

# ROCK ISLAND ARSENAL



U.S. Army Child, Youth  
& School Services

## PARENT HANDBOOK

# Table of Contents

## **Information for All Programs**

Welcome	4
Mission Statement	4
Program Eligibility	5
Priorities for Service	5
Ninety-Day Grace Period	5
Registration Procedures	6
CYSS Website	6
Fees	7
Hours of Operation	8
Orientation	9
Staff Qualifications & Background Checks	9
Training	10
Parent Advisory Council (PAC)	10
Parent Participation Program	10
Health Requirements	11
Illness Criteria for Denial of Services	12
Readmission Policy	12
Communicable Diseases	12
Children with Special Needs	13
Service Dogs	13
Medications/Basic Care Items	13
Injuries/Health Emergencies	14
Security	14
Access Control System	15
Smoking	15
Child & Adult Care Food Program (CACFP)	15
Meal Service	15
Outdoor Play	16
Character Counts	16
Discipline	16
Video Monitoring System	16
Child Abuse Prevention	17
Touch Policy	18
Use of Children's Photos	19
CYSS Important Phone Numbers	20
<b>Child Development Center</b>	
Class Placement	22

## Table of Contents (cont'd)

Daily Attendance	22
NAEYC	22
Creative Curriculum	23
Multi Age Grouping	24
Strong Beginnings Pre-Kindergarten Program	25
Start Smart	25
Field Trips	25
Special Activities	25
Developmental Assessments/Screenings	25
Goals for Infant & Toddler Children	26
Goals for Preschool Children	27
Parent-Teacher Conferences	28
Communication Methods	28
Naptime	29
Sudden Infant Death Syndrome	29
Foods Brought From Home	30
Infant Feeding	30
Clothing	30
Toys From Home	31
Lending Materials	31
Infant Supplies	31
Toddler Supplies	32
Preschool Supplies	32
<b>Child Development Home</b>	
Goals of Child Development (CD) Home Child Care	34
Hourly Fees	34
Priorities for Care	34
Supplies	34
Creative Curriculum	35
Field Trips	35
Infant Feeding	35
Building a Relationship with your Child's Caregiver	36
Sudden Infant Death Syndrome	36
<b>Family Child Care</b>	
Goals of Family Child Care (FCC)	39
Creative Curriculum	39
Closure Dates	39
FCC Online	40

## Table of Contents (cont'd)

Types of Family Child Care Homes	40
How Providers are Chosen	40
Policies	41
Liability	41
Smoking	41
Sudden Infant Death Syndrome	41
Clothing	42
Infant Feeding	42
Emergency Evacuation	42
<b>School Age Center</b>	
Authorization	44
Philosophy/Purpose	44
Signing Children In/Out	45
COA	45
Program Overview	46
Communication	48
Discipline	49
Emergencies	50
Emergency Procedures	50
Transportation	50
Field Trips	50
Clothing	51
Toys and Money from Home	51
Lost and Found	51
Center Cleanliness	51
TV/Movies and Video Games	51
Lending Materials	51
<b>SKIESUnlimited</b>	
Parent Responsibilities	53
Enrollment	53
Withdrawal Procedure	53
Instructor Liability	53
Arrival and Departure	54
Waiting Area	54

## **WELCOME**

Welcome to the U.S. Army Garrison-Rock Island Arsenal Child, Youth & School Services (CYSS) Programs! We consider it a privilege to share in the growth and development of your child and we hope that it will be a positive experience for your family.

Our programs offer quality child care and out of school care options provided by highly trained staff. Our developmental programming is designed to stimulate a child's emotional, physical, social and intellectual skills. We strive to provide safe, healthy environments, enriching experiences and warm, loving care for your child.

This handbook will provide basic information about our programs and our operating policies and procedures. We encourage you to read the information in the handbook and discuss any questions you may have with us.

Strong parent and staff relationships are essential to the success of our program and your questions, comments and suggestions are always welcome. We encourage you to participate in the many opportunities that are offered for parent involvement that include the Parent Advisory Committee, parent education sessions, special events and daily conversations with CYSS staff.

We look forward to getting to know you better and hope this will be an exciting and rewarding experience for you and your child. We extend a warm welcome to each of you and are excited that you are a part of the CYSS Family!

## **MISSION STATEMENT**

The Mission of Child, Youth and School Services is to:

- Support readiness by reducing lost duty time due to conflict between parental responsibilities and unit mission requirements.
- Contribute to the quality of life and well-being of families in the command with young children.
- Support parental child-rearing responsibilities by providing developmentally appropriate care options for children.
- Contribute to the growth and development of children while they are under Army care.

## PROGRAM ELIGIBILITY

Active duty Military personnel, Department of Defense (DoD) civilian personnel, reservists on active duty, and DoD contractors are eligible to use CYSS Programs. First priority is given to active duty Military personnel.

We offer full-time childcare to eligible patrons for care during duty and/or school hours. Duty hours may be defined as any period of time in which you are expected to be at work. This would include regular duty time, flex time, overtime, and temporary duty (TDY). We ask that you keep us informed of any changes in your work schedule for staffing purposes.

At the discretion of the Program Director and CYSS Committee a child will be removed from the group if, after a reasonable trial, he/she demonstrates inability to participate in or benefit from the type of care offered by the program or whose presence is detrimental to the group.

## PRIORITIES FOR SERVICE

All available spaces will be filled in the following priority order:

**Priority A:** All full-time working Military parent families. Military families will have a one-time priority status in a specific program.

1. Single parent active duty Military
2. Both parents active duty Military
3. Active duty Military with full-time working/full-time student spouse

**Priority B:** All full-time working civilian parent families in the following order:

1. Single parent DoD civilian
2. Both parents DoD civilian
3. DoD civilian with full-time working/full-time student spouse

**Priority C:** All other eligible patrons in the following order:

1. Active duty Military with non-working/non-full-time student spouse
2. DoD civilian with non-working/non-full-time student spouse
3. DoD contractors

## NINETY-DAY GRACE PERIOD

Rock Island Arsenal Child, Youth and School Services has established a special program to meet the needs of new Military families arriving where a spouse may be seeking full-time employment or enrolling as a full-time student. We realize that transitions for families are not easy and we want to be able to assist you and provide you with quality childcare that is affordable and available.

