

Fort Hamilton

Fort Hamilton CYS Parent Handbook 2021



UNITED STATES ARMY
CHILD & YOUTH SERVICES



IMCOM
SOLDIERS • FAMILIES • CIVILIANS

Dear Parents,

Welcome to Fort Hamilton, Child & Youth Services (CYS). We recognize the strength of our Soldiers comes from the strength of their Families; we consider it an honor and look forward to supporting your Family readiness. CYS is an Army program that provides services to all Military, Department of Defense and Contract Agencies who support the mission of our Garrison. Our highly trained staff is committed to providing a safe, nurturing environment that meets the holistic needs of the child/youth ages six weeks to 18 years old. Lastly, our programs and activities are specifically designed by early childhood and youth development specialist to meet the growing needs of 21st century military Families.

CYS believes that parents are the most influential individuals in the lives of their child/youth. For this reason, our facilities and programs strive to create a Family friendly environment where parents and staff work in partnership in the positive development of their child/youth.

Our goal is to build a positive relationship with you and your children while promoting his or her intellectual growth, physical ability and social skills. This relationship is built on the foundation of mutual respect. I believe in three basic rules for all patrons, staff, children and youth who are part of the CYS family: 1) Be Safe 2) Show Respect 3) Follow procedures.

Parents are expected to refrain from inappropriate conversations while at CYS programs/activities as there are always children present. All patrons will refrain from use of offensive, foul or inappropriate language while on CYS premises or utilizing CYS. Please practice patience and respect at all times. We value each of you and are happy to answer questions and help whenever possible. We, the staff of CYS, will treat each parent, children/youth and guest with the same respect and patience. The staff of CYS will role model adherence to these outlined rules.

We thank you for partnering with Fort Hamilton Child & Youth Services in the growth and development of your child/youth. We look forward to your visits and encourage you to become involved in the planned learning activities in the centers, in the home of your provider or in the comfort and convenience of your own home.

Sincerely,

Shauna Nunn
Coordinator, Child & Youth Services

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CONTACT INFORMATION

**Parent Central Services (Registration for all programs)
& School Support Services**

Building 412 Sterling Drive
Monday – Friday0800-1700
*Last Walk-in at 30 minutes prior to closing
CIV: 718-630-4805

Child Development Center

Building 218 Marshall Drive
Monday-Friday 0600-1800
CIV: 718-630-4079

School-Age Center & Middle School/Teen Center

Building 412 Sterling Drive
Monday-Friday 0600-0800 and 1400-1800
School Out Days, All Camps..... 0600-1800
CIV: 718-630-4518

SKIES Unlimited Instructional Programs

Schools of Knowledge, Inspiration, Exploration and Skills
CIV: (718-630-4518)

NOTE: CYS Programs are closed on all Federal Holidays, 3 full days for In-Service Training, (the Friday before Columbus Day and the Friday before Memorial Day). Parents will be notified 30 days prior to these closings.

Important Websites: For more information regarding Fort Hamilton CYS programs please visit us on the web at:

MWR Website:

<https://hamilton.armymwr.com/>

ICE:

http://ice.disa.mil/index.cfm?fa=site&site_id=358

Waitlist

www.militarychildcare.com

CUSTOMER SERVICE

CAREGIVERS CREED

I am an Army Caregiver, a professional trained in my duties. I serve Department of Defense Families who protect the nation by protecting their children. I will always provide a safe, nurturing, and enriching environment. Never will I put children in harm's way or allow others to do so. I will build trust with parents so they can concentrate on their mission. I will always treat Families with the dignity and respect they deserve. Army Caregivers are key members of the Army Team. I am an Army Caregiver!

CUSTOMER COVENANT

Family and Morale, Welfare and Recreation (FMWR) is committed to providing quality through service excellence to our Soldiers and Families commensurate with the quality of their service to our Nation. We understand that we create value for our customers through predictable, consistent and efficient customer focused service.

To that end, we promise our customer they will.....

- Always be respected & treated as individuals who are valued
- Receive a prompt and friendly greeting in a professional and courteous manner
- Experience aesthetically-pleasing facilities
- Receive timely, accurate and helpful information
- Be offered high quality products and services
- Have an opportunity to provide feedback

Mission: Our Mission is Caring. We support the military lifestyle while reducing conflicts between mission readiness and parental responsibilities. When a Soldier loses duty time during deployment, mobilization or contingency situations due to a lack of childcare, it negatively impacts the military mission. CYS provides critical support services to mitigate such stressors.

Vision: CYS programs are dedicated to providing:

- Seamless delivery systems for child/youth enrolled in CYS Family Childcare Homes and Child Development Centers.
- Predictable services
- Safe, healthy family-friendly environments
- Well managed programs
- Accountability for Army, Community, CYS Staff, Child/Youth and Parents
- Satisfied customers – Child/Youth, Parents, Army and Community
- Maintaining status as a “Benchmark for America’s Child Care” and becoming “Benchmark for America’s Youth Programs”

Goals:

- **Availability:** Provide adequate program capacity and services with the right mix of age groups and spaces to support employment, deployment, health and fitness, youth development, instructional programs and school transition/education.
- **Affordability:** Operate efficiently within Army resource guidance. Establish fees that consider Army Family budgets and meet Army financial goals so that the CYS Program is affordable to both the Army and the Army Family.
- **Quality:** To support the growth and developmental needs of every child/youth, regardless of age or program enrollment, in a safe and healthy environment, with trained and caring adult staff, volunteers and contractors.
- **Accountability:** To safeguard the Army’s resources by efficient management oversight, good fiscal stewardship, reducing waste and protecting assets of programs and services to Soldiers and their Families.

Philosophy: At Fort Hamilton CYS, we recognize that children are unique individuals who grow and develop at distinctive, ever-changing rates and that play is fundamental to the development of children. Therefore, we offer an environment where young children and youth are provided the opportunity to learn through play, recreational activities, and interaction with other children, youth and nurturing adults. Our programs are designed to help your child/youth build within themselves a positive self-concept that generates feelings of acceptance and respect for individuality. We believe in designing programs where children/youth have opportunities to participate individually or as a group in age appropriate developmental activities that allows for optimal social, emotional, physical, creative and cognitive growth. We promote and cultivate safe learning environments where your child/youth can resolve conflicts through learning age appropriate conflict resolution and mediation skills. We believe in partnering with parents and community to nurture a spirit of cooperation and self-respect for self and others; reinforce character building and encourage positive parenting.

Confidentiality: Only authorized CYS staff will have access to patron files. CYS is committed to protecting the privacy of patron information.

Diversity/Non-Discrimination: In accordance with Federal Law, Title VII, the Department of Army, Child & Youth Services prohibits discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity or associational preference in employment and in their program operations serving Soldiers, Families and the community. The Department of Army affirms its covenant to support and serve Family and MWR customers and employees.

Open Door Policy/ Parent Access: All CYS program level staff members are approachable and accessible to parent/guardians during the center's operating hours. Parents/guardians can voice their concerns, complaints and/or compliments regarding their customer service and experience with CYS program staff. CYS offers a Family friendly environment that encourages parents/guardians to drop in to visit or observe their child/youth. We invite you to join your child's care giving staff in a partnership that will support your child's development both in our program and at home to help continue to build and foster a partnership.

Parent Involvement/ Participation:

CYS Parent Participation Program provides parents an excellent opportunity to share their unique gifts, talents and abilities while volunteering in regularly scheduled programs (e.g. full day, part day, before and/or after school). While participating in meaningful activities, parents not only positively influence the lives of military children but also Fort Hamilton CYS program operations. Parent involvement is a win-win for everyone!

BENEFITS

Parents:

- Cost Savings-10% reduction on one month's child care fees
- Convenient- opportunities that fit each individual family's lifestyle
- Your Voice- active in improving policies and quality programming
- Knowledge enrichment -understand learning environments

Child/Youth:

- Positive attitude and behavior
- Strengthens sense of belonging/family unit
- Higher academic achievement
- Higher graduation rates; and
- Higher enrollment in postsecondary education

CYS Programs and Communities:

- Improves staff/parent communication and morale
- Reinforces the safety of child/youth
- Sponsorship among families
- Enhance Soldier and Family resilience and readiness

Parent Education: Fort Hamilton CYS offers a list of educational classes for parents to take part in. The classes range from Child Abuse training, to educational activities to conduct with your child. Please see the appendix section for a list of classes.

Parent Visits: Parents are invited and encourage to participate in the program whenever possible and are encouraged to visit when their child/ youth is in attendance. Parents have opportunities to share their culture, language, heritage and home language and are encouraged to do so. Parents are welcome to call and discuss areas of concern with the program director. In order to maintain security and accountability when visiting the programs parents must sign in at the front desk, to receive a Visitor's Badge that must be worn while in the facility. When you enter your child's activity room we also ask that you sign into the classroom.

Parent Conferences: Conferences are scheduled twice a year to give parents and caregiving staff an opportunity to set individual goals and discuss their child's progress in all areas of development. Conferences can be scheduled upon request of parent or program at any time beyond the twice per year time.

Parent Advisory Council (PAC): Fort Hamilton CYS has an active parent advisory council, and is always looking for new members. All parents are encouraged and invited to participate in the quarterly meetings. The group discuss common issues involving parents and children. For more information regarding the PAC please contact your Center/Program Director.

Chain of Command: The most effective way to resolve issues is to channel them through the CYS Chain of Command. Should all attempts at resolution fail, parents/guardians can elevate their issues or concerns up through the Chain of Command in the order below:

Primary Program Assistant

Your child's Room Lead CYPA

Supervisory Program Specialist

Assistant Facility Director

Facility Director

Chief, Child & Youth Services Division

Director, Family and Morale Welfare & Recreation

Deputy Garrison Commander

Garrison Commander

Please contact your child's program for names of each person within the chain.

Child Abuse and Neglect: Department of Defense (DoD) defines reportable child abuse and neglect as follows: Child abuse and neglect includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations of these, by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility or any staff person providing out of home care is legally responsible.

Child Abuse Reporting All CYS personnel are knowledgeable and considered "**mandated reporters**" who are required by law to report suspicions of child abuse or neglect. If CYS personnel notice suspicious bruises, cuts or burns on a child, they must:

- a) Report incident to the installation reporting Point of Contact (RPOC). The RPOC for Fort Hamilton is the Department of Emergency Services (DES) at 718-630-4456, and the Family Advocacy Program (FAP) at: 718-630-4242.
- b) Notify the appropriate CYS program director after notification to RPOC.
- c) Report the incident to State Child Abuse Hotline (if required by state law/host nation agreement).

DoD Child Abuse and Safety Violation Hotline Posters are placed in visible and high traffic areas throughout all CYS Services facilities and FCC homes should a parent/guardian/staff need to report incidents of suspected abuse. DoD Child Abuse and Safety Violation Hotline number is: **CONUS: 1-877-790-1197 or OCONUS: 703-604-2547.**

Background Clearances: All individuals who regularly interact with children under 18 years of age in Fort Hamilton CYS programs are required to undergo detailed initial background checks as well as periodic reinvestigations this includes all CYS personnel, volunteers, and coaches.

Until all background checks are satisfactorily completed, individuals must volunteer/work within "Line of Sight Supervision" (LOSS) of a cleared staff member and are not permitted to be left alone with child/youth.

CYS Staff under LOSS will be identified by nametags with first and last names and red polo shirts or smocks. Staff who have completed background checks will be identified by nametags with first and last names and green polo shirt or smocks. Classroom leads will be identified by nametags with first and last names, with either a red (LOSS) or green (CLEARED) dot, and blue polo shirts or smocks. Management staff will wear nametags with first and last names with either a red (LOSS) or green (CLEARED) dot and appropriate business attire.

Visitors: To maintain a safe and secure environment, all visitors are required to sign in/out at the facility's front desk and obtain a visitor's identification badge. Parents/guardians simply dropping off or picking up their child/youth do not have to sign in. Parents/guardians visiting the facility or a classroom greater than 5 minutes must sign in at the front desk to receive a Visitor

badge. When visiting the classrooms, all visitors must sign in upon entering and sign out when exiting the classroom.

Child Guidance and Touch Policy: Helping a child/youth understand and make appropriate choices is the basis for child guidance. When a child/youth misbehaves, CYS staff works along with the Parent/Guardians using Positive Guidance (***POSITIVE DISCIPLINE, POSITIVE PARENTING, GENTLE AND LOVING GUIDANCE***) to identify the problem and find strategies that enable the child/youth to respond appropriately. Positive Guidance is a belief that children should be treated with respect, free from fear of violence and shame and guided with loving encouragement. ***Corporal punishment is not allowed in the CYS programs under any circumstances, even with parent approval.***

Boundaries for appropriate and inappropriate touching are established to ensure clear understanding of what is acceptable and what is not acceptable. Inappropriate touching will be investigated and may be grounds for immediate closure of the FCC home or removal of a CYS staff member, contract employee or volunteer.

Biting: Policies will focus on modifying the child's behavior within the existing environment rather than "suspending" the child. When this is not possible, the Outreach Services Director will assist parents in obtaining care in another CYS setting if available.

