

# Dugway Proving Ground Child, Youth & School Services



## Parent Handbook

**Dugway Proving Ground  
Child Youth and School Services  
(CYSS)  
Parent Handbook**

**CYSS Vision:**

To be the **First-Choice** provider of comprehensive childcare and youth programs.

**CYSS Mission:**

To enhance readiness and well being by reducing the conflict between mission and parental responsibilities.

**GOALS:**

- Facilitate family self-reliance and reinforce Army values.
- Ensure **Availability** of predictable programs and services for eligible children and youth ages 4 weeks to 18 years.
- Maintain **Affordability** of child and youth programs for patrons and the Army through resourcing metrics, operational efficiencies, and seamless service delivery.
- Establish and sustain CYSS program **Quality** as a “benchmark for the nation” in accordance with statutory requirements, DOD policy and Army standards.

**LITTLE ONE**

A precious little one  
so tender and small.  
Soon you'll smile,  
sit up and then crawl.

When you're feeling sad,  
we'll wipe your tears  
and hold you close  
to calm your fears.

You'll grow so fast  
with love and care,  
that you'll soon be ready  
to walk everywhere!

Time goes so fast.  
It's hard to recall,  
the first day we met,  
when you were so small.

But one thing's for sure,  
our babies are on loan,  
for today they are born,  
and tomorrow they're grown!

Judy Froelich

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## CYSS PHILOSOPHY STATEMENT

In accordance with the National Association for the Education of Young Children (NAEYC), the governing agency under whom the Dugway Child Development Center maintains National Accreditation, we affirm “that all children must have access to a safe and accessible, high quality early childhood education that includes a developmentally appropriate curriculum; knowledgeable and well-trained program staff and educators; and comprehensive services that support children’s health, nutrition, and social well-being, in an environment that respects and supports diversity.”

Developmentally appropriate practice provides children with opportunities to learn and practice newly acquired skills. It offers challenges just beyond the level of their present mastery and it takes place “in the context of a community where children are safe and valued, where physical needs are met, and where they feel psychologically secure.” We support and guide children’s learning while respecting the way they grow and develop physically, socially, emotionally and intellectually. Children participating in the Child Development Center Program are provided opportunities to make choices and to experience success in an accepting environment that allows them to try and test out their own ideas and, thereby, gain an enthusiasm for learning.

Our Curriculum “The Creative Curriculum” identifies goals and objective for children in all areas of development and directly correlates with *The Creative Curriculum Developmental Continuum Assessment System*.

Our program and established curriculum respect and support the ideals, cultures, and values of families in their task of nurturing children. Therefore, we encourage families to participate in their children’s education as respected reciprocal partners.

**Social:** To help children feel good about themselves and their family, feel comfortable in the CYSS environment, make friends and feel they are part of the group.

**Emotional:** To help children experience pride and self-confidence, develops independence and self-control, and have a positive attitude toward life.

**Cognitive:** To help children become confident learners by letting them try out their own ideas and experience success, by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe the ideas, observations, and feelings.

**Physical:** To help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities planned for children, the way the environment is organized, the toys and materials selected, the daily schedule, and interactions with the adults and children in the environment are designed to accomplish the goals of our curriculum.

Dugway CYSS also believes that children benefit most when teachers and parents work together and value the contributions of each other. Parents are considered the child's first and most important teacher. By working together, children are in an environment where they are more likely to feel secure and as a result be more likely to explore, to experiment and to learn.

1. Children learn best when they are the heart of the curriculum. Learning is a process, not a product, and children's potentials can best be developed by the provision of rich and varied learning experiences that allow for active participation.
2. Children learn best when they are cared for by loving, informed, and trained adults that strive to work cooperatively with the families.
3. Children learn best when they are considered holistically. Program components should address individual children in relation to their total developmental needs.
4. Children learn best in a safe and nurturing environment. The physical, emotional, and social environment should provide an appropriate framework for self-expression, satisfying interest and curiosity, supporting self-help skills and creating a positive sense of belonging.
5. Children learn best when their nutritional and physical needs are met. When children's hunger needs are met and any distresses comforted, then children will learn to better trust the world around them.

## **Introduction**

### **Child Eligibility Criteria:**

All active duty military personnel, AFP and NAF DOD civilian personnel, reservists on active duty or during inactive duty personnel training, and DOD contractors are eligible to use any Dugway Proving Ground operated or sponsored child development program (Child Youth and School Services Programs or Family Child Care Homes).

Child Youth and School Services (CYSS) providers care for children beginning at the age of 4 weeks for FCC, 6 weeks through Kindergarten for CDC, and 1<sup>st</sup> through 5<sup>th</sup> grade for SAS. Our mission is to provide a safe environment, enriching experiences and warm, loving care for children. We extend an open invitation for parents to drop in for informal visits. This provides an opportunity to become acquainted with parents and enables us to provide optimum learning experiences for children. Although our program is structured

developmentally, our emphasis is on informality. A relaxed and casual setting is offered which is geared to the needs and interests of the children and their families. Army Regulation 608-10 is the document, which governs CYSS.

The program is also designed to promote social, physical and intellectual growth in children. It allows them the opportunity to express their own ideas, to ask questions and to use materials and activities to discover and create. We help one another deal with feelings of fear, anger, joy, separation, frustration, love and sadness. The program and settings are designed to promote self-confidence, independence, cooperation and consideration.

Child Youth and School Services seeks to meet the needs of the Dugway Proving Ground community by providing full day, hourly and school-age services.

We welcome you with the certainty that Child Youth and School Services will provide enjoyable and worthwhile experiences for you and your child.

A confidential file will be established for each child registered in the CYSS program. The file will contain all information gathered at the time of registration. Files will contain observation of the child's growth and development recorded by the staff, health records and parent conference reports.

**Confidentiality is ensured and all** information in your child's file will be stored in a locked cabinet and categorized as "For Official Use Only". The information will not be made available to anyone not directly related to implementing your child's program without your written consent. All information in your child's file will be signed and dated by the appropriate person. You will have access to your child's file upon request. All files will be kept in a locked file drawer. Files will be shredded 1 year after your child's departure.

We strive to provide the best possible care for you and your children. Please contact us at 831-3440 if you have questions, suggestions or comments.

**Children will be released only to a parent/guardian, unless written authorization is given.**

All CYSS programs are DOD Certified. The accrediting agency for Army Child Development Center is the National Association for the Education of Young Children (NAEYC). Dugway's School Age Services is accredited by the National After-School Association (NAA).

### **Registration**

The child's immunization record must be presented at the time of registration. No child will be admitted without a record of current immunizations.

The following forms are required to be completed, submitted, and presented at the time of registration for **CDC, FCC, YS and SAS**:  
**Central Enrollment Registration (CER) is located in the CDC front office.**

- Each child must have a health assessment , completed by the parents and medical support personnel within the past calendar year or within 30 days following enrollment.
- A Sponsor/Program Agreement Form (DA Form 5226-R) outlining parent responsibilities.
- Application for DOD Childcare Fees that provides income information for payment category.
- Household Size – Income Statement (USDA Form PI – 1486).
- A Special Needs Screening Form to provide program director with any background information needed in case of a medical emergency or if there are any special developmental concerns that need to be addressed.
- An Internet Use Information sheet must be signed in order for your child to use the computer lab (School Age, Middle School and Youth Services).
- Single military parents and dual military parents will provide a copy of an approved Family Care Plan (IAW AR 608-10, a copy will be maintained in the child's records. This plan must be on file within 30 days following enrollment). This is NOT applicable for the hourly care program (Guidelines available at ACS).
- Provide a copy of your child's immunization records, a copy of the most recent leave and earnings statements for the household and a valid DOD Identification card prior to the parent in-brief.
- Family/Child Profile
- Proof of: Child's Social Security Number or Birth Certificate

Sponsors must attend an in-brief with the Site Supervisor or FCC Provider prior to a child's attendance in a CYSS program.