Families will be given a one-time opportunity to be considered Priority A3 for a period of 90 days for childcare services. This 90-day period will provide an opportunity for the

spouse to seek full-time employment or enroll as a full-time student. If more time is required beyond this 90 days, families may request, in writing, up to an additional 90 days.

If full-time childcare is not required or needed, hourly care options are offered in all Child, Youth and School Services programs.

When a spouse accepts employment or enrolls in school, they will be allowed to retain their childcare space in the program. When the grace period ends and the spouse has not found employment or enrolled in school, full-time childcare services will end and families will be allowed to go back on the childcare waiting list based on Priority C2.

At the time a spouse accepts employment, a new Fee Application (DD Form 2652), will be completed to reflect the additional income and determine the childcare fees.

## REGISTRATION PROCEDURES

Parents/guardians must register their children at the Parent Central Services Office. This office is located in building 110, first floor, NE wing, and is open 0700-1600 Monday through Friday. Appointments are required and can be made by calling 782-0791. Families must re-register for CYSS programs on an annual basis.

When you schedule your registration appointment, you will be informed what type of information to bring with you to complete the registration process. This information is also available on the CYSS website, [www.riamwr.com/CYS](http://www.riamwr.com/CYS). Our registration process is streamlined and efficient in an effort to make this process simple and timesaving.

Parents must provide two local emergency contact numbers when they register their child into any CYSS program. Failure to leave an accurate number may result in loss of your privileges. Emergency notification will occur if your child becomes ill, injured, or a behavior problem persists. In case of a weather-related emergency, parents will be informed if closure is authorized. Parent will be expected to pick up their child as quickly as possible, but no later than 1 hour after parent is notified. Failure to do so may result in suspension of program privileges.

## CYSS WEBSITE

The CYSS website, [www.riamwr.com/CYSS](http://www.riamwr.com/CYSS), contains information on a variety of topics. The current monthly menu and activity calendar are posted on this website. Forms for registration and re-registration are also available on this site. In addition, there is a section on health information which contains a list of required immunizations and informational letters about a variety of childhood illnesses.

## FEES

DoD has mandated the implementation of a sliding fee scale based upon total family income. Parents using CYSS programs must bring documentation of total family income in order to accurately assess fees. Parents who decline to provide income verification will be assessed the highest rate.

There is a multiple child discount for families with more than one child enrolled in an ongoing CYSS program. Multiple child reductions are not applied to hourly care, Schools of Knowledge, Inspiration, Exploration and Skills (SKIES) *Unlimited* fees and school-age part time and daily fees. A discount is also available for families of deployed personnel through the Army Family Covenant. More information about Army Family Covenant benefits is available at Parent Central Services or from your program director. Parents may also earn a 10 percent fee reduction for volunteering a minimum of 10 hours and earning parent participation points in a CYSS full-day, part-day or part-time program.

Parents may opt to pay on a monthly or bimonthly basis. Payments are due by the 1<sup>st</sup> and 15<sup>th</sup> of each month. Full payment is due within five business days of the billing date. Late payment fees are assessed at the rate of \$5.00 per child per billing cycle. It is the parent/guardian's responsibility to ensure that payments are made in a timely manner. Childcare may be suspended for families with unpaid accounts. Families with outstanding balances will not be allowed to enroll for other CYSS programs. In order to provide for appropriate staffing ratios, and to maintain a child's slot in the program, tuition charges are paid whether or not the child is in attendance. A 2-week leave/vacation credit is available for each enrolled child per registration year. Leave/vacation fee credits must be taken in a minimum of 1 week increments. We define a week to be any 5 consecutive days of absence not to include Saturday and Sunday.

Due to the unique nature and variety of classes offered in SKIES, please refer to the CYSS website for current fees and policies.

Fees may be charged for special events/activities that are either one-time events or that significantly enhance a regular program to cover the cost of the event/activity. Fees will not be charged for field trips for children enrolled in a regularly scheduled program. Parent volunteers and children attending hourly may be required to pay entrance admission for field trips.

CYSS accepts payments in the form of cash, check or credit card. Online payments may be made at <https://webtrac.mwr.army.mil/webtrac/rockislandcyms.html>. All receipts should be retained as proof of child care expenses in computing possible credit for personal income taxes.

Families experiencing financial hardships may request a fee adjustment. Families requesting this must meet with the Army Community Service Financial Counselor. All requests will be approved or disapproved by the Director of Family, Morale, Welfare and Recreation. Forms and additional information are available from your program director.

A \$35.00 returned check charge will be due for all returned checks. Upon receipt of Non-Sufficient Fund check, patrons will no longer be able to pay by check.

We require a 2 week written termination notice for termination of services. Forms are available from your program director.

### HOURS OF OPERATION

#### Child Development Centers (CDC):

Bldgs. 15 & 16: 0600-1715  
Bldg 11: 0700-1700  
Monday – Friday

#### Child Development (CD) Home:

Bldg 85: 0600-1800  
Monday – Friday  
Evenings and weekends based on reservations

#### School Age Center/Youth Center (SAC/YC):

Bldg 150: 0600-1715  
School Year  
0545-1715  
Summer Day Camp

#### Parent Central Services/Family Child Care (FCC)

Bldg 110: 0700-1600  
Monday-Friday

CYSS programs will be closed all federal holidays, CYSS Staff In-Service Day and any other additional days/installation closures approved by the Garrison Commander. Fees will not be reduced, refunded, or prorated for these days.

CDC and SAC/YC: A late charge of \$1.00/minute will be charged per family per site after 1715 due to parents' late arrival. The maximum late fee charge will be \$15.00.

CD Home: For families with children enrolled full time/part time, a late charge of \$1.00/minute will be charged per family after 1800 due to parents' late arrival. The maximum late fee charge will be \$15.00. Late fees for hourly care beyond the reserved time will be charged.

