

**Fort Rucker  
Child & Youth Services  
Parent Handbook**



**June 2007**

Fort Rucker Child And Youth Services (CYS) ensures that all children and youth attending any CYS program at any time will be served meals in accordance with USDA child nutrition requirements at no separate charge, regardless of race, color, national origin, age, sex, or handicap, and that there is no discrimination in the course of food service.

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CHILD AND YOUTH SERVICES

Child and Youth Services (CYS) is a community based system to manage and coordinate all installation Child and Youth Services programs and services. Our CYS mission is to provide quality child and youth program options for the Fort Rucker community in safe, healthy environments promoting the development of children and youth, while strengthening families and supporting readiness and retention of the Soldier.

All CYS programs provide developmentally appropriate care options for each age group. Child and Youth Services staff is trained and programs are designed to foster and develop a child's physical, intellectual, social and emotional capabilities regardless of setting or length of time in care. Each program is DoD certified and is in compliance with procedures that ensure families receive continuity and consistency in CYS operations Army wide. In addition, our Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC) and our School Age Services is accredited by the National Afterschool Association (NAA). Several Family Child Care Homes have earned their Military Home Accreditation. Our Youth Services program utilizes our affiliations with 4-H Clubs and Boys & Girls Clubs of America in providing age-appropriate curriculum and program assessment. The Boys & Girls Clubs of America Commitment to Quality is completed annually. All of our programs utilize Character Counts curriculum to emphasize character development topics during our daily interaction with our children and youth.

It is the intent of CYS and its entire staff to be responsive to the needs of families we serve. We invite you to attend any of our training sessions for our CYS staff or FCC Providers. In addition, we have an active Parent Advisory Council which meets the first Monday of each quarter at 12:00 noon in building 2806, the Youth Services building. We encourage you to attend and participate. Our Child and Youth Services staff and Family Child Care Providers are highly trained, many with national Child Development Associates (CDA) credentials. We take pride in providing the highest quality care and services. Welcome to Fort Rucker Child and Youth Services!

1. Purpose. The purpose of this handbook is to provide parents with a reference for the operating procedures of CYS programs. We want

you to understand what we do and encourage you to ask questions and participate in our program.

2. Prescribing Directive. Army Regulation 608-10 is the document governing Army Child and Youth Services (CYS) programs. A copy is available in the Child and Youth Services Coordinator's office, Bldg.132 Room 109, for your reference. Child and Youth Services is also governed by Army regulations for fire, safety, and preventive medicine. The fees set by CYS are governed by the Department of Defense and Department of the Army.

3. Philosophy.

a. Child and Youth Services is a part of the Directorate of Morale, Welfare and Recreation (DMWR). Our CYS mission is to provide quality child and youth program options for the Fort Rucker community in safe, healthy environments promoting the development of children and youth while strengthening families and supporting readiness and retention of the Soldier. Child and Youth Services programs operate as a small business and are required to be financially self-sufficient. We receive money appropriated from Congress and local installation support, but it is still necessary to charge fees for services. Fees are governed by the DOD Uniform Fee Policy, which is reviewed annually at Department of the Army level.

b. The Army CYS program is developmental in its programming. Developmental child care provides a nurturing, open atmosphere that encourages children to function at their optimum individual level. Staff working with children and youth must be flexible, accepting, and knowledgeable about child and youth development. It is the goal of the CYS staff to work with parents as partners in assuring your children receive quality care and services.

c. All CYS child care programs provide:

(1) An adaptation time for children, parents, and caregivers to be comfortable with each other.

(2) A balanced schedule of learning, play, and quiet periods.

(3) Outdoor play.

(4) Nutritional snacks and meals.

(5) Continuity and flexibility to meet individual and group needs.

(6) Activities to stimulate cognitive, physical, social and emotional growth.

d. Developmental settings allow several activities within an area but they do not lack structure. Structure is provided in

consistent learning and daily routines with opportunities for children to practice problem solving in one environment but under varying experiences. An example of this is the different "interest centers" you will find in classrooms. Developmental programs do not require each child to meet preset milestones, but instead provides the foundation for emotional, cognitive, and social growth. Child and Youth Services does not provide "report cards" to parents, although parents are encouraged to discuss progress with their child's caregiver at conferences planned for twice a year, as well as informally on a daily basis.

e. It is imperative that children in child care receive the highest quality of developmental care. This is not only the CYS philosophy and belief, but it is the philosophy of the National Association for the Education of Young Children (NAEYC). We invite you to come into our offices and review current literature, look at our programs, and participate in our planning. Curriculum for all programs is planned in advance for the classes and posted for parents. It is available at any time for you to review.

#### 4. Eligibility Criteria.

##### a. Child/Youth Age Eligibility Criteria:

(1) Quarter-based program: Children between the ages of 4 weeks to 12 years of age are eligible for quarters-based Family Child Care (FCC) services.

(2) Center-based Program: Children between 6 weeks and Kindergarten-age (generally 5 years old) are eligible for center-based Child Development Center (CDC) child care services.

(3) School-Age Services: Children in 1<sup>st</sup> through 5<sup>th</sup> grade (generally 6-10 year olds) are eligible the for School-Age Services program.

(4) Middle School: Youth between 11 and 15 years of age are eligible for the Youth Services Middle School program.

(5) Teens: Youth between the ages of 16-18 (senior in high school) are eligible for Youth Services Teen program.

b. Sponsor Eligibility Criteria: Children of the following sponsors are eligible for CYS programs.

(1) Active duty and retired military personnel.

(2) Members of military reserve components.

(3) Widows, widowers and other next of kin of military personnel on active duty at time of death.

(4) Next of kin to prisoner-of-war or missing-in-action personnel of all Armed Services.

(5) DoD APF/NAF civilians employed at, or assigned temporarily to, Fort Rucker.

(6) DoD contractors employed at Fort Rucker.

##### 5. General Parent Information.

a. While CYS is regulated by AR 608-10, we also are required to meet the health, safety, and fire codes established for child care in centers and homes. Copies of AR 608-10 are available to you for review in the Child and Youth Services Coordinator's office, Building 132, Room 109.

b. When parents register children and youth in CYS, they will be assigned to a program which meets their needs. This is usually determined by using the age and developmental level of your child. As a child grows and develops, placement in the next level is determined by age, developmental level, and current openings. Before your child changes areas, you will be notified so that staff and parents can work together to help your child make any adjustments in the transition.

c. It is important that parents label items brought to the facilities for use by your child/youth. We ask you not to bring in personal toys or playthings, since CYS cannot be responsible for damage or loss.

d. You will be asked to sign permission slips for specific field trips, which are in addition to the emergency notification forms you fill out during registration. These permission forms are actually carried in the vehicle with your child/youth, while the other is maintained in the CYS facility. Please ensure these forms are signed promptly; otherwise, we will be unable to take your child/youth on the field trip. During registration, you will also be asked to sign a general permission slip which allows for your child's picture to be taken and for general participation in activities.

e. Activity schedules are posted in each child care area. If you wish to visit your child during the day, we encourage you to do so. The activity schedule will help you determine the best time to visit. All visitors must sign in and out of the facility or FCC home when you are visiting. Parents with small children may not bring them during class visitation. The environment, activities, and equipment are not age appropriate for other children. Parents are asked to make arrangements for their other children. We encourage you to use this time for the child in the classroom. Parents who bring other children will be asked to reschedule their visit.

f. For the first-time user of the CYS child care programs, we recommend short visits. Children need adjustment time and a few hour visits will make longer periods much more enjoyable. Parents unfamiliar with our programs are encouraged to request and use activity schedules in order to determine when they wish to first use hourly care. For example, a first time visit during scheduled nap/quiet time may increase anxiety for some children while other children will not be concerned. If we can help you plan a visit, please notify the facility Director or other management personnel.

g. Child and Youth Services Operational Hours:

Central Enrollment and Registration	0730-1600
Child Development Center (CDC)	
Full-Day Care Program:	0530-1800
CDC Hourly Care Program:	0745-1600
CDC Part-Day Preschool Program:	
A.M. Monday-Friday	0800-1100
P.M. Monday, Wednesday, Friday	1200-1500
CDC Part-Day Toddler Program:	
A.M. Monday -Friday	0800-1100
School Age Services (SAS)	
Before/After School Program:	0530-0830 1430-1800
School-Age Services Summer Camp:	0530-1800
Youth Services Middle School Program:	1500-1800
(Monday - Friday)	
Youth Services Open Recreation:	
(Saturday - ages 6-18)	1300-1800
(Saturday - ages 13-18)	1900-2300
Youth Services Teen Program:	
(Monday - Thursday)	1500-2000
(Friday)	1500-1800
Youth Services Friday Night Skate Night	
(Friday Skate Under 12)	1815-1915
(Friday Skate All Ages)	1930-2230
Youth Services Front Desk Cashier	0530-0800 1400-1800

6. Program Fees.

a. Fees for regularly scheduled programs are collected in advance of services rendered. Rates for program fees are published separately, and you will receive a copy at the time you register. A copy may be picked up at Central Registration at anytime. Fees are set annually and are based on Department of the Army policy.

b. Registration Fee. An annual registration fee is charged to defray the administrative costs of enrollment and referral services. The annual registration fee applies to all CYS programs (CDC, FCC, SAS, and YS including youth sports and fitness program and outreach services). Patrons will pay the CYS registration fee only once per calendar year. The registration fee has reciprocity Army wide **(transferable from installation to installation with appropriate documentation of enrollment status; i.e., receipt and CYS card)**.

c. Child Development Center. Payment for **Full-day childcare, Pre-Kindergarten and Kindergarten** services is made on a monthly basis. Monthly payments are due on the first working day of the month. Bi-weekly payments are due on the first working day of the month and the 15th of the month. **Part-day preschool** tuition is payable in nine equal monthly installments from September through May. The entire month's tuition is due on the first working day of each month regardless of the number of days attended, unless payments are made bi-weekly. Part-day Preschool is not open during Christmas holiday season and other holidays. **Hourly Care** rates are due on the day of service. There is a minimum charge of two (2) hours for hourly care. Rates are based on number of hours in care. Partial hourly charges are as follows after the two (2) hour minimum:

01-15 minutes-	1/4 hour charge	31-45 minutes-	3/4 hour charge
16-30 minutes-	1/2 hour charge	46-60 minutes-	1 hour charge

d. School Age Services (SAS). Fees for regularly scheduled SAS programs are collected in advance of services rendered. Monthly payments are due on the first working day of the month. Bi-weekly payments are due on the first working day of the month and the 15th of the month. Fees for 7<sup>th</sup> and 8<sup>th</sup> graders needing supervision before school and for extended hours before Middle School Camp hours during school vacation periods will be charged SAS fees. No fees are charged for middle school youth attending CYS after school programs during parental duty hours. Occasional users (Hourly Care) are allowed to use the programs two (2) times a week for a total of 8 times a month. Occasional users must pay for services upon child pick-up. Exceptions will be made on a case-by-case basis.

e. Fee Policy.

