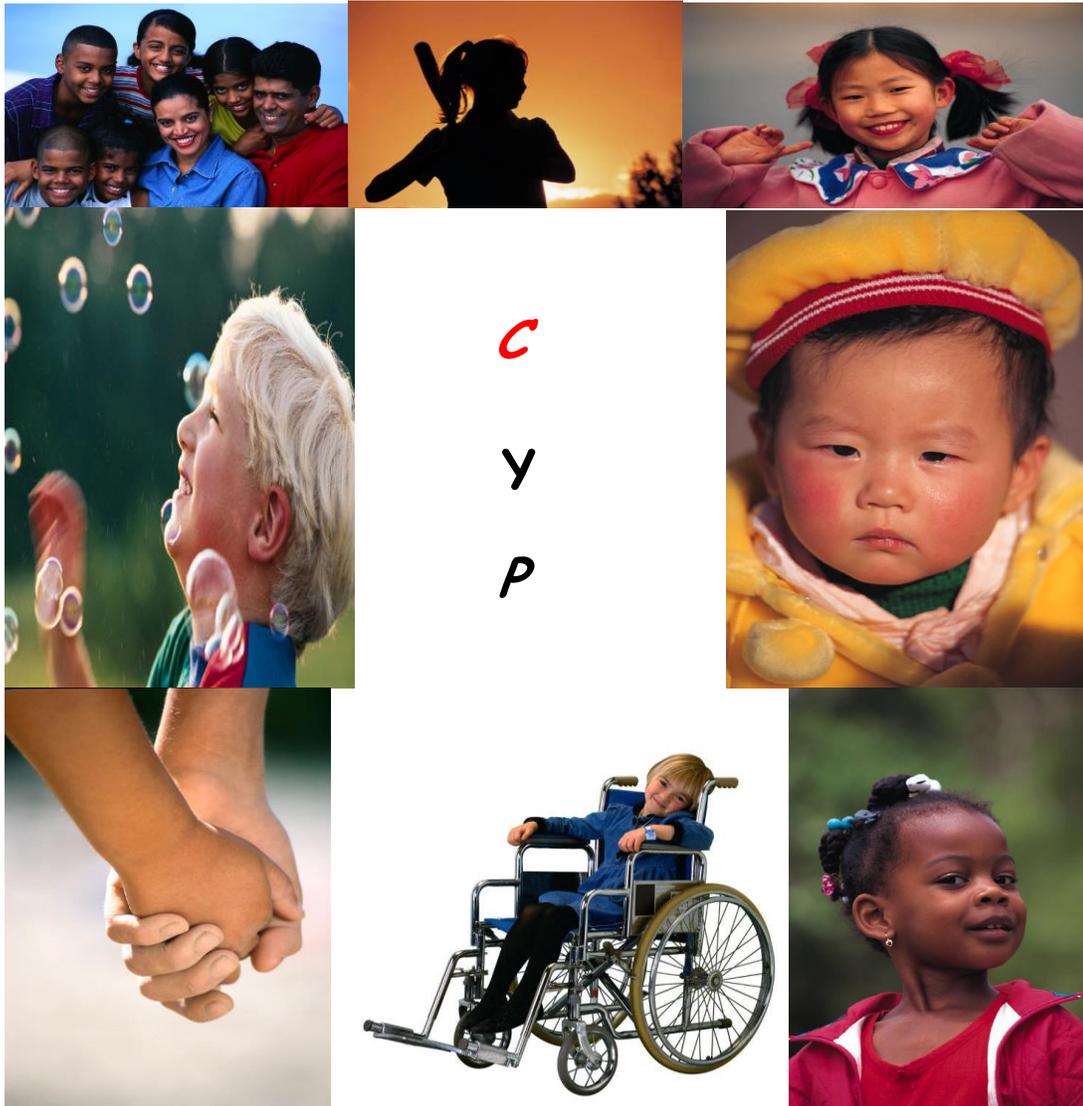


# CHILD and YOUTH PROGRAMS



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## Parent Handbook

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# **CHILD and YOUTH PROGRAMS**

## **PARENT HANDBOOK**

MARINE CORPS AIR GROUND COMBAT CENTER  
Twentynine Palms, California 92277

**CHILD and YOUTH PROGRAMS CENTRAL PHONE NUMBER (760) 830-3422**

RESOURCE AND REFERRAL, BLDG. 694, TEL:830 3349

FAMILY CHILD CARE PROGRAMS, BLDG 694, TEL:830 3340

STEPPING STONES, BLDG. 1089, TEL:830 3899

NEW HORIZONS FULL DAY, PART DAY, KINDERGARTEN, HOURLY CARE, BLDG. 694, TEL:830 4264

YOUTH AND TEEN OASIS, SCHOOL AGE CARE, BLDG. 692, TEL:830 4265

YOUTH AND TEEN OASIS, TEEN PROGRAMS, BLDG 692, TEL:830 4265

ADMINISTRATOR, BLDG 694, TEL:830 3345

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## **WELCOME TO THE CHILD and YOUTH PROGRAMS**

It is our strong desire to make your child's experience with the Child and Youth Programs (CYP) (Child Care Center Full Day (FD)/Part Day (PD), School Age Care (SAC), Hourly Care (HC), Teen Programs (TP), Youth Sports (YS) and Family Child Care (FCC) as happy and positive as possible. Studies show that a child's family continues to have the most significant and profound influence on them. This remains true of children who are in a child development center. Caregivers and teachers do not take over your role as parent. They are concerned adults who will play an important part in your child's life. At CYP we encourage parents to get involved since we too, share a significant role in your child's development.

