



# **Fort Leonard Wood**

## **Parent Handbook**

**May 2020**

## Fort Leonard Wood Child and Youth Services Facilities and Contact Information

### Parent Central Services (Registration for all programs)

13486 Replacement Avenue, Building 470, Suite 1126  
Monday – Friday 0730-1630  
DSN: 581-0238/0421 CIV: (573) 596-0238/0421  
Webtrac: <https://webtrac.mwr.armymil>



### Child Development Center 408

13467 Headquarters Avenue, Building 408  
Monday – Friday 0530-1730  
DSN 581-0182 CIV (573) 596-0197/0210

### Child Development Center 614

13613 Replacement Avenue, Building 614  
Monday – Friday 0730-1730  
DSN 581-0120 CIV (573) 596-0120

### Child Development Center 615

13523 Replacement Avenue, Building 615  
Monday – Friday 0530-1730  
DSN 581-0197/0210 CIV (573) 596-0197/0210



### Family Child Care (FCC)

13486 Replacement Avenue, Building 470, Suite 1125  
Monday – Friday 0730-1630  
DSN 581-0185 CIV (573) 596-0185



### School Age Center (SAC)

13363 Replacement Avenue, Building 616  
Monday – Friday, 0530-0830 and 1500-1730  
School Out Days, All Camps 0530-1730  
DSN 581-0239 CIV (573) 596-0239



### School Liaison Specialist

13486 Replacement Avenue, Building 470, Suite 1102  
DSN 581-0357 CIV (573) 596-0357



**Youth Center**

2538 Young Street, Building 9625  
Monday – Thursday... 1430-1800  
Friday.....1430-2000  
Saturday..... Alternate  
DSN 581-0209 CIV (573) 596-0209



**Youth Sports and Fitness/*Schools of Knowledge, Inspiration, Exploration and Skills (SKIES) Unlimited* Instructional Programs**

2538 Young Street, Building 9625  
DSN 581-2611 CIV (573) 596-2611/2641  
DSN 581-0209 CIV (573) 596-0209



## CYS Program Closure

All Fort Leonard Wood CYC Programs are closed on Federal Holidays, the Friday before Memorial Day and the Friday before Columbus Day.

### CONTENTS

#### Introduction

Fort Leonard Wood Facilities and Program Contact Information
Table of Contents
Welcome Letter from the Coordinator

#### Customer Service

Caregiver's Creed	1
Customer's Covenant, Mission and Vision	1
Army CYC Goals and Philosophy	2
Families	2
Confidentiality	3
Diversity/Non-Discrimination	3
Open Door Policy	3
Deployment Support Services	3
Communication/Feedback	3
Chain of Command Contact Information	3

#### CHAPTER 1 – Programs

Child Development Centers	5
Family Child Care	5
School Age Center	5
Youth Centers	5
Youth Sports & Fitness Programs	5
Parent Outreach Services	6
SKIES Unlimited <i>Instructional</i> Programs	7
Total Army Strong	7
School Support Services	8
Community Based Programs	8

## **CHAPTER 2 – Safety & Risk Management**

Child Abuse and Neglect	10
Child Abuse Reporting	10
Background Clearances	10
Building Security and Access	11
Sign In/Out of Facilities	11
Idling Vehicles	11
Child Guidance and Touch Policy	11
Behavior Concerns/Denial of Services	12
Bullying	12
CYS Behavioral Military & Family Life Counselor (CYB-MFLC)	12
Closed Circuit Television (CCTV)	13
Adult/Child Ratios	13
Staff Training and Professional Development	14
Parents as Partners	14
Regulations and Inspections	14
DoD Certification	15
Accreditation	16

## **CHAPTER 3 – Registration Processes and Procedures**

Patron Eligibility	17
Sponsor Priority Levels for Contracted Childcare	17
Definition of a Parent	19
Parent Central Services	19
Items Required for Registration	20
Forms to Complete at CYS Registration	22
Immunizations and Immunization Waivers	23
Health Assessments/Sport Physical Statement (HASPS)	24
Special Needs Accommodation Process (SNAP)	25
SNAP Team	25
Special Diet	26
Medical Action Plan (MAP)	26
Reasonable Accommodation	27
Waitlist MilitaryChildCare.com (aka MCC)	28
Viable Child Care Option	29
Child Care Aware of America	30
Middle School Teen Registration	30

## **CHAPTER 4 – Daily Operations**

Daily Admission/Release Arrival and Departure Procedures	31
Notification of Absence	32
Supervision	32
Exclusion for Illness	33
Program Notification of Illness	34
School Age	34
Readmission After Illness	34
Basic Care Items	35
Administration/Storage of Medication	36
Self-Medication	38
Rest and Nap Periods	38
Personal Items from Home/Dress Code	39
Outdoor Activities	39
Diapering/Toilet Training	40
Dental Care	40
Transitions	40
Celebrations	41
Emergency Closure/Evacuation/Mobilization	41
Minor Accidents/Emergencies	41
Alcohol and Tobacco Policy	42
Lost and Found	42
Transportation Policy	42
Field Trips	42
Food and Nutrition	43
Family Style Dining	43
Parent Participation Program	43

## **CHAPTER 5 – Payments and Refunds**

Joint Base Locations	45
Tax Liability	45
Total Family Income (TFI)	45
Program Fees	47
Non Payment	48
Financial Hardship Waiver	49
Leave/Vacation Options	49
Withdrawal/Out-Processing	50

Absenteeism	50
Refunds	50
Parent Fee Reductions/Incentives	51
Multiple Child Reduction	51
Family Child Care Fee Incentive	52
Family Child Care Extended Duty Care Fee Assistance	52

### **CHAPTER 6 – Curriculum**

Infants	53
Toddlers	53
Preschoolers	53
CDC/FCC Homes	54
School Age Center	54
Middle School/Teen	55
Youth Sports & Fitness	56

Dear Parents,

Welcome to Fort Leonard Wood Child and 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 children/youth ages four weeks to 18 years old. Lastly, our programs and activities are specifically designed by early childhood and youth development specialists to meet the growing needs of 21<sup>st</sup> century Military Families.

Fort Leonard Wood 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. Research shows that when Families and teachers work together in support of learning, it results in the child/youth remaining in school longer, performing better in school and possessing a higher sense of self-esteem.

We thank you for partnering with Fort Leonard Wood CYS 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.

Again, thank you for considering Fort Leonard Wood CYS.

Sincerely,

*Fort Leonard Wood  
CYS Coordinator*

## Caregiver's 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 customer through predicable, consistent and efficient customer focused service.

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

- ✚ Always be respected and 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

## CYS Mission

Our mission is Caring. CYS is a Readiness Enabler. We support the military lifestyle while reducing conflict 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.

## CYS Vision

CYS Programs are dedicated to providing:

- ✚ Seamless delivery systems for children/youth enrolled in CYS Family Child Care Homes and Child Development Centers (CDCs)
- ✚ Predicable services
- ✚ Safe, healthy family-friendly environments
- ✚ Well managed programs
- ✚ Accountability for Army, Community, CYS Staff, children/youth and Parents

- ✚ Satisfied customers – children/youth, Parents, Army and Community
- ✚ Maintain status as a “Benchmark for America’s Child Care” and becoming the “Benchmark for America’s Youth Programs”

## CYS 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 transitions/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.

## CYS Philosophy

CYS programs are designed to help your child/youth build within themselves a positive self-concept that generate 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.

## Families

Families are the first and primary teachers in their child’s life. We support Families in this role through a variety of services that address the specific needs of each family, to include formal and informal education opportunities. Communication between the child’s primary teacher and Family, as well as management and support staff, is critical and includes an open honest exchange of ideas, concerns, shared decision making, and respect for cultural diversity. We encourage Families to share their culture, heritage and home language.

### **Confidentiality**

Only authorized CYS staff will have access to patron files. CYS is committed to protecting the privacy of patron information. Medical information concerning patrons is absolutely confidential under state and federal law and may not be discussed at any time with any person under any circumstances.

### **Diversity/Non-Discrimination**

In accordance with Federal Law, Title VII, the Department of Army CYS 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 FMWR customers and staff.

### **Open Door Policy**

CYS program level staff members are approachable and accessible to Parent/Guardians during the center's operation hours. Parents/Guardians can voice their concerns, complaints and/or compliment regarding their customer service experience. CYS offers a Family friendly environment that encourages Parents/Guardians to drop in to visit or observe their child/youth.

### **Deployment Support Services**

Deployment Support Services institutionalizes a commitment by Army leaders to provide Soldiers and Families of all components with programs and services that maintain a quality of life commensurate with the quality of their service and sacrifice to the Nation.

### **Communication/Feedback**

Parents/Guardians who wish to post questions, comments or concerns regarding FMWR, CYS programs may do so at the following email address: [www.contactus@armymwr.com](mailto:www.contactus@armymwr.com) You have the option of remaining anonymous or, should you desire feedback you may include your name and address. You may also complete an Interactive Customer Evaluation (ICE) survey on your Garrison's website.

### **Chain of Command and Contact Information**

The most effective way to resolve issues is to channel them through the CYS Division 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 (Classroom Lead Teacher)
- ✚ Assistant Facility Director
- ✚ Facility Director
- ✚ CYS Division Coordinator (573) 596-0200
- ✚ Director, DFMWR (573) 596-0118
- ✚ Deputy to the Garrison Commander (573) 563-4004
- ✚ Garrison Commander (573) 563-4004

## CHAPTER 1 – PROGRAMS

### CDC's

Ages 6 weeks-5 years. Offer on-post full-day, part-day, hourly child care, extended duty day care (“We’ve Got You Covered”) and the *Strong Beginnings* Pre-Kindergarten program. Care is provided by trained staff and operations are subject to DoD Certification.

### Family Child Care

Ages 4 weeks-12 years. Offer full-day, part-day preschool and hourly child care. Care for up to six 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 is subject to DoD Certification.

### School Age Care (SAC) aka Child Development Centers

Ages K - 5th grade. Offer before and after school programs, summer care and camps during school vacations. Care is provided by trained staff and operations are subject to DoD Certification.

### Youth Centers (YCs)

The Youth Program offers comprehensive, supervised program options and affordable, quality, predictable services that are easily accessible for eligible youth in grades 6th through 12th who are generally 11 – 18 years of age. This is achieved through a comprehensive Youth Program framework consisting of the Four Service Areas. Through formal partnership agreements with several nationally-recognized youth-serving organizations, such as United States Department of Agriculture (USDA), 4-H and Boys & Girls Clubs of America (BGCA), youth have access to programs, standardized curriculum, special events, camps, scholarships, etc., no matter where they live. Supervision and programming is provided by trained staff and operations are subject to DoD Certification.

### Youth Sports & Fitness Programs

Ages 3-18 years. Offers 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 CY5 employees and volunteer coaches in a variety of settings including Youth Centers, FMWR Facilities, Schools, community fields and facilities. DODI 6060.4, AR-215-1, AR-608-10. Baseline Programming includes:

- ✚ Team Sports
- ✚ Individual Sports
- ✚ Fitness and Health
- ✚ Outreach

*Get Fit... Be Strong*: A comprehensive health, fitness and wellness campaign in an effort to increase children and youth's physical activity and teach them healthy lifestyle techniques. The "*Get Fit, Be Strong*" initiative is executed in School Age Care (SAC), Middle-school/Teen Programs (MST) and Child & Youth Sports & Fitness (CYSF). All children and youth enrolled in SAC, MST, and CYSF programs have daily opportunities to participate in self-directed and staff-facilitated physical fitness activities. CYS /AYPYN staff and parents will also be able to participate in this initiative, thus setting great examples and serving as role models for children and youth.

National Alliance for Youth Sports (NAYS): NAYS is the nation's leading youth sports educator and advocate with national programs that educate administrators, coaches, officials and parents about their roles and responsibilities in the context of youth sports, in addition to offering youth development programs for children. Since 1993, the NAYS has created a unique partnership to bring quality youth sports programs to children on military bases. Through NAYS CYS offers; youth sports coaches certification, youth sports officials training services, parental sports education and marketing services, Start Smart Sports Development Program for Child Development Services, and on site and on-line educational forums on Army installations worldwide.

### Parent and Outreach Services

Parent Central Services: (Ages 0-18 years) Offers registration, enrollment, childcare waitlist management/placement offers, records transfer, parent education classes, and babysitter training and referral services for Families. Includes CYS *Parent Advisory Board* and non-traditional outreach services.