Bullying: Fort Hamilton CYS is committed to making our facilities, homes and community safe, caring, and welcoming places for all who enter our doors, particularly our children/youth. For this reason, CYS has a zero tolerance for acts of bullying or disrespect towards children/youth or CYS staff. We treat each other with respect. Our community and centers define respect as follows: Treat others, *regardless of age or position*, with the same level of respect and dignity you wish to be treated with.

CYS defines bullying as follows: A mean and one-sided activity intended to harm where those doing the bullying get pleasure from the intended target's pain and/or misery. Bullying can be verbal, physical, and/or relational to the target's race, ethnicity, religion, gender (including sexual orientation), physical, or mental attribute. It includes all forms of hazing and cyber bullying and can be and often is continuous and repeated over time. However, once is enough to constitute bullying.

Bullying (on post as well as off post), including all forms of cyber bullying, can impact the targeted individual's feeling of safety and create an intimidating, hostile or offensive environment. The CYS Coordinator or Facility Director will immediately address such actions for the well-being and safety of all children/youth and the community. CYS follows Anne Arundel County Public School (AACPS) Code of Conduct when dealing with issues of bullying.

Bus/Transportation Conduct: Behavior or activity jeopardizing the safe operation of the school bus or CYS bus interfering with the welfare of other vehicle occupants is prohibited. The use of alcohol and tobacco products is prohibited on all school buses.

CYS follow Anne Arundel County Public School transportation behavior policy on all CYS buses and all contracted CYS buses. A copy of this policy is available upon request.

CYS staff is trained to operate government vehicles to safely transport children/youth on and off post. Our safe passenger rules must be adhered to at all times, please review them with your child/youth. Failure to follow these safety rules may result in the suspension of a child's/youth's transportation privileges. The CYS program does not provide/utilize bus monitors to and from school.

Bus Safety Rules for CYS Buses and Contracted Buses:

- Seat belts must be worn at all times on mini-buses. Buses will not move until everyone is buckled up.
- Everyone must remain seated and facing forward on buses, this includes contracted buses. Buses will not move until everyone is properly seated.
- Inside voice is to be used at all times in vehicles.
- Eating, chewing and drinking are prohibited on buses.
- No objects (including body limbs) shall be extended out a window.
- Littering is prohibited. Trash should be placed in designated trash containers

The school bus/motor vehicle operator will promptly submit a written report to the appropriate administrative staff regarding any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow. A copy of the misconduct report will be returned to the school bus/ motor vehicle operator.

Code Conduct: We believe all children and those who care for them deserve a safe, supportive and caring learning environment. CYS encourages appropriate behaviors that reflect respect, tolerance, patience, and understanding. Every effort will be made to foster honest and productive dialogue for everyone.

In the spirit of these beliefs, CYS patrons (regardless of age) will be expected to follow the Code of Conduct posted in all facilities. CYS includes: Child Development Centers, Family Child Care, School Age Centers, Youth Programs (Middle School/Teen), School Liaison Office, SKIES Unlimited, Youth Sports, Outreach Services and CYS Leadership and Administration.

Support Services: Children/youth and Families often go through life changes and difficult times. These times can be reflected in a child's behavior at the program. During these stressful times children may exhibit challenging behaviors or behaviors that cause concern. If your child demonstrates any challenging or concerning behaviors over a period of time, we will address this with a team approach.

If the challenging/concerning behavior persists, or when we see a problem that is serious in nature, we will develop a behavior modification plan. Our caregiver's will collect information on the nature and extent of the behaviors. The in-room caregiver will meet with the directors and TACS/TAPS to discuss a plan of intervention. The team will also meet with the parents and discuss what intervention the program is trying. In many cases this intervention will solve the identified problem. If not, then we need the parents' guidance and involvement to develop a more comprehensive plan. The parents' input is important in developing the most appropriate plan for the specific child. Close cooperation between the parents and CYS staff is essential to help the child change to positive directions.

There are many other resources that can assist children and Families through difficult times (i.e. deployment, the stress of divorce, debts, death or medical problems). We can assist with finding resources to help you through these times. Resources that are available to us on a

regular basis include our Multi-Disciplinary Inclusion Action Team (MIAT), Army Community Services (ACS) EFMP, and DoD professionals in the areas of child psychiatry, speech and hearing, and developmental behaviors. Personnel come from these support agencies to assist us in identifying areas of training needed and with intervention ideas to share with staff. This process includes discussion with staff and observations of children's activities.

Therapeutic Services within CYS Programs: CYS is supportive of families working with local agencies to provide their child with special education, mental health or behavioral services. In order for the therapist to be able to provide services within CYS facilities, the parent will have first need to update their child's file at Parent Central Services to reflect the special need. Depending on the child's special need, a MIAT may be requested. The parent/guardian will also need to complete documents at the child's program authorizing CYS to collaborate with the visiting therapist and authorizing the therapist to visit the child in the program. It is preferred for services to be conducted in the child's natural environment, however, CYS is understanding that due to children's individualized goals, this is not always a possibility. Since the visiting therapist is not employed through CYS, he/she will need to be within line of sight of a fully cleared CYS employee at all times.

Families are encouraged to share their child's Individualized Family Service Plan (IFSP), Individual Education Plan (IEP), 504 Plan, Behavior Improvement Plan and any Mental Health Treatment Plans. Through sharing this information with your child's program we can make reasonable accommodations, and put supports in place to help every child be successful and work toward his/her goals while in CYS care.

Parking: Parking is permitted in designated parking spaces in the lot adjacent to each program. Parking directly in front of a building is **prohibited** as this area is designated for emergency vehicles and school buses. **Do not** leave children unattended in vehicles; if this occurs appropriate authorities will be notified. Also, **do not** leave an unattended care running as this is not only against the law, but is a serious safety hazard.

Video Surveillance System (VSS): All CYS program facilities utilize a comprehensive video surveillance system. VSS is designed to deter and reduce the risk of child abuse in CYS facilities; protect staff from unwarranted allegations of child abuse, provide Soldiers and Parents with "peace of mind" and support CYS management staff in the exercise of program oversight.

Parents/legal guardians may request to view recordings that include their child(ren)/youth. Those requests must be detailed (dates, times, locations, etc.), in writing and coordinated with the Facility/Program Director in advance and documented in the CYS VSS Review Log (**CYS Services VSS Guidebook – Tab B**). All requests to view footage by parent/legal guardians must be vetted through the CYS Coordinator or designee. Parents should expect that this vetting process should normally take 4 business days or less. Parent/legal guardians are not authorized a copy of the recordings without a Freedom of Information Act (FOIA) authorization from the Garrison FOIA office.

Adult/Child Ratios: Staff-to-child/youth ratios must be maintained at all times of the day and are IAW AR 608-10. Ratios will not be decreased to accommodate children/youth with special needs. For FCC AR 608-10 allows the FCC Director to further limit the ratios according to the size of their quarters.

Adult/Child Ratios are:

Childcare/SAC Center (Facilities)	
Adult/Child	Age
Infants 1:4	6 weeks to 12 months
Pre-toddlers 1:5	13 to 24 months
Toddlers 1:7	24 - 36 months
Preschoolers 1:10	3 to 5 years
Kindergartners 1:12	5 to 6 years
School-Age 1:15	1 st to 12 th grade

Family Child Care	
Adult/Child	Age
Multi-age 1:6	4 weeks to 12 years
Infant/Toddler 1:3	4 weeks to 3 years
Newborns 1:3	Birth to 12 months
School-Age 1:8	5 years-12 years

Training and Professional Development: All CYS personnel receive standardized orientation training before they are allowed to work directly with children. **All** staff are required to attend a Joint Orientation that involves over 40 hours of training upon their employment with Fort Hamilton CYS. The orientation includes such topics as applicable regulation and installation policies, child health and safety, child abuse identification, reporting and prevention, age appropriate guidance and discipline, parent and family relations, health and sanitation procedures and position orientation. Training is ongoing and competency based. Assessments are completed to ensure staff comprehend and demonstrate the knowledge and skills learned from training. All CYS programs close twice per year for annual in-service training.

Regulations and Inspections: Regulations and services apply uniformly throughout the Army however, commanders have the discretion to modify specified guidance to meet the appropriate requirements. In order to provide consistency, all Army CYS programs are inspected annually and required to be in compliance with the following Army Regulations (AR), Department of Defense Instruction (DoDI) and Public Law (PL):

- Installation Level Child & Youth Service Inspection
- AR 608-10, Child Development Services
- AR 215-1, Military Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities
- DoDI 1015.2 MWR Programs
- DoDI 6060.2, Child Development Programs
- DoDI 6060.3, School-Age Programs
- DoDI 6060.4, Youth Services Programs
- DoDI 1402.5, Criminal History Background Checks on Individual in Childcare Settings
- DoD I 6025.18-R Privacy of Health Information
- PL 101-647 Crime Control Act
- PL 106-104 Youth Sponsorship
- PL 104-106 – Military Child Care Act
- PL 104-201, Sec 1044: Cities concern for lack of support for DoD Youth Programs
- PL 106-65, Sec 584, Expanded Child Care and Youth program services
- PL 106-79, Conference Report – DoD Report on Family Childcare Subsidy/Access to Military Child Care
- PL 101-366 American with Disabilities Act

Accreditation: Accreditation is an activity, not a status. All of Fort Hamilton CYS CDC Programs are accredited by National Association for the Education of Young Children (NAEYC), and School-Age Center I (SAC I) is accredited by Council on Accreditation (COA). The benefits of accreditation are the external mark of quality, high standards, process improvements and support. CYS programs undergo a rigorous accreditation process.

Patron Eligibility: CYS accepts children as young as four weeks in Family Child Care (FCC) homes and up to eighteen years old in CYS programs. Eligible patrons of Department of Defense (DoD) Child Development Programs (CDP) include active duty military personnel, DoD civilian personnel paid from both appropriate funds (APF) and non-appropriate funds (NAF), reservists on active duty or during inactive duty personnel training and DoD contractors. The first priority is child care for Active Duty military and DoD civilian personnel. The purpose of the Child Development Programs (CDP) and School Age Center (SAC) programs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and the accomplishment of the DoD mission, and to improve the economic viability of the family unit. Child Care and SAC is not considered an entitlement. (Reference: DODI 6060.2 and 6060.3, #4 Policy.)

Coast Guard when activated are eligible patrons. The eligibility criteria and priority is the same as any other Active Duty soldier. Fees are based on their TFI.

Retiree's eligibility is limited to the use of SKIES, YS and Sports and Fitness programs. Fees are not based on TFI.

Where there are waiting list for program services, children will be accepted for CYS based off of waiting list priority levels.

To qualify for fulltime care, sponsor must be working fulltime (25 hours or more per week).

Eligibility of care ends upon End Term of Services (ETS), and termination of sponsor's DOD Employment. A two week grace period is provided to allow the sponsor to find alternative care. If the sponsor is a retiree utilizing a care program, the sponsor must be working full time as a DOD civilian and must provide income verification.

Definition of Parent:

- A parent or legal guardian is defined as the biological mother or father of a child; a person who by order of competent jurisdiction has been declared the mother or father of a child by adoption or the legal guardian of a child.
- In Loco Parentis- When an individual acts "in loco parentis" as the parent, this can only exist when the individual undertakes care and control of another (child/ren) in ABSENCE of such supervision by the natural parents and in absence of formal legal approval. When the parent is still in the picture no such "in loco parentis" relationship exists. This guidance has been provided by the IMCOM Office of Staff Judge Advocate.

Items Required for Child/Youth Registration: Children/Youth must be fully registered before they can use any CYS programs. Contact our Parent Central Services Office at 301-677-1149/1618/1105/1156 to schedule an appointment. Walk ins are always welcome.

To expedite or avoid delay of the registration process, please have the following available:

- Valid ID
- Sponsor’s Social Security Number
- Proof of Child Eligibility
- Family Care Plan *if applicable*
- Meal Benefits Application Form
- Application for Department of Defense Child Care Fees –
- LES/Pay Stub for Sponsor and Spouse
- Updated immunization records for child/ren
- Deployment Orders
- Child Health Assessment
- Health Screening Tool

ALL FORMS MUST BE SIGNED AND DATED TO COMPLETE REGISTRATION!

DD FORM 2652	Application for DoD Child Care Fees
	Teen Self Registration Form
	CYMS Profile Print
	Family Care Plan (dual/single military only)
	Health Assessment /Sport Physical Statement
	Health Screening Tool Form/MAPS

Immunizations: Children/Youth accepted for childcare in CYS programs must be free from communicable diseases such as measles, mumps, hepatitis, scarlet fever and strep throat and have written documentation of all age-appropriate immunizations. Child/youth immunizations must be up to date in order to participate in CDC and FCC programs. Immunization records are not required for SAC if the child is enrolled in a local public school. However, if children attend a private school, they must provide documentation of age appropriate immunizations.

If medical recommendations or religious convictions are contrary to immunization requirements, an immunization waiver is required prior to the child’s enrollment in CYS programs. Immunization waivers for medical reasons must have documentation from the child’s healthcare provider. Immunization waivers for religious reasons must have a signed statement by the parent specifying the religious objection. Children/youth with immunization waivers will be excluded from childcare in the event of an outbreak of a vaccine preventable disease. All waiver requests must be approved by the CYS Coordinator.

