



U.S. Army Child, Youth & School Services

PARENT HANDBOOK

Fort George G. Meade
(December 2015)



U.S. Army Child, Youth
& School Services

Welcome to Fort George G. Meade Child, Youth & School Services (CYS) Services. We are happy that you have chosen our programs to assist you with your child care/recreation needs. We hope that together we can provide the nurturing, positive environment your child needs and deserves.

Our goal is to assist each child by promoting his or her intellectual growth, physical ability and social skills. We have the responsibility to provide a safe, healthy environment, enriching activities, and warm, loving care for every child/youth enrolled in our programs. We will strive to create a setting which enhances a child's self-concept and promotes a positive self-image.

Our programs are comprised of professionally trained staff that have specialized training in child/youth development. The training starts before they provide childcare and continues throughout their employment. Areas of training include: developmentally appropriate practices, positive guidance, child abuse prevention, healthy nutrition, CPR, first aid, safety, administering medication, age-appropriate activities, and child growth and development. Many staff members have achieved or are working on receiving their Child Development Associate (CDA)/Military School Age Credentials or their Army Youth Practicum. In addition, all CYS Services staff has extensive background clearances conducted to assure you that only the best qualified people care for your children/youth.

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

Again, thank you for considering Fort George G. Meade, CYS Services!

Sincerely,

Cassandra G. Franklin
Chief, Child, Youth & School Services

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PROGRAM TELEPHONE NUMBERS

Child, Youth & School Services Administration	(301) 677-4808
Parent Central Services	(301) 677-1156/1149
Child Development Center (CDC) I	(301) 677-3407/5201
Child Development Center II	(301) 677-6002
Child Development Center III	(301) 677-1530
Family Child Care (FCC)	(301) 677-1160
School Age Care (SAC) Center	(301) 677-1245/1280
Youth Center (Middle School Program)	(301) 677-1437/1847
Teen Center	(301) 677-6054
Sports and Fitness	(301) 677-1177
SKIES Unlimited	(301) 677-1196
School Liaison Officer	(301) 677-1227/1749
Military Family Life Consultants	(410) 972-1354

CUSTOMER SERVICE

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



CUSTOMER COVENANT

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

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

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

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

VISION: CYS Services programs are dedicated to providing:

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

GOALS:

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

PHILOSOPHY:

At Fort George G. Meade’s CYS Services, we recognize that children are unique individuals who grow and develop at distinctive, ever-changing rates, and that play is fundamental to the development of children. Therefore, we offer an environment where young children and youth are provided the opportunity to learn through play, recreational activities, and interaction with other children, youth, and nurturing adults. Experiences are provided to enhance each child’s growth socially, intellectually, creatively, physically and emotionally. Furthermore, the environment is designed and

adapted, as necessary, to foster both a positive self-concept in all children and an acceptance and understanding of one another's individual differences.

The children soon become familiar with the home-like routine at the program, and the staff recognizes the importance of child-centered, enriching activities in the daily routine. Creative play that is child initiated and teacher supported is provided an extended time period during the day in all our programs, because it is the natural way a child learns. In play, a child learns to concentrate, use his imagination, develop problem-solving techniques, try out ideas, recognize herself/himself as a social being, and better understand the world in which she/he lives. The Youth Programs include a comprehensive series of planned and self-directed activities and events responding to the recreational, developmental, physiological, psychological, cultural and educational needs of youth. These activities support the gaining of lifelong skills and facilitate positive transition to adulthood. Our programs are offered in a physically and emotionally safe environment and it is our responsibility to facilitate these very special life enhancing experiences in all of our programs.

CONFIDENTIALITY: Only authorized CYS Services staff will have access to patron files. CYS Services 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 circumstance.

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

OPEN DOOR POLICY/PARENT ACCESS: CYS Services program level staff members are approachable and accessible to parent/guardians during the center's operating hours. Parents/guardians can voice their concerns, complaints and/or compliments regarding their customer service experience. CYS Services offers a Family friendly environment that encourages parents/guardians to drop in to visit or observe their child/youth. We invite you to join your child's care giving staff in a partnership that will support your child's development both in our program and at home. Parent participation is a key requirement. Parents can become involved through:

- **Parent Visits:** Parents are invited and encouraged to participate in the program whenever possible and are encouraged to visit when their child/youth is in attendance. Parents have opportunities to share the culture, language, heritage and home language and are encouraged to do so. Parents are welcome to call and discuss areas of concern with the program director. In order to maintain optimum security, parents must report to the program's front desk prior to visiting the program to receive a visitor's pass.

- **Parent/Teacher Conferences:** Conferences are scheduled annually to give parents and teachers an opportunity to set individual goals and discuss their child's progress in all areas of development. Conferences can be scheduled upon request of parent or program.
- **CYS Services Parent Advisory Committee (PAC):** There is a parent advisory committee for CYS Services. All parents are invited to participate in the quarterly meetings. The group discusses common issues involving parents and children. Special training is conducted at some meetings. For more information about the PAC, please contact your program director.
- Occasionally CYS Services needs parental input on special projects. Several such projects include the annual Multi-Disciplinary Team Inspection (MDTI) review of the programs offered by CYS Services, Installation Child & Youth Operations Plan (ICOP) review and the CYS Services Mobilization and Contingency (MAC) Plan review. CYS Services staff will request that some parents become team members. We do this so that users of our services are represented.

Parents who have questions or concerns about their child are requested to use the below chain of command:

- *Your child's assigned Child & Youth Program Assistant (CYPA)*
- *Your child's room Lead CYPA or Supervisory Program Specialist*
- *Assistant Director or Training Specialist*
- *Facility Director*
- *Child or Youth Administrator*
- *CYS Services Chief*
- *Director of Family, Morale Welfare and Recreation*
- *Deputy Garrison Commander*
- *Garrison Commander*



PARENT FEEDBACK: The programs encourage input from parents. If you have an idea or suggestion, please give it to the PAC Chairperson, staff in the room or to the assistant/facility director. Each CYS Services program should have parent representatives that belong to the Child, Youth & School Services PAC which meets quarterly. If you wish to have a matter brought before the committee, discuss it with your committee representative or chairperson, or notify the assistant/facility director that you would like to present an issue at the next quarterly meeting, and request the matter be placed on the committee's agenda. Annual Parent Satisfaction Surveys give parents the opportunity to rate our programs. In addition, during the accreditation process, this is done once again. Interactive Customer Evaluation (ICE) comment cards are also found in the front lobby area and are also available online at www.ftmeademwr.com, as well as kiosks available in some MWR activities including Parent Central Services.

PARENT EDUCATION CLASSES: Parent Education Classes are offered throughout the year in each program. Topics vary from nutrition, child development, health and Family support. Parents who attend these classes may receive Parent Participation Points.

GROUP CAST/TEXT MESSAGE ALERT SYSTEM: When patrons are enrolled in any CYS Services program their contact phone numbers will automatically be enrolled in the CYS Services SchoolReach notification system. This system is a voice/text/email system used to notify our patrons immediately of any events or pertinent information that pertains to CYS Services patrons. Parents can also subscribe for free text alerts to be sent to their cell phone to learn about changes to the CYS Services operating status and other urgent alerts. This can be done by texting "Follow ftmeadecyss" to the number 40404. Patrons need to update information regularly to ensure they continue to receive all emergency notifications.

ELIGIBILITY:

Children of active duty military personnel, appropriated and non-appropriated Department of Defense (DOD) Civilian personnel, reservists and National Guard on active duty or during inactive duty training (must submit active duty orders), and DOD contractors working on Ft. Meade may use services provided by CYS Services delivery systems. Eligible patrons must produce a DOD ID Card for verification purposes (if patron is a contractor, must produce a CAC Card/Civilian Welfare Card with a memorandum from the employer stating sponsor works on Fort Meade).

In addition to eligible patrons described above, children of military retirees are eligible to participate in the Middle School/Teen Open Recreation, SKIES and Sports.

Where there are waiting periods for program services, children will be accepted IAW Standard Operating Procedures for CYS Services Waiting Lists. To qualify for full-time care, sponsors must be working full time (25 hours or more per week). Waiting

list priority levels may be used only one time per Family per child in CYS Services. Patrons who are offered a space, but the spouse is not working or in school, will be given 60 days to find employment or enroll as a full-time student. Patrons may accept the space on the condition that they will vacate the space after 60 days if employment is not found or the spouse does not enroll as a full-time student. Documentation must be provided by the patron to verify full-time working status or full-time student status. Documentation (letter from company) is also required of the patron to verify that a DOD contractor is employed full-time on Fort Meade. Priority for care may be used only one time per Family per child in CYS Services.

