



Parent Handbook

Updated–January 2017

This handbook is updated annually and subject to change at the discretion of the CYS Management Staff and in accordance to any new direction from our regulatory agencies. Changes will be announced if and when they occur through normal communication channels.

CYS Parent Handbook
January 2017



FIRST, A WARM WELCOME AND A LITTLE CYS PHILOSOPHY:

Welcome to Kwajalein Child & Youth Services (CYS)! We are happy to have the pleasure and opportunity to care for your child, and we pledge to do our best to make it a positive experience for all.

Our goal is to help each child/youth develop to his or her full potential. We feel we have a responsibility to foster positive self-concept, emotional well-being, productive social interaction, as well as intellectual and physical growth. We are committed to providing a safe environment with enriching experiences and loving care for your children and youth during their stay with us.

This CYS Parent Handbook outlines the general policies of our programs and provides important information you need to know about us and how we deliver services. CYS programs are operated in accordance with Army Regulations 608-10 and 215-1.

Please take the time to read through the handbook. We hope it answers most of your questions, but feel free to call on us at any time if you need more information. Thank you for your interest in CYS. We look forward to getting to know you and your child!

Child & Youth Services Staff

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GENERAL INFORMATION AND POLICIES

WHAT IS CHILD & YOUTH SERVICES?

The Child & Youth Services (CYS) department is an essential family program that aims to reduce the conflict between parental responsibilities and mission requirements at U.S. Army Garrison Kwajalein Atoll (USAG-KA). CYS is operated by Kwajalein Range Services (KRS) under the Community Activities Division. The guidelines and standards for the CYS program are directed by KRS's contract with USAG-KA and referenced documents (Army Regulation 608-10, "Child Development Services," July 1997).

USAG-KA CYS promotes a seamless delivery system to provide programming for youth from age 18 months through 18 years. CYS programs are designed to allow children to move smoothly between age groups that are developmentally appropriate and based on the needs of the individual child. CYS seeks to support children, parents, the community, and the Command.

We offer a variety of programs for children/youth of all ages. Once a child is registered with CYS, he or she is eligible for a variety of services based on age and grade. The core programs are:

1. **Child Development Center (CDC)** offers age-appropriate full-day care, part-day care, and hourly care for ages 6 weeks through entry to Kindergarten. Hours of operation are 0700-1730, Tuesday through Saturday. The part-day care option consists of either a 5-day, 3-day & 2-day per week class in one of our 3 developmental programs at the Toddler, Preschool and Pre-K ages; full-day and hourly care is available at the Infant level.
2. **School Age Center (SAC)** offers before and/or after school care for grades K-6th. Hours of operation are 0700–0830H and 1520–1730H, Tuesday through Saturday. SAC also provides full-day care during days when school is out and camp services during extended school breaks. SAC full-day hours of operation during school breaks are 0700–1730H.
3. **Youth Sports and Fitness (SF)** offers age-appropriate sports and fitness programs to elementary age children in grades K-6th and to younger children ages 3-5 with the Start Smart program.
4. **Youth Services (YS)** offers development programs and activities to our middle school/teen youth.
5. **Outreach Services (OS)** offers parent liaison services (Parent Advisory Board, parent education, multi-disciplinary inclusion action team, and parent involvement opportunities), community liaison services (Youth Action Council, Boys & Girls Club of America, and 4-H clubs), CYS liaison services (Central Registration, In/Out Processing, AHHI process, CYMS, and special events), and outreach care (baby sitter training and referral services).

Note: Registration coordination, enrollment processing, fee collection, and a waitlist for all programs within the CYS department are coordinated by the CYS Central Registration Office (5-2158).

CONFIDENTIALITY

All information obtained regarding families and children/youth is considered confidential. All staff members receive training in confidentiality during program orientation. Information is only shared on a “need to know” basis with individuals having a specific purpose for obtaining that information. Such individuals may include administrative staff, teachers and assistants, special education teachers, inspectors, assessors, or regulatory authorities. All confidential files will remain in a lockable filing cabinet in the Central Registration Office. Parents may gain access to their child’s information by requesting it from the Central Registration Lead and/or an appropriate Facility Director. As staff are trained in holding CYS family information as confidential, we also ask that parents respect the information they may gain from being on or in a CYS Services facility as confidential. **CYS will not entertain sharing information regarding another family’s personal information, inquiries or requests with others.**

CHAIN OF COMMAND AND NEGOTIATING DIFFICULTIES

Although we try very hard to please our families with excellent quality programs and customer service, sometimes difficulties or differences do arise during interactions between families and CYS. We use a variety of techniques to negotiate these:

First, we ask that all parents follow the proper Chain of Command. If at any time there are issues regarding your child’s experience within the CYS program, we ask that parents refer to and follow the KRS/CYS Chain of Command. In most cases and scenarios, we ask that you direct your questions/issues to the first line of care (i.e. lead teacher, program assistant, coaching staff). If you feel that your issue was not solved or settled in a satisfactory manner, you may proceed to the Facility Director/Program Director (CDC, SAC, YS or Sports Director). At that point, should you need to continue to a higher Chain of Command, you would proceed to the CYS Coordinator, followed by the Community Services DPM. If issues warrant discussion with other parties such as the USAG-KA Educational Specialist, the Community Services Manager will be in communication with that party. We strongly feel that most issues can be solved at the lowest levels when direct problem solving techniques are employed and encourage our families and employees to utilize proper channels.

PARENT INVOLVEMENT AND INPUT

The CYS department offers many opportunities for parents to become involved in the program, and hosts a Parental Involvement Program, wherein participants can earn points to be placed towards a 10% discount. Parents can be utilized in a variety of ways, whether that be volunteering as a chaperone on field trips, spending time on certain in-house projects or even being a member on the parent advisory committees and program evaluation teams such as the Multi-Disciplinary Team Inspection (MDTI). The MDTI team inspects the entire CYS program annually using requirements based on Army regulations and program standards.

We also conduct needs assessment and quality/satisfaction surveys periodically and strongly encourage parent response on these. We are committed to fostering family involvement and input, which strengthens the programs’ success overall.

See the Program Director for ways to join our Parent Participation Program and enrich the CYS program.

PARENT ADVISORY BOARD

Parents are offered the opportunity to make a difference for their child and youth by becoming involved in a Parent Advisory Board (PAB). There are opportunities to be a part of the Board at all levels of CYS from Infant to Teen. Benefits of participation include promoting ongoing improvement of Kwajalein's Child & Youth Services programs and the opportunity to advocate for their children and youth. Through this forum, parents are offered an opportunity to be involved and make a difference. Contact the program director in your child's program if you would like to serve on the Parent Advisory Board.

PARENT COMMUNICATION PRACTICES

Communication between staff and parents requires a proactive approach. To enhance parent and staff communications, we have established the following practices:

1. Day to day informal talks take place in programs where parents are dropping off or picking up their children at the CDC or at SAC.
2. Newsletters are an important part of the communication process with parents. Announcements are made through bi-monthly emails regarding new staff members and special events. Parents of teens may find email to be the most efficient way to communicate with Program Directors.
3. Special activities are ways in which CYS communicates with parents on an on-going basis. This includes inviting parents to eat with the children during holidays, having special workshops of interest to the parents, and other activities such as holiday celebrations and inviting them to see them in a leadership role, such as through the Youth Action Council (YAC) meetings led by the teens.
4. Informational bulletin boards are used to post current information in each program and facility.
5. Parent surveys are done on a regular basis. Sometimes parents are more willing to voice their concerns through writing or responding to specific questions.
6. At the CDC, regular conferences with parents will be offered. These are more formal than talking with parents on a daily basis. These include the staff working directly with the child and are an opportunity to discuss a child relative to his/her progress in the program. Should you desire to have a conference regarding your child, one may be scheduled with the Program Director or program lead. CDC parents will be asked to attend two formal conferences yearly (fall and spring). During these conferences, staff and families meet to discuss a child's behavior, health, friendships, accomplishments, etc.
7. Occasionally, an Accident and/or Incident Report is completed at the CDC & SAC level to assist in keeping parents informed of the well-being of their child(ren). These forms are used to document/communicate unusual behaviors, accidents, or injuries that occur to the children. This form will be made available to you at the end of the day to read and sign if practical. If the injury involves bleeding or a head trauma, the parent will be contacted right away by phone. This form should be signed by the close of business the following working day.

SUGGESTIONS AND COMMENTS

Please direct suggestions and comments to the program director. If the director is not available right away, feel free to leave a message with the staff in the Central Registration office, and the appropriate person will get in touch with you as soon as possible. We are always looking for parent input, and we encourage you to offer any suggestions that might improve our services. Attending the PAB meetings (mentioned on page 6) is a great way to share those suggestions as well.