(1) Fees are published separately, and you will receive a copy at the time you register. A copy may be picked up at Central Registration the CDC or YS at anytime. Fees are set annually and are based on Department of the Army policy. Fees are based on Total

Family Income (TFI). TFI calculation will be based on the latest Leave and Earning Statement (LES) pay and allowances (except Basic Allowance for Housing, combat zone pay, hostile fire/imminent danger pay, variable housing allowance, overseas housing allowance, family separation pay, alimony, and child support) plus the BAH Chart II. The latest LES pay and allowances (except the above items) plus the local BAH will be used when the actual location rate is lower than the BAH Chart II rate. Income received under Family Subsistence Supplemental Allowance (FSSA) must be included when calculating TFI. However, patrons receiving FSSA will receive an automatic financial hardship offer to ensure that the FSSA income does not move the patron into a higher fee category. The FSSA offset will be equivalent to the FSSA income, and used only when the inclusion of the FSSA income in TFI moves the patron to a higher fee category. Patrons receiving FSSA offset should be reported as financial hardship cases on the Fee Review Report. **Fees are due in advance;** i.e., January fees are due the 1st of January or the 1st and 15th if paying bi-monthly.

(2) DOD conducts an annual fee review of all service installations. This includes review on installation data such as patron revenue and number, and percentage of users by category. The Application for Department of Defense Child Care Fees (DD Form 2652) must be completed by the patron to document Total Family Income and determine applicable fees. The most recent copy of the leave and earnings statement should be used to verify income. For blended families, TFI of the household in which the child spends most of his/her time must be used for TFI. Parents who do not wish to complete DD Form 2652, providing proof of income, will be charged Category 6 fee.

(3) Parents may use their VISA or MasterCard to pay fees.

f. *SKIESUnlimited* Programs. Initial registration and payment is made in the Central Registration office, Bldg 5700, Suite 130. Fees for *SKIESUnlimited* classes are determined locally and are based on program operational expenses. Fees are due upon enrollment and the 1<sup>st</sup> day of the month thereafter. Payments for continuing courses can be paid at the Youth Center.

g. Program Discounts.

(1) A Multiple Child Reduction (MCR) Discount will be given in all CYS programs except in hourly care, part day preschool, some instructional programs and FCC homes. The MCR discount will be 10 percent for multiple children after the first and must be applied to the least expensive types of care.

(2) Coach's Discount. Each sports team will have one Head Coach. Volunteer Head Coaches for a team sport will be given a Coach's Discount. The Coach's Discount will be one child plays free and a 50% fee reduction for the second child.

(3) Parent Participation Discount Program (PPDP). The purpose of Parent Participation Discount Program is to encourage parents to become an active participant of their child's program whether it is with the Child Development Center (CDC) or at Youth Services (YS). Parents earn credits by volunteering at specific events/activities that can be used as discounts on their child care expenses. The parent must register through the Outreach Services office and attend training prior to participating in the PPDP. Register for the Parent Participation Discount Program by contacting the Outreach Services Director, Soldier Service Center, Bldg. 5700, Rm. 130, 255-2958.

(4) Youth Volunteer Discount Program (YVDP). Middle School and Teen students enrolled in Youth Services are eligible to receive youth volunteer credits. Students may earn credits by providing services to CYS programs or the community. Youth volunteer credits may be used for a discount on special youth activities such as dances and skate night. Youth participation credits may not be used as discounts on program fees. Youth interested in participating in the YVDP may contact Charlotte Hardy at the Youth Center, Building 2806, 255-2246. CYS and YVDP registration is required.

h. Late Fees.

(1) Late Payment Fees for Child Development Services and School Age Services. A Late Payment Fee will be charged for all payments made after the 5<sup>th</sup> of the month. Late payment fees of \$5 will be applied to each child account as per the Army Fee Policy guidance. Monthly payments are late after the fifth day of the month or bi-weekly payments made after the fifth and the twentieth day of the month. Services will be discontinued after the 10<sup>th</sup> or 25<sup>th</sup> of the month on accounts that are past due until payment is made. At the time services are discontinued, the child is considered withdrawn from the program. Re-admission to the program does not guarantee the child will return to the same group.

(2) Late Payment Fees for Instructional Classes. SKIES Unlimited monthly instructional fees are collected on the first of each month and a \$5 late fee will be applied to each child account payment made after the fifth of the month.

(3) Delinquent Accounts. Payments that are one month or more past due must be turned over to the Directorate of Morale, Welfare, and Recreation collections department for processing. Notice will be sent to those involved and payment will be garnished as necessary. Individuals with a collection account who desire to continue to use child care services, must keep their child care payments current (pay in advance) or have their child care services discontinued. Army Community Services (ACS) Financial Readiness is available to assist families with budget counseling and determination of hardship fees for families having financial difficulties. ACS is

located in the Soldier Service Center, Building 5700, Room 390 and may be contacted at 255-3815.

i. Overtime fees. Overtime fees are charged using the Army-wide standard late pick-up fee of \$1.00 per minute or a maximum of \$15 per CYS site. Late pick up fees begin to be charged six minutes after the program closes.

j. Family Child Care Fees. FCC Providers establish their own fees for the services they render.

#### 7. Criteria for Determining Priority for Extension of Services.

a. The following personnel (listed in priority order) will receive priority for child care services when an excess demand waiting list is maintained. The excess demand waiting list is for children not currently enrolled in a viable child care option in any installation child care system: Child Development Center (CDC), Family Child Care (FCC), or School-age Services (SAS). This is a one-time priority. Declinations of space when offered means loss of priority status. Priority for services is not extended to hourly care programs. Part-day preschool enrollment for fall is held during the summer months. Waiting lists established at that time are filled prior to taking new registrations. Where there are waiting periods for program services, the following priorities for care needed to meet mission requirements will be in effect:

(1) Children of sole parent active duty military personnel assigned or attached to Fort Rucker.

(2) Children of married military couples (both members on active duty) assigned or attached to Fort Rucker.

b. Where waiting periods for program services exceed 30 days, the following priorities for care needed to meet mission requirements will be in effect after the needs of sole/dual military personnel have been met:

(1) Siblings of children currently enrolled in full-day care or part-day programs used to meet mission requirements when the active duty sponsors are assigned or attached to Fort Rucker.

(2) Children of active duty military personnel assigned or attached to the installation.

(3) Children of active duty military personnel not assigned or attached to the installation.

#### 8. Waiting Lists.

a. Preference for Care Sub-waiting List.

(1) Lists will be maintained on dated priority basis (not based on the sponsor's eligibility criteria as in the Excess Demand Waiting List). This list includes children who are receiving viable care in one system, but prefer care in another system. It also includes those parents who have declined care in one system and have chosen to continue with their temporary child care arrangements while waiting for their preference for care.

(2) Parents on the Preference for Care Sub-waiting List, who turn down care that meets their preference, will be removed from the list unless there are extenuating circumstances. A child's place on the waiting list will not be affected by changes in age. For example, if a child registers for the 2 year old program in December, and then turns 3 in January, he will be placed on the 3 year old waiting list after his birthday with his initial December date. Another 3 year old registering in January will go on the waiting list after the child registered in December.

(3) After telephonic notification to a parent of an opening in a CYS program, the parent must accept or decline the space within two days to allow for a facility or home visit and an interview with the system director. After acceptance, the opening can be held for a period not to exceed five working days with a \$50.00 prepayment to the first month's fee. During this five-day period, your child must begin participation. After that time has elapsed, the next person on the waiting list will be notified and the prior notified parent will be removed from the waiting list. If parents wish to hold a space longer than five working days, a full time fee can be paid to purchase the space. Space in any program can be held by paying the full time fee. Because of the demand for child care, we are unable to hold spaces for lengthy periods without charging.

(4) A notification letter will be sent to those parents who cannot be reached by telephone. The space offered will be held for five days from the date of the letter. After that time has elapsed, the next person on the waiting list will be notified and the prior notified person will be removed from the waiting list. Parents must contact CYS Central Registration at 255-9638 once each month to verify their child's status on the waiting list and to verify that child care is still needed. If contact is not made, their child will be removed from the list.

b. Projected Demand Sub-waiting List: This list includes unborn children and children transferring to the installation. List is maintained by sponsor priority for care and date of request for care. Patrons are moved to the Excess Demand or the Preference for Care Sub-waiting List based on the date of request for care.

c. Parents must have a current CYS registration to be placed on any waiting list with the exception of the Projected Demand Sub-waiting list.

## 8. Central Registration.

a. Purpose. To function as a "one stop" CYS program enrollment service for patrons and as a resource management measure to centrally track and monitor child vacancies and waiting lists in all CYS delivery systems. The Central Registration Office is located in the Soldier Service Center (SSC), Bldg. 5700, Suite 130, (255-9638) and will assist you and answer any questions you may have.

