the conclusion of your registration, you will be given an appointment for orientation. Orientation consists of a checklist that reviews all of the program Policies and Acknowledgements ; Program and Primary Caregiving; and signatures of acknowledgement of everything on the checklist. Children who need transportation from school must complete bus authorization forms and bus rules. This is for the safety of your child, failure to do so will mean that you will be notified to pick up your child from school.

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. All children enrolled in CYS programs must be accounted for daily. If a child is absent from the program, parents must notify CYS. If notification of absence is not received by the parent, CYS will contact the Sponsor and/or the listed emergency contacts in the child file. This practice includes all CDC and SAC programs . Upon entering the CDC facility, parents/designated representative will use their key fob to 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 their child in, annotating his/her name, date, time and signature and wash their child's hands.

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. Parents/guardians and visitors will enter and exit CYS facilities through the front entrance/reception area, except during emergency evacuation and fire drills, during which, 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 4719-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. ***If it is suspected that the parent/guardian or designated representative picking up the child/youth is under the influence of alcohol, the child/youth will not be released and law enforcement will be called.***

Denial of Child Care Services: CYS takes all reasonable precautions to offer a healthy environment. 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:

- Inability to participate in normal daily activities and obvious illness such as:
 - 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 - Whitish-Grey clots (nits) 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, hepatitis, and strep infections
 - Pinworm infestation

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 is 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 hour
- 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 child is nit free
- 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 is able to participate in the normal daily activities. Hand and foot mouth disease - fever subsides usually 2 to 3 days; rash is not contagious

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 repellents 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 for children attending CDC programs 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 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 CYS programs. Medications not on the approved medication list must have an approved medication Exception to Policy through IMCOM to ACSIM. Medications that are prescribed as needed (PRN) will not be given in programs, with the exception of rescue medications. Parents/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 be accompanied by a 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. Parents/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 your individual program for further information.

Rescue Medications: All CYS staff receive medication training to include when and how to administer rescue medications. CYS staff will adhere to the approved Medical Action Plan (MAP) on file for the child. Parent/Guardian will receive a courtesy call anytime a rescue medication is given to their child. Currently, there are six (6) approved rescue medications for use in the CYS setting. They are as follows:

1. Rescue Inhaler for bronchospasm
2. Benadryl for mild allergic reactions
3. Acetaminophen or Ibuprofen for anti-pyretic effect (for febrile seizures)
4. Diastat for a seizure lasting longer than 5 minutes
5. Epinephrine for a severe allergic reaction
6. Glucagon for a diabetic emergency

If a Rescue Inhaler or Benadryl are given, the parent is given a courtesy call. As long as symptoms do not persist, the child may remain in the CYS setting. If the child's symptoms persist before another dose is allowed to be given, then the Parent/Guardian will be called for pickup.

If Acetaminophen or Ibuprofen is given for a fever, then the parent is called for pick up per the Seizure MAP instructions.

If Diastat, Epinephrine, or Glucagon are given, then 911/Emergency Medical Services (EMS) will be called as well as the Parent/Guardian. Upon arrival of EMS, the child's care will be transferred either to EMS or to the Parent/Guardian per their request.

Self-Medication: School age youth can self-medicate if the child's/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. Parents/Guardians and youth are responsible for notifying the program staff of any medication that will be brought into CYS programs/facilities. Youth must self-administer all medications in the presence of CYS staff who will then document the action. If a youth (6th-12th grade) cannot self-medicate, a MIAT review is required.

Rest and Nap Periods: Children enrolled in CDC programs or hourly care will have a rest period, usually following lunch. Children wishing to nap can do so, while other children may choose to 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, snow pants, and gloves/mittens 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 your child's full name.

Hair Decorations: Due to potential choking hazards for children, please refrain from using barrettes and beads in hair for children enrolled in infant or toddler rooms in Child Development Centers or in multi-age Family Child Care homes.

Shoes: Children's 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: Due to the potential for posing a choking/safety hazard, accessories such as earrings, rings, bracelets, necklaces, and barrettes/beads are not permitted for children under three years of age, or for children who are in multi-age rooms with children under three years of age. Children with pierced ears must wear stud-like earrings with a screw on safety back. Excessive jewelry should be avoided.