If you have concerns or suggestions, which have an impact on the entire center, bring these to the attention of the Program Director. Parental involvement is an important part of a successful program. We need your objective ideas to continue to improve our program and services.

STAFF TRAINING & QUALIFICATIONS

All Child & Youth Services caregiving staff and providers undergo extensive background clearances to ensure that the best and qualified candidates are selected to work with your children, the majority of which are completed prior to employment. Once selected and approved, each staff member must complete orientation training, after which they complete additional training of at least 24 units per year. This includes but is not limited to: CPR, First Aid, Administration of Medication, Blood Borne Pathogens, Child Abuse Recognition, Prevention and Reporting, Developmental Programming, Child Growth and Development, Child Guidance, Learning Environments, Family Style Dining and other training modules which support quality care giving.

Each program has a qualified staff member responsible for planning and scheduling appropriate activities for your child. They are also responsible for maintaining communication with parents frequently. Please take the time to inform program staff members of any concerns you have regarding your child. Please ask questions, offer suggestions, and surface any concerns you may have.

Parents are always welcome to participate in staff training sessions. Many of the topics addressed are relevant to parenting as well as to child care issues.

CHILD ABUSE PREVENTION

Upon employment, and annually thereafter, all CYS staff are trained in the prevention, identification, and reporting of child abuse. Training is open to interested parents and may be scheduled through the CYS Training and Curriculum Specialist.

CYS takes many precautions to protect your child. Sign In/Out sheets are located in each classroom at the CDC & SAC for parents to sign their child in and out. Any visitors (other than CYS parents) must sign in to receive a visitor's tag. Visibility is maintained in program areas. Background checks are completed on all CYS personnel.

Children and youth are observed daily for evidence of potential abuse and neglect as mandated by AR 608-10, Child Development Services. In the event an allegation is made against personnel working with children, the employee is reassigned to a position which does not have direct child

contact until a determination is made. Direct child contact is defined as working in the classroom and/or program that involves the supervision and interaction of and with children and youth. Child & Youth Services personnel and volunteers will ensure that each child in their care is monitored closely for any physical or behavioral indicators of abuse and neglect.

For additional information and guidance, please refer to the Child Abuse and Neglect Prevention SOP, which may be viewed by request through the program director or CYS Coordinator.

By law, any suspected cases of child abuse and/or neglect must be reported.*

***As a parent, you may report any suspected child abuse or neglect cases by calling the Military Police at (805) 355-4445 from off-island (OR 5-4445 if on Kwajalein). You may also report using the Department of Defense (DoD) Child Abuse and Safety Violation Hotline at 1-877-790-1197.**

USAG-KA CYS Child Abuse Prevention follows AR 608-10 sections 2-29 through 2-13 and CYS Operations Manual re: Child Abuse, guidance, discipline, and accountability for children/youth (sections 2-151 and 2-152)

TOUCH POLICY

Touching in an appropriate manner is an important part of communication between adults and children as well as essential in fostering a nurturing environment. Touching in a positive manner is crucial for the emotional and social growth of a child; however, a child should never be forced to give or receive touching actions, positive or negative, against his/her will. The following addresses our policies at different age levels and provide guidelines as to what is suitable physical contact with children in CYS settings.

At the CDC and in our SAC program, meeting the daily needs of the children and youth in our care requires many forms of touching the children such as diapering, assisting the children in walking by holding their hands, rocking, assisting the children in dressing and cleaning activities, teaching the children through modeling and holding the children when they are upset. Staff will assess the appropriateness of their interactions with children by reviewing whether the interaction respects the dignity of the child and is designed to promote the child's growth toward independence and self-discipline. Inappropriate touches would include forced kisses, prolonged tickling, fondling, or molestation. Appropriate touching varies with the age of the child, but should always be done with the verbal or nonverbal permission of the child.

At the Middle School and Teen level, appropriate nurturing and interaction is healthy and necessary for the positive development of Middle School/Teens in order to meet the daily needs of youth in our care. The following guidelines point out what is appropriate touching between staff and teens and teens and their peers. General handshakes, high fives, hugs, and fist bumps are appropriate forms of physical interaction you will find at this level between teens and their peers and sometimes with staff. However, any touching that goes beyond a general handshake or high five that would make a person feel uncomfortable will be considered inappropriate and will not be tolerated in the Youth Center.

Complete and detailed touch, guidance, and discipline policies are available in AR 608-10 section 2-28 and CYS Standard of Conduct, Care and Performance Standing Operating Procedures (SOP)

GUIDANCE AND DISCIPLINE POLICY

Our goal is to provide quality care and programs for youth that promotes physical, cognitive, emotional, and social growth. We believe most problems are prevented with a creative, active curriculum in a positive, caring environment. We believe most children, youth, and teens come to us wanting to learn and get along with new friends. We strive to give children and youth appropriate attention and praise when they conduct themselves positively and to correct in a way that preserves a person's dignity and self-esteem when there is misbehavior.

Physical or verbal punishment does not contribute to these goals and is not used in our program. Army regulations strictly prohibit corporal punishment. We encourage parents to examine our guidance techniques and gather information on the many benefits of positive guidance. Consistency and communication between home and the CYS programs create autonomy and emotional maturity.

CYS personnel will use only constructive positive discipline techniques. Constructive discipline recognizes that children want to do what is correct and the misbehavior is often a symptom of a problem or need for attention. Care giving of young children at the CDC and SAC ages focuses on guiding and supporting children while using their problem-solving techniques. Helping children to decide what to do, rather than what not to do, is the basis for child guidance. Our role is to meet children's individual needs and thereby assist them in becoming confident, secure individuals with good problem-solving and thinking abilities.

As teenagers, the use of conflict resolution techniques will allow youth to have the strength to feel confident in handling situations that might make them feel uncomfortable. Staff encourage youth to tackle issues through direct problem solving.

In our Youth Sports Programs, all youth sports participants and coaches are responsible for their actions before, during, and after an event. Derogatory, obnoxious, verbal and nonverbal references and unsportsmanlike behavior towards teams and/or individuals will not be tolerated.

Exceptions may be made in certain circumstances leading to one or more of the following disciplinary actions. Actions will be reviewed by the Youth Sports Director to determine severity and to make a decision as to when an individual will be allowed to participate.

Details about specific disciplinary actions for each CYS program (CDC, SAC, MST and Sports) can be found in their specific sections and are in accordance with AR 608-10 and Kids Included Together (an Army directive).

PERSONAL BELONGINGS/ LOST AND FOUND

Child & Youth Services cannot assume responsibility for loss or damage to any personal possessions children and youth bring into our facilities. At the CDC and SAC, it is distressing to children to misplace or lose personal belongings and sometimes difficult for the staff to identify the owner of unclaimed items. Therefore, children are encouraged to leave valuables, toys, food, and money at home. Please help your child understand why it is not wise to bring toys or other objects that they may not wish to share with the group. However, at the CDC it is acceptable for a child to bring a small blanket, special soft toy, or stuffed animal, as a comfort item, for rest time and to ease transitions. If a child brings in a towel, slippers, jacket, sweater, or extra

clothing, please ensure that all items are labeled with the child's name, so they can be easily identified.

A Lost and Found area is maintained in each program facility. Please check it occasionally for missing personal possessions that your child and youth may have misplaced. Teens may check the lost and found areas in the Youth Center during operational hours. If your child or youth is missing anything, please inquire with the teacher or program director as soon as possible. It is much easier to return a lost item if it is labeled with a person's name, so we suggest that you label everything. Unclaimed items are given to charity after a reasonable period of time.

EMERGENCY PROCEDURES/NATURAL DISASTERS

In the unlikely event that the center is severely damaged or declared unsafe, all children will be evacuated to an emergency shelter where they will await your arrival. Should such an emergency occur, the Program Director will attempt to notify you as soon as possible. A notice will be posted at the center with information on the alternate site.

FIRE DRILLS

Unannounced Fire Drills are conducted twice a month, weather permitting, for all age groups. During a fire drill, your child will be taken outside. Evacuation Plans are posted in each facility.

PROGRAM CLOSURES

CYS programs exist to support the mission. All CYS programs and facilities are closed on federal holidays. In the case of inclement weather, CYS programs will remain open unless government offices are closed. Should it be necessary to close for any reason, you will be called to come and pick up your child. You will not be given a discount or refund for federal holidays or special closings since staff must continue to be paid.

In addition to federal holiday closures, CYS will be closed for an additional days throughout the school year for staff in-service trainings. Dates will change year to year, but will be posted for your information at the start of each school year.

EXCEPTIONS TO POLICY

Exceptions to policy must be prepared by the patron, routed through the program director, and presented to the CYS Coordinator, who will pass it upward through the KRS Chain of Command for a decision.