Kids At Home: Offers non-traditional outreach services to support Families with children/youth whose primary care/educational setting is in their own home. Includes *imAlone* classes for enrolled children (11-15 years) whose parents have determined that they can be home alone during out of school hours, and *Home School Services*, e.g., use of CYS tech labs, multipurpose rooms, homework centers, instructional programs for educational purposes during school hours by children/youth who are home schooled and accompanied by their parents. (*When facilities are not in use.*)

**For more information regarding Fort Leonard Wood's policy on unattended children refer to Fort Leonard Wood Command Policy 12, Unattended Child/Youth Supervision and Curfew Policy dated 6 Feb 2019. You may find the policy at <https://home.army.mil/wood/index.php/about/policies>**

CYSitters / Trained Babysitters: (Ages 13 -18 years) Offer formal training for teens and adults who provide short term hourly child care in Families' own homes. Training covers skills needed to safely and appropriately care for children and includes First Aid and CPR, program activities and the "business" of babysitting. Trained CYSitters receive a certificate of completion and may be placed on the CYS Babysitter Referral List at Parent Central Services with parental permission form.

### SKIES Unlimited *Instructional Programs*

Ages: 1 -18 years. Offers 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 Programs and Schools. Provided by CYS employees and contract instructors in a variety of settings which may include CDCs, School Age Programs, FMWR and Community Facilities and Schools.

**For emergency purposes, Parents are required to remain on site during SKIES classes.**

### Total Army Strong

Operation Military Kids (OMK): Operation: Military Kids is a collaborative outreach effort between many different organizations to build capacity in local communities to support military children and youth impacted by deployment and build resiliency during the reintegration process. OMK is funded through the Army National Guard and Army Reserve. National partners, (e.g., Army Recruiting command, Army Cadet Command, Military Entrance Processing Stations, 4-H, Boys & Girls Clubs of America, Military Child Education Coalition, the American Legion, Child Care Aware of America) provide support to geographically dispersed military families where they live. Programs and services are delivered by State Teams comprised of local representatives from the partner agencies listed above.

- ✚ Youth Technology Labs (YTLs): (Ages 6-18 years) Provide a safe, secure, and age appropriate place where children and youth can engage in technology-based activities and programs; both key to linking youth with their deployed parents and serving as a vital component of CYS Home Work Centers and Mobile Tech Labs that support geographically dispersed children and youth through OMK.
- ✚ Operation Military Child Care (OMCC): Supports the child care needs of Active Duty, National Guard and Reserve Soldier parents who are mobilized or deployed. OMCC helps eligible Families locate child care options in local communities. Sites must be licensed and be inspected annually.
- ✚ Child Behavior Consultants (*Military Family Life Consultants-MFLC*): Provide on-site counselors in child and youth programs to offer non-medical, short term, situational, problem-solving counseling services to staff, parents, and children within CYS facilities, garrison schools and summer camps.

- ✚ Respite Child Care: Offers respite child care for parents to give them temporary relief from child rearing duties and allows them time to take care of personal business. **Please contact the Parent Central Service for current Respite Child Care options per TAS benefits.**

### 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 Officer (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 & 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) The site offers free, online tutoring services to dependent children of Army Wounded Warriors/Survivors, inactive/part-time Army National Guard personnel and their dependents and inactive/part-time Army.

### Community Based Programs

Mission Youth Outreach: (Ages 6-18 years) Partnership between Army CYS and Boys & Girls Clubs of America providing children from families of reserve and active duty personnel with a free membership at their local Boys & Girls Club. Reserve, National Guard, and Active duty youth need to be able to connect with other youth in similar situations. The partnership delivers physical, emotional, social, and cultural programs for military youth living in civilian communities. Mission Youth Outreach supports military kids coping with the stress of having a parent or parents deployed by creating a network of youth who can empathize and help them cope with their new world of being suddenly

“military.” Through a Joint Military Services initiative, military dependent children ages 6-18 can get pre-paid programs and services through their local Boys & Girls Clubs.

Army Affiliated CYS Programs: (Ages 6 weeks-18 years) Offer Child Care and Youth Programs at rates comparable to the Garrison for Army Families living off-post in garrison catchment areas. Includes: *Army Child Care in Your Neighborhood* for children 6 weeks-5 years, *Army School Age Programs in Your Neighborhood* for children ages 6-12 years, and *Army Youth Programs in Your Neighborhood* for youth ages 13-18 years. Programs are centrally funded and managed through an Army enterprise contract with a Third Party Administrator that locates providers and administers the fee assistance program for parents using these services. Participating programs are generally in communities surrounding garrisons highly impacted by Army Transformation. Supplements, not replaces, Army operated on base Child and Youth Programs. Contact information for the Army Fee Assistance Program through Child Care Aware of America is located on last page of this handbook.

Army Sponsored CYS Services Child Care Programs: (Ages 6 weeks-12 years) Offer child care for geographically dispersed Families where they reside. Includes *Military Child Care in Your Neighborhood (MCCYN)* for Active Component Families and *Operation Military Child Care (OMCC)* for Reserve Component Families throughout the ARFORGEN cycle. Also serves geographically dispersed Families of recruiters, ROTC, MEPCOM, and Corps of Engineers that live beyond reasonable commuting distance of military bases. Programs are centrally funded and managed through an Army enterprise contract with a Third Party Administrator that locates providers and administers the fee assistance program for parents using these services. Participating programs are available in 50 states, Puerto Rico and Guam. Supplements, not replaces, Army operated on base child care. (*Army Fee Assistance Program*).

## CHAPTER 2 – SAFETY & RISK MANAGEMENT

### 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 combination 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 omission 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 CY5 personnel are knowledgeable and considered "**mandated reporters**" who are required by law to report suspicion of child abuse or neglect. If CY5 personnel notice suspicious bruises, cuts or burns on a child, they must:

- ✚ Report incident to the Installation Reporting Point of Contact (RPOC). The RPOC # is (573) 596-0446.
- ✚ Notify the appropriate CY5 program director after notification to RPOC.
- ✚ Report the incident to the Missouri State Child Abuse Hotline number (800) 392-3738 (if required by state law).

DoD Child Abuse and Safety Violation Hotline Posters are placed in visible and high traffic areas throughout all CY5 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 (877) 790-1197 or OCONUS (703) 604-2547 (collect call).

### Background Clearances

All individuals who regularly interact with children under 18 years of age in Army-sponsored and sanctioned programs are required to undergo detailed initial background checks as well as periodic reinvestigations.

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 children/youth.

Staff under LOSS will be identified by nametags with first and last names and a red smock or bib apron. Staff who have completed background checks will be identified by nametags

with first and last names a green/blue smock or bib apron as applicable. Management and support staff will wear red or green CYS nametags with first and last names.

### **Building Security and Access**

Entrance to all CYS facilities will be strictly controlled and limited to facility staff members, parents/designated representative, children participating in CYS program and other individuals authorized by CYS management staff. Anyone entering a CYS facility will enter through a monitored entrance to the facility (normally the front entrance) and must stop at the front desk. All exterior doors to the facility which exit onto an unfenced area are locked and armed with intrusion alarm devices. This ensures that children are protected from access by individuals who have no valid reason for being in the facility.

### **Sign In/Out of Facilities**

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 who are dropping off or picking up their child/youth do not have to sign in. Parents/Guardians visiting the facility or a classroom greater than 15 minutes must sign in at the front desk and in the classroom (if applicable).

### **Idling Vehicles**

As a safety and environmental precaution, vehicles left unattended are not allowed to remain idling during drop-off/pick up.

### **Child Guidance and Touch Policy**

Helping a child understand and make appropriate choices is the basis for child guidance. When a child/youth misbehaves, CYS staff works along with the Parents/Guardians using Positive Guidance (Positive Discipline, Positive Parenting and Gentle 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 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.

All CYS personnel, volunteers and contractors must sign a *Statement of Understanding and Acknowledgement* regarding the *CYS Standards of Conduct and Accountability* that

includes the Touch Policy guidelines. You may request a copy at any CYS facility.

### **Behavior Concerns/Denial of Service**

All CYS programs utilize the IMCOM G9 Operational Guidance for Behavior Support when we are working with children who present unsafe behaviors, to include biting. Our CYS team will work with parents for a successful implementation of behavior support plans so all children in CYS programs can have a safe, happy time while they are in our care. CYS does require participation by parents in this process, the process is for the safety and accountability of all children in our care. Refusal to participate in this process could ultimately lead to denial of service.

### **Bullying**

U.S. Army Garrisons and DoD Schools are 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 Behavioral Military & Family Life Counselor (CYB-MFLC)**

The Department of Defense offers a private and confidential non-medical counseling service to assist with the unique challenges military families encounter. A CYB-MFLC may support the CYS centers, local schools, summer programs/camps, field trips and work with military children and their families directly. Sponsors/guardians are provided a Program Description/Consent Letter when completing CYS program orientation. Sponsors are requested to sign a letter for each child/youth indicating "I do" or "I do not" authorize your child/youth to participate in CYB-MFLC services to be kept on file.

### **Closed Circuit Television (CCTV)**

All CYS program facilities utilize a comprehensive video surveillance system. CCTV is designed to deter and reduce the risk of child abuse in CYS facilities; protect staff from unwarranted allegations of child abuse, provide Service Members and Parents with “peace of mind” and support CYS management staff in the exercise of program oversight.

The cameras record most activity areas in the interior and exterior of the buildings. Parents/Guardians may request to view recordings that include their child/youth. Requests must be coordinated with the CYS facility manager in advance, notifying the CYS Coordinator of the request. Facility managers are required to preview the segment to ensure the viewing of the segment will not violate the rights of anyone involved. Approved video segments will be viewed with the facility manager present and documented. Due to confidentiality reasons, copies of these recordings are not authorized to be given to Parent/Guardians. Recordings are released only to authorized personnel such as the MPI and CID for official business.

### **Adult/Child Ratios**

Staff-to-child/youth ratios must be maintained at all times of the day except under rare conditions caused by compensatory enrollment as outlined in guidance (see AR 608-10 for more information). The intent is to always be at ratio and not over or under ratio. Ratios will not be increased to accommodate children/youth with special needs unless required by law. Volunteers or other non-CYS staff not paid with CYS funding may be used to supplement the ratio.

All rooms in a CDC/FCC home are multi-aged with a minimum age span of 18 months (excluding preschool).

In the Youth Sports and Fitness Program, appropriate youth/adult ratios are maintained 100% of the time during all sports and fitness program operating hours. The adult/youth ratio is 1:15 at all times indoors and outdoors. The National Governing Body rules determine adult staff/youth ratio for specific activities.

The SKIES program classes will follow professionally accepted practices with consideration given to ages and skill levels of participation and type of instruction being provided.

CDC/SAC/Youth Facilities		Family Child Care	
Adult:Child	Age	Adult:Child	Age
Infants 1:4	6 weeks to 12 months	Multi-age 1:6	4 weeks to 12 years
Pre Toddlers 1:5	13 – 24 months	Infant/Toddler 1:3	4 weeks to 3 years
Toddlers 1:7	24 – 36 months	Newborns 1:3	Birth to 12 months
Preschool 1:10	3 years – 5 years	School Age 1:8	5 years – 12 years
Kindergarten 1:12	5 years – 6 years		
School Age 1:15	1 <sup>st</sup> to 5 <sup>th</sup> grade		

### Staff Training and Professional Development

All CYS personnel working directly with children/youth receive standardized orientation training before they are allowed to work directly with children. The orientation includes such topics as applicable regulations and installation policy; 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. Other CYS professionals (directors, cooks, etc.) complete an orientation and ongoing training as well.

Family Child Care Providers must complete the orientation training, additional FCC specific training, and their homes must pass fire, safety and health inspections prior to being awarded Certification to provide childcare.

### Parents as Partners

Parent /Guardians are encouraged to participate in the planning and evaluation of programs through annual Garrison Multi-Disciplinary Team Inspection (MDTI), Program Surveys, NAEYC Accreditation (CDCs), Council on Accreditation (SAC), and Parent Advisory Boards. These processes help ensure the safety of children/youth while improving administrative policies and programming issues geared toward program quality.