FLU Immunization: Per AR40-562 “Immunizations and Chemoprophylaxis,” flu shots are required for both Child & Youth Services Staff and children. Fort Hamilton CYS parents will be required to provide CYS with documentation that their child has received an annual flu shot no later than December 31 of each year. As with any vaccine, a waiver may be requested for those with medical or religious objections.

Health Assessment:

A current health assessment/sports physical statement that has been signed and stamped by the health care provider within the previous 12 months, is required for children fifth grade and

lower. If a current health assessment/sports physical statement is not available at registration, it is to be completed within 30 days of enrollment. Health assessments will be updated annually by the parent and will be maintained on file for 3 years as long as no health status changes have occurred. **Sports Physicals are required yearly.**

Well baby exams or school athletic physicals may be used in place of the health assessment if dated, signed and stamped by the health care provider and parent within the previous 12 months. ***Children/youth participating only in the middle school/teen program and SKIES Unlimited programs are exempt from this requirement as long as no special needs are present.***

Sports Physical:

Children of all ages enrolled in CYS sports and fitness team and individual sports programs must have a CYS Services Sports Physical completed by parents and licensed practitioner. The HASPS (Part B & C) must be completed for sports. The licensed practitioner will check “All Sports -yes” or sports applicable under Part B, Participation Recommendation. The HASPS must be current through the date of the last game of the sports season.

If there is no current HASPS, the child/youth may be allowed to register, receive uniforms and **observe** practices/games. A current HASPS must be provided prior to the first practice or the child/youth will not participate in practice or games until it is provided.

Special Needs Identification: The Army Child & Youth Services Screening Tool is required to be completed by parents to screen all children for special needs at initial registration and annually thereafter. Upon identification of special needs, supporting documentation must be submitted with the screening tool and will be forwarded by CYS to the Army Public Health Nurse (APHN) for review. If child/youth has a disability or other special need, the parent/guardian may be asked to participate in the Multi-Disciplinary Inclusion Action Team (MIAT) meeting.

Children and youth with the following conditions might be referred to the MIAT:

- Food Allergies
- Special Diets
- Respiratory Diagnosis
- Epilepsy/Seizure Disorder
- Diabetes.
- Other

Children who are **already in care** and are newly diagnosed with a life threatening medical condition that requires a rescue medication such as Albuterol or Epinephrine may have services suspended until proper documentation has been submitted and reviewed by the Army Public Health Nurse. An Exception to Policy may be submitted which is subject to approval from the CYS Coordinator to allow a child to stay in care with a new diagnosis. Each ETP request is reviewed individually. Parents must submit all documents to Parent Central Services. Documents will then be sent as a RUSH to the APHN, who will expedite the review. A MIAT meeting may be required.

Multi-Disciplinary Inclusion Action Team (MIAT) The Multi-disciplinary Inclusion Action Team is a multi-disciplinary group that explores child care and youth supervision options for children who have been diagnosed with life-threatening conditions, functional limitations,

behavioral/psychological conditions, or any other special need as listed above. The team determines childcare and youth supervision placement and considers feasibility of program accommodations and availability of services to support child/youth needs. Parent participation is crucial to the success of the MIAT. Every effort is made to accommodate children/youth with special needs.

Special Diet: Children/youth with life threatening food allergies or special dietary needs **must** provide a Special Diet Statement from their health care provider specifying (1) which foods the child cannot consume, (2) the resulting reaction if ingested and (3) if applicable, any allowable food substitutions. Children/youth may not participate in services without appropriate documentation. Children/youth who have special diets due to religious reasons must have a representative from their religious institution complete the Special Diet Statement specifying which foods should be eliminated, as well as allowable substitutions. For more information, please contact Parent Central Services. CYS **does not** accommodate food preferences.

Medical Action Plan (MAP): Maintaining the health and safety of every participating child/youth in CYS programs is of utmost importance. If the child/youth has a medical diagnosis, such as allergies or asthma, that may require him/her to take medication while participating in CYS programs, the parent/guardian will be asked to submit a Medical Action Plan (MAP). The MAP is completed by the health care provider to ensure CYS staff are aware of the proper medication and necessary course of treatment for the child/youth. Medical Action Plans (MAPs) are valid for one year based on the date signed by the health care provider.

Rescue Medication: All rescue medication, such as Albuterol and Epinephrine, must be on site with children at all times. All medication must be in its original container with pharmacy label attached to the package or medication. Children who require Epinephrine must have two (2) Epinephrine Auto-Injectors on site. Services will be denied if medication is not in the program or is expired. ***CHILDREN MAY NOT BE PRESENT IN ANY PROGRAM WITHOUT THEIR RESCUE MEDICATION AND CURRENT MEDICAL ACTION PLAN***

Reasonable Accommodation: These are basic adjustments, supports and/or modifications that may be needed by a child/youth with special needs to facilitate access to a program on an equal basis to their non-disabled peers. Accommodation for children/youth with special needs is not considered reasonable if it imposes an undue hardship on the operation of the program, requires fundamental alteration of the program or poses a direct threat to the health or safety of the child/youth with special needs or others.

Wait List: Because of the high demand for childcare, it is not unusual for families to be placed on a waiting list. Placement on this list is determined by sponsor priority and the date of application. All families requesting childcare must create an account on militarychildcare.com.

Daily Admission/Release: Arrival & Departure Procedures: Under no circumstance will a child/youth be released to any person who is not authorized to pick up the child/youth. Positive control of child/youth will be maintained at the classroom level.

Arrival:

Upon entering the CYS facility, parents/designated representative will swipe their child into the Child Youth Management System (CYMS) at the front desk before proceeding to their child's classroom. Under **no** circumstance will the parent/designated representative move beyond the

front desk without first swiping in. After swiping in at the front desk, the parent/designated representative may proceed to the classroom. Upon entering the classroom, the parent/designated representative will sign the child in, annotating his/her name, date, time and signature.

School age children may be swiped in by their parent/designated representative or the child/youth will key their personal identification number (PIN) into CYMS and the parent/designated representative will then sign the child/youth in, as above.

Middle School/Teens (MST) youth participate in an open recreation program, which means they are allowed to enter and depart the facility without a parent/designated representative. Youth must swipe in or enter their PIN to designate they are entering the program.

Departure:

At CDC Programs, upon entering the classroom/activity area, the parent/designated representative will sign the child(ren) out before they are allowed to depart with the child(ren). The parent/designated representative will swipe the child(ren) out using their Child Pass card at the front desk **after** they have picked up their child(ren) and signed out of the classroom/activity area.

School Age children must be swiped out of CYMS and “signed” out at the front desk for youth 1st-5th grade and in the classroom/activity room for kindergarten children.

Middle School/Teen will swipe out or enter their PIN to indicate they are departing the building.

Parent/guardians, and visitors will enter and exit CYS Facilities through the front entrance, except during emergency evacuations and fire drills. During evacuations/fire drills, patrons will follow designated facility evacuation procedures.

Unless prior written arrangements have been made with CYS personnel, only parents or parent designees shown on Emergency Release Form or in CYMS database may take a child from a CYS program. Proper Identification is required.

Children may not be released to siblings or other children **under age 13.**

No parent may be denied access to a child, including the right to pick up a child from a CYS program or FCC home, unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file at the care giving site.

Fire Drills: In the event that a fire drill takes place at drop off. Parents are not allowed to drop off until the fire drill has concluded. The same is for pick up if a parent is in the building during the fire drill they must remain with the facility until the drill is complete. This practice ensures proper accountability for the program.

Denial of Child Care Services: CYS takes all reasonable precautions to offer a healthy environment. To ensure the safety of all enrolled children/youth the staff will observe children/youth for signs of illness or symptoms of contagious disease upon arrival, while they are in care and before they leave. Parents/guardians must pick up their child/youth who becomes ill while in care within 1 hour after being notified. Children/youth who appear to be ill or show visible signs of fever will be monitored closely and will be denied care based upon the following symptoms:

Inability to participate in daily activities

Obvious illness such as:

- Temperature above 100.5° F (38.06° C) for children 3 months or younger or above 101.0° F (38.3° C) for children older than 3 months (100 degrees F + another symptom during flu season)
- Impetigo—Red oozing erosion capped with a golden yellow crust.
- Scabies—Crusty wavy ridges and tunnels in the webs of fingers, back of hand and wrist, elbow, and trunk.
- 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— live lice, white nit attached to hair shafts.
- Culture— confirmed 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.
- Undiagnosed rash, open sores.

Re-Admission after Illness: CYS staff will provide Parent/Guardian with an illness/injury readmission form detailing criteria for readmission. The child/youth's health care provider should use the form to indicate when it is safe for the child/youth to return to the program. However, a note from the health care provider alone **will not** automatically re-admit the child/youth into the program or override Army regulations. The child/youth may only return to the CYS program when the following conditions exist:

- Fever has been absent (without anti-fever medication) for 24 hours.
- Nausea, vomiting or diarrhea has been absent for 24 hours.
- The appropriate number of doses of an antibiotic has been given over a 24 hour period for known strep or other bacterial infection.
- Chicken pox lesions have all crusted, usually 5-6 days after onset.
- Scabies is under treatment and a physician's note.
- Lice are under treatment and no live lice present and any nits are more than ¼ inch away from the scalp.
- Pinworm treatment has occurred 24 hours before readmission and a physician's note.
- Lesions from impetigo are no longer weeping and under treatment for 24 hours.
- Ringworm under treatment and a physician's note. The lesions must be covered. If lesions cannot be covered, child/youth will not be admitted until lesion has shrunk.
- Conjunctivitis (Pink Eye) has diminished to the point that eyes are no longer discharging.
- The child/youth has completed the contagious stage of the illness and a physician's note.
- The child/youth is able to participate in the normal daily activities.
- Hand and foot mouth disease – when fever is absent (usually 2 to 3 days) and blisters or lesions are dry or crusted.

Parents will inform the program immediately upon notification of a contagious illness affecting their child.

Basic Care Items: Acceptable basic care items are limited to the following topical items: sunscreen, diaper rash ointment, teething gel (no benzocaine), lip balm, insect repellants and lotions. Products such as these are limited to those identified in AR 608-10 and must be approved by the Food and Drug Administration (FDA). An authorization form must be obtained from the parent/guardian every 90 days in order for such items to be applied. Basic care items will be in their original container and stored out of reach of children. Each item should have the child's first and last name legibly written on it, as well as on the outside of the ziploc bag used for storage. Please see the appendices section for a list of approved basic care items.

Administration of Medication: Daily medication may be administered only to children in full-day programs under the following conditions:

- A health care provider has prescribed the medication.
- Only medication on the pre-approved medication list and with a pharmacy label will be administered. Oral antibiotics, antihistamines/decongestants and anti-infective fungal ointments are the only categories of medication that can be routinely administered by authorized CYS personnel. Other prescribed medications might be approved for administration only after obtaining an Exception to Policy (ETP). The Medical Action Plan serves as the ETP for rescue medication such as an Albuterol inhaler or Epinephrine Auto Injector. Please see the appendices section for a list of approved medications.
- The parent/guardian must complete a CYS Medical Dispensation Record. No medication will be administered by CYS personnel without review/authorization from the Center/Program Director.

Rest and Nap Periods: Children enrolled in CDC and FCC full-day programs or hourly care will have a rest period, usually following lunch. Children wishing to nap can do so, while other children engage in some other quiet activity (e.g. read a book, coloring, etc). Infants are allowed to follow their own resting/napping patterns.

Dress Code: For the health and safety, all children must wear closed toed shoes. Weather permitting the children will play outside and should be dressed accordingly. In winter, all children will play outside for approximately 10-15 minutes at a time. It is not recommended for children to wear long earrings or jewelry that could get caught on objects. Since Infants and Toddlers explore with their world through their senses, barrettes, beads, earrings, bracelets and necklaces pose a serious choking hazard to these young children. Parents are strongly cautioned not to allow infants and toddlers to wear the above items in the child care setting.

Children should wear comfortable clothes in which they can play and get messy. Clothing that they can take off and put on themselves is encouraged. Please label all clothing that may be removed such as coats, jackets, hats, and gloves. A change of weather appropriate clothing (children have occasional accidents, including school age children) labeled with his/her name and should be left at the program.

SAC and Middle School participants will be provided with one Summer Day Camp T-Shirt that must be worn on all field trips on and off installation.

Sleep Aids: *For safe sleeping practices, it is not permitted for children younger than 12 months to sleep with soft toys or blankets.* However, if your child is over 12 months of age and has a special soft toy or blanket that he/she naps with, it may be brought to the program. The naptime toy or blanket will be put in the child's cubby and be made available for use during naptime. These items will need to be taken home for weekly laundering. Please ensure all personal items (i.e., book bags, books, school supplies, clothing, and blankets) are labeled with your child's full name.

Diapering/Toileting Training:

- **Diapers:** For health and sanitation reasons, only disposable diapers are permitted in our programs. Cloth diapers are only allowed when the use of disposable diapers creates a health risk for the child and the parent/guardian submits a health care provider's statement to that effect. Once documentation is submitted proving a medical need for cloth diapers, disposable diapers will not be used for that child. Diapers are checked and changed promptly if they are wet or soiled. Diapers and baby wipes should be labeled with the child first and last name.
- **Toilet Training:** Toilet training is a natural developmental process. Peak readiness is typically at 2 ½ years, but will vary with each child. We will not force children to use the toilet, nor will we punish a child for lapses in toilet training. Planning a consistent toilet routine for home and center will go a long way in helping your child accomplish this developmental milestone. You must provide sufficient changes of clothing and training pants. This process is a team effort between the parent and your child caregiving staff.