The purpose of this handbook is to provide our patrons with written information on the standard operating procedures, goals, philosophy, policies and programs offered at CYP.

The CYP practices equal opportunity for all. Discrimination due to race, religion, sex, national origin, marital status or age is prohibited at CYP.

## **GOALS AND OBJECTIVES OF THE CYP**

The goal of the MCAGCC CYP is to provide the highest quality developmental program possible for your child. Certainly, the most critical component in successfully realizing this goal is the day-by-day experience your child has with the caregivers. It is for this reason that CYP takes seriously the selection and training of caregivers. Staff members are chosen on the basis of character, sound background, maturity and education related to child and youth development. Each caregiver is encouraged to accept individual differences in children. The caregiver helps your child's growth experience to happen naturally as they interact in a nurturing, teaching and encouraging manner.

## **CYP FACILITIES ARE SMOKE FREE ENVIRONMENTS**

To protect and enhance our indoor air quality and to contribute to the health and well-being of all individuals, children, their family members and employees, CYP facilities shall be entirely smoke free. Additionally the use of all tobacco product, including Cigarettes, Cigars, Pipes, Smokeless tobacco including spit, plug, leaf, snuff, dip & chew is banned from the CYP workplace except as designated in SECNAVINST 5100.13E. Smoking is prohibited in all of the enclosed areas within CYP worksites, without exceptions. This includes common work areas, classrooms, outdoor playgrounds, training room, private offices, hallways, staff lounge, restrooms, storage areas, communication room; employer owned or leased vehicles and all other enclosed facilities. Tobacco use is permitted in designated tobacco use areas ONLY – which must be 50 feet away from any building / entrance to the facility.

## **PHILOSOPHY OF THE CHILD DEVELOPMENT PROGRAMS**

Childhood is a crucial part of the life cycle for cognitive, social and emotional development. CYP is responsible for providing safe, healthy, nurturing and responsive environments for the children in our program. We are committed to practices that support and build upon children's individual developmental stages and interests while assisting them to learn through play to become a member of a diverse group of other children. The program further acknowledges that families are of primary importance and we are committed to build reciprocal relationships with each child's family that will enhance the child's self-awareness, self-worth and cultural heritage.

The following statements of the CYP's goals are an indication of our overall philosophy concerning your child's development.

### **Goal 1: To Develop Positive Self-concept**

Each child's self-concept is one of the most important factors in their life. We plan many activities and experiences during the day that promote self-awareness, self-reliance, the joy of achievement, and the thrill of being accepted. Taking responsibility for personal needs develops independence. Having the opportunity to choose and plan one's work and play develops creativity and self-discipline. Children feel good about themselves and what they can do under the direction of staff members trained to give encouragement, approval and acceptance to each child.

### **Goal 2: To Stimulate Creativity**

Opportunities are provided daily for creative and imaginative ideas to be expressed through art, music, dramatics, and thinking. Participation in activities using play dough, clay, crayons, and paints inspires the appreciation of individual expression and the pride of accomplishment. Listening, singing, moving, and playing musical instruments enrich the child's experiences. Language and self-confidence develop while participating in role-playing, puppetry and drama. Problem solving, as children work and play together, develops creative thinking every day.

### **Goal 3: To Encourage Curiosity**

Curiosity **motivates** learning. **Questions of how**, when, where, and what are stimulated as the teachers present opportunities for children to think and talk about themselves, their families, their community, and the world. On field trips, the older children experience places and people that broaden and clarify their understanding of the world.

### **Goal 4: To Promote Physical Development**

Physical development is rapid during the early years. Special indoor and outdoor activities promote exercise and coordination of large muscle groups. Open space and special play equipment provide ample opportunity to crawl, walk, run, climb, jump, throw, and balance. Small muscle development occurs as children learn to draw, write, cut, string beads, manipulate pegboards, work puzzles, and participate in numerous games. Good health habits, such as cleanliness, nutrition, exercise, and rest are emphasized each day.

### **Goal 5: To Develop Communication Skills**

Listening and speaking skills are vital in order to relate effectively to other people. As teachers encourage children to talk and listen to each other, children socialize and become comfortable in groups. Understanding and expressing feelings and emotions are very important to the young child. Staff members are trained to relate to children in a positive and accepting manner.

## **Goal 6: To Develop Basic Learning Skills**

Our curriculum includes basic readiness concepts in mathematics, reading, language, arts, science, and social studies. Games, materials, equipment, and teaching guides assist the teacher in effectively planning and implementing lessons. In mathematics, the concepts of color, shape, numerical numbers, size, time, measurement, relationships, and math vocabulary are introduced at the appropriate developmental level for the child. Books, pictures, real objects, records, tapes, following directions, lengthening the attention span, and reproducing shapes are developed.

## **PATRON ELIGIBILITY**

Eligible patrons (sponsors) include military personnel, DOD civilian personnel paid from APF and NAF, reservists on active duty or during inactive personnel training, and DOD contractors.

First priority will be given to children of active duty USMC military and DOD civilian personnel **assigned to the MCAGCC installation** who are either single parents with custody or who's spouse is also a military member on active duty or employed on a full time basis outside of the home. Second priority is for all other active duty military and DOD civilian personnel assigned to the MCAGCC installation. Third priority is all other eligible patrons such as retired military. Military or DOD employees that have legal custody of any child is eligible for care with documentation of custody.