## ORIENTATION

Parents are invited to an orientation visit prior to their child's first day of enrollment. Orientation begins with a visit to the classroom. Parents will meet with the CDC Director or Assistant Director to review policies and procedures while their child visits their new room. They will also meet with their child's primary caregiver to complete a brief interview about their child's interests, habits and developmental skills.

Generally, we find that children need a few weeks to adjust to their new schedule and the center environment. Don't be alarmed if your child seems to adjust during the first few days and then becomes upset at your leaving. Children exhibit different reactions to separation. Our staff will be happy to work with you on your child's adjustment.

Parents of regularly scheduled children at the CD Home are invited to an orientation visit prior to their child's first day of enrollment. Parents will meet with the FCC Director to review policies and procedures. They will also meet with their child's primary caregiver to complete a brief interview about their child's interests, habits and developmental skills.

Parents are encouraged to visit and tour SAC/YC before signing their child up in various programs. At this time the Director introduces the parent to the facility, the staff, and the overall program as it relates to their child. Daily routines, sign in/out procedures, and administrative procedures are also discussed. During this time parents are encouraged to ask any questions they may have and to make arrangements for the parent and child orientation.

Parents are invited to an orientation visit before their child's first day of participation at SAC/YC. Orientation begins with a tour of the facility, and an introduction to staff and participants. We encourage the child to participate in any activity that is going on at the time. Many times we will combine the tour and orientation so that parents do not have to make multiple trips back and forth.

## STAFF QUALIFICATIONS AND BACKGROUND CHECKS

Eligibility requirements for CYSS staff vary with the level of each position. The minimum qualifications for an entry level position are: 18 years of age; high school diploma or equivalent; able to speak, read, and write English; and able to lift 40 pounds. Background security checks are completed and reviewed for each employee initially and every 5 years. Employment selection is contingent on a favorable background check.

## TRAINING

All caregivers must complete an orientation training prior to working with the children. They are required to become familiar with CYSS policies and procedures through one on one training with the Training and Curriculum Specialist, reading standing operating procedures (SOPs), watching training videos, and completing supervised work experience with the children and lead teachers in each room prior to their first official duty assignment.

New employees are required to complete 13 Army Child Care Training Modules within 18 months of initial employment in addition to various other training requirements. Staff who have completed the training modules are required to complete 24 hours of training annually. Some of these annual requirements include: First Aid, CPR, Child Abuse Identification and Prevention, and completion of a research based special project.

CYSS support staff, to include cooks, clerks, training and management personnel, have a prescribed training plan tailored to meet the requirements of their positions.

## PARENT ADVISORY COUNCIL (PAC)

Parent Advisory Council meetings are open to all parents and are advertised through email, the CYSS website, and in the facilities. These meetings are held quarterly. Minutes of the meetings are posted on the CYSS website and sent to parents.

## PARENT PARTICIPATION PROGRAM

The parent participation program is an ongoing system for providing a variety of opportunities for parent involvement in CYSS programs through informational meetings/classes as well as time spent within the program. Parents are encouraged to share their talents and gifts for the enrichment of children's experiences. Opportunities for discounts will be available for specific activities/time spent within the program itself. Opportunities for volunteer activities to interested parents will either be posted in CYSS facilities or sent out via email. Parents may earn a fee reduction by volunteering and earning Parent Participation Points in a CYSS full day or part day program. When parents have earned 10 points, they will receive a 10% reduction on 1 month's fees for one child who attends a full or part day program. Parents must volunteer in the CYSS program where their child attends. Parents will be awarded points for each parent (not family) for volunteering in CYSS programs.

Volunteer activities and Parent Participation point values are:

- Parent Advisory Council meetings: 2 points
- Parent education sessions: 2 points
- Field trips: Points vary based on type of trip and length
- Inspection teams: 5 points
- Special projects: Book fairs, planting flowers/plants, assisting with putting together new toys, bleaching toys/equipment etc: points vary based on project.

Points are non-transferrable and unused points will not be issued as a credit if a family leaves the CYSS program. Points will not be redeemed for cash. If a child is leaving the Child Development Center to attend Kindergarten, or the family is leaving the program and they have a remaining balance of Parent Participation Points, the family may do one of the following:

- Transfer the points to the School Age Center if their child will be enrolled in the Before and After School Programs.
- Apply the remaining points to their last child care bill. The amount will be prorated. For example; 5 points = 5 percent discount.

## HEALTH REQUIREMENTS

Any child enrolled in a CYSS program must be free of communicable diseases and have documentation on record of all age-appropriate immunizations. Sponsors are responsible for providing immunization updates to CYSS staff. We are required to comply with the state of Illinois guidelines regarding required immunizations.

All children must have a health assessment completed by parents and medical staff within the last year or within 30 days of enrollment. The physical examination will be completed by a physician once upon admission and every third year after that. The form will then be updated annually by parents at re-registration. Health Assessments are valid for 3 years (initial year, and updated by parents for 2 years). If a parent indicates a significant change in their child's health status a current medical examination will be required by a physician.

**Exception: Youth ages 14-18 years of age are not required to provide a health assessment or physical unless a "special need" has been annotated on the Health Screening Tool (DA Form 7625-1). Youth ages 14-18 years are also not required to provide an immunization record.**

## ILLNESS CRITERIA FOR DENIAL OF SERVICES

All children in our programs are screened for wellness each day. In order to properly protect all children in our care, children who arrive ill, or who become ill during the day, will be denied service based upon the following symptoms:

1. Temperature in excess of 100.5 degrees auxiliary for children under 3 months old and in excess of 101 degrees auxiliary for children over 3 months of age.
2. An inability to participate in daily activities.
3. Obvious illness such as impetigo, scabies, ringworm, chicken pox, head lice/nits, conjunctivitis (pink eye), pinworms, strep infection that has not been under treatment for at least 24 hours, a persistent cough (prolonged coughing that interrupts the child's activity and/or participation in CYSS activities), runny nose with green or yellow mucous discharge, severe diarrhea (3 loose stools in an 8 hour period and cannot be contained in the diaper), or vomiting more than once or in combination with other symptoms such as fever, rash or stomach ache.

