



U.S. Army

S Child, Youth & School Services



Parent Handbook

Fort Polk,
Louisiana



Table of Contents

| | |
|--|----|
| Mission..... | 4 |
| Goals..... | 4 |
| Program Description..... | 5 |
| Program Eligibility..... | 5 |
| Special Needs Policy..... | 6 |
| Non-Discrimination Policy..... | 6 |
| Open Door Policy..... | 7 |
| Program Staff..... | 7 |
| Parent & Outreach Services (POS)..... | 8 |
| Parent Central Services (PCS)..... | 8 |
| Outreach Services..... | 10 |
| Youth Sponsorship..... | 12 |
| SKIES Unlimited..... | 10 |
| School Support Services..... | 11 |
| Child Development Services (CDS)..... | 13 |
| Child Development Center-Bldg 744..... | 13 |
| BJACH CDC..... | 13 |
| Child Development Center-Bldg 701..... | 13 |
| Family Child Care (FCC)..... | 14 |
| School Age Services (SAS)..... | 15 |
| Community Program Offerings..... | 15 |
| Middle School & Teen Program..... | 16 |
| Youth Sponsorship..... | 17 |
| Youth Sports and Fitness Program | 18 |
| Program Information..... | 18 |
| Coaches..... | 19 |
| Youth Sports Policies and Procedures..... | 20 |
| Child, Youth & School Policies and Procedures..... | 21 |
| Admission/Release Procedures..... | 21 |
| Child Abuse Reporting..... | 22 |

Table of Contents (cont.)

| | |
|--|----|
| Parent Participation/Education..... | 22 |
| Parent Advisory Board..... | 24 |
| Special Events..... | 24 |
| Transportation & Field Trips..... | 24 |
| School Calendar, Inclement Weather & Emergency Closures..... | 25 |
| Health and Safety..... | 25 |
| Child Absences..... | 26 |
| Readmission Following Illness..... | 27 |
| Emergencies..... | 28 |
| Minor Accidents..... | 28 |
| Administering Medication..... | 29 |
| Food & Nutrition..... | 30 |
| Regarding Instances of Biting in CYS Services..... | 31 |
| Discipline Policy..... | 31 |
| Developmental Activities..... | 32 |
| Child Care Payment & Fee Policy..... | 33 |
| Late pick-up (CDC & SAS)..... | 33 |
| Annual Vacation for Full Time Programs..... | 35 |

IMPORTANT PHONE NUMBERS

CYS Services Coordinator 531-1989
Central Registration 531-1955/1956
Outreach Services 531-6778
School Support Services 531-9481
Child Development Center (bldg 744) 531-2149
Child Development Center (bldg 701) 531-7041
BJACH CDC 531-3871
Family Child Care 531-1961
School Age Services 531-7574
Middle School & Teen Program 531-1991
Youth Sports 531-6004

Child, Youth & School Services at Fort Polk is committed to provide quality services that support readiness by reducing conflict between parental responsibilities and mission requirements. We're proud to support the Army Family Covenant and invite your suggestions as to how we may better serve you.

-Marla Menard, CYS Services Coordinator

GOALS

- To ensure availability of quality programs and services for children and youth ages 4 weeks to 18 years.
- To provide programs that are affordable to both patrons and the Army.
- To provide programs and services in accordance with statutory requirements, DoD policy and Army standards.
- To provide high quality, customer-oriented services that support families and encourage open, honest communication.
- To ensure all staff members and providers are well trained and able to carry out their responsibilities.

PROGRAM DESCRIPTION

Child, Youth & School Services comprises 5 delivery systems:

1. **Parent and Outreach Services (POS)** provides central registration, parent education and outreach care options through Outreach Services (OS). School transition support, youth sponsorship, post secondary opportunities, volunteer/leadership opportunities and community partnerships are provided. Schools of Knowledge, Inspiration, Exploration and Skills (SKIES) offers instructional programs for children and youth.
2. **Child Development Services** offers facility-based care in the Child Development Center (CDC) or home-based care in government quarters, known as Family Child Care (FCC). Full-day, part-day care and before/after school care options are offered. Hourly and extended care options are also available.
3. **School Age Services (SAS)** offers before and after school programs, full-day programs during school vacation, school closures and summer camp for children in 2nd - 5th grades.
4. The **Youth Services (YS)** delivery system offers regularly scheduled programming and drop-in options provided through the Middle School & Teen (MS/T) program for 6th - 12th graders.
5. The **Sports and Fitness Program (SF)** is offered for children/youth 3 - 18 years of age.

All CYS Services programs are closed on Federal holidays and the Friday after Thanksgiving.

PROGRAM ELIGIBILITY

Department of Defense (DoD) has established eligibility criteria for utilization of CYS Services programs. Authorized users include children/youth 4 weeks - 18 years of age who are family members of active duty military, DoD civilians, reservists on active duty and contractors working on Fort Polk.