Parents must ensure that information on forms is kept current. Any changes in phone numbers, address, family income or emergency contacts should be reported to administration personnel.

Child Youth and School Services is a non-profit organization and does not discriminate on the basis of color, race, sex, natural origin, age or disability.

## **Staff**

The objective of CYSS is to provide an atmosphere and experiences, which will foster development to the highest potential of those enrolled. We feel it is an essential goal of the program to provide for the emotional needs of all children. Careful selection of staff as to their ability to respond to and understand the need for security in children is a priority. In addition, a structured staff in-service training augments existing skills and insures comprehensive programming.

The staff is comprised of a Child Youth and School Services Coordinator, a Child Development Center Director, Training and Curriculum Specialist, Outreach Service Director, Youth Education Support Services Director/Family Child Care (FCC) Director, School Age Services Director, Youth Services Director, Youth Sports and Fitness Director, Lead/Education Technicians, Child and Youth Program Assistants, Intermittent On-Call Flex Employees, Operations Clerks, and a Cook.

All Child Youth and School Service Staff and Family Child Care Providers have background checks done and are required to complete an extensive training program, ensuring your child receives quality care.

## **Age Groups and Ratios**

CYSS provides programs for children ranging in age from 4 weeks through 12th grade. CYSS meets all staff/child ratios as outlined in the regulatory guidance.

## **Fee Policy**

The Child Development Center (CDC) and School Age Services (SAS) fee schedules for School Year (SY) 08-09 will be in effect at the CDC and SAS Programs on 01 November 2009.

**Post-dated checks will not be accepted.**

**Fees are due in advance of services rendered.**

The following information is required on all checks: Sponsor name, address and phone number.

For any checks returned for insufficient funds, the MWR Financial Management Director (FMD) will assess a **\$15.00** service fee and payment for the check by cash or credit card. MSD regulates check privileges and may assess further penalties for repeat offenders.

All CDC/SAS program payments are due in the 1<sup>st</sup> and the 15<sup>th</sup> of each month. The 5<sup>th</sup> business day following the 1<sup>st</sup> and 15<sup>th</sup> a \$5.00 late fee will be added for

each child. If the bill is not paid in full by the first of the following scheduled payment, the child will not be allowed to attend until full payment is received. There are no refunds for services not used. Exceptions will only be granted for unusual or emergency circumstances and requests must be submitted in writing to the Center Director and approved by the Chief, CYSS. Parents enrolling during the month will have their fees prorated for that month. Families who PCS before the end of the month can have their fees for that month prorated with a two-week notification of their last day. Failure to give a two-week notice will result in a charge for one full month. All federal holidays have been calculated into the structure of the fees. **There is also a late pick-up fee of \$1.00 per minute per site, beginning at 18:01. The late pick-up fee maximum cannot exceed \$15.00 per site and is not charged for extenuating circumstances. All late fees are due and payable when you pick up your child/children. In the event your child is left past 18:30 and the emergency designees cannot be reached, the DPG Police will be called to pick-up your child. Please call the center if any emergency arises and you will be late.**

CDC hourly care has a rate of \$3.50 per hour per child. Hourly payments are due and payable the day of service, or hours may be bought in advance. Failure to pay in advance or on the day of service will result in the child not being accepted for service in CDC. Hourly care is limited to 20 hours per week. The hourly fee for Category 1 patrons (annual household income \$0.00 to \$28,000.00) will be \$2.50. Hourly care must be scheduled at least 24 hours but not more than 30 days in advance.

SAS patrons will receive 5 hours per month of free “open recreation” during parental weekday duty hours. “Open recreation” is a generic term for occasional use of the SAS program and includes participation in regularly scheduled SAS activities being offered each day. Open recreation is for occasional users only—regular users will use the attached SAS sliding fee scale. The 5 free hours have been calculated and deducted from the regular user’s fee. If a SAS patron exceeds the 5 free hours per month, they must pay the school age hourly fee for occasional users (\$2.50 per hour); however, for Category 1 patrons, the fee is \$2.00 per hour per child. Failure to pay in advance or on the day of service will result in the child not being accepted for service in the SAS program. Open recreation must be scheduled for hourly care.

All children and youth, middle school and teens included, must be registered to participate in CYSS programs to include the youth Sports and Fitness program. Annual registration is currently free. Registration has reciprocity Army-wide (transferable from instillation to instillation with appropriate documentation of enrollment status).

20% Discount for multiple children in any CYSS program. This discount will be applied to the least expensive program.

Parent Participation Program (PPP) Parents may receive a 10% discount on their monthly child care bill after submitting five PPP credits. This can be in addition to the multiple child discount. PPP credits may be earned for participating in a variety of activities in your child’s classroom, attending monthly parent education opportunities and attending the monthly Parent Advisory Board meeting. Credits are non-transferable and may be carried over.

When you have completed the participation task you will be given a parent participation certificate. You must keep this, if it is lost, the coupon will not be replaced. Five “parent points” entitles patrons to 10% off their monthly fee.

**Examples for parent participation points:**

<u>Activity</u>	<u>Number of Points</u>
Field Trip Volunteer	1
Laminating	1
Attend Meetings/Conferences	1
Skills Sharing	2
Classroom Volunteer	1
Special Projects	TBD
Coaching	5/season
Officiating	1/game

Extra points for special projects are available at a rate to be pre-determined by the Program Director based on the nature of the project.

Vacation Credit During SY 08-09 (01 SEP- 31 AUG 09), two weeks of credit will be granted for vacations. They must be used in one-week blocks but could be used together. They cannot be carried over into SY 09-10, transferred to other families or paid at the end of the year if not used.

**CDC Hours of Operation:**

Full Day	06:30-18:00 (Mon-Thurs)
Hourly	06:30-18:00 (Mon-Thurs)
B/A Kindergarten	06:30-8:30 11:30-1800 (Mon-Thurs)
Part Day Pre-School	08:30-11:30 (Mon-Thurs)

**SAS Hours of Operation:**

Before School	06:30-08:30 (Mon-Thurs)
After School	15:00-18:00 (Mon, Tues and Thurs)
Wednesday Half Day	12:45-18:00
School Out Days	06:30-18:00 (Mon-Thurs)

**YS Hours of Operation:**

<u>Summer Hours -June-August</u>	<u>Winter Hours-Sept-May</u>
13:00-18:00 (Mon-Thurs)	15:00-18:00 (Mon, Tues, Thurs)
15:00-23:00 (Fri and Sat)	13:00-18:00 (Wed)
	15:00-23:00 (Fri-Sat)

**FCC Homes hours of operation vary by provider. Please check with the FCC Director.**

**Total Family Income Category**

<b>I</b> \$0-\$28,000	<b>III</b> \$34,001-\$44,000	<b>V</b> \$55,001-\$70,000
<b>II</b> \$28,001-\$34,000	<b>IV</b> \$44,001- \$55,000	<b>VI</b> \$70,001+

Completion of Department of Defense Fee Application (DD Form 2652) is required to establish a fee payment category. Failure to complete and submit form would automatically place family in fee category VI.