**Moreover, Parent/Guardians who participate in the program may earn points toward fee reduction on their childcare.** For detailed information on the various ways Parent/Guardians can participate in Fort Leonard Wood CYS programs and activities, contact your Parent Advisory Board parent president, CYS Outreach Services, or Facility Director. More information on the Parent Participation Program is found in Chapter 4, Daily Operations.

### 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 four times a year and required to be in compliance with the following Army Regulations (AR), Department of Defense Instruction (DoDI) and Public Law (PL):

- ✚ Installation Level CYS Inspection
- ✚ AR 608-10, Child Development Services
- ✚ IMCOM 608-10-1, 17 Mar 20
- ✚ AR 215-1, Military Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities
- ✚ DoDI 1015.2 MWR Programs
- ✚ DoDI 6060.2, CDCs
- ✚ DoDI 6060.3, School-Age Programs
- ✚ DoDI 6060.4, Youth Services Programs
- ✚ DoDI 1402.5, Criminal History Background Checks on Individual in Childcare Settings
- ✚ DoDI 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

The Garrison Commander is required to execute/conduct three Garrison level unannounced inspections per calendar year.

- ✚ An Installation Multi-Disciplinary Team Inspection(MDTI) completed under the guidance of the Garrison Commander
- ✚ A Comprehensive Health and Sanitation Inspection
- ✚ A Comprehensive Safety and Fire Inspection

The Army Higher Headquarter Inspection (AHHI) is a comprehensive inspection conducted by a team from IMCOM G9 CYS, on behalf of the Army to determine the Garrison's compliance with the Department of Defense and Army regulatory requirements.

### **DoD Certification**

Certification issued to each DoD Installation's CYS Program after the program has been inspected by a representative(s) of the DoD Component or a major command, and found

to be in compliance with the DoD standards outlined in DoDI 6060.2, Child Development Programs. The current Certification to Operate will be posted in the lobby area of each facility.

## Accreditation

Accreditation is an activity, not a status. The benefits of accreditation are the external mark of quality, high standards, process improvements and support. CYS programs undergo a rigorous accreditation process. The Fort Leonard Wood CDCs and School Age Centers are fully accredited programs through the following entities:

- ✚ **National Association for the Education of Young Children (NAEYC)** - sets professional standards for early childhood education programs age (age 0-5 years) and helps families identify high-quality programs for their young children.
- ✚ **The Council on Accreditation (COA):** Afterschool Program Standards include After School Administration (ASP-AM), After School Human Resources (ASP-HR), and After School Programming and Services (ASP-PS). The Administration Standards cover practices related to continuous quality improvement, financial management, risk prevention and management and ethical practice. The Human Resources Standards address recruitment and selection, training and professional development, support and supervision. The Programming and Services Standards set forth additional recommended practices for working with children and youth in out-of-school time.

Family Child Care homes have the opportunity to pursue the following Accreditation:

- ✚ **National Association for Family Child Care (NAFCC)** - Awarded to Family Child Care Providers who meet the eligibility requirements and the Quality Standards for NAFCC Accreditation. Accreditation reflects a high level of quality through a process that examines all aspects of the Family Child Care program, i.e. relationships, the environment, developmental learning activities, safety and health, and professional and business practices. Once family child care providers become accredited, they agree to abide by the standards set forth and to be measured against those standards with periodic integrity and compliance reviews.

## CHAPTER 3 – REGISTRATION PROCESSES & PROCEDURES

### Patron Eligibility

CYS accepts children as young as four weeks in Family Child Care homes and through eighteen years old in the CYS programs. **Eligibility for any CYS program is contingent on the sponsor's status.** Eligible patrons of DoD Child Development Programs (CDP) include active duty military personnel; DoD civilian personnel paid from both appropriated funds (APF) and non-appropriated funds (NAF); reservists on active duty orders or during inactive duty personnel training; combat-related wounded warriors; surviving spouses of military members who died from a combat-related incident; those acting *in loco parentis* for the dependent child of an otherwise eligible patron; eligible employees of DoD contractors; and others authorized on a space-available basis. In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children are eligible for childcare only when they reside with the military service member or eligible sponsor at least 25% of the time in a month that a child receives childcare through an Army program.

### Sponsor Priority Levels for Contracted Childcare\*

To the extent possible, CYS will be offered to qualifying children of eligible patrons. Garrison Commanders will implement the following eligibility priorities for contracted childcare. (\*Full-time care {including FCC}, Before/After School & Camp Weeks for KG-5th, Part-day preschool, & Part-time Strong Beginnings Pre-K)

Individual Priority is verified at the time of enrollment and annually thereafter.

#### 1. Priority System.

##### a. Priority 1, CDP

Direct Care Staff, Service Members. The children of CDP Direct Care Staff and Service Members will be placed into care utilizing the following guidance:

1. Priority 1A. CDP Direct Care Staff. The children of Direct Care CDP staff will be placed into care ahead of all other eligible patrons. At no time will the child of a Direct Care CDP staff member be removed from the program to accommodate another eligible patron.

2. Priority 1B. Single or Dual Active Duty Members; Single or Dual Guard or Reserve Members on Active Duty or Inactive Duty Training Status; and Service members with a Full-Time Working Spouse and Active Duty Coast Guard. The children of patron that fall under Priority 1B will be placed into care ahead of all other eligible patrons except Priority 1A. At no time will a Priority 1 B patron be removed from the program to accommodate any other patron, including 1A patrons. The following order of precedence will be utilized:

- a. Single or Dual Active Duty Members
- b. Single or Dual Guard or Reserve Members on Active Duty or Inactive Duty training status
- c. Active Duty with full-time working spouse
- d. Guard or Reserve Members on Active Duty or Inactive Duty training status with a full-time working spouse

3. Priority 1C. Active Duty Members or Guard or Reserve Members on Active Duty or Inactive Duty Training Status with Part-Time Working Spouse or a Spouse Seeking Employment. The children of patrons that fall under Priority 1C will be placed into care ahead of all other eligible patrons except for Priority 1A and 1B patrons. Priority 1C patrons may only be supplanted by an eligible patrons in Priority 1A and 1B when the Anticipated Placement Time of the Priority 1A and 1B exceeds 45 days beyond their Date Care Needed (as indicated in MCC). The following order of precedence will be utilized:

- a. Active Duty members with a part-time working spouse or a spouse seeking employment
- b. Guard or Reserve members on active Duty or Inactive Duty training status with a part-time working spouse or a spouse seeking employment.

4. Priority 1D. Active Duty Members or Guard or Reserve Members on Active Duty or Inactive Duty Training Status with a Spouse enrolled in a Post-Secondary Institution on a Full-Time Basis. The children of patrons that full under Priority 1D will be placed into care ahead of all other eligible patrons except for Priority 1A, 1B and 1C patrons. Priority 1D patrons will be supplanted by eligible patrons in Priority 1A, 1B or 1C when the Anticipated Placement Time of the Priority 1A , 1B and 1C exceeds 45 days beyond their Date Care Needed (as indicated in MCC). The following order of precedence will be utilized:

- a. Active Duty members with a spouse enrolled in a post-secondary institution on a full-time basis.
- b. Guard or reserve Members on Active Duty or Inactive Duty training status with a spouse enrolled in a post-secondary institution on a full-time basis.

b. Priority 2, DoD Civilians: The children on DoD civilians will be placed into care utilizing the following guidance:

1. Patrons in Priory 2 will utilize the following order of precedence for placement:
  - a. Single or dual DoD Civilian Employees
  - b. DoD Civilian employees with a full-time working spouse

2. DoD civilian patrons may only be supplanted from care by an eligible Priority 1A or 1B patron when the Anticipated Placement Time of Priority 1A or 1B exceeds 45 days beyond their Date Care Needed (as indicated in MCC).

c. Priority 3, Space Available. When all Priority 1 and 2 patrons have been placed into care, CDPs may place additional eligible patrons not identified in Priority 1 and 2 into Space Available care.

1. Space Available patrons will be supplanted by an eligible Priority 1 or a Priority 2 patron when the Anticipated Placement Time of Priority 1 or a Priority 2 patron exceeds 45 days beyond their Date Care Needed (as indicated in MCC).

2. The following order of precedence will be followed when placing eligible patrons into Space Available:

- a. Active Duty with non-working spouse
- b. DoD Civilian Employees with spouse seeking employment
- c. DoD Civilian Employees with a spouse enrolled in a post-secondary educational program on a full time basis
- d. Gold Star spouses
- e. DoD Contractors
- f. Other eligible patrons

### Definition of a 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; or a person in whose household a child resides at least 25% of the time in any month, provided that such person stands “*in loco parentis*” to that child and contributes at least one-half of the child’s support.

✚ *In Loco Parentis*: (In the place or position of a parent.) 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 picture no such "in loco parentis" relationship exists. This guidance has been provided by the IMCOM Office of Staff Judge Advocate.

### Parent Central Services

Parent Central Services (PCS), commonly referred to as the “Gateway to Child & Youth

Services,” is the first place a Family contacts or visits at a new installation to obtain information and register for CYS programs. CYS PCS:

- ✚ 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 patron needs (Waitlist, Hourly Care, Part-day Preschool, Full-day, School Age Care, Middle School/Teen, SKIES, Youth Sports & Fitness, etc.)
- ✚ Explains age appropriate programs associated with patron’s children
- ✚ Explains Wait List policies/procedures and assists with access to MilitaryChildCare.com
- ✚ Conducts Initial and annual Re-registration of patrons for access to all CYS programs
- ✚ Explains Special Needs Documentation policies and Special Needs Accommodation & Placement (SNAP) Team process
- ✚ Determines patron fee category IAW with the latest Army Fee Policy
- ✚ Initiates access to a patron’s WebTrac account and explains the site’s functions
- ✚ Communicates requirements for updating documentation to maintain access to CYS programs
- ✚ Informs patrons of the Parent Participation Program & Parent Advisory Board
- ✚ Assists patrons with agency referral information when CYS cannot meet childcare needs
- ✚ Schedules new patrons for childcare program orientation and tour

### Items Required for Registration

Children/Youth must be fully registered through the Parent Central Services office before enrollment in any CYS program, reserve/use Hourly Care, or attend Open Rec time at the Youth Center. Contact our Fort Leonard Wood Parent Central & Outreach Services Office to schedule an appointment to complete your registration. *Ask about the Global Data*

*Transfer option if you are currently CYS registered at another installation.*

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

- ✚ **Identification Card** (Sponsor or Spouse military ID. Civilian Sponsors must attend registration with ID/CAC card.)
- ✚ **Social Security Number of Sponsor**
- ✚ **Proof of Child Eligibility** (i.e. copy of child's birth certificate, Legal Guardianship papers, child's Military ID Card, or Tricare card or DEERS printout from Soldier's AKO)
  
- ✚ **Immunization Record or transcription:** Children/Youth enrolling in or currently enrolled in Army CYS programs must provide written documentation of immunizations appropriate for the child's age. Please read "Immunizations" section later in this chapter.
- ✚ **Proof of Income:** (i.e. Leave and Earning Statements/Pay Vouchers or proof of fulltime school enrollment. To ensure the most current data is on file, these documents are requested during the acceptance process a "tentatively" offered childcare placement.) Please read "Total Family Income" section in Chapter 5.
- ✚ **Health Assessment/Sports Physical Statement or Well Baby Check Up** (Due within 30 days of registration to maintain access to CYS programs.) Please read "Health Assessment/Sports Physical Statement" section later in this chapter to clarify needs based on CYS program intending to use.
- ✚ **CYS Medical Action Plans** (Completed by Health Care Provider for children requiring rescue medications or medically validated diet substitutions. Religious diet substitutions are allowed with Religious Representative's signature.) Please read "Special Needs Accommodation" section later in this chapter.
- ✚ **Local Emergency and Child Release Designee** (Other than custodial parent(s). Minimum of two. "Local" is able to arrive within 30-45 minutes if called when parent is unreachable).
- ✚ **Family Care Plan** (Applies to Dual/Single Military that are enrolled in a contracted childcare program. Due within 30 days of starting a contracted program.) Please read Forms chart later in this chapter for more information or contact the Parent Central Services office for details.