SPECIAL NEEDS CHILDREN

Children with special needs must be ensured adequate trained staff to meet their needs through the Special Needs Accommodation Process (SNAP) prior to enrollment. To ensure appropriate placement in CYS Services programs, the Outreach Services Director (OSD) coordinates with the Exceptional Family Member Program



(EFMP) and arranges for a meeting of the SNAP. The SNAP is composed of the child's parents, health care, local community representatives and child development professionals whose purpose is to determine and make recommendations as to the best CYS Services placement for the child. Parents are required to attend the SNAP meeting, provide documentation, answer questions and provide input regarding the child's needs. Before acceptance to care, the SNAP Team Care Plan must be in place. If the child/children are identified with a special need while enrolled in one of our programs, please see the child's Program Director immediately and complete the CYS Health Screening Form.

NON-DISCRIMINATION POLICY

Fort Polk Child, Youth & School Services does not discriminate against any person(s) because of race, color, national origin, gender, age, disability or breastfeeding. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints, written or verbal, should be forwarded immediately to:



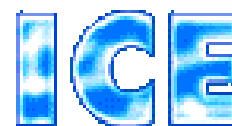
**USDA Director - Office of Civil Rights
Whitten Building, Room 326-W
14th and Independence Avenue South West
Washington, DC 20250-9410
Or call (202)720-5964**

The complaint should contain the name, address, and telephone number of the person filing the complaint. Also, the specific location and name of the entity for whom the complaint is against and the nature of the incident or action that led the complainant to feel discrimination was a factor should be included. The basis on which the complainant feels discrimination exists and the date, names, titles and business addresses of persons who may have knowledge of the discriminatory action. USDA is an equal opportunity provider and employer.

OPEN DOOR POLICY

CYS Services has an Open Door policy which permits patrons' families access to programs at all times. No concern is too minor to bring to our attention. Our goal is to meet the needs of children/ youth and families. By working together, we make Fort Polk CYC Services the best it can be. Parents are encouraged to follow the chain of concern to ensure speedy resolution of issues in reporting problems and concerns as follows:

- (1) Program Director
- (2) Coordinator, Child, Youth & School Services
- (3) Director of Family and Morale, Welfare & Recreation
- (4) Garrison Chief of Staff
- (5) Garrison Commander



Patrons are also encouraged to use the Interactive Customer Evaluation (ICE) system. ICE is a web-based customer feedback system designed to determine the customer's satisfaction level of the services within a location or organization. Patrons may log on to: <http://ice.disa.mil>.

PROGRAM STAFF

Staff members are certified in First Aid, CPR, and have received training as required in AR 608-10 and AR 215. CYC Services follows the ratio guidelines as stated in AR 608-10.

PARENT AND OUTREACH SERVICES

PARENT CENTRAL SERVICES

REGISTRATION IS FREE.

Parent Central Services operates as a one-stop child/youth registration point for all delivery systems. We are your first stop for information, registration and placement in all CYS Services Programs. PCS is located in Building 400, on the corner of Mississippi Avenue and Radio Road. Office hours are from 8 a.m. - 5 p.m. for appointments and walk-in service. Call 531-1955/1956 for an appointment. Registration in any CYS Services program (CDC, FCC, SAS, MS/T & Sports) requires the following:

- Valid identification card
- Up-to-date immunization record
- Proof of age (birth certificate or identification card)
- Child's health assessment
- 2 local emergency designees and telephone numbers
- Family Care Plan (DA Form 5305-R only) –dual or sole military
- Income Verification

PLEASE NOTE THE FOLLOWING:

Registration requires complete and current information. It is essential that emergency contact data be kept current at all time. Failure to maintain immunization and health records will lead to suspension of services. Payment of fees is required during any suspension to maintain the child's space in the program. Any change in special needs or identification of special needs should be reported to the program director. All registration information is updated annually. If you do not follow these guidelines, your child may be declared ineligible.

Appointments and walk-in service are available from 8 a.m. - 5 p.m. Monday–Friday.

Services available are:

- Registration/Re-registration
- Household updates
- Payments/refunds
- Program enrollment
- FCC referrals
- Change of care status
- Ask questions about CYS Services programs and available online services

Childcare waiting lists are established when a program has reached its enrollment capacity. Parents wishing to enroll their children in a program with a waiting list will need to complete a waiting list form with PCS. Parents are responsible for contacting Parent Central Services every 30 days to update their status. Failure to do so will result in removal from the waiting list.

The waiting list priority is as follows:

- 1) AD Military/DoD Civilian Single Parent, Dual Working Military and DoD Civilian
- 2) AD/DoD with non-DoD employed spouse
- 3) AD/DoD with non-employed spouse
- 4) Eligible DoD Contractors/Retirees

Parents have 24 hours to accept program placement after notification by PCS. Messages left on voicemail or answering machines are considered official notification.