**CDC Full Day Program**

<u>Fee Category</u>	<u>Monthly Rate</u>	<u>Fee Category</u>	<u>Monthly Rate</u>
<b>I.</b>	\$196.00	<b>IV.</b>	\$372.00
<b>II.</b>	\$264.00	<b>V.</b>	\$440.00
<b>III.</b>	\$314.00	<b>VI.</b>	\$490.00

**CDC Part Day Preschool Program**

(08:00-11:30)

<u>Fee Category</u>	<u>2-Day</u>	<u>4-Day</u>
<b>I.</b>	\$ 36.00	\$ 70.00
<b>II.</b>	\$ 44.00	\$ 90.00
<b>III.</b>	\$ 54.00	\$106.00
<b>IV.</b>	\$ 64.00	\$128.00
<b>V.</b>	\$ 74.00	\$150.00
<b>VI.</b>	\$ 86.00	\$174.00

**CDC \*Before/After School-Kindergarten Program**

\*(All other School Age programs will be offered through SAS program on a separate Fee Structure)

<u>Fee Category</u>	<u>Monthly Rate</u>	<u>Fee Category</u>	<u>Monthly Rate</u>
<b>I.</b>	\$152.00	<b>IV.</b>	\$268.00
<b>II.</b>	\$184.00	<b>V.</b>	\$316.00
<b>III.</b>	\$220.00	<b>VI.</b>	\$366.00

**CDC \*Summer Rates- Kindergarten Program**

\*(All other School Age programs will be offered through SAS program on a separate Fee Structure)

<u>Fee Category</u>	<u>Monthly Rate</u>	<u>Fee Category</u>	<u>Monthly Rate</u>
I.	\$196.00	IV.	\$372.00
II.	\$264.00	V.	\$440.00
III.	\$314.00	VI.	\$490.00

**SAS Before School Program**

<u>Fee Category</u>	<u>Monthly Rate</u>
I.	\$ 24.00
II.	\$ 46.00
III.	\$ 50.00
IV.	\$ 56.00
V.	\$ 64.00
VI.	\$ 70.00

**SAS After School Program**

<u>Fee Category</u>	<u>Monthly Rate</u>
I.	\$ 46.00
II.	\$ 80.00
III.	\$ 90.00
IV.	\$ 98.00
V.	\$ 118.00
VI.	\$ 130.00

**SAS Before and After School Program**

<u>Fee Category</u>	<u>Monthly Rate</u>
I.	\$ 76.00
II.	\$ 124.00
III.	\$ 132.00
IV.	\$ 152.00
V.	\$ 170.00
VI.	\$ 196.00

**SAS Summer Camp Program**

<u>Fee Category</u>	<u>Weekly Rate</u>
I.	\$ 38.00
II.	\$ 56.00
III.	\$ 62.00
IV.	\$ 74.00
V.	\$ 86.00

VI.

\$ 98.00

### **Child Abuse Prevention And Reporting**

#### CYSS coordinator is responsible for:

Ensuring all employees and providers receive four hours of child abuse and neglect training per year; two hours of training in prevention and response to child abuse in CYSS settings within 6-9 months of hire. Training will be conducted in coordination with the Family Advocacy Program Manager (FAPM). Ensuring all allegations of child abuse or neglect occurring in an Army regulated facility are telephonically reported to HQDA, DSN 221-0710, within 24 hours of receiving notice of the allegation(s). Ensuring any suspected child abuse or neglect is immediately reported to the Reporting Point of Contact (RPOC) which is the Dugway Police. Report Serious Incident Report (SIR) will be filed by Law Enforcement if appropriate. Developing child abuse curriculum for parents and children in conjunction with Family Advocacy Program Manager. Ensuring that prospective CYSS employees undergo background clearance checks conducted at both a local and national level, to include screening through Army Central Registry, to determine if there have been findings that a prospective CYSS employee has engaged in child abuse or neglect. Current CYSS employees who have not been screened shall also undergo such a check. Ensuring that, when an allegation is made against an employee, that employee will be resigned to a position without child contact.

#### Training and Curriculum Specialist is responsible for:

Annually assessing the potential risk of abuse by administering the Child Abuse Risk Assessment Tool (CARAT). Ensuring new staff receives two hours of entry level child abuse training. Training staff in the CARAT, appropriate disciplining techniques and child development principals. Performing unannounced, documented observations of new staff during the first six weeks of employment and quarterly thereafter; performing unannounced visits to Family Child Care (FCC) homes on a regular basis. Director and TACS ensure that observations of staff are completed during the first six weeks of employment and quarterly thereafter. Ensuring all employees and providers receive four hours of child abuse and neglect training per year; two hours of training in prevention and response to child abuse in CYSS settings within 6-9 months of hire. Training will be conducted with the Family Advocacy Program Manager (FAPM).

#### Program Directors are responsible for:

Ensuring that a visitor sign in/out log is at front desk and is maintained at all times. Ensuring all outside CYSS Facility exits, except main entrance, are secure at all times. Ensuring all field trips have at least two adults supervising children at all times. Ensuring orientation of new staff on CYSS touch and discipline policies. Ensuring child abuse hotline numbers are posted. Immediately reporting any suspected child abuse or neglect to the RPOC which is the Dugway Police. The report may be made simultaneously to the CYSS Coordinator or immediately

following. Any suspected child abuse or neglect includes examples such as unexplained bruises, welts, burns, unattended physical problems or medical needs, etc.

Child and Youth Program Assistant (CYPA) and FCC Providers are responsible for:

Monitoring each child in their care for any physical or behavioral indicators of abuse and neglect. Immediately reporting any suspected child abuse or neglect to the ROPC which is the Dugway Police. The report may be made simultaneously to the employee's Program Director or immediately following. Any suspected child abuse or neglect includes examples such as unexplained bruises, welts, burns, unattended physical problems or medical needs, etc. Contacting the Family Advocacy Program Manager for assistance if CYSS staff is unsure whether an issue would be considered child abuse or neglect. Maintaining a daily sign in/out record in Child Development Center (CDC) program rooms/FCC homes for CYSS employees. Sharing tasks such as diapering, toileting, nap and playground supervision, so no individual remains in the same role. This applies to CDC Caregivers only. Attending four hours of child abuse training annually. Wearing identification nametags in the CDC at all times. Ensuring there is no darkening of activities rooms.

Installation Medical and Law Enforcement Agencies are responsible for:

Providing CYSS management personnel information necessary to make key management decisions affecting personal changes which could impact on the ability to protect children in care (for example, an allegation of family violence in an FCC home). Assisting CYSS management personal in providing pertinent operational information in the course of an investigation.

CYSS Contingency Plan for an allegation in any CYSS program includes the following guidelines.

An alleged perpetrator of child abuse or neglect will be reassigned to a position without child contact until a decision is made by the Installation Commander on the advice of a prosecutor that there are insufficient facts to warrant the filing of criminal charges or upon an acquittal if charges are brought to trial. Two staff members will be present at all times in activity rooms and on playground until allegation is resolved. Flex employees will be used for double staffing during such times. Additional staff members (emergency hire employees) may be needed to assist staff with the double staffing requirement.

FCC Contingency Plan for abuse allegation made in an FCC home includes the following guidelines.

Suspected FCC home is closed and all children enrolled in the FCC home will be placed in another FCC home or the CDC, dependent on space availability, until provider is cleared then children may be readmitted to the home. Parental concerns will be addressed and updated information will be provided, as permitted, to parents, FCC staff and providers.

If you suspect **child abuse, child neglect or safety violations** in any CYSS program (CDC, SAS, YS, FCC home) report them to the Dugway Police Department or call the Department of Defense Child Abuse/Safety Violation Hotline.

**Dugway Police Department  
831-2929/2933**

**Department of Defense Hotline  
1-800-336-4592**

**Family Advocacy Program Manager  
831-2834**

**Safety Office  
831-5317**

**For your child's safety:**

- 1. If your child is out of the CDC facility on a fieldtrip or on a walk, the parent/designee is required to have a release slip from the CDC office, signed by the CDC Director or other designated CDC staff member before being released.**
- 2. If you are unable to pick your child up from CDC or SAS and you designate someone age 13 or over to pick your child up, their name must be on your child's registration card as a designee release and they must provide the front office with picture identification.**
- 3. Anyone entering the building who is not a parent or an employee, must check in at the front desk, sign in and wear a "visitors badge". Two side entrances are secured at all times. Access to the building can only be made through the front door.**

### **Discipline Policy**

CDS personnel, providers and volunteers will discipline on a consistent way, establishing simple, understandable rules so that expectations and limitations are clearly defined. Discipline will be constructive in nature, including such methods as diversion, separation of child from situations and praises of appropriate behavior. Short term restrictions on the use of specific play materials and equipment or participation in a specific activity are permissible. Staff should never use reactive strategies such as spanking, shaming, withholding food or activities such as outdoor playtime. A child may not be punished for lapses in toilet training or refusing food. Highchairs and cribs will not be used for discipline purposes.