**Forms to be SIGNED and DATED to complete CYS REGISTRATION!**

<b>Form (CYS/ DA / DD / etc.)</b>	<b>Who Needs the Form (Child/youth may require more than one)</b>
<p><b><u>CYS Health Screening Tool / (SNAP) Form</u></b></p> <ul style="list-style-type: none"> <li>➤ Completed at initial CYS registration and annually or as Special Needs may change</li> </ul>	<ul style="list-style-type: none"> <li>➤ All children Infant thru 5th Grade <b>and</b></li> <li>➤ Youth 6th-12th Grade <u>with</u> Special Needs / Rescue Medications</li> </ul>
<p><b><u>CYS Medical Action Plans and/or Special Diet Statement</u></b></p> <ul style="list-style-type: none"> <li>➤ Signed &amp; Dated within last 365 days of CYS registration by Health Care Provider</li> </ul>	<ul style="list-style-type: none"> <li>➤ Children &amp; Youth meeting criteria as defined in the “<i>Special Needs Accommodation</i>” section of this chapter</li> </ul>
<p><b><u>CYS Teen “Self” Registration Form</u></b></p> <ul style="list-style-type: none"> <li>➤ Form requires Parent signature and date</li> <li>➤ Completed at initial CYS registration and annually or as Special Needs may change</li> </ul>	<ul style="list-style-type: none"> <li>➤ Youth 6th-12th grade</li> </ul>
<p style="text-align: center;"><b><u>CYS</u></b></p> <p><b><u>Health Assessment / Sport Physical Statement (HASPS)</u></b></p> <p><b>Signed &amp; dated by Health Care Provider within the timelines defined in the HASPS section of this book</b></p>	<ul style="list-style-type: none"> <li>➤ <b><u>Health Assessment:</u></b> All children Infant thru 5th Grade within 30 days of registering</li> <li>➤ <b><u>Sports Physical (SP):</u></b> Annually for all children/youth enrolling in Team Sport <b>Details of SP requirement are defined in the “Health Assessment / Sport Physical” section of this book</b></li> </ul>
<p style="text-align: center;"><b><u>DD FORM 2652</u></b></p> <ul style="list-style-type: none"> <li>➤ Determines Total Family Income for contract Childcare Fees</li> <li>➤ Application for DoD Child Care Fees is completed at acceptance of regular scheduled child care/camp week</li> </ul>	<ul style="list-style-type: none"> <li>➤ Patrons using Full-day, Part-Day, or Camp Weeks. (Not required for Hourly)</li> <li>➤ 1 per family; updated per Total Family Income (TFI) guidelines</li> <li>➤ Parent Central provides form at childcare acceptance</li> </ul>
<p style="text-align: center;"><b><u>Family Care Plan</u></b></p> <ul style="list-style-type: none"> <li>➤ Army sponsors = Only DA5305 portion required by CYS</li> <li>➤ Other Military Branches = Equivalent form</li> <li>➤ Due within 30 days of starting care</li> <li>➤ Signed by both commanders for dual families</li> </ul>	<ul style="list-style-type: none"> <li>➤ Dual &amp; Single Military using Full-day, or Camp Weeks</li> <li>➤ 1 per family</li> <li>➤ Updated annually or as Commander changes</li> </ul>

## Immunizations and Immunization Waivers

CYS programs will follow the immunization recommendations of the Advisory Committee on Immunization Practices and comply with the generally accepted practices endorsed by the American Academy of Pediatrics and the U.S. Centers for Disease Control and Prevention, as well as the latest guidance from the Office of Family Policy/Children and Youth. Children who have not received their age-appropriate immunizations before enrollment and who do not have a documented and approved religious waivers or medical exemptions from routine childhood immunizations will show evidence of an appointment for immunizations. The required immunization series must be initiated within 30 days of the due date.

- ✚ Influenza Vaccine: Proof of **annual** influenza (flu) vaccination is required for children 6 months – 5 years and school age children not currently enrolled in a local public school district where immunization records are on file. The standard due date across Army CYS programs for children currently enrolled is 31 December of each year. Proof of vaccination will be required for new registrations 31 Dec thru 31 May of each year. Waiver requests may be submitted per the guidelines below.

Immunization documentation for children in school-age care is not required if they are enrolled in a stateside public school systems where proof of current vaccinations is required. All other children must provide proof of immunization. Children's updated records are to be provided to Parent Central Services upon receiving the required immunization. Children with overdue immunizations will not be allowed to continue using CYS Programs.

**Immunization Waiver:** The only exceptions to the immunization requirement are for documented medical reasons from a health care provider or an approved religious objection waiver. If an immunization is not administered because of a parent's religious beliefs, the parent must provide a written request for waiver explaining the objection to the vaccination based on religious beliefs. Philosophical exemptions are not permitted. Parents must reapply for a new medical or religious exemption request at each installation.

The installation CYS Coordinator is the approval authority for all medical and religious exemption requests. The CYS Coordinator may seek the advice from the installation Army Public Health Nurse (APHN)/Health Consultant or the Staff Judge Advocate Office on any particular waiver requests.

**In the event of an outbreak of an immunization-preventable disease, children who have been granted immunization waivers will not be allowed to attend CYS programs.**

### Health Assessments/Sports Physical Statement (HASPS)

This form can serve the dual purpose of the basic health assessment requirement and sports clearance as age qualified.

As the basic **Health Assessment** requirement: The CYS Health Assessment/Sports Physical Statement (HASPS), signed/dated within one (1) year of registration by your Health Care Provider, is required for children fifth (5th) grade and under. If a current HASPS is not available at registration one is to be completed within 30 days of registration (\*see below). HASPS, as basic health assessments, are good for three (3) years, as long as the child does not have any major health status changes. Parent must sign the HASPS annually until a new Health Care Provider signed assessment is due. (Sports Physical portion is explained below.)

\*Well-baby/well-child exams, or school / athletic physicals can be used as the basic health assessment requirement if dated, signed and stamped by the Health Care Provider within 1 year of the registration. (Digital signature accepted) The provided document will be attached to the Parent completed HASPS and kept on file.

***Children/youth participating only in the middle school/teen program and SKIES Unlimited programs are exempt from this requirement.*** Tri-Care or other health insurance organizations will only authorize and pay for one child/youth health/sports physical assessment per calendar year. Please request a copy for your records to submit to CYS to reduce out of pocket costs.

**Sports Physical:** (Applies to Team Sports; available for 3 yrs & older)

No child/youth will be authorized to play, practice or participate in games until a valid Sports Physical (SP) has been furnished. The form must be signed by a licensed health professional and certify the child/youth is physically fit to participate in chosen sport(s) and address any pertinent medical condition and/or constraint such as asthma, heart murmur, allergies, etc. The sports physical statement expires one (1) year from date of Health Care Provider signature/date & must remain current throughout the season. Health Care Provider (HCP) forms with the required information will be accepted and kept on file. *(Tip: Not all Provider's forms have an area to indicate "Cleared for Sports", please request the HCP write a Sports Clearance Statement on the Health Assessment so it may also serve as that year's Sports Physical.)*

 **A CYS registered child/youth will be allowed to enroll in a team sport *without* a SP on file; with parent agreeing to submit document to Parent Central prior to the first practice to allow the child/youth to participate.**

- ✚ The SP must remain current throughout the season; a new SP must be submitted prior to the expiration date of the SP on file to continue participating in the season.
- ✚ The Youth Sports & Fitness director will communicate restrictions to coaches for expired Sports Physicals.

### Special Needs Accommodation Process (SNAP)

SNAP is a CYS registration requirement for all children/youth with special needs. The purpose of this process is to support CYS in accommodating the needs of diverse children and youth in CYS Programs.

The Army Child and Youth Services Screening Tool is required to be completed by parents to screen all children for special needs at initial registration and annually thereafter (also anytime there is a permanent change in diagnosis). Upon identification of special needs, supporting documentation must be submitted to Parent Central with the screening tool to be forwarded to the APHN for review. Depending on the child's/youth's need for accommodation, the Parent/Guardian may be asked to complete additional required CYS forms and/or provide supporting documents such as IEP's, IFSP's etc.

### **CYS Registration cannot be activated until the SNAP review is complete**

Children and youth with the following conditions may be referred to the SNAP/Inclusion Action Team, and may require Parent/Guardian to attend a Team meeting:

- ✚ Allergies
- ✚ Special Diets
- ✚ Respiratory Diagnosis
- ✚ Epilepsy/Seizure Disorder
- ✚ Diabetes
- ✚ Autism Spectrum Disorders
- ✚ Behavior Concerns
- ✚ Other (as determined by CYS)

### Snap Team

This is a group of professionals from CYS, the Exceptional Family Member Program (EFMP), APHN, and the child's Parents/Guardians, who are the real experts. All are working to determine the safest, least-restrictive and most appropriate environment for the child/youth with special needs to be successful in CYS programs. Every effort is made to accommodate children/youth with special needs.

EFMP leads the meeting, IAW Army Regulation 608-75. EFMP establishes the SNAP Team as a subcommittee of the installation EFMP Committee.

There is no one size fits all. Every child and every family has unique needs that may require a customized approach as determine in the SNAP meeting. The SNAP process explore' s installation child care and youth supervision options for children and/or youth that have medical diagnosis that reflects life-threatening conditions, functional limitations, or behavioral and/or psychological conditions.

### Special Diet

Children/youth with life threatening food allergies or special dietary needs must provide a CYS Special Diet Statement (SDS) completed and signed by their Health Care Provider specifying (1) which foods the child/youth cannot consume, (2) the resulting allergic reaction if ingested and (3) as applicable, the MEDCOM approved food substitution option listed on the back of the SDS. All substitutions must meet USDA nutritional requirements. CYS accommodates special diets for documented medical situations. Additional documentation may be requested; children/youth may not be eligible for services without appropriate documentation. Children/youth who have special diets due to religious reasons must have a representative from their religious institution sign the CYS Special Diet Statement specifying which foods should be eliminated as well as allowable substitutions. *“Intolerance” of foods does not include food preferences such as vegan meals or organic food. CYS Services programs do not have the capability to provide or prepare food based on preference.* For more information, please contact Parent Central Services.

### 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 condition/diagnosis, such as allergies or asthma, that may require him/her to take medication while participating in an activity, the Parent/Guardian will be asked to complete a Medical Action Plan (MAP). This form must be completed by a Health Care Provider, indicating as much information as possible (e.g. physical or mental limitations, degree of mobility, requirements for continual medications, present degree of control of disorder, developmental level, special equipment in use and/or recommended, appropriateness of attendance at CYS facilities, and other considerations as indicated) and returned to the Parent Central Services office.

### **Only CYS Medical Action Plans & Special Diet Statements will be accepted.**

Fort Leonard Wood CYS has chosen this as another level of safety for your child/youth. Using the standardized forms allows for continuity of CYS program staff in reading & interpreting medical action plans for execution.

**The following forms will be required before child/youth can attend any CYS Program. These forms must be reviewed by the APHN before registrations can be activated:**

- ✚ Children/youth with RAD, Asthma, etc. – CYS SNAP Respiratory Medical Action Plan
- ✚ Children/youth with Special Dietary Requirements – CYS Special Diet Statement (allergies/intolerances, religious food preferences, *Parental Preference is not an acceptable Special Dietary Requirement*)
- ✚ Children/youth with anaphylaxis or medically alleviated Allergic Reactions – CYS SNAP Allergy Medical Action Plan (must accompany a Diet Statement for food allergy)
- ✚ Children/youth with Diabetes – CYS SNAP Diabetes Medical Action Plans (Daily & Emergency)
- ✚ Children/youth with Seizure Disorders, including febrile seizures – CYS SNAP Seizure Medical Action Plan
- ✚ All plans must be STAMPED, SIGNED, & DATED by the Health Care Provider; signed by the parent, and signed by the youth when applicable to self-administer medications.
- ✚ **The Respiratory, Allergy, Diabetes, & Seizure Action Plans expire 1 year from the DATE the Health Care Provider signed the form. It is the parent's responsibility to ensure updated forms are submitted to Parent Central Services in advance of the current Action Plan's expiration. This is to allow the APHN time to review/approve and Parent Central Services to provide current plan to the programs.**
- ✚ All other conditions requiring accommodation will require relevant medical documentation.