PARENT AND OUTREACH SERVICES

- **Resource Services**: Assists parents in locating off post childcare options and information on childcare availability at other Army installations.
- **Volunteer Services**: A central point of contact for volunteers within CYS Services programs. Interested volunteers should register through Army One Source.
- **Parent Education**: Outreach Services maintains a small parent resource library to assist parents with needed resource materials and provides parent education classes.
- **Kids On Site (KOS)**: Offers onsite childcare for special group functions. CYS Services staff will provide childcare. Cost is based on a **minimum of 10 children**. Parents must bring a current CYS Services registration card for each child using care.
- **Baby-sitter Training and Referral Service**: Provides CYSitter and Infant/Child CPR training for teenagers and adults. A teenage and adult referral list for parents interested in this child care option can be obtained at the CERO office.
- **Parents As Teachers: Heros at Home**: Provides parent education and support for young military families.

SKIESUnlimited

SKIES is an acronym for “School of Knowledge, Inspiration, Exploration and Skills” with the word “Unlimited” for the unlimited possibilities offered to Army children and youth. *SKIESUnlimited* offers instructional programs for children and youth. Through SKIES, children and youth have unparalleled access to opportunities that expand their knowledge, inspire them, allow them to explore, and to acquire new skills. Visit or call PCS for current instructional programs offered. SKIES is constantly seeking instructors who wish to share their skills with the installation’s youth.

SCHOOL SUPPORT SERVICES



School Support Services provides access to a wide range of resources to facilitate military youth education transitions. Assistance is provided to military parents of school age children, in grades PreK - 12. The School Liaison Officer (SLO) advises the Garrison Commander (an honorary school board member) on local schools and youth education transition issues, communicating school and family concerns and spearheading integration of military children into local school systems. Hours of operation are: Monday through Friday, 8 a.m. - 4:30 p.m. The office is located in Bldg. 400, CYS Services.

The School Liaison Office offers the following programs:

- **Transition Support** - Helps ease the transfer of military children from school system to school system.
- **Partnerships in Education** - Coordinates partnerships between the community and installation.
- **Installation School Communications** - Acts as representatives for issues involving public schools and the military.
- **Home School Support** - Provides information about Home Schooling in Louisiana.
- **Post Secondary Education Opportunities** - Assists in preparing youth for the transition from high school to work/college.
- **Parent 2 Parent** - Provides parents with information through workshops empowering parents to be the child's best advocate.
- **Youth Sponsorship** - Provides school-aged youth new to Ft. Polk a Youth Sponsor to introduce them to the area and activities in CYS Services.

YOUTH SPONSORSHIP

Youth Sponsorship is a way to match up relocating military youth with a youth at the new installation, to answer their questions, send them information, and take them around the new installation once they arrive. Nobody knows a place better from a kid's perspective than another one who has been living there for a while.

The Youth Sponsorship Program needs two kinds of people:

youth willing to serve as sponsors and youth who need a sponsor.

GET A SPONSOR!

Request a Youth Sponsor Form from the SLO. Tell us about you so we can find you a sponsor with similar interests.

BECOME A SPONSOR!

The Youth Sponsorship program only works if the "old hands" are willing to sponsor the "newbies." And who better to help out a newly relocated youth than another youth?

Request more information from School Support Services.



CHILD DEVELOPMENT SERVICES

CHILD DEVELOPMENT CENTER-Bldg 744

- **Full Day Care Program** for children ages 6 weeks to 5 years of age is designed to assist parents needing 6 or more hours of daily childcare. Regular hours for the CDC are from 5:45 a.m.-6:00 p.m.

BJACH CDC PROGRAM

-
Program hours of operation are 7:30 a.m. - 5 p.m. Full day care is offered for Infants and Pretoddlers. Hourly care is available for children ages 6 weeks to 12 years for medical appointments.

CHILD DEVELOPMENT CENTER-Bldg 701

- **Part Day Programs** are offered in 2 or 3 day sessions. Hours are determined based on community needs. Part Day Programs follow the Vernon Parish School Calendar and are closed when schools are closed.
- **Before and After School** for Kindergarten and 1st grade students during the school year and full day care during the summer, school closure and early release days.
- **Hourly Care** is available 8 a.m. - 5 p.m., Monday-Friday.

Hourly Care Cost for 6weeks-Kindergarten

Category 1: \$2.50 Categories 2-6: \$3.50 per hr/per child.

Hourly Care Cost for 1st-5th graders

Category 1: \$2.00 Categories 2-6: \$2.50 per hr/per child.

Reservations may be made 2 weeks in advance with maximum utilization of 25 hours/3 days per week.

FAMILY CHILD CARE (FCC)

Family Child Care is designed to meet the childcare needs of parents who prefer a small group setting in a home environment. Providers and their homes are certified through and monitored by CYS Services. Childcare fees vary according to contracted services between the childcare provider and the parent. Income-based subsidy may be available for full day patrons in income Categories 1 or 2 in accordance with the Subsidy SOP.

FCC offers the following programs:

- **Multi-age Homes** - provide full day, part day and hourly care for children from 4 weeks to 12 years of age. Multi-age homes can provide care for up to 6 children.
- **Before/After School Care Homes** – offer school age children care in their neighborhoods, before and /or after school and on school holidays. They are limited to providing care for 8 youth.
- **Extended Hours Program Homes** – offer care to parents working second shift, after hours, holidays and weekends.
- **Hourly Care Homes** – provide hourly/drop-in care for children 4 weeks to 12 years of age.