Celebrations:

- **Birthdays:** Fort Hamilton CYS can accommodate any Birthday celebrations within our facilities.
- **Holiday Celebration:** Fort Hamilton CYS observes all federal holidays.

Accidents /Emergencies: In the event of an injury, illness or accident requiring immediate medical attention, the CYS staff will contact emergency services and the Parent/Guardian. CYS personnel or FCC Provider will accompany the child/youth to the nearest emergency room by ambulance if Parent/Guardian is not on site prior to ambulance departure. Patrons will be charged for any services provided by medical treatment facility to include transportation. The staff or provider will remain with the child/youth until the Parent/Guardian arrives at the emergency room.

CYS policy requires written incident/accident reports for falls, scratches, bruises, bites and scrapes that occur while your child/youth is in our care to include emergency situations. Parents/guardians will be informed of the incident/accident and will be asked to sign the report. All reports are kept in the child's/youth's folder. Any child abuse allegations are reported to higher headquarters.

Food and Nutrition: Fort Hamilton CYS takes pride in providing well balanced nutritional meals. All of our meals and snacks are prepared on site in our programs. All of our meals and snacks meet the USDA CACFP guidelines and are approved by a Registered Dietician/Nutritionist. CDC programs and FCC homes provide all infant jar food, cereal and teething biscuits. CDC programs and FCC homes offer on-site ready to feed iron-fortified formula (Gerber Good Start) for infants. This specific USDA CACFP approved formula is free of cost and parents/guardians have the option to decline, and provide their chosen USDA approved formula. Parents/guardians are responsible for preparing bottles and providing an adequate number of bottles labeled with the date and the child's first and last name. Bottles that contain breast milk must also be labeled with the date/time the milk was expressed and the date/time the milk was thawed if previously frozen. Glass bottles are not allowed.

Medications or cereal may not be mixed with formula, unless otherwise indicated in the MIAT care plan due to medical reason. Bottles for infants (under 12 months) may only contain formula or breast milk. Whole milk is allowed for children over 12 months.

Infants (under 12 months) will be fed individually and according to the infant's feeding plan. Infant Feeding Plans are based on USDA CACFP guidelines and are established by the parent and recommendations of the child's physician or other qualified health professional.

Family Style Dining: With the exception of SAC and YC programs that serve buffet-style meals, CYS Services programs sit and dine "family style" with children/youth in FCC homes and centers. Family style dining promotes expanded language and cognition skills, builds fine motor skills and models appropriate eating habits while fostering social interactions. Most importantly, family style dining promotes a feeling of unity and acceptance that is essential to emotional development. It is developmentally age appropriate for children/youth to participate in cleaning and setting tables, preparing meals, serving themselves (with staff assistance if needed) and assisting with clean-up after meals.

Hourly Care CDC:

Hourly care for CDC program hours are from 0900-1700 (Monday-Friday). Reservations are necessary for all children. Reservations can be made Monday-Friday for up to two weeks in advance, by calling (301)677-9438/9454 or on WebTrac. Parents may only reserve a maximum of 20 hours per week and no more than 4 hours per day. Emergency requests for more than 20 hours per week/ 4 hours per day will be addressed in writing to the center/program director. Hourly care payment is **due at the time of service**. Failure to make the payment will result in termination of availability of child care services. Late pick up fees apply for children left in the center past their scheduled reservation time (see late pickup policy). If payment is not made, the account will be considered delinquent and forwarded to FMO for collection.

Repeat nonpayment will result in denial of care. Portions of reservations not utilized will be billed a \$5.00 non-cancelation fee. Additional policies are regulated through the facility contract. Patrons may cancel hourly care reservation at least 24 hours in advance. Hourly care cannot be used in lieu of a care program.

Hourly Care School Age Centers (SAC):

Hourly care for SAC programs are from 0600-0800 and 1400-1800 (Monday-Friday). This will be based on the Public School Calendar. Reservations are necessary for all children. Reservations can be made up to two weeks in advance and at each location. Hourly care is limited to 5 hours per week. Hourly care payment is **due at the time of service**. Failure to make the payment will result in termination of availability of child care services. Late pick up fees apply for children left in the center past their scheduled reservation time (see late pickup policy). If payment is not made, the account will be considered delinquent and forwarded to FMO for collection. Repeat nonpayment will result in denial of care. Portions of reservations not utilized will be billed a \$5.00 non-cancelation fee. Additional policies are regulated through the facility contract. Patrons may cancel hourly care reservation at least 24 hours in advance. Hourly care cannot be used in lieu of a care program.

On school out days patrons may utilize hourly care at a daily rate of \$35; a reservation is required.

All reservations and cancellations must be made by calling the programs your reservation is for. No reservation or cancellation will be valid by voicemail.

Hourly care is offered on a limited basis at the following programs:

- Child Development Center
- School Age Center (grades K- 5th)

Total Family Income (TFI): Fees are determined by your total family income. TFI is all earned income including wages, salaries, tips, special duty pay (flight pay, active duty Demo pay, sea pay), and active duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income, including SSI paid to the spouse and VA benefits paid to the surviving spouse before deductions for taxes. TFI calculations must also include quarter's subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind. For dual military living in government quarters include BAH RC/T of the senior members only; for Defense civilian OCONUS include either the housing allowance or the value of the in-kind housing provided. Current BAH chart is located at <http://www.defensetravel.dod.mil/suite/bah.cfm>

DOCUMENTATION NEEDED TO DETERMINE TFI:

- a. Military Sponsor's current Leave and Earnings Statement (2 LES).
- b. Civilian Sponsor's last 2 LES.
- c. Spouse/Partner's 2 LES, W-2 forms, and/or other income documentation.
- d. Schedule C (IRS return) from previous year to demonstrate wages from self-employments.
- e. Letter from employer if Spouse/Partner has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours in order to calculate an annual pay estimate. Pay stub **must** be submitted following the first month of employment.

Families who fail to show proof of TFI are charged Category 9 parent fees. If the required documents are provided at a later date, the TFI Category is adjusted accordingly and new fees will be effective from that date. ***For auditing purposes and proof of eligibility Fort Hamilton CYS request that all families provide proof of employment this documentation could be letter from their Commander, Supervisor, or LES with income information.***

All DoD Contractor Employees and Specified Space Available Patrons will pay CAT 9A fees regardless of income.

Fees for Blended Families AND Fees for Legally Separated Families will be based on the TFI of the sponsor household.

Fees for Legally Separated Families are contingent on a legal separation document or a notarized statement stating the Sponsor is legally separated.

Annual TFI **will not** be adjusted unless:

- Unemployed spouse/partner finds paid employment.
- Family is granted a Financial Hardship/Extenuating Circumstances Reduction.
- Annual Internal Review Audit documents inaccurate documentation of TFI or Fee changes.
- Special circumstances (Furlough).

Parent fees **will be** adjusted when:

- The Family moves to a new TFI Category.
- Child/youth transition between programs with different fees, e.g., full day care to kindergarten, Full Day to Part Day, After School to Summer Camp, Child Development Center to Family Child Care, etc.

- Army Fee policy directs a fee change.
 - A Financial Hardship Waiver is approved.
 - Sponsors spouse lose/terminate employment (90 day waiver will be granted).
 - Special circumstances (Furlough, custody)
 - Medical reason
- f. Letter from employer if Spouse/Partner has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours in order to calculate an annual pay estimate. Pay stub **must** be submitted following the first month of employment.

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- Army Fee policy directs a fee change.
- A Financial Hardship Waiver is approved.
- Sponsors spouse lose/terminate employment (90 day waiver will be granted).
- Special circumstances (Furlough, custody)
- Medical reason

Tuition Adjustments:

TDY: If a single military parent is sent TDY and must make alternate care arrangements for the duration of the TDY assignment. Proper documentation is required. The same consideration will be given to dual military parents if they are sent TDY at the same time. A copy of the TDY orders must be presented to the center/program director in order to receive any adjustment. If TDY is longer than two (2) weeks, the patron must place themselves on the waitlist. **The patron must notify Parent Central Services of their return.** The patron will be placed on the top of the waitlist. It is **NOT** guaranteed that the child will return to the same center or room.

90 Day Waiver: Sponsor's spouse who lose/terminate employment/student status are granted a 90 days to find other employment or enrollment will be terminated. A 90 day waiver will be requested by the patron at Parent Central Services. When a waiting list exists, Garrison Commanders have the authority to terminate services or grant spouses looking for employment a one-time 90 day extension to remain in care after the initial 90 day period has passes. A request to extend the 90 day waiver may only be granted one (1) time. Sponsor/Spouse must submit a request in writing for an extension. All request should be submitted to the Center/Program director in a timely manner to allow time for the exception to be processed.

Billing/Program Fees: Fees for children enrolled in CYS child care programs will be collected in advance of services rendered. Fees are based on total Family income as reflected on DD Form 2652 (Application for Department of Defense Child Development Center Fees). This form must be updated annually or when significant financial changes occur during the registration year. Billing is generated semi-monthly on the 1st and the 15th of the month for biweekly billed patrons and on the 1st of the month for CDC 4 week Vacation option patrons. Parents can pay monthly fees for regularly scheduled Full Day, and Part Day in monthly or semi-monthly installments. Initial fee payment reserves the child's space in the program, is non-refundable and paid in advance of the child's start date. The initial payment will equal 10% of the monthly payment rounded to the nearest even dollar amount and will be credited towards the first month's payment. The remaining balance will be due to the program the first day of care.

Fees are due and payable in total on the 1st and the 15th of each month. All timely payments will be made at any CYS facility. Payments are accepted until COB, Monday-Friday.

Payment Options: Payments may be made with cash, check, credit card. Personal checks will be accepted in the amount due only. All personal checks must have a preprinted mailing address, must be in the name of the person signing for the check, must include Sponsor name, rank, unit, home and work telephone numbers. Check can be made out to IMWRF (Installation Morale, Welfare and Recreation Fund). Also, please list your child's name on the lower left-hand corner of the check.

Returned Check Policy:

If a check is returned by the bank you will be charged a service fee. All returned checks, are sent to the Financial Management Office (FMO). Returned checks cannot be redeposited. The check and the service fee must be paid to our FMO with either credit card, cash, or money order. Returned checks, once identified, are considered a delinquent account and must be paid within 5 business days for continued placement in CYS programs. Patrons with continued returned checks will have to make future payments by credit card, cash or money order until their name is removed from the dishonored check list.

Delinquent Accounts: CYS programs cannot absorb losses incurred by patrons not paying tuition in a timely manner. *Past Due* accounts refer to an account not paid by COB on the 5th business day. A one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle (1st and 15th). If full payment (to include late fees) is not received by COB on the last business day of each month the account becomes *delinquent* and services will be terminated. Delinquent accounts are denied services for all CYS programs and FMO will initiate a DD 139 to process the account for collection. All delinquent fees must be paid in full to be eligible to use any programs in CYS.

Therefore, parents may not transfer between programs if they are delinquent in fees. If you are in a terminated status, your child is no longer enrolled in the program. Patrons will still be responsible to satisfy their delinquent account with the D, FMWR Financial Management Office (FMO). If the family pays the account in full and would like to utilize any CYS program, they must enroll in a financial management program with Army Community Services (ACS), submit a letter and documentation from ACS requesting an exception to policy to the Facility Director of the program requesting re-enrollment. If the exception to policy is approved, patron must return to Parent Central Services for re-enrollment. If the exception to policy is denied and patron is still in need of care, patron must place themselves on the waitlist by going to militarychildcare.com. **Children cannot return to care until the exception to policy has been returned for approval.** If your services are denied your child's slot will not be held. Army Community Services can assist all families that live or work on Fort Hamilton needing financial assistance and counseling. CYS reserves the right to recommend financial review with ACS as a condition of re-enrollment. The number to ACS is 301-677-5590.

Late Pick-Up Fees: DoD Fee Policy Authorize late pick-up fees. **Child Development Centers/School Age Care/ Middle School/ Outreach Programs** have a late pick-up fee of \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. For example, a Family who has two children in the CDC and one child in SAC will pay a \$15 late pickup fee at each site if pick up is 15 minutes after closing. When the Family is later than 15 minutes, the Family is charged \$5.00 per child, per site for the remainder of the hour and then \$5.00 per child, per site for each hour thereafter. Late pick up fee payment is due the day the fee is incurred or the next day before services are rendered. Persistent problems will be brought to the attention of the CYS Chief and/or Commander for resolution or for alternate child care options to meet patrons' needs. **Fee is payable before the child is readmitted to care.**

Supplemental Fees: Parents may be charged additional "one time event" fees to cover the cost of special field trips, day outings, etc.