SPECIAL NEEDS

Children with special needs are integrated into regular CYS programs depending upon the ability of the program to meet the child's individual needs. Decision on appropriate inclusive practices are handled on a case-by-case basis by a MIAT (Multi-Disciplinary Inclusion Action team) team. Parents are a vital part of this team. MIAT meetings are held on a case-by-case basis when a parent initiates the registration process for a child with documented special needs. The MIAT

team ensures the best match can be made between a child's needs and the specific characteristics of a program. CYS staff are provided with specialized training as needed to support the child.

If your child has any special needs, please bring it to the attention of the Trainer or Program Director during the registration process so that we can work with you for a smooth transition into our programs.

When concerns about health, development, behavior, or adjustment arise regarding a child already attending any of our programs, staff work directly with their trainer, director, and parents to address the child's needs. Concerns may be referred to the MIAT team.

HIRING STAFF TO BABY-SIT/BABYSITTER TRAINING

Parents frequently ask center staff to baby sit. CYS does not authorize or take responsibility for any services that CYS Services employees may provide outside of CYS premises or programs.

To assist with your babysitting needs, the CYS Trainer's office does offer a babysitter's training class twice a year to qualified and interested teens on island, which includes teaching on child development, qualities of a good babysitter, positive guidance strategies, and basic first aid training. Those teens who have successfully completed the class are added to our Babysitter Referral List. Copies of the list may then be signed out by parents through the Central Registration Office.

Note: CYS Services is not liable for the services provided from the babysitters chosen on the referral list.

FIELD TRIPS (For the CDC, these are called LEARNING JOURNEYS)

Field trips are scheduled to enrich our program and your child's growth. Permission for these excursions has been given on the Program Registration/Consent form completed at registration along with a permission slip for each individual trip. Prior notification of field trips will be given. At the CDC and SAC, if you do not wish for your children to participate in a field trip excursion, you will be required to pick them up from the program before the scheduled leave time. Field trips require that all staff participate so no one is left behind to watch children. There are no refunds given for missed field trips. Parents are welcome to accompany the group on all trips. Emergency notification information and basic first aid supplies are taken on all trips. When transported by bus, a CYS staff member will always accompany the children and be responsible for the behavior and welfare of the children.

CYS needs parent help:

- To ensure their phone number and emergency designee phone number is correct prior to a field trip in case there is an emergency.
- To ensure children have proper clothing and fees, if fees are required.
- To remind their children of behavioral expectations on field trips.
- To consider assisting with field trips by volunteering.
- To pick up children, if called to do so.

CYS needs children help:

- To listen, follow directions, and walk in an orderly fashion on sidewalks or designated paths, as instructed.
- To be courteous and respectful at all times.
- To enter and exit vehicles in a proper manner.
- To remain seated at all times and talk in quiet voices while in vehicles.

USAG-KA CYS Field Trips are in accordance with CYS Operations Manual guidance on Field Trips, sections 2-158 through 2-170.

MEALS

1. All children enrolled in CYS programs are fed snacks that meet the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) nutritional and amount guidelines for children. No child will go longer than three hours without a meal or snack being offered to them. Approved menus are posted for parents' information and comments.
2. At the CDC and SAC, all snacks are served "family style," and staff members eat with the children. Family style dining promotes good eating habits, with time allowed for socialization. Pleasant and consistent meal times help shape positive food attitudes. CYS allows children to choose from a selection of healthy foods and to decide how much they will eat. This child-led approach leads to greater acceptance and enjoyment of food. Good eating habits begin in childhood and can lead to healthy life-long behaviors. Children participate in all aspects of this activity from setting the table, to serving themselves, and helping to clean up. During our field trips and summer camp, food service changes to a mixture of family style dining and buffet service. Parents are encouraged to enjoy a meal/snack with your child at the CDC or SAC anytime.
3. In the Youth Center, healthy snack options are provided. Youth are encouraged to help plan and implement snack choices for peers.
4. Health regulations do not allow food brought from home to include candy, gum, soft drinks, etc in the CDC and SAC.
5. CYS enjoys sharing in your child's special celebrations and birthdays. Before bringing food into the program for your child, it is required that it is approved through the CYS administration. Parents are always welcome to participate in and attend these special celebrations. For safety reasons, balloons and lit candles will not be included in celebrations.
6. Special Meals and Allergies: Children who have been identified with having food allergies are required to complete the allergy form prior to the child being admitted to the center, and go through the MIAT (formerly known as SNAP) process to determine acceptable substitutes and training for our staff. Reasonable substitutions will be made for the food the child is allergic to. Parents are also to notify the center at the time of orientation that their child is unable to eat certain foods (i.e. pork products or Jell-O) due to religious beliefs. The Center will provide substitutes when possible; however, parents are responsible for bringing store bought and pre-packaged foods for their child's snacks.

HEALTH INFORMATION AND POLICIES

HEALTH AND SAFETY

For health reasons, we will not accept a child in any CYS program who shows signs of inadequate personal hygiene, fever, diarrhea, severe cold, unusual rash, or communicable disease. If your child becomes ill during the day, they will be removed from the group setting and taken to an isolation room/area to prevent the spread of infection. Parents or the emergency designee at the CDC/SAC are expected to pick up the child within one half hour of notification. In an emergency situation, the child will be taken to the Kwajalein Hospital for immediate medical attention. Parents will be notified immediately, and if you cannot be reached, the emergency contact person will be called. If the injury is sufficiently severe and the hospital deems it necessary, treatment will be administered prior to parent's arrival.

At the CDC/SAC, children who appear to be ill or show signs of fever will be closely screened and may be denied admission to CYS programs based upon the following:

- Children who show obvious signs of illness, such as impetigo, scabies, ringworm, chicken pox, head lice, pinworm, strep throat that has not been under treatment for at least 48 hours, conjunctivitis, persistent cough, severe diarrhea, or vomiting.
- Symptoms of other contagious diseases, such as measles, mumps, hepatitis, scarlet fever, and strep infections.
- General inability to participate in daily activities.
- Axial temperature in excess of 101° F.
- Skin rashes or lesions without existing diagnosis or documentation from a doctor.

We consult with the Occupational Health Nurse when there is any question about the health of a child and to make sure we are not denying care on a mistaken basis.

After demonstrating symptoms of a contagious disease, children will be readmitted IAW 608-10. Specifically, after treatment has begun, the contagious stage of illness has passed, and the child is physically able to function in the program setting. All cases of communicable disease (head lice, ring worm, etc.) must be reported to Occupational Health. **Following an absence due to a serious illness, a re-admission slip from a physician is required.** Children may return to programs only if they are well enough to participate in usual daily activities and the following conditions exist:

- Child is fever and medicine free for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- Lesions for impetigo are no longer weeping.
- Scabies is under treatment.
- Lice are under treatment and nits removed.
- Pinworm treatment has occurred 24 hours before re-admission.
- The child has completed the contagious stage of the illness.
- Conjunctivitis has diminished to the point that eyes are no longer discharging.

- The appropriate number of doses of antibiotics has been given over a 24-hour period for known Strep and other bacterial infections, the child's physician has approved re-admission, and the child does not require additional CYS staff to care for him/her.
- Chicken pox lesions are crusted, usually five to six days after onset.
- Hand, Foot and Mouth Disease is cleared and contagious stage has dissipated.
- Children wearing casts, slings or having stitches must have a written statement from a physician to be able to participate in school.

ACCIDENTS/INJURIES

While in a CYS program, your child is under constant supervision. However, minor injuries may be sustained during play. When this happens, CYS personnel will perform the necessary first aid and fill out an Accident Report. The appropriate program director or designee will contact the parent if a child is injured or becomes ill.

Should an accident or injury occur to your child, the following steps will be taken:

- The program staff or director will try to keep the child calm and quiet regardless of how serious the injury might be.
- Accepted first aid practices of the American Red Cross Program will be used.
- In the case of a major injury, the post emergency services will be called to treat and transport the child to the hospital, and the parent or guardian will be notified immediately.
- In the case of a minor injury, the wound will be washed with water and then protected with sterile bandages or ice will be applied. An Accident Report will be filled out to notify parents of any injuries or accidents that may have occurred during the day. Form should be signed within one business day.
- In all injuries involving blood, latex gloves will be worn by the person administering first aid. Fecal matter, urine, and vomit will be cleaned up using soap then water followed by a bleach sanitizing solution.
- Parents will be notified by phone or in person when a child has any head trauma or significant injury involving blood.

MEDICATION ADMINISTRATION

1. Medicine will be administered according to guidance given in AR 608-10 (para 4-32) and only within full-day or after school CYS programs enrolling regularly scheduled children. School age children and youth can self-medicate with written instructions from their physician on a case by case basis.
2. Medicine will be administered only when prescribed by a physician and only when there is no other reasonable alternative to the medical requirement. Exceptions are granted only in the case of Basic Care Items. Over the counter medications can be administered on a case by case basis as approved by the Center Director.