Eligibility for care ends upon End Term of Service (ETS), termination of sponsor's DOD employment or termination of DOD contractor's employment on Fort Meade. A two-week grace period is provided to allow the sponsor to find alternate care (Retiring active duty military personnel will be allowed to continue utilizing CYS Services as long as enrollment is uninterrupted). If the sponsor is a retiree utilizing a care program, the sponsor must be working full-time and must provide income verification.

REGISTRATION: Parents must fill out the necessary paperwork and attend an orientation before their child can receive services in any program. All paperwork must be signed (by the Parent, guardian who is the DOD ID card holder) and **must be updated annually**. Requirements are:

- Complete CYS Services Registration Form to include two (2) Emergency Points of Contact (requirement)
- Provide Proof of Child Eligibility (Birth Certificate, Vital Records, DEERS Enrollment or Child Military ID Card).
- Provide sponsor's social security number (Needed for Child Tax Credit, USDA funding, medical service identifier. Patron privacy is protected).
- Provide a copy of a Child's Health Assessment or DA Form 5223-R within 30 days of enrollment.
- Provide a copy of the child's updated immunization record.
- Complete Meal Benefits Application Form.
- Complete the Department of Defense Child Development Center Fee Application, DD Form 2652 with Sponsors most current LES/Paystub and Spouse's LES and/or Paystub (if spouse is working less than 40 hours a week, the last three paystubs are required; if Contractor, a letter from the employer stating employee is a Contractor on Fort Meade, amount of hours working and annual salary).
- Complete the Army Child & Youth Health Screening Tool, DA Form 7625-1.
- Complete appropriate Medical Action Plan (if warranted).
- Provide Family Care Plan (single/dual) military within 30 days of enrollment.

The registration has reciprocity Army-wide; ask your losing installation to export your registration file and your gaining installation to import your registration file. You will be required to update your local information. **You will be required to re-register your child/youth annually by completing the above listed forms.**

HOURS OF OPERATION:

CDC: Full Day – 6:00 am-6:00 pm; CDC Hourly Care – 9:00 am-3:00 pm; SAC – 6:00 am-9:00 am and 2:30 pm-6:00 pm; SAC Hourly – 6:00 am-9:00 am & 2:30 pm-5:00 pm; and MS – 6:00 am-8:30 am and 3:00 pm-8:00 pm. Family Child Care Providers determine hours of service with each patron. Provisionally certified providers may only operate their home between 6:00 am and 6:00 pm, Monday through Friday (fully certified providers may offer extended hours). All child care facilities are open Monday through Friday, and are closed on weekends and federal holidays. The facilities will close two afternoons per year to allow CYS Services employees the opportunity to participate in the DFMWR organizational day in late summer and the DFMWR Holiday celebration in December. They will also close one day per year for staff annual in service training. School Age Center and Middle School Program will follow the Anne Arundel County School calendar.

DAILY ADMISSION AND RELEASE: The parents, legal guardians, or other persons (designated in writing) are required to drop off and pick up their children. If persons other than the parent are picking up or dropping off children/youth, the office must be notified in advance in writing. Children/youth will be released only to those persons whose names are on file at the program office. Parents or designee are required to sign in/out and accompany each child to/from the proper section daily. In order to maintain correct accountability for the safety of your child, it is mandatory for all patrons to swipe their child into CYMS at the front desk AND sign-in on the classroom sheet for all CYS Services buildings. Parents neglecting to sign their child/youth in will be called at work to return to the program to complete the signing-in process. If a child/youth is bused to and from the program to school, the parent is required to keep the program informed of the pick-up and drop-off schedule and any changes that may occur. Parents must also notify the program of any day their child is not returning to the program on the bus for whatever reason. Children are expected to arrive in clean clothing each day. All children that arrive in diaper and pull-ups should be clean.

ADMISSION CRITERIA: The CDCs care for children ages 6 weeks through 5 years of age in their full-day and hourly programs. FCC homes care for children ages 4 weeks to twelve years. SAC enrolls youth in Kindergarten through 5th grade, MS enrolls youth in grades 6-8, and Teen Center participants must be in grades 9-12. Children and youth are accepted in the programs on a provisional basis for the first month of attendance. The program reserves the right to direct withdrawal of any child at any time if deemed necessary by CYS Services management after consultation with the child's parents or guardians. If we are unable to meet your child's needs in their current placement, every effort will be made to assist you with finding viable alternative care.

CHILDREN WITH SPECIAL NEEDS: Every effort will be made to place children with special needs (asthma, allergies, learning disabilities, developmental delays, vision and hearing problems, diabetes, attention deficit disorder, medications etc.) in CYS Services programs. Children with special needs will require medical documentation that must be forwarded and reviewed by the Army Public Health Nurse PRIOR to participating in any CYS Services programs.

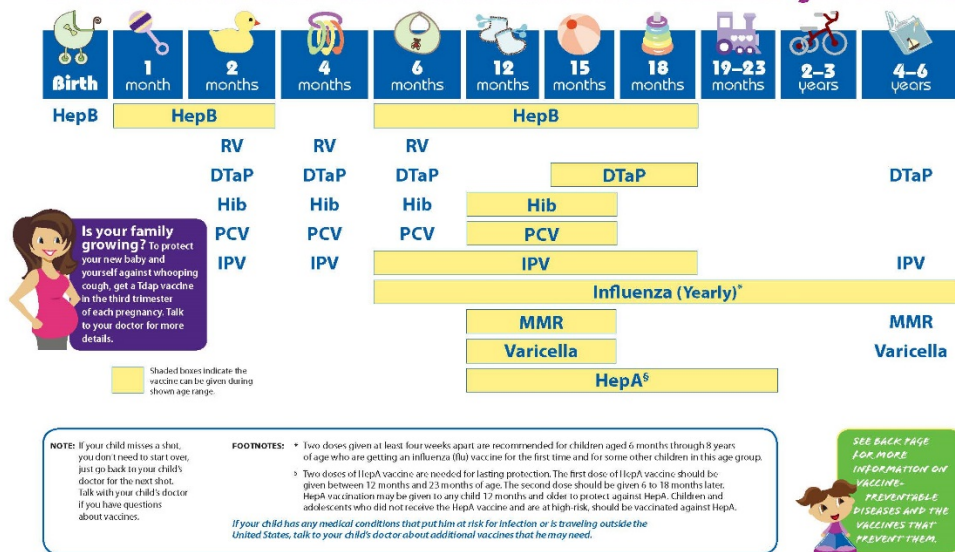
The Multi-Disciplinary Inclusion Action Team (MIAT) evaluates the behavioral, developmental, emotional, health, learning, physical, and social issues that may affect your child. The MIAT consists of you, the Army Public Health Nurse (APHN), CYSS Chief (or designee), Exceptional Family Member Program (EFMP) staff, and Outreach Services Director. The MIAT works together to decide what accommodations your child needs for your child to be successful within the CYS Services programs. The MIAT determines the safest, least restrictive, and most appropriate placement for your child requiring special care. As a parent, you are a vital member of this MIAT, and your participation is integral to the overall success of your child in our programs. By providing the MIAT with a brief history and an outline of current symptoms, concerns, and actions taken with regard to your child (i.e. rescue medicines, behavioral management tips, etc.), you can help maximize your child's success in the CYSS programs.

If children who are **already in care** are diagnosed with a new medical condition, services will be suspended until proper medical documentation has been submitted and reviewed by the Army Public Health Nurse. CYS Services will make every effort to ensure a quick and smooth process.

HEALTH REQUIREMENTS: Children accepted for care in a CYS Services program must:

- Be free of communicable disease.
- Have documentation or record of all age-appropriate immunizations. Below is a list of required immunizations. Many immunizations have a range of time allowed (i.e. the Hep B#1 can be given at birth to two months). Therefore, the dates you see below are the latest date in which your child can obtain the immunization.

2015 Recommended Immunizations for Children from Birth Through 6 Years Old



For more information, call toll free
1-800-CDC-INFO (1-800-232-4636)
or visit
<http://www.cdc.gov/vaccines>



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



American Academy
of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	DTaP** vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic, and blood disorders
Hepatitis B	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Flu	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pinkeye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Pertussis	DTaP** vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Polio	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumococcal	PCV vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	MMR** vaccine protects against rubella.	Air, direct contact	Children infected with rubella virus sometimes have a rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Tetanus	DTaP** vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

* DTaP combines protection against diphtheria, tetanus, and pertussis.