Sleep Aids: If your child is over 12 months of age and has a special soft toy or blanket that he/she naps with, it may be brought to the program. It is not recommended that children younger than 12 months sleep with soft toys. The nap time toy or blanket will be put in the child's cubby and be made available for use after nap time. These items will need to be taken home for weekly laundering. Please ensure all personal items are labeled with your child's full name.

Lost and Found: Each facility/program will maintain a lost and found. All items will remain on site for no more than 30 days, at which time they will be donated to charity if unclaimed. To minimize lost occurrences, please be sure to label all items brought to the facility with the child's first and last name.

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's first and last name.

Activity Transitions: Children are supervised closely at all times and in all environments; facility staff maintain visibility of, and access to children. Extra vigilance is given during transition periods, i.e., arrival, departure and employees shift changes.

Developmental Transitions: As children/youth age and develop, it becomes necessary to transition them from one room/area to another to foster their growth and development. When the time comes it can cause anxiety for both parents and children. To minimize the impact, transition schedules are prepared and presented to the parents outlining the details of the proposed transition. Transitions are normally done over a week, but can take

more or less time, depending on the child. During the transition period, parents will be kept informed of the child's progress and are more than welcome to meet the staff of the new classroom to ensure a smooth transition.

Celebrations:

Birthdays and Holiday Celebrations: You may arrange for a birthday party for your child. However, you must provide the refreshments, favors and games. All food must be store bought not home made. Please make arrangements with your child's lead caregiver at least one week before the party. The center follows Department of Agriculture dietary guidelines, the use of sugar is limited and nutritious well balanced meals are served. Birthday parties are no exception. Please provide nutritious finger foods, and or fruit along with your cake and ice cream. Please do not make gifts a part of the party and do not bring balloons.



Emergencies Closures/Evacuation/Mobilization: In the event of emergency, mobilization, or other contingencies in which the facility needs to be evacuated, CYS staff will follow a written Mobilization and Contingency (MAC) Plan. Children/youth may be moved to 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. Specific information can be obtained from your local CYS program. Child-care will be provided only for mission essential personnel during post closures at the CDC and SAC. Hazardous road conditions dictate bringing in 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 procedures will be implemented:

- The emergency notification child release designee on record will be called. If the center is unable to contact him/her, 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.

Minor Accidents/Emergencies: In the event of a minor accident resulting in injury to a child/youth requiring medical treatment, CYS staff will immediately contact emergency services followed by notification of the parents/guardians. 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. CYS policy requires written incident/accident reports for falls, scratches, bruises, bites and scrapes that occur while your child/youth is in our 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's/youth's folder and child abuse allegations are reported to higher headquarters.

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

- Seat belts must be worn at all times in mini-buses. 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 used at all times 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 Family and Morale, Welfare and Recreation (FMWR) programs and other local sites to augment our developmental programming. 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 trip and will be required to sign a permission form for each child/youth participating in the trip. Ratios will be maintained by paid staff, and may be supplemented with other adults such as parents or volunteers. Ratios for high risk activities must follow special guidance. Please consult the program director for additional information on high risk activities.

Food and Nutrition: CDC programs provide all baby food and one brand of formula. CDC programs offer 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 and providing an adequate number of bottles labeled each day 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 reasons. 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.

Family Style Dining: CYS programs dine "Family style" with children in the centers. 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 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: CYS encourages parents to volunteer in their child's/youth's program whenever possible. This allows the parent to have firsthand knowledge of how the children/youth spend their day; assists the program in providing essential individual attention to the children/youth; and fosters closer relationships between the program and the parents. The parent participation program allows parents/guardians to earn points by volunteering/participating in pre-approved activities on post, off post or in the comfort of the parent's home. Parents/guardians who wish to take advantage of this cost saving opportunity can earn a 10% monthly fee reduction per child, for each 10 hours of Parent Participation. Here are a few ways parent/guardians can earn points towards fee reductions in childcare:

Parent Advisory Board (PAB): Participation in the PAB, which is a parent/guardian/staff forum that meets at least quarterly to discuss current issues and offer recommendations for CYS program and service improvements. Parent's/Guardian's concerns are channeled through the program director to the garrison commander for review and disposition.