### b. Procedure.

(1) An **annual registration fee** applies to all CYS programs (CDC, FCC, SAS, and YS including skate night, youth sports and fitness program and outreach services). Patrons will pay the CYS registration fee only once per calendar year. The registration fee has reciprocity Army wide (**transferable from installation to installation with appropriate documentation of enrollment status; i.e., receipt and CYS card**). If you do not re-register your child upon your one year anniversary from the initial date of registration, the child's file will be inactive and withdrawn from the program.

(2) Child and Youth Management System (CYMS) cards will be issued at the time of registration, which entitles families to use all CYS programs. Each card will have individual child's name and pass type on it. Children 6 and older are required to have a photo on their card. To use facilities, you will need to present your card.

(3) **If registration is not completed within 30 days, your file will be inactive.** To reopen your file, all remaining requirements will have to be accomplished before services are restored. Immunization records are required for children under the age of 6 and over the age of 6 if not enrolled in school in order to register. Any missing immunizations must be documented within 30 days of registration. Parents must provide child/youth social security number as part of the registration process.

(4) All registration and registration renewal is done at the Soldier Service Center, Bldg 5700, Suite 130, from 0730 to 1600, Monday-Friday. Completing registration can take up to 45 minutes or more. Parents may take the forms with them and return them when completed to shorten this time.

(5) Parents and/or guardians will complete and sign the following forms for each child:

(a) Child Registration Form (DA Form 4719-R) and annually during registration renewal

(b) Sponsor Consent Form (DA Form 5222-R)

(c) Child Health Assessment (DA Form 5223-R) needs to be completed within 30 days of enrollment. Infants are seen at the Well-Baby Clinic or records and Health Assessment forms for children and youth can be taken to a Pediatric Clinic for completion. Health Assessment information will be reviewed/updated annually during registration renewal. Youth Sports participants must provide a medical statement signed by a licensed health care professional (sports physical) that certifies the individual is physically fit to participate in the specific sport(s) and addresses any pertinent medical condition(s)/constraint(s), e.g. asthma, heart murmur, allergies. This medical statement must be current at the time of actual registration and remain valid through the completion date of the specific sport(s). These requirements are a condition of participation and no child/youth will be signed up or authorized to play (practice or participate in games) until a valid physical is furnished. A medical statement is valid for one year from date of issue and must be renewed annually to maintain eligibility for sports participation.

(d) Child/Family Profile (DA Form 5224-R).

(e) Sponsor/Program Agreement (DA Form 5226-R).

(6) Where applicable, the parent or guardian will submit the following:

(a) United States Department of Agriculture Child Care Food Program (CCFP) enrollment form.

(b) Child and Youth Services Central Registration statement of understanding.

(c) Special needs/child placement questionnaire. Special Needs Accommodation Process (SNAP) screening is completed through the Army Community Services Exceptional Family Member Program. If applicable, the Asthma Care Plans must be completed and brought to the scheduled screening appointment. Approval of placement of any child or youth with special needs in any CYS program must be gained through the SNAP process prior to their participation in that program.

**(7) A copy of the Family Care Plan must be provided to the CYS within 30 days of enrollment by each dual or sole military family. A copy must also be provided to the FCC Provider. Your plan must be updated annually in our Central Registration Office. Child care cannot be provided without a Family Care Plan.**

(8) A child is not registered until all of the above has been completed. Families with incomplete registrations after 30 days will be denied service.

9. Child Health Requirements.

a. Children accepted for care in any CYS program must meet the following requirements:

(1) Be free from communicable diseases, such as measles, mumps, hepatitis, scarlet fever, and strep throat.

(2) Have written documentation of all age-appropriate immunizations.

<u>Age</u>	<u>Immunizations</u>
2 months	1-DTAP, 1-IPV, 1-HIB, 1-HEP B, 1-PCV
4 months	2-DTAP, 2-IPV, 2-HIB, 2-HEP B, 2-PCV
6 months	3-DTAP, 3-HIB, 3 PCV
12-15 months	1 MMR, 4-HIB, 4 PCV
18 months	3-IPV, 3-HEP B, 4-DTAP, Varicella
4-6 years	4-IPV, 5-DTAP, 2-MMR

(3) Have a health assessment (DA Form 5223-R) or pre-participation physical evaluation completed. The purpose of the health assessment for infants and children 1 month to 5 years is to determine whether the child meets age appropriate developmental milestones. The Denver Developmental Screening Test or similar screening test, or Well-Baby Clinic examinations completed within the past calendar year or 30 days following enrollment, will fulfill the requirements.

b. Illness Criteria for Denial of Services: Children who appear to be ill or show visible signs of fever will be closely screened and may be denied admission based upon the following symptoms:

(1) Temperature in excess of 100.5F axially for infants age three months or less, and in excess of 101F axillary for children over three months of age.

(2) Inability to fully participate in daily activities.

(3) Obvious illness such as:

(a) Impetigo: Red, oozing erosion capped with a golden yellow crust that appears "stuck on."

(b) Scabies: Crusted wavy ridges and tunnels in the webs of fingers, hands, wrists, and trunk.

(c) Ringworm: Flat, spreading ring-shaped lesions.

(d) Chicken Pox: Crops of small blisters on a red base that become cloudy and crusted in 2 to 4 days.

(e) Head Lice: Nits (white dots) attached to the hair shafts.

(f) Strep Throat: Proven strep throat that has not been under treatment for at least 24 hours.

(g) Conjunctivitis (Pink Eye): Red, watery eyes with thick yellowish discharge.

(h) Persistent cough, severe diarrhea, or vomiting.

(i) Pinworm infestation.

(j) Symptoms of other contagious diseases, such as measles, mumps, hepatitis, scarlet fever, and strep infection.

c. Re-admission Following Illness: Children may be readmitted after an illness only when their presence will not endanger the health of other children. A child may return to a program when the child feels well enough to participate in usual daily activities and the following conditions exist:

(1) Fever has been absent for 24 hours.

(2) Nausea, vomiting, or diarrhea has subsided for 24 hours.

(3) If started on an oral medication, the parent must administer the dosage during the first 24 hours before CYS personnel can begin to administer approved medication.

(4) Chicken pox lesions are crusted, usually 5 to 6 days after onset.

(5) Scabies are under treatment.

(6) Lice are under treatment.

(7) Pinworm treatment has occurred 24 hours before admission.

(8) Lesions from impetigo are no longer weeping.

(9) Conjunctivitis has diminished to the point that eyes are no longer discharging.

(10) The child has completed the contagious stage of the illness.

d. Re-admission Following Communicable Disease: Children may not be readmitted after a communicable illness without a statement

from a medical facility or physician indicating the child may be accepted. A child may be readmitted without such a statement if the child has been absent for the period of time designated by the program health consultant for the specific illness or disease the child has had.

10. Limitations of Services. In accordance with AR 608-10 requirements, no more than 12 hours of continuous care per child can be provided in any CYS program with the exception of services provided in extended hours FCC homes, or circumstances approved by the CYS Coordinator or Center Director.

11. Daily Admission and Release Procedures.

a. Children enrolled in CYS child care programs will be delivered directly to, and picked up from, their designated care setting by parent or parent designee. (This does not preclude group busing of children to a specific CYS facility or program.) Parent designees will need to show identification upon request.

b. Parents are responsible for the children's safe arrival and departure from the facility/program or busing area. Children should be dropped off clean and ready for the day to include a clean/dry diaper and appropriate clothing/shoes for the day. Parents of school-aged children are asked to arrange bus transportation through their child's school. The bus ride from the school is an extension of the child's school day. **Due to the many after-school activities and early pick-ups from the school, we ask parents to let us know when their child is not coming to the program.**

c. Children must be taken by parents directly to their child activity room/modules in center-based settings and may not be dropped off either outside the facility or at the reception desk.

d. Parents and Middle School & Teen youth will use sign-in/sign-out procedures as applicable to their specific program. Center-based hourly patrons will use the Daily Register and Child Release Form provided by the Clerk at the Reception Desk in picking up their children. Center-based full-day patrons will use daily sign-in/sign-out sheets and laminated child release cards to simplify pick-up procedures. Family Child Care will use daily sign-in/sign-out sheets.

e. Only parents or parent designees shown on DA Form 4719-R and/or DA Form 5224-R may take the child from a CYS program.

f. Children may not be released to siblings or any other children under the age of 13.

g. School-age children through 5<sup>th</sup> grade may not enter or leave a CYS program unaccompanied.

h. No parent may be denied access to their child or the right to pick up their child from a CYS program (including a FCC home) unless a copy of the custody agreement that relinquishes such rights is on file at the Center or FCC home.

i. Children will not be released to parents who appear to be intoxicated for transport home. Under these circumstances, the Military Police will immediately be notified and the release designee will be called. Release designees will need to be available to take responsibility for the child upon release.

j. When parents are delivering children to CYS programs, they must park in the designated parking areas. Parking is prohibited in the "No Parking" areas. Children are not to be left unattended in cars, and cars are not to be left with motors running. **Children found unattended in cars will be immediately brought into the CDC/YC and the Military Police will be notified.**

## 12. Parental Responsibilities.

a. As a parent of a child in a CYS program, you have an important role. When you leave your child in a CYS program, you want to feel he/she is safe and well cared for, so you can concentrate on your job. At CYS, you are considered a partner with the Army CYS in the care and protection of your child.

b. The partnership role includes communication between parents and staff as a two-way street. Your child's caregiver can give you feedback on daily activities, and you will also want to share any information relating to changes or concerns you have with the staff. You are encouraged to speak with the staff anytime you have a particular concern. The chain of command has an open door policy, and parents can discuss positive and negative situations in the programs. As a parent in partnership with the Army to achieve quality child care, you can approach your local chain of command and are encouraged to seek the next level of authority if issues are not resolved for you.

c. Upon admission to any CYS program, parents will have the option to remain with the child until all feel comfortable with the program. Parent and program partnership in the care of children will be demonstrated by written and oral communications, advisory groups, volunteer opportunities, special program events and celebrations, and daily access to child activity rooms and the direct services personnel caring for their children.

d. Parents are encouraged to attend the CYS Parent Advisory Council the third Monday of each quarter (October, January, April, and July) in building 2806. The meeting time is 12:00 noon. A short parent education opportunity will be presented on a topic of interest at each meeting. This is an opportunity to hear about new programs

and services and to voice your opinions or concerns about our programs.

e. Each year the CYS program conducts what is called an Installation Child Care Evaluation Team (ICCET), an Installation School Age Services Evaluation (ISASET) Team, an Installation Youth Evaluation Team (IYET), and an Installation Child and Youth Liaison Education Outreach Evaluation Team (ICLET) review. This review requires that all proponents such as health, safety, fire prevention, finance, command, parents, and facility maintenance work together to review every aspect of the program.