Payment for SKIESUnlimited. Camps and Sports: Payment is due at the time of enrollment. If payment is not received by the advanced specified date, the child will be removed from the roster and the vacant space will be offered to the first child on the waitlist. Summer Camp is the only camp week that will be billed. Please see Appendix F regarding Summer Camp billing and payment due dates. Exceptions to the above procedures due to unusual need/family circumstances will be submitted in writing, through the Facility Director with final approval by the CYS Chief.

Financial Hardship Waiver: Families must demonstrate a need for a child care fee reduction due to financial hardship based on a review by an ACS financial counselor or a certified financial professional external to CYS Services. The counselor will provide a recommendation for a fee reduction to the Garrison Commander. Fee Adjustments for Financial Hardships must be re-evaluated at least every six months by the counselor or Garrison Commander. **Families whose child care fees are 25% or more of their Total Family Income (TFI) may request a hardship review.** Contact your child's center director at your childcare facility for assistance in filing a hardship.

Vacation Options: Child Development Center Families may select a 2 or 4 week Vacation Plan which reserves the child's space. The option chosen must be used during the registration year and cannot be carried over into the next year. Families who opt for 4 weeks of Vacation pay a higher monthly fee than families who chose the 2 weeks fee option. Vacation must be taken in a minimum of one week increments (5 consecutive days). Families must provide advance notice prior to taking vacation at their child's Child Development Center. Refunds for vacation are not authorized. Vacation may not be used in conjunction with 2 week termination notice date. **Vacation options are available to patrons enrolled in CDC/FCC programs ONLY**, School Age Center children to include Kindergarten programs do not receive any Vacation Plans.

Withdrawal/Termination: Parents are required to provide a minimum of 2 weeks' notice in writing prior to withdrawal. Once enrolled into a program if parent decides to terminate care a two weeks' notice must be provided to the program. This notice should be given to the Center/Program Director, Assistant Director or clerical staff. Failure to submit **written notification** will result in on-going assessment of fees. For your convenience termination forms are available at your child's program.

Absenteeism: If your child will not be absent from CYS care programs, to include CDC full day programs, SAC before and after care, and Middle School before care programs please notify child's program of the intended absence. CYS will notify all parents if we are unaware of the intended absence.

Refunds:

Authorization for refunds are for the following:

- Program closures for repair or renovation when an alternate care setting is not provided.
- Unexpected prolonged child absence due to Family emergency or extended illnesses.
(Documentation required must be 10 or more business days.)
- Withdrawal from a regularly scheduled child care programs upon receipt of PCS orders.
- Withdrawal from a Youth Sport (occurring before midseason of the sport)

Refunds are **not** authorized for:

- Child absences less than two weeks.
- CYS short term closures due to inclement weather (3 days or less)
- Staff training (no more than 3 days per year.
- Special installation circumstances as determined by the Garrison Commander.
- Withdrawal from SKIES *Unlimited* Instructional class.

All refund request require proof of payment, and must be submitted to the center/program director who will then process the request. This could take up to seven (7) business days.

Payments made by cash or check will be refunded with a check. This check will be mailed to the home, and could take up to 6 weeks to process.

*****Fee Policy is subject to change as directed by the Department of Defense. ***
Notice of fee changes will be provided to patrons within 30 days of the change.**

Parent Participation Fee Reduction: Parents may earn a fee reduction for participating for a minimum of 10 hours in CYS programs. A 10% reduction on one month's fee for one child/youth may be awarded for each 10 hours of parent participation. Reductions are limited to 10% per child/youth per month. Parent participation hours may accumulate month to month and may not be shared with other Families.

Multiple Child Reductions (MCR): A 15% MCR is applied when more than one child is enrolled in regularly scheduled child care programs or seasonal youth sports offered by CYS. MCRs for child care and youth sports are determined separately and may not be combined. MCRs are **not** applied to Hourly Care, SKIES *Unlimited* fees, or School Age occasional user fees.

Seasonal youth sports MCR applies to Families with more than one child enrolled in a seasonal youth sport. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in a youth sport occurring in the same season. For regularly scheduled child care programs (Full-day, Part day, FCC home, Before and After School Age, etc.), MCR applies to Families with more than one child enrolled in ongoing child care programs. The child enrolled in the highest cost care option is considered the first child and pays full fee. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in regular ongoing child care program. The MCR for child care and Youth Sports are calculated separately and may not be combined.

The MCR **does not** apply to DoD contractors and all approved Space Available Patrons assigned to TFI Category 9A, hourly/daily or daily child care fees.

Field Trips

Field trips are considered an important part of child development. Each trip, whether it is a nature walk in the area or a trip that requires transportation, is a source of joy and enrichment for each child and those who accompany them.

Field trips are conducted under safe driving conditions.

Time spans for field trips will be planned as closely as possible to the time necessary for transportation and full enjoyment of the selected site. Approximate hours of return will be posted and adhered to as closely as possible.

All volunteer chaperones will be under the management of the manager on duty and will be expected to comply with all policies and regulations governing CYS staff.

Face to name attendance will be taken prior to departure from the program and from the field trip site.

Fees and Charges: Parents will be informed about fees and charges for the trip prior to the scheduled date of the field trip.

- Parents may be charged additional “one time event” fees to cover the cost of special field trips, day outings, etc.
- Entry fees will be collected by the CYS personnel responsible for planning and implementing the field trip prior to departure.

Admission requirements: Only children who have met all enrollment requirements will be permitted to participate in a field trip.

Special permission slips for each field trip must be signed by each child’s parent or sponsor and be on file at the program.

A child who is ill will not be allowed on a field trip. Parent will be notified in the event this should occur and provisions will be made to have the child remain at the center/program until he/she can be picked up by the parent.

Smoking will not be permitted while on field trips.

SAC and Middle School participants will be provided with one Summer Day Camp T-Shirt that must be worn on all field trips on and off installation.

All off site field trips require parental permission.

CHILD DEVELOPMENT CENTERS

Child Development Centers (CDCs) (Ages 6 weeks-5 years): CYS Fort Hamilton, Child Development Center provides developmentally age appropriate activities for children ages 6 weeks to 5 years of age. Our CDC has earned accreditation from the National Association of Education of Young. The CDC strives to expose children to the “Six Pillars of Character” (trustworthiness, respect, responsibility, fairness, care and citizenship) as well as promote the physical, social, emotional, cognitive and creative side of each child. CYS Fort Hamilton offers on-post full-day and hourly child care.

The Creative Curriculum is the authorized curriculum used in CDCs/FCC for children ages 0–5. The Teaching Strategies (TS) Gold developmental assessment, *Checkpoints*, will be used to document the progress of children. All activities will be developmental in nature and recognize children’s individual differences by providing an environment that encourages self-confidence, development of self-help and life skills, curiosity, creativity, and self-discipline as outlined in the Creative Curriculum. Concrete experiential learning activities encompass the following six domains: Social, Physical, Language/Literacy, Cognitive/Intellectual, Emotional and Cultural.

Typical child routines such as meal times, clean-up times, napping and rest times, and diapering and toileting are integral parts of the curriculum, not separate items between curriculum areas. Daily specific lesson plans and schedule along with weekly lesson plans are posted in each activity room.

Part Day Preschool (PDPS): Part Day Preschool is a 3 hour per day program offered at School Age Center, Building 412 Sterling Drive, from 0900-1200 Monday-Friday.

FAMILY CHILD CARE

(Currently unavailable)

Family Child Care (FCC) Homes: (Ages 4 weeks-12 years) Offer full-day, part-day, and hourly child care to include in a home environment. Care for up to eight children (depending on mix of ages) is provided by trained, certified, and monitored Family Child Care Providers in their own homes (privately owned and government owned or leased housing) and are subject to DoD Certification.

Each FCC home operates as a small business. There is a subsidy assistance program available in which providers may participate.

FCC Providers do not smoke when engaged in care giving practices. Parents will be advised prior to enrollment when an FCC Provider is a smoker.

In FCC homes, the use of television will be limited to one hour for each five hours in care. Operations will be limited to program specifically designed for children.

At no time will a child be required to watch television.

Television may not be operated as background accompaniment while other activities are being offered.

The television room will be well lighted and children must sit a safe distance from the set while viewing a program.

Non-poisonous plants are authorized (must be labeled). Plants that are toxic must be maintained in an area not accessible to children.

Pets will be allowed on the premises if:

- Pets are free of disease.
- Pets have been treated and immunized annually by a licensed veterinarian with proof retained at the FCC home. The pets must be registered at the Fort Hamilton Veterinary Clinic.
- Sick pets will be removed at once.
- Pets are properly cared for and children are taught humane procedures for relating to pets.
- All pens, cages, bowls and holding areas are maintained in a in a sanitary manner.
- Pets have a temperament which is neither frightening nor hazardous to children.
- Pets are handled in a manner which protects the well-being of both children and animals.

- Parents are notified of the existence of animals of animals on the premise at the registration.

Patrons interested in utilizing FCC must place themselves on the waitlist. By going to militarychildcare.com.

Hours of attendance: No more than 12 hours of continuous care per child per day on a regular basis will be provided unless the FCC Provider has the extended hours endorsement.

Fees: Patrons enrolled into a Family Childcare home will receive 15% off of the fees. Fees are calculated at Parent Central Services office. Patrons will be notified in writing of any anticipated fee changes 30 days in advance of implementation.

Registration/Enrollment: All children/youth attending a Family Child Care home must be registered. This includes the provider's children. All registrations are done at Parent Central Services.

SCHOOL AGE CARE (SAC)

SCHOOL AGE CARE (SAC) (grades K-5):

Fort Hamilton CYS School- Age Care offers before and after school programs, activities during the school year, full day care on school out days, and summer camps. Care is provided by trained staff and operations are subject to DoD Certification.

Curriculum and programming centers around the school age four services areas: Sports & Fitness, Fine Arts, Citizenship & Leadership, and Leisure & Recreation. Children will have input into activity choices to ensure the activities meet their needs and interests. Documentation of child input into activities is on file in the program. Program choices are designed and implemented to meet a variety of child interests to cover a wide variety of skill, ability and interest levels.

Daily schedules/lesson plans will be flexible, provide stability without being rigid, allow children to meet their physical needs (e.g., water, food, restrooms) in a relaxed way, allow children to move smoothly from one activity to another, usually at their own pace, and facilitate transitions when it is necessary for children to move as a group.

Program activities are offered in Life Skills, Citizenship and Leadership Programming. A variety of clubs and committees will be available to expand children's interpersonal, speaking, and leadership skills. Program choices will be offered to help children develop skills in independent living and life planning such as cooking, swimming, etc.

MIDDLE SCHOOL/TEENS (MST)

Middle/School Teen (MST): (grades 6th-8th) Fort Hamilton CYS offers comprehensive, supervised program options and affordable, quality, predictable services that are easily accessible for eligible youth in grades 6 through 12 who are generally 11 – 18 years of age.

The MST program utilizes a comprehensive youth development curriculum framework to ensure the physical, cognitive, social and emotional needs of youth are addressed. The framework is comprised of Four Service Areas to meet the core requirements. Youth will work together with staff to ensure they have input into activity choices. Activities must meet the needs and interests of the youth. Intent is to have a combination of youth and adult choices in the lesson plan. Youth will help determine frequency. Activities will reflect the program's written philosophy and goals for youth in a prominent area.

Program opportunities will be offered in life skills, citizenship and leadership in the following program areas:

- Youth Councils, which will provide opportunities for youth to actively participate in planning and conducting youth programs.
- Volunteer Community Service will provide opportunities for youth to actively learn through service to their community.
- Youth Technology Lab. Provides opportunities for youth to explore interests, enhance technology skills, and research information.
- MST program is a chartered affiliate of the Boys and Girls Club of America (BGCA) and a partner with 4-H Cooperative Extension.

We encourage our Families to share their culture, heritage and home language throughout all curriculums.

Before School Care: Before School care is offered for Middle School Children at SAC. To register for before school care please contact Parent Central Services. Spaces are limited and the cost is based on your Total Family Income.

CHILD & YOUTH SPORTS AND FITNESS PROGRAM

Youth Sports & Fitness Programs: (Ages 3-18 years) Offer developmentally appropriate opportunities for children and youth to be engaged in individual and team sports, competitions, skill building clinics, and nutrition and health classes that foster development of life-long healthy habits. Provided by trained CYS employees and volunteer coaches in a variety of settings including Youth Centers, MWR Facilities, Schools, and sports complex field.

The Child & Youth Sports and Fitness Program utilizes a comprehensive framework to ensure the physical, cognitive, social and emotional needs of youth are addressed;

- The System is comprised of Four Service Areas to meet the core requirements:
 - Team Sports
 - Individual Sports
 - Fitness and Health
 - Outreach

Fitness and Health programs focus on nutrition education/counseling and health promotion. These programs are implemented throughout the CYS Programs.

Registration: All Sports registration fees are determined by the DoD Fee Policy guidelines. All registrations are conducted at Parent Central Services, announcements for registration periods are in the Sound Off, MWR website, mass family emails (registered CYS families only), fliers, and on the installation marquee(s).

Sports Physicals: All children/youth participating in Youth Sports and Fitness Programs are required to have a yearly sports physical. The physical must be current throughout the sports season being played. All children registered for a sport without a sports physical must have one on file with Parent Central Services (PCS) **prior** to practice or your child/youth will not be able to physically participate in practices/games. If your child/youth's sports physical expires within the chosen season, the aforementioned policy will be implemented. However, PCS does not receive the new sports physical within 15 days of the expired physical, your child can no longer physically participate until the sports physical has been provided.