A child may not be punished by: spanking, pinching, shaking or other corporal punishment. Binding to restrain movement of mouth or limb. Humiliation or verbal abuse. Deprivation of meals, snacks, outdoor play opportunities or other program

components. Isolation away from adult sight/contact. Confinement in closets, boxes or similar places.

Redirection is the preferred discipline technique. Holding a child's hand or arm while guiding or redirecting the child is inappropriate for a staff member. Gentle Physical restraint such as holding should be used only in the case of danger to other children. Be sure to document to include such information as: All discipline used with a child who has been determined by staff to have a behavior problem will be documented to include such information as: What occurred prior to the incident? A description of the unacceptable behavior. How disciplined. When disciplining took place and who did the disciplining/ What were the results? Evidence of a plan for dealing with behavior discussed and agreed upon by staff/FCC provider and parents.

Suspension, if directed, is not a retaliatory action, but rather an attempt to correct unacceptable behavior. Cooperation and understanding of the problem by the parents when behavior problems occur will be appreciated by the staff.

First- Where there is a serious behavior problem, the child will be separated from the situation so that staff can address the inappropriate action on an individual basis and assist the child in exploring more positive forms of behavior. Parents will be notified by an Incident Report. If the incident involves violence against another individual or self, the child will be removed immediately from the environment. Depending on the nature of the incident, the child can be suspended up to one week by the program manager. Recommendations for suspension of more than one week will be made in conjunction with the CYSS Coordinator.

Second- With a continued behavior problem, parents and CYSS staff will confer in an attempt to solve the unacceptable behavior. A performance improvement plan will be developed and appropriate treatment sought.

Third- If attempts to modify the child's behavior have been unsuccessful it will be at the program director's discretion in conjunction with the coordination with the CYSS Coordinator as to when and how long to suspend a child. If parents do not participate and take an active role in the correction of the behavior problems, the child will not be allowed to attend the program for six months. If a parent voluntarily withdraws a child after being informed of intent of suspension, it will be considered a voluntary suspension and the child will not be re-admitted into the same CYSS program for six months.

### Child Guidance Techniques

Children of all ages look to adults for guidance. As professionals, we strive to provide children with an environment that encourages exploration, interaction, and decision making and fosters self control. When adult guidance is needed, it is important to understand individual needs and behaviors of children at varying developmental levels. This is also true with discipline. The goal of discipline is not to influence-behavior through fear of punishment, but to support the development of self-control and problem-solving skills. Conflict is bound to happen when groups of children interact. Discipline methods such as corporal punishment, isolation, confinement, humiliation and deprivation of meals or outdoor time are

inappropriate means of altering behavior. When thinking about discipline, you need to focus on a well-planned environment and curriculum that meets the developmental needs of the children. By modeling, nurturing, providing appropriate choices, and setting reasonable expectations, care giving personnel can reduce the need for “disciplinary actions.” When the need for guidance arises, there are appropriate techniques that support the development of self-control and the ability to problem-solve.

Redirecting a child- Children need to be given concrete suggestions of behavior to focus their energy in a positive way. Ex. “Feet belong on the floor.”

Positive encouragement- Praise appropriate behavior and appropriate communication, being careful not to give too much attention to the negative behavior. Describe the behavior you want to see in positive terms, tell the children what you want them to do, rather than what not to do- Ex. “I really like the way you are walking inside.” Instead of “Don’t”.

Natural Consequences- Help the children realize that their actions bring forth reactions. Ex. If sue spills water out of the water table it is her job to clean it up. (This is not a punishment.)

Removing a child from a group- This is handled in a calm manner without unnecessary stress to allow the child to regain self-control. Ex “I see you’re having a hard time remembering how we treat our books. You may choose another center and when you feel you are ready, you may come back to the book center.” Whenever possible, adults should offer children positive alternatives to their actions within the group (asking a child to help rebuild a block structure can be more productive than removing her from the area entirely.) Staff should not use reactive strategies such as time-out. Time-out used often or inappropriately may not only be ineffectual- it may be damaging to the child. Time-out can leave a child isolated, ignored and without proper stimulation.

Avoid humiliating a child- Humiliation results from making comparison between one child and another, or by encouraging competition. Refrain from discussing a child with other staff when children are present.

Avoid methods that decrease a child’s self-respect- Shaming or labeling behavior: “naughty,” “bad,” “dumb,” “selfish,” etc. is not productive.

Consider a child’s own motives or interests- Redirect the child in a way that is related to his own motives or interests whenever possible. Give him some alternatives that are okay to do. Ex. “You cannot throw your toy at me when you are angry. However, you can tell me how angry you are or you can punch your pillow.” etc.

Make sure your expectations of a child’s behavior are realistic. A general knowledge of child development will help you identify when children are merely experimenting with their boundaries and when they are behaving inappropriately. When adults give children realistic goals, children feel good about themselves, and are more likely to cope successfully with stressful situations. Sometimes the setting provokes a behavior that may seem inappropriate. An overcrowded child-care setting or the lack of appropriate number or types of toys can increase aggression or spark jealousy. Look around your program setting and evaluate it in light of the child’s behaviors. Sometimes it is helpful to get down on the floor at

the child's level and see the environment from the child's viewpoint. Caregivers, on occasion, may need to gently physically restrain a child if they are about to harm someone else. Explain carefully to the child why you are restraining him. After he calms down discuss the appropriate behavior with the child. Caregivers can help children resolve their differences by using words to express what is happening and what the child is feeling- Ex. "You want to play with the truck. David is playing with the truck. Let's see if there is another truck on the shelf." Nurturing is the ultimate responsibility of care giving personnel. Physical contact is important to provide safety, reassurance, support and/or acceptance. Physical force used to influence behavior or satisfy adult needs is inappropriate. Adults need to be aware that children learn what they see as appropriate or inappropriate physical contact by what we model for them. Remember that each child has individual needs when developing self-control, judgment and problem-solving skills. Working individually with each child and family will encourage overall healthy growth and development.

### **Touch Policy**

Appropriate touch involves:

Recognition that physical contact between adult and child is important in the guidance and nurturing process. Adults respecting the need for the child's personal space and privacy. Responses affecting the safety and well being of the child (ex. Holding hand of a child when crossing the street; holding a child gently, but firmly during a temper tantrum.) CDC employees, volunteers and FCC providers, modeling appropriate touching to include hugging, lap sitting, reassuring touches on the shoulder and naptime back rubs. School Age Services (SAS) employees, volunteers and FCC providers, modeling appropriate touching may include hugging and reassuring touches on the shoulder. Lap sitting and naptime back rubs are not approved for school age and older youth.

Inappropriate touching involves:

Coercion or other forms of exploitation without the child's knowledge. Satisfaction of adult needs at the expense of the child. Examples of this include forced kisses, corporal punishment, slapping, striking, pinching and tickling over the child's protestations or for prolonged periods of time, fondling or molestation. Violation of laws against sexual conduct between adults and children. An attempt to change behavior with adult physical force applied in anger. The reinforcement of "striking out" to deal with a problem. An example of this would be biting a child to show how biting feels.

