

# **CHILD & YOUTH SERVICES**

## **Parent Handbook**



UNITED STATES ARMY  
**CHILD & YOUTH SERVICES**

**March 29, 2018**

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### **Visit Our Website**

<http://drum.armymwr.com/us/drum/>



Information is subject to change!

## Welcome to the Fort Drum Child & Youth Services (CYS)!

### **PURPOSE**

The purpose of this handbook is to provide Families with a reference covering the policies and procedures of the Child & Youth Services program. Families are encouraged to ask questions and take an active part in the program and are welcome to visit at any time to observe activities.

### **PRESCRIBING DIRECTIVES**

CYS programs are required to operate in accordance with AR 608-10, AR 215, School Age Services Manual, the Department of Defense Instruction Manuals 6060.2/3, and the Military Child Care Act.

### **MISSION**

The mission of CYS programs is to provide and professionally manage a system of safe, affordable, quality care options for the children/youth of active duty Soldiers and other Department of Defense affiliated personnel in order to reduce the conflict between parental responsibilities and mission requirements.

### **GOAL**

Our goal is to provide you with the best service possible, and to provide your children with age appropriate, educational and recreational activities in the safest and most convenient manner possible. In addition, we strive to:

- Facilitate self-reliance and reinforce Army values.
- Ensure availability of predictable programs and services for eligible children and youth ages 4 weeks (4 weeks in Family Child Care (FCC), or 6 weeks in Child Development Center (CDC)), through 12<sup>th</sup> grade.
- Maintain affordability of child and youth programs for both patrons and the Army through operational efficiencies and seamless delivery.
- Establish and sustain CYS Program quality as a “Benchmark for the Nation” in accordance with statutory requirements, DoD policy and Army Standards.
- Provide programs which meet the requirements of the Military Child Care Act, Army Regulation 608-10, Army Regulation 215, and our accrediting bodies; National Associate for the Education of Young Children (CDC’s), National Association for Family Child Care (FCC) and Council on Accreditation (SAC) .

## **PHILOSOPHY**

Each child in our care is a unique person with strengths, weaknesses, likes and dislikes of his or her own. A child discovers and learns through play. We offer each child a warm environment to socialize and grow with children of his or her own age. We also offer gross and fine motor activities, and opportunities to improve self-help skills, and to develop and nurture a positive self-image. Our programs create safe, secure environments where children have adequate supervision and are respected as individuals.

Pre-schoolers are offered an introduction to readiness skills through activities that are designed for each child's developmental level. Strong Beginnings Pre-K offers a more academically focused program providing Kindergarten readiness skills to children who will be starting Kindergarten in the upcoming year.

Our focus is on the child's needs. Each child will be encouraged to participate in all activities, but no one is forced to join. In this way we can provide opportunities for social, physical and emotional growth.

We welcome our Families to use our Open Door Policy and encourage frequent communication and visits to ease the stress between family and work responsibilities. We work to build strong partnerships with our families as we join them in support of the Military Mission.

## **ELIGIBILITY**

Children ages 4 weeks (4 weeks in FCC 6 Weeks in CDC), through 12<sup>th</sup> Grade are eligible to participate.

A child must either be a Family Member of active duty or deceased military personnel OR a child of a DOD civilian or a contractor employed at Fort Drum, or surrounding area. Family Members of retirees are eligible on a space available basis.

Program spaces are offered based on the following priority waitlist rankings:

Priority 1 in descending order is: Qualifying children from birth to age 12 years of age of combat related wounded warriors, child development program direct care staff, single or dual active Military Services member, single or dual DoD civilian employees paid from APF and NAF, surviving spouses of military members who dies from a combat related incident and those acting in loco parentis on behalf of the aforementioned eligible patrons. With the exception of combat related wounded warriors, ALL eligible parents or caregivers residing with the child are employed outside the home.

Priority 2 will be given equally to qualifying children from birth to age 12 years of age active duty Military Service members, DoD civilian employees paid from APF and NAF, surviving spouses of military members who dies from a combat related incident and those acting in loco parentis on behalf of the aforementioned eligible patrons, where a non-working spouse is actively seeking employment. The status of actively seeking employment must be verified every 90 days.

Priority 3 will be given equally to qualifying children from birth to age 12 years of age active duty Military Service members, DoD civilian employees paid from APF and NAF, surviving spouses of military members who dies from a combat related incident and those acting in loco parentis on behalf of the aforementioned eligible patrons, where a non-working spouse is enrolled in an accredited post-secondary institution.. The status of post-secondary enrollment must be verified every 90 days.

Space available – After meeting the needs of parents in priorities 1, 2, and 3, program spaces will be offered to all other eligible patrons, including Military Services members and DoD Civilians with non-working spouse, DoD Contractors, Federal employees from non-DoD agencies and military retirees on a space available basis.

Priority determination will be determined based on the date of application with CYS.

For information regarding CYS waitlist, see page 7 of this Handbook or call Parent Central Services at 315-772-8675

## **PROGRAM DESCRIPTION**

Child & Youth Services (CYS) is comprised of 5 delivery systems: Child Development Services (CDS) and School-age Center (SAC), Youth Center (YC) and CYS Sports, School Support Services (SSS) and Outreach Services (OS)

- CDS and SAC
  - The Child Development Services (CDS) delivery system is comprised of facility-based care in the Child Development Center (CDC) and home-based care in Family Child Care (FCC) in government quarters. Full-day and part-day care and before/after school options are provided for children 4 weeks (4 weeks in FCC 6 weeks in CDS)- Kindergarten age. Hourly care and extended hours care options are also normally available.
  - The SAC delivery system offers before and after school programs, full-day programs during school vacation and school closures, and summer camp for children Kindergarten - 5th grade.
- YC and SPORTS
  - The YC delivery system offers regularly scheduled programming and open recreational options through the Middle School & Teen (MS&T) Program for 6th-12<sup>th</sup> graders.
  - CYS SPORTS program is designed to provide all youth the opportunity to participate, develop fundamental skills and grow in an atmosphere of sportsmanship, citizenship and teamwork.
- The OS delivery system provides Parent Central Services including registration resource and referral, and outreach care options (Kids On Site, Volunteer Child Care in Unit Settings, babysitting services)
- The SSS provides transition assistance to military Families of children K-12 and for children in the Strong Beginnings Program that will be going into Kindergarten.

## OUTREACH SERVICES



The Parent Central Services office operates as a one-stop child/youth registration point for all delivery systems. Parent Central Services (PCS) is your first stop for information, registration, enrollments and referrals.

Registration, enrollment and program orientation are required for participation in CYS programs. The first step is registration which requires the patrons to provide the following:

- child's up-to-date immunization record
- proof of family income (LES/pay statements for all adults in the household)
- child's health assessment/physical
- 2 local emergency designees and telephone numbers
- Family Care Plan (applicable branch of service format) – dual or single military only

Registration cannot be completed without all current, required information. (It is essential that **local emergency contact data be kept current at all times.**)

All registration information must be updated annually. Failure to do so will result in denial of program participation.

Program fee sheets and descriptions of available discounts are available at PCS and facility front desks for Family review.

Childcare wait lists will be established when enrollment of a particular age group has reached capacity. Priority on the wait list is given in accordance with DoDI6060.02 dated August 5, 2014.

Families at Fort Drum now have access to a Department of Defense (DoD) website designed to simplify and improve the child care request for care process. [MilitaryChildCare.com](http://MilitaryChildCare.com) (MCC) provides a single online gateway for families to access military-operated or military-subsidized child care options worldwide across all Services. The site enables families to create a household profile, conduct child care searches, submit requests for care, and manage their requests at any time and from any location.

Through [MilitaryChildCare.com](http://MilitaryChildCare.com), eligible families can search and request care for full day and part day options in facility-based and home-based programs for children from birth through age 12. Families may remain on a preferred program's waitlist even after being offered care or enrolling in another program.

Parents must update the wait-list every **30 days** through MCC.

For additional information, go to [MilitaryChildCare.com](http://MilitaryChildCare.com) or contact the Help Desk by calling the toll free number, [+1 \(855\) 696-2934](tel:+18556962934) or emailing [FamilySupport@MilitaryChildCare.com](mailto:FamilySupport@MilitaryChildCare.com).

Once registered and a space has been offered you may enroll in a program. Once a space is accepted (enrolled in), a 10% non-refundable initial fee payment is required to secure the space.

Families must attend a parent orientation prior to starting in the program. Check with Parent Central Services for specific times and dates for parent orientation at each program location.

Additional Outreach Services include:

- Resource and Referral: Assists Families in locating off post childcare options and information on childcare availability at other military installations.
- Volunteer Services: A central point of contact for volunteers within any CYS program.
- Parent Education: Outreach Services assists with parent education, as requested, at CYS facilities and makes available any resources on hand that may benefit parents in CYS programming.
- Babysitter Referral Service: Maintains teenage/adult referral list for Families interested in this childcare option. Training is done through Parent and Outreach Services.
- Kids on Site (KOS): For special group functions where all parents remain on site. CYS staff or organization provides childcare. Cost is based on the number of staff contracted.
- Volunteer Child Care in Unit Settings (VCCUS): Participants are trained to provide childcare in a group setting, enabling units or other installation organizations to hold meetings/functions and provide their own childcare in approved sites.



## Child Development Centers



It is our belief that a high quality early childhood program enhances the physical, social, emotional and cognitive development of young children while responding to their individual needs. The developmental activities at our Child Development Centers (CDC's) are structured to promote a child's positive self-image by enhancing the social, cognitive and communicative skills.

The CDC philosophy is to provide quality child care based on developmentally appropriate practices. Goals include helping children become enthusiastic learners; encouraging children be active and creative explorers, who are not afraid to try out new ideas and think their own thoughts; helping children become independent, self-confident, inquisitive learners; and teaching children how to learn for life. Goals are built on skills in the areas of social, emotional, cognitive and physical development. The activities that support the goals are designed to make play fun and educational.