Volunteer Coaches: The Sports program is always looking to add more volunteer coaches to its coaching staff. Coaches Certification is mandatory for head coaches. The certification is completed by the sports staff through the National Alliance for Youth Sports (NAYS). All coaches will go through a background check, as well as receive a discount for sports registration fees for their children.

Parent/Coaches Meeting: A mandatory parent/coaches meetings are held prior to the start of each sport season. At this meeting the parents will meet their coach and find out when and where

they are practicing, CYS policy, and the Code of Conduct for coaches players and parents.

Children with Rescue Medication

Under CYS policy volunteer coaches and SKIES instructors are not authorized to administer rescue medications to children/youth registered for team or individual sports or classes. Parents are required to remain on site at all Sports practices and games with prescription labeled medication.

PARENT AND OUTREACH SERVICES

Parent Central Services: Operates as a one stop shop for child/youth for all CYS Programs. We are the first stop for registration, enrollment, records transfer, parent education classes, and babysitter training and referral services for Families. Registration and program orientations are required for participation in all CYS programs. Upon the completion of your enrollment into a program Parent Central Services staff will schedule you for a program orientation. **Families must attend mandatory parent orientation prior to starting care in a program.**

- Verifies a patron's eligibility using the DoD ID Card (Military, Civilian DoD contractor assigned to the Garrison, Reservist/National Guard, Active Duty soldier on orders)
- Determines services patrons needs (Wait list, hourly, part day, full day, SAC, MS/T, SKIES, Sports ,etc)
- Explains age appropriate programs associated with patron's children;
- Conducts a search for care in CYS for immediate openings within CYS.
- Conducts initial and re-registration of patrons into all CYS programs
- Explains Wait List polices and assists with wait list placement
- Determines patron fee category IAW with the latest fee policy
- Resource referral for off post child care.
- Volunteer Services
- Parent Education
- Babysitter Referral and Education

SKIESUNLIMITED

SKIESUnlimited Instructional Program: (Ages 3-18 years) Offers a range of out of school classes, e.g., music, dance, martial arts, gymnastics, technology, life skills, and SAT prep designed to complement, expand, and support the academic, life skills, and athletic experiences children and youth have within Army CYS Services Programs and Schools. Classes are provided by CYS employees and contract instructors in a variety of settings which may include Child Development Centers, School Age Programs, MWR and Community Facilities and Schools.

These Schools are:

- School of Academic Skills, Mentoring and Intervention
- School of Sports, Fitness & Health
- School of Arts, Recreation & Leisure
- School of Life Skills, Citizenship, & Leadership

Various camps, classes and special events offered during the year include but are not limited to the following: Tae Kwon Do, Dance, Driver's Education, Piano, and Gymnastics.

Withdrawal Policy: A written notice of withdrawal must be submitted at least two weeks prior to your child's last day of attendance. Until a withdrawal form is received, your registration holds a spot in the class.

Children with Rescue Medication

Under CYS policy volunteer coaches and SKIES instructors are not authorized to administer rescue medications to children/youth registered for team or individual sports or classes. Parents are required to remain on site at all SKIES activities/classes with prescription labeled medication.

SCHOOL SUPPORT SERVICES

School Support Services: (Grades K-12) The purpose of School Support Services is to reduce the conflict between military mission requirements and parental responsibilities related to K-12 education. School Support Services provides a variety of programmatic strategies and resources to achieve this mission and to support academic success and wellness for Army children and youth.

- **School Liaison Officers (SLOs):** Have strong educational backgrounds and are located on each Army garrison. SLOs provide support to Garrison Commanders, Army Families and school districts. SLOs advise garrison command staff on matters related to schools; assist Army Families with school issues; communicate information and support services to Army Families and schools; support Army Families during school transitions; collaborate with school districts to build positive relationships and address issues that impact Army students; facilitate training for parents, schools, and garrisons; foster reciprocal transition practices among school districts and increase school transition predictability for Army Families.
- **Homeschool Support:** Provided to Families who choose to homeschool their children. SLOs gather and share policies and resources to help these families overcome unique challenges and barriers.
- **Homework Centers (K-12 grades):** Create a safe and familiar before- and after-school academic support environment in school-age centers and youth centers.
- **School Youth Sponsorship Programs:** Ease school transitions in CONUS and OCONUS schools.
- **Tutor.Com: (K-1st Yr College)** Offers free, online tutoring services to dependent children of active duty Army personnel, dependent children of deployed Army National Guard personnel, dependent children of deployed Army Reserve personnel, dependent children of Army Wounded Warriors/Survivors, inactive/part-time Army National Guard personnel and their dependents and inactive/part-time Army.

ADVERSE WEATHER/LOCAL OR NATIONAL EMERGENCY:

The Child & Youth Services will follow Garrison Policy (FGGM Reg 210-10) when adverse weather plan is implemented (i.e., early release, delay or opening, delayed arrival or reduced operations) during adverse weather conditions. CYS will follow Force Protection Guidelines or Threatcon conditions.

Military Patrons whose commander has designated them as Adverse Weather Emergency Personnel (when an adverse weather plan is implemented) or Mission Essential/Emergency Personnel (in the event of a local or national emergency) must have their commander complete the applicable designation memorandum(s) and provide it to the center (please ask your program for the memorandum).

DoD Civilian Patrons whose commander/supervisor has designated them as Adverse Weather Emergency Personnel (when an adverse weather plan is implemented) or Mission Essential/Emergency Personnel (in the event of a local or national emergency) must provide the center with a copy of the official notification/appointment letter from their commander/supervisor and/or have their commander/supervisor complete the applicable designation memorandum(s) and provide it to the center (please ask your program for the memorandum).

Adverse Weather/Mission Essential Child Care Policy applies to single military/DoD Civilian parents and dual military/ DoD Civilian working parents, if **BOTH** are deemed as Adverse Weather or Mission Essential/Emergency Personnel (note if one parent from a dual working household is designated as mission essential/adverse weather personnel this contingency child care policy is not in effect for this Family).

Center staff may verify Adverse Weather or Emergency/Essential Personnel status with the commander/supervisor or the Civilian Personnel Advisory Center, Management Employees Relations Officer.

Exception to this policy may be requested through the Facility Director to the CYS, Chief.

When notification is received during hours of operation that the Garrison has implemented an **Early Release**, non-emergency parent will be expected to pick up their children within one hour of the designated time of early release time. Late will be applied after one hour.

Early Release: When determined during normal duty hours that Fort Hamilton commuting area driving conditions are, or probably will become hazardous, non-critical personnel will be release from duty; however, mission essential personnel must remain and/or report as scheduled. Excused absence is authorized and will be considered for mission essential personnel committed to car pools when public transportation is not available and a sufficient work force remains to accomplish mission essential functions. The Directorate of Plans, Training, Mobilization and Security (DPTMS) will notify garrison staff and subordinate units that Fort Hamilton has implemented an "Early Release" at specified time.

When the Garrison implements a **Delayed Arrival**, children or emergency personnel will be given priority service. The center will only accept children of non-emergency personnel during the delayed arrival time as staffing permits.

Delayed Opening: When weather conditions have deteriorated during non-duty hours and the decision to delay opening facilities is mad, a delayed opening will be authorized and the

decision to delay opening will be authorized; however, critical personnel must report as scheduled. This delayed opening time is required to clear impassable roads that are likely to remain so until a specific time, to ensure safe travels.

When **Garrison Closures or Reduced Operations**, are in effect to include:

Adverse Weather: ***All child care facilities will be closed.*** Parents must utilize personal backup contingency plans as there are no designated Family Child Care (FCC) homes to provide care. CYS will credit your account for the difference in fees. You will need to provide your receipt for care to your center in order to receive credit.

Force Protection Conditions (FPCON Delta), care will be provided for those children whose parent(s) has provided the center with the memorandum (s) described in paragraph 2 above.

Reduced Operations: Conditions become so severe or unsafe that the Garrison Commander curtails all but specified functions. All other personnel are granted administrative leave.

APPENDIX A- Child Readmission Criteria

Child's Name: _____ Date/Time: _____

Dear Parent or Guardian:

You have been asked to take your child/youth home early today because he/she **appears** to have the signs or symptoms of illness as listed below.

The criteria listed for readmission have been developed to ensure your child/youth is ready to return to a group setting and to reduce the spread of illnesses between children. Please ensure that your child meets all the criteria listed **before** you bring him/her back to our program. **For illness requiring a 24-hour absence, the child/youth must be free of symptoms or illness for 24-hour period before readmission.**

We hope your child/youth gets better soon. Thank you for your cooperation.

SYMPTOM	READMISSION CRITERIA
<p>_____ Fever of 101° F axillary (100.5° F for 0-3 months of age), 100 degrees with at least one flu symptom (i.e. runny nose, cough, congestion, sore throat, intestinal upset, and diarrhea)</p>	<p>1. May return to the program when fever has been absent for 24 hours. 2. A visit to the clinic is not required. 3. Licensed Independent Practitioner's signature is not required for readmission.</p> <p>Please note admission criteria for Culture Proven Strep Infection:</p> <p>1. Documentation of a visit to the clinic is required. 2. Licensed Independent Practitioner's signature is required for readmission. 3. May return to the program after 24 hours on antibiotic therapy and no fever for 24 hours.</p>
<p>_____ Diarrhea (2 or more loose, watery stools above normal during a 24 hour period) or explosive stool that cannot be contained in the diaper or accidents in toilet trained children)</p>	<p>1. May return to the program when diarrhea has been absent for 24 hours 2. A visit to the clinic is not required for readmission. 3. Licensed Independent Practitioner's signature is not required for readmission</p>
<p>_____ Vomiting (2 or more vomiting episodes in a 24 hour period)</p>	<p>1. May return to the program when vomiting has been absent for 24 hours. 2. A visit to the clinic is not required for readmission. 3. Licensed Independent Practitioner's signature is not required for readmission</p>
<p>_____ Not feeling well enough to participate in the usual daily activities</p>	<p>1. A visit to the clinic is not required. 2. Licensed Independent Practitioner's signature is not required for readmission. 3. May return to the program when well enough to participate in activities.</p>
<p>_____ Pink Eye with Drainage</p>	<p>1. Documentation of a visit to the clinic is required. 2. Licensed Independent Practitioner's signature is required for readmission.</p> <p>Please note admission criteria for conjunctivitis: May return to the program 24 hours after start of antibiotics (if prescribed) and eyes are clear and no longer discharging.</p>

Child's Name: _____ Date/Time: _____

<p>_____ Rash/Itching Skin</p>	<p>1. Documentation of a visit to the clinic <u>is</u> required. 2. Licensed Independent Practitioner's signature on attached form <u>is</u> required.</p> <p>Please note admission criteria for the following diagnosis: Impetigo – no longer weeping, covered and under treatment. Scabies – under treatment Lice – under treatment and free of live lice and nits close to the scalp (within 1/4 inch) Ringworm – under treatment and covered Pinworm – under treatment for 24 hours Chicken Pox – lesions are crusted, usually five to six day after onset Coxsackie (hand, foot and mouth) – blisters or lesions are dry crusted, and drooling caused by mouth blisters has ceased. MRSA – Under treatment for 24 hours and covered.</p>
<p>_____ Other (please list)</p>	<p>Director advises APHN/CYSS Nurse to determine Readmission Criteria. Possible SNAP team may be warranted.</p>

**REMINDER: REGARDLESS OF HAVING MET OTHER CRITERIA,
 NO CHILD MAY BE ADMITTED WITH A FEVER.
 CHILDREN MUST BE WELL ENOUGH TO PARTICIPATE IN DAILY ACTIVITIES**

Parent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

LICENSED INDEPENDENT PRACTITIONER'S STATEMENT

Diagnosis: _____

Medication/Treatment: _____

Date child is no longer contagious and is authorized to return to CYS program: _____

Licensed Independent Practitioner's Stamp:

Licensed Independent Practitioner's signature: _____ Date: _____

Updated: 6/5/12

APPENDIX B- Approved Basic Care List**Fort Hamilton CYS Approved Basic Care Item List**

Acceptable basic care items are limited to commercially prepared topical items used for the prevention of sunburn, diaper rash, teething irritation, eczema, dry skin and lips, and insect bites. They may be used only in the absence of broken skin and when there is no sign of infection. Aerosol items are not allowed; pump sprays are acceptable. The use of combination sunscreen and insect repellent is not permitted.