3. Written permission from a parent or guardian must be obtained before administering medication. DA Form 5225-R (Medication Dispensation Record) must be filled out prior to medicine being administered. All medication must be administered by parents for the first 24 hours. Each medication requires a separate form that may be used for a one-month period. Time of each dosage and initials of the person administering medication will be entered at the time the dosage is administered. Medication will be returned to parents at the end of each day.
4. CYS personnel are prohibited from using force to administer medicine. If a child refuses to take medication it will be documented on DA Form 5225-R (Medication Dispensation Record), and the parents will be notified.
5. As stated in the Child & Youth Services Administering Medication SOP (see Health & Sanitation SOP) all medication will be:
 - In original container with child-proof cap. Please place this in a Ziploc bag with the appropriate syringe or measuring cup for administering the medicine (you may want to ask the pharmacy to put the medication in two bottles – one for home and one for care provider).
 - Dated and labeled with physician's name, child's name, name of medication, dosage and time (i.e. 3 x a day for 10 days). CYS personnel will not be able to administer "as needed" medication without special permission from the physician.
 - No "over-the-counter" medication will be administered unless ordered by prescription and all specifications above are met. However, due to medical facility and retail availability, over-the-counter medications will be reviewed on a case by case basis.
 - Ear, eye and nose drops will not be given if physical restraint is required to administer.
 - Designated center-based personnel are authorized to administer medication within the CYS programs according to physician's instructions.
 - Individuals administering medicine must have received prior specialized training and annual re-certification training.

IMMUNIZATIONS

It is the responsibility of the parent/sponsor to ensure that their child's immunizations are kept current. Children will not be registered without an up-to-date immunization record. In accordance with AR 608-10, any child whose immunizations are not current cannot receive care.

The health assessment form will be completed within 30 days of enrollment and updated by the sponsor annually. A new Health Assessment form will be required every 2 years.

Families who choose not to immunize their children must have a signed waiver from the Chief Medical Officer in order to register with CYS. Parents will be counseled that children with immunization waivers will be excluded from the program in the event of a vaccine-preventable communicable disease outbreak.

When a child is overdue for any routine health services, parents must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled, except for any immunization for which parents are using religious exemption.

The following is a list of immunizations each child needs before attending CYS program:

Required Immunizations

<u>Vaccine</u>	<u>Number of doses</u>
DTP, DTaP	5
Polio (OPV, IPV)	4
MMR	2
Hepatitis A (HAV)	2 (one required before school entry)
Hepatitis B (HBV)	2 or 3 depending on age* (1 or 2 required before school entry)
Varicella	2 depending on age** (not required if history of chicken pox; parent should present note to school documenting year of infection.)
TB Skin Test	for new students before registration (must be within 6 months); must be updated every two years
Comments:	
Hepatitis A vaccine	primary course of one dose booster 6 to 12 months after primary course
Hepatitis B vaccine*	primary course of one dose booster 1 month later booster 5 months later *(children 11-15 years of age may elect a 2 dose series)
Varicella vaccine**	primary course of one dose at 1 year, boost at 4-6 years 13 years and above 2 doses, 4-8 weeks apart

NOTE: minimum intervals between vaccine doses must be observed

Abbreviations:

DTP	Diphtheria, Tetanus, Pertussis
DTaP	Diphtheria, Tetanus, acellular Pertussis
HAV	Hepatitis A Vaccine
HBV	Hepatitis B Vaccine
IPV	Inactivated Polio Vaccine
MMR	Measles, Mumps, Rubella
OPV	Oral Polio Vaccine
Varicella	Chicken Pox vaccine

BASIC CARE ITEMS

At the CDC & SAC levels, over the counter “basic care items” are limited to topical items used for the prevention of sunburn and/or diaper rash (ointments and lotions). CYS Staff will apply basic care items as necessary. Approved basic care items supplied by the parent will be in their original container and labeled with the child’s first and last name.

The following basic care items have been approved for use in CYS programs:

- Sunscreen
- Desitin / A and D Ointment (For use at the CDC)
- Oral Gel (for teething irritation)

CLEANLINESS

Our centers are maintained at a high standard of sanitation. They are cleaned daily by center custodial workers. Preventive pest control is conducted. Monthly inspections are conducted by Community Health and Preventive Medicine for the CDC and SAC, and quarterly inspections for the Youth Center. Our staff cleans and disinfects all common areas and surfaces daily and disinfects toys and equipment on a regular schedule. We promote cleanliness and good hygiene in our program by encouraging frequent hand washing by both staff and children. Hand washing is always required before and after eating, outdoor activities, and after toileting. All CYS program centers are smoke free.

REGISTRATION INFORMATION AND POLICIES

CENTRAL REGISTRATION OFFICE

Dependents of USAG-KA residents and students from Ebeye enrolled (Ri’Katak Students) in the Kwajalein school system are eligible to use CYS. Children and youth must be registered at the CYS Central Registration Office prior to enrolling in any CYS program.

CYS Central Registration handles registration coordination, enrollment processing, fee collection, and maintains program waitlists for all programs within the CYS department. Any changes to registration forms or services will also be done at the Central Registration Office.

Registration paperwork must be updated annually each year. The registration period is from 1 October-30 September. Patrons who register after the start 1 October will still be subject to the expiration date of 30 September. Parents are responsible for ensuring that registration forms are updated prior to the annual expiration date. We will try to help parents remember to update the registration before it expires.

All registration files and information collected are kept confidential. The personal information that you provide when registering with CYS is secure.

Parents are required to complete the following forms during the registration process:

1. **DA Form 5222-R, CDS Sponsor Consent.** This form allows the child’s photograph to be taken and used for CYS purposes and released to the media (Hourglass/AFN) and CYS

website. The form also addresses consent for off-site excursions, traveling to and from activities independently, and whether the child can ride in/on government vehicles.

(Required for Ri’Katak Students)

2. **DA Form 5223 R, Health Assessment.** This form requires a signature from a medical facility representative within the past calendar year or within 30 days of enrollment. Current immunizations are required at the time of enrollment. Failure to provide a current Health Assessment could result in termination of services. A Sports Physical is required yearly to participate with the sport listed on the form.
3. **DA Form 5224 R, CYS Child and Family Profile.** This form tells us the name of the emergency and release designees in case of emergency as well as important information unique to a child’s development, personality, and home environment. It will be completed during program orientation.
4. **DA Form 5226 R, CYS Sponsor/Program Agreement.** This form is the contract between the sponsor and the program they will be using.
5. **DA Form 2652, Application for Department of Defense Child Care Fees.** This form determines the fee assessment.
6. **DA Form 7625-1, CYS Health Screening Tool.** This form identifies health conditions or restrictions.
7. **Special Requirements Assessment / Individual Care Plan.** This form identifies any special needs or accommodations that the child may need.
8. **Sports Physical:** A sports physical can be obtained at the Kwajalein or Ebeye Hospital and is needed annually to allow your child to be eligible to participate in our sports programs. Children and youth from ages 3yrs-6th grade are required to have a current sports physical to play. **(Required for Ri’Katak Students)**
9. **Waiver-** This is a general waiver and statement of understanding.

WAITING LIST

The waiting list is followed to ensure fairness of all parties involved, and CYS will not share any information about other family’s wait list options with others.

Priority Levels are as follows per Army Directive 2105-44

1. The first priority for qualifying children from birth through age 12, in order of precedence from highest to lowest within priority 1, is children of combat-related wounded warriors, child development program direct care staff, single military service members on active duty or dual active duty service member couples, active duty service members with a working spouse (including a DoD Civilian spouse), single DoD Civilian employees paid from APF or NAF, dual DoD Civilian employee couples, DoD Civilians with working spouse who is not a DoD Civilian, and surviving spouses of military members who died from a combat-related incident.
2. The second priority for full-time care will be given equally to qualifying children from birth through age 12 of active duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a

combat-related incident, and those individuals acting *in loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is actively seeking employment. The status of actively seeking employment must be verified every 90 days.

3. The third priority for full-time care will be given equally to qualifying children from birth through age 12 of active duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those individuals acting *in loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is enrolled in an accredited post-secondary institution. The status of post-secondary enrollment must be verified every 90 days.
4. After meeting the needs of parents in priorities 1, 2, and 3, CYS Services will support the need for full-time care for other eligible patrons, such as active duty military service members with nonworking spouses, DoD Civilian employees paid from APF and NAF with nonworking spouses or same-sex domestic partners, eligible employees of DoD contractors, Federal employees from non-DoD agencies, and military retirees, on a space-available basis. In this category, U.S. Army Installation Management Command (IMCOM) may also authorize otherwise ineligible patrons (for example, local community members) to enroll in CYS Services to make more efficient use of Army facilities and resources.