**All identified Rescue Medication must be present when child/youth are in childcare/full-day camp/Middle School Teen (MST) Program. SKIES instructors and Youth Sports & Fitness staff/coaches will not administer medications to children/youth, parents must be on site during these programs.**

**CYS Program services will be denied without current CYS Medical Action Plans on file & Medications present for the child as required. The Medical Dispensation Record form is required to be completed by parent to accommodate each medication. These forms are available at all CYS front desks or can be emailed to you by request.**

### **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 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.

## Waitlist MilitaryChildCare.com (aka MCC)

This is the required portal for Army CYS childcare waitlists. Parents in need of Full Day childcare, Before/After School Care, Summer Camp, Part Day Preschool or Part-Time Pre-K Strong Beginnings programs can place their child on a waiting list by submitting a Request for Care (RFC) through the website for each child/program option. Patrons create an account and enter a Request for Care (RFC) for each applicable care option/program at the installation they are currently assigned or a future installation. We encourage parents to submit all RFCs as early as possible. The waitlists for certain programs, such as Full Day, can be very long with the large number of new families arriving at the same time. Patrons can review Program Content on the site to review location, hours of operation, and types of care provided, etc. prior to submitting a RFC. Age groups such as Preschool may have Full-Day and Part-day Care options. Please read the Program Descriptions on the site. (Children may not be enrolled in a Full Day and Part day Preschool option at the same time; the curriculum is the same, parents determine which meets their needs while at Fort Leonard Wood.)

Parents may place their child on more than one list depending on current and future needs while at Fort Leonard Wood. Visit the FAQ and Resources page on [www.militarychildcare.com](http://www.militarychildcare.com) to find out more about managing care requests and specific Fort Leonard Wood information. Parents will receive emails from the website to validate creation of your account, request your validation to remain active on a waitlist, and tentative offers initiated by the local Parent Central Services office.

Order of placement on a waitlist is determined first by sponsor priority (family type) and secondly, within the priority group, by the date/time the RFC was made. When entering your Date Care Needed (DCN), your entry will merge into the "Projected" list if more than 30 days out. All active requests are automatically moved to the "Immediate" list merging into their priority group based on RFC date. *(TIP: To increase your chances of placement we encourage you to make a RFC for all locations offering the type of care you need. For example, full-day childcare for a 2 year old could be a care option at one CDC and potentially multiple FCC Providers. **Each facility/provider requires its own RFC for each child.**)*

CYS Programs communicate vacancies to Parent Central Services which manages the waitlist. Parent Central Services staff will initiate *tentative offers* through the MilitaryChildCare.com site. These offers are only active for 48 hours before the website automatically cancels the offer. At this time, Parent Central Services will initiate an offer to the next child on the waitlist.

(**TIP:** Ensure your email address is the primary address that is monitored regularly.)

**Parent Responsibility:** It is the responsibility of the Parent/Guardian to confirm remaining active on the “Immediate” waitlist, for each specific RFC, by replying to the auto-generated emails from the MilitaryChildCare.com site. Failure to reply within the required timeframe will result in the site inactivating the RFC. Read every email carefully for which child & care option is being referenced. {“Immediate” indicates you are within 30 days of your Date Care Needed and ready to accept care when offered.} It is the parent’s responsibility to maintain their account with current contact information and accurate indications of “Family Type and Priority” as your family status may change.

**Tentative Offer:** Offers are initially “tentative” until accepted and eligibility & priority are validated with Parent Central Services. Parent Central Services will rescind offers if the eligibility and or priority level cannot be validated. You may retain your RFC date/time; Parent Central Services will change the Family Type/Priority Level in MilitaryChildCare.com for all RFCs under that sponsor.

**Receiving an Offer:** When a space is *tentatively offered* in a viable care option (CDC, FCC, etc.) Parent/Guardians are given 48 hours to Accept or Decline the offer by logging into their account. If the viable care option is declined; you may change your Date Care Needed and continue to have an active RFC or cancel the RFC for that child/specific location. Parent Central Services will attempt to contact the parent if no response has been entered into your account after 24 hours; when unable to contact the Parent/Guardian or the offer is cancelled, the space will be made available to the next eligible child on the wait list.

**Accepting an Offer:** If you accept the placement, you may maintain active RFC for other Care Options. Example, you are offered care with a Family Child Care provider, after interviewing, you accept the placement. You prefer center based care, so you choose to remain active for the center based Care Options and cancel any other FCC Care Options. At acceptance Parent Central Services will email explaining the next steps and all documents that are required to validate your priority level and calculate your Total Family Income for your monthly fee. Once eligibility is confirmed, parents must pay a non-refundable holding fee. This is 10% of one month’s childcare fee based on your TFI.

**Contact Parent Central Services to discuss any questions.**

### Viable Child Care Option

Care to meet the patron’s schedule that reflects the necessary program type (full day, hourly, part day, etc.) and the appropriate age group (infant, toddler, preschool and school-age) for the child. Care may be in any childcare system (CDC, FCC, SAC) at any location convenient to either the home or work. Viable off-post care options are those that are comparable in price and quality to CDS sponsored child care options.

### Child Care Aware of America

This organization processes the applications for the Army Fee Assistance (AFA) Programs. AFA is an initiative that assists eligible Army Families to reduce the costs of off-post child care when on-post options are not available or accessible. Contact information for the Army Fee Assistance Program through Child Care Aware of America located last page.

### Middle School/Teen Registration

Middle School/Teens (6th-12th grade) may self-register as a guest for the CYS Middle/School Teen program by completing a youth program registration form at the youth program or Parent Outreach Services. Forms are available at Pippin Youth Center. As a guest member youth may attend the regular Youth Programs (not field trips or special events until registration is finalized) immediately upon receipt of completed form. CYS staff will validate the registration form by contacting the sponsor. If registration is not validated within 5 working days from receipt of form, youth's guest membership will be cancelled. Once registration is validated (and, no other information is required), the annual registration will be issued to youth. Youth with Special Needs will require a completed Health Screening Tool and any applicable Medical Action Plans for review through the SNAP process prior to annual registration being issued.

Some special events and field trips may cost a nominal fee, but participation in these events is not mandatory. In the case of field trips, written parental permission must be granted before a youth is allowed to participate. To enroll in a team sports program, a sports physical is required in addition to this registration. Sports fees may also apply.

## CHAPTER 4 – DAILY OPERATIONS

### Daily Admission/Release Arrival and 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.

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 by keying in their personal identification number (PIN) into CYMS. 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 attending any MST program will swipe their key fob or enter their PIN and sign in before they may participate in the CYS program.

**For pickup of child (ren), parents/designated representative will sign their child out of the classroom then proceed to the front desk and swipe their child out of CYMS.**

Parents/Guardians, visitors, and CYS personnel will enter and exit CYS facilities through the front entrance/reception area, except during emergency evacuation 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 may take a child from a CYS program. The designation of a short-term designee approved for pick up must be provided to the CYS facility in writing listing the approved dates for pick up.

Children may not be released to siblings or other children under age 13. Siblings picking up must be on the emergency designee list as "Approved to Pick-Up".

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.

### Notification of Absence

Parents are to notify their child/youth's CYS program when they will not be attending. Notification may be given in advance of a planned absence or delay in arrival time due to an appointment, or call the program as soon as possible when it's determined a child will not be attending that day. Without notification to the program, CYS must contact Parents/Guardians when the child/youth has not arrived by their routine time to validate absence.

### Supervision

Infants, pre-toddlers and toddlers (Infant – 36 months). Supervision will be by sight and sound. No child will be left unattended at any time, indoors or outdoors, asleep or awake. Staff will position themselves so that all children are within the sight of a member of the staff. Staff will communicate with one another before moving to a portion of the room that will hinder supervision of children in his/her care to ensure the other staff member provides the required supervision. Mirrors are used to improve direct supervision when staff is in a part of the classroom from which every child is not easily seen and heard or when the staff member must focus on the needs of an individual child.

Preschool (3-5 years). Supervision of preschool children is primarily by sight and sound with supervision by sound for short intervals (no more than 3-5 minutes). Supervision by sound is limited to children being in an area of the classroom that the staff member cannot see from their vantage point, such as retrieving an item from the cubby, while using the toilet (located within the room) or while retrieving items from another interest center and will be limited to no more than 3-5 minutes. No preschool child should be out of both sight and sound supervision. Staff communication and use of mirrors will be used to improve sight supervision when a staff member needs to move to a part of the classroom from which not every child is easily seen or heard or when staff must focus on the needs of an individual child.

School age children/youth (kindergarten and up). Supervision of children within the facility will be maintained at all times. However, children/youth are allowed to leave an area to use the restrooms or change activities. Staff must be cognizant of their whereabouts.

For supervision purposes, a child will remain in ratio during the time that he/she is working with a special education consultant approved by the Parent/Guardian.

## Exclusion for Illness

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. Staff may ask parents to delay drop off until determination of wellness is made when visible symptoms are present. Communication between CYS staff & parents should be open and honest with regard to the health and wellness of the children in order to maintain the healthiest environment for all. **Parents/Guardians must pick up their child/youth that becomes ill while in care within one (1) hour after being notified.**

Outlined below are the illness criteria for denial of service from AR 608-10 for children/youth.

- ✚ Temperature in excess of 100.5 °F axillary (underarm) for children under 3 months of age, in excess of 101°F axillary for children over 3 months of age, or in excess of 101 °F orally for children 5 years and older.
- ✚ During influenza season (OCT-MAY), children having a fever of 100 F axillary or orally and at least one other symptom such as runny nose, cough, congestion, sore throat, intestinal upset, or severe diarrhea.
- ✚ Inability to participate in routine program activities.
- ✚ Persistent coughing (lasting more than one week) or a cough that interferes with participation in CYS activities.
- ✚ Rash: Any acute undiagnosed rash with fever and/or behavioral change, until Medical Provider determines illness is not infectious.
- ✚ Diarrhea: watery stools or decreased forming of stool that is not associated with changes in diet. Diapered children whose stool is not contained in the diaper and where the stool frequency exceeds two more above normal for that child, and toilet trained children that cannot maintain continence(diarrhea is causing soiled pants or clothing), may be excluded. Children may remain in care as long as the stool is contained in the diaper or the child maintains continence, unless an additional criterion is met (e.g. the inability to participate in activities). Children experiencing diarrhea due to medication side effect will be excluded if they meet the exclusion criteria listed.
- ✚ Vomiting: two (2) or more episodes during the previous 24 hours or one occurrence in one day accompanied by other indicators such as inability to participate or fever.
- ✚ Conjunctivitis (Pinkeye): red, watery eyes with thick yellowish discharge.
- ✚ Ringworm: flat, spreading ring-shaped lesions.
- ✚ Chicken Pox: crops of small blisters on a red base that become cloudy and crusted in two to four days.
- ✚ Impetigo: red, oozing erosion with a golden yellow crust that appears stuck on.
- ✚ Scabies: crusty, wavy, ridges and tunnels in the webs of fingers, hands, wrists and trunk.

- ✚ Culture-proven strep infections that have not been under treatment for at least 24 hours.
- ✚ Pinworm infestation.
- ✚ Staphylococcus Aureus (S.aureus): Skin infections including Methicillin-Resistant S.Aureus (MRSA), may initially appear as red raised areas that become pus-filled sores. Exclusion is warranted if the child has a fever, a change in behavior, the lesions(s) cannot be covered by a bandage or the bandage needs frequent changing, or a health care professional recommends exclusion.
- ✚ Diaper Rash: Any diaper rash or redness that persists for more than five days and/or does not improve with the use of diaper rash medication must be evaluated by a health care provider. The Parent/Guardian must provide documentation from the health care provider that the child's rash was evaluated. The prescribed treatment will be followed.
- ✚ Head lice: Live lice and/or nits (whitish-gray eggs) attached to hair shafts.
- ✚ Symptoms of other contagious diseases such as measles, mumps, hepatitis or strep infections.

### Program Notification of Illness

Parents are to notify the CYS program front desk immediately if their child or youth has been exposed to or diagnosed with a contagious disease with a documented diagnosis. The APHN will be informed and provide guidance on notifying parents of children enrolled in any CYS program/class/group if their child has been exposed to a contagious illness. Primary notification is posted in classrooms. CYS (too include FCC providers) cannot care for children/youth with the above listed criteria, Parents should arrange for alternate care in the event of illness to alleviate conflicts with duty/work schedules.

### School Age

Parents of children/youth sent home from school prior to the CYS after-school pick-up time are to notify the program to alleviate accountability concerns and health notification in case other parents should be notified of exposure to a contagious condition.