Additional guidance for CYSS employees, FCC providers and volunteers:

Age-appropriate boundaries for appropriate and inappropriate touch will be defined and discussed with every CYSS employee, FCC provider and volunteer prior to employment or entering a classroom. No employee, volunteer or FCC provider will be alone in a closed bathroom or closet area with children. All bathrooms in the Child Development Center (CDC) are open except for staff and school age children's bathrooms. All programs will teach child safety education with age appropriate activities and games. Parents will be invited to participate in all components of the program.

Staff, providers and volunteers will sign their understanding of appropriate and inappropriate touches. This statement will be signed annually at a minimum, or as deemed necessary by the management staff of the CYSS, FCC program or volunteer coordinator. This signed touch policy will be maintained in the employee's training file.

### **Camera Monitoring System**

#### **Procedures:**

All parents of children enrolled in the CDC program will be required to give written consent to have their child filmed on the camera monitoring system. If a parent will not consent to this requirement, the child will not be allowed in the CDC program as the camera monitoring system is implemented as a child abuse protection measure as well as a protective measure for employees. Cameras will be activated during operational hours. Parents of children enrolled in the CDC program will be allowed to view the monitors located in room 106A any time they request it, without notice. Before viewing a videotape, parent(s) will be required to notify the Director. All rooms have an OPEN DOOR POLICY. All actions observed on the monitoring system will be dealt with in a confidential and professional manner. NO ONE, other than Law Enforcement, will be allowed to remove a camera monitoring media from the CDC at any time without prior written approval from the Installation Commander. At no time during the day will any camera monitor be turned off except for required maintenance or under the direction of the Installation Commander, or due to technical difficulties. Any incidents of inappropriate actions in regard to this monitoring system should be reported immediately for corrective action.

### **Health Policy**

The parents of a child requiring emergency health care will be notified immediately of the situation. The child may be transported via ambulance to the hospital for observation and treatment. The Emergency Response Team will determine to which hospital the child will be taken. Parents will be requested to come to the hospital immediately.

A Health Standard Operating Procedure (SOP) is available for review. It has been established and approved by the Community Health Nurse at Fort Carson, CO and is adhered to by all CYSS staff members. Any child who demonstrates symptoms of a contagious disease will be isolated and required to seek medical attention.

CYSS staff is authorized to administer medication only to children enrolled in a full day, part day or school age program with regular attendance. Medication will be administered only when prescribed by a physician and with written parental permission. Children will be on oral medication for at least 24 hours before CYSS staff administers dosage. Approved basic care items may be administered with parent's written permission. Basic care items are limited to topical items used for the prevention of sunburn, diaper rash, dry chapped skin,

and teething irritation. Please refer to the Health SOP for additional details.

In keeping with the health regulations and in fairness to the child and his/her peers, parents are required to keep a child home on any day when he/she:

- Has a fever
- Has conjunctivitis (pink eye)
- Has a rash
- Has digestive upset
- Is in late incubation stages of a contagious disease

Please notify the CYSS staff if your child has a communicable disease.

Discretion will be shown when a child exhibits symptoms of an illness. Parents will be contacted to pick up an ill child who develops a fever of 101.0 axially (or over 100.5 axially for children under 3 months), shows an unusual rash, conjunctivitis or other contagious disease.

Children sent home because of illness may be readmitted when he/she is well enough to participate in usual daily activities, cleared by a physician, nurse practitioner or physician assistant, and meets the readmission criteria in AR 608-10, paragraph 4-29 and the installation Health SOP. Exceptions to this will be addressed to the CYSS health consultant.

Illness criteria for denial of services:

- A. Temperature in excess of 100.5 degrees F in the arm pit for children under 3 months of age, and in excess of 101 degrees F in the arm pit for children over 3 months of age.
- B. Inability to participate in daily activities.
- C. Obvious illness such as:
  - Impetigo—Red oozing erosion capped with a golden yellow crust that appears stuck on.
  - Scabies—Crusty wavy ridges and tunnels in the webs of fingers, hand, wrist, or trunks.
  - Ringworm—Flat, spreading ring-shaped lesions.
  - Chicken Pox—Crops of small blisters on a red base that become cloudy and crusted in 2 to 4 days.
  - Head Lice—Whitish-grey clot attached to hair shafts—nits.
  - Culture-proven strep infections that have not been under treatment for at least 24 hours.
  - Conjunctivitis (pink eye) - red, watery eyes, with thick yellowish discharge.
  - Persistent cough, severe diarrhea or vomiting.
  - Symptoms of other contagious diseases such as measles, mumps,

- hepatitis, and strep infections.
- Pinworm infestation.

**Readmission criteria following illness:**

Children may be readmitted after treatment has begun, the contagious stage of the illness has passed, **AND** the child is physically able to function in the program setting. Children may return to programs **ONLY** if they are well enough to participate in the usual daily activities **AND** the following conditions exist:

- A. Fever has been absent for 24 hours.
- B. Nausea, vomiting or diarrhea has subsided for 24 hours.
- C. Lesions from impetigo are no longer weeping.
- D. Scabies is under treatment.
- E. Lice are under treatment and nit free.
- F. Pinworm treatment has occurred 24 hours before readmission.
- G. The child has completed the contagious stage of the illness.
- H. Conjunctivitis has diminished to the point that eyes are no longer discharging.
- I. The appropriate dosages of antibiotics have been given over a 24 hour period for known strep and other bacterial infections, the child's physician has approved readmission **AND** child does not require additional CYSS staff to care for him/her.
- J. Chicken Pox lesions are crusted, usually five to six days after onset.

**Immunization Schedule**

This schedule indicates the recommended ages for routine administration of currently licensed childhood vaccines, as of December 1, 2003, for children through age 18 years.

Birth	HepB#1
2 months	HepB#2, DtaP#1, HIB#1, IPV#1, PCV#1
4 months	DtaP#2, HIB#2, IPV#2, PCV#2
6 months	DtaP#3, HIB#3, PCV#3
6 months-18 months	HepB#3, DtaP#4, HIB#4, IPV #3, MMR#1, Varicella, PCV#4
4-6 years	Dtap#5, IPV, MMR #2
11-12 years	Td

**Food Program**

Nutritious meals and snacks for the CYSS program are served daily. CYSS is a participant in the USDA Food Program and is monitored by a nutritionist.

Children with food allergies must have a written Doctor's statement with appropriate substitutes and effective dates. A child whose disability restricts

his/her diet shall be provided food substitutions only when supported by a statement signed by a licensed physician.

The medical statement shall identify:

- The individual's disability and why the disability restricts the child's diet.
- The major life activity affected by the disability.
- The food or foods to be omitted from the child's diet.
- The food or choice of foods that must be substituted

Food allergies are caused by the body's immune system. They are most common in infants due to their immature digestive systems. Determination will be made whether the child's allergic condition meets the USDA's definition of a disability.

### **Is the child having an allergic reaction in a B.I.N.D?**

**B** = breathing is difficult, throat or chest is tight

**I** = itchy lips, hives, swelling

**N** = nausea, vomiting

**D** = dizzy, unsteady, confused

### **If you suspect your child has a severe reaction to food, avoid that food and obtain a medical diagnosis.**

Food intolerances do not involve the body's immune system (lactose intolerance is an example) and is not considered a disability. CYS is not required by the USDA program to provide substitute foods for food intolerances, however making reasonable accommodations are encouraged.

Daily menus are available; menu changes are posted, when necessary. Mealtime is used to introduce new foods and to provide an opportunity for encouraging the independence and socialization of children. The meals are served family style which consists of children setting the table, passing and serving themselves, pouring their own drink, feeding themselves, and cleaning their own space.

In the Operation of USDA nutrition programs, no child will be discriminated against because of race, sex, disability, color, national origin, or age. Any person who believes he or she has been discriminated against in any USDA –related activity should write immediately to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice TDD).