### Memorial CDC

Toddler, Preschool and Strong Beginnings Pre-K (Part Time), S. Riva Ridge (Full Day care), Po Valley CDC (Full Day care), and Chapel Drive (Full Day and hourly care) are accredited by the National Association for the Education of Young Children (NAEYC).

- Full day care program for ages 6 weeks to 5 years is designed to assist Families needing more than 5 hours of daily childcare.
- Part Time programs are available for children ages 2 to 5 years. These programs are designed for Families who want their child(ren) to socialize with other children and who do not want/need full- day care. Part time care is available all year round.
- Part Time Strong Beginnings Pre-K is available for children who will be starting kindergarten the following year. This program is designed for Families who want their child(ren) to socialize with other children and who want them to learn skills that will help them succeed in kindergarten but who do not want/need full- day care.
- Hourly Care is available on a limited, space available basis. Reservations can be made up to 30 days in advance.

All programs are closed on Federal holidays and weekends as well as two training (staff development) and two organizational days a year (advanced notice is given for training and organizational day closures).

A Parent Advisory Board (PAB) is available to all Families who wish to volunteer their time to work in cooperation with the program to make improvements and develop new initiatives. It meets monthly in each location. Please see your director for more information regarding times and program specific questions.

Information is subject to change!

## FAMILY CHILD CARE



Family Child Care is designed to meet the childcare needs of Families who prefer a small group setting in a home environment. Providers and their homes are certified through, and monitored by CYS, Family Child Care Office, and installation proponents.

FCC offers the following:

- *Multi-age Homes* – provide full day, part time, and hourly care for children from 4 weeks to 12 years of age. Multi-age homes can provide care for up to 6 children and only 2 of those children may be under 2 years.
- *Extended Hours Program Homes* – offer care to Families working second shift, after hours, holidays and weekends.
- *Special Needs Care* – Children who may not be successful in a large group setting have thrived in FCC. Family Child Care's home environment, small group and ability to provide more personalized care may be perfect for children who find being in a large group a bit challenging.

Through [MilitaryChildCare.com](https://militarychildcare.com) (MCC), eligible families can search and request care for full day and part day options in home-based programs for children from birth through age 12. Families may remain on a preferred program's waitlist even after being offered care or enrolling in another program.

Parents must update the wait-list every **30 days** through MCC

For additional information, go to [MilitaryChildCare.com](https://militarychildcare.com) or contact the Help Desk by calling the toll free number, [+1 \(855\)696-2934](tel:+18556962934) or emailing [FamilySupport@MilitaryChildCare.com](mailto:FamilySupport@MilitaryChildCare.com).

## SCHOOL AGE CENTER



The SAC program believes in the importance of supporting Soldiers and their mission through their children. The SAC program provides age appropriate activities and events in four (4) service areas: 1) Sports and Fitness; 2) Mentoring, Intervention, and Support Services; 3) Leisure and Recreation; and 4) Life Skills, Citizenship, and Leadership.

The School Age Services program has formed a partnership with the Boys and Girls Club of America (BGCA) and 4-H Club. Through these partnerships we commit to helping youth of all backgrounds develop leadership skills, self-esteem and character. We strive to assist all youth to become responsible citizens by providing quality cultural, social, educational, physical, and recreational opportunities in neighborhood facilities, providing a safe place to learn and grow - while having fun.

BGCA/4H Clubs we participate in; Technology, Photography, Cooking, Sewing, Community Service, Fine Arts (i.e. Drama, Choir, Dance), Arts/Crafts (i.e. Jewelry Making, Clay Pottery), Smart Girls, Sports, Deployment Club and Woodworking.

Power Hour - Power Hour was conceived as a way to enable youth to develop the daily habit of completing homework and class preparation in a safe, quiet, allocated space with staff and volunteer encouragement and tutorial assistance.

The development of personal character is also instrumental in planning activities. Using the Pillars of Character from Character Counts!, staff plan various activities that give the youth an opportunity to grow and develop characteristics such as respect, caring, fairness, responsibility, trustworthiness, and citizenship.

The program includes meals, swimming, bowling, sports camps, instructional reading and math, environmental education, and a summer technology camp.

The program is accredited by the Council on Accreditation and offers programs including:

- Before/After School Program - Children enrolled in grades K-5 are eligible to participate in the program. During the school year bus service is provided by Carthage and Indian River school systems.
- Summer Camp Program - Children enrolled in grades K-5 (according to the grade just completed) are eligible to participate in the SAC Summer Camp Program. Hourly Care is provided on a space available basis.
- SAC is open the one Saturday every month from 1200-1600, see schedule at School Age Center.

Contact Parent Central Services for orientation days and times.

A Parent Advisory Board (PAB) is available to all Families who wish to volunteer their time to work in cooperation with the program, to make improvements and develop new initiatives. Please contact the SAC program for confirmation on PAB meeting days and times.

A Youth Technology Lab and Homework Center offer services designed to help children and youth develop to their full potential by increasing technology literacy and skills, strengthening their homework ability, increasing participation in youth sponsorship opportunities and learning how to use the Internet in a positive manner. Specific program learning objectives are targeted through the use of appropriate software and web exploration. During the school year, children can use the lab to do research on the Internet, type school papers, or run educational programs. A technology lab instructor and/or trained staff are designated to coordinate and facilitate the operations of the youth technology lab (YTL). A signed parent permission form must be on file for children/youth to utilize the YTL.

## MIDDLE SCHOOL & TEEN PROGRAM



The Middle School & Teen (MS&T) program is a chartered affiliate of the Boys and Girls Club of America (BGCA) and a partner with 4-H Cooperative Extension. Programs are designed to provide out of school services and activities for middle school and teen youths in 6th-12th grades. The programs are committed to meeting community needs and providing quality programming in the four core program areas of: sports, fitness and health; life skills, leadership and citizenship opportunities; arts, recreation and leisure activities; and academic support, mentoring and intervention services.

The MS&T Program is intended to be a place for young people to gather with their friends, make new acquaintances, and have fun in a relaxed and supervised atmosphere. Torch Club and Keystone Clubs are BGCA Youth Leadership Programs here on post. Additionally we have a Garrison Teen Council for MS and HS students, which operates independently of the BGCA, to improve the quality of life for teens in the community. Youth use these clubs to have their voice heard, to plan adventures, community services, and to deal with Youth program initiatives. In addition, Smart Moves is an ongoing training and education initiative to provide youth with prevention education on drugs, alcohol, eating disorders and gang involvement. Smart Girls and Passport to Manhood are gender based programs to help youth make smart choices.

Family support and cooperation are necessary for the successful operation of the MS&T Program. Parents are encouraged to offer their services to assist the staff in the planning, preparation, supervision and chaperoning of the MS&T activities. There is a continuous need for Family volunteers to assist the staff in the program. A Parent Advisory Board is available to all Families who wish to volunteer their time to work in cooperation with the program to make improvements and develop new initiatives.

A Youth Technology Lab and Homework Center offer services designed to help children and youth develop to their full potential by increasing technology literacy and skills, strengthen their homework ability, increase participation in youth sponsorship opportunities and learn how to use the Internet in a positive manner. Specific program learning objectives are targeted through the use of appropriate software and web exploration. During the school year children can use the lab to do research on the Internet, type school papers, or run educational programs. A technology lab instructor and/or trained staff are designated to coordinate and facilitate the operations of the youth technology lab (YTL). A signed parent permission form must be on file for children/youth to utilize the YTL.

## **RULES FOR MS&T PROGRAM**

- If a registered MS&T participant brings a visitor, it will be noted on the sign-in sheet. Visitors are allowed three visits before registration is required. If the visitor is asked to leave because of disciplinary action, the host will also be asked to leave. Refunds of any applicable fees paid will not be given in cases of suspension, or in the event a youth/teen is directed to leave the program.
- The MS&T staff is not responsible for supervising the comings and goings of youths signing in and out of the program. If an individual leaves and returns, it is their responsibility to swipe in again on the computer.
- Respect for others means that everyone is treated politely and courteously in a friendly manner. MS&T is not a place for foul, offensive, or abusive language or gestures. The same applies to any MS&T activity outside the facility or at any other CYS location. Failure to respect others will result in possible suspension from the MS&T Program.
- The safety and well-being of everyone in the MS&T Program is of utmost importance. Unsafe activities such as play fighting, pushing, tripping, etc. which may lead to an accident and endangers the safety of others will not be permitted at any time. Running is only allowed in the gymnasium.
- Appropriate dress is a sign of respect for oneself and for others. Shoes, shirts, and appropriate clothing are to be worn in the MS&T Program. Clothing should be comfortable but in good taste. Swimsuits are not acceptable attire in the MS&T facility. Also not acceptable are halter tops, bare midriffs and backs, headgear (doo rags, hats, picks, and bandanas), very short shorts and low cut and see through tops for girls. Skirts should be no more than 3 inches from the top of the knee. Shorts should be longer than fingertip length. Under clothing must be covered at all times. Individuals dressed inappropriately or with offensive messages on their clothing will not be allowed to enter. Note: Sagging pants and/or shorts are not permitted in the facility.
- The cleanliness and good order of the MS&T facility is the responsibility of everyone using the facility. Papers, cans and trash will be cleaned up and not thrown on the floor or left on the tables or windowsills. Members are required to clean up after themselves.
- The MS&T facility, its furniture and equipment are meant for the use of the Teens of the community. Anyone causing damage to the facility, furniture or equipment will be responsible for repair and or replacement. If the youth is unable to provide financial restitution, it becomes a parental or legal guardian's responsibility.
- Food and drinks are allowed only in the snack area. Food/drink will not be allowed in any other room in the MS&T facility. Anyone failing to respect this regulation will be asked to leave.
- Drugs, tobacco and/or alcohol are not allowed in the MS&T facility, the parking lot nor any outside area surrounding the building. Individuals with alcohol on their breath, or appearing to be under the influence of drugs or alcohol, will not be allowed in the MS&T facility. Families

will be notified of the circumstances. This rule applies for all MS&T programs/activities wherever they may be. The Provost Marshal's Office will be notified of suspected offenders.