### Readmission After Illness

CYS staff will provide Parent/Guardian with an Illness/Injury Readmission Record detailing criteria for denial of care and guidelines for readmission. The Child/youth's health care provider should use the form to indicate when it's safe for the Child/youth to return to the program. A child may return to the CYS program when the child feels well enough to participate in usual daily activities, when their presence will not endanger the health of the other children and when the children's Primary Care Manager (PCM) makes that determination. However, a note alone from the health care provider **will not** automatically re-admit the Child/youth into the program or override Army regulation (AR 608-10). **A signed physician statement will be required for readmission of children**

**following any communicable disease.** The program director will contact the APHN for approval to readmit the child, if any questions arise.

**In lieu of written instruction from the health care provider, the child/youth may return only when the following conditions exist. {Time frames (i.e. 24 hours) start at the time the child is symptom free or has had prescribed dose of medication for 24 hours and must be a minimum of 24 hours from the time the child was picked up.}:**

- + Fever has been absent for 24 hours without the use of fever-reducing medication. *Parents/Guardians are not allowed to enter CYS programs to administer any type of fever reducing medication.*
- + Nausea, vomiting, or diarrhea has subsided for 24 hours.
- + The appropriate number of doses of antibiotics has been given over a 24 hour period for known strep, impetigo, or other bacterial infections, and the physician has approved readmission.
- + Chickenpox lesions are crusted, usually 5-6 days from onset.
- + Scabies are under treatment.
- + Lice are under treatment and show no evidence of nits or live lice.
- + Pinworms have been under treatment for 24 hours.
- + Lesions from impetigo are no longer weeping.
- + Skin infections such as Staphylococcus Aureus (S.aureus) and or Methicillin Resistant Staphylococcus Aureus (MRSA) must be covered by diaper or clothing or bandage and a note from the health care provider stating that the child is no longer contagious.
- + Ringworm lesions are healed or have been under treatment for 24 hours.
- + Conjunctivitis (pink eye) is under treatment, with a note from the health care provider that child is no longer contagious and symptoms have diminished to the point that eyes are no longer discharging.
- + Children suffering from contagious illnesses may be readmitted into the CYS program once the communicable stage has passed and/or a signed note from the health care provider is present stating the child is no longer contagious.
- + The child/youth is able to participate in the routine program activities.
- + Children still in diapers with positive cultures for salmonella will not be readmitted until two stool cultures at least 24 hours apart are negative. Older children (toilet trained) shedding salmonella may be readmitted providing there is strict adherence to hand washing policies by care providers and children following use of the toilet.

### **Basic Care Items**

Acceptable basic care items are limited to topical items used for the prevention of sunburn, diaper rash, teething irritation, 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). CYS staff cannot apply basic care items without current Parent/Guardian permission. Parents must complete and sign a 90-Day Basic Care Treatment Sheet for each basic care item; indicating brand name, time or frequency, amount to apply, and area of application. Basic care items will be in their original container and stored out of reach of children with the child's first and last name legibly written on it, as well as on the outside of the bag.

**Due to possible nut allergies ointment/creams that contain nut butter will not be accepted.**

Each program has a current listing of approved basic care items, and regularly inspects items to monitor expiration dates. Over the counter "basic care" items are limited to the following categories. Some examples of acceptable products are listed and please note that this is not an all-inclusive list:

- ✚ Diaper Rash: Zinc Oxide & Petroleum Based such as: A&D Ointment, Desitin, Balmex NF, & Petroleum Jelly.
- ✚ Teething Pain: Oragel, Teething Tablets.
- ✚ Lip Medication: Lip Balm (must be "For Child Use")
- ✚ Skin Lotion/Cream: Eucerin, Vaseline, Aquaphor.
- ✚ Sunscreens: Must be approved and marketed for pediatric use, SPF 15 or greater, PABA free, and unscented. Sunscreen may not contain insect repellent. Aerosol or pump sunscreens are not permitted.

**NOTE:** Please check with your child/youth's program for the most current guidance on applying a *separate* insect repellent as a basic care item.

### Administration/Storage of Medication

Certain medications may be administered to children/youth when it is not possible for Parents/Guardians to be present. The following guidance is in accordance with AR 608-10.

- ✚ Medications may be administered to children enrolled in the full-day CDC programs and Family Child Care homes.
- ✚ Medications will not be routinely administered within the hourly care and part-day programs. (Only on an exception basis when no reasonable alternative exists.)
- ✚ Prescribed medications will not be routinely administered during the School Age Center (SAC) program or Youth Services (YS) program, with the exception of non-school days and summer or mini camps.
- ✚ Rescue Medications listed on CYS Medical Action Plans required by children/youth attending hourly or part-day preschool programs will be administered by exception, on a case-by case basis, as approved by the SNAP.

- ✚ All Rescue Medications listed on CYS Medical Action Plans **must** be present when children/youth are in center based and Family Child Care homes; Full-day, Part-day, hourly, School Age, & Middle School/Teen. *(Coaches & SKIES Contractors may not administer meds, parents MUST remain present with meds.)* **Parent/Guardians will complete and have the health care provider sign the corresponding CYS Medical Action Plan (MAP) for the required rescue medication.**
- ✚ The name of the child and the medication prescription information must be the same on DA 5225-R (Medication Dispensation Record) **AND** the prescription label **AND** the CYS Medical Action Plan.
- ✚ Only prescribed antibiotics, antihistamines, decongestants, and topical medications from health care providers and U.S. medical treatment facilities and special therapeutic procedures will be administered only when prescribed by a licensed Health Care Provider and only when there is no other reasonable alternative for providing the medical treatment needed by the child/youth.
- ✚ Medications not on the approved medication list must have a Medication Exception to Policy.
- ✚ No “PRN”, as needed, medications will be administered, with the exception of Rescue Medications listed on a CYS Medical Action Plan. Medications will be administered per prescription label and as directed by Medical Provider instructions on Medical Action Plan.
- ✚ Parent/Guardian must complete and sign a CYS Medication Dispensation Record, DA Form 5225-R, for each approved medication to be administered. Form is required before medication can be administered by CYS personnel. The medication card is valid for up to 90 days if applicable. (i.e., current Rescue Medications).
- ✚ All medications must be accompanied by a dosing syringe/cup/spoon, with measurements that match the prescription label (i.e. mm, tsp, etc.).
- ✚ Siblings may not share medications. Each child must have their own current prescription.

**The physician or parents will administer the first dose of any medication and children will be on oral medication at least 24 hours before CYS personnel administer a dosage. A physician cannot override this policy.**

**Medications must:**

- ✚ Be in the original container with a child-proof cap (exception for creams and ointments)
- ✚ Have a dated pharmacy label from an American pharmacy attached to the container. The contact information for the dispensing pharmacy must be listed on the label. Some medications come in boxes and the pharmacy will place the label

on the box; the box with the prescription label must be provided with the medication.

- ✚ Have physician's name and instructions for use.
- ✚ The prescription label must include the child's name, name of medication, dosage (or strength), and time of administration.
- ✚ How it is to be given (route), and start and stop dates.
- ✚ Be stored according to instructions.
- ✚ Be a current prescription. (Prescriptions are considered expired one (1) year from fill date.
- ✚ CYS requires all prescription medication to be reviewed by Doctor each year.

**The Administration of Medication policy will be discussed during the Parent/Guardian orientation. Please contact the individual program for further information.**

Parents may administer medications to their children during the program day at any time. Parents must sign child/youth out of care and administer medication in an area separate from ratio group. Parents must also, inform staff of what medication is given and if there are any potential side effects staff should monitor. Proper handwashing is required by parent and child/youth.

### Self-Medication

Youth can self-medicate if the child/youth's Health Care Provider determines that it is developmentally appropriate, and the youth knows enough about the health condition and the treatment procedure. Self-medication in CYS programs requires written instructions from the youth's health care provider clearly spelling out what and when self-medication is allowed and under what circumstances the youth must refer to the parents and Health Care Provider for assistance. These indications are made on the CYS Medical Action Plan for rescue medications. Parent/Guardians and youth are responsible for notifying the CYS program staff of any medication that will be brought to a CYS program. Youth must self-administer all medications in the presence of CYS personnel who will then document the incident on the CYS Medical Dispensation Record, DA Form 5225-R.

### Rest and Nap Periods

Child/youth enrolled in CDC and FCC full-day programs or hourly care will have a rest period, usually following lunch. Child/youth wishing to nap can do so, while other child/youth engage in some other quiet activity (e.g. read a book, coloring, etc.). Infants are allowed to follow their own resting/napping patterns. The age-appropriate practices will be discussed during Parent Orientation with CYS program personnel.

## Personal Items from Home/Dress Code

**Clothing:** Children should come to the center dressed appropriately for the weather (e.g. jackets and hats for fall and spring; coats, boots and snow pants, gloves/mitten for winter). Children should come in "play clothes" so that they feel free to participate in indoor and outdoor activities. Please keep safety in mind when choosing clothing to send your child/youth in (ex: long cords/strings that could get caught in playground equipment, loose buttons that could be a choking hazard). Washable clothing is recommended as children may be involved in messy developmental activities (e.g. art, cooking, and water and sand play). **Two (2) changes of clothing for all children under school-age are required. More for children that are toilet-training. All clothing, bags, and accessories should be labeled with your child's full name.**

**Amber Teething Necklaces are not allowed in CYS child care settings. Per guidance from the American Academy of Pediatrics they are a potential strangulation and choking hazard and should not be used in the child care setting.**

**Shoes:** Children's footwear should have rubber soles and be suitable for running, climbing and jumping. For safety reasons, flip-flops, thongs, heels without straps or wedged heels are not permitted. (An extra pair of socks and shoes are recommended.)

**Sleep- Aids:** If a 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. Following safety guidelines to reduce the risk of SIDS, children younger than 12 months will not be allowed to have anything loose in their crib. Infants are provided a Sleep Sack by the CYS facility or you may provide your own as long as it meets the same design specifications as the CYS program supply.

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.

Personal toys, other than a small item to help the child adjust or rest, and equipment from home are only allowed on a special occasion request to supplement or illustrate a theme or concept being discussed. Parents will be notified in advance of these requests. CYS programs are not liable for lost or broken items brought from home.

## Outdoor Activities

All children are taken outdoors daily for fresh air and to play, weather permitting. In order to ensure their health and safety during outdoor play/sports activities, we ask that you ensure that your child is dressed appropriately for the weather and active involvement in

outdoor activities. Due to the changing climate in Missouri, CYS requests that children's clothing be layered. This will allow us to respond appropriately to the changing temperature by either adding or removing layers of clothing and keep the child comfortably attired. In addition, CYS requests that you select clothing that is not too loose and doesn't have strings or ties that may get caught on playground equipment and that Parents provide sneakers or gym shoes rather than sandals, clogs or dress shoes. It is a requirement for teachers to take children outside – if you prefer that your child not go outside on certain days, please be advised your child should not attend the program for the day.

### Diapering/Toilet Training

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. Children's diapers are checked at designated intervals by age and changed promptly once determined they are wet or soiled. **Diapers and baby wipes should be labeled with the child's first and last name. It is the Parent/Guardian's responsibility to ensure you have supplied enough diapers and baby wipes for the entire day of childcare.**

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. **It is the Parent/Guardian's responsibility to provide sufficient changes of clothing and training pants.** For health reasons, CYS Staff and FCC providers will not wash soiled clothing. The staff will explain the process when you are planning the toilet training approach for your child.

### Dental Care

Children in full day care in CDCs and FCC homes brush their teeth daily. The child's first and last name is required to be on toothbrushes and toothpaste. Toothbrushes are to be replaced at a minimum quarterly.

### Transitions

Children/youth are supervised closely at all times and the environment facilitates staff visibility and access to children/youth. Extra vigilance is given during transition periods, i.e., arrival, departure, employees shift changes.

## Celebrations

**Birthday and Holidays:** CYS recognizes that religious, ethnic and seasonal celebrations are a part of valuable traditions. Parents/Guardians are encouraged to coordinate plans with the program director and staff in advance of the event. Coordination is necessary as appropriate items for celebration vary based on age and developmental stages of children/youth. All food items must be store bought (e.g. cake or cake mix in its original sealed package) and approved in advance by the director and/or dietician prior to serving to children. Food items may not be prepared at home or in unapproved facilities.