Visit CERO or FCC, in Bldg. 400 to obtain a password for www.ArmyFCC.army.mil for a virtual tour of FCC homes.

SCHOOL AGE SERVICES (SAS)

SAS OPERATIONAL HOURS AND LOCATIONS

Hours of operation for Before School Care are Monday -Friday 5:45 a.m. until 8 a.m. After School Care is from 2:45 p.m. until 6 p.m. The program converts to full day care on early release days, school-related closings and during the summer from 5:45 a.m. - 6 p.m.



SAS COMMUNITY PROGRAM OFFERINGS

Examples of programs provided within SAS that are popular with today's youth, their families, and our community are:

- **CHARACTER COUNTS**- Helps children develop strong and healthy morals and values by implementing trustworthiness, respect, responsibility, fairness, caring and citizenship.
- **BOYS AND GIRLS CLUB** - School Age Services is a member of Boys and Girls Club and offers many program opportunities which enrich children's growth and development. Programs encourage community service through programs such as Promise Passport and offer educational enrichment programs such as Power Hour.
- **4-H** - SAS provides 4-H club opportunities. Children can select from a variety of projects such as Photography, Aerospace, Pets and Computers. Club membership also entitles youth to participate in all parish wide 4-H events.
- **COMMUNITY PARTNERSHIPS** - SAS partners with several agencies to provide a variety of activities for the children.
- **TECHNOLOGY**- SAS offers a Youth Technology Lab with Internet capability. It is closely monitored by the Youth Technology Lab Technician and has software installed to block unwanted sites. Children can access the Internet to write emails, research projects, play games, or do homework.

HOMWORK CENTER – SAS provides homework assistance to the children and youth enrolled. SAS staff can encourage children to complete homework through Power Hour incentives but cannot force children to do homework.

MIDDLE SCHOOL & TEEN PROGRAM

The MST program operates Monday-Friday after school and Saturday for grades 6-12 at the Siegfried Youth Center :

| | |
|--------------|-------------|
| Mon | 3 - 6 p.m. |
| Tues – Thurs | 3 - 8 p.m. |
| Fri | 3 - 9 p.m. |
| Sat | 12 - 9 p.m. |



On school closure days, the MST program opens at 1:00 p.m.

Bus transportation from local schools to the MST program is provided during the school year. The MST program offers many trips, tours, and camps during the summer program. Camp Warrior, a one week resident camp, is offered during the summer program. Youth participate in canoeing, archery, wilderness survival, swimming and much more.

The MST program offers youth leadership clubs as follows:

- **CHARACTER COUNTS**- Helps youth develop strong and healthy morals and values by implementing trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- **BOYS AND GIRLS CLUB** - The MST program is a member of Boys and Girls Club. Each club offers many program opportunities which enrich youth's growth and development. Educational enrichment opportunities are offered through tutorial services and Power Hour. Leadership opportunities are offered through Torch Club and Keystone Club.

- **PROMISE PASSPORT** - Offers recruitment, registration, placement and recognition of youth volunteers.



- **4-H** - MST provides 4-H club opportunities. Youth can select from a variety of projects such as Photography, Aerospace, Pets and Computers. Club membership also entitles youth to participate in all parish wide 4-H events.

- **HOMEWORK CENTER** - Homework assistance is provided to MST members. Staff encourage and assist youth with their homework through Power Hour incentives. Also, a certified tutor is available for one-on-one tutoring.

- **TECHNOLOGY** - MST has a Youth Technology Lab with Internet capability. Members can access the internet to write email, research projects, play games or to investigate their next duty station.

- **YOUTH LEADERSHIP INITIATIVES** - Coordination of youth leadership awards & recognition, Army Family Action Program (AFAP) youth delegates and other leadership training and activities.



VENTUREPOINT PROGRAM

The Venturepoint program aims to venture beyond CYS Services doors to expand services to children and youth on-site in MWR and Family Programs.

- **HIRED!** - HIRED! provides teen apprentice opportunities for 15-18 year olds, to include workforce preparation classes. Teens are assigned to work after school and weekends in MWR operations.



- **EDGE!** - Experience, Develop, Grow and Excel!
EDGE! Provides out-of-school opportunities for youth to participate in “cutting-edge” art, fitness, life skills and adventure activities, known as Art EDGE!, Fit EDGE!, Life EDGE!, and Adventure EDGE!.

SPORTS AND FITNESS PROGRAM

Youth 3–18 years of age are eligible to participate in the Youth Sports and Fitness Program.

Tournament leagues and competitions are held throughout the year. A variety of sports clinics are offered during the summer.

SPORTS AVAILABLE

- T-ball
- Baseball
- Softball
- Cheerleading
- Flag and Tackle Football
- Archery
- Bowling
- Soccer (Fall & Spring)
- Basketball
- Track and Field
- British Soccer



Youth must be registered with CYS Services prior to participation in the Sports and Fitness Program and have a sports physical on record that will be current for the duration of the sport. Sports physicals are only valid for 12 months from the date on the physical. Fees for participation in each sport or camp vary and are in accordance with DoD fee policy. No refunds will be given. Coaches' and Parents' meetings are held prior to the start of each sport.