### **Admittance**

- a. Eligibility has been established in accordance with the Marine Corps Order governing CYP
- b. Children six weeks through 12 years of age are eligible for Childcare Programs.
- c. Teen 7<sup>th</sup> grade-18 years of age still in school are eligible for Teen Programs only.
- d. Immunizations for each child will be up-to-date prior to admission to CYP.

**School Age Children.** Any school age child who has been dismissed from school because of illness or disciplinary problems may not be left at the center for the time he/she is dismissed from school.

**Special Needs Children.** Every effort will be made to provide care for children with special needs. The child must be enrolled in the Exceptional Family Member Program (EFMP), and admission will be based upon the Child Development Programs' Inclusion Action Team (IAT) recommendation. An IAT meeting must be held for a special needs child before they can be enrolled in any CYP.

Children are considered special needs when they have developmental disabilities, emotional disturbance, mental impairment, sensory or motor impairment, or significant chronic illness or who meet the definition of a handicapped person and who require special health surveillance or specialized programs, intervention, or facilities.

## **HOURS OF OPERATION and PROGRAMS OFFERED**

All programs offered at the CYP are designed to be enrichment programs that develop child's social, cognitive, emotional, physical and creative growth. The programs offered should meet the basic needs of children in a safe, healthy and nurturing environment. Full Time and School Age Care are 50 hours a week. If 50 hours are exceeded, the current hourly rate will be charged.

**CDC –Stepping Stones, New Horizons**-Children will be accepted on an hourly or fulltime basis, Hourly care runs from 0700-1700. Breakfast, lunch, and two snacks are served daily. The centers are open from 0500-1900 Monday through Friday and closed on Federal holidays and the Friday after Thanksgiving Day.

**Part Day Program** – **New Horizons**-Part Day programs are offered in the CYP. Snacks are provided for those attending this program. There are two preschool classes offered for children three and four years of age. The classes are offered in the A.M and P.M.

**School Age Care** – **Youth and Teen Oasis**-The district dictates departure to and from school on school times. Breakfast and snack are served daily. On school holiday breakfast, lunch and two snacks are served. The center is open from 0500-1900 Monday thru Friday and is closed on federal holidays and the Friday after Thanksgivings Day. Full day care is provided for children in the SAC program in the summer, winter and Spring break and when schools are closed other than on federal holiday days and the day after Thanksgiving.

**Hourly Care** – is provided up to 20 hours a week per child. Patrons needing more than 20 hours a week on a regular basis will need to enroll in the Full Day Enrichment Program. A patron who has their child enrolled in Part Day Enrichment may use hourly care for five additional hours per week.

**Supplemental Programs and Services (SPS)** – This program provides care for children from ages 6 weeks through 6<sup>th</sup> grade. The children in the SPS receive the same developmental care offered to full time children. The care is offered at the alternate site or at one of the CDC's. Request for care must be made in advance. Care is available Sunday through Saturday as requested. Organizations such as: Religious Services, Red Cross, Navy Relief and Unit Functions are only a few of the many served. For more information, contact SPS at 830-3399

**Family Child Care** – The Family Child Care Office is open 0800 –1700 Monday through Friday. Qualified staff is available to assist you with FCC matters. Contact FCC at 830-3340

**Teen Center** – May vary and are as posted.

**Youth Sports** – Provides a variety of recreational programs for the military community on and off MCAGCC. These programs consist of traditional, alternative, leisure, and skill competitions, which will be offered seasonally for boys and girls ages 3 to 18 (still in high school). Office hours are 0800-1700. Community Center at 830-3910

## ADMISSION AND DISENROLLMENT POLICIES

The CYP offers a Resource and Referral (R&R) service to assist you in finding the right care for your child. Resource and Referral provides information on Child Care options on the base, such as the Full Day, Part Day, School Age Care, Hourly Care, Supplemental Programs and Services or Family Child Care Programs, as well as child care in the surrounding communities. For each child enrolled in one of the CYP's a request for care at [militarychildcare.com](http://militarychildcare.com) (MCC) must be completed. After MCC is completed a packet will be completed with R&R. If space is not available for the program you choose, after completing MCC, your child's name will be placed on the waiting list. The Resource and Referral Service is located in building 694, and the phone number is 830-3349

To enroll your child in the CYP an enrollment package must be completed with the following requirements: Child's shot records to verify that the required immunizations are up to date, proof of current physical examination, and a registration packet must be completed by the sponsor with current phone numbers, addresses, names of authorized escort and emergency contact. It is the responsibility of the sponsor, to keep your child's records current at all times. If your child has any food allergies or medical needs they must be included on your child's physical examination report and a IAT meeting will be scheduled.

If you need to disenroll your child from CYP a written statement of intent to disenroll is required. The disenrollment notice **must** be completed two weeks in advance of disenrollment. Disenrollment forms are available at the front desk of the center where your child is enrolled. Patrons are responsible for full payment for the two weeks following the date in which the notice of disenrollment is received even if the child is no longer in the program.

## STAFF TO CHILDREN RATIOS

In accordance with the current Marine Corps order governing, the CYP maintain the following ratios:

<b>AGE OF CHILD</b>	<b>CHILDREN PER CAREGIVER</b>
6 weeks-12 months	<b>4</b>
13 months-24 months	<b>5</b>
25 months-36 months	<b>7</b>
3 years-5 years	<b>12</b>
5 years-9 years	<b>15</b>
9 years-12 years	<b>15</b>

## **GUIDANCE ON CARE OF CHILDREN WITH SPECIAL NEEDS**

Children with special needs include, but are not limited to, children with physical handicaps, auditory/visual disabilities, mental retardation, children with chronic illness such as asthma or other conditions, including epilepsy, heart and kidney problems, special dietary needs, emotional and perpetual disabilities.