The Program Director will review waiting list, once protocol has been followed to further accommodate reasonable placements as needed.

FEES AND BILLING

The Military Child Care Act of 1989, codified in Section 568 of the National Defense Authorization Act for 1996, requires the DoD to establish DoD-wide Child Care Fees based on Total Family Income (TFI). **TFI is defined as all earned income and includes wages, salaries, tips, long term disability benefits, voluntary salary deferrals, assignment, incentive pay, quarter's allowances, subsistence allowances, in-kind quarters and subsistence received by military members, and anything else of value, even if not taxable, that was received for providing services.** In addition to Child Development Center fees, the Army Plan addresses fees for Before and After School Care, Part Day Programs including Preschool, Hourly Child Care and Youth Sports where applicable.

Each sponsor will ensure that his/her CYS fee application reflects the most current information regarding the family's income. If there is a change in any household member's status (i.e.: spouse becomes employed or unemployed), the sponsor must report the change to CYS Services Central Registration within one week so the assigned fee category can be reassessed and applied for the next billing cycle. Following a reassessment, any necessary change in fee category will be implemented following 30 days' notice to the patron. As stated on the fee application, deliberate misrepresentation of this information or failure to report income which results in a higher fee can result in prosecution under applicable state and federal laws. Any changes in fee category discovered during this review will be implemented immediately and may be retroactive. CYS Services conducts annual reassessment of fees. Parents will receive a 30-day notice of any changes in the fee ranges.

For the purposes of registration, billing and emergency notifications, including illness and delinquent accounts, we will defer to the sponsor. Special circumstances which include a child having both parents residing on island, though living in one household, we will defer all responsibilities of their CYS membership and program information and care to the sponsor. Sponsor must notify CYS of unique family set up and allow the other parent to be the first emergency contact, unless otherwise noted. Parents visiting island on a 480 will not have access to their child unless written notification is received from the sponsor. In all other circumstances, parents will always have access to their child unless a written court order is submitted.

Child care bills will be processed for each household on the first business day of each month. Families will not receive a bill by mail and are responsible for paying the bills at CYS Central Registration during office hours.

Late payment fee. There will be a grace period of five business days after the processing date for bills to be paid in full. If families pay monthly the late fee is \$20.00; if families pay bi-monthly a \$10.00 fee will be assessed at time of payment. If payment of the monthly bill and the late fee is not made, services will be stopped on the following business day and the household balance will be sent to KRS Finance department for collection.

Bi-monthly billing. We do offer families the option of paying child care fees in two monthly installments. Families choosing this option will submit the bi-monthly payment agreement to CYS Central Registration. Bi-monthly bills will be run on the 1st and the 15th of each month. The late payment fee policy does apply to families choosing the bi-monthly payment plan. Note: households could potentially accrue two late fees in one month.

Advanced payments. Advanced payments will be accepted and are encouraged if you will not be present during a billing cycle. Families will be responsible for notifying CYS Central Registration that they will not be present during a billing cycle, and must keep up with bills in order to maintain a child's slot in the program. An advanced payment will be applied to the household's account and deducted on the dates bills are processed. Any fees paid in advance will be applied to your child's activity (full day or part day CDC or SAC child care). Advanced payments can also be made towards hourly care reservations. **If you are not present at the time of billing and payment is not made, delinquent accounts will be sent to KRS Finance department for collection and may cause forfeiture of your child's slot to be given to another child on the waiting list.**

Prorated Payments: Monthly tuition will be prorated for families withdrawing and/or PCSing from the CDC and or SAC once they've submitted their withdrawal form. Reminder: The two-week leave credit may not be used in lieu of a PCS/withdrawal. Daily rates for CDC and SAC programs will be calculated dividing the total month's fee by the amount of days in that particular month. Federal Holidays are included in the month's calculations.

Refunds:

1. Refunds are not authorized for:
 - a. Child absences two weeks or less.
 - b. CYS Services short term program closures due to inclement weather (3 days or less).
 - c. Unused leave/vacation.

2. Refunds are authorized for:

- a. Program closures for repair or renovation when an alternate care setting is not provided.
- b. Unexpected prolonged (**over 2 weeks with Garrison Commander's approval**) child absence due to Family emergency or extended illnesses.
- c. Other extenuating circumstances (Garrison Commander's decision).
- d. Withdrawal from a Youth Sport (occurring before mid-season of the sport).

Undue hardship. USAG-KA and DoD civilians fee adjustments for a Family financial hardship waiver may be approved when a Family can demonstrate a severe hardship resulting from, but not limited to: sudden and unexpected illness or accident of the spouse or the same-sex domestic partner of an eligible DoD civilian employee; loss of the spouse's or eligible DoD civilian's same-sex domestic partner's employment or wages; property damage not covered by insurance; or extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the patron. Contractor employees in Category 9 are not eligible to receive fee reductions.

Personal checks. Postdated checks are not accepted. Checks cannot be accepted from anyone whose name appears on the Bad Check List until authorization is received. Personal checks will be accepted for the amount due only. Name, employer, K-badge number, P.O. Box, and phone number must be on each check.

Late pickup fees. The Army-wide CYS late fee is \$1.00 per minute or maximum of \$15.00 per family per site regardless of the number of children in care at that site. (e.g., if patron has child in CDC and SAC, the late fee will be assessed and paid for each site). After 15 minutes the charge is \$5.00 per child/per site for the next 45 minutes. Late fees are assessed at **11:30a.m.**, at the end of the Part Day programs and release to lunch as well as the end of the day, **5:30p.m.** This fee is required by the next business day. Consistent and repeated late pick-up offenders may be excluded from the program or provided other child care options. Staff do not accrue overtime to care for children who are picked up late. The late fee is set to encourage on time pick-up. No credit will be given if the child is picked up earlier than the reserved time slot. Nonpayment will result in services being denied, and the patron will be held responsible for payment and late fees.

PATRON DISCOUNTS

Various discounts are allowed for parent involvement and for families with more than one child enrolled in like programs (except hourly care):

Multiple Child Reduction Discount. A multiple child reduction (MCR) discount is given to families with multiple children attending CYS care programs. The first child is charged the full fee for the program they are enrolled in, and additional children will receive a MCR discount of 15% off fees. The MCR discount is applied to the least expensive type(s) of care. (**EXCLUDES CAT 9A**)

Team Sports Multiple Child Reduction (TSMCR) Discount. A team sports multiple child reduction (MCR) discount will be given to a family with multiple children (after the first) participating in the same team sport. The first child pays the full fee, and additional children receive a 15% discount. (**EXCLUDES CAT 9A**)

Volunteer Coach's Discount. Volunteer Coaches are eligible for a discount on their children's participation fee for the team sport they are coaching. A specific discount applies to the head coach and assistant coach. There can only be one head coach assigned to each team. Head coaches will receive all of their children free for the sport they are coaching. An Assistant Coach

will receive the first child free and all subsequent children in that sport will receive a 15% discount.

PROGRAM WITHDRAWAL

If your child is in a paid CYS program (at the CDC and/or SAC), you must officially withdraw your child from the program in writing, two weeks prior to the next billing cycle, which occurs on the first business day of each month. Without a written withdrawal, fees will continue to accrue. The standard two week vacation leave option **may not** be used in lieu of two weeks' notice of withdrawal.

Withdrawing from sports requires a courtesy notice to the Youth Sports Director. Refunds will not be given after the season has begun, unless families face extraordinary circumstances. Please see the paragraph on Refunds.

INCOME TAX RECEIPTS

Some child care costs are tax deductible. Tax receipts are not provided at the end of the year. You will be provided with a receipt at the time of payment. Please save all receipts to verify payment for tax purposes. You will also need to have the tax number of the facility you are using or the social security number of your certified provider in order to claim this deduction. (Tax ID #01-0738227).

<p style="text-align: center;">KRS-LLC 4975 Bradford Drive, Suite 300 Huntsville, AL 35808</p>

LEAVE POLICY

Parents may elect either two to four weeks of leave annually with no fees for care during the leave and without losing their child care space. Leave credits do not transfer from post to post. Leave shall not be given in less than one-week increments (five consecutive work days). Leave cannot be accumulated from year to year. Refunds for unused leave are not authorized.

Leave option may only be utilized if the child is not in care. The leave options are earned after being enrolled in the program for one or more months. **The leave options may not be used as withdrawal notice.** The parent must be up to date on fees, program requirements, and registration in order to use the leave option. The leave option is requested in writing two weeks in advance of the requested period. No refunds will be made for leave not taken. There is no leave credit available for Hourly Care or Summer Camp.