COACHES

Coaches play an important role in ensuring that children and youth participating in Army sports programs have a positive and beneficial experience. NYSCA certification prepares coaches for the responsibilities of coaching and establishes minimum training requirements for those entrusted in the training of our young athletes.

COACHING REQUIREMENTS

- 1) The Army has selected the National Alliance for Youth Sports (NAYS) as the certifying organization for Army Youth Sports and Fitness programs. The National Youth Sports Coaches Association (NYSCA) is the subdivision of the NAYS organization that is responsible for developing the coaches' certification training materials and managing the certification process.
- 2) Fort Polk CYC Services Sports and Fitness Program is a sanctioned NYSCA Chapter, authorized to provide training in order to fulfill all requirements for NYSCA coaches' certification.
- 3) Individuals who serve as Fort Polk Sports and Fitness coaches must complete all requirements to obtain and maintain NYSCA certification.
- 4) Coaches must meet satisfactory background check requirements before beginning practices.
- 5) Coaches must complete a Volunteer Application and sign a Code of Ethics form, CYC Services Touch Policy and Child Abuse Awareness forms.



SPORTS AND FITNESS POLICIES AND PROCEDURES

- 1) The SF Director will brief parents on the rules for the league. The SF Director will emphasize the important aspects of maximum participation, the teaching of the fundamental skills and rules of the game and having fun.

- 2) The SF Director will provide:
 - practice and game schedules to the parents.
 - coaches with the uniform issue schedule.
 - will issue each coach a small first aid kit to include an instant ice pack. First aid kits must be located at each game site and turned in at the end of the season.

- 3) The SF Administrative Assistant is responsible for ensuring that all coaches and parents have the necessary phone numbers for the team.

- 4) Each team will be assigned an assistant coach. The assistant coach will be in charge in the absence of the coach.

- 5) The following adult staff/coach-to-child/youth ratios are met at all times, indoors and outdoors:

| Years of Age | Adult Staff/Coach-to-Child/Youth Ratio |
|--------------------|--|
| 6 weeks– 12 months | 1:4 |
| 1-2 | 1:5 |
| 3-4 | 1:7 |
| 5 | 1:12 |
| 6-18 | 1:15 |

CHILD, YOUTH & SCHOOLS POLICIES AND PROCEDURES

ADMISSION/RELEASE PROCEDURES

Daily Admission Procedures:

- All parents/guardians are required to log in their children on the computer at the front desk. After that, parents/ guardians must accompany children to the designated care setting and sign them in. In an FCC home, the parent/ guardian signs the child in/out with the provider.
- Designated staff will greet the parent/guardian and child upon arrival. Before the parent leaves, the staff will observe each child for obvious signs of illness.
- A basic exchange of information between caregiver/provider and parent/guardian will take place daily. Conferences may be scheduled for additional exchange of information, minimally twice a year.
- Access to child activity areas is available to parents/guardians at all times during attendance.

Release Procedures:

- Child will be released only to parent/designee (with identification) annotated in writing on official registration forms.
- A child will not be released to siblings or other children under age 13.

- Copy of custody agreements or a court restraining order must be on file if child access is denied to a specified parent or guardian.
- In instances where parent/designee appears to be under the influence of alcohol or drugs, or a child's well being appears to be threatened in any way, the Provost Marshall's office will be called to monitor the situation.

CHILD ABUSE REPORTING

Prior to employment, CYS Services employees receive appropriate background clearances. Employees attend Child Abuse Awareness training annually. CYS Services employees are required to report any signs of child abuse.

If you suspect child abuse, child neglect, or a safety violation in a CYS Services facility or Family Child Care Home, report it to the Fort Polk reporting number (531-HOPE/531-4673), or call the DoD Child Abuse and Safety Violation Hotline number (1-800-336-4592).

PARENT PARTICIPATION/EDUCATION

Parents are considered an integral part of CYS Services and are encouraged to participate in all programs and activities. Parent/staff communication contributes significantly to the child's well being. Parents are encouraged to talk to their child's teacher on a daily basis. Conferences with the teacher and/or director may be requested at a time convenient to the parent. Conferences are held at a minimum of two times per year.

Written communications are also of great benefit to parents, staff and children. In an effort to keep parents well informed, newsletters, calendars and notices will be sent home with children on a regular basis.



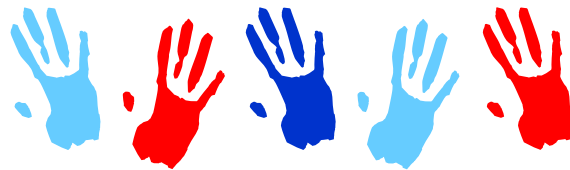
Parents may visit, eat lunch with their children and/or participate in the activities of the program at any time. In addition, they are invited to share their skills/talents with the children (i.e., cooking, games, sports activities, arts and crafts, etc.) or volunteer for field trips and special events.