13. Nap and Rest Periods. Rest periods will be provided appropriate to the child's age and needs with at least one (1) hour scheduled for all children under the age of 5 enrolled on a full-day basis either in center or quarters-based (FCC) care. Children who do not rest or sleep may participate in quiet activities that do not disturb others who are sleeping. Children in Hourly Care also have an opportunity for rest periods.

14. Diapering and Toilet Training.

a. Toilet training will be cooperatively planned by the CDC staff or FCC Provider and parents, so there is a consistent toilet training routine established. Parents need to notify their child's caregivers when they start potty training with their child. When training leads to a health and sanitation problem jeopardizing other children, diapers will be used by caregivers.

b. AR 608-10 permits only disposable diapers to be used in the CDC and FCC. Exceptions to this policy are allowed in FCC only upon receipt of a signed physician's statement stating a medical reason for cloth diapers.

c. Parents of children in diapers are requested to bring at a minimum one change of clothing to be used, if necessary, to keep your child comfortable.

d. Supplies of diapers and wipes for use with their child are provided by parents.

15. Child Abuse and Neglect Identification.

a. Center-based staff and FCC Providers are trained in recognizing signs of child abuse and neglect. CYS staff and FCC Providers are obligated/mandated to report suspected cases. Inappropriate behaviors, suspicious bruises, burns, and/or abrasions are evidence of possible neglect/abuse and will be reported for investigation by the proper authorities. Parental permission is not required to make these reports. Once reported, investigations are done by appropriate installation activities.

b. **The Department of Defense Child Abuse and Safety Violation Hotline telephone number is 1-800-336-4592.**

c. **The local Reporting Point of Contact for Child Abuse and Neglect is the Fort Rucker Military Police at 255-2222.**

16. Discipline Policy.

a. Caregivers and FCC Providers receive training on offering positive discipline in a consistent way, based on an understanding of individual needs and behaviors of children at varying developmental levels. Expectations and limitations are clearly defined in caregiving modules.

b. Discipline is constructive in nature, including such methods as diversion, separation of child from situations, praise of appropriate behavior, or gentle physical restraint such as holding. Short-term restrictions on the use of specific play materials and equipment, or from participation in specific activity, are permissible.

c. A child will not be punished by means of corporal punishment or verbal abuse at any time for any behavior.

d. A child will not be punished for lapses in toilet training or refusing food.

e. Biting policies focus on modifying child behavior within the existing environment rather than removing a child. When our methods are ineffective, and when a child who bites creates a hazard for the other children, we will work with parents to make an appropriate placement which meets the needs of the child.

f. Children, whose behavior becomes a threat to the safety or health of other children, will be suspended from the program. Denial of services to children who have pronounced behavioral problems, including biting, is used only as a last resort. When a child is denied services, we will cooperatively work with parents to make a referral for alternate care.

17. Touch Policy.

a. We recognize the importance of physical contact in the nurturance and positive guidance of children and youth. It is also important to respect personal privacy and personal space of children and youth.

b. Caregivers and FCC providers of young children will engage in appropriate and positive touching to include hugs, lap sitting, reassuring touches on the shoulder and nap time back rubs of the child.

c. CYS staff working with children over the age of five will engage in appropriate touching to include brief hugs initiated by youth or used in comforting youth, shaking hands, and light pats on the shoulder or back.

18. Transportation of Children.

a. Parents are required to complete a CYS Sponsor Consent form (DA Form 5222-R) at the time of enrollment and annually thereafter. This form specifies which routine transportation arrangements parents authorize their children to take part in, such as transportation between child care facilities, to and from school, and to and from programmed activities on post.

b. Parents will be notified in advance of any planned activity which will require off-post travel. It will be necessary to sign permission slips for specific activities.

c. Children periodically walk to activities on the installation, particularly when weather permits.

19. Food and Nutritional Requirements.

a. Nutritious foods that meet the child's total nutritional needs are served in all CYS programs. All food served meets USDA guidelines. Children are not forced to eat meals for any reason, but are encouraged to try new foods during mealtimes.

b. Menus are posted in the facilities and in each Family Child Care home. Copies can be provided to parents upon request. All meals are prepared in the CDC. Family Child Care Providers prepare meals in their homes.

c. Food provided by parents in CYS programs is limited to infant formula in bottles that are labeled with the date and child's name. Only unopened jarred and boxed baby food should be provided (unused portions will be discarded per AR 608-10).

d. Medically prescribed diets, as ordered by a physician, will be provided within program capabilities. A medical doctor's statement stipulating diet guidelines is required within 30 days of enrollment in the program. Food and other allergies must be reported at the time of registration or as soon as identified by a physician. A medical statement must be on file stating the type of allergy, possible reactions, substitute food, and procedures for relief of reaction.

e. Food for special occasions may be provided by parents. All items should be delivered in the original, unopened package or commercially prepared at a bakery.

f. Meals will be served during the following times in the CYS programs:

**Breakfast: 0745-0830      Lunch: 1035-1130      Snack: 1400-1500**

Meal count for hourly childcare is at 1030. If your child will eat with Hourly Child Care, please notify the caregiver when you arrive.

Home providers will also serve regularly scheduled meals. Each home will post their own times.

g. Menus are reviewed by the CYS Nutritionist on a regular basis. Child and Youth Services works directly with the Lyster Dietitian to ensure that our meals are nutritious. The Dietitian reviews our food program at least annually.

## 20. Medication.

a. Only physician prescribed medications can be administered by the CYS staff, if it is necessary to administer medication during child care hours. A list of approved medications is included in Appendix A. The child must have been on the medication at least 24 hours prior to requesting staff to continue medication. This will ensure no allergy to the medication exists. Only children enrolled in full-day care can receive medication administered by the CYS staff. Exceptions for regularly attending part-day special needs children may be made on a case-by-case basis.

b. Parents will ensure all of the following in regard to medication:

(1) Medication is in the original container with a childproof cap.

(2) Medication container has a current prescription label with a date, physician's name and instructions for use.

(3) Medication is labeled with the child's name, name of medication, and dosage.

(4) Medication is placed in a ziplock bag, labeled with the child's name, and contains the necessary measuring device.

c. Parents are encouraged to come into any activity and administer medication to their child if they prefer. Caregivers cannot force or bribe children to take medication, nor can they re-administer medication that is spit out. We will store medication according to instructions on the label.

21. Emergency Evacuation Operational Plan. The CYS Emergency Evacuation Operational Plan provides procedures to be followed under

disaster conditions to include severe weather, bomb threats, gas leaks, and electric and heating breakdowns. Fire evacuation procedures are in effect for each specific area. In the event of an actual emergency evacuation, parents or legal guardian will be allowed to remove children from evacuation site when the danger has passed. Designated shelters will be made known to parents or legal guardians on an as needed basis.

## 22. Family Child Care Program.

a. Purpose. Family Child Care homes are an integral part of Child and Youth Services (CYS) and offer an alternative to center-based care. Family Child Care homes offer services to children whose parents have irregular duty hours, children who need small group care, and school-age children who desire before and after school care in a home setting. Family Child Care homes also offer alternative care options for needs that cannot be easily met in center-based programs.

b. Certification. All FCC homes are initially certified on provisional basis by CYS and are governed by AR 608-10. Certification of providers consists of an initial 40 hours of training. This training includes an orientation and instruction in first aid, CPR, child abuse and neglect identification, childhood diseases, medication administration and business practices. During the next six months, the provider must continue with 18 hours of training in order to achieve full certification.

c. Referrals. After completing registration requirements, FCC Provider referrals will be made, attempting to match customer needs with providers available to extend these services. Parents are expected to visit the referred providers' home and conduct interviews with the providers to determine the most suitable home environment for their child.

d. FCC Fees. Family Child Care Providers establish their own fees for the services they render. The providers and parents are required to sign a contract (DA Form 5226-R) agreeing on the fees, hours of care to be provided, and terms of payment. Please contact the FCC office in Bldg. 132, for an orientation prior to signing the legally binding contract with an individual FCC Provider. Orientation is held in the FCC office on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month at 9:00 a.m.

e. FCC Provider Back-up. All FCC Providers are required to identify a back-up caregiver, who will provide child care services in their absence. Back-up providers are certified through the FCC Certification process and are listed on the FCC Providers List or posted on the providers bulletin board.

f. Location. Family Child Care users must register with Child and Youth Services. Parents can pick up names of potential providers

from Central Registration, Bldg 5700, Room 130. Parents are required to bring a copy of their registration packet to the provider's home, so the provider has files on hand for children in their care.

g. All Family Child Care Providers must register with Child Development Services prior to opening their home for childcare.

### 23. Child Development Center.

a. Facility Location. The Child Development Center (CDC), located in building 8938, Red Cloud Road, is open from 0530-1800, Monday through Friday for the full day program.

(1) Hourly Program: 0745-1600, Monday-Friday.

(2) Part-Day Programs:

Preschool	0800-1100 Monday through Friday
	1200-1500 MWF as needed
Toddler	0800-1100 Monday through Friday

(3) Before/After Pre-Kindergarten 0530-1800 with morning or afternoon attendance at DDESS Pre-Kindergarten program.