Parent Conferences: Attending parent conferences, which 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's/youth's developmental progress.

CHAPTER 4: PAYMENTS AND REFUNDS

Global Childcare Statement: This statement includes all childcare payments made for children during the reporting period. It is the parent's responsibility to determine which listed charges qualify for the Child Care Tax Credit in accordance with current Internal Revenue Services (IRS) definitions and rules. You can generate a report at the CYS Webtrac with your account or receive one from your center.

Total Family Income (TFI): This is all earned income, including wages, salaries, tips, 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.

Documentation needed to determine TFI:

- Military Sponsor's current Leave and Earnings Statement (LES)
- Civilian Sponsor's current 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-employment
- 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.
- All Families are required to show proof of employment regardless of fee category. Failure to show proof may result in denial of care services

- Fees for Blended Married Families and Fees 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 or a notarized statement stating the Sponsor is legally separated. Annual TFI will not be adjusted between re-registration years UNLESS
- Unemployed spouse/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
- Special circumstances (e.g. change from full time to part time, furlough, etc.)

Parent fees will be adjusted when:

- The Family moves to a new TFI Category at annual re-registration or when unemployed spouses secures employment.
- Child/youth transitions between programs with different fees, e.g., full day care to kindergarten, full day to part day, after school to summer camp, etc.
- Army Fee policy directs a fee change
- A Request for Financial Hardship Waiver is approved
- A TFI calculation error places Families in a higher TFI Category. Retroactive credit (from the date of the error) will be applied to the Family household. When the TFI calculation errors result in underpayment, families are notified that fees will be adjusted during the next re-registration, unless the mistake is determined to be fraudulent.

Program Fees: Fees are *due in advance* on the 1st or 15th of each month or fees can be paid on the 1st of each month in full. Full payment for Full Day/ Part Day Care is due within 5 business days of the billing date. ***Failure to maintain your household balance five days after a late fee has been assessed will automatically place the household in a delinquent status.***

CYS WEBTRAC Payments:

Visit <https://webtrac.mwr.army.mil/webtrac/redstonecymms.html> to pay your bill. Your user ID and password will be set up at the time of your registration.

Incoming Families make their initial payment for care at the time they accept the child care space offered by the CYS Parent Central Services Office. The initial fee payment reserves the child's space in the program; it is non-refundable and is paid in advance of the child's start date.

The initial fee payment will equal 10% of the monthly payment.

Hourly Care fees: The Standard Army-wide hourly care rate is \$7 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 child care services. Same day or walk-ins may be accepted on a space available ba-

Minimum charge for School Age Center is one hour. And two hours for the child development centers.

Other Payment Options: Payments may be made with cash, check, credit card, or through WebTrac. Personal checks will be accepted in the amount due only.

Child left after hours: 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 1 hour of posted closing time, CYS staff will contact the Military Police

Termination of Services:

1. Outstanding balances are reviewed on the CYMS Global Trial, Activity Trial Balance, and Pass Trial Balance Reports per payment cycle.
2. Families must receive written notification of termination after mid - month review if they are carrying an unpaid balance.
3. Services will be terminated if full payment for the month is not received by the last working day of the month unless a command approved financial hardship waiver is requested.

Non-Refundable Policy :

Refunds are not authorized for:

1. Child absences of less than two weeks.
2. CYS Program closures due to inclement weather, staff training or special circumstances determined by the Garrison commander.
3. Withdrawal from a Academy of the Arts Instructional Class except in situations approved by the CYS Chief where the child has not started the class.
4. Unused Leave/Vacation

Refunds are authorized for:

1. Program closures for repair or renovation and an alternate care setting is not provided.
2. Unexpected prolonged child absence due to Family emergency or extended illnesses.
3. Withdrawal from a Youth Sport (occurring before the midseason of the Sport) upon receipt of PCS orders.
4. Withdrawal for a regularly scheduled Child Care Program upon receipt of PCS orders or extenuating circumstances (manager's decision).

Financial Hardship Waiver: Hardships can be considered on a case by case basis before your household becomes delinquent. CYS can't arbitrarily grant an exception if avenues of economic relief are not first pursued through ACS Financial Readiness Services. All requests are approved through the garrison commander.