** MMR combines protection against measles, mumps, and rubella.

Last updated January 26, 2015 • CS245366A •

- Any waiver of immunization requirement considered for religious convictions or any medical reasons must be approved by CYS Services Chief. A request for a waiver based on a medical condition must be accompanied by a signed, stamped, and dated statement from a credentialed medical provider documenting why the child is exempt. A request for a waiver based on a religious objection must be accompanied by a signed statement of the parent specifying the religious objection. Parents will be counseled that the child will be excluded from the program in the event of vaccine-preventable, communicable-illness outbreak.
- Health assessments will be updated annually and maintained on file at the facility for 3 years if no medical changes occur. A new health assessment **is required if there are any medical changes** and every 3 years. Any special considerations or precautions (diet, medication or allergies) must be specified in the child's health assessments as well as Special Diet Statement and/or Medical Action Plan as applicable. CYS Services personnel will implement any special recommendations made by physicians that fall within program capabilities.
- Sports physicals are due **prior** to practice or your child/youth may not physically participate in practice/games. The physical must be current through the sports season being played. Sports physicals are only good for 1 year. If your child/youth's sports physical expires within the chosen sports season, the aforementioned policy will be implemented. However, if PCS does not receive the new sports physical within 15 days of the expired physical, your child can no longer physically participate until the sports physical has been provided.
- Failure to provide updated health records, physicals, and immunizations will result in denial of services.

HEALTH ADMISSIONS: Children are screened daily upon arrival at the program. A child with an elevated temperature, or any symptom of an illness or contagious disease, will not be admitted to the program. Some symptoms of illness which would exclude a child from the program are: skin rashes, itchy skin, itchy scalp not currently under treatment by a licensed independent practitioner, changes in behavior (lethargy, drowsiness), complaints of pain or of not feeling well, inability to participate in daily activities, culture-proven strep infections per health care provider's note that have not been under treatment for at least 24 hours, drainage from eyes, persistent cough or elevated temperature (an axillary temperature greater than 100.5° F for infants three months and younger or greater than 101° F axillary or oral in all other children). Note: during influenza season, exclusion criteria is a fever of 100 degrees Fahrenheit axillary or oral AND at least one other symptom, such as runny nose, cough, congestion, sore throat, intestinal upset or diarrhea. Fever must be absent and nausea, vomiting or diarrhea must have subsided for 24 hours for a child to be readmitted. A child placed on an antibiotic for an infectious condition must be home

at least for the first 24 hours before readmission (chronic ear infections may be an exception). If there appears to be any question as to the child's state of health after an absence due to illness, the child may be refused admittance until a written medical statement is provided. **Parents will inform the program immediately upon notification of a contagious illness affecting the child.**

If a child develops minor health problems after being dropped off for the day, the parents will be notified and the child will be placed in an isolated area until they are picked up. Families **MUST** pick up the child within **90 minutes** of notification of illness. Failure to do so will result in contacting the Family's chain of command. Parents will be immediately notified of any emergency or acute illness. The Army Public Health Nurse (APHN) and parents will be informed of a child's exposure to a communicable disease while in a CYS Services program.

SPECIAL DIETS/ALLERGIES: Parents of children who have allergies or sensitivities to any food, pets, plants, medications/drugs must accurately complete the Army Child and Youth Health Screening Tool (DA Form 5223-1). This form must indicate allergies, diet and other special precautions necessary for care of the child. A CYS Services Special Diet Statement must be completed by a health care provider or a representative of a religious institute for all special diet requirements. The only diet requests that we can accommodate are for medical or religious reasons. CYS Services is unable to accommodate diet requests solely based on personal preference.

MEDICATION ADMINISTRATION: Daily medication may be administered only to children in the full-day programs under the following conditions:

- A health care provider has prescribed the medication.
- Only medications on the pre-approved medication list, prescribed by a health care provider and with a pharmacy label will be administered. Oral antibiotics, antihistamines/decongestants and anti-infective/anti-fungal ointments are the only categories of medication that can be routinely administered by authorized CYS Services personnel. Other prescribed medications may be administered after obtaining an Exception to Policy in consultation with the Army Public Health Nurse and the provision of special training to CYS Services personnel. The Medical Action Plan serves as the Exception to Policy for rescue medications such as an Epi-Pen or Albuterol inhaler.
- The parent/guardian must complete a Child, Youth & School Services (CYSS) Medical Dispensation Record. **NO MEDICATION WILL BE ADMINISTERED BY CYS SERVICES PERSONNEL WITHOUT REVIEW/AUTHORIZATION FROM THE CENTER/PROGRAM DIRECTOR.**

Medication will be:

- In the original container with a childproof cap.
- Dated, with the health care provider's name and instructions for use.
- Labeled with the child's name, name of medication, dosage, frequency, and duration to be given (to include ending date).

Over-the-counter medications will not be administered unless pharmacy labeled and ordered by a health care provider. No PRN "as needed" medication may be administered unless used as a rescue medication. The exception to this rule is over-the-counter basic care items which are limited to sunscreen, insect repellent, diaper rash ointments, lip balm and lotions for dry skin/eczema. No aerosol items will be accepted. A list of basic care items has been reviewed and authorized by the Army Public Health Nurse. Forms for use of these items are available for completion at the programs.

Medication will only be accepted in a Ziploc bag with appropriate medication dispenser.

Children must be on oral medication at home for at least 24 hours before CYS Services personnel administer that medication.

MEDICATIONS WILL NOT BE ADMINISTERED IN THE HOURLY PROGRAMS EXCEPT FOR EMERGENCY SITUATIONS (i.e. Epi-Pen or Inhalers).

CHILDREN MAY NOT BE PRESENT IN ANY PROGRAM WITHOUT THEIR RESCUE MEDICATION AND CURRENT MEDICAL ACTION PLAN.

SERIOUS ILLNESS OR INJURY: In cases of sudden serious illness or injury, if the parents or alternative emergency person cannot be reached immediately, program personnel will accompany the child in an authorized emergency vehicle to the nearest medical treatment facility. The program administrative staff will continue attempts to contact parents. Patrons will be charged for any services provided by medical treatment facility to include transportation cost.

INFANTS:

Infant formula (Similac Advance Ready to Feed) is provided by the program under USDA guidelines. A waiver is signed if parents prefer to bring in their own formula or breast milk. If patron provides own formula, only plastic bottles with lids containing the exact amount for each feeding will be accepted. These bottles must be labeled with the child's first and last name, contents and date the bottle was prepared. Empty bottles to be filled at the CDC with program provided formula must also be labeled.

Infants will be held for all feedings. When infants transition to strained baby food and cereal they will be held or placed in appropriate seating to be fed. Bottles will not be propped for self-feeding.

Each infant will be kept on his own feeding and sleep schedule. Parents and staff members will discuss the process for infants transitioning from formula to milk or from baby food to table food in advance, and develop a successful plan for the infant. Parents and caregivers of infants will develop a monthly individual infant feeding plan that will be used to introduce different foods.

In order to reduce the potential for Sudden Infant Death Syndrome, infants from birth to 12 months will be placed on their backs in their cribs wearing a Sleep Sack over their clothes if needed. If the infant is able to roll over on his own, he can assume his own sleep position. Infants who have existing specific disorders will be positioned for sleeping per their health care provider's written instruction. All patrons will sign a CYSS Infant Sleep Position Agreement form.

During waking periods, infants will be out of the crib and participating in various stimulating activities.

Only disposable diapers are permitted in the programs. Wet and soiled clothing will not be laundered but will be stored separately from clean clothing until it can be given to parents.

TUITION PAYMENT:

Fees for children enrolled in CYS Services child care programs will be collected **in advance** of services rendered. Fees are based on total Family income as reflected on DD Form 2652 (Application for Department of Defense Child Development Center Fees). This form must be updated annually or when significant financial changes occur during the registration year. Significant financial changes may be hardship, change in employment status or changing from a part-day program to a full day. IMCOM requires that patrons' DOD fee applications be audited twice a year. Parents who do not submit a completed and validated form will be charged the highest category fees.

Initial fee payment reserves the child's space in the program, is non – refundable and paid in advance of the child's start date. The initial payment will equal 10% of the monthly payment rounded to the nearest even dollar amount and will be credited to the first month's payment. Example: If a parent's monthly fee is \$228 per month, the 10% charge equals \$22.80 which is rounded to \$23.00. This amount is credited to the first month's payment. The remaining balance will be due to the program the first day of care.

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

You may utilize WebTrac to pay your child care bill, register for special activities such as SKIES Unlimited & Youth Sports, and make hourly care reservations login to <https://webtrac.mwr.army.mil/webtrac/meadecyms.html> . Obtain your login and password information from any CYS Services location. Your child care bill will appear online the 1st and 15th of each month by 12:00 pm. Should the 1st or 15th fall on a weekend or holiday, the bill will appear on the next business day. CYS Services reserves the right to suspend your WebTrac privileges at anytime.

Please be sure sponsor's full name, current address, home and work telephone numbers, rank and unit are on each check or money order--made out to IMWRF (Installation Morale, Welfare, and Recreation Fund). Also, please list your child's name on the lower left-hand corner of the check.