(4) Before/After Kindergarten: 0530-0745 & 1500-1800 with early arrival on Wednesdays from DDESS Kindergarten program.

\*Parents are required to attend a Parent Orientation before their child attends Full-day, Part-day, Before/After or Hourly programs.

b. General Information.

(1) Withdrawal. **Parents are required to give a two week's notice in writing prior to withdrawal from full-day or preschool programs.** This notice should be given to the Center Director, Assistant Director, or clerical staff.

(2) Refunds. Parents who withdraw their children and request a refund must present their cash register receipt at the time of request. Refunds cannot be made without this receipt IAW AR 215-3, Morale, Welfare, Recreation. Parents withdrawing their children from preschool after the 10th of the month cannot be granted a refund except in cases of emergency leave or emergency PCS. Refunds for occasional child absences are not authorized. Facility, staffing and program costs continue even when the child is not present.

(3) Late Pick Up and Overtime fees.

(a) Parents of children in the part-day preschool program are required to pick up their children immediately after class, unless prior arrangements are made for hourly care services. Children who are not picked up within 15 minutes of the end of class will be moved to the hourly care room. Parents will be charged a

\$5.00 late fee in addition to the fee for hourly care services. Parents can call in advance to make reservations for hourly care and avoid the \$5.00 late fee. Child Development Center will ensure your child is moved to the hourly care room.

(b) Parents picking up their children after closing hours will be assessed a late fee after the first 5 minutes. The Army-wide family late fee is \$1.00 per minute or a maximum of \$15 per CYS site. (The late fee will be assessed and paid at each site.) Parents and/or designated emergency contact will be called after the first 15 minutes. After 1 hour and 15 minutes, the Military Police will be notified, and the child will be transported to an FCC home. An initial fee of \$10.00 will be paid by the parent to the FCC Provider for this service. Current hourly care fees per child per hour will be charged for the length of the stay. The Military Police will be given the location of the child. Parents must contact the Military Police station for information on the care arrangements made for their child.

(c) Please call to extend your hourly care reservation, if you find that you will be later than your scheduled return time to avoid a late fee.

(5) Child Absence.

(a) Leave. Parents enrolled in full day care will receive credit for leave. Each family receives a two (2) week credit per fiscal year, which can be used in one (1) week increments. The fiscal year is from October 1<sup>st</sup> through September 30<sup>th</sup> of each year. No other credits or refunds are available, except in cases of withdrawal. Parents must notify CYS in advance of use, and credit will be given in the following month. Refunds for leave not taken are not authorized. Leave cannot be accumulated from year to year.

(b) Sole parents and dual military parents with specific individual situations requiring lengthy absences from the Center should contact the Center Director.

(6) Meals and Snacks. Meals and snacks are included in the price of child care and hourly care services.

(7) Special Openings. Special arrangements can be made to have the CDC available for special evening or weekend openings. Arrangements can be made by contacting the Program Director.

c. Part-day Preschool.

(1) Child Eligibility. Children who are 3 years old and potty trained are eligible for enrollment in the Part-day program.

(2) Registration is held annually in late July or early August. A waiting list will be developed as spaces are filled.

Requests for specific teachers are not considered, since equal consideration will be provided to all families. Room assignments are made based on child developmental needs, age, and space.

(3) Multi-age 2,3 or 5 day per week, 3 hour sessions are offered. Morning session is from 0800 until 1100, and afternoon session is from 1200 until 1500.

d. Hourly Care Program.

(1) Reservations. Reservations for hourly care service may be made by phone or in person up to 14 days in advance Monday through Friday, from 0800 to 1600. Spaces cannot be guaranteed without advance reservations but will be provided when space is available and child/adult ratio can be maintained. Hourly care for children from six weeks old through kindergarten age is provided at the CDC. School Age Services at the Youth Center provides hourly care for children 6 years and up. Each program is limited in spaces by the building capacity and available staff.

(2) Cancellation of Reservations. Reservations must be cancelled at least 24 hours prior to the scheduled time of arrival. Failure to do so will result in a charge of \$5.00 per family non-cancellation fee. This fee must be paid prior to subsequent use of the CDC. Reservations will be held for a maximum of 30 minutes.

e. Full-day Program. The full-day program is designed to meet the needs of working parents who require childcare services for their children on a regularly scheduled basis for 5-11 hours per day. The full-day program provides a stable environment that is responsive to the children's developmental needs for consistency.

24. School-Age Services (SAS).

a. The before and after school program is designed to meet the needs of parents who require child care services for school age children (1<sup>st</sup>-5<sup>th</sup> grade) on a regularly scheduled basis to include before and/or after school and full-time during school closing and vacation periods. The program for children in Pre-K and Kindergarten is located at the CDC. The Youth Center, Building 2806, on the corner of 7<sup>th</sup> and Division Avenues, is the location for children in 1<sup>st</sup> - 5<sup>th</sup> grade. Open Recreation is offered free to all registered patrons at the Youth Center for children 6 years and older on Saturdays from 1300-1800 hours.

b. The framework for the School-Age program includes the following areas: Sports and Fitness, Leisure and Recreation, Life Skills and Citizenship, and Mentoring and Support. Program activities are age appropriate and reflect developmental needs and interests of the children in care. Balanced mixes of recreational, educational, and social activities are planned for the children. Activities may include: skating, bowling, arts and crafts, cooking,

short local field trips, summer swimming and day long field trips during school holidays.

c. Transportation is provided by the Fort Rucker and Daleville Schools. After school transportation is provided by CYS for children who attend the SAS or Middle School programs and attend Holly Hill, Harrant Creek, Pinedale or Rucker Boulevard Elementary schools in Enterprise. All meals and snacks are included in the fees while the child is in attendance. Full-day programs are offered during periods of school holidays with the exception of Federal holidays when we are closed.

25. Child Liaison Education Outreach Services (CLEOS).

a. The CLEOS system includes a variety of support functions to enhance CYS services. CLEOS consists of the Youth Education Support Services (YESS) Program and the Outreach Services (OS) Program.

b. Essential YESS Programs.

(1) CYS School Liaison Services - The School Liaison Officer provides School Transition Support Services, Partnerships in Education (PIE) Initiatives, Installation/School Communication, Home School Linkages, and Post Secondary Preparation Opportunities.

(2) CYS Youth Education Liaison Services programs include: Youth Sponsorship Program, School-Age and Youth Computer Labs/Homework Center Linkages, CYS Home School Support, and Secondary Education Transition Study (SETS) MOA Initiatives. A local Home School group meets each Friday from 9:00 -11:00 a.m. in the Youth Center, Bldg. 2806.

(3) CYS *SKIESUnlimited* instructional program - Our faculty consists of CYS instructors from the local area with expertise in a certain area. Initial registration and payment is taken in the Central Registration office, Bldg 5700, Suite 130. Monthly payments for continuing courses can be paid at the Youth Center. A \$5.00 late fee per instructional class will be charged for all payments made after the 5<sup>th</sup> of the month.

(a) Dance Classes - Classes for children 3 years old and up are available in ballet, tap, and jazz. Each class is designed to enhance children's strength, flexibility, self-confidence and self-discipline. Classes vary in size, but usually have around ten students. Personal equipment necessary for the activity is a leotard and tights. Proper shoes must be worn for tap and ballet. A student showcase is held each year in the spring. The sponsor is required to purchase a costume to use in the recital. Parent visitation is held during class at Christmas time. Different classes will be asked to perform at various times throughout the year, such as Christmas, spring recital, etc. These will not be mandatory performances.

(b) Self-Defense Classes- Classes are held every Tuesday and Thursday from 4:00-4:30, 4:45-5:15 and 5:30 - 6:00 p.m. for 3 - 5 year olds and from 6:15 -7:45 p.m. for youth 6-18 years old and adults. Classes will be separated into beginner, intermediate, and advanced level students. Classes will run continuously. New students are welcome at the beginning of each new series of classes. It is not obligatory that you or your child test for any belt though it is encouraged. A uniform is not necessary, but may be purchased from the instructor. Demonstrations are held at various times throughout the year such as Christmas and 4<sup>th</sup> of July.

(c) Gymnastics - Gymnastics instruction is provided as Parent and Tot Tumbling for children 1-2 year old, Pre-Tumble for children 3 years old, Kindergym for 4-5 year old children, Girl's Gymnastics for girls in kindergarten through sixth grade, and Gymnastics for children in 2<sup>nd</sup> -6<sup>th</sup> grade and 5-8<sup>th</sup> grade youth. The regular season is September through May. A Kindergym class is also offered at the CDC. A student showcase is normally held each year to allow all the gymnastics students to perform publicly.

(d) Piano - Piano lessons are provided through individualized instruction. Instruction covers the principles of music, including teaching chords, key signatures, scales, and simple to advanced literature, depending upon the student's level of accomplishment. Cost of text books and other supplies are the responsibility of the student and are not included in the monthly fee. A student showcase is normally held each December.

(e) Voice - Voice lessons are provided through a CYS instructor by appointment.

(f) Violin, cello, guitar and flute lessons are available by appointment. Wind instrument instruction such as, clarinet, saxophone, oboe, baritone, trumpet, trombone, and French horn is available by appointment. Beginning percussion, band instrument and music education, for groups forming a band is also available.

(g) Tennis & Volleyball - Tennis and volleyball lessons are available on an individual and small group basis.

(h) Swimming Lessons- Swimming lessons are offered during the summer months and various other times based on interest in two week sessions for Level 1-7, Preschool, Parent & Toddler, Basic Water Safety Skills, Spring Board Diving, and Snorkeling.

(i) New *SKIESUnlimited* courses are offered to meet the growing needs and desires of our community. We encourage parents and youth to share their talents and requests with us as the sky truly is the limit.