- The MS&T ID FOB's are to be used ONLY by the person for which they were issued. If there is reason to believe that someone has given his/her ID FOB to another, all parties concerned will be asked for further identification. Any FOB used by someone other than the rightful owner will be confiscated.
- No one will be permitted to loiter or "hang out" in the parking lot. The Military Police will provide increased patrols and surveillance during evening hours when the MS&T program is open.
- Fights, whether physical or verbal shouting matches, will not be tolerated in the MS&T Program. This is cause for immediate removal and subsequent suspension from the program.
- The MS&T Program is not a place for public displays of affection such as kissing, lap sitting, hugging, petting, etc. Failure to heed the advice of the staff or chaperones will result in a call to parents and those involved will be directed to leave the building and MS&T grounds.
- In the event a youth is directed to leave the MS&T Program, a call will be placed to the parent or legal guardian and a written report will be left for the MS&T Program Manager.
- The membership FOB must be presented by youth entering the MS&T facility. Youth entering the MS&T program must swipe and sign in. When a member leaves he/she must swipe and sign out. If a member returns on the same day he/she must swipe in again. Refusal to swipe/sign in properly will prohibit entrance into the MS&T Program.
- A registered MS&T member may bring guests to the MS&T Program. **Guests are individuals not eligible to join the MS&T.** The member's sponsor is responsible for their guest while in the facility/program. An additional fee may be accessed for special programs.
- The MS&T Program sponsors dances to provide the young people of the community the opportunity to learn, grow and develop social graces, and qualities and characteristics in a supervised wholesome environment. Respect for each other and staff member's is critical to the success of an event. Any indication of disrespect for another teen or staff member will result in removal of the offender from the dance.
- The MS&T Program reserves the right to refuse entrance to the dance. When alcohol/drug use is suspected, the individual will not be allowed to enter, and the parents or MP's will be notified. Profane, abusive and offensive language will not be tolerated in the MS&T. Offenders will be asked to leave.
- Departure by a teen from the MS&T during a dance, midnight sports or other sports events is absolute. There is no re-admission for anyone who leaves the facility during the course of the event.

## Teen Chain of Communication

The Teen Chain of Communication is used to bring issues and concerns that teens may have within the community to the Garrison Leadership. Teens that have concerns or ideas to enhance the quality of life for themselves and their peers should use the chain of communication to ensure their views are addressed.

### The Garrison Teen Council

The Garrison Teen Council (GTC) is comprised of Middle and High School Students interested in improving the quality of life for themselves and their peers. The council meets, at a minimum, monthly to discuss issues affecting teens. Issues are then prioritized and resolved locally when possible.

### Regional Teen Panel

The Regional Teen Panel (RTP) runs much the same way as the Garrison Teen Council except they review issues at the Regional Level. Issues that cannot be resolved at the Garrison level are elevated to the RTP for a possible solution.

### Army Teen Panel

Army Teen Panel (ATP). The role of the ATP is to review and monitor the issues generated annually by Garrisons and Region. To do this the ATP relies on information provided by the RTP. Each year the ATP briefs the status of the Army issues to the highest level of Army Leadership.



## **FOUR SERVICE AREAS (in MS&T)**

The four service areas are: Arts, Recreation, & Leisure; Life Skills, Citizenship & Leadership; Sports, Fitness & Health; and Academic Skills, Mentoring & Intervention.

Arts, Recreation, & Leisure - Fine Arts and Photography

Life Skills, Citizenship & Leadership

- Keystone Club - Keystone Clubs are chartered small-group leadership and service clubs for boys and girls aged 14-18. There are six service areas: Service to Club and Community; Education and Career Exploration; Free Enterprise; Social recreation; Unity; and Leadership Development.
- Torch Club - Torch Clubs are chartered small-group leadership and service clubs for boys and girls aged 11-13. There are four service areas: Service to Club and Community; Education; Health and Fitness; and Social recreation.
- Workforce Preparation - Job Ready! prepares youth ages 15-18 to enter into and be successful in the world of work.
- Ultimate Journey - The Ultimate Journey is an Environmental Awareness program comprised of High-Yield Learning Activities.
- Promise Passport - The Promise Passport Youth Community Service Program was developed to encourage Army Installation Youth Services programs to promote community service among youth.
- Youth of the Year - Boys & Girls Clubs of America's premier youth recognition program promotes and celebrates service to Youth Services, community and family; academic performance; moral compass; life goals, poise and public speaking ability. (14-18 years of age)

Sports, Fitness & Health –Intramural sports, Pick-up sports, Health activities

Academic Skills, Mentoring & Intervention

- Power Hour - Power Hour was conceived as a way to enable youth to develop the daily habit of completing homework and class preparation in a safe, quiet, allocated space with staff and volunteer encouragement, homework assistance and tutorial assistance.

## PARTNERSHIPS



Fort Drum Youth Center is a member of the Boys & Girls Clubs of America. Many of our planned program activities follow the acclaimed Boys & Girls Club curriculum. The general focus of these activities center around five program areas: Character & Leadership Development, Education & Career Development, Health & Fitness, the Arts, and Sports, Fitness & Recreation.



Fort Drum Youth Center also provides programs developed by 4-H. Our 4-H Club offers youth activities in four program areas: Fine Arts, Photography, Youth Technology and Citizenship. Fort Drum Youth Center 4-H Clubs work closely with community 4-H clubs and supports annual 4-H displays at county and state fairs.



Fort Drum Youth Center is a proud participator in the Josephson Institute of Ethics CHARACTER COUNTS! program. Army CYSS and CHARACTER COUNTS! are natural partners. Both organizations know that parents have the frontline responsibility for teaching values to their children, and both believe that other institutions, including schools, play a vital supporting role.

The Army promotes the Core Values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage. CHARACTER COUNTS! promotes values called the Six Pillars of Character: ***Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.***



School Support Services (SSS) provides access to a wide range of resources to facilitate military youth education transitions. Assistance is provided to military families of school age children, K – 12<sup>th</sup> grade. The School Liaison Officer (SLO) is the primary advisor for the Garrison Commander on local schools and youth education transition issues. The SLO is also the bridge for school districts and families to communicate concerns. New families can contact the School Support Services office for assistance to smoothly integrate into local school systems. In addition, the School Liaison Officer work in conjunction with Child and Youth Services and the local school community to address educational issues involving military children. Fort Drum is located in the Carthage and Indian River Central School Districts. Fort Drum connected children are also in a number of other public and parochial school districts throughout the area.

### HOME SCHOOL INFORMATION

Where you permanently reside determines what public school district to inform that you will be providing home instruction for your child. All schools districts are different and have a variance in procedure, but the requirements are all the same. The process begins by submitting a letter of intent that you intend to provide home instruction. This basic letter should include your child's name, currently grade, their date of birth and your home address. Within 30 days, parents must submit an Individualized Home Instruction Plan (I.H.I.P.) to the school district. The I.H.I.P. contains the syllabi, curriculum materials, textbooks or plan of instruction for each of the required NYS subjects. You will also have to submit quarterly reports to the school stating your accomplishments for the quarter, as well as your intentions for the next quarter. The school district can assist you with the documentation requirements needed in order to fulfill New York State requirements.

There is also a private home school organization called Homeschooling On Purpose (H.O.P.) in the Fort Drum community. H.O.P. is not formally affiliated with Fort Drum. H.O.P. can be contacted through their e-mail, [hopatdrum@gmail.com](mailto:hopatdrum@gmail.com).

The New York State Education Department Website has a useful "Home Instruction Question and Answers" webpage at: <http://www.p12.nysed.gov/sss/homeinstruction/homeschoolingqanda.html>.

For further Fort Drum school information, contact the School Support Services Office at

315-772-3214 or check the School Support Services webpage:

<https://drum.armymwr.com/programs/school-support-services>

## YOUTH SPORTS AND FITNESS PROGRAM (YS&F)

The Fort Drum Child & Youth Services (CYS) Sports Program emphasizes safety, participation, fun, and good sportsmanship. All registered participants are evaluated, assigned to a team, issued a basic uniform and guaranteed a specific amount of playing time. The program is designed to provide all youth the opportunity to participate, develop fundamental skills and grow in an atmosphere of sportsmanship, citizenship and teamwork.

Children/youth in grades 4 –12 are eligible to participate in the Youth Sports and Fitness (YS&F) Program. Tournament leagues and competitions are held throughout the year. Various sports camps are offered during the summer. Team sports include the following:

T-ball	Basketball	Cheerleading
Baseball	Soccer (Fall & Spring)	Football
Wrestling	Track Club	

Instructional programs include various workshops, classes, and special events offered during the year include (but are not limited to) the following:

Gymnastics	Babysitting & CPR Class
Taekwondo	Cooking Programs
Sports Clinics	

All monies must be provided to CYS unless the instructor has items to purchase on the spot. An example is the purchase of Tae Kwon Do uniforms.

Babysitter Training and Referral Service: Plans training for teenagers in the Babysitter Course and Infant/Child CPR, as mandated IAW AR 608-10 and Parent Central Services maintains the referral list for Families interested in this childcare option.

Child/youth must be registered with CYS prior to participation in instructional programs. Participation fees for each class vary and are in accordance with DoD fee policy. Some classes are a one-time payment, and others are billed monthly. Most programs require a disenrollment form for each student.

Children/youth must be registered and have a current physical (sports physicals must be updated annually) filed with CYS prior to participation in the Youth Sports and Fitness Program. Fees for participation in each sport or camp vary, and are in accordance with DoD fee policy. A late fee is charged for registrations processed after the specified cut-off date. No refunds will be given. Coaches meetings and Family meetings are held prior to the start of each sport.

**Start Smart** is a program that teaches young children the fundamentals of basketball, soccer, baseball, golf, and football. Instructors will emphasize the following skills; catching, throwing, running, kicking, and agility drills without the fear of competition.