Parents who are called to pick up their child must do so as quickly as possible, but no later than 1 hour after notification. Failure to do so may result in a suspension of program privileges.

## READMISSION POLICY

Children will be re-admitted following an illness when their presence will not endanger the health of other children. A child may return when treatment has begun, he/she feels well enough to participate in usual daily activities and the following conditions exist:

1. No fever for 24 hours
2. No vomiting or diarrhea for 24 hours
3. The appropriate doses of antibiotics have been given over a 24 hour period for known strep or other bacterial infections.
4. Chicken pox lesions are crusted, usually 5-6 days after onset.
5. Scabies is under treatment
6. Pinworm treatment has occurred 24 hours before re-admission.
7. Lesions from impetigo are no longer weeping.
8. Conjunctivitis has diminished to the point that eyes are no longer discharging.
9. The child has completed the contagious stage of the illness.
10. The child has written documentation from the health care provider stating that they are cleared to return to the childcare program.

## COMMUNICABLE DISEASES

Parents must notify CYSS program personnel if their child contracts a communicable illness. It is our responsibility to report outbreaks of communicable diseases to the health consultant to protect the health and well being of all children in our care. All parents will be notified in writing of such outbreaks. If the illness is of an unusual nature

outside the normal childhood illnesses an email notification will be sent to all parents. In order to maintain the privacy of our patrons identifying information such as the name of the child and the exact location of the outbreak will not be released. Information about a variety of communicable illnesses is available on the CYSS website.

### CHILDREN WITH SPECIAL NEEDS

All CYSS programs strive to incorporate Exceptional Family Member Program (EFMP) participants and all other children with special needs, into all activities offered. A Special Needs Accommodation Process (SNAP) team, consisting of the child's parents, the EFMP Director, CYSS Coordinator, CYSS Program Manager, CYSS Nurse, Army Public Health Nurse from Fort Knox, and direct care staff will meet prior to the child's participation in any programs to discuss how we can best accommodate the child. For more information, please contact the Program Manager.

### SERVICE DOGS

Service dogs may be permitted in CYSS facilities. Patrons will be informed by signage posted in facilities. If your child has pet allergies, please ensure this is indicated on the Health Screening Tool (DA 7625-1) during your registration appointment.

### MEDICATIONS/BASIC CARE ITEMS

1. No medication will be administered without a doctor's prescription and a parent's written permission. Antibiotics, antihistamines, and decongestants are the only categories of medication which can be administered and must be on the approved medication list. Any other medications must be approved by the health consultant on a case by case basis or must be administered by a parent until approval is granted.
2. Medication will be administered only to children regularly scheduled in a full day program.
3. Medications must be in the original container and appropriately labeled with child's name, name of medication, dosage strength, and current date.
4. Medications must be administered by a parent for the first 24 hours.
5. Parents will sign a medication card which will be maintained daily by the caregiver including dosages and times.
6. No over-the-counter medications will be given except for basic care items. These items include sunscreen, insect repellent, diaper rash ointment, lotion and teething irritation salve. These items must be in their original container and labeled with the child's first and last name. Parents will sign a basic care card which will be maintained by the caregiver. These may be renewed every 3 months.
7. All medications must be given to the caregiver to be placed out of reach of the children in a secure area.
8. Medications considered to be rescue medications must be on site at all times the child is in attendance in the program.

## INJURIES/HEALTH EMERGENCIES

If a child should become injured while in attendance at the program an Incident Report Form (RIA 608-6) will be completed by CYSS staff. The form will note the circumstance, the type of injury, any first aid that may have been applied, and recommendations, if any, to prevent a similar incident from recurring in the future. In some instances, parents may also be notified by phone of certain types of injuries. If a child is injured because of the actions of another child, reports will be issued for both children. The identity of both children involved in such incidents will be kept confidential. Children who develop conditions requiring immediate medical treatment will be taken to a local medical facility for evaluation via ambulance. CYSS staff will contact parents to notify them of this. A CYSS staff person will accompany the child in the ambulance in the absence of the parent. Parents will sign a release form at registration authorizing CYSS staff to approve medical care in their absence.

## SECURITY

CYSS staff are aware and trained in general safety and security procedures relating to the children's safety and well being. They have been trained in evacuation procedures in the event of security issues or natural disasters. Emergency kits are assembled and ready to move in the event of the need to evacuate. Fire evacuation drills are practiced monthly. Tornado drills and security evacuations are practiced on an annual basis.

If we are ever notified that we need to evacuate because RIA has been moved to DELTA Status, the Motor pool will utilize their vehicles and supplement with CYSS buses/vans available to transport children from all CYSS programs on the installation. Security will assist in stopping traffic so we can exit the installation quickly and go directly to the I-Wireless Center. If for some reason we are not able to evacuate to the I-Wireless Center we will go to either the YMCA site in Davenport or Bettendorf. Parents should pick children up at the alternate location directly following their exit off the island. Parents will be notified by phone or email as to what location we have mobilized to.

When children remain beyond normal operating hours and parents and emergency release designees cannot be reached by phone, children will remain at the facility with CYSS personnel. The Family Advocacy Program Manager (FAPM) will be notified if staff are unable to reach a parent or release designee after 1 hour. It is the responsibility of the FAPM to notify the Department of Children and Family Services. The child will remain at the facility until a parent or designated emergency release arrives or a representative from Department of Children and Family Services (DCFS) takes custody of the child. Staff will continue to try to reach the parents or release designees. The CYSS Coordinator will be contacted and the situation will be documented in writing.

## ACCESS CONTROL SYSTEM

An access control system has been installed at the front entrance of each facility. All families at the Child Development Centers will be issued a number code at enrollment. This code will allow them access to the facility. Families are asked to keep this code confidential. All other visitors to the facilities will need to ring the bell to request access. Front desk staff will “buzz” these visitors into the facility if it is determined that they have a valid reason for being here. Visitors who are allowed access to the facility must sign in at the front desk upon entry. All visitors without visible identification and/or a name tag will be provided a visitor pass to wear while they are in the facility.

## SMOKING

Caregivers will not smoke in the presence or sight of children. Parents will also not be allowed to smoke in CYSS facilities. Smoking is prohibited within 50 feet of any CYSS facilities.

## CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

CYSS programs participate in CACFP. This is a Federal program that provides monetary reimbursement to participating centers for serving nutritious meals. All families are asked to complete an enrollment form and Household Eligibility Application at registration. The program is administered by the Food and Nutrition Service, an agency of the U.S. Department of Agriculture. CACFP is available to all eligible children without regard to race, color, national origin, sex, age, or handicap. Any person who believes that he or she has been discriminated against in any United States Department of Agriculture (USDA) related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Children requiring menu substitutions for medical or religious reasons must have a completed Special Diet Statement listing foods to be omitted and acceptable substitutions for those foods. These forms must be signed by the child’s physician if required for medical reasons or by a representative of the family’s religious institution if requested for religious purposes.

## MEAL SERVICE

CYSS programs offer breakfast, lunch and an afternoon snack on a daily basis for all children in attendance. Monthly menus are posted on the CYSS website. Meals are served family style or cafeteria style so children participate in all phases of the meal service from setting the table to cleaning up. Children are encouraged to try all of the foods offered and to participate in meal conversation. Good manners are modeled and encouraged by staff. Denial of food or drink will never be used as a form of discipline.

## OUTDOOR PLAY

Children in all rooms play outdoors daily, weather permitting. Our guidelines for weather conditions are 20° or higher with the wind chill in winter and 90° or lower with the heat index in summer. Our playgrounds feature a variety of types of activities for outdoor play and separate play spaces are available for each group. Outdoor play spaces also include a variety of surfaces and textures, including grass, sand, dirt, and asphalt, for different play activities. While playing outdoors children can try new skills, develop an appreciation for the natural environment, develop and refine large muscle skills, notice seasonal changes, and play cooperatively with other children.

## CHARACTER COUNTS!

The nationally recognized CHARACTER COUNTS! character education program has been adopted by the Army for all CYSS programs. CHARACTER COUNTS! is based on the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Teachers plan specific CHARACTER COUNTS! activities on their weekly plans.

## DISCIPLINE

Discipline should be used in a consistent way, based on an understanding of individual needs, age, and child development levels. Simple, understandable rules have been established so that expectations and limitations are clearly defined. Discipline will be constructive in nature, including teaching of replacement skills, diversion, separating the child from the situation, use of problem solving, praise of appropriate behavior, or gentle physical restraint such as holding. A child may not be punished by: spanking, pinching, shaking, or other corporal punishments; confinement in closets, boxes, or other similar places; binding to restrain movement of mouth or limb; humiliation or verbal abuse; or deprivation of meals, snacks, outdoor play opportunities or other program components. Short term restrictions on the use of specific play materials or equipment, or participation in a specific activity are permissible.

## VIDEO MONITORING SYSTEM

A digital video monitoring system is in place at the CDC facilities and SAC/YC. Information is recorded during all hours of operation. It records all activity areas as well as playground areas. This was a DoD initiative to prevent the possibility of institutional child abuse. There are also many additional uses for the system. Parents are able to view their child on a monitor at the entrance of each facility especially during times of transition as they begin attending the program. It also allows CYSS staff to review images on video in an attempt to proactively address safety issues or busy transition times within classrooms. It is important that parents are aware that this system is in use and that children's activities are recorded on a daily basis.

## CHILD ABUSE PREVENTION

The protection of children from abuse is a shared responsibility between CYSS staff and parents. Child abuse prevention training is offered periodically for parents. Parents are given information during orientation on child abuse policies and reporting procedures. In addition, there is a DoD Hotline Poster in each facility listing reporting procedures for parents if they see or suspect child abuse. Parents are encouraged to stop in for unannounced visits and act as monitoring agents for the care and protection of their children. All CYSS personnel receive child abuse prevention, identification and reporting education training during their orientation period and annually thereafter. All CYSS staff are mandatory child abuse reporters. All incidents of alleged child maltreatment will be reported to the Family Advocacy Program Manager and the Director. Management procedures are routinely practiced to ensure proactive abuse prevention; for example, completion of the Child Abuse Risk Assessment Tool and oversight of all child abuse policies and procedures.

CYSS programs have the following procedures in place to minimize the potential for child abuse:

1. Minimum of two personnel on duty in CDC and SAS/YS facilities regardless of number of children present.
2. Support personnel, i.e., food service or clerical staff, are not counted in ratios while performing these tasks.
3. Total room darkening not permitted.
4. Adults not allowed to sleep/rest on children's cots, mats or on the floor.
5. Field trip safeguards:
  - a. Minimum of two adults supervising children at all times.
  - b. Signed parental permission slips for each trip.
  - c. Notification to management and front desk upon activity room departure from buildings/playground area.
6. Sign in/out procedures/release of children:
  - a. Daily child sign in/out sheets include time in/out and child's full name.
  - b. Daily staff sign in/out sheets include time in/out.
  - c. Staff ratio sheets in each room to record ratios on an hourly basis.
  - d. All staff familiar with procedures to ensure children released only to authorized personnel designated on children's registration forms. Identification will be checked for those persons who are unfamiliar to CYSS staff.
7. Parent access policy:
  - a. "Open door" policy to include unannounced visits at any time during child attendance.
  - b. Parents are encouraged to participate in program activities.
8. Staff identification: CYSS personnel are visually identifiable to patrons through use of Government id badges and name tags.
9. Management staff on duty during all hours of operation.
10. Restricted access to children:

- a. Visitors identified with name tags.
  - b. Visitors sign in/out at front desk.
  - c. Visitors are not allowed to wander unaccompanied through CYSS facilities.
11. Training and Curriculum Specialist spends majority of duty hours in child activity areas and supports child abuse prevention initiatives through extensive classroom oversight and observation of caregiving staff.
  12. Child abuse SOP given to all staff and reviewed with parents that includes child abuse reporting procedures and touch policy.
  13. Employees all sign a statement of understanding.
  14. Caregivers share diapering/toileting responsibilities.