**Special Events:** Throughout the year, CYS sponsors special events and awareness campaigns such as Month of the Military Child and Army Birthday. Marketing will be in CYS Facilities, on CYS and FMWR Facebook page, and FMWR & WebTrac websites.

CYS offers two Special Opening evening care events per month.

## Emergency Closures/Evacuation/Mobilization

In the event of an emergency, inclement weather, mobilization or other contingency in which the facility needs to be evacuated, CYS staff will follow a written Emergency Action Plan. Children/youth maybe moved to the designated evacuation sites for safety and supervision if the emergency is not post-wide and only affects one facility. Parents/Guardians and military police will be notified. Specific information can be obtained from your local CYS program.

Hazardous road conditions dictate bringing in only sufficient staff to cover the communities' needs. In the event of illness, emergency or facility closure, CYS will make every attempt to contact the Parent/Guardian. If the Parent/Guardian cannot be located to pick up the child/youth, the following procedure will be put into action:

- ✚ The emergency notification child release designee on the record will be called. If the center is unable to contact him/her, the next designee listed will be called.
- ✚ If none of the designees can be contacted, the military police will be notified and their procedure will be followed in reference to locating the parent and custody of the child/youth.

## Minor Accidents/Emergencies

In the event of a minor accident resulting in injury to a child/youth requiring medical treatment, the CYS staff will immediately contact emergency services followed by notification of the Parents/Guardian. CYS personnel or FCC Providers will accompany the child/youth immediately to the nearest emergency room by ambulance. 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.

### Alcohol and Tobacco Policy

No alcohol is permitted in CYS facilities or at CYS sponsored events. All CYS facilities are smoke free zones. A smoking area is designated outside each facility and is ideally out of the sight of children. Where it is not possible to identify a smoking area out of sight of the children, individuals smoking will attempt to block children's sight by turning their back or blocking view of the cigarette. School Age and Middle School & Teen programs offer opportunities to discourage youth involvement in smoking and use of alcohol.

### Lost and Found

All CYS facilities maintain a lost and found. If your child/youth misplaces something while at a program site, please contact the program director for assistance in locating the missing item. Items added to the lost and found are donated to a charity if not claimed within 3 months.

### Transportation Policy

CYS staff is trained to operate government vehicles to safely transport children/youth on and off post field trips. 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 transportation privileges.

- ✚ Seat belts must be worn at all times. Buses will not move until everyone is buckled up.
- ✚ Everyone must remain seated and facing forward on 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 in vehicles.
- ✚ No objects (include body limbs) shall be extended out a window.
- ✚ Littering is prohibited. Trash should be placed in designated trash containers.

### Field Trips

As part of the curriculum, field trips and nature walks are scheduled to FMWR sites and other local sites to augment the developmental program. All field trips receive input for Families, child/youth and staff to offer planned activities in conjunction with community service projects. Field trips sites may be visited by staff prior to the scheduled trip.

Parents/Guardians will be informed in advance of the date and destination of each trip and will be required to sign a permission form for each child/youth participation in the trip. Ratios must be maintained by paid staff supplemented with adults such as Parents or volunteers. Ratios for high risk activities must follow guidance. Please consult the program director for additional information.

### **Food and Nutrition**

FCC homes and CDC programs provide all infant jar food and cereal. FCC homes and CDC programs offer on-site iron fortified formula for infants in full and part day programs. These specific USDA approved formulas are free of cost and Parent/Guardians have the option to decline. Parents/Guardians are responsible for providing an adequate number of bottles labeled with the date and child's first and last name.

Glass bottles are not allowed and all bottles must have caps. Medications or cereal may not be mixed with formula. 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 MST programs that serve buffet-style meals, CYS 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.

### **Parent Participation Program**

The Military Child Care Act requires the establishment of a Parent Participation Program at each DoD installation. The program allows Parents/Guardians to earn points by participating in pre-approved activities on post, off post or in the comfort of the parent's home. Parent/Guardians who wish to take advantage of this cost saving opportunity will receive a 10% monthly fee reduction. Here are a few ways Parent/Guardians can earn points towards fee reduction in childcare:

- ✚ Parent Education: Classes are offered at least quarterly through CYS training and/or Army Community Service (ACS). Regularly scheduled classes include, but are not limited to, child growth and development, special needs awareness, character counts, baby sign language and child guidance techniques.
- ✚ Parent Advisory Board (PAB): The PAB is a Parent/Guardian forum that meets at least quarterly to discuss current issues and offer recommendations for CYS program and service improvements. Parent/Guardian concerns are channeled through the program director to the installation commander for review and disposition.
- ✚ Parent Conferences: Provide Parent/Guardians a formal means of communication with those who provide direct care to their children on a regular basis. It offers a great opportunity for Parent/Guardians to learn up to date community news and program information while discussing their child's/youth's developmental progress.

## CHAPTER 5 – PAYMENTS AND REFUNDS

### Joint Base Locations

At Joint Base locations where Army is the supporting Service, non-Army Families are not eligible for deployment support services fee reductions unless reimbursed by the supported Service. At Joint Base locations where the Army is supported by another Service, Army Families are eligible for deployment fee reductions, which are reimbursed to the supporting Service.

### Tax Liability

All Civilian Families using on-post child care are required to register with the designated DoD Third Party Administrator and complete an online parent enrollment form to determine the tax value of their child care subsidy. Each year DoD must determine the value of the child care subsidy. This net value is the amount that is considered potentially taxable income associated with the DoD child care subsidy. Only child care subsidies that exceed the \$5,000 (for married couples filing jointly or single heads of household) or \$2,500 (for married individuals filing separately) exclusion and taxable and reportable. Sponsors are responsible for considering any Dependent Care Flexible Spending Accounts (DCFSA) to determine if the net value plus the DCFSA value exceeds the \$5,000 or \$2,500 amount.

### Total Family Income

Parent/Guardian TFI is calculated based on 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.** {Income for all adults living in the household contributing to the welfare of the enrolled child is included.} 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.

Rather than use the BAH listed on the LES, Parent Central Services uses the current Non-Locality BAH chart for the amount to use in the TFI calculation based on rank with dependents.

BAH Chart is located at: <http://www.defensetravel.dod.mil/suite/bah.cfm>.

**TFI is calculated during the acceptance/enrollment process of a childcare space in a regularly scheduled CDC, FCC, SAC, or Youth Program (before school) or**

**Summer Camp program to determine parent fees. TFI is completed at initial enrollment and must be updated at annual CYS Re-Registration with Parent Central Services.** TFI determines the fee category your program fees are based on, Category 1-9 (9A for Contractors & Specified Space Available Patrons).

### **DOCUMENTATION NEEDED TO DETERMINE TOTAL FAMILY INCOME (TFI):**

- ✚ Military Sponsor's current Leave and Earnings Statement (LES). [\*An additional LES may be submitted at a later date when military duty pay changes that you feel may result in changing your TFI income category to a lower range/fees.]
- ✚ Civilian Sponsor's current LES.
- ✚ Spouse/Partner's LES, W-2 forms, and/or other income documentation.
- ✚ (Or proof of current school enrollment in lieu of income documentation as applicable.)
- ✚ Schedule C (IRS return) from previous year to demonstrate wages from self-employments.
- ✚ Letter from employer when Spouse/Partner is recently employed (or has a future employment start date) and has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours per week or month in order to calculate an estimate of annual income.

*[Once Spouse/Partner has pay stub(s) indicating income for a full month of employment, they are to provide those to Parent Central Services to finalize the TFI calculations and adjustments will be made to TFI at that time if warranted. Access to childcare will be restricted when the deadline to submit these documents has passed.]*

***DOCUMENTATION MUST BE FOR ONE (1) MONTH OF INCOME. The sponsor or spouse name, employer name, and pay period length must be visible. Income that varies per pay period will be averaged to determine monthly gross income.***

Families who fail to provide documents to determine TFI are charged the Category 9 parent fees. Families that fail to show proof of TFI must show proof of employment for both the sponsor and spouse/partner. If the required documents are provided at a later date, the TFI Category is adjusted accordingly and new fees effective with the next program billing. Fees will not be reduced retroactively.

- ✚ Fees for Blended Families AND Fees for Legally Separated Families will be based on the TFI of the 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 be adjusted during a registration year when:
  - Unemployed spouse/partner begins paid employment or stops employment

- Family is granted a Financial Hardship/Extenuating Circumstances Reduction
  - Annual Internal Review Audit documents inaccurate documentation of TFI or Fee charges
  - Special circumstances (Furlough)
  - \*Military Duty pay changes with installation assignment that decreases income.
- ✚ 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, CDC to Family Child Care, etc.
  - Army Fee policy directs a fee change
  - A Financial Hardship Waiver is approved
  - The Family relocates to another installation with different fees set by DoD
  - Special circumstances (Furlough)

**DoD Contractor & Specified Space Available Sponsors:** DoD has determined that sponsors meeting this definition **are not authorized** to receive the fee subsidies for regularly scheduled care for CDC, School-Age Center, Family Child Care Homes, and Youth (MST) Programs. DoD Contractors/Specified Space Available Sponsors enrolling in these programs will pay the unsubsidized fee listed as TFI Category 9A on CYS Fee Charts. ***The term “specified space available patron” does not include active duty Military Service members with non-working spouses or DoD civilian employees paid from APF and NAF with non-working spouses.***

Specified space available patrons are: patrons employed by other federal agencies other than DoD (Veteran Affairs, Federal Penitentiary, etc.), retirees, and other non-eligible users approved by the Garrison Commander to use CYS programs when no waiting list exists.

**Contractor and Specified Space Available patrons are not authorized to receive any fee reductions** (e.g. Multiple Child Discount, Family Financial Hardship Waiver, reduction for earned Parent Participation Points, etc.).

### Program Fees

Contracted childcare fees are generated semi-monthly on the 1st and the 15th of the month. Parents can pay monthly fees for regularly scheduled Full Day, Part Day and Part Time Care in monthly or semi-monthly installments. Incoming Families make their initial payment for care at the time they accept the child care space offered by the CYS Parent Central Services Office. **Services will be terminated if full payment plus late fee charges for the month are not received by the last working day of the month unless a command approved financial hardship waiver has been initiated.**

- ✚ **Hourly Care fees:** The Standard Army-wide hourly care rate is \$5 per hour per child for ALL CYC programs regardless of Total Family Income (TFI) category. **Multiple Child Reductions do not apply to hourly care.** Hourly care payment is due at the time of pick-up. Failure to make the payment will result in termination of availability of child care services. Reservations for childcare can be made in advance and same day or walk-ins may be accepted on a space available basis.
  
- ✚ **Camp Week Fees:** (KG/School-Age & MST Summer Camp and Winter/Spring Break Camp) Patrons fees are DUE the Monday prior to the start of the camp week, or upon acceptance of the camp space if after the Monday due date. Payment for multiple weeks may be made at acceptance/enrollment of those camp weeks. *KG/School-Age must be offered placement through the waitlist management process.*
  
- ✚ **Late Pick-Up Fee:** Children/youth must be picked up by posted closing time. When a child/youth is left at the site past closing, staff will attempt to contact the Parent/Guardian using all telephone numbers provided, to include emergency designees. If there is not positive responses to those calls and the child/youth has not been picked up within one hour of posted closing time, the Military Police will be called. CDC and SAC 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 Payment:** A late payment fee is charged after the 5th business day and is \$10.00 per child per payment cycle (semi-monthly) or \$20.00 (monthly).

### Non Payment

When late or non-payments for monthly fees have been identified, the procedures as outlined in the Army Fee policy will be followed which include:

1. Verbal Warning: By Front Desk staff during swipe in/swipe out on the 4th and 5th days of each semi-monthly billing cycle. CYMS swipe stations should be toggled to 'Display Message if HH Balance Exists' so front desk personnel can give parents a courtesy reminder of approaching payment deadlines.
  
2. Personal Follow-Up: By Program Manager on 6th day of the first delinquent billing cycle. Families with an outstanding balance should be contacted via telephone, in

writing or in person regarding the outstanding balance. This will include informing Families of their option to request a Financial Hardship Waiver from IMCOM G9 and reminding them of penalties if payment arrangements are not made by established deadlines.