**Rest periods will be provided to appropriate ages and needs of children with at least one hour scheduled for all children under five years enrolled in full-day**

**care. Children not resting will be given quiet activities. Provisions will be made for each child to rest individually on a cot, mat, or crib, spaced at least two feet apart. Total room darkening at any time is not permitted.**

### **Cold, Heat, Sun Injury and Insect-Borne Illness Disease Protection**

All classrooms have availability to extra warm clothing, to include jackets, gloves, hats, boots, etc. Children will be provided with shaded areas, and parental permission is required to apply sun block with UVB and UVA SPF-15 or higher and bug repellent...Sun block and bug repellent must be in separate containers. We do not accept products that contain the ingredient DEET. We do not accept expired products. No sun block or bug repellent will be applied to infants younger than 6 months.

### **Behavior Policy**

Behavioral limits are clear and consistent. The children are expected to be considerate of others and to maintain materials properly. Each child is treated with warmth and respect and helped to express their feelings. Corporal punishment will not be used under ANY circumstances.

Our primary effort is to re-direct the child from the inappropriate behavior and to help the child/youth develop self-discipline. When a child's behavior becomes excessively inappropriate and unacceptable, temporary removal from the group is our most effective tool. In case of conflicts between youth, the youth will be encouraged, with the help of a staff member, to use conflict resolution. The director or designee will talk with parents of youth that are experiencing difficulty in the program.

**A child/youth may be excluded from program usage when behavior is detrimental to the health and safety of the other children and is in the best interest of the program.**

### **Field Trips**

Special trips are sometimes planned to augment the developmental program. Parents will be notified in advance of the date and destination of each trip. Parents are encouraged to volunteer for these activities.

There is no additional cost for field trips for Full-Time children registered in CYSS. The \$2.50 hourly rate for SAS children, and the \$3.50 hourly rate for CDC children will be charged for all hourly children attending a field trip.

Each child will be secured with a child safety restraint device when being transported in vehicles unless transportation in a vehicle (i.e., buses over 10,000 lbs) not requiring safety restraints by federal or state law. Staff will be equipped with a cellular phone to call for help whenever necessary. Staff will have first aid supplies on hand and all emergency phone numbers and medical

release forms for all children.

Motor pool will provide alternate transportation in the event of a problem with transportation during the trip.

### **Holiday, Birthdays, Special Occasions**

The following guidelines will be applied when conducting holiday, birthday, or special occasion celebrations within the Child Youth and School Services setting.

- Children will participate in the planning and preparation of all celebrations.
- Celebrations at CYSS provide opportunities to enhance children's learning, encourage parent participation, and foster community interactions with our Child and Youth program.
- Parents who wish to contribute nutritious food for a special occasion are welcome to do so with prior coordination with the classroom Lead Teacher and/or Director.
- Package mixes may be prepared in a CYSS program with children's assistance. Examples of suggested items include: muffin mix, banana bread mix, pumpkin bread mix, pizza, frozen yogurt, oatmeal cookies, banana shakes, fresh fruit and vegetables.
- Homemade foods are not accepted for special events such as birthdays and holidays, all items must be store bought.
- Due to safety guidelines, balloons and lit candles are prohibited.

If parents plan on taking pictures/videos of the occasion, please notify the Center staff/FCC Provider at least two (2) days in advance, to allow time to post notification for the convenience of others who may not wish to have pictures taken.

### **Waiting List**

Parents need to provide, either in person or telephonically, information regarding their need for care. Requests for care are met as quickly as possible. When a waiting list exists, AR 608-10 and Dugway Policy, Eligibility and Priority Usage of Child Youth and School Services Programs will be used to fill any openings.

### **CYSS Closing Policy**

Child Youth and School Services will close due to inclement weather only when the Post is OFFICIALLY CLOSED. We are also closed for Federal Holidays.

## **Children with Special Needs**

The Special Needs Assessment Team (SNAP) is a comprehensive group of professionals that assists in determining the least restrictive environment for children or youth that require specialized childcare or activities. This team identifies the most appropriate childcare program or activity placement for children with health issues, developmental delays, physical, social, emotional, learning or behavioral concerns. Also as part of the SNAP, the appropriate proponent develops IFSP's / IEP's for all children who require them, and CDC shall incorporate the outcome into their lesson plans. Asthma, Attention Deficit Disorder, speech delays and infants born prematurely may also be included. Parents are vital to this team.

The (SNAP) will assist families to obtain information to access intervention resources. Team members can contact community, Military Services and schools to identify available resources.

The objective of the (SNAP) is to match the care environment, activities and expectations to the present and emerging abilities of the child prior to placement.

The purpose of the (SNAP) is to place your child in an environment that will promote interaction with peers and encourage social relationships.

The goal of CYSS is to partner with the parents to best serve your child. The (SNAP) serves as an advocate to ensure that individual rights of your child are protected.

Children with handicaps or special needs requiring individual attention will be admitted on a case-by-case basis to be determined by the (SNAP).

## **Open Door Policy**

**Child Youth and School Services has an “Open Door Policy”. We encourage family members to visit anytime throughout the day, and we welcome all questions, concerns, and volunteers.**

### **Parent Responsibilities**

- **Dress - Children are most comfortable in sturdy, simple clothing. Please do not dress your child in clothing you do not want soiled. Shoes are required. All loose clothing (jackets, boots, sweaters, etc.) should be labeled with the child's name. CYSS will not be responsible for lost clothing.**
- **Personal belongings – Children should not bring gum, candy or other treats, cups, personal toys or other personal items to any CYSS program. The exception to this policy is children**

are allowed to bring blankets and other items that would routinely be considered a security item. Child Youth and School Services will not be responsible for lost items.

- Parental involvement is vital. Parents are encouraged to visit and/or participate in any of the programs. Volunteers are welcome!
- All parents utilizing the services are requested to cooperate with established rules for operation. Courtesy to staff and other parents is expected at all times.
- Parents may request a conference at any time with the Director or with staff members who work with their child. Questions and concerns should be brought to the attention of the Director for speedy resolution.
- Parent's MUST sign their child in and out each day on the sign-in sheet located in each classroom (or FCC home). The staff must be able to contact the parent or alternate, so a valid emergency phone number must be given.

Occasionally a child will bite, scratch or strike another child. This is not necessarily an act of intentional violence, or a desire to hurt on the part of the child. It is usually associated with a need for attention or another factor causing the child to communicate in this manner. When we have an event of this nature an effort is immediately made to contact the parent at the emergency number provided, and care will be given to the injured child. The reaction of a parent whose child is injured by another child is one of concern and sometimes anger. While this is understandable to an extent, taking the anger out on a child or on the staff is not acceptable. Be advised that by attending Child Youth and School Services programs it is with the knowledge that the potential exists for your child to receive an injury from another child.

Reports are written when an unusual occurrence happens. When a child is injured, or injures another child or is experiencing severe behavioral problems an incident/accident report will be written. All reports are reviewed and signed by the staff reporting the incident, the parents, and the director. Reports will give detailed information about the incident involving your child. A copy will be given to the parents and the original kept on file in your child's program.

### **Parent Conferences**

Parent conferences for children in the CYSS program are offered twice a year. During these conferences, the child's social development, language development, fine and gross motor skills and cognitive development will be

discussed. Your input at these conferences is invaluable to the staff in planning a program to meet your child's needs. Parents may request a conference at any time to discuss development, parental concerns or to ask for resources. Your child's teacher may also request a conference with you at other times to discuss challenging behaviors, emerging skills, or other concerns.

If there is an issue in the CYSS program that you are concerned about, the first approach is to discuss this with the Lead Teacher or Family Child Care Provider for your child. If the issue warrants further discussion or your concerns have not been resolved to your satisfaction, the next step in the process is to arrange a meeting with the program director or FCC Director. Some families may wish to provide a written memorandum identifying their concern(s). If the issue cannot be satisfactorily resolved at this level, a meeting with the CYSS Coordinator can be arranged through the Program Director/FCC Director.