The registration period is 1 October- 30 September. Unused vacation credits will expire on 30 September and a new set of vacation credit will be issued on 1 October. In addition to the standard 2 or 4 week vacation credit, Kwajalein CYS will be offering families an additional week of vacation credit to account for the additional 5 days of CYS closure dates throughout the SY for staff training. This will apply to children enrolled in the CDC, giving them a total of 5 weeks of vacation credit. School aged children enrolled in a before or after school program will receive 1 week of vacation credit. Leave will be applied to the current program a child is registered in at the time of leave.

All students enrolled in the School Age Center Before or After program must use their 1 week vacation credit during the current school year as it will not roll over to the next year. The child must be out of care during the time of the credit. A vacation request form is required two weeks prior to the leave and is subject to approval. The 1 week credit must be taken all at once and cannot be broken down into separate days.

ABSENCES

In the event that your child is unable to attend a regularly schedule program, please make sure to call Central Registration so that we can alert classroom teachers and/or a director. Although refunds are not authorized for absences due to illness, we still track attendance regularly.

PROGRAM INFORMATION AND POLICIES

CHILD DEVELOPMENT CENTER

The Child Development Center provides care from 7:00-5:30, Tuesdays through Saturdays excluding all Federal Holidays.

General Program Information:

- The CDC offers child care for ages 6 weeks-5yrs.
- There are a variety of care options for both Infant, Toddler & Preschool:
 - Full Day Care for Infant, Toddlers and Preschool (7am-5:30pm)
 - Part Day Morning Session (2, 3 & 5 day program options: 8:30am-11:30am)
 - Part Day Afternoon Session (2,3, & 5 day program options: 12:30pm-3:30pm)
 - Hourly Care
- The CDC follows the *Creative Curriculum for Infant and Toddlers* and *Preschool* program in their development and implementation of appropriate care practices.
- The Army CDC is accredited by the National Association for the Education of Young Children (NAEYC) and certified by the Department of Defense (DoD).

Registration Information:

- Families register through the CYS Central Registration Office.
- Registration paperwork must be completed and updated annually.
- Monthly fees vary based on total family income, and bi-monthly payment options are available.
- Placement into a program option will take place after registration forms have been completed, signed, and returned. Payment for the program will take place prior to attending.
- Families with 2 or more children in CYS programs (CDC and/or SAC) receive a 15% discount. Discount applies to the child in the least expensive program. (**EXCLUDES CATEGORY 9A**)

Other Important Information:

- Parents and/or designated adults must check into the Central Registration office to swipe their children in and out of the facility.
- Children must arrive and depart to and from the CDC accompanied by an adult.
- The CDC has an open door policy and welcomes parents to visit their children at any time.
- English is spoken in the CDC to promote readiness for an English speaking school environment. Staff will speak English to the children and will only pair a second language if spoken by staff and child to aide in following directions and to gain an understanding of the English language.

Departure:

Children will not be allowed to leave the CDC with anyone other than parents **without prior arrangements**. Designated adults on the Emergency Contact list may not freely decide to pick up a child from the CDC or SAC unless authorized by phone or in writing from the child's parent/guardian. For your child's safety, persons other than parents will be required to show identification before being allowed to remove the child from the premises. Children under 13 years of age may not pick up other children. A parent will not be denied access to their child unless a court order is in the child's file restraining such rights. Exceptions or special circumstances may be addressed with the Program Director if necessary.

Quiet time:

Rest periods will be provided appropriate to ages and needs of children from 12:30-2:30. Please note on the comment section of the sign in/out sheet if your child's nap schedule changes. It is helpful and less disruptive if you can plan to arrive or depart before or after quiet times.

Personal Belongings and Supplies:

Children may come to school with a backpack with their extra personal care products to include extra sets of clothing (underwear), diapers and wipes (if needed). Food, candy and medication should not be left in a child's backpack. A toothbrush and toothpaste is required for Full Day enrollees and must be child-size to fit our toothbrush holder. Both items should be labeled. Toothbrushes will be replaced every two months. Linens for nap time, such as a small blanket and pillow (for ages 3yrs +) can be brought. We do ask that linens are brought in a reusable bag to separate from contamination with other children's linens. These items would need to be taken home at the end of the week for laundering.

Special instructions:

Parents are responsible for writing down any special instructions to the caregivers. Instructions should be given to the caregiver greeting your child.

Discipline

1. CYS Discipline Policies are guided by Army Directive Kids Included Together (KIT) philosophies and focus on modifying the children's behavior within the environment and working cooperatively with parents to identify alternative strategies environment rather

than suspension. Per the Army Directive Operation Guidance for Behavior Support, this includes the following steps:

- Identify influences that triggered the behavior, the observable action, how the CYPAs responded, and how the child or youth recovered. These will be used to formulate a plan for support to modify child's behavior.
 - These steps will be followed with the guidance of the CYPA, Program Manager and Trainer. Suspension will not be considered until all alternative strategies have been exhausted, including Parent Meeting, Plan for Support Implementation and MIAT Behavior Intervention.
2. At the CDC and SAC, positive discipline will be used by CYS personnel based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that every child will know what is expected of him/her.
 3. Discipline will be constructive in nature including such methods as diversion, separation of child from situation, praise of appropriate behavior, positive guidance, or gentle, physical restraint such as holding. CYS personnel will not discipline children in the CDC and SAC by:
 - Spanking, pinching, shaking, or other corporal punishment.
 - Isolation away from adult's sight/contact.
 - Humiliation or verbal abuse.
 - Deprivation of meals, snacks, outdoor play opportunities, or other program components. Short-term restrictions on the use of specific play materials and equipment or participation in a specific activity are permissible.
 - Extended periods of "time-out" (e.g. in excess of one minute per year of age).
 - A child may not be punished for lapses in toilet training or refusing food.
 4. Parents may also be notified of concerning or unsafe behavior on an Accident/Incident Report form. These reports are completed by the staff, signed by the program director, and signed by the parent. A copy will be offered to the parent.

CDC Hourly Care Policies:

Reservations-Reservations for hourly care will be made 24 hours in advance of required care, at minimum. Reservations are given based on availability. Please note that unlike payment for regularly schedule programs, hourly care payment is due the day of scheduled care. Also, Hourly care availability is not based on priority for care categories; should our hourly care become full, we will establish a waitlist.

Cancellations-Cancellations for hourly care reservations with 24 hours or more advanced notice will have no penalty or fee assessed. Cancellations of reservations with less than 24 hours' notice will result in the full fee assessment for the reserved hourly care period; this fee must be paid

prior to the next use. No-shows will be assessed the full fee for any hourly care reservation not cancelled with 24 hours' notice.

You are required to attend an initial parent orientation tour prior to your child entering the CDC program. During the parent orientation tour, parents will meet with the Program Director and/or the Central Registration Coordinator to review policies, procedures, and philosophy and to complete a tour of the facility.

SCHOOL AGE SERVICES PROGRAM (KWAJ KIDS' CLUB)

A Before and After School Program for students in grades K-6, the Kwaj Kids' Club provides care from 7:00-8:30 am and 3:20-5:30 pm during all school days and 7:00-11:30am & 12:30-5:30 pm during teacher workdays and school breaks.

Summer camp is provided during the summer months from 8:30-11:30 and 12:30-4:30. Summer camp is for children who have completed Kindergarten- 5th grade.

General Program Information:

- School Age Services (SAC) programming includes activities from the four service areas within the Army Youth Program Framework:
 - Life skills, citizenship, and leadership opportunities
 - Arts, recreation, and leisure activities
 - Sports, fitness, and health options
 - Mentoring, intervention, and education support services
- Kwaj Kids also spend their time in various elective centers such as the homework center, technology lab, crafts area, creative building, dramatic play area, and more.
- 4-H clubs may be programmed during Kwaj Kids' Club time to encourage participation and involvement in these optional social and learning opportunities.
- The SAC program is accredited by the National After School Association (COA) and Certified by the Department of Defense (DoD).

Registration Information:

- Families will register through the CYS Central Registration Office.
- Registration paperwork must be completed and updated annually.
- Monthly fees vary based on total family income, and bi-monthly payment options are available.
- Families with 2 or more children in CYS Services programs (CDC and/or SAC) receive a 15% discount. (**EXCLUDES CATEGORY 9A**)
- Camp registration and fees can be submitted weekly. Multiple week registration is encouraged. Vacation credits and hourly care do not apply to camp.

Other Important Information:

- Child supervision is only provided during the scheduled times. Parents have the responsibility to ensure their child's safe travel to and from Kwaj Kids' Club before and after school program. As stated in AR 608-10 section C-37 and USAG-KA Policy on Child Supervision and Curfew (2016), **school-aged children may be permitted to travel independently with written parental permission on file (DA Form 5222-R). Staff will not monitor the unsupervised travel.**
- Children are self-released (if permission is given on DA Form 5222-R) at 5:30 pm unless an earlier release time is submitted in writing at least 24 hours in advance. Children without consent to self-release must be picked up by a parent or responsible party who is indicated on the authorized pick-up list for that child. Parents may pick up their child at any time without notice.
- School-age students are permitted to self-released from all "special activities" if permission is given by the child's parent or legal guardian. Documentation of permission must be on the approved form (DA Form 5222-R). Staff will not monitor the unsupervised travel of the child. Special activities include events that are free of charge to parents (Example: 4H Club, Special Field Trips, and Open Recreation Event).
- During teacher workdays and school breaks, children are self-released for lunch at 11:30am.
- Parents are welcome to visit and drop by the School Age program under the CYS Open Door Policy.