3. Written Notice of Non-Payment/Potential Termination: By Program Manager on 6th day of the second delinquent billing cycle. This will be a template Army-standard notice. If possible, Program Manager should also do a final verbal follow-up in conjunction with this letter to ensure the Family fully understands the pending consequences and to encourage them to seek assistance if warranted.

**When payment is not received, garnishment of wages will be initiated.**

**Non-Payment of Camp Fees:** Payments not made to your account by the designated due date will result in termination of enrollment for that specific camp week. The CYS program will then offer the camp space to the next patron on the waitlist.

**Payment Options:** Payments may be made with cash, check, or credit card in person at a CYS program front desk or Parent Central Services. Personal checks will be accepted only for the amount due and by the sponsor. Credit Card payments may be made using your WebTrac account.

**CYS WEBTRAC Payments:** Log into your WebTrac account to make online payments 24 hours a day. Please contact your local Parent Central Services for assistance with username/password.

#### 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. 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.**

#### Leave/Vacation Options

Families using center based Full-day programs have the option of selecting fee structure that allows for a 2 week or 4 week Leave/Vacation which reserves the child's space. This is selected at initial enrollment/acceptance of childcare. Family Child Care Fees are annualized during enrollment for only a 2 week Leave/Vacation which reserves the child's space.

The option chosen at enrollment must be used during the registration year and cannot be carried over into the next year. Families are allowed to change their Leave/Vacation Option only at the annual re-registration. Families who opt for 4 weeks of Leave/Vacation pay a higher monthly fee than families who chose the 2 weeks fee option. Family Leave/Vacation must be taken in a minimum of one week increments. To receive the fee credit on your account, families must provide the notification form prior to taking leave/vacation to the CYS program, form available at facility front desk. **Leave vacation options are available to patrons enrolled in CDC/FCC full-day & part-day programs ONLY.**

### Withdrawal/Out-Processing

**Parents are required to provide a minimum of 2 weeks' notice in writing prior to withdrawal.** This notice should be given to the Center Director, Assistant Director or clerical staff. Failure to submit written notification will result in an on-going charge of fees. The other available option is for parents to use two (2) weeks leave in lieu of the two week notice of withdrawal.

A one-time 10% fee reduction may be applied to the final payment for Full Day and Before/After school care programs, when a 30-day notification for withdrawal/disenrollment from the program is provided. This reduction is not applicable to families transitioning to other CYS programs on the same installation. This reduction may only be provided once per child, per installation assignment.

### Absenteeism

*No credits or refunds are issued for child/youth absenteeism due to:*

- ✚ Regular childhood illnesses or injuries (two weeks or less)
- ✚ CYS program closures due to inclement weather, staff training, or special installation circumstances determined by the Garrison Commander (GC),
- ✚ Withdrawal except in situations approved by the CYS Coordinator where the child/youth has not started the class
- ✚ Unused leave/vacation. Sponsors requesting refunds for circumstances outside the scope of this policy must submit their justification in writing through the program director to the GC.

### Refunds

Refunds are authorized for:

- ✚ 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

- ✚ Withdrawal from a regularly scheduled child care programs upon receipt of PCS orders
- ✚ Withdrawal from a Youth Sport (occurring before midseason of the sport) upon receipt of PCS orders.

### Parent Fee Reductions/Incentives

**Total Army Strong (TAS):** Parents may receive a deployment fee reduction for regularly scheduled child care and reduction for other deployment support services. Community Based Fee Assistance Support Services are available through Army Child Care in Your Neighborhood (ACCYN) and Army School-age Programs in Your Neighborhood (ASPN) providers.

TAS benefits are available for Army Wounded Warriors/Warriors in Transition, Pre-Deployment Briefings, & other categories.

Please contact Parent Central Services for the most current information regarding Deployment Support Services (DSS) and the required documentation to receive the benefits. These benefits are only available to DSS eligible Army service Soldiers/Families. *Benefits/fee reductions are effective once documentation has been provided and category of qualification is determined. Adjustments cannot be made retroactively.*

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. The CYS Coordinator may approve Military Units or formal organizations such as Family Readiness Groups (FRG) to "adopt" Families who are unable to accumulate participation hours due to deployment or other extenuating circumstances. Families **must be identified and approved prior** to the accumulation of points. Members of units or organizations are not required to have children or youth enrolled in CYS. Adopted Families **may not** use hours accumulated on their behalf when the deployment or extenuating circumstance ends.

### Multiple Child Reduction

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.
- ✚ Regularly scheduled childcare programs (Full-day, Part-day, FCC home, Before/After School Age, MST Summer Camp, 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 a regular ongoing child care program.

#### Family Child Care Fee Incentive

FCC Parent Fee Assistance represents a 15% savings to Families over Army CDC and SAC fees for designated Total Family Income Categories. This savings is an efficiency incentive to encourage more Families to use FCC Homes as their primary source of child care. Contact Parent Central Services for additional information on FCC Parent Fee Assistance.

Family Child Care Extended Duty Care Fee Assistance is provided at no additional cost for short term child care (generally up to 3 hours/day) beyond FCC regularly scheduled care hours (based on Sponsor's typical duty day/care requirements). A written validation statement is required from the Soldier's unit/Sponsor's Supervisor to the FCC Provider to qualify.

#### FCC Extended Duty Child Care Fee Assistance

Provided at no additional cost for care beyond FCC regularly scheduled care hours. Individual Families are authorized up to 15 days for Extended Duty Child Care per year. (FCC Provider must be certified for overnight care.)

**A copy of the full CYS Fee Policy SOP may be reviewed at any CYS facility**

**Current CYS Fee Charts & TAS/DSS Benefits  
Information are available in our  
Parent Central & Outreach Services Office**

## CHAPTER 6 – CURRICULUM

### Infants

Infants delight in learning about themselves, their world, and the people around them. Our goal is to create a stimulating environment while providing activities which recognize the way infants learn: by discovering and exploring their world, imitating what other people do, repeating and practicing actions and words and receiving encouragement. Developmental activities occur throughout the infant's day as opportunities present themselves, but especially during basic care routines when a staff member can respond to the infant on an individual basis.

### Toddlers

Toddlers, just as infants, learn by discovering and exploring their world, by imitating other people, by repeating and practicing language and motor skills, and by receiving encouragement. Their ability to move about freely adds new dimensions to their learning experiences. They enjoy climbing and repetitious activities as they gain needed coordination for their transition to preschool.

### Preschoolers

Preschoolers have a natural curiosity and eagerness to learn. Our goal is to insure that this eagerness for learning is enhanced through successful experiences and development of socialization skills and a positive self-concept. Therefore, much of the preschooler's day is spent in activity centers that offer a selection of materials and activities to meet the full range of developmental levels. Learning in the activity centers is enhanced through interaction with the adult staff. Open-ended questioning leads to more creative thought and problem solving. Circle and group times, also an integral part of a preschooler's day, are used to introduce children to new concepts, art mediums, songs, games, and books. They give opportunities to practice problem solving and to improve language and listening skills. Additional skills emphasized in the preschool age group include perceptual motor skills, reading and math readiness concepts, self-help skills and introduction to technology.



The Army's *Strong Beginnings* Pre-K is a program designed to prepare children to be

successful to enter school. Children must be four years old by August 1<sup>st</sup> of the academic school year to register for Strong Beginnings. The *Creative Curriculum for Preschool* is the only authorized curriculum for *Strong Beginnings* supplemented by Teaching Strategies Literacy, Social Studies, and Math publications. The Creative Curriculum is the most widely used Curriculum for Pre-K programs in the US. The curriculum focuses on the social, emotional, and physical development of children; and equips them with basic academic and “Kindergarten Classroom Etiquette” skills to enhance “school readiness.” Strong Beginnings builds foundations for learning in:

- ✚ Language & Literacy
- ✚ Mathematics
- ✚ Science
- ✚ Social Studies
- ✚ The Arts
- ✚ Technology
- ✚ Start Smart Motor Development

### CDC/FCC Homes

The Creative Curriculum is the authorized curriculum used in CDCs & FCC homes 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 domains: Social/Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science & Technology, Social Studies, and The Arts.

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.

### School Age Center

Curriculum and framework is comprised of Five Service Areas to meet the core requirements: *The Arts; Education Support & Career Development; Character & Leadership Development; Sports Fitness & Recreation; Health, Wellness & Life Skills*. 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. Many of the program opportunities are provided through curriculum & opportunities provided by 4-H Programs and Boys & Girls Clubs of America (BGCA).

### Middle School/Teen

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 Five Service Areas to meet the core requirements: *The Arts; Education Support & Career Development; Character & Leadership Development; Sports Fitness & Recreation; Health, Wellness & Life Skills.*

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. Many of the program opportunities are provided through curriculum & opportunities provided by 4-H Programs and Boys & Girls Clubs of America (BGCA).

Program opportunities are in the following areas:

- ✚ Youth Councils; provides opportunities for youth to actively participate in planning and conducting youth programs.
- ✚ Volunteer Community Service; provides opportunities for youth to actively learn through service to their community.
- ✚ Workforce Preparation; provides opportunities for youth to prepare for successful entry into the workforce.
- ✚ Youth Technology Lab; provides opportunities for youth to explore interests, enhance technology skills, and research information.
- ✚ Youth Homework Lab; provides opportunities to complete assignments with the assistance of a certified teacher.

**We encourage our Families to share their culture, heritage and home language throughout CDC, SAC, & MST group curriculums. Please contact your program director about volunteering to share information.**

## Youth Sports & Fitness

The YSF 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

1. The following Team Sports are offered at Fort Leonard Wood for all children ages three and older *based on community needs and interests*:

- ✚ Baseball/T-Ball/Softball
- ✚ Soccer (Fall & Spring)
- ✚ Basketball
- ✚ Cheerleading
- ✚ Flag Football
- ✚ *Contact the Youth Sports & Fitness program to make suggestions/request*

2. Individual Sports are offered in at least three locally selected sports:

- ✚ Running Club
- ✚ Wrestling
- ✚ Tennis

3. Fitness and Health programs focus on nutrition education/counseling and health promotion. A minimum of one Fitness and Health option is offered anytime during the year such as healthy lifestyles, healthy eating, personal hygiene, etc. These programs are implemented throughout the CYS Services system.

- ✚ Nutrition, Counseling or Health activities/event. At least one other locally determined option i.e. aerobics, swimming laps, weight lifting, biking, fitness trails, challenge courses, walking, jogging, hiking, etc.

4. Outreach programs are offered in CDC, SAC, MST and FCC in four areas throughout the year.

- ✚ Intramurals (SAC/MST)
- ✚ Motor Skill Activities (CDC/SAC) i.e. Start Smart
- ✚ Skill Building Clinics (all)
- ✚ FMWR Partnerships (SAC/MST) i.e. Gymnasium, Outdoor Recreation

*A minimum of one additional outreach activity (usually a special event or camp) is offered.*

**Visit these sites for more Child & Youth Services information and resources:**

U.S. Army Installation Management Command, IMCOM G-9, Army Family and MWR:  
<https://www.myarmyonesource.com/ChildYouthandSchoolServices/AboutCYS/Services/default.aspx>

CYS childcare programs on Army installations may be located via Resource Locator Library:

[http://myarmybenefits.us.army.mil/Home/Benefit\\_Library/Resource\\_Locator.html](http://myarmybenefits.us.army.mil/Home/Benefit_Library/Resource_Locator.html)

For active duty military, including mobilized or deployed Reserve and Guard personnel, living in an area where no childcare is offered or is unavailable at an installation due to high demand; use the following for *Army Fee Assistance Program* and other information:

On the web:

[www.armyfeeassistanceaccrra.org](http://www.armyfeeassistanceaccrra.org)

[www.armymwr.com/cyss-fee-assistance.aspx](http://www.armymwr.com/cyss-fee-assistance.aspx)

On Facebook:

[www.facebook.com/armyfeeassistanceatccaaoa](http://www.facebook.com/armyfeeassistanceatccaaoa)

On Twitter:

@AFA\_CCAoA

**Questions about Child & Youth Services or requests for more information beyond your installation CYS programs, may be directed to:**

IMCOM G9, Child, Youth & School Services

ATTN: IMWR-CY

Building 2266, 2nd Floor

2455 Reynolds Rd Fort Sam Houston, TX 78234-7588

Phone: (210) 466-1426

<https://www.armymwr.com/contact-us/>