Leave/Vacation Options: Family Child Care Fees are annualized during registration for a two or four 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. Family Leave/Vacation must be taken in a minimum of 5 consecutive work day increments. Families must provide a two week 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 minimum of 30 days notice in writing prior to withdrawal. This notice should be given to the Center Director, Assistant Director or clerical staff. ***Failure to submit written notification will result in on-going fee assessment.*** 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. Does not apply to families transitioning to other CYS programs i.e. CDC to SAC, etc.

Multiple Child Reductions (MCR): A 15% MCR is applied when more than one child is enrolled in regularly scheduled child care programs or seasonal youth sports offered by CYS. MCRs for child care and youth sports are determined separately and cannot be combined. MCRs are not applied to Hourly Care, Academy of the Arts 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:

1. The full fee is paid for the most expensive sport when children are enrolled concurrently. All other children receive the MCR.
2. The full fee is paid for the first child enrolled, when children are not enrolled concurrently during the same sports season due to the varying registration periods. All other children receive the MCR.
3. Regularly scheduled child care programs (Full-day, part-day, and after school age, etc.): the MCR applies to Families with more than one child enrolled in ongoing child care 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 child care program.



CHAPTER 5 - CURRICULUM AND PROGRAMS CORE CURRICULUM:

CHILD DEVELOPMENT CENTERS (CDC)

The Creative Curriculum is the authorized curriculum used in CDCs for children ages 6 weeks–5 years old. 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 meal times, 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 schedules, along with weekly lesson plans, are posted.



SCHOOL AGE CARE (SAC)

Curriculum and programming centers around the school age five services areas: The Arts; Education Support and Career Development; Character and Leadership Development; Sports, Fitness and Recreation; 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 skills, abilities 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, usually at their own pace, and facilitate transitions when it is necessary for children to move as a group. A variety of clubs and committees are 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, fitness, etc.

Talent Show



Cooking



Fitness

Homework and Youth Technology Labs:

SAC program site we have a Homework Center and a Youth Technology Lab. Staff will help children with their homework and go into the Homework Center for Hour. SAC staff cannot "make" children sit and com-

is their choice. Children can sign-up for the Youth Technology Lab each day. The Youth Technology Lab technician has children work on projects and games together. Screening software is installed on all computers, software is age appropriate, and the children are monitored very closely.

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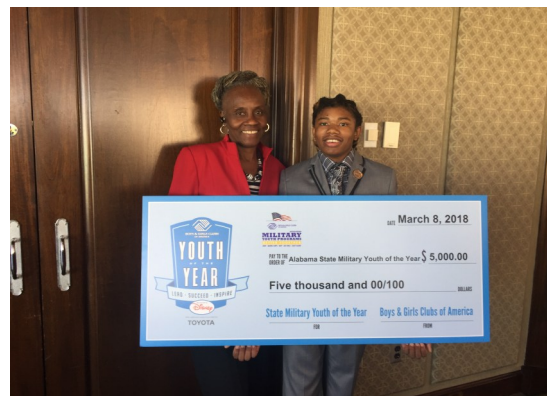
MIDDLE SCHOOL/TEENS (MST)

The MST program uses 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 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 of activities which will reflect the program's written philosophy and goals for youth in a prominent area.

Programming: An afternoon program that offers a variety of activities for youth enrolled in middle and high school and is free of charge. MST offers full-day camps during Fall break, Winter break, Spring break, and Summer vacation for a nominal fee. Camps operate Monday – Friday from 0600 to 1300, with open recreation from 1300-1800.

- **Teen Lounge:** A positive place for High School students to “hang out” and socialize with youth their own age.
- **Open Recreation:** A wide variety of activities are available from pool to video games, board games to the gymnasium. Or just **come to relax, talk with your friends and meet new friends. There is always an activity taking place.**
- **Youth Technology/Homework Lab:** The computer lab has a wide range of software and Internet access, projects and activities with software. Computers are available as a learning resource or research tool. Youth can complete their homework assignments with assistance from staff. (This is not a tutoring program; however, older students will often volunteer to help other students understand their assignments).
- **STEM**

Clubs: MS&T is affiliated with the Boys and Girls Club of America and the 4 H Club. We use the material to incorporate diverse program in the arts, health, and life skills, character and leadership development, education and career development. Clubs are special interest groups that youth may join which are facilitated by staff and lead by the youth.