DELINQUENT ACCOUNTS: CYS Services programs cannot absorb losses incurred by patrons not paying tuition in a timely manner. Past Due accounts refer to an account that is not paid by COB the 5th business day. A one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle (1st and 15th). If full payment (to include late payment fees) is not received by COB on the last working day of the month, the account becomes delinquent and services will be terminated. Delinquent accounts are denied services and FMO will initiate a DD139 to process the account for collection. All delinquent fees must be paid in full to be eligible to use any programs in CYS Services.

Therefore, parents may not transfer between programs if they are delinquent in fees. If you are in a terminated status, your child is no longer enrolled in the program. Patrons will still be responsible to satisfy their delinquent account with the DFMWR FMO Office. If the Family pays the account in full and would like to utilize any CYS Services program, they must enroll in a financial management program (Army Community Services), submit a letter and documentation from ACS requesting an exception to policy to the director of the program requesting re-enrollment and wait for the approval of an exception to policy. If the exception to policy is approved, patron must return to Parent Central Services for re-enrollment. If the exception to policy is denied and patron is still in need of care, patron must return to Parent Central Services to be placed on the waiting list as of the date of the request.

Children cannot return to care until the exception to policy has been returned. As per AR 608-10, priority status on the waiting list can only be used once. If your services are denied, your child's slot may not be held. Army Community Services can assist all families that live or work on Fort Meade needing financial assistance and counseling. CYS Services reserves the right to recommend financial review with ACS as a condition of re-enrollment. The number for ACS is 301-677-5590.

If full payment for SKIES *Unlimited* Instructional Classes, Camps and Youth Sports is not received by the advanced specified cutoff date, the child will be removed from the roster and the vacant space will be offered to the first child on the waitlist.

Exceptions to the above procedures due to unusual need/family circumstances will be submitted in writing, through the Facility Director and Chief CYS Services with final approval by the Post Commander or Commanders designee.

RETURNED CHECKS: You will be charged a service fee if a check is returned by the bank. If the bank returns a check, it will be returned to FMO. It cannot be re-deposited. The check and the service fee charge must be redeemed with either cash or a money order payable to IMWRF. It is to be delivered directly to FMO. Returned checks, once identified, are considered a delinquent account and must be redeemed within 5 business days for continued placement in CYS Services programs. Those patrons with returned checks will have to make future payments in cash or money order until their name is removed from the dishonored check list.

TUITION ADJUSTMENT: Tuition adjustment will be made only in the following circumstances:

- If a child must be kept out of the program for medical reasons for ten (10) consecutive business days or longer. Proper medical documentation from the child's doctor must be presented to the center/program director in order to receive any adjustment.
- If a single military parent is sent TDY and must make alternate care arrangements for the duration of the TDY assignment, proper documentation is required. The same consideration will be given to dual military sponsors if they should be sent TDY at the same time. A copy of TDY orders must be presented to the center/program director in order to receive any adjustment. The patron must notify Parent Central Services as well as the program, to get placed on the waiting list if TDY exceeds two weeks. The patron will remain on projected care until the patron returns and then will be placed at the top of the waiting list. It is **NOT** guaranteed that the child will return to the same center or same room.
- Any special circumstances that might allow for tuition adjustment (i.e., joint custody of child by court decree, special education arrangements, change in work or marital status, etc.) must be presented to the center/program director and CYS Services Chief for consideration.
- Sponsor's spouses who lose/terminate employment/student status are granted 60 days to find other employment or enrollment will be terminated. A 60 day wavier will be requested by the patron at Parent Central Services.

For blended Families, The Total Family Income (TFI) of the household in which the child spends most of his or her time must be used for TFI.

Fees for legally separated Families will be supported by a legal separation document or a notarized statement documenting that patron is legally separated. NOTE: Notarized statements to document legal separations must be co-signed by Battalion level commander. DoD Civilians must provide a legal separation document. All other fee determinations related to Family structure/ situations will be resolved by the CYS Services Chief on a case-by-case basis.

SAC Families who are registered/enrolled for the Before or After school program and Middle School Program Families registered in the Before School Program, will not be required to pay fees for full days, half days, snow days, spring/fall/winter breaks and limited days at the beginning/ending of the school year.

VACATION/LEAVE CREDIT:

Child Development Center Families may select a 2- or 4-week Leave/Vacation Fee Plan (which reserves their child's space) for each Child enrolled in the Regularly Scheduled Child Care Programs. Selection will occur during the Family's initial or re-registration for the upcoming 12 months. Families who choose the 4-week *Leave/Vacation Fee Plan* will pay a higher monthly fee than Families who choose the 2-week plan since their fees are annualized to include Leave/Vacation. Once a *Leave/Vacation Fee Plan* is selected, it remains in effect for their entire registration year (12 months). These weeks of vacation need not be taken consecutively, however, credit will not be granted for leave taken less than one full week (five {5} consecutive business days) at a time. DoD policy states that leave be given in no less than one week increments and cannot be accumulated from year to year. Refunds for leave not taken are not authorized. Prior to your vacation/leave, please notify the center/program director in writing of your request for vacation/leave credit, including the dates that your child will be absent. (Vacation Credit may not be used in conjunction with 2 week termination notice date).

School-Age Care (to include all Kindergarten programs) do not receive any Leave/Vacation Plans.

LATE PICK-UP FEE: DOD Policy authorized late pick-up fees.

Child Development Centers/School Age Care/Middle School/Outreach Programs: Family pays the Program \$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 SAS 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.

Late fee is payable in cash (the day the fee is incurred or the next day before services are rendered). Persistent problems will be brought to the attention of the CYS Services Chief and/or Commander for resolution or for alternate child care options to meet patrons' needs.

Children/youth may not return to the activity until the late fees are paid in full.

PROGRAM CANCELLATION: A written notice of withdrawal must be submitted at least two weeks prior to your child's last day of attendance to the program director. Until a withdrawal form is received, your registration holds a slot in the program. You will be held responsible for all fees incurred from the time of registration until the approved date of withdrawal. **You will be charged for two weeks of service if written notice is not presented. Vacation/leave credit cannot be used in lieu of cancellation notice. (Cancellation notice may not be utilized in conjunction with 2 week vacation/leave notice). All delinquent fees will be turned over to FMO for collections (see delinquent accounts).**

Refunds of program fees will be requested in writing by the child's sponsor within 10 business days of withdrawal. Valid requests for refund due to PCS, TDY, extended illness or family emergency will be submitted in writing with required documentation through the Facility Director with final approval by the CYS Services Chief. Sports refunds will not be considered after the mid-season. Refunds are not authorized for *SKIES Unlimited* instructional classes and Sports unless approved by the CYS Services Chief where the child has not started the class/practice.

Fee Policy is subject to change

DISCIPLINE:

Discipline will be constructive in nature, including such methods as diversion, separating of a child from dangerous situations, and praise of appropriate behavior. When an occasional minor conflict or problem surfaces, our primary effort is to redirect the child from the inappropriate behavior and to engage that child in other activities. Older (K-12) youth are encouraged to learn conflict resolution techniques. Programs that introduce these techniques are part of the curriculum. When a child's behavior becomes momentarily unmanageable, temporary removal from the group is our most effective tool. If the disruptive behavior persists, parents will be consulted. Each challenging situation will be dealt with on an individual basis. **Corporal punishment will NOT be used under any circumstances.**

If a child continually exhibits persistent detrimental and unmanageable behavior and cannot adapt to a group care situation alternative care will be recommended. If this situation should arise, you will be given assistance in locating alternate care options. Policies regarding some specific behavioral concerns as well as discipline are available in the program for your review. **School Age/Youth/Teen centers follow the same table of penalties as the Anne Arundel County Public School System.** A copy of this table can be requested from the Center staff.

Because some youth/teens at MS and Teen are allowed to sign themselves in/out, suspension from these programs will require the youth/teen to leave the facility and not return until a specified date and time. A suspension letter will be sent to the parent/legal guardian of the youth/teen being suspended as well as a courtesy phone call.

Individuals who have been suspended from their school are not eligible to participate in Sports, MS&T, or SKIES Activities for the duration of the suspension. No refunds are due for activities missed as a result of the suspension.

Program personnel understand that biting is a common behavioral response for some pre-toddlers through preschool-age children. Program staff will work with the children and parents to modify this behavior when it occurs. In those rare instances where biting becomes a problem, even after changing the environment and schedule a conference will be held with the child's parents. After exhausting all reasonable solutions to the issue at hand alternative options for child care will be discussed.