(j) Skies Unlimited camp/clinics are offered throughout the year especially during school breaks. Camps/clinics offered may include one to five day sessions on a variety of topics and interests such as golf, bowling, sports skill camps (football, soccer, basketball), archery, canoeing, clay skeet shooting, SAT Prep, young writers series, arts and crafts, and nature hiking. Information regarding classes may be obtained from Central registration, 255-9638 or the Instructional Programs Specialist at 255-1867.

c. Essential OS Programs.

(1) CYS Parent Liaison Services includes Parent Advisory Council, Parent Education, Special Needs Resource Team, and Parent Involvement Opportunities.

(2) CYS Community Liaison Services include Child and Youth Action Councils, Boys and Girls Clubs of America partnerships, Chaplains, 4-H Clubs/County Extension, Family Advocacy Child and Youth Safety, ACS Relocation grants, MWR Enrichment programs/CYS Spaces, and Unit Sponsorship.

(3) CYS Liaison Services include CYS Central Registration and Referral, In- and Out-Processing, CYS 5-Year Plan, ICYET process, MAC Plan, Special Events, and CYS Promotional Tools.

(4) CYS Outreach Care & Supervision Options includes Babysitter Training, Special Interest Care Programs, Contracted Child Care Spaces in Off post programs, and Mobile CYS Programs (STACC, VCCUS, Playgroups, Community Playgrounds, and Outreach Programs.)

26. Youth Services (YS).

a. Youth Center - The Youth Center consists of a large multi-purpose room with a regulation size basketball court that doubles as the roller skating rink, a fully-equipped Gymnastics/Self Defense room, a dance studio, a music room, a teen room, and a snack area. There is a game room equipped with pool tables and video games. The center also maintains numerous table games for entertainment. Available are such items as Sorry, Monopoly, Chess, Dominoes, Pictionary, puzzles, and playing cards. In order to maintain control over the games/equipment, an individual must request items from YS staff. Since each individual is responsible for the item he/she receives, they should be diligent about returning the item to the YS staff when finished.

b. The purpose of the Fort Rucker Youth Services Program is to offer programs that help youth to experiment with unfamiliar activities, to explore new areas of knowledge, to interact within demographically diverse groups, and to develop a wide variety of lifelong skills within a safe environment that includes appropriately trained, supportive staff and designated facilities. Youth Services encourages individual strengths in as many intellectual, social, and

recreational areas as possible with the child's welfare in mind. We make every effort to develop young minds and bodies, promote good sportsmanship, and other wholesome leisure-time activities.

**c. Volunteer support from parents and other interested adults is vital to the success of our activities.** By volunteering to support our programs, you join in the youths' participation, understand their disappointments, share their successes, and make a positive contribution to the Fort Rucker community. Volunteer opportunities include coaching, assisting a sports team as assistant coach or team parent, tutoring, and adult accompanying a group for a trip or chaperoning a social event. Volunteer Head Coaches for team sports will be given a Coach's Discount. The Coach's Discount will be one child plays free and a 50% fee reduction for the second child. Volunteers are subject to training requirements and background screening requirements.

Parents may also volunteer through the Parent Participation Discount Program (PPDP). Parents earn credits by volunteering at specific events/activities that can be used as discounts on their child care expenses. The parent must register through the Outreach Services office and attend training prior to participating in the PPDP. Register for the Parent Participation Discount Program by contacting the Outreach Services Director, Soldier Service Center, Bldg. 5700, Rm. 130, 255-2958.

Middle School and Teen students enrolled in Youth Services are eligible to receive youth volunteer credits through the Youth Volunteer Discount Program (YVDP). Students may earn credits by providing services to CYS programs or the community. Youth volunteer credits may be used for a discount on special youth activities such as dances and skate night. Youth participation credits may not be used as discounts on program fees. Youth interested in participating in the YVDP may contact Charlotte Hardy at the Youth Center, Building 2806, 255-2246. CYS and YVDP registration is required.

**d. Youth Development Program.**

(1) Youth Sponsorship - Relocation is a major life change. This program is designed to help youth ages 6-18 integrate into and learn about their new community. Sponsorship is provided by age and interest and is a great way to make new friends. To obtain a sponsorship request form, call or stop by the Youth Center, Central Registration office, Housing Office, or Army Community Services Relocation office.

(2) Life Skills - This program teaches youth life skills in different areas, such as self-esteem, stress management, decision-making, life planning and social skills.

(3) Community Activities - This program gives youth the opportunity to develop and demonstrate responsibility and citizenship

by giving back to the community. Some examples of community projects include recycling projects, food drives for charity, and clean up/beautification projects.

(4) Teen Council - The Teen Council is for youth interested in fulfilling their responsibilities as citizens of the military community and to assist in developing youth programs. Youth meet on Monday nights at 5:30 p.m. to determine youth interests and concerns. They plan programs and help market and evaluate Youth Services programs. Any youth interested in having fun and volunteering their time and talent should call for additional information or attend a Teen Council meeting.

(5) Middle School & Teen Programs (MST) - Our middle school program for 11-15 year olds and our teen program for 16-18 year olds are designed to attract youth by presenting them with the challenge to go beyond just "hanging out." The MST program offers developmental opportunities in career development, youth sponsorship, college preparation, gang awareness, and drug and alcohol abuse prevention. Satellite activities take youth off post to participate in a variety of activities and trips. All trips are planned with input from our youth including trips to other military youth programs, snorkeling, water park visits, canoeing and trips to amusement parks.

(6) Workforce Preparation - The Workforce Preparation Program is designed to maximize the number of work options available to youth ages 13 to 19 by coordinating efforts with other Morale, Welfare, and Recreation (MWR) organizations on Fort Rucker. Youth enrolled in the program may utilize their free time to participate in the apprenticeship program and volunteer at any MWR programs needing youth volunteers. To enroll in the program, youth must be Youth Services members, have parental permission, and complete all required forms. Youth Services and Civilian Personnel Advisory Center (CPAC) have formed a partnership resulting in a coordinated effort to provide job search and interviewing skill classes as well as other educational and job awareness activities for youth. Monthly volunteer hours will be collected and sent to the Installation Volunteer Office and Department of Defense Promise Passport Program. Installation volunteer recognition ceremonies are held annually.

e. Leisure and Recreation Program.

(1) The Youth Services Leisure and Recreation Program activities promote and foster social interaction, personal growth, recreational skills, and educational opportunities. It offers diverse, flexible activities and recreational options on and off the installation that are responsive to the needs of the military youth. We welcome any suggestions concerning our programs and encourage the entire family's participation.

(2) Social Activities - Group events, dances, games, seasonal and heritage programs. Tournaments may be scheduled during the month; i.e., pool, foosball, Nintendo, etc.

(3) Educational Activities - Arts and crafts, painting, nature activities, essay contests, and children's musical theater.

(4) Trips and Tours - Scheduled to points of interest in a commutable distance from Fort Rucker. Any individual who desires to participate in a trip must have written parental permission. Forms will be provided by the Youth Center staff. Any group departing from the Youth Center will remain as a group at all times. No one will be allowed to leave the group during the activity for any reason. Chaperones will have total control of the group from the time they depart the Youth Center until they return. Any member not conducting himself/herself in a proper manner will not be permitted to participate in any further trips unless accompanied by a parent.

(5) Community Activities - Festivals, advisory committees, family programs, nursing home visits, coordinated events with local Boys and Girls Clubs of America and 4-H Clubs.

(6) Holidays- Parties/celebration activities are planned for all major holidays, such as Easter Egg Hunt, Christmas with Santa, etc.

f. Homework Center and Youth Technology(Computer)Lab - The Youth Technology(Computer)Lab offers youth access to the internet and many software selections. Users of the internet must have a Parental Agreement Form on file with the lab instructor. Computer Camps are held periodically to include Spybotics/Robotics Camps.

(1) Children who have homework can participate in the Homework Center. The staff is there to assist them in the completion of their homework. The Homework Center is open daily after school. If children refuse to complete their homework, that is a parental issue. We cannot make children complete homework; we can only encourage them. Special programs are offered during times when school is not in session.

(2) The Youth Technology (Computer) Lab is available on a daily basis. The instructor has children work on special projects and games to build computer and social skills. The Youth Technology (Computer)Lab is seen as an opportunity for children to build skills in technology, personal and written communication, and cognitive and social skills.

g. Teen Center - The Teen Center has lots to offer: pool tables, ping-pong table, television, VCR, Video Games, and stereo system. There are also areas to sit and socialize or gather for a game of cards. Trips, lock-ins, and other special events are scheduled throughout the year. In addition, a teen event is held at least once

a month. The Teen Center is open to all Youth Services members ages 11-18.

h. Youth Sports.

(1) The youth sports program provides a wide range of opportunities for participation in team and individual sports. Team sports are focused on organized, meaningful play. Team sports include T-Ball, baseball, softball, spring and fall soccer, basketball, cheerleading, and tackle football. The teams play in leagues made up of teams from Fort Rucker and the surrounding communities. Youth Services has a multi-purpose room, which is used for roller skating and basketball. Outdoor athletic fields are used for baseball, softball, football and soccer. Facilities for swimming, tennis, weights, and racquetball are controlled by the Physical Fitness Center. **All youth signing up for a sport are required to have a medical statement/sports physical on file with CYS. The medical statement must be current at the time of registration, list the specific sport(s) cleared for participation and remain valid through the completion of the sport.** A sports physical is valid for one calendar year from the date of issue.

(2) All youth signing up for a sport will be placed on a team, regardless of skill. Players will be evaluated to ensure that all of the highly skilled players do not play on one team. Youth Services employs a philosophy that encourages "fun, fundamentals, and maximum participation" for all youngsters. Maintaining league standings, win and loss statistics, and emphasizing winning "at all costs" defeat the idea that a child's growth and development can be enriched by participating in sports activities. **Players participating in a school program may not play for Youth Services during the regular season but may participate in the YS regular season program after the school's program is completed.** Volunteer Head Coaches are given a coach's discount. The Coach's Discount will be one child plays free and a 50% fee reduction for the second child. All volunteer Head Coaches and Assistant Coaches are subject to background screening requirements. Our coaches are certified through the NAYS (National Association for Youth Sports) and must emphasize sportsmanship at all times. Coaches, players and spectators must assist in promoting good crowd decorum. Players should display modesty in victory and graciousness in defeat. Parents are required to sign a Code of Ethics statement promoting acceptable displays sportsmanship.