- **Torch Club:** Chartered small group leadership and service clubs for middle school youth.
- **Power Hour:** Homework help and tutoring provided every day after school. Students earn points for completing homework or an extra work. Points can be redeemed for gifts at the end of the each month.
- **Keystone Teen Council:** Students plan and execute activities; students are involved in community service.

Instructional Program: Music, dance and martial arts are out of school programs offered for ages 3-18 years old to experience. Programs are provided by CYS employees and contract instructors in a variety of settings which may include CDCs, SAC and MST.



Tae Kwon Do



Dance Recital



Youth Sports & Fitness Programs: (Ages 3-18 years) Offer developmentally appropriate opportunities for children and youth to be engaged in individual and team sports that foster development of life-long healthy habits. Programs are provided by trained CYS employees and volunteer coaches in a variety of settings including Youth Centers, MWR facilities, schools, community fields and facilities. Per DODI 6060.4, AR-215-1, AR-608-10, if you have access to the Arsenal your child can participate in youth sports.

Seasonal team sports leagues are offered for children 4-18 years of age. Fees for team sports vary depending on the sport and include a uniform. Team sports are offered in partnership with the City of Huntsville Recreation Services and Alabama Recreation and Parks Association. All sports require a sports physical before participating.

- Youth Baseball is for ages 4-12. Registration takes place in January and February with practices beginning in March. Games are played in April and May.
- Track and Field is for ages 7-14. Registration takes place in January and February with practice beginning in March. Meets are in April and May.
- Youth Soccer is for ages 4-13. Registration takes place in July with practices beginning in August. Games are played in September and October.
- Youth Basketball is for ages 5-18. Registration takes place in October with practices beginning in November. Games are played in January and February.
- NFL Flag Football is for ages 5-14. Registration takes place in July with practices beginning in August. Games are played in September and October.
- Launchers Swim Team is for ages 5-17. Registration begins in April. Practices begin in May, with Meets in June and a City Meet in July.

Various individual sports may offered throughout the year.

Redstone Arsenal Youth Sports and Fitness offers Developmental Programs which is are proven instructional programs that prepares children (ages 3-4) for the world of organized sports without the threat of competition or the fear of getting hurt. Parents work together with their children in a supportive environment to learn all of the basic skills. throwing, catching, kicking, shooting and batting. Developmental Sports offered are baseball, soccer, basketball and flag football. Check current program offerings for dates and times.

Soccer



Flag Football

Parent and Outreach Services Programs

Parent Central Services: (Ages 6 weeks-18 years) Offers registration, enrollment, records transfers, parent education classes, babysitter training and referral services for Families. It also includes CYS Parent Advisory Board, non-traditional outreach services, and Parents On Site volunteer programs. PCS provides program information, sends publications and messages and contributes to web sites of interest to parents.

Trained Babysitters: 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 sitters receive a certificate of completion, a wallet card and may be placed on the CYS babysitter referral list.

Military Family Life Consultants: Provides 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.



Lots of opportunities





(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 the Army and youth.

School Liaison Officer (SLO): 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 information on homeschooling resources, local school policies and state laws to inform military Families. They also facilitate access to CYS facilities and program support, including access to computer labs and academic materials to support homeschooled students.

Homework Centers (K-12 grades): Create a safe and familiar after-school academic support environment in school-age centers and youth centers.

School Youth Sponsorship Programs: Ease school transitions in 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.

Post-Secondary Preparation Opportunities: Resources for students who desire to further their education beyond high school, to include: test preparation software, testing dates and locations, list of scholarships available to military dependents, and information on available vocational programs, junior colleges and career building experiences.



PARENT CONSIDERATION

Comment Card

Please Print

Please send me a note if there is anything you need clarification on regarding:

NAME: _____

STREET: _____

CITY: _____

ZIP: _____

CYS REDSTONE ARSENAL

Dionne Morrissette

Building 4488 Room A125

Martin Road

Huntsville, AL 35898