## **PHYSICALS**

Youth participants must provide a medical statement signed by a licensed healthcare professional. This medical statement must be current at the time of actual registration and remain valid through the completion date of the current sport. These requirements are a condition of participation and no child/youth will be authorized to play (**practice or participate in games**) until documentation of a valid physical is furnished. Your child will not be allowed to participate without a current physical. Sports physicals must be updated annually. Please hand the physical to Parent Central Services only.

## **PHILOSOPHY OF YOUTH SPORTS**

Fort Drum Youth Sports strongly believes in the benefits of participation in organized sports. Participation in sports has been proven to build self-esteem, promote team work, develop the body as well as the mind, and is an integral part of the maturation process. Therefore, the goal of Fort Drum Youth Sports is to provide this program and venue for young people of all backgrounds to participate and enjoy a variety of Sport programs while maintaining a safe, wholesome environment.

For more information please contact the sports office @ 315.772.6718

## **COACH CERTIFICATION**

Coaches play an important role in ensuring that children and youth participating in Army youth sports programs have a positive and beneficial experience. Untrained coaches can unknowingly cause physical and/or psychological harm. Certification prepares them for the responsibilities of coaching and establishes minimum requirements for those entrusted to working with young athletes.

### **Requirements**

- The Army has selected the National Alliance for Youth Sports (NAYS) as the certifying organization for Army Youth S&F 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.
- CYS Youth Sports Program is a sanctioned NYSCA Chapter, authorized to provide training in order to fulfill all requirements for NYSCA coaches' certification.
- Individuals who serve as Youth Sports coaches must complete all requirements to obtain and maintain NYSCA certification.
- Coaches must meet satisfactory background check requirements.
- Youth Sports will issue each coach a small first aid kit including an instant ice pack. First aid kits must be located at each game site. First aid kits must be turned in at the end of the season.

### **Responsibilities**

- Coaches must brief their Families on the rules for their league, and give them a copy of the rules. He/she must emphasize the important aspects of youth sports-maximum participation, the teaching of the fundamentals, skills and rules of the game and having fun.

- The coach must recruit an assistant coach and team parent. The assistant coach will be in charge in the absence of the coach. The team parent is responsible for setting up a drink and snack schedule for their games. Allergies of children will be taken into consideration when snacks are made. A team parent should arrange for the team pictures by calling the photographer.
- The coach is responsible for providing practice and game schedules to parents. The coach is responsible for ensuring parents have his/her phone number and that of the assistant coach. The coach must inform the parents of the uniform issue schedule.
- The coach is responsible for coordinating & notifying the families of possible end of season celebration activities (i.e., banquets, etc.).
- Coaches/assistant coaches must sign a Coach's Code of Ethics.
- Families are required to sign a Parent's Code of Ethics.

## **GENERAL INFORMATION**

### **ACCIDENTS**

CYS programs are constantly vigilant to ensure that safe environments for children/youth are provided in our programs. Unfortunately accidents do sometimes occur. In case of an accident CYS staff is trained to respond immediately. They have been trained and certified in First Aid and CPR by American Red Cross instructors.

The staff will use the following procedures:

- Ensure child/youth are safe first.
- If necessary, call for medical assistance and perform first aid measures.
- Parents are then notified immediately if the injury is serious or there is an injury to the head. If minor injuries happen, i.e. scrapes, bumps, bruises, parents are notified in writing when they arrive to pick up their child/youth.
- Documentation of all injuries is provided to parents in writing.

### **ADMISSION/RELEASE PROCEDURES**

#### **Daily Admission Procedures (CDC & SAC)**

- As part of the Child/Youth Management System (CYMS) Families will be issued three FOB's. After swiping in at the front desk, parents must accompany child to the designated care setting and sign them in at that time. In a FCC home parents must sign the child in/out with the provider. Youth may swipe themselves in and out at the MS&T Program.
- A basic exchange of information between staff/provider and Families will be a critical part of each day the child is in attendance. Please take time to do this both when dropping off and picking up your child.
- CYS has an Open Door Policy. Access to child activity areas is available to Families at all times when their child is in attendance.

#### **Release Procedures**

- If someone other than the routine person is picking a child up from the program we would appreciate communication regarding who is picking up and when. This will alleviate any confusion for the designee, staff and child.
- Child will be released only to parent/designee annotated on official registration forms.
- A child will not be released to siblings or other children under age 14.
- Release designee must have identification.

- Copy of custody agreements or a court restraining order must be on file if child access is to be 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 Military Police will be called to monitor the situation.
- If a parent picks up his/her child from school because of an appointment or illness, he/she must notify the activity program office that the child will not be arriving on the bus.

## **CHILD ABUSE REPORTING**

All CYS employees, volunteers and contractors must meet satisfactory background checks and complete Child Abuse Recognition and Reporting Training prior to working with children. CYS employees are mandated by law to report any signs of child abuse or neglect.

If you ever suspect child abuse, child neglect or a safety violation in the CYS programs report it to the following:

- Child Abuse Reporting Point of Contact : 772-5156
- Fort Drum Family Advocacy Program: 772-6929
- Fort Drum Safety Office: 772-4674/5352
- DoD Child Abuse and Safety Violation Hotline: 1-877-790-1197

## **COMPLAINT REPORTING**

Families who have concerns regarding CYS programs are encouraged to report them to management immediately. Satisfactory resolution of problems occurs more quickly when facts are fresh. No concern is too minor to bring to our attention. Our goal is to meet the needs of children/youth and Families and by working together we can make CYS the best it can be.

Families are encouraged to follow the chain of command in reporting problems and concerns as follows: Program/Facility Director; Child Administrator, Child, Youth & School Services Coordinator; Director of Family, Morale, Welfare & Recreation; Deputy to the Garrison Commander; and Garrison Commander.

You can also let us know if we met your needs though an ICE comment—<http://ice.disa.mil/index.cfm>

## **CONFIDENTIALITY**

Confidentiality is of the utmost importance to the CYS program managers. To ensure confidentiality, all children's files are kept in locked cabinets and access to them is limited to only a few individuals. The only individuals who have access are CYS staff, regulatory personnel, investigative personnel, and others you have given permission and designated in writing.



## Teaching Strategies Gold

The CDC's and FCC's use [teachingstrategies.com](http://teachingstrategies.com) which is an online curriculum-based system that integrates ongoing assessment of children's development with reporting, program planning, and family communication tools. It is linked with *The Creative Curriculum® for Preschool* and *The Creative Curriculum for Infants, Toddlers & Twos*, a comprehensive early childhood educational system that has been shown to promote the cognitive, language, social/emotional, and physical development of young children. It is an excellent tool used for program planning and for analyzing and documenting child progress.

### DAILY PROCEDURES

Families of CDC or FCC children are asked to bring two complete changes of clothes for their children (to include socks). Accidents happen and it is less stressful and embarrassing for children if they have a fresh set of their own clothes to put on. All articles of clothing should be labeled with your child's first and last name. Families of infants are required to provide disposable diapers and baby wipes (one diaper for each hour in care).

- Shoes/boots, clothing, including coats, hats, mittens/gloves, backpacks and any personal items must be clearly marked. The staff will not be responsible for lost items.
- Small toys and materials used for/by children under age three presenting a choking/strangulation hazard may not be worn or brought into the center. Example: wear or bring in beaded jewelry, beaded hair adornments, small Lego parts, or anything smaller than 1¼ inch in diameter.
- Children/youth participating in CYS programs should not bring personal toys and games (game boys, CD players, etc.). These items are easily lost, stolen or damaged which creates a bad situation for the child/youth. CYS is not responsible for lost or stolen personal toys or games.
- Appropriate meals and snacks will be served. Food is served in accordance with USDA guidelines. Meals will not be "saved" for late arrivals. On "no school" days children/youth will be given breakfast, lunch and snack. Check program schedule for menus and meal and snacks times.
- All food is provided by the program (except when parent elects to provide infant formula, breast milk or jarred baby food until a child reaches 12 months). Food allergies or preferences for religious reasons must be documented on a Special Diet Statement and signed by a physician or cleric.
- Families of infants must clearly label their child's bottles with the child's first and last name, date that the bottle was prepared (current date) and content of the bottle. Bottles must be prepared before the start of care each day with a minimum of 3 oz. of formula or breast milk. Cereal may not be added to an infant's bottle, unless there is medical documentation. Staff members should consult with parents regarding the frequency and interval of feeding to ensure that parents prepare a sufficient amount of bottles each day. Breastfed babies typically feed more often than formula-fed babies as breast milk is digested more quickly and more completely. Mothers must be told whenever the baby takes more breast milk or formula than expected. The baby may be experiencing a growth spurt and additional formula or breast milk is required. Parents of exclusively breast fed infants must provide at least two bottles every

morning even if they plan on personally breastfeeding throughout the day at the center (for use in case of emergency).

- Children/youth will participate in various activities. Some involve computers, games, blocks, Legos, homework center activities, dance, gym activities, cooking, outdoor activities, nature walks and outdoors sports. Children/youth may also engage in long term projects in arts and crafts, sports, community service and other areas determined by the children/youth's interest. The program provides field trips to various fun, historical and educational areas close to the community.
- Footwear must be rubber soled, closed toe and closed heels. Boots, including fashion boots, cannot be worn indoors. Weather permitting, we go outside every day, therefore appropriate seasonal clothing must be provided. Ex: Winter - hats, gloves or mittens, coat, snow pants, winter boots, etc.

### **DEVELOPMENTAL ACTIVITIES (CDC/SAC/FCC)**

The philosophy behind our curriculum is that young children learn best by doing and actively exploring the environment. Children learn at their own pace through active thinking and experimenting to discover how and why things work and by learning firsthand about the world we live in. We select a wide variety of learning materials (toys, art supplies, equipment, etc.) for children to choose from.

Play is a medium through which your child learns and is the "work" of young children. Play provides the foundation for "academic" learning. Children need endless opportunities to explore, create and discover. When a child is playing he/she is learning.

### **DISCIPLINE POLICY**

Discipline will be approached in a positive, consistent way. Discipline will be exercised with an understanding of individual needs and the child's developmental level. Rules, expectations and limitations are to be simple and understandable.