Every effort shall be made to provide childcare services to active duty military and DOD families with special needs children. Children should be enrolled in the Exceptional Family Member (EFMP) Program. Upon request for services, a Team of qualified, cognizant personnel shall make an assessment of the accommodations necessary for a special needs child to participate in the program and determine the most appropriate placement for the child. This Team shall be called the Inclusion Action Team (IAT). If a child is enrolled a physician's statement is required. This statement should specify the child's requirements in terms of diet, medication, appliances, communication aides, and self-care assistance and should also include the following:

- a. Particular nature of the handicap or need
- b. Special requirements needed by the child
- c. Special accommodations which the Center must make to accept the child
- d. Physician's/specialist's opinion that the child will benefit from the type of program offered.

A copy of this statement should be kept on file in the child's records. The child must also be enrolled in the EFMP as applicable.

After determining the best placement for the child there will be a pre-admission conference among the parent(s), Program Director and pertinent staff at which time the appropriate age group will be determined and the program will plan for the child's developmental needs. Families should be allowed the option of having a knowledgeable professional accompany them to the pre-admission conference.

For children requiring specialized care that is beyond the capability of the CYP, or after a child is admitted it is determined that the facilities or program cannot meet the developmental needs of the child without incurring significant additional expense, a referral shall be made to an appropriate agency to assist the family in locating accommodating programs.

## **PARENT PARTICIPATION and PARENT ADVISORY BOARD**

Parents are encouraged to participate in the many activities that are planned throughout the year. Parents are welcome to assist on field trips, in the classrooms, with fund raising activities, and attend classes in Early Childhood Development offered by the CYP and the local college. Parents play a very important part in the programs offered by CYP and we look forward to any input, ideas and time you would like to share. The classrooms are always open for parents to visit.

The Marine Corps recognizes that parents have the primary responsibility for the health, safety and well being of their children. In an effort to facilitate a parent and CYP partnership for the welfare of the children, a Parent Advisory Board (PAB) has been established. The PAB acts in an advisory capacity, providing recommendations for expanding and improving services, and does not engage in the management and operation of the CYP. The board meets at least quarterly and parents are encouraged to attend. Announcements regarding upcoming meetings are generally published in the monthly newsletters and posted on the parent boards in the centers. Be a part of the Parent Advisory Board; ask at any of our centers for more information.

## **CHECK IN-OUT PROCEDURES**

Parents/guardians delivering children to the Centers will stop at the front desk and inform the personnel that their child is coming into the center. The parent will scan their child in, using their pass. The parent will then sign the time in on the Daily Attendance Roster in the classroom. A current and correct telephone number (at which parent/guardian may be reached in case of an emergency) must be filled in each day. Parents will be required to show ID at the front desk when picking up his/her child. The parent will scan their child out, using their pass. The parent/guardian will sign the Daily Attendance Roster with the time out in the classroom. This procedure is required every time a child is checked in or out of the CYP.

## **PAYMENT DUE DATE**

Fees are posted at the CYP. Payment for service, excluding hourly care, is paid two weeks in advance. Payment due dates are the 1<sup>st</sup> and 15<sup>th</sup> of each month. If payment has not been received by close of business on the fourth day after billing, a late payment fee will be charged to your account. Any account that falls behind will be subject to disenrollment of the child/children from CYP programs. You will still be required to pay your account in full.

**It is extremely important that parents pick up their children by the close of the program, in which your child is enrolled. A late fee will be charged at each quarter hour the child remains at the center.**

Following a full hour past closing, if parents have not arrived and no contact has been made PMO will be notified of the situation so they may assist the CYP in locating the parents or the emergency contact. Every effort should be made to inform the CYP of a late pick-up.

## **CHILD CARE FEES**

The Military Child Care Act of 1989 requires DOD to prescribe regulations establishing fees charged at military child development centers. According to the reference, fees will be based on individual family income data provided by the parents. Total family income includes all earned income, wages, salaries, tips, long term disability benefits, voluntary salary deferrals, quarters allowances (BAH) and subsistence allowances and in-kind quarters and subsistence received by military member, pay for service in a combat zone and anything else of value, even if not taxable, that was received for providing services. The burden of proof for fee rates is on the parents and will be verified on an annual basis (August) and individual fees adjusted accordingly. The purpose of the legislation is to help make childcare affordable to all military and DOD civilian families. Providing the income information is in the family's best interest since the guidelines of the DOD specify that those who do not provide this information will be required to pay fees in the highest income category. Income information is confidential and only persons with a "need to know" will have access to the family income data provided. Situations involving family emergencies or hardship that necessitate special payment arrangements may be directed through the CYP administrator for consideration. **Refunds or reduction of fees for absences due to illness, vacations, holidays are not allowed.** The fees cover 52 weeks of operation. Fees include all snacks and meals.

Children, who are transferring from one CYP to another, for example, from the Full Day to the Part Day, School Age or FCC, will not be accepted into the new program if payment has not been paid in full to the program the child is leaving or transferring from.

## **FEE SCHEDULE**

A current fee schedule is available at the front desk of each Center.

## **MEMBERSHIP IN THE TEEN PROGRAM**

Membership in the Teen Program is charged quarterly. Once the membership is paid the daily admittance is free for members. Special events are at an additional cost. Non-members will pay an admittance fee every time they participate at the center. Special events are an additional cost.