TOUCH POLICY: CYC Services personnel recognize the importance of physical contact to child nurturance and guidance. In this mode of understanding, all direct services personnel (technicians & program assistants) receive training in appropriate versus inappropriate touching. Examples of age-appropriate interaction for young children may include hugs, lap sitting, reassuring touches on the shoulder, nap time back rubs for a tense child and situations which affect the safety and well-being of the child (i.e., holding hands crossing the street, or holding a child gently, but firmly, during an outburst when the child is in danger of harming self or others). Appropriate touching for youth would be reassuring touches on the shoulder, quick side hugs. Inappropriate touching includes forced good-bye kisses, corporal punishment, prolonged tickling, fondling or molestation.

CHILD ABUSE REPORTING PROCEDURES:

Department of Defense Child Abuse/Safety Violation Hotline: If you suspect child abuse, child neglect, or safety violations in any CYC Services programs, report them to your installation Family Advocacy Program, Safety Officer (301) 677-2396, or call the Department of Defense Child Abuse/Safety Violation Hotline, 1-877-790-1197.

The CYC Services staff /personnel are mandated reporters as required by AR 608-18 and 608-10 and must follow the child abuse reporting procedures. The reporting point of contact (RPOC) on Ft. Meade is the Military Police, (301) 677-6622/6623/6624). The Military Police work in cooperation with Kimbrough's Department of Social Work Service and Anne Arundel County Child Protective Service. For information on the prevention, identification, reporting procedures for child abuse, please contact the Family Advocacy Program at Army Community Service (301) 677-5590/4357/8454.

The CYC Services policy requires that we write "accident/ incident reports" for all falls, scratches, bruises, bites and scrapes that occur while your child is in our care. You will be asked to sign the report as documentation that you have been informed of the accident/ incident. Please inform care-giving staff of any bruises, bumps, or abrasions daily upon arrival.

MINIMIZING THE RISK OF CHILD ABUSE: Our facilities are built to minimize the risk of or the potential for child abuse. Vision panels in doorways and hallways allow better supervision of activity rooms. All CYS Services care facilities and buses are monitored with Video Surveillance Systems to include video and audio (bus surveillance). The basic purpose of the system is to substantiate or refute allegations of child abuse. Entrances to the building are limited and monitored. Exits to unfenced areas are alarmed. Bathrooms are within classroom areas and are easily monitored. Employees undergo several background checks prior to hire. Personal references are checked for accuracy and only the best qualified are hired. Staff must participate in annual training on child abuse recognition, reporting, and prevention. Adult/child ratios are regularly monitored. Parents are notified of all field trips beyond the program grounds. Sign-in/out sheets and daily attendance records promote accountability. Staff and visitors wear identification badges. An open door policy is extended to all CYS Services parents. Parents are asked to participate in internal assessment of programs by completing surveys and/or checklists and as members of a Multi-Disciplinary Team Inspection (MDTI).

BUS CONDUCT

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

Anne Arundel County Public School transportation behavior policy is in effect and a copy of the policy is available upon request.

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

CODE OF CONDUCT

We believe all children and those who care for them deserve a safe, supportive and caring learning environment. CYS Services 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 Services patrons (regardless of age) will be expected to follow the Code of Conduct posted in all facilities. CYSS includes: Child Development Centers, Family Child Care, School Age Center, Youth Programs (Middle School/Teen), Hired!, Youth Education and Support Services (School Liaison and SKIES Unlimited), Youth Sports, Outreach Services and CYS Services Leadership and Administration.

PARKING: Please park ***only*** in designated parking spaces in the lot adjacent to each program. **Do not leave children unattended in vehicles; appropriate authorities will be notified.** In consideration of the safety of our children, parking is prohibited in the driveway in front of the building. The driveway is designated for school bus and emergency vehicle access only. Leaving an unattended car running is not only against the law, but is also a serious safety hazard.

PERSONAL ITEMS OF CHILDREN:

Please do not allow your child to bring toys/items from home except in the case of a comfort item (infant through kindergarten) to help your child adjust with transitions or rest time. We have sufficient quantities of educational materials that encourage appropriate development. There may be certain days when staff will request certain items be brought from home in order to supplement learning.

Please provide the program with a change of the child's clothing as "accidents" do happen. The change of clothing must be labeled with your child's name and be appropriate for the season. Nap time sheets are provided, but parents of children in the CDC full-day program may provide a favorite blanket. Parents are responsible for weekly laundering of their child's blanket.

In CYS Services CDC programs; personal items such as personal electronics are not permitted to be brought to the program. If the program has a special activity permitting such items, you will receive information in writing regarding the event. In CYS Services SAC & MS, personal electronics (hand held games, cell phones, etc.) may not be used at the program and must be stored in backpacks or lockers. If in doubt, ASK! **CYS Services will not be held responsible for personal items that are lost, stolen or otherwise damaged.** To prevent loss, we recommend that all items must be labeled with the youth's name.

DRESS CODE:

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

Children should wear comfortable clothes in which they can play and get messy.

Clothing for children that they can take off and put on themselves is encouraged.

Please label all clothing that may be removed such as coats, jackets, hats, mittens and bags. A change of weather-appropriate clothing (children have occasional accidents), labeled with his/her name is to be left at the program.

SAC and Middle School participants will be provided one Summer Day Camp T-shirt, which must be worn on off installation field trips.

MEALS: The program participates in the USDA Food Program. In order to reap the maximum benefits from this program, it is essential that the USDA application be completed annually and returned to the program. We must have one application per child for accountability. Breakfast, lunch and a nutritious snack are served to children in the full-day program daily and a snack to the part-day. Breakfast at the CDCs is served from 8:15 am – 8:45 am and lunch from 11:15 am to 11:45 am. If you bring your child to the program after breakfast or lunch hour, please make sure he/she has already eaten. SAC and MS serve breakfast and an afternoon snack on school days. They serve breakfast from 6:30 am to 8:30 am and afternoon snack from 2:30 pm to 4:30 pm. During Summer Day Camp and School out days they also serve lunch. **The only diet request that we can accommodate are for medical or religious reasons. CYS Services is unable to accommodate diet request solely based on personal preference.** Meal times are subject to change; see facility menu board.

Birthday Celebrations: We understand the importance of celebrating your child's birthday and our staff will make certain that your child feels special on his/her day. Each child will be recognized on his/her birthday by receiving a birthday sticker/ribbon, or a special crown (or something similar) to wear. At the end of each month, each classroom will serve cake or cupcakes to celebrate the birthdays that occurred during that month. We ask that parents DO NOT bring in cakes, cupcakes, or snacks on your child's birthday as our programs would like to avoid serving many sweet snacks throughout the month.

Holiday Celebrations: Traditionally, Child, Youth & School Services have hosted two special luncheons inviting parents and other installation VIPs. Our famous Spaghetti luncheons during April- Month of the Military Child and turkey with all the fixings in November will serve foods purchased and prepared by our center kitchens.

Other celebrations, such as the October Pumpkin Patch, a landscape of pumpkins at each center, with each child receiving a small pumpkin, our Costume Parade and December Giving Trees featuring donations of hats, mittens, gloves and socks pinned to a tree in the lobby for Sarah's House do not include food just a festive spirit.

FIELD TRIPS:

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

Field trips will be conducted only under safe driving conditions.

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

All volunteer chaperones will be under the management of the training and curriculum specialist in charge and or manager on duty and will be expected to comply with all policies and regulations governing the CYS Services staff.

Attendance will be taken prior to departure from the field trip site.

Fees and charges:

- Parents will be informed about fees and charges for field trips prior to the scheduled date of the field trip.
- Entry fees will be collected by the CYS Services personnel responsible for planning and implementing the field trip prior to departure.

Admission requirements:

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

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

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

Smoking will not be permitted while on field trips.

The use of volunteers is encouraged to supplement the number of adults providing guidance and supervision.

SUPPORT SERVICES:

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

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

There are many other resources that can assist children and Families through difficult times (e.g., deployment, the stress of divorce, debts, death, or medical problems). We can assist with finding resources to help you through these times. Resources that are available to us on a regular basis include our Multi-Disciplinary Inclusion Action Team (MIAT), Army Community Service (ACS), and DoD professionals in the areas of child psychiatry, Exceptional Family Members, speech and hearing, and developmental behaviors. Personnel come from these support agencies to assist us in identifying areas of training needed and with intervention ideas to share with staff. This process includes discussions with staff and observations of children's activities.

VOLUNTEERS:

The program encourages parents to volunteer in their child's/youth's program whenever possible. This allows the parent to have a firsthand working knowledge of how the children/youth spend their day; assists the program assistants in providing essential individual attention to the children/youth; fosters closer relationships between the program and the parents and makes the children/youth feel very important. Speak to your child's/youth's program assistant or the assistant/facility director if you could give some valuable volunteer time.

Parent participation is strongly encouraged. The Parent Participation Program can allow a 10% discount on your monthly fee for participation in various activities. Ten points enable a 10% discount on the first child's fees. Additional discounts will be given to additional children when another ten credits received. Activities and predetermined credits are posted in your child's activity room or parent boards. Some activities include making developmental games and materials for class,

participating on field trips, attending parent education classes and many more opportunities.