Discipline will be constructive in nature using such methods as diversion, separation when developmentally/age appropriate, and positive reinforcement. There will be no spanking or corporal punishment of any kind.

Biting, fighting, hitting, abusive or disrespectful language will not be permitted.

When a child/youth displays inappropriate behavior the situation will be discussed with the child/youth and instructions will be 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 misconduct may result in suspension from the program. **In addition, if a child/youth is suspended from the public school they are not eligible to use the programs during the suspension period. Refunds will not be given for these suspension periods.**

#### **Instances of Biting**

In instances where a pattern of biting develops, the director or designee will consult with staff/providers to analyze the situation and form an action plan. Families with biting children may be

referred to other agencies for guidance and assessment. Refunds will not be given for suspensions due to continuous biting. Removal of a child from the program will be considered only after consultation with the CYS Coordinator. Possible alternatives for childcare will be discussed at this time.

## **Touch Policy**

The CYS touch policy is in accordance with AR 608-10. This policy has been developed to define the boundaries for appropriate and inappropriate touching of children and youth. Positive physical contact is an integral part of a developmental and age-appropriate approach to children. Positive physical contact is essential to the emotional and social growth of children. It is important for staff, volunteers and FCC providers to clearly understand the difference between a child's need for appropriate physical contact in nurturing and guidance, and the touches that infringe on their safety and well-being. Adults involved with children as CYPAs, instructors, coaches, mentors, etc., must be mindful of the need to respect the personal space and privacy of children. Boundaries for appropriate and inappropriate touching are established to ensure that CYS employees, FCC providers, contractors, and volunteers have a clear understanding of what is acceptable and what is not.

- **Appropriate** touching is a positive physical contact that nurtures children and youth and develops a sense of trust and emotional security in their interaction with adults.
  - Appropriate touching involves recognizing the importance of physical contact to nurturing guidance; adult respect for personal space of children and youth; responses affecting the safety and well-being of the child; and CYS employees, FCC providers, contractors, and volunteers modeling appropriate touching.
  - Appropriate touching includes hugs, reassuring touches on the shoulder, and touches expressively appropriate to instruction, such as those instances where hands-on guidance is needed. For example, appropriate touching may include swimming instruction, where one might require a steadying hand on the back; voice instruction, where one might require a hand placed above the diaphragm; or gymnastics instruction, where one might require steadying hands on the trunk of the body.
  - Touching may be necessary to ensure the safety of children and may include restraining a child gently but firmly during a temper tantrum or holding a hand while crossing the street.
  - Staff may touch the genital areas of a child in a manner and the degree necessary to diaper and/or assist the child in proper toilet procedures. Should a CDC/FCC child's genital area need to be checked for reasons other than diapering/toileting (i.e., injury, child complaint) another staff member will be present as a witness. In such instances, the attendant staff member should be the same gender as the child, if available on site. The complaint/injury must then be documented, signed the staff/adult, and discussed with the parents by the Program Manager.
  - Appropriate touching, such as hugging, appropriate hand holding, the rocking of infants, or assisting in physical activities relating to instruction will occur in the normal interaction of staff and children. However, children's preferences for these types of contact will be considered. Whenever possible, the child will be asked before touching. For example, ask the child if they would like a hug instead of just hugging him/her. Tell children before handling what you have to do. Some examples include "I'm going to change your diaper now", "I'm going to help you get dressed," or "I'm going to move you to a quiet area."
  - The type and degree of physical contact between the staff/adult and child may not violate legal or moral standards of society. The physical contact may not be against the desires of the child unless circumstances for the good of the child warrant the physical contact despite the child's wishes.

- **Inappropriate** touching may include coercion or other forms of exploitation of children and youth; satisfaction of adult needs at the expense of the child; attempts to change child behavior with physical force; or any physical contact that is violation of the law in cultural norms.
  - Inappropriate touching includes, but is not limited to, corporal punishment, forced good-bye kisses, slapping, striking, pinching, prolonged tickling or fondling, and molestation.
  - Any physical contact, within reason, that the child or youth describes as making them feel uncomfortable.
  - Touching should never be punitive or corporal in nature. Actions such as squeezing, twisting, pulling, jerking of limbs; or squeezing of a child's face, as in an attempt to get or keep the child's attention, are not permitted.
  - Physical restraint will not be used unless it is absolutely necessary to prevent injury to the adult or child. If restraint is used as a last resort to prevent injury to the child or others, employees/providers will provide a written description of why physical restraint was necessary. Witnesses, if any were present, will sign a written incident report and provide to the Assistant Director or Director. A copy will be kept in the child's file. Parents will be informed immediately telephonically and in writing of how and why physical restraint was used on their child/youth.
  - Inappropriate touching will be grounds of immediate closure of the FCC home or reassignment of a CYS employee, contractor, or volunteer to non-child conduct positions until investigation is completed.

## **Behavior Management**

### **Child Development Centers, School Age Center, and Family Child Care**

- The staff is trained in techniques of redirecting, role modeling, looking for causes of behavior and using appropriate encouragement and guidance following established procedures. Inappropriate behavior will be documented with an incident report and signed by the staff witnessing the incident and the supervisor. The parent must sign the report and, if desired, receives the original copy. A second copy is placed on file at the center. Refusal to sign an incident report will not negate the report or record of the incident.
- Recurring incidents will be brought to the attention of the Center management. The Director will be notified and observations will be scheduled within 48 hours. All observations and incidents will be documented on a tracking form and will be discussed with Families, as deemed necessary by management.
- If needed, the Director, parents, and staff will develop a Guidance Support Plan. If the Families are unwilling to participate, a two week period will be given to make alternative child care arrangements.

### **Middle School & Teen, School Age Center, Youth Sports & Fitness**

- Our staff is trained in techniques which ensure a positive approach to managing behavior. This includes focusing on reinforcement of acceptable behavior. The following guidelines are followed when dealing with youth:

- Developmentally age appropriate activities are planned jointly by youth and staff along with activity choices to ensure maximum interest and involvement for each participant.
- Clearly established guidelines outline the consequences of inappropriate behavior. Guidelines will be screened and approved by program managers before they are implemented.
- Staff is trained and encouraged to reinforce positive behavior to include small rewards and incentives of special privileges in return for desired or improved behavior.
- Youth will be given leeway to choose the majority of the daily activities which allows for independent play opportunities. Some activities will be group oriented to ensure each child/youth benefits from learning to work within a group and problem solve with their peers. Youth will not be forced to participate in activities, but they should not disrupt the activities of others. Allowing youth to watch an activity if they choose, may result in them deciding to participate. This is a basic principle in behavior management. Due to supervision requirements, some activity areas may be closed until sufficient staff is available to staff multiple activity choices. The choice to participate in the activity will be left up to the youth.

Part of the CYS mission is to provide opportunities for youth to learn lifelong skills. Conflict resolution is a critical skill for young people to learn for problem solving and negotiating compromise. This will help them when they become adults. In the MS&T programs, youth will be encouraged to talk over their issues with other youth and try, with staff acting as mediators, to come to resolution.

Families will be informed when youth are consistently having problems following rules or when their behavior is of such a nature (hitting another youth; open defiance to the leader, support staff, or other youth, where the behavior results in a safety or potential safety hazard to the youth or other members of the group) that parental involvement is needed. A summarization of the incidents will be documented. Families will also be furnished a copy and given information regarding actions taken. A behavior contract for modifying behavior in the future, and potential actions should behavior not improve will also be furnished. To protect the privacy of youth members, incident reports will not list any other child by name.

The staff will use the following progressive method of behavior management dealing with routine discipline problems:

- Staff will initially attempt to talk with the youth and explain the nature of the problem and what expected behavior is.
- If this approach is not effective, the youth may be asked to step out of the activity to gain their composure and explore options of different ways to handle the situation should they be faced with it again. If an incident occurs which involves violence (physical or verbal) against another individual or is self-inflicted, the youth will be removed immediately from the environment in order to protect themselves and others. Families will be called to assist with modifying this type of behavior. Depending on the nature of the incident, the youth will be suspended by the program manager. Suspensions of more than one week are approved by the CYS Coordinator.
- In the event that redirecting is not effective, the youth may be counseled by the staff.

- If the above measures are not producing the desired results or behavior is out of the range of routine discipline, the following measures may be invoked:
  - A meeting will be conducted between the parents, youth and program management to discuss expected behavior and requirements for future participation.
  - Immediate expulsion from the program for youth who display excessively violent or disruptive behavior.

## **Procedures for MS&T Disciplinary and Suspension Actions**

If misconduct occurs in the facility or program, the staff members will ask the individual to present his/her YC swipe FOB, and will inform the youth of the misconduct. Misconduct will immediately be corrected. If assistance is required to correct behavior, the YC staff member will call the Military Police. In addition, parents of those involved will be called. At no time will YC staff attempt to restrain a child unless it is necessary for self-defense or to prevent injury. (In such cases, only the minimum amount of force necessary to restrain the individual will be administered.) No youth will be asked to leave the facility without contacting the parent/emergency designee. The staff member will complete an incident report and forward a copy to the YC Program Manager.

The following is a list of corrective measures and what actions would warrant them:

1. Verbal Counseling
  - Running
  - Horse play
  - Failing to turn-in checked-out equipment
  - Profanity
2. Temporary removal from program
  - Profanity (After Verbal Counseling)
  - Disrespectful behavior toward peer
3. Temporary removal from facility
  - Fighting
  - Damage of property
  - Willful destruction of property
  - Smoking in/around the Center
  - Disrespecting staff member
  - Gambling in facility
4. Removal from facility (More than one day)
  - Use of drugs or alcohol, to include being under the influence
  - Carrying any article that could be used as a weapon
  - Theft

\*Please note that this is not an all-inclusive list. Other obvious misconduct and corresponding disciplinary actions will be determined at the time of the incident by YC Staff, with the approval of a supervisor.