## **FIELD TRIPS**

Parents must sign a Hold Harmless Agreement for Field Trips upon enrollment. This form will be maintained in the child's file. Parents will be notified of all planned field trips. Those wishing their child to participate in the field trip must sign the childcare field trip permission slip available at the front desk.

Prior to any child being taken from their assigned area, a field trip permission slip must be completed.

Only regular full-time children will be allowed to participate in field trips. Care at the Child Development Center is considered group care. If the child cannot participate in a field trip due to parental choice, every effort will be made to accommodate the child. If accommodations cannot be made the parents will be notified and it then becomes their responsibility to find alternative childcare. No refunds will be made based on parental preferences.

## **FAMILY CARE PLAN**

Dual and Single Military Sponsors must provide the CYP with a copy of their "Family Care Plan" (Record of Emergency Data) to be kept with their children's records. This is a requirement of the Marine Corps Order 1710.30E section 2006. This information will only be used by CYP staff when needed for emergency or deployment purposes.

## **PERSONAL ITEMS**

The CYP's are not responsible for loss or damage to personal items brought into the centers. If you choose to bring any personal items into the center, such as your child's personal toys, videos or items to be shared with the class, it will be at your own risk. All clothing and personal items should be marked with your child's full name.

## **ANIMALS IN CYP FACILITIES**

Per the directives in the MCO P1710.30 E all animals in CYP facilities shall be approved by the base veterinarian or safety officer.

The use of Aquariums and Terrariums in the CYP programs has been approved by the Department of the Army personnel Veterinary Services provided the following conditions are met:

- a. The equipment is maintained in a clean and functional manner
- b. The animals are properly fed and provided medical services when needed
- c. The children, youth or teens are not allowed to handle the animals directly
- d. Personnel from Veterinary Services are provided access to perform sanitary audits of animal facilities on a monthly basis.

## **CUSTODY DISPUTES**

CYP staff will not get involved in custody disputes. A parent who has legal custody of a child and wishes to disallow the other parent from picking up their child must provide a copy of the court restraining order to the CYP for our files. In the event that the other parent attempts to take the child from the CYP, PMO and the admitting parent will be notified. In the event of physical force, however, the CYP staff will not endanger other children or staff members to prevent the parent from taking the child from the premises.

The CYP staff in no way can take sides in a custody dispute. The CYP has no opinion when asked to assist in any legal situation concerning custody.

## **FOOD PROGRAM**

The CYP food program is operated under the guidelines and regulations of the USDA Child Care Food Program. In accordance with State Law, all children, whether hourly or regularly enrolled in a Child Development program, will be served the same snack or meal during the snack or meal hours. CYP does not supply formula for hourly care children.

## **MENUS**

Menus covering the current month are published by CYP and are available the first of each month. Your copy of the monthly menu may be picked up at the front desk. Menus are also posted on the Parent Board in each classroom, and the lobby entrance

## **MEAL TIMES**

Breakfast will be served from 0730 to 0800. Three snacks served daily, one at 0930 to 1000 and the second from 1430 to 1500 and the last snack is served from 1730 to 1800. Lunches are served from 1130 to 1200 noon. Only food purchased or prepared by the CYP may be served within the centers. **NO** food may be brought into the centers (to include birthday cake or cupcakes).

Infant formula and expressed milk are allowed to be brought into the center. CYP does not supply formula for hourly care children. The parents must provide the formula or expressed milk in one serving size non-breakable bottles. Bottles will be prepared by parents and require no mixing by CYP staff. Bottles should be labeled with the child's name, date and kept refrigerated. Bottle nipples will be covered to ensure sanitation. Infant cereal and baby food is served and provided by the center for the infants under the requirements and guidance of the USDA Food Program.

## **CHILDREN WITH FOOD ALLERGIES OR MEDICAL PROBLEMS**

Any known food allergies or medical restrictions or requirements for your child's diet must be recorded on the registration form and be accompanied by a signed doctor's note stating specifically what the food restriction, requirement or allergy is. The kitchen staff will be notified of the specific food restrictions or requirements so that substitutions can be provided.

## **VOLUNTEER PROGRAM**

If you are interested in volunteering time, ideas, or experience with the children of any age group, please contact your child's teacher or notify the center manager of your interest. Volunteering during special activities is always greatly appreciated see MCO 1710.30E section 4. Volunteers who work in the classroom with the children on a regular basis are required to have up-to-date shot records, meet the same health requirements as regular staff, and have a background check completed. In addition they are required to complete a minimum of 4 hours training before caring for children.

## **OPEN HOUSE**

Open house is scheduled in October and April. (April is designated as the Month of the Military Child).

## **QUIET TIME**

Quiet time is every day from 1200-1400 for all Full-Day Programs. All children are encouraged to have a quiet/rest time. If a child does not wish to lie down on a cot during this time they will be directed to a quiet activity such as quiet table activities. Individual cots/mats are provided by the CYP for each child. All children are allowed to bring from home a blanket, soft toy or any other appropriate item that makes them feel more comfortable while resting.

## **CLOTHING**

Children must arrive at the CYP clean and dry. Children should be fully dressed in clothing that is appropriate for the weather. Clothes that are easily put on and taken off without adult help will build confidence. Clothes should be comfortable and suitable for play. Remember, children's clothing does not stay clean after hours of play and learning activities.