(3) When season competition is concluded, it is imperative that all uniforms and equipment be turned in as soon as possible to enable the uniforms to be checked for wear and to determine next year's requirements. Uniforms that are not received promptly after the season could cause some youngsters not to have uniforms for the next season.

(4) Participants must provide their own equipment for the following sports:

- Baseball - fielder's glove, shoes, socks
- T-ball - fielder's glove, shoes, socks, pants
- Softball - fielder's glove, shoes, socks
- Soccer - shoes, socks, ball

(5) Basketball.

Registration.....Month of October  
Evaluation.....November  
Season Begins.....2<sup>nd</sup> Week of December

Age Requirements:

- Training league -- 6-8 years old
- Pee Wee -- 9-10 years old
- Major League-- 11-12 years old
- Junior League-- 13-14 years old
- Senior League-- 15-18 years old

Girls and boys will play together. The age control date is 1 September -- the child's age on 1 September determines the age group in which he/she will play. Girls may play down an age group. There will be separate teams for girls for the ARPA tournaments.

(6) Baseball/T-Ball.

Registration.....Mid February to Mid March  
Evaluation.....3<sup>rd</sup> week of March  
Season begins.....Late April  
Season ends.....Mid June

The age control date is 1 August--the child's age on 1 May determines the age group in which he/she will play.

Age Requirements:

- T-Ball-- 5-6 years old (must be 5 years old by 1 May)
- Machine/Coach pitch-- 7-8 years old
- Minor league-- 9-10 years old
- Dixie youth-- 11-12 years old
- Dixie boys-- 13-14 years old
- Dixie pre-majors-- 15-16 years old
- Dixie majors-- 15 - 18 years old

Post season tournaments begin in July and continue until teams have won the championship or have been eliminated from play.

(7) Softball.

Registration, evaluation, and season run concurrent with baseball/T-ball.

Age Requirements:

- Midgets --9-12 years old
- Juniors --13-15 years old

The age control date is 1 June--the child's age on 1 June determines the age group in which he/she will play.

(8) Football.

Registration.....Beginning of July until squads are filled  
 Jamboree.....August  
 Season begins.....September  
 Playoffs.....2<sup>nd</sup> week of November  
 Superbowl.....3<sup>rd</sup> week of November

Age requirements:

- Pee Wee -- 8-10 years old
- Midget -- 11-12 years old

The age control date is 1 September--the child's age on 1 September determines the age group in which he/she will play.

(9) Cheerleading.

Registration is held in June on a first come, first served basis until squads are filled. Each division will consist of two squads; each squad will consist of 15 girls as cheerleaders and two as mascots.

Age Requirements:

- Pee Wee -- 8-10 years old
- Midget-- 11-12 years old

(10) Soccer.

Spring

Registration .....Month of January  
 Evaluation .....February  
 Season Begins.....Month of March  
 Season Ends.....End of April

Fall

Registration.....Month of July

Evaluation.....	August
Season Begins.....	September
Season Ends.....	End of October
District Tournament.....	1 <sup>st</sup> Wk of November
State Tournament.....	2 <sup>nd</sup> Wk of November

Age Requirements

- Training League - 4-5 year olds
- Pee-Wee - 6-7 year olds
- Mites - 8-9 year olds
- Midgets - 10-11 year olds
- Juniors - 12-13 year olds
- Seniors - 14-18 year olds

Age control date is 1 August (Fall Soccer)—the child's age on 1 August determines the age group in which he/she will play. The Age control date for Spring Soccer is 1 March.

i. Youth Services Dress Code - The purpose of the dress code is to create a positive image in the community, to eliminate offensive fashions, to help reduce peer pressure, and to create an environment that is positive and fun.

(1) Shorts may be worn but determination of the proper length will be left to the discretion of the staff.

(2) No swimwear.

(3) Pants must cover underwear.

(4) Shirt covering navel area must be worn at all times. Appropriateness of the straps and neckline will be left to the discretion of the staff.

(5) Shoes must be worn at all times.

(6) No profanity, offensive or obscene words or pictures are allowed on clothing.

(7) No sexually explicit clothing. Judgement will be at the discretion of staff members.

(8) Bandanas (doo rags) will not be worn covering the head.

Discrepancies will be brought to the attention of members, guests and parents, as necessary.

j. Youth Services House Rules.

(1) Membership is REQUIRED for participation in all Youth Services activities. You must show your membership card and swipe in to enter the building, participate in any activities, check out equipment, and swipe out upon exiting the building. Members must also sign in and out of the building.

(2) Members who lend their cards to others will be suspended.

(3) No fighting, hitting, loud arguing or disruptive behaviors.

(4) Members may bring only one guest on any one day. Guest will be registered at the desk before participation in any activities. Sponsors of member are responsible for ensuring appropriate behavior of guest. (See Suspension Rules) Guests are considered individuals who are ineligible for membership. "Eligible" guests may visit the center once and then must become members.

(5) Patrons must be courteous, helpful, keep the building clean, and follow instructions of YS staff.

(6) NO LOITERING outside the Youth Center. Youth must remain inside the building once signed in for an activity.

(7) Staff will be notified in the event of an emergency. Emergency phone calls to parents will be made by YS staff.

(8) No drugs or alcoholic beverages are allowed. If anyone is suspected of being under the influence of drugs or alcohol, the Military Police will be notified.

(9) No smoking in the Youth Center, its facilities, or grounds.

(10) No profane or abusive language will be tolerated in facilities or during activities away from the center. Overly provocative dancing will not be tolerated at Youth Center activities as per the discretion of the Youth Center staff.

(11) No public displays of affection (kissing, hugging, petting, etc.), wrestling, or horseplay are allowed.

(12) No abuse or mistreatment of YS property is allowed.

(13) Patrons may not bring weapons of any kind onto Youth Center property.

(14) Sponsors are held responsible for the actions of family members and guests.

(15) Patrons must return any equipment checked out.

\*\*For violations of above rules, See Suspension Rules.

k. Youth Services Suspension Rules.

Parents will be notified of all suspensions and loss of privileges.

(1) General violations (i.e. violations of any of the YS rules):

1<sup>st</sup> offense: loss of YS membership privileges for one week

2<sup>nd</sup> offense: loss of YS membership privileges for one month

3<sup>rd</sup> offense: loss of YS membership. Military sponsor required to reinstate membership by meeting with Youth Services Director. Sponsor's chain of command will be notified of loss of membership or other offenses resulting in serious consequences.

(2) Failure to return equipment or damage to equipment, facilities, furniture, etc.:

1<sup>st</sup> offense: loss of privilege to use equipment for one week.

Member required to pay for damages and losses.

2<sup>nd</sup> offense: loss of privilege to use equipment for one month.

Member required to pay for damages and losses.

3<sup>rd</sup> offense: loss of YS membership for 60 days.

Sponsor's command will be notified in the event of serious damages and loss of membership.

(3) Fighting, alcohol, drugs, smoking, repetitive disruptive behaviors:

1<sup>st</sup> offense: 1 month suspension, all members involved

2<sup>nd</sup> offense: 3 months suspension, all members involved

3<sup>rd</sup> offense: loss of YS privileges

(4) Any of the above behaviors resulting in criminal charges will result in immediate suspension of privileges and membership. Youth Services will notify sponsors and their chain of command of all disciplinary actions in any of the above behaviors.

(5) Infractions of the rules by a member will be reported immediately to the YS Director or available staff. YS staff will notify parents immediately by telephone or in writing as appropriate, or described in the above disciplinary actions. Unless otherwise noted by the YS Director, all suspensions will begin on the day of the offense.

(6) Youth Services reserves the right to inspect packages, book bags, and closed packages brought into the center.

27. General Child and Youth Services Information.

a. Ratios and Group Sizes.

(1) Mandatory ratios and group sizes assist in protecting the children's health and safety, ensuring opportunities for child and adult personal interactions, and promoting developmental program activities. Adult-child ratios will be met at all times of the day, indoors and outdoors, with the following exceptions allowed IAW AR 608-10:

(a) Arrival and departure times (1/2 hour in the morning and evening).

(b) Nap times. Adult-child ratios may be doubled during nap time, if direct services personnel required for maintaining ratios are involved in staff training or program development activities at the Child Development Center.

(2) Total enrollment of children in full-day programs may exceed up to 10 percent of program capacity or group assignment to compensate for reduced average daily attendance due to absenteeism.

(3) Mandatory Home Ratios and Group Size for Family Child Care Services (FCC):

<u>Home Type/Setting</u>	<u>Age Group</u>	<u>Adult/Child Ratio*</u>	<u>Maximum Group Size</u>
Multi-Age	4 weeks- 12 years	1:6	6
Newborn/Infant	4 weeks- 12 months	1:3	3
Infant/Toddler	4 weeks - 3 years	1:3	3
School age	5 years- 12 years	1:8	8
Special Needs	4 weeks- 12 years	Determined by Individual needs	
HIV	4 Weeks- 12 years	Determined by Individual needs	
Mobile Home Units	4 weeks- 12 years	1:4	4

\*Provider's own children under eight (8) years of age are included in the ratio and group size.