## **DIVERSITY**

Child and Youth Services programs respect each and every Family's talents, interests, and aspects of their culture, as well as their language. When the CYS program policy differs from your Family's values and practices we will meet to negotiate possible compromises that will meet both the program and your Family's needs. If you are interested in contributing your time and talents to help children/youth learn about themselves and others, please contact the staff. If your home language is not English, we will be happy to try to find an interpreter, or if you wish to volunteer as an interpreter, please contact the program manager.

## **EMERGENCY CLOSINGS**

All Child and Youth Services will close in accordance with post closures. In the event of delayed post openings, the program will open at the announced post opening time for all patrons. During normal business hours CYS activities will close not later than one hour after the announced installation closure. Families should pick up their children as soon as they are released from duty, but not later than 60 minutes after the last announced release time. Late fees will go into effect at 61 minutes after the post closes.

Refunds will not be given for adverse weather closures or modified hours. Instructional classes will schedule make-up classes. Listen to local radio and television programs for base information or call 772-3786.

## **FEDERAL AND TRAINING (Staff Development) HOLIDAYS**

CYS programs are closed for Federal Holidays. Centers will be closed on two organizational days and two annual CYS Staff Development days. Dates for these closures will be posted in advance at all centers. Parent Central Services will provide assistance with Family Child Care Provider referrals to those who require care during these closures.

## **FEES**

A non-refundable initial fee payment of 10% of one month fees is required to hold spaces in CYS programs. Fee refunds/credits are not given for non-attendance or for post closures. **PAYMENTS ARE REQUIRED PRIOR TO SERVICE.** Sponsor's signature is required on registration paperwork or fees will be set at highest level.

- Fees are based on total family income and are calculated utilizing patron LES/pay stubs and/or most current income tax statement. Families wishing to change status from working to non-working parent must furnish Parent Central Services with written documentation from employer that he/she is no longer working. Full day care for single working Families or Families that change their status may be terminated to accommodate dual working families. If termination is necessary a 2-week written notice will be provided to the Family. Changes in family status will be made at the next payment date. Services must be paid for prior to service, on a semi-monthly basis. Regularly scheduled Full Day/Part Time Care is charged on a semi-monthly billing cycle. Payments are billed on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Full payment for Full Day/Part Time Care is due within 5 business days of the billing date. Families are required to

provide a two week written notice in order to terminate child care services. If a two week notice is not provided, the Family will be responsible for payment of child care services for the two weeks from last day of attendance.

- Fees will not be changed more than one (1) time annually (annual registration) unless the following situation occurs: Families whose working status changes from non-working to working must declare a change in status within 30 days. Families must present a pay statement from the employer to Parent Central Services. Total family income form will be modified and fees changed, if applicable, to the new fee category. Changes in fees will be in effect on the day supporting documentation is submitted to Parent Central Services.
- Fees for “legally separated” Families will be supported by a legal separation document or notarized statement stating that the Family is legally separated. NOTE: Notarized statements to document legal separations must be co-signed by Battalion level commander. DoD Civilians must provide a legal separation document.
- Payment for use of Hourly Care is due at the end of the reserved time for that day. Patrons are responsible for payment of the entire reserved time even when dropping off after the reserved time or picking up earlier than the end of the reserved time.
- Cancellations of Hourly care reservations will be accepted 48 hours in advance of reservation without penalty. Patrons are responsible for payments of their full reservation if not cancelled 48 hours prior to the reserved time. Families may not use the services and the child’s pass will be suspended until the payment is made.
- Payment Options: credit card – VISA or MasterCard; debit card; personal check; money order. There is also an auto-debit option which may be used where your monthly fees are auto-debited from a credit card. Sign-up forms for this program are available at all centers however, all completed forms must be turned in by the parent at Parent Central Services located in Clark Hall. Inquire at any center for details.
- A fourteen (14) calendar day written notice is required to terminate class enrollment. Failure to provide written notice will result in Families being liable for payment for that time frame.
- Refunds are **not authorized** for: Child absence less than two weeks, CYC program closures due to inclement weather, staff training or special installation circumstance determined by commander, withdrawal from Instructional courses and unused Leave/Vacation credit .
- Refunds are **authorized** for: program closures for repair or renovation and an alternative care setting is not provided, unexpected prolonged child absence due to Family emergency or extended illnesses (doctor’s statement/documentation is required when the request is submitted and absence must be more than two weeks in duration), withdrawal from a Youth Sport occurring before the midseason of Sport upon receipt of PCS orders and withdrawal from regularly scheduled child care program upon receipt of PCS orders. Dates will be reviewed for accuracy.
- Delinquent Accounts – Outstanding balances will be reviewed each payment cycle (1/2 month). Late fees are applied after the 5<sup>th</sup> business day and are \$10.00 per child per payment cycle (semi-monthly). If payment of the outstanding balance, including all late fees, is not received by the last business day of the calendar month, services will be terminated. Once the



outstanding balance is completely paid off, you must return to Parent Central Services to re-enroll and, if necessary, go back on the waitlist to re-enter care.

- See the CYS Fee chart at: <http://drum.armymwr.com/us/drum/programs/cys-services/>

NOTE: Refunds will not be given when a child is suspended from the program.

### **LEAVE/VACATION CREDIT**

- Vacation options are available in CDC programs. Vacation option is not available for Kindergarten or SAC children. Families in CDC programs must select either a 2 or 4 week vacation option for each child as part of their annual registration. The option selected cannot be changed until the next annual registration (pass renewal). Vacation must be taken in a minimum of one week increments (5 consecutive week days). Families must provide a two week advance notice to take their vacation time.

**NOTE:** Two weeks advance notice is required, in writing, when requesting vacation. Forms are available at each facility.

### **EMERGENCY LEAVE**

Patrons on emergency leave will not be charged for the time the child is not in attendance if the following conditions apply:

- Patron must provide the programs with verification from the American Red Cross.
- Any available vacation time must be used prior to receiving free emergency leave.

### **WITHDRAWAL**

A two week written notice is required to withdraw from any activity. Forms are available at all sites. Failure to provide written notification will result in a charge for the additional time.

Refunds will not be given for early withdrawal or children who are being terminated due to behavior problems or prorated due to vacation or illness.

Any parent withdrawing a child from a CYS program who has an outstanding account will not be allowed to enroll in other CYS programs until the account has been paid in full.

Also, you will be unable to clear post until all accounts have been paid in full.

### **LATE PICK-UP**

Failure to pick up children/youth prior to closing time will result in late fees. Late fees will be charge as follows:

- \$1.00 per minute per Family per site for the first 15 minutes.
- After the first 15 minutes \$5.00 per child per site for the next 45 minutes.

- If a child has not yet been picked up from care by a parent/sponsor or designee within one hour after a center/program closes, late fees will stop accruing and CYS staff will notify the Military Police per regulations.

For MS&T programs such as after school, dances, talent shows, or events taking place in the CYS sites, a late fee will be assessed if youth are not picked up by the closing time. Staff must remain on site to ensure the safety and health of your child.

Parents will meet with the facility director after three late pick-ups in an attempt to resolve the problem. After the fifth incident, parents will be notified in writing that their child's pass may be suspended. If there is a sixth incident the pass will be suspended for all CYS programs.

Children/youth may not return to the activity until the late fees are paid in full.

## **FOOD AND NUTRITION**

The CYS Food Services participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Programs and receives funding for food through this source. Army mandated menus provide nutritious meals and snacks to all CYS programs. The CYS nutritionist is available to assist in developing menus for the FCC providers.

All CYS programs provide nutritious foods that help meet the child's total nutritional needs. Food will be provided by the programs in accordance with USDA Child and Adult Care Food Program. Snacks are not intended to substitute a full meal.

Families are required to inform CYS of any food allergies their child may have. Special diet requests must be endorsed by a physician for restriction/substitution of diet within programs. (Request form may be obtained from Parent Central Services). In addition the Family must meet with the Multidisciplinary Inclusion Action Team (MIAT) prior to using the CYS programs.

Special diets due to religious beliefs must be requested on an Exception to Policy which has been documented on a Special Diet Statement, signed by a cleric with an attached memorandum explaining religious preferences (also signed by cleric).

## **HEALTH POLICIES**

Child and Youth Services programs are designed to care for the healthy child. Programs are not equipped to provide care to a child/youth that is ill. Families should arrange for alternate care in the event of illness. Contact the Parent Central Services for possible referrals.

Children enrolled in all programs must have documentation of all age appropriate immunizations as outlined by Advisory Committee on Immunization Practices (ACIP) schedule. A current health assessment/physical must be completed signed by medical provider and returned within 30 days of registration with the CYS Health Assessment. The physical/Health Assessment must be updated annually by parent. If the parent indicates any change in the child's health status, a current medical examination will be required. Health Assessments must be updated every three years by a medical provider.

Sports physicals are due prior to practice. The physical must be current through the sports season being played. Sports Physicals are good for 1 year.

If there are any changes to the health assessment or physical during the active period notification by families must be made to the Parent Central Services office.

Failure to provide updated health records, physicals, and immunizations will result in denial of services.

Children who appear to be ill or show signs of fever will be closely screened and could be denied admission based on:

- Temperature greater than 100.5° F axillary (armpit) for children under three months and greater than 101° F axillary or oral for children over three months of age. Exclusion criteria for children/youth and adults who become ill during the influenza season (1 October – 31 May) include: having a fever (100° F axillary or oral) and at least one (1) respiratory symptom such as runny nose, cough, congestion, sore throat, intestinal upset, and diarrhea, NOTE: Individuals may be infected with the flu and have respiratory symptoms without a fever.
- Inability to participate comfortably in daily activities. This can include, but is not limited to: acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash.

Obvious signs of illness such as impetigo; scabies; ringworm; chicken pox; head lice/nits; culture proven strep infections that have not been under treatment for at least 24 hours; persistent cough/diarrhea/vomiting; conjunctivitis; symptoms of contagious diseases such as measles/mumps/hepatitis; pinworm infestations. It is the parent's responsibility to notify CYS of exposure to communicable diseases.