Discipline:

The SAC discipline policy can be found under the CDC Discipline policy on page 25.

Schedule changes

Occasional changes to a child's regular attendance schedule at SAC must be coordinated through CYS Central Registration. SAC staff will not release children prior to their regular, parent-designated release time without prior notification through the CYS Central Registration office. Parents may call the CYS Central Registration Coordinator at 5-2158 or send an email to notify CYS of any required schedule changes. For your child's safety and protection, we will not allow the child to communicate this information directly to the SAC teacher. Of course, parents can pick up their child from SAC themselves or send an authorized designee any time there is an unexpected schedule change that has not been coordinated ahead of time. Schedule changes apply to camp if a child should need an alternative change.

Absences

If your child will not be attending the SAC program because of a scheduled appointment, illness, vacation, or other planned absence, please notify the CYS Central Registration Coordinator ahead of time. Absences without prior notification may be mistaken for a missing child, and unnecessary concern and time may be spent by staff searching for the child. Remember, there are no refunds given for absences from the program.

No-shows

Staff is not responsible for no-shows. Parents have the responsibility for ensuring their child's safe travel to and from SAC. Staff members will attempt to contact parents if a child is scheduled to attend and does not show up for after school care. In order to keep your child safe, please contact the Central Registration office at 5-2158 if your child will not be attending.

SAC Hourly Care policies:

Hourly Care Regulations: Hourly care is available for children who attend less than five hours a week. Any care scheduled above five hours a week will be charged full-program fees for either half-day or full-day care. Priority for enrollment is given to full-time and part-time care children first and then remaining enrollment will be granted for hourly care on a first come, first serve basis. Please note: Hourly care availability is not based on priority for care categories; should our hourly care become full, we will establish a waitlist.

Reservations-Reservations for hourly care will be made 24 hours in advance of required care, at minimum. Reservations are given based on availability and follow the first come, first serve method. If hourly care is full when reservation is requested, the child can be placed on a waitlist and the parent will be notified by the Central Registration Office staff if a space becomes available.

Cancellations-Cancellations for hourly care reservations with 24 hours or more advanced notice will have no penalty or fee assessed. Cancellations of reservations with less than 24 hours' notice will result in the full fee assessment for the reserved hourly care period; this fee must be paid prior to the next use. No-shows will be assessed the full fee for any hourly care reservation not cancelled with 24 hours' notice.

You are required to attend an initial parent orientation tour prior to your child entering the SAC program. During the parent orientation tour, parents will meet with the Program Director and/or the Central Registration Coordinator to review policies, procedures, and philosophy and to complete a tour of the facility.

Open Recreation events -- Policies

1. Events are free to all K-6th graders with a current CYS Registration.
2. Event registration:
 - Events are first come, first serve and require advanced registration. Some off-site or late events may require separate permission slips with the regular registration.
 - The permission slip (if required) will be submitted to the CYS Central Registration office or by email to Central Registration staff.
 - Reservations for events require the parent to simply call or e-mail the Central Registration Office and provide the pertinent information with signed permission slip, if applicable. If the event is already full when you reach the office, your child's name will be put on a waitlist for the event, and you will be contacted in the case of any cancellations which open up a slot for your child to attend.
3. Travel to and from the event:

- Child supervision is only provided during the scheduled event time. Staff will not monitor travel to and from the Open Recreation events. Parents have the responsibility for ensuring their child’s safe travel to and from the events.
 - Youth will not be released earlier than the posted time unless a parent signs the child out.
 - Events ending after 8pm will require parents to pick the child up at the event site.
4. Staff is not responsible for no-shows. We will not call to check on a child who does not show up.
 5. If your child will not attend the event he/she is registered for, please contact Central Registration at 5-2158, so that we can offer the reservation space to another child on the waitlist.
 6. If rules are not followed, parents will be contacted to pick up their child from the event.
 7. Open Recreation events -- Rules
 - Check in with staff upon arrival.
 - Do not leave earlier than the scheduled release time.
 - Do not bring outside foods or objects (toys, books, etc.) to events.
 - Wear appropriate clothing.
 - Show respect to others and things.
 - Follow all posted rules at the event site.

YOUTH SPORTS AND FITNESS PROGRAM

General Program Information:

The Kwajalein Youth Sports and Fitness program provides recreational sports during the school calendar year in a non-competitive setting for youth in grades Pre-K – 6th grade. We deliver opportunities for participation regardless of skill level to ensure the enjoyment of everyone involved.

Team Sports:

- Basketball
- Soccer
- Tee Ball
- Baseball
- Flag Football
- Special Events/Sports Clinics

Individual Sports:

- Golf (Ages 8 yrs-6th Grade)
- Tennis
- Bowling

The Start Smart sports program teaches children (ages 3-5) with parents, the basic motor skills necessary while they work one-on-one and spend quality time with their parents to play organized sports:

- Basketball

- Golf (Ages 4-7 years old)
- Soccer
- Tee Ball

Our program stresses sportsmanship, development of social skills, motor skills, and team work. In addition, the children will learn healthy habits, be physically active, and most of all, have **FUN!**

Registration Information:

- Families will register through the CYS Central Registration Office. Registration paperwork must be completed and updated annually prior to participation.
- The CYS Health Assessment and Sports Physical Statement is required for all children and youth participating in organized CYS Team Sports programs/clinics and updated annually.
- Families with more than one child participating in the same team sport are eligible for a multiple child reduction discount of 15%. Payments for each sport are due at the time of registration. Spots will not be held if registration is incomplete or pending.
- A volunteer parent coach will qualify to receive the CYS coaching incentive discount. See page 21 for details.

Other Important Information:

- Child supervision is only provided during the scheduled time. Parents have the responsibility to ensure their child's safe travel to and from youth sports activities (practices, games).
 - Parent's attendance at practices and games is encouraged as it shows support and increases a child's self-esteem.
 - Practices and games for team sports will be scheduled on Tuesday, Thursday and/or Saturday. NO league games and practices will be scheduled on federal holidays.
1. Each sports season is designed to run approximately 6-8 weeks. Prior to the start of the season, CYS will open a registration period. The registration period is a time for parents to come to the Central Registration Office to sign their children up, check their child's registration status, and update paperwork as necessary. Current or past sports participant's files will be checked for completion during this time. Any families with incomplete or out of date registration information will be required to update their files. The Sports Physical Form, which must be signed by hospital staff, will need to be turned in prior to the start of the sports season.
 2. During each sports season, we ask that parents pay special attention to the deadlines and dates of the following events:
 - Registration start and end dates
 - Parent meeting
 - Coaches clinic/meeting (if you volunteer)
 - Scorekeeping and officials meeting
 - Practice and game times
 - Season start and end dates

3. The deadline for late registration will be determined for each sport season and announced. The late registration period will be determined by the CYS Youth Sports Director and management staff. A child's placement onto a team after the registration deadline has passed will be based on the team with the least amount of players or at the discretion of the Youth Sports Director. A \$5.00 late fee will be assessed for all late sign-ups.
4. Refunds will be granted up through the first practice week for the current sports season. No refunds will be granted after the first week of practice.
5. A waiting list will be generated for each sport that exceeds the allotted space per team or age group. Youth will be placed on the waiting list and will be contacted by the Youth Sports Director if space becomes available.

Guidance and Discipline Policy/ Coach and Players Code of Ethics

All participants in the CYS Youth Sports program, whether there as a volunteer coach or player must be responsible for their actions before, during and after an event. Parents and coaches are required to sign a code of conduct prior to registering and coaching. CYS will not tolerate unsportsmanlike conduct which include but is not limited to: derogatory and obscene language, and use of verbal and nonverbal references or gestures to any individual or team. If you are found in violation of unsportsmanlike conduct, CYS will take the following actions:

- First warning warrants an apology.
- Second warning will require a 1 game suspension.
- Third warning will require a coach or player multiple game suspension (up to 3 games).
- Further violations will include season suspension and possible removal from coaching/playing within the CYS Sports Program.

Tobacco, Alcohol and Drugs:

The use of tobacco or being under the influence of alcohol or drugs is strictly prohibited at all CYS events. Adults who smoke will be asked to remove themselves to a designated smoking area and leave the premises during a practice or game. Anyone who is under specific medication that may poorly influence their performance should refrain from participating in a sporting event. If at any time a person is believed to be under the influence of alcohol, the field supervisor has the authority to refuse entry to an event facility or area. Alcohol is not permitted at Youth Sports events.