The physical environment of facilities has been designed or modified to ensure that all children are visible at all times. These physical modifications include:

- Open bathrooms
- View panels
- Diaper changing areas located to allow visual oversight
- Child activity areas are large enough to accommodate a minimum of two caregiving employees
- Room arrangement monitored to ensure that all children can be seen at all times
- Phone installed in classroom areas so that staff can use phones without leaving area
- Video monitoring system

## TOUCH POLICY

CYSS is fully committed to providing a warm and caring environment for each child enrolled. Accordingly, the following Touch Policy has been established to ensure that each child will feel safe, secure, and esteemed:

1. Staff recognize the importance of the physical contact needed to nurture and guide a child.
2. Staff must respect personal privacy and personal space of children.
3. Appropriate touching involves:
  - a. Responses affecting the safety and well being of the child, e.g. holding hand of child when crossing the street; holding the child gently but firmly during a temper tantrum.
  - b. Direct services personnel modeling appropriate touching.
  - c. At the Child Development Centers and Family Child Care (FCC) Homes, appropriate touching for children birth-5 years may include hugging, lap sitting, reassuring touches on the shoulder, and naptime back rubs.
  - d. For children/youth, Kindergarten through 18 years at School Age and Youth Center, and FCC homes, appropriate touching may include hugging and

reassuring touches on the shoulder, high fives, handshakes, pats on the back, assistance with applying sunscreen to backs and faces, and female staff assisting with tying girl's swimsuits.

4. Inappropriate touching involves the following:
  - a. Coercion or other forms of exploitation.
  - b. Satisfaction of adult needs at the expense of the child. Examples of this include but are not limited to forced goodbye kisses, corporal punishment, slapping, striking, tickling, pinching, fondling, or molestation.
  - c. Violation of laws against sexual conduct.
  - d. An attempt to change child behavior with adult physical force.
  - e. The reinforcement of "striking out" to deal with a problem. An example of this would be biting a child to show how biting feels.
5. Additional guidance
  - a. Age-appropriate boundaries for appropriate and inappropriate touch will be defined and discussed with every CYSS employee, FCC provider and volunteer prior to employment or entering a classroom.
  - b. No employee, volunteer, or FCC provider will be alone in a closed bathroom or closet area with children.
6. The boundaries of appropriate and inappropriate touch are often unconscious and undefined. Consequently, any concerns that adversely affect the child's well-being should be addressed. Please feel free to contact the specific program director if there is an issue that needs to be discussed.

## USE OF CHILDREN'S PHOTOS

Children's photos are used within CYSS programs in a variety of ways. They are used for photo display boards, documentation for accreditation portfolios and 4-H activities, in children's journals and portfolios, and in marketing materials which may include videos and brochures. In addition, children's photos are also distributed to families when group pictures are taken and may be given to departing staff members in scrapbooks or videos. Photos are also posted in classrooms for children with special diet statements with sponsor permission. We also take photos of children when we have special visitors or events which may be shared with the visitor or their organization. If photos are requested to be used by the media, a local media outlet written sponsor permission will be requested.

## CYSS Important Phone Numbers

CYSS Coordinator: 782-2828  
Parent Central Services: 782-0791  
Hourly Reservations: 782-6793

**Child Development Center:** Buildings 11, 15 & 16  
Director: 782-2822  
Front Desk: Bldg. 15: 782-0148  
Front Desk: Bldg. 16: 782-2816  
Barn: Bldg. 11: 782-6806  
Fax: 782-1347

**School Age/Youth Center:** Building 150  
Director: 782-7544  
Front Desk: 782-5019  
Fax: 782-3728

**Family Child Care:** Building 110  
Director: 782-0813  
Fax: 782-0837

**Child Development Home:** Building 85  
Director: 782-0813  
Facility: 782-4047  
Fax: 782-3942

**Outreach Services:** Building 110  
Director: 782-2165  
SKIES: 782-5969  
Nurse: 782-2526  
School Liaison Officer: 782-6515

Family Advocacy Program Manager: 782-3049  
DOD Child Abuse/Safety Hotline: 1-800-336-4592

CYSS Website: [www.riamwr.com/cys](http://www.riamwr.com/cys)  
CYSS Tax ID Number: 36-3523797

Webtrac Site (for online payments)  
<https://webtrac.mwr.army.mil/webtrac/rockislandcyms.html>

# Child Development Center



## CLASS PLACEMENT

Determination as to class placement and movement from one class to another will be based upon:

1. The child's individual needs
2. The child's chronological age
3. Class space availability

When there is a space available and it is determined by the sponsor and the CDC staff that a child is ready to transition to a new room, the child will spend several mornings visiting the new classroom. Parents are also encouraged to visit the new room and share information with their child's new teacher.

## DAILY ATTENDANCE PROCEDURES

Parents are responsible for the safe arrival and departure of their child. Parents must escort their child to and from the classrooms and sign the daily attendance register. Children will only be released to parents or their designees. Adults picking up children who are unfamiliar to staff will be asked for identification and their name will be checked against the release designee list. Children will not be released to adults not listed as release designees if written, or verbal in some circumstances, confirmation has not been made with a parent. Children will also not be released to siblings or other children under the age of 14.

All children will also be issued a swipe card for computer sign in. Each parent must swipe their child in and out daily using the computers located at the entrance of each facility.

Parents are asked to notify either the front desk or their child's teacher by 9:00 AM if their child will be absent from the program.



The Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC). NAEYC administers the largest and most widely recognized accreditation system for all types of early childhood programs and child care centers. NAEYC is the nation's largest organization of early childhood educators.

Early childhood programs accredited by the NAEYC Academy for Early Childhood Program Accreditation have voluntarily undergone a comprehensive process of internal self-study and improvement. Each NAEYC-accredited program must meet all 10 of the NAEYC Early Childhood Program Standards.

All NAEYC-accredited programs must:

1. promote positive relationships for all children and adults.
2. implement a curriculum that fosters all areas of child development – cognitive, emotional, language, physical, and social.
3. use developmentally, culturally, and linguistically appropriate and effective teaching practices.
4. provide ongoing assessments of child's progress.
5. promote the nutrition and health of children and staff.
6. employ and support qualified teaching staff.
7. establish and maintain collaborative relationships with families.
8. establish and maintain relationships with and use resources of the community.
9. provide a safe and healthy physical environment.
10. implement strong program management policies that result in high-quality service.