Sunscreen (with UVB and UVA protection of SPF 15 or higher)

Insect Repellents (not recommended for children younger than two months)

Possible ingredients:

DEET - products should contain no more than 30% DEET

percaridin

lemon eucalyptus - products should not be used on children younger than three years

permethrin

Diaper Rash Prevention: brand name or generic equivalent non-prescription ointments

Including, but not limited to, Desitin, Balmex, Triple Paste, Zinc Oxide, Vaseline (petroleum jelly), A&D Ointment, Butt Paste

Eczema/Dry Skin: brand name or generic equivalent non-prescription ointments

Including, but not limited to, Eucerin, Aquaphor, Cetaphil, Aveeno, Vaseline (petroleum jelly), lip balm/chapstick

Teething Gels

Benzocaine should not be used on children younger than 2 years

APPENDIX C- Approved Medication List

Antibiotics: Medications that destroy or stop the growth of infective agents. Child must have been on the prescribed medications for 24 hours before it can be administered by CYS personnel:

Trade Name	Generic Name
Amoxil	Amoxicillin
Augmentin	Amoxicillin/Clavulanate
Amicil, Omnipen	Ampicillin
Bactrim/Septra	Trimethoprim/sulfamethoxazole
Biaxin	Clarithromycin
Cleocin	Clindamycin
Furadantin/Macrochantin	Nitrofurantoin
Gantrisin	Sulfisoxazole
Pediazole /Peditamycin	Erythromycin/sulfisoxazole
Penicillin	Penicillin
Septra	Trimethoprim/sulfamethoxazole
Suprax	Cefixime
Keflex	Cephalexin
Zithromax	Azithromycin

Most common side effects – Nausea, vomiting and/or diarrhea

Antihistamines/Decongestants: Medications used to relieve the symptoms of allergies and reduce congestion and swelling in the nose and sinuses:

Trade Name	Generic Name
Allegra	Fexofenadine HCL
Atarax Syrup	Hydroxyzine
Benadryl	Diphenhydramine
Chlor-Trimeton (CTM)	Chlorpheniramine
Claritin	Loratadine
Robitussin	Guaifenesin
Dimetapp	Brompheniramine Maleate/Phenylpropanamine
Zyrtec	Cetirizine HCL

Most common side effects – Drowsiness, restlessness, dizziness, rapid or pounding heartbeat, trouble sleeping, shaking of the hands, tremors, and or dryness of the mouth.

Topical Ointments/Anti-infective/Anti-fungal ointments and suspensions:

Trade Name	Generic Name
Kenalog	Triamcinolone – cream/ointment
Mycolog II	Triamcinolone/Nystatin
Mycostatin	Nystatin – ointment/oral suspension
Tridesilon	Desonide – cream/ointment
Westcort 0.2% cream	Hydrocortisone-valerate 0.2% cream
Grifulvine-V	Griseofulvin
Diflucan	Fluconazole
Hydrocortisone 1% cream	Hydrocortisone 1% cream
Elidel	Pimecrolimus

APPENDIX D- Immunization Schedule

Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger, UNITED STATES, 2018

- Consult relevant ACIP statements for detailed recommendations (www.cdc.gov/vaccines/hcp/acip-recs/index.html).
- When a vaccine is not administered at the recommended age, administer at a subsequent visit.
- Use combination vaccines instead of separate injections when appropriate.
- Report clinically significant adverse events to the Vaccine Adverse Event Reporting System (VAERS) online (www.vaers.hhs.gov) or by telephone (800-822-7967).
- Report suspected cases of reportable vaccine-preventable diseases to your state or local health department.
- For information about precautions and contraindications, see www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html.

Approved by the

Advisory Committee on Immunization Practices
(www.cdc.gov/vaccines/acip)

American Academy of Pediatrics
(www.aap.org)

American Academy of Family Physicians
(www.aafp.org)

American College of Obstetricians and Gynecologists
(www.acog.org)

This schedule includes recommendations in effect as of January 1, 2018.

The table below shows vaccine acronyms, and brand names for vaccines routinely recommend

Vaccine type	Abbreviation	Brand(s)
Diphtheria, tetanus, and acellular pertussis vaccine	DTaP	Daptacel Infanrix
Diphtheria, tetanus vaccine	DT	No Trade Name
<i>Haemophilus influenzae</i> type B vaccine	Hib (PRP-T) Hib (PRP-OMP)	ActHIB Hiberix PedvaxHIB
Hepatitis A vaccine	HepA	Havrix Vaqta
Hepatitis B vaccine	HepB	Engerix-B Recombivax HB
Human papillomavirus vaccine	HPV	Gardasil 9
Influenza vaccine (inactivated)	IIV	Multiple
Measles, mumps, and rubella vaccine	MMR	M-M-R II
Meningococcal serogroups A, C, W, Y vaccine	MenACWY-D MenACWY-CRM	Menactra Menveo
Meningococcal serogroup B vaccine	MenB-4C MenB-FHbp	Bexsero Trumenba
Pneumococcal 13-valent conjugate vaccine	PCV13	Prenvar 13
Pneumococcal 23-valent polysaccharide vaccine	PPSV23	Pneumovax
Poliovirus vaccine (inactivated)	IPV	IPOL
Rotavirus vaccines	RV1 RV5	Rotarix RotaTeq
Tetanus, diphtheria, and acellular pertussis vaccine	Tdap	Adacel Boostrix
Tetanus and diphtheria vaccine	Td	Tenivac No Trade Name
Varicella vaccine	VAR	Varivax
Combination Vaccines		
DTaP, hepatitis B and inactivated poliovirus vaccine	DTaP-HepB-IPV	Pediarix
DTaP, inactivated poliovirus and <i>Haemophilus influenzae</i> type B vaccine	DTaP-IPV/Hib	Pentacel
DTaP and inactivated poliovirus vaccine	DTaP-IPV	Kinrix Quadracel

ed for children and adolescents. The use of trade names in this immunization schedule is for identification purposes only and does not imply endorsement by the ACIP or CDC.



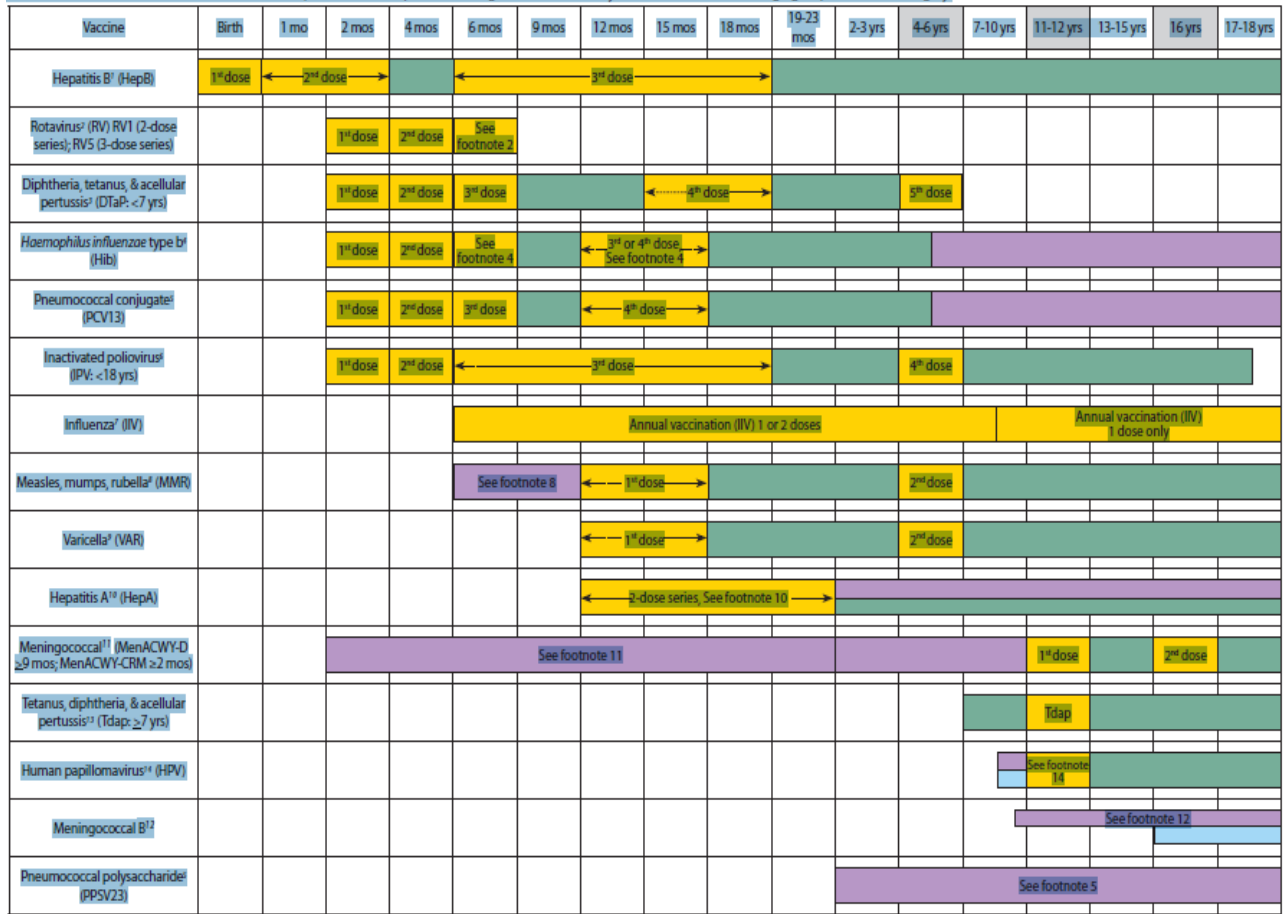
U.S. Department of Health and Human
Services Centers for Disease Control

Figure 1

Figure 1. Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger—United States, 2018.

[FOR THOSE WHO FALL BEHIND OR START LATE, SEE THE CATCH-UP SCHEDULE (FIGURE 2)].

These recommendations must be read with the footnotes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars in Figure 1. To determine minimum intervals between doses, see the catch-up schedule (Figure 2). School entry and adolescent vaccine age groups are shaded in gray.



 Range of recommended ages for all children
 Range of recommended ages for catch-up immunization
 Range of recommended ages for certain high-risk groups
 Range of recommended ages for non-high-risk groups that may receive vaccine, subject to individual clinical decision making
 No recommendation

NOTE: The above recommendations must be read along with the footnotes of this schedule.

Figure 2

FIGURE 2. Catch-up immunization schedule for persons aged 4 months–18 years who start late or who are more than 1 month behind—United States, 2018.

The figure below provides catch-up schedules and minimum intervals between doses for children whose vaccinations have been delayed. A vaccine series does not need to be restarted, regardless of the time that has elapsed between doses. Use the section appropriate for the child's age. Always use this table in conjunction with Figure 1 and the footnotes that follow.

Vaccine	Minimum Age for Dose 1	Children age 4 months through 6 years				
		Dose 1 to Dose 2	Minimum Interval Between Doses		Dose 3 to Dose 4	Dose 4 to Dose 5
Hepatitis B ¹	Birth	4 weeks	8 weeks and at least 16 weeks after first dose. Minimum age for the final dose is 24 weeks.			
Rotavirus ²	6 weeks Maximum age for first dose is 14 weeks, 6 days	4 weeks	4 weeks ² Maximum age for final dose is 8 months, 0 days.			
Diphtheria, tetanus, and acellular pertussis ³	6 weeks	4 weeks	4 weeks		6 months	6 months ²
<i>Haemophilus influenzae</i> type b ⁴	6 weeks	4 weeks if first dose was administered before the 1 st birthday. 8 weeks (as final dose) if first dose was administered at age 12 through 14 months. No further doses needed if first dose was administered at age 15 months or older.	4 weeks ⁴ if current age is younger than 12 months and first dose was administered at younger than age 7 months, and at least 1 previous dose was PRP-T (ActHib, Pentacel, Hibertix) or unknown. 8 weeks and age 12 through 59 months (as final dose) ⁴ • if current age is younger than 12 months and first dose was administered at age 7 through 11 months; OR • if current age is 12 through 59 months and first dose was administered before the 1 st birthday, and second dose administered at younger than 15 months; OR • if both doses were PRP-OMP (PedvaxHIB; Comvax) and were administered before the 1 st birthday. No further doses needed if previous dose was administered at age 15 months or older.		8 weeks (as final dose) This dose only necessary for children age 12 through 59 months who received 3 doses before the 1 st birthday.	
Pneumococcal conjugate ⁵	6 weeks	4 weeks if first dose administered before the 1 st birthday. 8 weeks (as final dose for healthy children) if first dose was administered at the 1 st birthday or after. No further doses needed for healthy children if first dose was administered at age 24 months or older.	4 weeks if current age is younger than 12 months and previous dose given at <7 months old. 8 weeks (as final dose for healthy children) if previous dose given between 7–11 months (wait until at least 12 months old); OR if current age is 12 months or older and at least 1 dose was given before age 12 months. No further doses needed for healthy children if previous dose administered at age 24 months or older.		8 weeks (as final dose) This dose only necessary for children aged 12 through 59 months who received 3 doses before age 12 months or for children at high risk who received 3 doses at any age.	
Inactivated poliovirus ⁶	6 weeks	4 weeks ⁶	4 weeks ⁶ if current age is < 4 years 6 months (as final dose) if current age is 4 years or older		6 months ⁶ (minimum age 4 years for final dose).	
Measles, mumps, rubella ⁷	12 months	4 weeks				
Varicella ⁸	12 months	3 months				
Hepatitis A ⁹	12 months	6 months				
Meningococcal ¹⁰ (MenACWY-D ≥9 mos; MenACWY-CRM ≥2 mos)	6 weeks	8 weeks ¹¹	See footnote 11		See footnote 11	
Children and adolescents age 7 through 18 years						
Meningococcal ¹² (MenACWY-D ≥9 mos; MenACWY-CRM ≥2 mos)	Not Applicable (N/A)	8 weeks ¹¹				
Tetanus, diphtheria, tetanus, diphtheria, and acellular pertussis ³	7 years ¹²	4 weeks	4 weeks if first dose of DTaP/DT was administered before the 1 st birthday. 6 months (as final dose) if first dose of DTaP/DT or Tdap/Td was administered at or after the 1 st birthday. Routine dosing intervals are recommended. ¹⁴		6 months if first dose of DTaP/DT was administered before the 1 st birthday.	
Human papillomavirus ¹³	9 years					
Hepatitis A ⁹	N/A	6 months				
Hepatitis B ¹	N/A	4 weeks	8 weeks and at least 16 weeks after first dose.			
Inactivated poliovirus ⁶	N/A	4 weeks	6 months ⁶ A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.		A fourth dose of IPV is indicated if all previous doses were administered at <4 years or if the third dose was administered <6 months after the second dose.	
Measles, mumps, rubella ⁷	N/A	4 weeks				
Varicella ⁸	N/A	3 months if younger than age 13 years 4 weeks if age 13 years or older.				