CYS Services Parent Advisory Council meets on a quarterly basis and is comprised of representatives from various organizations on the installation (i.e. Family Child Care, Child Development Center, Youth Center, School Age Services, Fort Polk Officers' Spouses' Club, Enlisted Spouses' Club, Boy and Girl Scouts, Army Community Service, American Red Cross and parent representatives). For more information, please call Parent and Outreach Services at 531-6778.

Videos and resource materials are available and can be loaned out to parents. These resources address a variety of topics such as parenting, child development, child health, etc. Training Specialists are available to provide answers to your early childhood/school age questions.

Websites for Parent education and information:

- <http://www.armymwr.com/portal/family/childandyouth/>
- www.militaryonesource.com



PARENT ADVISORY GROUP



Parents are encouraged to attend the Parent Advisory Group. The group is made up of parents, staff members, command representatives and individuals throughout the community interested in improving and supporting all Child, Youth & School Services programs. Please contact the program director for dates and times.

SPECIAL EVENTS

- Children will participate in the planning and preparation process of all celebrations.
- Parents are welcome to participate in and attend special celebrations.
- Parents who wish to contribute nutritious food or drinks for a special event are welcome to do so provided clearance is given by the CYS Services Food Services Director and Program Director.
- No homemade food or drinks will be accepted.
- Balloons will not be a part of a celebration.
- Parents who want to photograph or video children must provide the program with a 2-day notice for the convenience of other parents who may not want their children included.

TRANSPORTATION & FIELD TRIPS

Government vehicles or chartered buses are used to transport CYS Services members for field trips, outings, etc. Written permission is required for each specific trip.

SCHOOL CALENDAR, INCLEMENT WEATHER



AND EMERGENCY CLOSURES

CYS Services will close in accordance with post closures. Please listen to local radio or watch local TV for latest updates. In the event of delayed post openings, CYS Services programs will open at the announced post opening time. In case of post closure during normal business hours, parents should pick up their children as soon as they are released from duty.

CYS Services After School Programs will follow the Vernon Parish School calendar. When school is out for in-service days, holiday vacations, etc., CYS Services programs will convert to full day care. During periods of inclement weather when school is closed, CYS Services will make every attempt to be open for full day care.

Should the weather become so severe that the installation is closed, CYS Services will remain open for essential personnel only. Parents working in positions designated as "key and essential" must provide verification of key and essential status.

HEALTH AND SAFETY

Any restrictions or special precautions concerning diet, medications, allergies or medical conditions will be specified in the child's health file and annotated in a Special Needs Accommodation Process (SNAP) meeting. CYS Services personnel will implement physician recommendations. To attend the CYS Services program, children must be free from communicable diseases. Children must have documentation of a health assessment signed by a health care professional, within 30 days of registration date.

Proof of a complete and current immunization record based on the American Academy of Pediatric (AAP) guidelines is required. Failure to maintain a current health assessment or current immunizations may lead to suspension of a child's CYS Services pass.

Children who show symptoms of the following may not participate in the CYS Services program in accordance with AR 608-10:

- Temperature in excess of 101° Fahrenheit (axillary) for children 3 months of age and older.
- Temperature in excess of 100.5° Fahrenheit (axillary) for infants under 3 months of age
- Impetigo
- Scabies
- Pinworm
- Chicken Pox
- Head Lice/Nits
- Conjunctivitis (Pink Eye)
- Persistent cough, severe diarrhea, vomiting
- Symptoms of other contagious diseases, such as measles, mumps, hepatitis, scarlet fever, and strep infections.
- Inability to participate in daily activities



Children who become ill after arrival to a CYS Services program will remain in an isolated area until such time that arrangements can be made for the child's release to the parent or parent designee. Parents **MUST** pick up the child within one hour of notification of illness. Failure to do so will result in contacting parents' chain of command. As a federally regulated referral agency, CYS Services personnel are required to report any suspicion of abuse or neglect to authorities.

RE-ADMISSION FOLLOWING ILLNESS

A child may return to a CYS Services program when the child feels well enough to participate in daily activities and the following exist:

1. Fever has been absent for 24 hours or is related to a non-contagious illness (i.e. ear infection) documented by a healthcare professional
2. Nausea/vomiting/diarrhea has subsided for 24 hours or longer
3. Lesions from impetigo are no longer draining and under treatment for 24 hours
4. Scabies is under treatment for 24 hours.
5. Lice are under treatment - no nits are present.
6. Pinworm treatment was administered 24 hours prior to re-admission
7. Conjunctivitis has been diminished (eyes are no longer discharging)
8. Chicken Pox lesions are crusted.
9. Child has completed contagious stage of illness. A note from the health care provider may be required for child to return to care
10. The appropriate doses of antibiotics have been given over a 24-hr period for strep infections.
11. If a child has been hospitalized, a statement to return to care from the physician must be submitted to CYS Services that outlines the child's specific care needs and/or restriction
12. If a child has been absent for three days without notification to the program, the Lead CYPA will call the parents.