(4) Mandatory Ratios and Group Sizes for Center-based services in Child Development Center (CDC) :

<u>Category</u>	<u>Age Group</u>	<u>Adult/Child Ratio</u>	<u>Maximum Group Size</u>
Infants	6 weeks-12 months	1:4	8
Pre-toddlers	12-months-24 months	1:5	10
Toddlers	24 months-3 years	1:7	14
Preschool Age	3 years-5 years	1:10	20
School Age	5 years-8 years	1:15	30
	9 years-12 years	1:15	30
Middle School & Teens	11 years - 18 years	1:15	30

(5) Age Group Advancement. Children are grouped according to age guidelines in AR 608-10. Children are promoted to the next group based upon the joint recommendation of the Training Specialist and the primary caregiver, according to their age and level of development. Exception in placement will be determined by staff assessment. School-age children will advance to the next program (K-SAS, SAS-MS or MS-Teen) only at the beginning of each new school year. For example a child in the fifth grade turning 11 in March remains in SAS and is not eligible to participate in MS until the new school year begins in August.

b. Installation Closing. During our operating hours, if an announcement is made to close the installation due to any situation including extreme weather conditions or post holiday early dismissals, we would appreciate our patrons' consideration in picking up their children promptly after they are released from their duty station. Child and Youth Services will remain open 1 hour after an official notification of post closure. Late fees are in effect at the end of that time. In the event of severe weather and installation closing, refunds will not be given unless a Family Child Care (FCC) Provider requires reimbursement for additional services provided for CDC patrons. A receipt is required for additional

childcare costs incurred by the full-time patron. The CDC and SAS will have curtailed hours of 0700-1700 on Days of No Scheduled Activities (DONSA).

c. Proper Dress. Children should be dressed in comfortable clothes, so that they can interact and enjoy all indoor and outdoor activities in the CYS program. To be admitted to center-based programs, children must be wearing comfortable, functional shoes and socks, which excludes flip-flops or strapless sandals. Children should be dropped off clean and ready for the day to include a clean/dry diaper and appropriate clothing for the day.

d. Injuries.

(1) DA Form 4719-R, CYS Registration Card, gives consent for an authorized CYS representative to accompany a child for medical or dental care in an emergency situation where the child's condition represents a serious or imminent threat to his/her life, health, or well-being. A conscientious effort will be made to notify parent(s) prior to such actions. Any expense will be borne by the parent.

(2) In CYS programs, injuries not needing emergency care will be documented on a Child Injury Report. Depending upon the seriousness of the injury, the parent will either receive an immediate telephone report and/or a written report to be delivered when picking up the child. These Child Injury Reports will be kept in the child's file. These reports must be initialed by a parent at the time they are informed, and a copy will be provided to the parent.

e. Exceptional Family Member Program.

(1) Child and Youth Services will provide respite care within our capabilities for children identified under the Exceptional Family Members Program (EFMP). We encourage main-streaming of special needs infants and children into our regular child and youth programs whenever possible, in order to meet the developmental needs of the individual child. Central registration will screen each child's registration packet. Parents of a child with special needs will be referred to Army Community Services (ACS), EFMP for a Special Needs Accommodation Process (SNAP) placement decision.

(2) If CYS is unable to meet the particular needs of a child, you will be assisted in locating appropriate alternative care.

f. Special Openings. Special openings for units are available in the evening during the week, or on Saturday and Sunday afternoons. These arrangements need to be made at least two weeks in advance in order to staff appropriately. A contract for services is made between the CDC and unit or group to provide childcare for a specified time and number of children. Payment is made in advance

based on agreement between the parties. We are happy to provide this service and encourage interested parties to call the CDC Program Director when needed.

## APPENDIX A

### APPROVED MEDICATION LIST For FORT RUCKER CHILD AND YOUTH SERVICES

#### 1. ANTIBIOTICS/ANTIFUNGALS

<u>Name</u>	<u>Generic Name (if different)</u>
Amoxil, Trimox, Polymox, Timax	Amoxicillin
Augmentin	Amoxicillin-Clavulanic Acid
Azithromax	Azithromycin
Dynapen	Dicloxacillin
E-Mycin	Erythromycin
Gantrisin	Sulfisoxazole
Mycostatin	Nystatin Oral Suspension
Pediazole	Erythromycin-sulfisoxazole
Pen-Vee K	Penicillin V
Sepra, Bactrim	Trimethoprim-Sulfamethoxazole
Suprax	Cefixime
Velosef, Keflex	Cephradine, Cephalexin

#### 2. COUGH AND COLD PREPARATIONS (Antihistamines &/or Decongestants)

<u>Name</u>	<u>Generic Name (if different)</u>
Actifed	Triprolidine Pseudoephedrine
Atarax	Hydroxyzine
Benadryl, Benylin	Diphenhydramine, Guaaifenesin
CTM, Aller-Clor	Chlorpheniramine maleate
Dimetapp	Brompheniramine, Pseudoephedrine HCL
Proventil, Ventolin	Albuterol Syrup
Robitussin	Gualfenesin
Robitussin DM	Gualfenesin Dextromethorphan
Sudafed	Pseudoephedrine
Triaminic	Pseudoephedrine/ Chlorpheniramine
Rondec	Carbinoxamine maleate/Pseudoephedrine HCL

#### 3. TOPICAL PREPARATIONS/DIAPER RASH PREPARATIONS (require prescription)

Bacitracin Ointment

Calamine Lotion  
Hydrocortisone Cream 1%  
Mycelex, Clotrimazole Cream  
Nystatin Cream (Myostatin, Nilstat)

## APPENDIX B

### CYS SERVICES

Full-Day Care - Full-Day Care is designed to serve the needs of parents who need child care from 5 to 11 hours daily. Full-Day Care is designed to assist parents in fulfilling their responsibility by providing an atmosphere for the child which includes age-appropriate developmental activities. Full-day children receive breakfast, lunch, and snack during the day. Full-day is open to children 6 weeks to 12 years old.

Part-Day Programs - Part-Day Programs are designed to meet the needs of families wishing to provide enriching experiences for their 2 to 5 year old children. Classes are three (3) hours in length, and children can participate in a 2, 3, or 5 day program. Each program follows a curriculum of age-appropriate developmental activities in a relaxed environment. Programs are in session from September through May. Program is not in session during Christmas vacation periods, holidays, or days Fort Rucker Schools are closed.

Hourly Child Care (HCC) - HCC is offered to families when they need short term care on an intermittent basis. Reservations are necessary and must be made in advance. \*HCC is offered from 0745 until 1600 daily. Without reservations, care is provided on a space available basis only. HCC programs provide age-appropriate developmental activities. \* A 24 hour notification is required for cancellations.

Family Child Care (FCC) - FCC is care for children from 4 weeks to 12 years of age, in certified homes located on the installation. It is an alternative for families who prefer in-home care or have special needs which are met in a home environment. FCC homes are certified by the CYS and can offer hourly care, full-day care, and extended care. The FCC office is located in Building 132 on Sixth Avenue.

School-Age Services Program (SAS) - School-Age Care is a program for before and after school children who are in 1<sup>st</sup> through 5<sup>th</sup> grades. The program operates from 0530 to 0730 and 1430 to 1800 daily. The CDC offers care for school age children in Pre-Kindergarten and Kindergarten. SAS located in the Youth Center offers care for school age children from 1<sup>st</sup> to 5<sup>th</sup> grade. Full-day care is provided for

school in-service training days and school vacation days. Children are served breakfast and a snack after school.

Child Liaison Education Outreach Services (CLEOS) - The CLEOS system includes a variety of support functions to enhance CYS services. CLEOS consists of the Youth Education Support Services (YESS) Program and the Outreach Services (OS) Program. Essential YESS Programs include CYS School Liaison Services, CYS Youth Education Liaison Services programs, and CYS Instructional Programs. Essential OS Programs include CYS Parent Liaison Services, CYS Community Liaison Services, CYS Liaison Services, and CYS Outreach Care & Supervision Options.

Special Needs - Care may be provided for handicapped children when the special needs of the particular child can be reasonably accommodated in the CDC, FCC, SAS, or YS program. A Special Needs Accommodation Process (SNAP) will function as a subcommittee of the Exceptional Family Member Program (EFMP) Coordination Committee to address placement of children including developmentally appropriate environment, adult/child ratios, group sizes and necessary program adaptations.

Youth Services (YS) - Youth Services programs include youth sports, leisure and recreation activities, youth sponsorship, youth development, Youth Technology (computer) Lab/Homework Center, and Middle School & Teen programs.

CHILD AND YOUTH SERVICES STAFF

<u>NAME</u>	<u>TITLE</u>	<u>TELEPHONE</u>
Timothy D.Laster	Director, Morale, Welfare & Recreation	255-2100
Pamela Williams	Coordinator, Child and Youth Services	255-2375
Kathy Vickers	Program Operations Specialist, CYS	255-1055
Toni Hampton	Director, Child Development Center	255-2262
Carmel McNair	Assistant Director, CDC	255-1531
Verlydia Fletcher	Assistant Director, CDC	255-1322
Tammy McCarter	Training Specialist, CDC	255-1321
Vacant	Training Specialist, CDC	255-3564
Vender Tabb	Director, Family Child Care	255-3446
Faye Roach	Training Specialist, FCC	255-1203
Eugene Johnson	Director, School Age & Youth Services	255-9108
Charlotte Hardy	Assistant Director, SAS & YS	255-2246
Randy Tolison	Training & Programming Specialist SAS/YS	255-2765
Laura Funderburk	Training & Programming Specialist SAS/YS	255-2765
Sharlene Phillips	Youth Sports and Fitness Specialist	255-9105
Vacant	Youth Sports, Assistant Director	255-9105
John Jennings	Director, YESS/School Liaison Officer	255-9812
Sheila Shepard	Instructional Program Specialist	255-1867
Robert Ogden	Functional Technology Specialist, CYS	255-3925
Shavonne Hairston	Functional Technology Specialist, CYS	255-3925
Tricia Oates	Director, Outreach Services	255-2958
Les Hayes	CYS Registration Clerk	255-9638
Tamiko Kelly	CYS Administrative Assistant	255-9638

We welcome comments from parents at any time. Suggestions for improvement can be made to any of the above listed individuals at the time of an incident or problem. If you do not feel satisfied, please call the Director immediately, or contact the Child and Youth Services Coordinator.