



CHILD & YOUTH SERVICES

CODE OF CONDUCT

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

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

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

1. All children, youth, staff and Families will be treated with respect. Children/youth are not to ridicule or bully other children/youth. If a child/youth is having issues with another children/youth, it is expected that it be brought to the attention of the lead staff person to be dealt with appropriately. The Sponsor is responsible for dependent actions while participating in CYS Programs. The Sponsor's Commander or Supervisor may be contacted or services may be discontinued for disruptive, disrespectful or bullying behavior by Sponsor or Sponsor's dependents.
2. All concerns regardless of subject matter should be brought to the attention of the staff member in an appropriate manner. Staff members have access to private offices or work spaces where personal issues may be discussed. If a staff member is not available, please contact a Program Director to set up a convenient time for all interested parties to meet to discuss problems. The front desk should only be used for pick up of notices and payment. Any concerns or disapprovals of the policies or business practices should be brought directly to the Program Director. In turn, we will respect your privacy and any issues that CYS needs to address that are personal in nature will be dealt with appropriately.
3. Only authorized staff members are allowed in private offices or work spaces. Registered patrons or registered designees may be invited into an office for business-related matters and are welcomed in their child's or children's classroom(s).
4. Persons in front reception area are expected to wait quietly and respect the property of CYS. No running, jumping or climbing on furniture. A verbal warning will be given if necessary before a written warning will be issued. Inappropriate behavior in the waiting

area disrupts program activities and others utilizing services. We are only responsible for children/youth during their registered activity time. CYS does not assume responsibility for children/youth before or after their assigned activity time. Children/youth should be picked up promptly at end of services and parents should call to alert CYS if you will be late. A late fee will be assessed.

5. Parents are expected to refrain from inappropriate conversations while at CYS/Functions as there are always children present. All patrons will refrain from use of foul or inappropriate language while on CYS premises or utilizing CYS.

6. Please practice patience and respect at all times. We value each of you and are happy to answer questions and help whenever possible. We, the staff of CYS, will treat each parent, children/youth and guest with the same respect and patience. The staff of CYS will role model adherence to these outlined rules.

7. There is to be no smoking within 50 ft. of CYS. Army Regulation 600-63, Army Health Promotion, 14 April 2015, paragraph 7-3 h, requires that "use of tobacco products is prohibited in and at all CYS facilities and sports fields, except in designated areas out of the presence of view of children/youth". Let's work together to keep our program environments clean and healthy.

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

If violent or abusive behavior occurs, the Military Police will be called.



FRANCISCO H. JAMISON
Chief
Child & Youth Services

Date: 10 April 2017



UNITED STATES ARMY
CHILD & YOUTH SERVICES

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ACKNOWLEDGEMENT OF RECEIPT

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

(Patron Name)

(Signature)

(Date)

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