EMERGENCIES

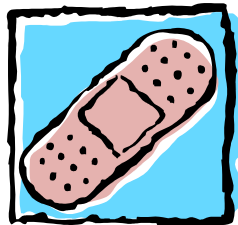


Children who develop conditions after admission that require immediate medical attention will be taken to Bayne Jones Army Community Hospital (BJACH). Conditions that require immediate medical care include: convulsions, marked difficulty in breathing, unconsciousness, lacerations (either significant in size or amount of bleeding), injury to an extremity with obvious deformity, head trauma associated with vomiting or altered consciousness. Parents will be immediately notified of any emergency or acute illness.

The installation Army Public Health Nurse (APHN) and parents will be notified of a child's exposure to a communicable disease while in a CYS Services program.

MINOR ACCIDENTS

All Child, Youth & School Services staff are trained in First Aid and Cardio Pulmonary Resuscitation (CPR). All accidents or injuries are recorded on the Accident/Unusual Occurrence Form for parental notification. Information will include the date, time, location, injured child's name, a brief description of what caused the injury and what the staff did to comfort child or apply first aid. Minor incidents will be held for parental signature at time of child pick-up. For all head injuries and other incidents deemed necessary by the director, the staff will provide parents a phone call informing them of the incident and affording them an opportunity to speak to the child. Parents may also come and check on their children.



ADMINISTERING MEDICATION

Medication can be administered in the full day programs if the following requirements are met:

- A physician must prescribe medication
- APHN must approve administration of the specific medication
- Medication must be in the original container with a child-proof cap and a current prescription label that includes:
 - 1) Date prescribed
 - 2) Physician's name
 - 3) Child's full name
 - 4) Medication name
 - 5) Dosage strength (amount to be given/applied)
 - 6) Administration frequency (specific times for administering)
 - 7) Instructions for use (i.e. by mouth, apply to rash, etc.)
 - 8) Start and stop dates (duration)
- No oral PRN (as needed) medicine will be administered unless approved by SNAP review or APHN provides Exception to Policy.
- The child will be on oral medication at least 24 hours before program personnel can administer it. This does not exclude the child from attending the CYS Services Program. A note from a physician for child to be in care is required.
- Written permission must be obtained by parent/guardian on a DA Form 5225-R, Child Development Services Medical Dispensation. This form is available at the program site.
- Parent must provide appropriate measuring device for administering medication.

- As a general rule, program personnel will not administer medications prescribed two or fewer times per day.
- Medications will not be administered to Hourly Care children. Exceptions can be made on a case by case basis.
- MS/T youth may self-administer medication when approved and documented on a care plan by a health care provider. An Unusual Occurrence Report will be completed by the designated staff member in the event a MS/T youth self-administers medication. Youth must inform CYS Services staff that they have self-medicated or self-medication privileges may be removed.

FOOD AND NUTRITION

CYS Services programs provide nutritious foods that help meet the child's total nutritional needs including one brand /type of formula. Food provided by parents is limited to infant formula, baby food, special diets and food for special occasions, when applicable. All other food will be provided by CYS Services in accordance with U.S. Department of Agriculture (USDA) Child and Adult Care Food Program. Cost for meals and snacks are included in the childcare program fees.

Parents are required to inform the appropriate CYS Services staff of any food allergies their child may have. An Allergy Action Plan, provided by CYS Services, must be completed by a healthcare provider for food allergies. A Diet Statement with proper food substitutions must be completed by a healthcare provider, nutritionist or clergy. Parents of children with food allergies will be scheduled for a SNAP to establish the proper care for the child and clarify any treatments necessary.



POLICY REGARDING INSTANCES OF BITING IN CDC

If a pattern of biting develops, the director or designee will consult with caregivers/providers to analyze the situation and form plan of action. Parents with biting children may be referred to New Parent Support Group or other agencies for guidance and assessment. Removal of a child from the CYS Services Program will be considered only after consultation with the Coordinator, CYS Services. Possible alternatives for childcare will be discussed at this time. (Please note: refunds will not be given for suspension due to continuous biting behavior.)

DISCIPLINE POLICY

Discipline will be approached in a positive, consistent way exercised with an understanding of individual needs and developmental level. Rules, expectations and limitations will be simple and understandable. When a child's behavior requires discipline, it will be constructive in nature using such methods as redirection, separation, gentle physical restraint (only to prevent harm to themselves or others). or positive reinforcement. There will be no spanking or corporal punishment of any kind.

When a child displays inappropriate behavior, the situation will be discussed with the child and instructions repeated. Brief separation is sometimes necessary to relieve undesirable situations. In cases of extreme acting up/out, or inappropriate behavior, parents will be notified. Frequent repetition of misconduct may result in suspension from the program. (Note: refunds will not be given for suspension periods.) **Bitting, fighting, hitting & abusive language will not be permitted.**

The CYS Services Discipline policy will be followed by all patrons, visitors and employees in CYS Services Facilities or activities.

DEVELOPMENTAL ACTIVITIES

NURTURING: The foundation of an early childhood program is built around loving, caring, warm, and consistent primary caregivers. Programs and routines are consistent so that children's expectations and predications about adults and the environment are consistent.