Sponsors of children enrolled in CYP are required to provide a complete set of extra clothing for their child. Children in the Hourly Care program should have enough clothing to meet their needs during their stay.

Due to fire/safety regulations, children over the age of 1 year must wear shoes at all times while at the centers. We recommend sturdy play shoes. Sturdy play shoes helps a child's sense of balance. To avoid dirt, sand and stubbed toes, no flip-flops, rubber sandals, thongs, or jellies can be worn. The CYP is not responsible for lost or stolen items. All clothing and personal items must be marked with the child's full name.

CYP requires the use of disposable diapers only. Parents are responsible for providing disposable diapers, pull-ups and wipes. Should your child not have enough diapers, CYP diapers will be used. The parent will be charged \$2.00 per diaper.

If your child is being potty trained while at the CYP, you may bring disposable pull-ups and we will assist in potty training your child. No cloth training pants or cloth diapers are allowed due to sanitation regulations. In accordance with guidelines published by the National Association for the Education of Young Children and to keep contamination to a minimum, soiled underwear including any affected clothing, will be placed in a plastic bag to be given to the parents without dumping or rinsing content.

## GOOD HEALTH/ILLNESS

When a child is enrolled at the CYP the sponsor is required to sign an Emergency Medical Release Form for the child's file. This form authorizes the staff to have your child taken to the Naval Hospital by PMO or any command authorized EMS Paramedics, in the event of a life or limb-threatening situation. In the event of such a situation, every attempt will be made to notify the parent; however, if we are unable to reach the parent, we will take the necessary steps to protect the child.

While parents are not required to sign the **SPECIAL AUTHORIZED MEDICAL CARE FOR MINOR CHILDREN** form in order to enroll their child. They are strongly encouraged to do so. Since the Emergency Medical Release form is only in force when there is a life/limb threatening situation, the child may be disallowed from any medical attention in other situations when the parent cannot be reached. For this reason, the CYP strongly encourages all parents to designate a specific adult to act as their attorney in fact to authorize treatment in the best interest of the health and welfare of the child in the parent's absence.

The sponsor or other designated authorized adult as recorded on the child's emergency medical release must pick up a child who becomes ill while at the CYP. Pick up must be within one hour of the time the CYP makes contact with the authorized adult. If a child has an illness, which is contagious, the sponsor must notify the Center. A doctor's written and signed clearance will be required before the child may return to the Center. Symptoms of illness include sore throat, heavy nasal discharge, earache, and eye infection, swollen neck glands, unexplained rash or skin irritation, constant cough, persistent diarrhea or vomiting. Symptoms of communicable disease, such as chicken pox, mumps, measles, rubella, or extreme fatigue will be reported to local health officials, and if confirmed, a notice will be provided to inform parents of the communicable disease.

Parents will be asked to pick their child up from the CYP if your child has persistent diarrhea (more than 3 watery stools within a 3 hour time frame) or persistent vomiting.

If your child is absent for any reason, please notify the CYP office. We especially ask your cooperation in reporting immediately any contagious disease that may occur in your family.

CYP Registered Nurse and our staff is trained in CPR, First Aid, and the abdominal thrust procedure, and is able to handle minor scrapes, bumps and bruises, You will be notified immediately if any emergency action is required. Emergency notification information must be current and on file at the CYP. It is absolutely essential that, for the benefit of your child, you keep the CYP records on your child updated, (i.e. phone numbers, emergency numbers, and other pertinent information).

## ADMINISTERING MEDICATION

CYP Registered Nurse or trained personnel shall follow the following procedures for administering medication to children:

- (1) Medication will be administered only to children enrolled in regular full-day, part-day or school age care programs when prescribed by a physician and only when there is no other reasonable alternative to satisfying the medical requirement of the child. Where possible, physicians should adjust medication schedules so that CYP personnel need not administer medication.
- (2) The administration by CYP Registered Nurse personnel of intravenous and intramuscular medication (shots) is prohibited (except emergency medications such as an Epi-Pen/Epi-Pen Jr.). Glucose tests can be performed by CYP Registered Nurse or staff. CYP staff will receive specialized training on Diabetic Care before caring for a diabetic child.
- (3) Written permission from a parent or guardian must be obtained before administering medication. Parents will sign a release of liability statement. Permission forms cover the prescribed period or a maximum 30-day period, and if medication is needed beyond that period, new forms must be completed.
- (4) The physician or parents will administer the first dosage of any medication.
- (5) Medication must be in the original container with a childproof cap, labeled with child's name, physician's name, name of medication, dosage strength, date, proper amount and instructions for use and storage. CYP recommend asking the Naval Hospital to give you two bottles of medication, one that may be kept at home, and one that will remain at CYP.
- (6) Individuals designated to administer medication will receive specialized training (e.g. dosage precautions and side effects) deemed appropriate by the command medical authority.
- (7) A record will be maintained of all medications administered including the time of each dosage and the initials of the person administering medication.
- (8) All medications will be kept in a locked cabinet, out of the reach of children. Medications requiring refrigeration will be isolated within the medication refrigerator which is secured. No "over-the-counter" medication will be administered unless accompanied by a written prescription from the doctor.
- (9) Medications will be returned to parents when no longer needed or upon termination of attendance of the child in the program. Once the CYP is given the medication to be administered to your child, it must STAY at the center until no longer needed by the child. Medications that are taken from the center before finished may not be returned to the center or administered by the CYP personnel.