Any regularly scheduled volunteer in all NAF activities must have completed background checks to include, Military Police, Civilian Local Law, Army Substance Abuse Program, Family Advocacy Program, Army Central Registry, and Criminal Investigation Division. All volunteers will sign DD Form 2793 (Volunteer Agreement for Appropriated Fund and Non-appropriated Fund Instrumentalities), will be responsible for enrolling in the Volunteer Management Information System on Army Once Source website and will be responsible to attend any required training such as Child Abuse Awareness.

CURRICULUM:

The best way to describe Army Child Development curriculum is a combination of Developmentally Appropriate Practices and Creative Curriculum. Developmentally Appropriate Practices is a child centered, child-initiated and teacher supported program. The Creative Curriculum program allows for meaningful and long lasting learning involving active thinking and experimenting finding out how things work. This is best accomplished through purposeful play facilitated by highly intentional teaching practices. Both practices require each child to have a primary caregiver, who observes and documents the child's interests, strengths and abilities and builds the curriculum around that. Observations allow us to offer an individualized program that will support school readiness for children by expanding their play into learning experiences.

Strong Beginnings Pre-K is an Army initiative designed to prepare children for kindergarten. The program has a greater academic focus covering science, math, language/literacy, social studies and physical fitness, preparing the whole child for school success

The SAC, MS and Teen programs provide quality programs which help youth to grow and develop in a positive way. We offer age appropriate activities which promote the social, emotional, cognitive and physical development of youth. SAC, MS and Teen programs have developed a partnership with Boys & Girls Club of America and 4H. The resources/ curriculum from these two National programs and the Army requirement to implement programs in the four service areas; Arts, Recreation and Leisure Activities, Academic Support, Mentoring and intervention, Life Skills, Citizenship & Leadership Opportunities and Sports, Fitness and Health. We offer a wide variety of activities to include: homework/computer lab where youth can be seen participating in "Power Hour," a homework incentive programs, creating newsletters, searching on the internet in the computer lab; creating arts and crafts projects; singing, dancing, drama, cooking projects and playing games indoors and out. On full days of services (School out days/Holidays or Summer Day Camp), youth participate in field trips or are entertained by visiting speakers and guests.

ADVERSE WEATHER/LOCAL OR NATIONAL EMERGENCY:

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

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

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

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

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

Exception to this policy may be requested through the Center/Facility Director to the CYS Services Chief.

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

Early Release: *When determined during normal duty hours that Fort Meade commuting area driving conditions are, or probably will become hazardous, non-critical personnel will be released from duty; however, mission essential personnel must remain and/or report as scheduled. Excused absence is authorized and will be considered for mission essential personnel committed to car pools when public*

transportation is not available and a sufficient work force remains to accomplish mission essential functions. The Directorate of Plans, Training, Mobilization and Security (DPTMS) will notify garrison staff and subordinate units that Fort Meade has implemented an "Early Release" at (specify time).

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

Delayed Arrival: *Additional time to allow garrison personnel to safely commute from home to the workplace given a normal commute start time. This time is charged as administrative leave.*

When Garrison implements a **Delayed Opening (specific time)**, all CYS Services programs will be closed until the specified time as instructed by the Garrison.

Delayed Opening: *When weather conditions have deteriorated during non-duty hours and the decision to delay opening facilities is made, a delayed opening will be authorized; however, critical personnel must report as scheduled. This delayed opening time is required to clear impassable roads that are likely to remain so until a specific time, to ensure safe arrival.*

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

Adverse Weather: **All child care facilities will be closed.** Parent must utilize personal backup contingency plan as there are no designated Family Child Care (FCC) homes to provide care. In the event that FCC Providers become available, only children whose parent(s) has provided their center with the memorandum(s) described in paragraph 2 above (Adverse Weather Emergency Personnel) will be able to utilize designated FCC homes. CYS Services will credit your account for the difference in fees. You will need to provide your receipt for care to your center in order to receive credit.

Force Protection Conditions (FPCON Delta), care will be provided for those children whose parent(s) has provided the center with the memorandum(s) described in paragraph 2 above. To best utilize resources, when Reduced Operations are implemented, Child Development Centers may be consolidated at Child Development Center I, 4725 Ruffner Road (across from the AAFES/Commissary). School Age Center and Middle School will consolidate for Adverse Weather in 1900 Reece Road and in 909 Ernie Pyle Street for Force Protection (FPCON Delta).

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

ADDITIONAL PROGRAM SPECIFIC OPERATING PROCEDURES



PARENT & OUTREACH SERVICES

Parent Central Services operates as a one-stop shop for child/youth registration for all delivery systems. We are your first stop for information, registration and referrals.

Registration and program orientations are required for participation in CYS Services programs. Patrons must provide the following:

- Complete CYS Services Registration Form to include two (2) Emergency Points of Contact (requirement)
- Provide Proof of Child Eligibility (Birth Certificate, Vital Records, DEERS Enrollment or Child Military ID Card).
- Provide sponsor's social security number (Needed for Child Tax Credit, USDA funding, medical service identifier. Patron privacy is protected).
- Provide a copy of a Child's Health Assessment or DA Form 5223-R within 30 days of enrollment.
- Provide a copy of the child's updated immunization record.
- Complete Meal Benefits Application Form.
- Complete the Department of Defense Child Development Center Fee Application, DD Form 2652 with Sponsors most current LES/Paystub and Spouse's LES and/or Paystub (if spouse is working less than 40 hours a week, the last three paystubs are required; if Contractor, a letter from the employer stating employee is a Contractor on Fort Meade, amount of hours working and annual salary).
- Complete the Army Child & Youth Health Screening Tool, DA Form 7625-1.
- Complete appropriate Medical Action Plan (if warranted).
- Provide Family Care Plan (single/dual) military within 30 days of enrollment.

Families must attend a mandatory parent orientation prior to starting in a care program. Check with Parent Central Services for specific times and dates for parent orientation at each program.

Registration cannot be completed without all current, required information. It is essential that emergency contact data be kept current at all times.

All registration information must be updated annually. Failure to do so may result in suspension of program participation.

CYS Services membership is transferable to other Army installations.

Program fee sheets, description of available discounts are available at Parent Central Services and program front desk for Family review. Childcare waiting lists will be established when a particular childcare program has reached capacity. Priority is given in accordance with DoD guidelines.

Families wishing to enroll their children in a program with a waiting list need to complete the waiting list application with Parent Central Services. Families are responsible for notifying Parent Central Services every 90 days to update their status. Failure to do so will result in removal from the list.

Those Families who are expecting a child are encouraged to complete a waiting list application as soon as possible as infant care has a long waiting time for placement.

Waiting lists instructional programs, and sports programs are filled on a first come, first served basis according to grade and age.

* **Resource and Referral:** Assists Families in locating off post childcare options and information on childcare availability at other military installations.

* **Volunteer Services:** A central point of contact for volunteers within any CYS Services program. Interested volunteers may complete a volunteer packet through the Parent Central office.

* **Parent Education:** Parent Education Classes are offered throughout the year in each program. Topics vary from nutrition, child development, health and Family support. Parents who attend these classes may receive Parent Participation Points.

* **Babysitter Training and Referral Service:** Arranges training for teenagers and adults in the Babysitter Course and Infant/Adult Child CPR, as mandated IAW AR 608-10 and maintains teenage/adult referral list for Families interested in this childcare option.

* **Kids On-Site! (KOS):** Offers onsite childcare for special group functions. CYS Services staff or organization provides childcare. Cost is based on the number of staff contracted.

CDC HOURLY CARE

STAFFING RATIOS: Staffing ratios will be IAW AR 608-10 for Family- style group size.

RESERVATIONS: Reservations are necessary for all children. Reservations can be made for 9:00 am-3:00 pm, Mon-Fri for up to two weeks in advance, by calling (301) 677-7568/3407 and online <https://webtrac.mwr.army.mil/webtrac/meadecyms.html>. Parents may only reserve a maximum of 20 hours per week and no more than 4 hours per day. Emergency requests for more than 20 hours per week/4 hours per day will be addressed in writing to the center/program director. Payment for hourly care is to be made at the time of service. Cash, check, credit card or money order will be accepted. Late pick-up fees apply for children left in the center past their scheduled reservation time (see late pick-up). If payment is not made, the account will be considered delinquent and forwarded to FMO for collection. Repeat nonpayment will result in denial of care. Portions of reservations not utilized will be billed a \$4.00 non-cancellation fee. Additional policies are regulated through the facility contract.

CANCELLATIONS: We request that cancellations be called in as soon as you know that the reservation is not needed. If you must cancel, call before 8:00 am hours. If the reservation is not kept, and no cancellation call has been received by 8:00 am hours, a \$4.00 non-cancellation fee will be charged. This fee is to be paid before a new reservation can be made.