### **Readmission Following Illness**

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

- Lesions from impetigo are no longer weeping
- Scabies is under treatment
- Lice are under treatment
- Pinworm treatment has occurred 24 hours prior
- Child has completed contagious stage of treatment
- Conjunctivitis has been diminished (eyes are not draining)
- Doctor/provider has cleared the child to return to care (child may be sent back out if symptoms return).
- The appropriate initial dose of antibiotics has been given IAW physician's orders and was administered by the parent at least 20 minutes prior to child being admitted into care. Any medical documentation **must include physician's signature and stamp.**
- All Chicken Pox lesions are crusted

- Ringworm treatment has occurred 24 hours prior to re-admission

CYS retains the right to request a note from a health care provider stating the child has sufficiently recovered to return to normal activities and does not pose a threat to other children/youth in care. The health care provider should specify any recommendations for limited activity or observation. The decision to accept the child/youth will be made by the program director.

### **Care after re-admission**

Children/youth who develop conditions after admission that require immediate medical attention will be taken to the hospital by ambulance. Conditions that require immediate medical care include seizures; high fevers accompanied by other severe symptoms; marked difficulty in breathing; unconsciousness; laceration (either significant in size or amount of bleeding); injury to an extremity with obvious deformity; and/or head trauma associated with vomiting or altered consciousness. Attempts will be made to notify the family.

If a child develops minor health problems after being dropped off for the day, the parents will be notified and the child will be placed in an isolated area until they are picked up. Families **MUST** pick up the child within 60 minutes of notification of illness. If the child's sponsor cannot be reached the center will call emergency contacts. Failure to pick up a sick child within 60 minutes will result in contacting the Family's chain of command. Parents will be immediately notified of any emergency or acute illness. The installation APHN and parents will be informed of a child's exposure to a communicable disease during a communicable disease outbreak while in a CYS program.

### **Administering Medication**

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

- A physician must prescribe the medication.
- Army Public Health Nurse (APHN) must approve administration of the specific medication.
- All medication, including over the counter medication, must be in the original container with a child-proof cap and a prescription label that includes:
  - Date prescribed
  - Physician's name
  - Child's full name
  - Medication name
  - Dosage strength (amount to be given/applied)
  - Administration frequency (specific times for administering)
  - Instructions for use, i.e., by mouth, apply to rash, etc.
  - Start and stop dates (duration)
- Rescue medications (Epi-Pen; inhaler; nebulizer) can be administered when accompanied by a Medical Action Plan completed and signed by medical provider.
- Medical Action Plans (Diabetes, Seizure, Allergy and Respiratory) are reviewed and approved by APHN prior to enrollment in a CYS program.

- Medications must be on approved medications list. Medications not on the approved list may be administered with approval from Army Public Health Nurse.
- The physician or parent will administer the first dose of medication.
- The child will be on oral medication at least 24 hours before program personnel can administer it.
- Written permission must be provided by parent/guardian on DA Form 5225-R, Child Development Services Medical Dispensation Record. This form is available at the program site. If medication will be administered into the following month, a new Record must be completed on the first day of that month and each month after.
- Families must provide appropriate measuring device for administering the medication.
- As a general rule, program personnel will not administer medications prescribed two or fewer times per day.
- Children will not be forced to take medication.
- The Army Public Health Nurse must approve in writing any exception to the medication policy. Request for exception to policy must be submitted to the appropriate site supervisor for consideration.
- A physician's certification is required for children in 6<sup>th</sup>-12<sup>th</sup> grade to self-medicate. The MIAT will review the youth's medical records before self-medication is permitted.
- Medications will not be administered to Hourly Care or Part Time children with the exception of life-saving medications such as Albuterol or Epi-Pen.
- No over-the-counter medications will be dispensed by the staff unless they are prescribed by a physician and container has a prescription label.
- Medication cannot be given to control fevers.
- Basic Care Items are over the counter items for prevention of sunburn and diaper rash, lip protection and insect repellants and may be administered without a prescription. These items must be on the approved Basic Care Medication List. Check with the site supervisor for further information.
- Children will not be allowed to keep inhalers or other medications on their person. These should be given to the front desk staff for security.
- Emergency medications may be given in all programs. The procedures are identical to the full day program requirements.

## **Reducing Sudden Infant Death Syndrome (SIDS) Risk in CDC/FCC**

To reduce the risk of SIDS, while in our care, infants must be placed on their backs to sleep, and this must be while on a firm surface that meets the standards of the United States Consumer product Safety Commission. An exception requested by physicians to place infants on their stomachs due to a medical condition is permissible with detailed, written instructions and approved by the MIAT Team. For more information on reducing the risk of SIDS, contact the “Back to Sleep” campaign at [www.nichd.nih.gov/sids/sids.cfm](http://www.nichd.nih.gov/sids/sids.cfm) or the American Academy of pediatrics at [www.aap.org](http://www.aap.org).

## **INSTALLATION CHILD SUPERVISION POLICY**

Per Fort Drum Installation Policy Memorandum – Green Book – Enclosure V:

- a. This policy applies to all Civilian and military personnel at Fort Drum or assigned to Fort Drum. A violation of this policy subjects military personnel to disciplinary action under the Uniform Code of Military Justice. Violation of this policy may also subject personnel to criminal prosecution, civil liability, or termination by Mountain Community Homes of housing privileges on the installation.
- b. Sponsors are inherently responsible for the health, welfare, and safety of minor Family members at all times. Sponsors will ensure Family members comply with the provisions of this policy. The sponsor's chain of command is responsible for the sponsor and Family members assigned or attached to their command or agency.
- c. In all cases, interpretation of this policy will be made in favor of the child's safety and protection.
- d. No child will be left unattended under circumstances involving potential or actual risk to the child's health and safety.
- e. Chronological age will take precedence over child's grade in school.
- f. Individuals should refer to the Age Matrix (below) for minimum standards for use in making decisions involving safety and proper supervision of children.
- g. A “supervisor” is any person in the 8<sup>th</sup> grade (13 years of age or older) who is in a supervisory role and can provide adequately for a child's welfare and safety in all circumstances deemed appropriate.
- h. Child supervisory guidelines are as outlined in the age matrix (below).
  - (1) Sponsors will ensure their children do not fire air rifles, pellet guns, BB guns, shoot arrows, operate motor driven planes, or play with any other types of dangerous objects which are hazardous to personal property in areas not specifically designated. Use of any type of fireworks is strictly forbidden.
  - (2) All children left alone in quarters, regardless of age, must have access to a parental designated adult who is available in the event of emergencies. All children must have the supervising adults work, home, and necessary phone numbers, and the designated adult must be within the local area. Children who are not under direct supervision should know, at a minimum, what to do in case of an emergency (i.e., injury, fire, assault, parents not returning as expected, etc.) The local area is defined as an area or location that is no more than one hour away by care.
  - (3) Parents whose children, for whatever reason, such as EFMP, need closer supervision that required as stated above must take appropriate steps to ensure that their children are properly supervised.
- i. A person is guilty of endangering the welfare of a child when:
  - (1) He/She knowingly acts in a manner likely to be injurious to the physical, mental, or moral welfare of a child less than 17 years old, or directs/authorizes such child to engage in an occupation involving a substantial risk of danger to his life or health.

(2) Being a parent, guardian, or other legally charge individual with the care or custody of a child less than 18 years old, he/she fails or refuses to exercise reasonable diligence in the control of such child to prevent him/her from becoming an “abused child”, a “neglected child”, a “juvenile delinquent”, or a “person in need of supervision” as terms defined in Article 3, 7 and 10 of the Family Court Act.

- Child supervisory guidelines are as outlined in the age matrix below:

<u>Age/Grade of Child</u>	<u>Left Without Sitter in Quarters</u>	<u>Left Alone Overnight</u>	<u>Play Outside Unattended</u>	<u>Left in Car Unattended</u>	<u>Child Sit Siblings</u>	<u>Child Sit Others</u>
<b>Newborn Through 3 years of age</b>	NO	NO	NO	NO	NO	NO
<b>4 years – 1<sup>st</sup> grade (6 years)</b>	NO	NO	YES –with immediate access (visual sight or hearing distance) to adult supervision	NO	NO	NO
<b>2<sup>nd</sup> – 4<sup>th</sup> grade (7-9 years)</b>	NO	NO	YES – with access to emergency supervision and sponsor knows location of child	* See below	NO	NO
<b>5<sup>th</sup> – 6<sup>th</sup> grade (10-11 years)</b>	YES – with ready access to adult supervision; limit – 3 hours	NO	YES – with access to adult supervision	YES	NO	NO
<b>7<sup>th</sup> - 9<sup>th</sup> grade (12-14 years)</b>	YES – with access to adult supervision; limit – 6 hours	NO	YES – with access to adult supervision	YES	YES ** see below	YES ** See below May not sit overnight
<b>10<sup>th</sup> – 12<sup>th</sup> grade (15-18 years)</b>	YES	YES – with sponsor in local area and access to adult supervision	YES – with access to adult supervision	YES	YES **see below	YES ** See below May sit overnight

\* Children under the age of 8 cannot be left unattended in a motor vehicle with anyone under the age of 12 IAW NYS Bill S2192 passed on 29 Feb 2012

\*\* Call Parent Central Services at 315-772-8675 for more information about Babysitting Course.

## Vehicle Safety

- Never leave children unattended in or around parked cars. They could be backed over, overheated, put the car in gear, etc.
- Children under age four must be properly secured in a federally-approved child safety seat that is attached to a vehicle by a safety belt or universal child restraint anchorage (LATCH) system. A child under age four who weighs more than 40 pounds may be restrained in a booster seat with a lap and shoulder belt. A child of age 4, 5, 6 or 7, must use a booster seat with lap and shoulder belt or a child safety seat (The child and safety restraint system must meet the height and weight recommendations of the restraint manufacturer.)
- An appropriate child safety restraint system is required for all children until their 8th birthday
- If the child is eight years old and is under 4'9" tall or weighs less than 100 lbs., it is *recommended* that you continue to use a child restraint system.