- (10) No baby bottles containing formula, milk or juice mixed with medications will be accepted into the Child Development Program.
- (11) The use of baby powders or over the counter medications is not allowed. Pure cornstarch can be used in place of powders. No oral PRN (as needed) medication may be administered.
- (12) Children enrolled in the Before and After School Program may not take their medication with them to school or bring medication back from school. Medication that must be administered by CYP nurse or staff and must STAY at the center until no longer needed by the child.

### **DISCIPLINE**

Discipline is seen as more than correcting a child. It is changing a negative behavior to a positive behavior through continual positive reinforcement. A child will learn by example (Positive or negative), a child will learn from what is taught. Absolutely no physical punishment is used in the discipline of any child at the CYP. We use positive reinforcement for minor issues. Every effort will be made to redirect negative behaviors into positive behaviors. For continued problems, and as a last resort, “time out” may be used (separating the child from the group activity, but never leaving the child alone).

**\*\*DISCIPLINE IS A WAY OF TEACHING. IT IS NOT PUNISHMENT\*\***

Behavior incidents that are not developmental in nature or which cause injury to another child or caregiver, including biting, hitting, cursing, obscene gestures or actions, and sexually inappropriate behavior cannot be allowed to continue in a center environment. Every attempt will be made to redirect the child’s behavior and to work with the parent to correct the behavior. If the behavior continues the following, CYP Incident Policy will be followed:

1. The caregiver will log in the incident and the parent will be called.
2. Parent conference may be scheduled for repeated incidents.
3. Parent may be asked to remove the child for a temporary period.
4. If the child continues to have severe problems after returning, the parent may be required to seek alternative childcare.

In addition, the School Age Program uses “Walk Referrals” to notify parent when children have difficulty following directions or rules on the walk to and from school.

In the School Age Program children who do not choose to follow directions or exhibit continual inappropriate behavior may be disallowed from participating in outside activities. In this event, it will be the responsibility of the parent to make alternate child care arrangements.

## **BITING POLICY**

Biting is very common in-group settings of young children. Yet, whenever it happens it is always disturbing to parents and caregivers alike. With infants and toddlers, biting is considered a developmental stage that some children go through. With preschool aged children, biting is generally considered a behavior issue. At CYP, one of our goals in working with young children is to help them gain the skills and self-control to be successful in their interpersonal relationships by guiding them through developmental stages, whether the situation is biting, pushing, hitting, scratching, or temper tantrums.

Biting may occur for several different reasons, but because the young child has limited communication skills, the adult generally must observe the child to try and determine what the underlying cause may be. With infants and toddlers, the cause may be teething, a strong need for independence and control, experimentation, exploration of cause and effect, attempting to interact with another child, frustration or anger, seeking attention, imitating behavior or they feel threatened in some way. We provide a variety of different small group activities in the classrooms to help with these various situations.

Once it is determined that a child is using biting in their interaction, we utilize various methods to try to prevent biting. We talk with the parents to determine if there is a different situation in the home that may be a contributing factor, if the child is teething, or if they are observing the behavior at home or in situations outside of the center. In most cases through parent/caregiver team work the child can be successfully redirected through this developmental stage. If it is determined that the center environment is contributing to the ongoing problem, then the parents may be asked to place their child in a Family Child Care Home until they have the ability to be successful in a larger group.

Most preschool and school age children have developed communication skills and, have the ability to understand and exhibit self-control skill. For these children, biting is looked at as a behavioral issue. Each biting incident will be addressed, and depending on the situation, the child may have the opportunity to continue in the program that day, or the parent may be asked to come and pick the child up. The child may be excluded from the program for a day, a week or until the biting behavior has been resolved.

In all biting situations, the parent of the child who has been bitten, as well as the parent of the child who did the biting, will be called and advised of the incident.

## **SUSPECTED CHILD ABUSE**

All CYP employees are mandated reporters under California State Law and in accordance with the current Combat Center Order regarding Child Abuse Investigations and Reports. All CYP employees who have knowledge of or suspect child abuse as a result of observing a child in their professional capacity or within the scope of their employment must act on that observation. The Family Advocacy Program Manager (FAPM) is the point of contact for CYP staff when abuse/neglect or other form of maltreatment is alleged or suspected. When child abuse or neglect is alleged or suspected within a child care setting, CYP and staff and FCC providers are required to report the suspected/alleged abuse/neglect immediately through their chain of command to PMO and FAPM. The FAPM will contact civilian authorities and other base officials as required. Appropriate CYP personnel will document all incidents and subsequent action in writing.

If you suspect child abuse, child neglect or safety violations in your CYP, report them to your Family Advocacy Program 830-6345, Safety Officer 830-6100, or call the Department of Defense Child Abuse/Safety Violation Hotline 1-877-790-1197 (in the US) or 703-604-2547 (outside the US).

## **APPROPRIATE TOUCH**

Experienced caregivers know how important it is for a child to have physical contact. Through the nurturing support and positive guidance of knowledgeable staff children's development is enhanced. Expressions of affection such as hugs, holding hands and lap sitting (for younger children) help build children's self-esteem. A reassuring touch on the shoulder or a back rub at naptime can help to relax a tense child.

One of the tasks in early childhood is to develop an understanding of what is considered appropriate and inappropriate touch in the child's culture. Caregivers as well as parents, teach this in good part by modeling appropriate touch for the child.

The sexual abuse of children is an extreme form of inappropriate touch. It is inappropriate because it involves coercion or other forms of exploitation stemming from the child's lack of knowledge and the satisfaction of an adult's needs at the expense of the child's.