NAP AND REST PERIODS: Rest periods will be provided appropriate to age and needs, with at least an hour scheduled for all children under 5 in full day care if your child has not napped after a 30 minute period, activities that do not disturb others who are resting will be provided. Children who wake early will not be required to remain on their cots/mats, but can also participate in quiet activities until the rest period is over. Rest period typically runs from after lunch until 2 pm. Nap is an important part of the day allowing children to rest and rejuvenate so they can complete their day. Please give any special instructions to program assistants upon arrival in Hourly Care.

SPECIAL INSTRUCTION FOR INFANTS AND TODDLERS: Please allow enough time upon arrival to check your child's diaper, complete daily instruction forms, label belongings, and to store child's coat, bags, etc. Formula, plastic bottles, special food, and diapers are to be supplied by the parent. Any special instructions for feeding schedule and nap times will be given to the program assistants in the hourly care section upon arrival. If the child is being breast fed, please ensure that supplemental bottles are brought with the child and labeled with the child's name and date.



SCHOOL-AGE CENTER

HOURLY CARE RESERVATIONS: The School-Age programs offer hourly care on a limited basis Monday through Friday from 6:00 a.m.-9:00 a.m. and 2:30 p.m.-5:00 p.m. This will be based on the Anne Arundel County Public School Calendar. The number of spaces offered/available are the number of regularly enrolled SAC children who are absent for the day. Maximum use is 5 hours per week. Exceptions will be made for scheduled school out days, snow days, delays, and weekly camps will be available when applicable. Registration is required. Hourly care children attending the program when a field trip is offered will remain at the center with other children and care providers unless your reservation is made two weeks in advance, a permission slip is filled out and space is available on the bus. An additional field trip fee may be charged. Additional policies are regulated through the facility contract.

RESERVATIONS: Reservations are necessary for all children. Reservations can be made for 0700-1700, Mon-Fri for up to two weeks in advance, by calling (301) 677-1245. A minimum of 24 hours advance notice must be given, except in cases of dire emergency. Emergency requests will be addressed in writing to the center/program director. Payment for hourly care is to be made at the time of service. Cash, check, credit card or money order will be accepted. Late pick-up fees apply for children left in the center past their scheduled reservation time (see late pick-up). If payment is not made, the account will be considered delinquent and forwarded to FMO for collection. Repeat nonpayment will result in denial of care. Portions of reservations not utilized will be billed a \$4.00 non-cancellation fee.

EMERGENCY: (Unscheduled school closures/inclement weather) Patrons may begin calling in (301) 677-1245/1280 (SAC) for reservations beginning at 6:00 a.m. To ensure that we have adequate staffing to care for the children and meet ratio requirements, hourly care, on emergency days, will begin at reservation time.

CANCELLATIONS: We request that cancellation be called in as soon as you know that the reservation is not needed. If you must cancel, call before 7:00 a.m. If the reservation is not kept, and no cancellation call has been received by 7:00 a.m., a \$4.00 non-cancellation fee will be charged. This fee is to be paid before a new reservation can be made. No reservations or cancellations will be valid by voicemail

SPORTS AND FITNESS PROGRAM

The Sports and Fitness program philosophy is to offer activities that foster fun and fitness. This consists of offering sports programs in Four Service Areas: Team Sports, Individual Sports, Fitness and Health and Outreach. Through formal partnership agreements with several nationally recognized youth-serving organizations, such as the National Alliance for Youth Sports (NAYS), 4-H program and Boys and Girls Clubs of America children and youth have access to programs and services that will assist in their full development.

Sports Programs: Programs that are offered are; Tackle Football, Clinic Football, Cheerleading, Indoor/Outdoor Soccer, Clinic Soccer, T-Ball, Baseball, Softball, Basketball, Track and Field, Wrestling, Tennis, Sports Clinics, Health and Nutrition clinics/workshops, Start Smart programs at the CDC's and SAC, fitness and nutrition education programs at SAC/Middle/Teen Programs and Outreach/Outdoor adventure programs.

Registration: All sports registrations fees are determined by the DoD Fee Policy guidelines. All registrations are conducted at Parent Central Services, announcements for registration periods are in the Sound Off, MWR website, mass family e-mails (for already register Families), and fliers in the schools and on the installation marquee(s).

Sports Physicals: Sports physicals are due prior to practice or your child/youth may not physically participate in practice/games. The physical must be current through the sports season being played. Sports physicals are only good for 1 year. If your child/youth's sports physical expires within the chosen sports season, the aforementioned policy will be implemented. However, if PCS does not receive the new sports physical within 15 days of the expired physical, your child can no longer physically participate until the sports physical has been provided.

Volunteer Coaches: The Sports program is always looking to add more volunteer coaches to its coaching staff. Coaches Certification is mandatory for head coaches. The certification is completed by the sports staff through the National Alliance for Youth Sports (NAYS). Coaches are required to complete background checks. Anyone interested in coaching should contact the Youth Sports Office. Coaches receive a discount from the sports registration fee for their children. All volunteer coaches must complete all required background checks and training.

Parent/Coaches Meeting: Mandatory Parent/Coaches meetings are held prior to the start of each sport season. At this meeting the parents will meet their coach and find out when and where they are practicing, coach's policy, CYS Services policy, Victory with Honor, and the Code of Conduct for coaches, players and parents.



SCHOOL SUPPORT SERVICES

The School Liaison serves as an ombudsman building partnerships between military Families and area schools. Our mission is to improve the educational environment for children of military Families here at Fort Meade. Staff is ready to help ease transfers between schools and connect families with educational resources and opportunities for enrichment as well as academic success.

The School Liaison works in conjunction with the CYS Services Division, county and state school personnel as well as community leadership to address educational issues and concerns involving military children. The School Liaison uses a variety of services and resources to provide that assistance:

- * School Transition Support: Integration of military children into the local school systems or homeschooling.
- * Installation/School Communication: Representative for issues involving public schools and the military.
- * Education Summit Issues: Youth education initiatives, legislation impacting youth education, etc.
- * Partners in Education (P.I.E): Coordinate partnerships between the community and installation.
- * Post Secondary Opportunities: Assist in preparing youth for the transition from high school to work/college.

Some of the services provided to the Fort Meade Families include: attending parent conferences and/or IEP meetings, assist with school placements for children with special needs, provide school registration and curriculum information.

For more information on the services and programs please call (301) 677-1749/1227.

SKIES *Unlimited*

Schools of Knowledge, Inspiration, Exploration & Skills

SKIES *Unlimited* encompasses instructional programs for children and youth ranging from infancy to adolescence. The name SKIES *Unlimited* combines the acronym for “Schools of Knowledge, Inspiration, Exploration, and Skills” with the word “Unlimited” for the unlimited learning possibilities this exciting initiative offers children and youth. SKIES *Unlimited* offers instructional classes under four different service areas, or “Schools”.

These Schools are:

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

Various camps, classes, and special events offered during the year include but are not limited to the following: Technology Camps/Classes, Tae Kwon Do, Dance, Driver’s Education, Piano, Gymnastics, Soccer Clinics/Camps, and more.

Registration: Registration for all Child, Youth & School Services programs, including SKIES *Unlimited* can be completed at the Parent Central Services office or by using Webtrac (<https://webtrac.mwr.army.mil/webtrac/Meadecyms.html>).

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



FAMILY CHILD CARE

Family Child Care (FCC) is designed to meet the childcare needs of Families who prefer a small group setting in a home environment. Providers and their homes are certified through and monitored by CYS Services. Certified providers must attend Orientation Training prior to certification of the home. Providers receive the same extensive training as caregivers who work in a facility setting. Annual background checks are conducted on providers and all Family members 12 and older who reside in the home.

Each FCC childcare home operates as a small business. There is a subsidy assistance program available in which providers may participate. Patrons interested in the subsidy assistance program should contact the Family Child Care office.

FCC offers the following:

- Multi-age Homes – provide full day, part day, and hourly care for children from 4 weeks to 12 years of age. Multi-age homes can provide care for up to 6 children.
- Infant/Toddler Homes – care for children under the age of 3 and are limited to providing care for three children. This category of home is no longer being certified. They will disappear by attrition.
- School Age Home – provides care before and after school for children kindergarten through age 12. The provider's own children up to age 13 will count in ratio. A school- age home may provide care for up to 8 children.
- Extended Hours– offer care to Families working second shift, after hours, holidays and weekends. Some fully certified providers have received additional training to provide care for extended hours. Extended hours care is considered to be any care provided before 6:00 am or after 6:00 pm or any care provided during the weekend. Only fully certified providers may offer extended hours care.