NAEYC Accreditation is valid for 5 years. During that period, programs make annual reports documenting that they maintain compliance with the program standards. All NAEYC-accredited programs are also subject to unannounced visits by NAEYC assessors. For more information about NAEYC Accreditation, visit [www.rightchoiceforkids.org](http://www.rightchoiceforkids.org).

## CREATIVE CURRICULUM

The Department of Army has adopted the Creative Curriculum by Teaching Strategies. This curriculum is based on accepted theories of child development and supports our philosophy that young children learn best by active exploration, self expression and collaboration.

Our environment is designed to facilitate maximum learning and includes a wide variety of activities and experiences which promote fine motor, gross motor, social, and emotional development. Children are able to select activities and materials that interest them and allow them to be actively involved.

Our staff work with the individual child to promote development in all areas. Knowledge of child development, interactions, and observations allows teachers to gather information about each child's temperament, interest, culture, emerging capabilities, and preferred learning style to meet the needs of every child and plan appropriate environments and activities. Weekly plans are posted on the parent boards in each room. Individual goals for each child are completed on a weekly basis and shared with parents on weekly plans.

During orientation teachers will discuss with parents in detail how Creative Curriculum is implemented in their particular classroom.

## MULTI-AGE GROUPING

Children enrolled at the CDC are grouped in multi-age rooms. The number of children enrolled in each room is determined by the ratios for each of the age groups present.

### Ratios

Category	Age Group	Adult/Child Ratio
Infants	6 weeks - 12 months	1:4
Pre-toddlers	12 months - 24 months	1:5
Toddlers	2 years to 3 years	1:7
Preschoolers	3 years to 5 years	1:10

Some of the benefits of multi-age grouping are:

- Children are able to spend more time with the same teacher. This allows the teacher to develop a deeper understanding of a child's strengths and needs to better support the child's learning.
- Families are able to develop a deeper bond with their child's teacher and teachers develop a deeper understanding of the family's culture and needs.
- Children are viewed as unique individuals. The teacher focuses on teaching each child according to his or her own strengths, unlike in same age classrooms that often expect all children to be at the same place at the same time with regard to ability.
- Older children have the opportunity to serve as mentors and to take leadership roles.
- Older children model more sophisticated approaches to problem solving, and younger children are able to accomplish tasks they could not do without the assistance of older children. This dynamic increases the older child's level of independence and competence.
- Younger children who are encouraged, comforted, and nurtured by older children will be able to emulate these behaviors when they become the older ones in a group.
- Older children may develop greater self-discipline. As they remind younger children of classroom rules and limits, they are also reminding themselves.
- Younger children are more likely to participate in group play and activities.

## STRONG BEGINNINGS PRE-KINDERGARTEN PROGRAM

Strong Beginnings is a kindergarten preparation program for children the year before they enter kindergarten. Activities are planned to teach children kindergarten etiquette and the skills they need to become academically successful. Skills will be taught in all areas of development as well as a variety of content areas.

### START SMART

Start Smart teaches preschool children the basic motor skills necessary to play organized sports. The program focuses on teaching children basic sport mechanics without the threat of competition or the fear of getting hurt. Start Smart sessions are led by the Sports and Fitness Program Director and preschool teaching staff.

### FIELD TRIPS

Field trips are generally scheduled for preschool children once per month. Field trips are to locations in the local community that offer developmentally appropriate activities and learning opportunities for the children attending. Parents will sign a permission slip for each field trip authorizing their child to attend. Permission slips will note the location of the trip, the departure time, and the approximate time of return. The CDC has a bus and licensed bus driver to transport children and staff for trips. Parents are welcome volunteers on all field trips. Parents may be required to provide their own transportation and pay admission fees. CYSS staff will follow designated safety and security measures while on field trips.

All classes also take advantage of our scenic location by going on walking trips.

### SPECIAL ACTIVITIES

Special activities such as sprinkler days, sled days and walks to Memorial Field will be announced in the classroom as they are scheduled. Children may be required to bring in items, such as swimsuits, towels, or sleds, for these activities.

### DEVELOPMENTAL ASSESSMENTS/SCREENINGS

Teachers use The Creative Curriculum Developmental Continuum Assessment System for all age groups. The continuum allows teachers to collect evidence through observation, portfolios, partnering with parents, and interactions to identify where a child is at in their development and where they are going. Teachers are able to individualize learning for the children in their care and use this information to plan an environment and activities to help in the development of the whole child.

In addition, developmental screenings are conducted by outside agencies such as: Child Development Associates, Black Hawk Area Special Education District, Mississippi

Bend Area Education Agency, etc. Parental permission is requested prior to all screenings. Scheduled dates and times for screenings will be distributed to parents in children's cubbies or parent mailboxes. Results from screenings will be distributed to parents. Classroom teaching staff and the administrative staff will also have access to the results. If you would like more specific information about these screenings please contact the Training and Curriculum Specialist.

Vision, hearing, and dental screenings may also be offered for preschool-age children.

## GOALS FOR INFANT & TODDLER CHILDREN

### SOCIAL/EMOTIONAL DEVELOPMENT

#### GOAL: TO LEARN ABOUT SELF AND OTHERS

1. Trusts known, caring adults
2. Regulates own behavior
3. Manages own feelings
4. Responds to others' feelings with growing empathy
5. Plays with other children
6. Learns to be a member of a group
7. Uses personal care skills

### PHYSICAL DEVELOPMENT

#### GOAL: TO LEARN ABOUT MOVING

8. Demonstrates basic gross motor skills
9. Demonstrates basic fine motor skills

### COGNITIVE DEVELOPMENT

#### GOAL: TO LEARN MORE ABOUT THE WORLD

10. Sustains attention
11. Understands how objects can be used
12. Shows a beginning understanding of cause and effect
13. Shows a beginning understanding that things can be grouped
14. Uses problem-solving strategies
15. Engages in pretend play