Appropriate touch takes into account respect for the personal privacy and personal space of others. Appropriate touch involves having the permission of the other for touch. Requiring a "good-by kiss" from a child is an example of inappropriate touch. Appropriate touch takes into account the wishes, safety, and well being of the other person. Because the boundaries for appropriate and inappropriate touch have often been unconscious and undefined, caregivers need to discuss touch issues openly, thus to reassure themselves and others of their correct understanding. At the CYP, any form of physical punishment such as hitting, squeezing to cause pain, jerking, pushing or pulling a child, tying a child to a chair, and isolating a child are all forbidden.

## **SAFETY**

Every effort is made to provide a safe and healthy environment for your child. Fire drills are conducted monthly so that all staff and children are familiar with evacuation procedures. Monthly inspections are made by Preventive Medicine and the Safety Services to ensure sanitation and safety standards are met at the center. All caregivers are also instructed on a regular basis of safety requirements. Frequent hand washing is emphasized for both staff members and children. A copy of each child's emergency information card is kept in the child's classroom. In the event of a natural disaster or emergency base closure during Full Day and Part Day Programs business hours, your child will continue to receive care by CYP staff until parents are able to come for their children. An evacuation plan is posted in each classroom.

## **PLAYGROUND SAFETY**

The playground area allows for easy supervision of all children. Separate playground areas are provided for children 36 months of age and under. The playground design and size of the gate allows access by emergency equipment.

A variety of age appropriate playground equipment is available. The equipment is safe, nontoxic, durable and in working order. The design, construction, and installation of equipment conform to the U.S. Consumer Product Safety Commission Playground Safety Standards for the specific ages of the children using it, and are maintained according to the recommendations of the manufacturer. Merry-go-rounds, narrow steep slides, trampolines and hard-seat swings are not used. Personnel from the Base Safety Office inspect the playground routinely. While on the playground, children are closely supervised. Ratios and group sizes are maintained. Playground time is scheduled twice a day, weather permitting.

## **FOR YOUR CHILD'S ADDED SECURITY**

1. All patrons picking children up from the CYP must show a valid photo I.D, and know the sponsors SSN. Children will not be released to any person without written permission from a parent/legal guardian. The person picking up the child must be 14 years of age or older and must appear on the Emergency Release Card.
2. You will be asked to show your I.D. every time you or your designated person arrives to pick up your child. We understand that this may seem unnecessary; however, your child's safety is our number one concern. No child will be allowed to stay for care without a valid contact number.
3. Each classroom has immediate access to the front desk via intercom. The intercom is also used by the front desk to take an attendance check each hour. If an emergency does arise, a Manager can be reached at any time, and arrive on the spot within a few seconds.

## **STAFF TRAINING**

Regularly scheduled staff training is required of all room Lead's and Assistants to keep them currently certified in the following subjects:

### **BASIC TRAINING REQUIREMENTS**

- \*CPR Adult/AED and Infant/ Child CPR
- \*FIRST AID (with abdominal thrust procedure)
- \*CHILD ABUSE IDENTIFICATION, PREVENTION AND REPORTING
- BASIC CHILD DEVELOPMENT CLASS (20 hours of training which includes child growth and development, age-appropriate activities, and discipline techniques).

BLOOD BORNE PATHOGENS  
SANITATION  
ADMINISTRATION OF MEDICATION  
FIRE SAFETY  
NUTRITION

\*Must be completed within 60 days of assignment position. All other above training must be completed within 6 months.

In addition each caregiver must successfully complete the following 13 DoD required modules within 18 months:

1. Keeping Children Safe
2. Promoting Good Health and Nutrition
3. Creating and Using an Environment for Learning
4. Promoting Physical Development
5. Promoting Cognitive Development
6. Promoting Communication
7. Promoting Creativity
8. Building Children's Self-Esteem
9. Promoting Social Development
10. Providing Positive guidance
11. Working with Families
12. Being an Effective Manager
13. Maintaining a Commitment to Professionalism

The Support Staff is trained in many areas to include Sanitation, Customer Service, Fire and Safety and Child Abuse Prevention.

### **TRAINER AND CURRICULUM SPECIALIST**

CYP has on staff a full time, professionally qualified, Trainer and Curriculum Specialist. It is the Trainer and Curriculum Specialist's responsibility to provide our Program Leads/Assistants with training, guidance and resources to meet your child's needs in an interesting and meaningful way whether in the classroom or on the playground.

## **HELPFUL HINTS**

Make a visit to the Center with your child. Let your child play a few minutes with you.

Mark all of your child's belongings with their full name. Be sure to use the last name.

Remember to talk with your child's Room Lead if you have any concerns

Keep all your child's records at the Center up to date, new phone numbers, change of address and emergency contact person. Children will not be released to any person not on the Emergency Card from the parents. The person picking up the child must be 14 years of age or older. Names must appear on the Emergency Release Card.

Children should be picked up promptly so as to avoid a late charge.

Your child's emotions are similar to those of an adult in that we miss people we love when we are away from them. During the first few days in a new situation, give your child extra time, personal contact and love.

Don't sneak away without saying good-bye to your child.

Throughout your child's early years, a mutual understanding of your child's home and Center life should be encouraged.

All of us here at the CYP hope you and your child will enjoy the time you spend with us.

Communication is the key to any successful relationship. Keep the lines of communication open between yourself and our staff. Any concerns that cannot be resolved by the classroom staff should be brought to the attention of the program manager.

Get involved by visiting, attending functions, and joining the Parent Advisory Board.