Army FCC Online is a marketing and management tool for Family Child Care referrals. The website provides the FCC provider with an opportunity to showcase their program with Families/potential Families. In addition, ArmyFCC.com provides Families and potential Families with up-to-date information about Family Child Care Homes.

There are two sections to ArmyFCC.Com. The public section describes the Installation FCC Program. This portion of the website is maintained by the FCC Director and can be reached by anyone with internet access at <http://www.ArmFCC.com>. Parents may be issued a password that is valid for 30 days that will allow them to access the site from either their home or office computer. They will be able to review the provider profiles and decide who they would like to interview. They must continue to receive contact information from Parent Central Services. Each FCC Provider Profile is meant to show Families and potential Families the excellence of each Family Child Care Provider and their program.

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

FEE CRITERIA/STRUCTURE: Fee structure should reflect the following guidance:

- Miscellaneous fees and charges must be identified on the Sponsor Program Agreement (DA Form 5226-R).
- Patrons will be notified of anticipated fee increases and the justification thereof, in writing at least 30 days in advance of implementation date.

RATIOS AND GROUP SIZE/COMPOSITION:

- In order for each child to receive the individual care necessary for normal development, each certified FCC home will be limited to a specific number of children at any one time for full, part-time or hourly care.
- Multi-age Home. In a FCC home where one provider cares for children of all ages (4 weeks to 12 years), the group size at any given time will not exceed six. No more than two of the children may be under two years of age. The provider's own children under eight years of age count in the numbers.
- Infant and Toddler Home. In a FCC home in which one FCC Provider cares for children who are all under three years of age, the group size at any given time will not exceed three. The provider's own children under eight years of age count in the numbers. This category of home is no longer being certified. They will disappear by attrition.

- **School-age home.** Is a home that cares for children between the ages of 5-12. Care normally is only provided before and after school except when school is not in session. The group size will never exceed eight and the provider's own children under 13 count in the numbers.
- **Special Needs-Endorsed Home.** In a FCC home where children with special needs (physical, educational or emotional) are mainstreamed into the group, size at any given time will be determined by the FCC Director and the CYS Services Coordinator in coordination with the Multi-Disciplinary Inclusion Action Team (MIAT).

Army Regulation 608-10 allows the FCC Director to further limit the ratios according to the size of their quarters.

CONTINGENCY PLAN FOR EMERGENCY CARE OF CHILDREN: The FCC Provider will develop a contingency plan to include provisions for substitute care for healthy, uninjured children while the ill or injured child is being transported to a medical treatment facility. If such arrangements cannot be made, all children in care must accompany the provider, and a procedure for notifying all parents of their children's location must be implemented. This plan must be reviewed when any changes occur and reviewed quarterly by the FCC staff. Current and up-to-date home, cell and work phone numbers must be on file with your provider and Parent Central Services.

NIGHT CARE: The following will apply to all care given between 6 p.m. and 6 a.m.:

Children in the FCC home for the evening hours, but who do not spend the whole night, will be allowed to sleep, if needed. A child enrolled for night care may remain in the FCC home more than 12 hours in order to avoid disrupting the child's sleeping habits.

A bed, cot or crib with individual sheets and blankets will be provided for each child in night care. Parents may be required to provide rubber sheets for children who bed wet.

Each child present when the evening meal occurs will be served unless the child has eaten before coming to the FCC home or will leave before 7:00 pm. A nighttime snack will be available to all children at a regularly scheduled time. Breakfast will be served to all children who remain in the home for more than 60 minutes after waking, unless the parent specifies otherwise.

Children who remain overnight will have a shower, tub, or sponge bath as needed for body cleanliness. When a bathtub or sponge is used, fresh water must be drawn for each child, and the tub or basin will be cleaned after each use. The FCC Provider must be in the room while children under five years of age are bathing. Each child will have individually labeled sleeping garments, washcloth, towel, toothbrush, and one change of clothing.

An evening and morning schedule of program activities will be planned for the hours at children are awake. An area separate from that used for sleeping must be provided for non-sleeping children to engage in these activities.

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

- Field trips will be conducted only under safe-driving conditions.
- Time spans for field trips will be planned as closely as possible to the time necessary for transportation and full enjoyment of the selected site. Approximate hours of return will be posted and adhered to as closely as possible.
- Attendance will be taken prior to departure from the field trip site.
- Fees and Charges. Parents will be informed about fees and charges for field trips prior to the scheduled date of the field trip.
- Special permission slips for each field trip must be signed by each child's parent/sponsor and on file at the FCC home.
- A child who is ill will not be allowed to accompany the other children on the field trip.
- Smoking will not be permitted while on field trips.
- The use of volunteers is encouraged to supplement provider/child ratios.

TRANSPORTATION:

Parents must complete the reverse side of the Risk Management Statement of Understanding to authorize a provider to transport their child. Such transportation is at the risk of the FCC Provider and parent/guardian concerned and is specifically not covered by the Risk Management Claims Program (RIMP). The driver and vehicle must obey all state, local, and installation regulations pertaining to vehicles. Evidence of vehicle liability and medical insurance will be required.

Each vehicle must be equipped with: safety locking devices on doors; a spare tire ready for service; usable jack and seatbelts or infant restraints. Seat belts or infant restraints will be used whenever the vehicle is in motion. Unsecured child seats are prohibited. No child will be left unattended in a vehicle.

A transportation agreement will be established between the parent and FCC Provider concerning school and related activities concerning transportation responsibilities.

TELEVISION:

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

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

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

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

PETS/PLANTS USE AND CARE CRITERIA:

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

Pets will be allowed on the premises if:

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

SMOKING:

The FCC Provider does not smoke when engaged in care giving practices. Parents will be advised prior to enrollment when an FCC Provider is a smoker. Designated smoking area in FCC home established for smoker(s) when children are present.



MIDDLE SCHOOL PROGRAM

The Middle School (MS) program is a chartered affiliate of the Boys and Girls Club of America (BGCA) and a partner with 4-H Cooperative Extension. Programs are designed to provide out of school services and activities for middle school and teen youth in 6th-8th grades.

The MS Program is intended to be a place for young people to gather before and after school with their friends, make new acquaintances, and to have fun in a relaxed and supervised atmosphere. Torch Club is a BGCA Youth Leadership Program for students to have their voices heard, to plan adventures, community service, and to deal with Youth program initiatives. In addition, Smart Girls and Passport to Manhood are gender based programs to help youth make smart choices.

Family support and cooperation are necessary for the successful operation of MS Program. Parents are encouraged to offer their services to assist the staff in the planning, preparation, supervision and chaperoning of the MS activities. There is a continuous need for Family volunteers to assist the staff in the program.

A Youth Technology Lab and Homework Center are available for youth. The programs are designed to help children and youth develop to their full potential by increasing technology literacy and skills, strengthen their homework ability, and increase participation in youth sponsorship opportunities and to learn how to use the Internet in a positive manner. Specific program learning objectives are targeted through the use of appropriate software and web exploration. During the school year, children can use the lab to do research on the Internet, type school papers, or run educational programs. A technology lab instructor and/or trained staff are designated to coordinate and facilitate the operations of the youth technology lab (YTL). A signed parent permission form must be on file for children/youth to utilize the YTL.



TEEN CENTER

The Teen Center (TC) program is a chartered affiliate of the Boys and Girls Club of America (BGCA) and a partner with 4-H Cooperative Extension. Programs are designed to provide out of school services and activities for teens in 9th-12th grades. The program takes place in a state of the art facility set aside just for High School youth and only mere yards away from Meade High School.

The Teen Program is intended to be a place for young people to gather with their friends, make new acquaintances, and to have fun in a relaxed and supervised atmosphere. Keystone Club and Youth of the Year are BGCA Youth Leadership Programs for HS students. Youth use these activities to have their voice heard, to plan adventures, community services, and to deal with Youth program initiatives. Smart Girls and Passport to Manhood are gender based programs to help youth make smart choices, while Money Matters and Workforce Education programming will help teens prepare for life after high school.

A Youth Technology Lab and Homework Center are available for teens. The programs are designed to help teens develop to their full potential by increasing technology literacy and skills, strengthen their homework ability, increase participation in youth sponsorship opportunities and to learn how to use the Internet in a positive manner. Specific program learning objectives are targeted through the use of appropriate software and web exploration. During the school year, teens can use the lab to do research on the Internet, type school papers, or run educational programs. A technology lab instructor and/or trained staff are designated to coordinate and facilitate the operations of the youth technology lab (YTL). A signed parent permission form must be on file for children/youth to utilize the YTL.



U.S. Army Child, Youth & School Services

Child, Youth & School Services thanks you for taking the opportunity to explore our services and programs. We invite you to take advantage of the multitude of programs that we offer. Please contact Parent Central Services to discuss what programs or services will best suite your child's needs.