In resolving your concern, the CYSS Coordinator may consult with subject matter experts, including those at higher command level. You will be provided feedback on the resolution of your issue. **We urge you to follow this chain in order to resolve your concern expediently and at the lowest possible level.**

Parent surveys are done on an annual, sometimes semi-annual basis. This provides a time to share your thoughts about your child or youth's program.

### **Chain of Command**

If there is an issue in the CYSS program that you are concerned about, the most effective place to solve concerns is at the program level. However, sometimes situations arise that need to be referred through the chain of command. Please do not hesitate to use our chain of command to provide input about the Child Development Center, School Age Services, both positive and negative. Our chain of command is as follows:

Classroom Lead Caregiver  
Program Director, 831-2270 (CDC), 831-3412 (SAS)  
Child and Youth Services Coordinator, 831-3440  
Director of Family Morale Welfare and Recreation 831-2139

In resolving your concern, the CYSS Coordinator may consult with subject matter experts, including those at higher command level. You will be provided feedback on the resolution of your issue. **We urge you to follow this chain in order to resolve your concern expediently and at the lowest possible level.**

Parent surveys are done on an annual, sometimes semi-annual basis. This provides a time to share your thoughts about your child or youth's program.

## **Parent Advisory Committee**

All parents whose children attend any Child Youth and School Services Program are considered to be members of the Parent Advisory Board (PAB), and are encouraged to attend all meetings. An announcement will be posted in your child's program prior to each meeting and will identify the time and location of the PAB.

## **Daily Schedule**

Activities are planned daily to meet the social, emotional, intellectual and physical needs and skills of individuals and various age groups. The activities touch upon such areas as music, art, creative movement, science, math, language development and reading readiness. Each day includes opportunities for individual, small group and large group activities.

**The staff strives to work closely with families and to meet their individual needs. The daily schedule consists of quiet and active periods, combined with naps, meals and snack time.**

## **Mixed Age Grouping**

Dugway CYSS advocates mixed-age groupings for children. Ages of children in each classroom span at least 18 months. This minimizes transitions for children and allows for attachment to consistent caregivers and the environment. Another benefit of mixed age grouping is the resemblance to family and neighborhood groupings; important because many young children now spend little time in either setting and "miss out" on learning made possible by inter-age contact.

Mixed age grouping also enables staff to better meet the true development needs of children by recognizing that children develop in a predictable order but not a predictable rate. Cognitive research shows that children whose knowledge and abilities are similar-but not identical-stimulate each other's cognitive growth. Consequently, interaction between children who are "novices" and those who are "experts" benefits all individuals both academically and socially. Younger children benefit from observation, emulation, and imitation of their older classmates. Older children develop enhanced leadership skills, responsibility, and empathy.

Each child is assigned a primary caregiver who is responsible for planning activities for that child and is the primary point of contact for the parent. In a mixed age environment, family-and sibling-like relationships can be fostered and be a source of affection, comfort, and closeness for all children involved.

## **Family Child Care**

### **Questions and Answers**

#### ***What Is Family Child Care?***

The Family Child-Care (FCC) Program is a professionally managed system of individuals providing quality development child-care in their government quarters. FCC was established under the guidelines of Army Regulation 608-10, Child Development Services (CDS).

#### ***Why Have Family Child Care?***

There have been growing concerns from the Army to provide safe, quality care for dependant children in government quarters. Certified Family Child-Care is their way of assuring you as a parent that this type of care is available.

#### ***What Does Family Child-Care Offer?***

On choosing child-care, your needs as the parent as well as your child's individual needs must be met. This is not always an easy task, but home care may be more advantageous because of the ratio, age range, small groups, flexible hours and the assurance that siblings are not separated. Also FCC methods are often more flexible and provide a more personalized atmosphere with positive individual attention. Family Child Care Providers' responsibilities include (but are not limited to):

1. Implementing indoor and outdoor program activities that support children's physical, social, emotional, and intellectual development in a safe and nurturing environment.
2. Encouraging children's curiosity, problem solving, and task attainment.
3. Role modeling, communication and interaction skills for children.
4. Extending children's knowledge of concepts appropriate to their developmental levels.

#### ***What Happens After I choose A Home?***

The process does not end after your selection is made and a business agreement has been finalized. In order for the care agreement to be successful and the child to reap the full benefits, the provider/parent agreement must be viewed as a joint venture. Some of the parents responsibilities which may or may not be spelled out in the agreement are:

1. Inform the FCC office of which FCC home you have chosen.
2. RETURN COMPLETED FORMS TO FCC DIRECTOR (Director will give a

- copy to the provider).
3. Make sure the provider has phone numbers and addresses of your places of work and your relatives or friends that might be contacted in an emergency. (DA Forms 4719-R and 5224-R)
  4. Supply the provider with the personal items your child may need during the day (e.g. 1-2 full sets of clothing, diapers, swimsuit, towels, etc.)
  5. Share information and observations with the provider on the child's progress and development. (DA Form 5224-R)
  6. Recognize individual differences in children and respond to their individual needs.
  7. Providing for children's daily routines such as meals, snacks, toileting, and rest periods.
  8. Providing for physical safety and well-being of children.
  9. Administering minor first-aid and carrying out emergency measures in case of illness, accidents, or fire.
  10. Communicating with parents regarding the child's daily experiences within the program, verbally and in writing.

As you can see, FCC Providers are trained in designing a good quality program. Each provider goes through a minimum of 20 hours of in-service training and receives their Provisional Certification Certificate before children are allowed to be enrolled for care. An additional 18 hours are completed, within 12 months of receiving their provisional certificate, which enables them to be fully certified with the Army. Twenty four-hours of in-service training is required annually from the time they are provisionally certified until they leave the program. They provide for both short-term and long-term developmental needs of the "whole child." That is why FCC Providers are NOT referred to as "Babysitters."

### ***Why Should My Provider Be FCC Certified?***

Certification is mandatory for those persons desiring to care for children in government quarters as a business where they would have other than their own children or relatives in their homes for ten (10) hours or more per week on a regular basis. Certification verifies that the provider has met minimum health, safety, and fire standards and has attended classes on first-aid, CPR, child development, child abuse, nutrition, business, administration of medication and childhood diseases. There is also a thorough background check completed on the provider, her spouse, and children who are 12 years of age or older and reside in the providers home. There is an in-home pre-certification visit which includes the prospective providers' entire family so that an evaluation of the family can be made. You could jeopardize a person's privilege to maintain government quarters if you request child care of someone who is not certified through the Child Development Services' Family Child Care Program (CDS/FCC).

### ***How will I know if My FCC Provider Is Certified?***

Each certified provider is required to display their certificate in their home in an area visible to parents. If the home is certified, there will also be a FCC Logo sign posted in the window of their home for public viewing. The FCC/CLEOS office also maintains a list of certified homes on a referral system which may be used as an additional source of verification.

### ***What Does the FCC Office Do?***

The FCC Office is the only certifying agent for child care provided in government quarters and is responsible for providing support and training for the FCC provider. The FCC Office is also responsible for establishing and maintaining an FCC Provider referral system which is utilized by providers in their search for additional children, as well as parents in their search of adequate care for their child/children while they work. This office also handles any complaints from either the parent or the provider.

### **School-Age Program**

School Age Services (SAS) is located in Building 5111 and provides care for children in 1st through 5th grade. A full-day summer program operates June - August and a before/after-school program is available during the school year. SAS is accredited by the National School Age Care Alliance.

SAS Summer Camp is for youth who have completed 1st through 5th grade this school year. Registration information is available at the SAS Bldg 5111 or the CYS Central Registration Office Bldg 5124.