NOTE: The above recommendations must be read along with the footnotes of this schedule.

Footnotes— Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger, UNITED STATES, 2018

For further guidance on the use of the vaccines mentioned www.cdc.gov/vaccines/hcp/acip-recs/index.html.

Information retrieved from: www.cdc.gov/vaccines/hcp/acip-recs/index.html.

APPENDIX F- Payment due date Reminder:**2021 CHILDCARE PAYMENT DATE REMINDER**

BILL DATE	5 th Business Day Last Day to Pay Before Late Fees are applied.	Termination of Services due to Non-Payment -Close of Business-
January 1, 2021	January 8, 2021	January 31, 2021
January 15, 2021	January 22, 2021	
February 1, 2021	February 7, 2021	February 28, 2021
February 15, 2021	February 22, 2021	
March 1, 2021	March 7, 2021	March 29, 2021
March 15, 2021	March 21, 2021	
April 1, 2021	April 5, 2021	April 30, 2021
April 15, 2021	April 19, 2021	
May 1, 2021	May 7, 2021	May 31, 2021
May 15, 2021	May 21, 2021	
June 1, 2021	June 7, 2021	June 28, 2021
June 15, 2021	June 21, 2021	
July 1, 2021	July 8, 2021	July 31, 2021
July 15, 2021	July 19, 2021	
August 1, 2021	August 7, 2021	August 30, 2021
August 15, 2021	August 21, 2021	
September 1, 2021	September 9, 2021	September 30 , 2021
September 15, 2021	September 20, 2021	
October 1, 2021	October 7, 2021	October 31, 2021
October 15, 2021	October 21, 2021	
November 1, 2021	November 7, 2021	November 29, 2021
November 15, 2021	November 21, 2021	
December 1, 2021	December 6, 2021	December 31, 2021
December 15, 2021	December 20, 2021	

If full payment (to include late fees) is not received by COB on the last business day of each month the account becomes *delinquent* and services will be terminated. Delinquent accounts are denied services for all CYS programs and FMO will initiate a DD 139 to process the account for collection. All delinquent fees must be paid in full to be eligible to use any programs in CYS.

APPENDIX G- Delinquent Account

- \$10.00 Late Fee applied to the patrons' account, per child per program per billing cycle (each month).
- Services are Terminated, Pass is suspended if payments are not received by the last business day of the month. Childcare will be denied.
- Pay delinquent bill with the Financial Management Office (FMO) 718-630-4778. Methods of payment include: Check, Cash, and Credit/Debit Card.
- Enrollment in a financial management program is required for all accounts delinquent at the end of the month. Make an Appointment with Army Community Services (ACS) Financial Counselor 718-630-4462.
- Submit a letter requesting Exception to Policy along with documentation from ACS, through your facility
- Director requesting re-enrollment.
- You will be notified by your facility Director when the Exception to Policy has been approved or disapproved.
- Upon exception approval make an appointment with Parent Central Services for re-enrollment or waitlist placement pending facility vacancy 718-630-4805.

APPENDIX H- Military Childcare Family Types and Priorities

Military Family Types and DoD Priority

Families select their sponsor type (e.g., Active Duty Military, DoD Civilian) and spouse status (e.g., Working, Student, Seeking Employment, Non-Working) when they create or update their MCC household profile. MCC uses this information to create a military family type for the household, which is associated with a DoD priority. MCC uses the assigned DoD priority, along with the request for care date to determine sequence on the waitlist.

The chart below contains a complete list of all DoD priorities. You can use this chart as a quick reference when speaking to families about the DoD placement process or their specific DoD priority for care.

Military Family Type	Priority
CHILD DEVELOPMENT PROGRAM STAFF	
Child Development Program Staff	1A
ACTIVE DUTY COMBAT RELATED WOUNDED WARRIOR	
Combat Related Wounded Warrior*	1B.1
ACTIVE DUTY MILITARY/ACTIVE DUTY COAST GUARD	
Single/Dual Active Duty Military/Coast Guard	1B.2
With Full-Time Working Spouse	1B.4
With Part-Time Working Spouse	1C.1
With Spouse Seeking Employment	1C.1
With Full-Time Student Spouse	1D.1
With Non-Working Spouse	3A
GUARD/RESERVE ON ACTIVE DUTY OR INACTIVE DUTY TRAINING STATUS	
Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status	1B.3
With Full-Time Working Spouse	1B.5
With Part-Time Working Spouse	1C.2
With Spouse Seeking Employment	1C.2
With Full-Time Student Spouse	1D.2
With Non-Working Spouse	3A
DOD/COAST GUARD CIVILIAN	
Single/Dual DoD or Coast Guard Civilian	2A
With Full-Time Working Spouse	2B
With Spouse Seeking Employment	3B
With Full-Time Student Spouse	3C
With Part-Time Working Spouse	3F
With Non-Working Spouse	3F

Military Family Type	Priority
GOLD STAR SPOUSE (COMBAT RELATED)	
Gold Star Spouse (Combat Related)	3D
DOD CONTRACTOR	
Single/Dual DoD Contractor	3E
With Full-Time Working Spouse	3E
With Spouse Seeking Employment	3E
With Full-Time Student Spouse	3E
With Part-Time Working Spouse	3F
With Non-Working Spouse	3F
OTHER ELIGIBLE	
Deactivated Guard/Reserve Personnel	3F
Other Federal Employees	3F
Military Retirees	3F

- *When Service members designated as combat-related wounded warrior in an Active Duty status require hospitalization, extensive rehabilitation, or significant care from a spouse or care provider and requires full-time child care, they may be placed into Priority 1B. This designation requires installation commander approval (this authority cannot be delegated).
- Definitions: Full-Time and Part-Time Working
 - Full-Time Working: Working 30 hours per week or 100 hours per month OR working less than 30 hours per week or 100 hours per month and enrolled in a post-secondary educational institution
 - Part-Time Working: Working less than 30 hours per week or 100 hours per month
- Guidance: Full-Time and Part-Time Student
 - Full-time student status will be verified once an offer is made. The family may be asked to show documentation from the school verifying the full-time status during the eligibility verification process.
 - Part-time students who are not working should select "Non-Working."

Note: It is the responsibility of the parent/guardian to confirm interest in remaining on the waitlist by updating militarychildcare.com every 30 days. You will receive an email from militarychildcare.com directly asking you to update your request for care. When a space is offered parent/guardians are given forty-eight (48) hours to accept or decline the space. If the care option is declined, then the child's/youth's name will be moved to the bottom of the wait list you are on. If the parent do not accept or decline the offer will cancel out and you will be removed from the waitlist. If Parent Central Services is unable to contact the parent/guardian, the space will be made available to the next eligible child/youth on the wait list.

APPENDIX I- Parent Participation Opportunities

Parents are the first and most influential teachers in their child’s life.

Research shows the single most important factor that determines a child success in school and throughout life is parent or family involvement. Parental involvement refers to the amount of participation a parent (e.g. sponsor or legal guardian) has in a child’s schooling.

Parents are an indispensable and a valuable resource. The Military Child Care Act requires the establishment of a parent participation program at each DoD installation. CYS view parents as assets rather than liabilities because of the level of knowledge and expertise they possess. As parents, they have firsthand knowledge of their own children’s strength and weakness, as patrons they have firsthand experience with CYS programs.

Category	Activity	Point Value
Program Evaluation	Completion of selected surveys such as COA, NAFCC, or NAEYC Accreditation.	1 point per hour spent or 1 point per completed survey.
Parent Education	Attend parent education session or PAC meeting.	2 points per parent education session or PAC meeting. **For Officers: additional point per hour spent in preparation of the agenda as well as the meeting attendance.
Community of Special Events	MOMC programs, Seasonal Parties- assisting in some way (does not include points for attendance alone).	1 point per hour spent
Classroom Activities	Participation in program activities-i.e. FCC Home, CDC, SAC, or MST facilities, Participate on field trips, assist with lunchtime, Share talent or assist with homework.	1 point per hour spent
Program Wide Projects	Repair toys and equipment, prepare newsletter, and laminate classroom or program materials.	1 point per hour spent
Individual Projects	Make games, record books on CD, create prop boxes, sew or make classroom materials.	TBD in advance. Range is 1-3 points per project. Consideration given to time spent.

APPENDIX J- CYS Code of Conduct

UNITED STATES ARMY
CHILD & YOUTH SERVICES

CHILD & YOUTH SERVICES**CODE OF CONDUCT**

We believe all children and those who care for them deserve a safe, supportive and caring learning environment. Child & Youth Services (CYS) encourages appropriate behaviors that reflect respect, tolerance, patience, understanding and every effort will be made to foster honest and productive dialogue for all.

In the spirit of these beliefs, CYS patrons (regardless of age) will be expected to follow the code of conduct outlined below. CYS includes: Child Development Centers, Family Child Care, School Age Services, Youth Programs (Middle School/Teen), School Support Services (School Liaison), Youth Sports, Parent & Outreach Services and CYS Leadership and Administration.

ATTENTION: Children are not to be left without parent supervision at any CYS program or service without current and complete registration. If your annual registration has expired then you are not registered. CYS is not responsible for children that are not registered and properly signed in for care.

1. All children, youth, staff and families will be treated with respect. Children/youth are not to ridicule or bully other children/youth. If a child/youth is having issues with another children/youth, it is expected that it be brought to the attention of the lead staff person to be dealt with appropriately. The Sponsor is responsible for dependent actions while participating in CYS Programs. **The Sponsor's Commander or Supervisor may be contacted or services may be discontinued for disruptive, disrespectful or bullying behavior by Sponsor or Sponsor's dependents.**

2. All concerns regardless of subject matter should be brought to the attention of the staff member in an appropriate manner. Staff members have access to private offices or work spaces where personal issues may be discussed. If a staff member is not available, please contact a Program Director to set up a convenient time for all interested parties to meet to discuss problems. The front desk should only be used for pickup of notices and payment. Any concerns or disapprovals of the policies or business practices should be brought directly to the Program Director. In turn, we will respect your privacy and any issues that CYS needs to address that are personal in nature will be dealt with appropriately.

3. Only authorized staff members are allowed in private offices or work spaces. Registered patrons or registered designees may be invited into an office for business-related matters and are welcome in their child's or children's classroom(s).
4. Persons in front reception area are expected to wait quietly and respect the property and confidentiality of CYS. No running, jumping or climbing on furniture. A verbal warning will be given if necessary before a written warning will be issued. Inappropriate behavior in the waiting area disrupts program activities and others utilizing services. We are only responsible for children/youth during their registered activity time. CYS does not assume responsibility for children/youth before or after their assigned activity time. Children/youth should be picked up promptly at end of services and parents should call to alert CYS if you will be late. A late fee will be assessed.
5. Parents are expected to refrain from inappropriate conversations while at CYS/Functions as there are always children present. All patrons will refrain from use of offensive, foul or inappropriate language while on CYS premises or utilizing CYS.
6. Please practice patience and respect at all times. We value each of you and are happy to answer questions and help whenever possible. We, the staff of CYS, will treat each parent, children/youth and guest with the same respect and patience. The staff of CYS will role model adherence to these outlined rules.
7. There is to be no smoking within 50 ft. of CYS. Army Regulation 600-63, Army Health Promotion, 14 April 2015, paragraph 7-3 h, requires that "use of tobacco products is prohibited in and at all CYS facilities and sports fields, except in designated areas out of the presence of view of children/youth". Let's work together to keep our program environments clean and healthy.

Any patron, visitor or staff member found to be in violation of these rules may be asked to leave by a manager on duty or designee and served with a written warning. If the behavior continues, the CYS Chief will review the situation and may pursue discontinuance of services.

If behaviors are deemed abusive, unsafe or threatening the Military Police will be called.

Shauna Nunn
 Coordinator
 Child & Youth Services



UNITED STATES ARMY
CHILD & YOUTH SERVICES

**CHILD & YOUTH SERVICES
CODE OF CONDUCT**

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of the Child & Youth Services Code of Conduct.

_____ (Patron Name) _____ (Signature) _____ (Date)

***** Please sign and return to your CYS Program administration area.**