MULTI-SENSORY: Children are active learners who learn through hands-on experiences. Activities offered use and strengthen tactile (including smell, taste, touch), auditory, visual, creative, and motor skills. From these activities, children gain increased ability to imagine, resulting in increased learning. These activities inspire confidence and competence, which builds self-esteem. Content areas (e.g., math, science, social studies) are presented through integrated, meaningful activities such as block building, sand and water play, food experiences, and dramatic play.

VARIETY: Programs provide a wide range of developmental interests. Children are provided with a daily variety of activities and materials such as a large and small muscle activity, art, and music. The level of difficulty is increased as children are involved with the materials and develop skills.

FLEXIBLE: When planning daily activities, the special interests of children are considered and the lesson plans are frequently adjusted accordingly. Adults are prepared to meet the needs of children who exhibit skills outside the normal developmental range. The staff's feedback to parents and children reflects acceptance of differing values.

SELF-DIRECTED: Activities provided promote both group cooperation and independence. Children are free to choose activities and self-help opportunities are provided daily. "Hands-On" activities provide children with opportunities to manipulate objects and discover relationships through direct experience and explorations using their senses.

NON-COMPETITIVE: Children need to be respected and feel successful because of their own accomplishments, not because of the failures of other children.

CHILD CARE PAYMENT AND FEE POLICY

Families experiencing financial hardship should contact Army Community Services Financial Assistance for guidance.

What do parents get for their CDC dollar?

- **220 hours of child care every month** 10 care hours Monday–Friday averaging less than \$2.00 per hour, 44 nutritious meals and up to 22 snacks
- **Fee discounts** when multiple children are enrolled
- Two weeks of “**child care leave**” included every year.

What do parents get for their School-Age Dollar?

- **Supervised “out-of-school” activities during duty hours. Homework supervision** and access to state of the art **Youth Technology Lab.**
- Daily nutritious **snacks plus meals** on school out days and summer sessions.
- **Fee discounts** when multiple children are enrolled
- Two weeks of “**child care leave**” included every year.

LATE PICK-UP (CDC/SAS)

Failure to pick up children prior to closing time will result in a family (for siblings in the same CYS Services site) late fee of \$1/per minute or a maximum of \$15 per CYS Services site (e.g., if a patron has a child in the CDC and SAS programs, the late fee will be assessed and paid to each site) beginning at 1801. Late fees must be paid upon receipt of late fee notice. When children are left in CYS programs 15 minutes after close of business, the staff will call all emergency numbers in the child’s file. If no one is found to pick up the children, the military police will be contacted to locate the parents. If the child has not been picked up one hour after closing, the child will be placed in the FCC CYS home. The parent will be responsible for FCC Provider fees.

Guidelines covering Child, Youth & School Services fees:

- Fees are based on total family income and are calculated utilizing patron LES/pay stubs and/or most current income tax statement according to IAW DoD fee policy.
- Patrons whose employment status changes must furnish CERO with written documentation of decrease or increase in income. If a working patron's job status changes to not working, written documentation must be furnished from the employer.
- First month fees will be due upon entrance to program.
- Full-time services must be paid for in advance prior to service on a monthly or bi-monthly basis. Monthly payments are due on the 1st, with twice per month payments being due on the 1st and 15th.
- Payments not received by the 5th working day will be charged a \$5 late fee and services will be suspended. If payment is not received before the next billing cycle, services will be terminated. Patrons are required to pay fees for days child is suspended and the two week notice.
- Patrons are required to provide a two-week written notice in order to terminate child care services. A CYS Services Termination form must be submitted and two weeks fees must be paid, regardless of attendance.
- Payment for Hourly Care service is due on the day services are provided. There is a minimum charge of one hour. Charges are made in 1/2 hour blocks after the first hour. To avoid late pick-up fees, patrons should call the program to extend the hourly care reservation.

NOTE: Payments may be made by check, money order, credit card or cash. \$25.00 will be charged for all returned checks.

ANNUAL LEAVE FOR FULL DAY PROGRAMS

- Patrons enrolled in CDC and SAS programs have up to two weeks of leave annually with no fees during their leave and without loss of their child care spaces. The two weeks of leave will be granted after the child has been enrolled in program for 30 days.
- Leave time will not carry over from year to year. Time not used within the year is lost.
- The year will be counted from the date of CYS Services registration.
- A leave credit form must be filled out for approval at least two weeks prior to leave. Leave credit must be taken in 5 day increments.
- Leave time means the child is not in attendance. Free service will NOT be granted in lieu of time not used.
- Leave time may not be used in lieu of the two-week notice of termination.
- Refunds for leave not taken are not authorized.

Emergency Leave – In a case by case basis for emergency leave, payment may be waived for one week's absence (5 consecutive days), upon presentation of DA Form 31 signed by the unit commander and a copy of the Emergency Notification message.

CHILD ABSENCES

Parents are responsible for notifying the appropriate CYS Services Program each day their child will not be arriving on the bus from school. If we have not been informed that your child will not attend, we will contact the parents and the school trying to locate your child. If parents are not located within 30 minutes, the CYS Services program will notify the Military Police.



COPYRIGHT DECEMBER 2009