Game Cancellations/Rescheduling:

Information on game cancellations and rescheduling due to inclement weather or scheduling conflicts can be obtained by calling the Youth Sports Director at 5-3796. In the event a game or practice must be cancelled or rescheduled, the Youth Sports Director will:

- Notify all coaches by 3:00pm on practice days.
- Information will be sent to parents via email.
- Information will be sent to the Elementary School office to announce.
- All coaches will be responsible for contacting their players, informing their team about the cancellation /rescheduling.
- In the event that a visiting team from Ebeye cannot attend a game, a game time decision will be made by the Youth Sports Director.

Cancellations of team practices are left to the coach and not Youth Sports Department. However, the Youth Sports Department should be made aware of the changes to the schedule to ensure arrangements can be made for the Ri’Katak sports participants.

EMERGENCY PROCEDURES

Playing sports does not come injury free, and although all attempts are made to create a safe environment for children to play sports, we do have occasional incidences where a child could become hurt due to physical contact or exertion. During scheduled practices and games, all coaches are required to have their team roster in possession at all times. Each team roster contains player contact information which will assist them in the event of an injury, emergency, cancellation, rescheduling, issue, etc.

First aid kits are required to be on location at all times. Coaches should check first aid kits periodically to ensure they are well-equipped with basic supplies. Should emergency services be needed, the nearest phone to the baseball/softball fields is located at the Kwajalein Police Department. All other locations where sports are held come equipped with a telephone nearby.

Emergency Action Steps:

In the event that an emergency does take place, the coach/adult on site will:

1. Assess the situation and determine if the individual has a minor injury which requires basic medical attention (*cut, bruise, sprain*). For all major injuries (*large cut, bleeding that will not stop, broken bone, concussion, no pulse, etc.*) call 911.
2. Assign other team members to a safe location while medical treatment is being administered.
3. Practice basic medical attention for minor injuries and contact parents at the conclusion of practice or game. For major injuries assign one adult to stay with the injured person and another adult to call medical personnel and parents.
4. All accidents/injuries that require medical attention must be documented on an accident report and submitted to the Youth Sports Director for parental signature within 24hrs.
5. Follow-up with the parents/guardians of youth.

To further protect any youth involved in a CYS Sport, anyone who becomes injured or is unable to participate because they are immobilized by a cast, sling or crutches, or have been diagnosed with a communicable disease, may not return to practice or games, until they have been cleared by a medical professional. Youth may participate after a written doctor’s note is submitted to the Youth Sports Director.

Volunteer Youth Coach Description:

The Kwajalein Child & Youth Services program provides recreation team sports as well as individual sports to children in grades K-6th in a non-competitive setting. The goal is to not only make a youth a better player, but a better person. We deliver opportunities for participation regardless of skill level to ensure the enjoyment of everyone involved. Our volunteer coaches are an integral part of the overall success of the CYS programs because they determine the overall experience for the participants. CYS seeks individuals that can teach positive character traits, player development sportsmanship, and most importantly, the ability to have FUN!

We especially invite parents to be those volunteers in coaching positions, and if you ever have an interest in coaching a CYS sport, these are the commitments and qualities we look for:

Time Commitment:

- One to Two practices per week, approximately 1hr.
- One game per week, approximately 1hr.
- Prep time for practice and games.

Duties:

- Provide instruction, leadership, and supervision to children ages 5-12 yrs.
- Provide a safe and positive playing environment.
- Teach the fundamental skills of the sport.
- Ensure every child plays at least one half per game.
- Open Communication between players, parents, league director etc...
- Ensure all league rules and policies are understood and implemented.

Qualifications:

- Previous coaching experience preferred, but not required.
- Able to pass a background check
- A desire to work with children in the community.
- Energetic, reliable, and responsible.
- Patient and self-motivated.
- Be a positive role model in the community.
- Have a commitment to follow departmental rules and regulations.

YOUTH SERVICES PROGRAM

The Namo Weto Youth Center provides development programs and open recreation from 3:00-8:00 pm, Tuesdays through Fridays, 3:00-10:00 pm Saturdays, and 4:30-10:00 pm Sundays, excluding all Federal Holidays.

General Program Information:

- The Namo Weto Youth Center and Youth Services program offers facility access and programming for youth in grades 7-12. Programming and activities support the Army's Service Areas:
 - Character and Leadership Development
 - Sports, Fitness and Recreation
 - Health, Wellness and Life Skills
 - Educational Support and Career Development
 - The Arts

- Our goal is to provide a fun-filled and safe atmosphere that helps youth become prepared for the future by providing activities which foster:
 - Positive Self Identity
 - Educational, Technological, Employment, Social and Emotional Competence
 - Community and Civic involvement
 - Cultural Experiences
 - Health and Well Being
 - Moral Compass

Registration Information:

- Families will register through the CYS Central Registration Office.
- Registration paperwork must be completed and updated annually.
- There is no fee to register youth for the Youth Services program.

Other Important Information:

- Registered youth are free to come and go as desired, but are required to sign-in and out with each visit. Programming is offered to all youth present but participation is not mandatory. Youth can "hang out" and use the facility whenever it is open.
- The Namo Weto Youth Center has an open door policy and welcomes parents to visit at any time.
- Teen dependents of Kwajalein employees (military, civilian, or contract) visiting Kwajalein may utilize the Youth Center for a designated period of time, as deemed appropriate by the Youth Services Director. Parents will need to fill out the necessary CYS registration paperwork for such extended visits.

- Teens visiting friends of family members living on Kwajalein (military, civilian or contract) may use the Youth Center only when accompanied by a registered member of the Youth Center, unless prior arrangements have been made between the sponsoring family and the Youth Services Director.

Youth Services (YS) offers development programs and activities to our middle school/teen youth. These programs provide positive alternatives that help minimize at-risk behaviors during parental work hours. Programs continually change and improve to meet the needs of today's younger and older teenagers. The youth have an active voice in planning, developing, and executing new and innovative ideas to be implemented into the overall program. The Youth Center is an age-appropriate site with well-trained, friendly, and helpful staff advisors to assist the youth.

Youth who are grades 7th-12th may sign themselves in and out of the Youth Center. To be eligible, youth must have completed the 6th grade, but have not yet graduated from 12th grade. Youth must follow all posted rules, which were developed and are supported by the Youth, Youth Action Council and Youth Center staff:

- Sign in and sign out every time.
- Be respectful of equipment and everyone while in the youth center.
- Zero tolerance of the use of alcohol, tobacco, and betel nut at the youth center.
- No PDA (public displays of affection) or inappropriate physical interactions
- Music must be cleared by youth center staff before being played, and youth must receive permission before entering the office.
- Registered Youth are responsible for any teen guest they sponsor into the youth center.
- Wear appropriate attire: this includes shirts, shorts, and shoes.
- Enjoy yourselves!

Other Youth Responsibilities and Guidelines to follow while at the Youth Center:

- Teens are not allowed to loiter around the Teen Center. They must sign out if leaving the front porch area.
- Be kind and courteous to all youth and staff. Use appropriate language at all times. Mentoring is deeply appreciated.
- Behavior, dress, language, signing, or other actions indicating support of illegal activities is prohibited.
- Assist staff with programming ideas that you want (*Remember it's YOUR Youth Center*).
- Turn in your equipment when you are done. Help keep things clean by putting away supplies and using the trash cans.
- Exhibit dancing that would be considered appropriate to the adult supervisors.
- Help make this a safe place for everyone. Conduct self in ways which will not endanger the safety of self or others.
- Teens will maintain the following dress code while in the facility or on facility grounds. The dress code includes no obscene language on clothing, men/boys must wear shirts, no short shorts or revealing attire, and shoes must be worn at all times.

Discipline Policy:

Parents will be contacted immediately if a child appears to be under the influence of alcohol or using tobacco products. In addition, the Police Department will be notified immediately if youth are under the influence of or in the possession of drugs, weapons, or committing acts of disorderly conduct, violence, or theft.

School Liaison Services (SLS)

The School Liaison Services (SLS) provides access to a wide range of resources to facilitate military youth education transitions. Assistance is provided to military Families of school age children K - 12. The School Liaison Officer (SLO), Julia Sektnan is the primary advisor for the Garrison Commander on local schools and youth education transition issues, they communicate school and Family concerns and spearheads integration of military children into local school systems. In addition, the School Liaison Officers work in conjunction with CYS and the local school community to address educational issues involving military children.

School Liaison Officer (SLO) Contact Information**Julia Sektnan**

Education Service Specialist & CYS Coordinator, USAG-KA

Office phone # 5-3338

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