The SAS program follows the public school calendars for the Tooele County School District. The SAS program provides escorting to and from SAS to Dugway Elementary. SAS is open from 0630-1800 on non-school days designated by the Tooele County School Districts and when school is let out due to inclement weather, (ex: early dismissals). The SAS program provides breakfast and an after-school snack on the day's school is in session. On non-school days, breakfast, lunch and afternoon snack are provided.

We strive to provide the best possible care for you and your children. Our program promotes social, physical and intellectual growth in members as they express ideas, adjust to different situations and work cooperatively to problem solve. The program builds self-confidence, independence, cooperation and consideration for others.

Our program is a member of the Boy's and Girl's Clubs of America and also includes 4-H activities and Character Counts programming.

The SAS Core Program Areas are:

- 1. Sports, Fitness, and Health**
- 2. Life Skills, Citizenship, and Leadership**
- 3. Arts, Recreation, and Leisure**
- 4. Mentoring, Intervention, and Education Support**

The six pillars of Character Counts also impact strongly on the programming provided. These pillars are Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Activities are planned to promote each of these qualities in our youth. SAS youth also have an opportunity to participate in 4-H clubs activities.

## **PROGRAM RULES**

- SAFETY FIRST
- RESPECT THE RIGHTS, PROPERTY & FEELINGS OF OTHERS
- STAY WITH THE GROUP
- BE ON TIME
- Smoking, drugs or alcohol in any form are strictly forbidden.
- Shoes and shirts must be worn at all times. Please ensure clothing with advertising or other print worn by youth attending SAS is consistent with the values promoted in CYSS programs.
- Members are permitted to bring modest amounts of money for certain special events. Parents will be notified in advance of these events.
- Sharp objects, squirt guns, wildlife, etc. are to be left at home.
- Dress appropriately for scheduled activities and the weather.

## **VOLUNTEER PROGRAM**

**The heart of any youth program is its volunteers. You have spent many years developing skills, refining talents and building banks of knowledge. Parents can assist our SAS program by: chaperoning a field trip, assisting sporting event, directing a play, judging a contest, teaching a craft, leading a special interest group, life guarding water activities or assisting in the computer lab or classroom. Please contact the site supervisor to identify ways in which you would like to volunteer and to pre-arrange the number of “parent points” you will be earning.**

## **COMPUTER EDUCATION**

School Age Services boasts a state of the art computer lab. All software is nonviolent and very educational. A computer lab instructor will guide participants and all grades and groups will utilize the “lab”. There is internet access in the computer lab and all children need a signed permission form from their parents

before they are allowed to access the internet. This form is part of the registration process.

## **PARENTS ARE REMINDED**

- Youth attending the school-age program must be registered.
- **Sign ups for non-school days, special events, and field trips are mandatory NLT one week before the event date for those patrons not regularly scheduled.**

## **Youth Services Middle School/Teen Program**

Youth Services programs provide youth with the opportunity to explore their beliefs and place in this world, as well as get assistance with school and employment issues. Youth Services programs offer a schedule that provides youth with leisure-time activities in a fun environment that develops social skills, provides opportunities for interaction with adults and peers and promotes personal growth. Activities include skill building classes, recreational trips, educational tours, individual and group lessons, dances, challenging experiences, contests, open recreation, character education, scholarship information, babysitter training, service projects, special events, Technology Lab and Homework Center.

Use of the Center requires all youth MEMBERS & GUESTS to sign in and out or swipe their membership card each time they come in or leave the Center. This allows staff to know who is in the building should an emergency arise. Guests are those youth who do not meet eligibility requirements. Guests must be between the 6th –12th grades and be signed in by a registered CYSS member.

Personal property brought in by youth is the responsibility of the youth. Staff members are not responsible for personal property of youth. Youth are strongly encouraged not to bring expensive or valuable personal property to the Youth Center.

## **Youth Services House Rules**

1. Youth must sign in and out or swipe their membership card each time they enter or leave the Youth Center.
2. Youth are to follow staff directions at all times.
3. Youth are responsible for the proper use and care of all games/equipment.
4. Smoking is not allowed.
5. Running, jumping, horseplay, or excessive display of affection is not allowed.
6. Sitting on tables or standing on chairs is not allowed.

7. Food and beverages are to be kept in designated food/drink areas at all times.
8. Profane and or abusive language or gestures will not be tolerated.
9. Trash must be discarded in the trash cans provided.
10. Skateboards, roller blades, and bikes are not allowed in the Youth Center or its entryway.
11. Youth must maintain a clean and neat appearance at all times.
12. Any problems must be reported to a staff member for proper attention.
13. Staff must first review all music to be played in the Youth Center, explicit lyrics are not allowed.
14. Failure to follow the above rules can result in suspension from the Youth Center and/or programs.

Dugway is pleased to have a partnership with the Boy's and Girl's Clubs of America, CHARACTER COUNTS! and 4-H to provide programming for youth in 6<sup>th</sup> – 12<sup>th</sup> grade. For more information on the opportunities available contact Youth Services.

### **Youth Sports and Fitness Program**

Dugway's Youth Sports and Fitness Program falls under Youth Services. This program offers a variety of team and individual sports opportunities. Programs are age specific with an emphasis on fun! To participate all youth must be CYSS registered with a current physical. All coaches must be certified by NYSCA, and a local background check completed. Fees are charged at different rates depending upon the sport. The following are some of the regular sports offered by the program; others may be added if there is an interest, such as Soccer, Basketball, Baseball, Swimming League, Bowling, and Track.

Week long camps are offered for many sports such as Golf, Archery, Tennis, Roller Hockey, etc. For more information contact Youth Services.

### **CLEOS Child Liaison for Education and Outreach Services**

CLEOS is composed of Outreach Services and Youth Education Support Services (YESS) which offers a variety of services including but not limited to; The Parent Advisory Council (PAC), Babysitter Training, 4-H, BGCA, Scholarships, Central Enrollment Registration (CER), Resource and Referral (R&R), In/Out Processing, School Transitional Services, and other educational actions between Dugway Public Schools/Tooele School District and the Army. All of these programs are tied to the needs of children 4 weeks to 18 years.

### **SKIES Unlimited**

SKIES Unlimited encompasses instructional programs for children and youth from infancy to adolescence. Students have opportunities to expand

their knowledge, be inspired, explore, and acquire skills. SKIES Unlimited has been designed as four schools which are: School of Sports, School of Arts, School of Life Skills and School of Academic Skills. These after school programs teach skills that are not usually taught in school which lead to healthier self-esteem, higher aspirations in both academic situations and in the pursuit of long-term careers.

## **CYSS Special Annual Events**

Child Abuse Prevention Month  
Month of the Young Child  
Month of the Military Child  
CYSS Parent Teacher Conferences  
CYSS Summer Camp Program  
National Kids Day  
Red Ribbon Week  
CYSS Community Easter Egg Hunt  
CYSS Children's Fair  
Graduation Lock-In  
Independence Day Celebration  
Christmas Tree Lighting and Children's Christmas Party  
New Years Eve Lock-In  
**Additional Family Activities include:**  
Earth Day  
Dugway Day's  
Dugway Community Activities

## **Important Phone Numbers**

Child Youth and School Services  
Coordinator  
831-3440

Central Registration  
831-3345

Family Child Care /CLEOS  
831-2828

Child Development Center  
831-3345/2270

School Age Services  
831-3412/2710

Youth Services  
831-2177/3504

Schools of Knowledge, Inspiration, Exploration & Skills  
831-2025

Dugway Elementary School  
831-4259

Dugway High School  
831-4566

Family Advocacy Program  
831-2834

## Emergency Phone Numbers

Fire	911
Police	911
Ambulance	911
Poison Control	1-800-456-7707
DOD Child Abuse and Safety Violation Hotline	1-800-336-4592