## **OPEN DOOR POLICY**

Child and Youth Services has an open door policy. Families can visit their children during their stay with us at any and all times. Families are welcome to express concerns, suggestions, complaints, compliments, participate in planning events, volunteer for field trips, participate in parties, or just come in to read a story at any time. In addition, any time you would like to call and check on your child, the front desk staff will be happy to get the information for you.

## **ORIENTATION**

All programs provide a mandatory family orientation prior to the child/youth starting in the program. During this orientation management staff meets with new families to discuss daily schedules and routines, policies that affect their child/youth, meals, field trips, provide a tour of the program, and introduce the parents to staff. Sponsors must sign DA 5226-R (sponsor agreement) at center/program prior to child's use of services.

## **OUTDOOR ACTIVITIES**

Outdoor activities/play is scheduled daily for all children/youth. A variety of equipment and activities are planned to ensure that outdoor play is safe and developmentally appropriate. Specific guidelines have been established regarding weather conditions to ensure that children/youth's outdoor play is safe and healthy. Outdoor play is not allowed when weather extremes exist. If rain or snow is light children will still be allowed to play outside. Please ensure your child has the appropriate clothing for outdoor weather.

Families are asked to have children/youth dress appropriately for weather conditions so their children may participate in outdoor play. Some clothing popular with children is unsafe for outdoor play (i.e., certain shoes, long dresses, cords/ties on hooded clothing and jewelry are hazardous in play areas as they promote slips and falls). Further clarification on appropriate attire will occur in detail during parent orientation at your child's program. Children/youth who are unable to play outdoors will be denied participation in our programs.

## **PARENT PARTICIPATION/EDUCATION PROGRAM**

Parents are considered an integral part of CYS and are encouraged to participate in all programs and activities.

Parent/staff communication contributes significantly to the child's well-being. Families 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 Family.

Written communications are also of great benefit to families, staff and children. In an effort to keep families well informed, newsletters and notices will be sent home with the children on a regular basis, and notices placed on bulletin board areas in each facility.

If CYS has important information to notify parents about it will be posted at our various program locations and, in certain circumstances, we will notify Families using mass email and the email address that you provided during your registration.



Families may visit, eat lunch with their children/youth 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.

Furthermore, we are happy to provide parents with an opportunity to come in and share aspects of their various cultures, heritages, and languages for the enrichment of all in our programming.

By taking part in a CYS parent participation option you can earn Parent Participation Points which will count towards possible reductions in service fees. Points are earned in hourly increments (multiple shorter periods of volunteering may be combined to equal a full hour) and can eventually be redeemed for a discount on one month's fees for one child. For more details on this program see your child's center director.

### **PARENT ADVISORY BOARD**

The Child and Youth Services Parent Advisory Board (PAB) meets on a regular basis and is comprised of members at large and one or more representatives from various CYS programs. The PAB is run by Families from the various programs and is used to elevate issues, concerns, ideas, and suggestions for program improvement in support CYS programs. The PAB is used to address issue pertaining to CYS as a whole, and as such, rotates its meeting location between the various CYS programs in coordination with Outreach Services. The Parent Advisory Council will establish, develop, and oversee planned group activities and projects coordinated with the program managers. Activities and projects may include fundraising, program improvement, community improvement or advocacy projects for CYS. For more information please contact you center director for more information.

### **PARENT COMMUNICATION**

Parents using CYS are informed of curriculum/programming and policy changes through the use of media i.e. bulletin boards, local web site (including digital parent handbook), social media, etc, and email alerts (using email address provided at registration), as well as displayed noticed at CYS programs.

### **PARTNERSHIPS WITH THE COMMUNITY**

The Child and Youth Services program works closely with many of the organizations and activities within the community. These partnerships are coordinated and built to ensure smooth transitions between programs, schools, screening and assessment services, and for special educational needs. These partnerships include organizations such as Army Community Services, Guthrie Army Health Clinic, Fire Department, Local School Districts, Military Police, Nutrition Office, Preventive Medicine, Staff Judge Advocate, Social Work Services, Dental Clinic, Cornell Cooperative Extension, Community Action Planning Council, Jefferson Community College and many others.

### **REST TIME**

A rest/nap period is scheduled for all children 5 years and younger (not required in Kindergarten). This allows children to rest and rejuvenate thus enabling them to complete their day. Children are provided their own area during rest period, with a mat, crib and/or blanket. For safety purposes, children under age 3 are prohibited from using pillows.

Rest time is scheduled according to the ages and needs of the children. Infants and pre-toddlers nap or rest on their own individual schedules. Children ages 2-5 years generally have a 2 hour scheduled rest period.

Children who cannot rest or sleep will be allowed to participate in quiet activities that do not disturb others who are sleeping. Families are encouraged to bring children to the program prior to rest time in order to minimize disruption to the other children.

### **TOBACCO AND ALCOHOL FREE FACILITIES AND PROGRAMS**

All Child and Youth Services facilities and programs are 100% tobacco and alcohol free. There is no tobacco product or alcohol use allowed within the facility or grounds of any program or activity.

### **SPECIAL EVENTS AND ACTIVITIES**

- Families are welcome to participate in and attend special celebrations.
- Balloons or homemade food or drinks will not be accepted.
- Families who want to take photographs or video recording must provide the program with a 2-day notice for the convenience of other Families who may not want their children included.
- Some special activities require parental permission slips. Only registered children/youth that have turned in a permission slip will be allowed to take part in the program or activity.

### **SPECIAL NEEDS**

Enrollment for children with special and unique needs must be coordinated through the Special Needs Accommodation Process/Multidisciplinary Inclusion Action Team (MIAT) prior to enrollment. To ensure appropriate placement in CYS programs, OS coordinates with the Exceptional Family Member Program (EFMP) and Army Public Health Nursing to conduct bi-monthly SNAP/MIAT meetings. These meetings are scheduled for the first and third Tuesday of each month. The SNAP/MIAT is comprised of health care professionals and child development professionals whose purpose is to determine and make recommendations as to the best CYS placement for the child. Families are required to attend the SNAP/MIAT meeting, provide documentation, answer questions and provide input regarding their child's needs. The goal of these meetings is to support children with special needs and their Families by meeting their needs to the best of our ability. Child and Youth Services is proud to say that it is able to meet the needs of almost every child/Family that takes part in the SNAP/MIAT process. However, care is not guaranteed to all children if CYS is unable to safely and/or competently meet their needs.

### **SUPERVISION OF CHILDREN**

Staff supervises children appropriately according to children's ages, abilities, and needs. Child and Youth Services staff supervises infants and toddlers by sight and sound at all times. Children of preschool age and school age are supervised primarily by sight. Supervision by sound is permitted in the CDC and SAS programs during toileting (for children who can use the toilet independently and are at least 3) or who are doing tasks within the center. When children are out of sight, the teaching staff will check the children at regular intervals (three to five minutes). Staff will position themselves

to hear and see napping children when they are interacting with children who are awake in the CDC program.

## **TRAINING**

Trainers oversee CYS employee training to ensure the highest quality care and out of school experiences for children and youth in our programs. Their duties encompass programs serving children 4 weeks to 18 years in Child Development Centers, Family Child Care homes, alternative care options, School Age Services, Sports & Fitness, and the Middle School and Teen programs.

## **TRANSPORTATION & FIELD TRIPS**

Government vehicles are used to transport children/youth for field trips, outings, etc. Families grant general transportation authorization by signing the statement on the back of the child registration form. Written permission is required for each specific trip.

No staff will remain behind for children who do not attend trips. Families must find alternate child care if their child does not attend. Adult Family members are welcome on field trips but will be responsible for their own transportation.

## **VOLUNTEERS**

Volunteers (youth and adults) play an essential role in our programs. They contribute to organization and installation readiness. Adult volunteers have the opportunity to offer their time/talents at all CYS programs. Contact the Parent Central Services office for details.

Acceptance of adult volunteers (age 18 and up) is contingent upon completion of appropriate background checks.

A Parent Advisory Board is available to all Families who wish to volunteer their time to work in cooperation with the program to make improvements and develop new initiatives.

## **TELEPHONE NUMBERS**

CYS Coordinator	315-772-9470
Program Operations Specialist	315-772-1565
CYS Administrator	315-772-0070
CYS Parent Central Services	315-772-8675
Outreach Services Administrator	315-772-8672
School Liaison Services	315-772-3214
Chapel Drive CDC	315-772-8676/7900
Memorial CDC	315-315-772-1085
Po Valley CDC	315-774-4832
South Riva Ridge CDC	315-772-9720
Family Child Care	315-772-2250
School Age Services	315-772-4411
Middle School & Teen Program	315-772-6717/772-6719
Youth Sports & Fitness	315-772-4102/772-6718
Functional Technology Specialist	315-772-0634/774-0159
CYS Nutritionist	315-772-7880
CYS Nurse	315-772-0269
CYS Special Needs Program Manager	315-774-6345
In case of emergency while on post	911

## HOURS OF OPERATION

Chapel Drive CDC	Mon – Fri (Full Day) Mon – Fri Hourly Care	0545-1745 0800-1700
Memorial Drive CDC	Mon – Fri	0730-1600
Po Valley CDC	Mon – Fri	0545-1745
South Riva Ridge CDC	Mon – Fri	0545-1745
School Age Services	Mon – Fri One Sat every month-call for date/time	0545-1745
School Liaison Office	Mon – Thurs Fri	0800-1630 0730-1600
Youth Center -		
Middle School Programs	Mon-Thurs Fri Sat	1430-2000 1430-2100 1200-2000
High School Programs	Mon-Thurs Fri Saturday	1430-2000 1430-2100 1200-2000
Sports & Fitness	Mon – Fri Saturday	1130-1630 Hours varies by season
Parent Central Services	Mon – Thurs Fri	0800-1630 0800-1600
Family Child Care	Mon – Fri	0800–1630

Hours of operation are subject to change!