### LANGUAGE DEVELOPMENT

#### GOAL: TO LEARN ABOUT COMMUNICATING

16. Develops receptive language
17. Develops expressive language
18. Participates in conversations
19. Enjoys books and being read to
20. Shows an awareness of pictures and print
21. Experiments with drawing and writing

## GOALS FOR PRESCHOOL CHILDREN

### SOCIAL/EMOTIONAL DEVELOPMENT

#### GOAL: *SENSE OF SELF*

1. Shows ability to adjust to new situations
2. Demonstrates appropriate trust in adults
3. Recognizes own feelings and manages them appropriately
4. Stands up for rights

#### GOAL: *RESPONSIBILITY FOR SELF AND OTHERS*

5. Demonstrates self-direction and independence
6. Takes responsibility for own well-being
7. Respects and cares for classroom environment and materials
8. Follows classroom routines
9. Follows classroom rules

#### GOAL: *PRO-SOCIAL BEHAVIOR*

10. Plays well with other children
11. Recognizes the feelings of others and responds appropriately
12. Shares and respects the rights of others
13. Uses thinking skills to resolve conflicts

### PHYSICAL DEVELOPMENT

#### GOAL: *GROSS MOTOR*

14. Demonstrates basic locomotor skills (running, jumping, hopping, galloping)
15. Shows balance while moving
16. Climbs up and down
17. Pedals and steers a tricycle (or other wheeled vehicle)
18. Demonstrates throwing, kicking, and catching skills

#### GOAL: *FINE MOTOR*

19. Controls small muscles in hands
20. Coordinates eye-hand movement
21. Uses tools for writing and drawing

### COGNITIVE DEVELOPMENT

#### GOAL: *LEARNING AND PROBLEM SOLVING*

22. Observes objects and events with curiosity
23. Approaches problems flexibly
24. Shows persistence in approaching tasks
25. Explores cause and effect
26. Applies knowledge or experience to a new context

#### GOAL: *LOGICAL THINKING*

27. Classifies objects
28. Compares/measures
29. Arranges objects in a series
30. Recognizes patterns and can repeat them
31. Shows awareness of time concepts and sequence
32. Show awareness of position in space

33. Uses one-to-one correspondence

34. Uses numbers and counting

GOAL: *REPRESENTATION AND SYMBOLIC THINKING*

35. Takes on pretend roles and situations

36. Makes believe with objects

37. Makes and interprets representations

LANGUAGE DEVELOPMENT

GOAL: *LISTENING AND SPEAKING*

38. Hears and discriminates the sounds of language

39. Expresses self using words and expanded sentences

40. Understands and follows oral directions

41. Answers questions

42. Asks questions

43. Actively participates in conversations

GOAL: *READING AND WRITING*

44. Enjoys and values reading

45. Demonstrates understanding of print concepts

46. Demonstrates knowledge of the alphabet

47. Uses emerging reading skills to make meaning from print

48. Comprehends and interprets meaning from books and other texts

49. Understands the purpose of writing

50. Writes letters and words

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice each year. Sign-up sheets for specific times will be posted in each classroom so that parents can choose the time that is most convenient for them. All parents are encouraged to take advantage of this opportunity to discuss their child's development with their primary teacher. Teachers and parents will also work on developing shared individual goals for children during this conference time. Additional conferences will be scheduled on an as needed basis at the request of CDC staff or a child's parents.

COMMUNICATION METHODS

The Child Development Center uses a variety of methods for communicating with parents. Parents and teachers are encouraged to share information on a daily basis at arrival and departure times. Each classroom also has a phone if a parent needs to talk to teachers during the day and all teachers have email that they are able to check at least weekly if not more frequently.

Teachers will maintain a daily journal for each infant enrolled in the program which includes information about food intake and diaper changes.

Each child also has a portfolio documenting their development through observations, work samples, and photographs. These portfolios are maintained using an online system. Parents are issued invitations by staff to view information maintained in this system. They will be discussed in detail during conferences.

Each classroom writes a weekly newsletter with information about the activities in their particular classroom. There is also a monthly CDC newsletter containing information that is pertinent to parents in all classrooms.

Information that is relevant to all CYSS programs or that is put out by the CYSS Coordinator will be distributed by the CYSS office.

Parents are encouraged to communicate any concerns or questions that they might have to their child's teacher or the CDC Director or Assistant Director. If a concern cannot be resolved with the CDC Director parents should contact the CYSS Coordinator.

### NAPTME

Infants will follow their own schedules for napping. Sheets and sleep sacks for infants will be provided and laundered by the CDC. All children age 1 and over will be given the opportunity to nap or rest on a cot each day. All children need a crib-size sheet and a small blanket for their cots. These should be labeled with your child's name. Children in the preschool classrooms may also bring a pillow (must be either in a pillowcase or washable) for nap. Children over the age of 1 year may also bring any special items they need to feel comfortable at nap time. Bedding items will be sent home each Friday for laundering and should be returned the following Monday.

### SUDDEN INFANT DEATH SYNDROME

The American Academy of Pediatrics says that one of the most important things to help reduce the risk of SIDS is to put healthy babies on their backs to sleep. This is done when a baby is being put down to nap, rest or sleep for the night.

Between the ages of 6 months to 12 months infants may begin to turn over on their own. Once this occurs the recommendation is to let the infants assume their own sleep positions after first being placed on their backs to sleep.

All parents of infants are required to complete an Infant Sleep Position Agreement. Children with medical conditions requiring them to be placed on their stomach for sleeping must have written instructions signed by their physician attached to this agreement. These forms will be posted in the child's classroom.

Infant sleeping areas are to be well-lighted and co-located with activity areas so that line of sight adult supervision is maintained. As an additional precaution, blankets will not

be placed in cribs with sleeping infants. We provide sleep sacks for infants. These are placed over the child's clothing prior to being put down for naps.

For more information on reducing the SIDS risk, contact the "Back to Sleep" campaign at the American Academy of Pediatrics at [www.aap.org](http://www.aap.org).

## FOODS BROUGHT FROM HOME

Children may bring snacks to share with their class on their birthdays. These items must be store bought rather than homemade. These treats must be approved by the classroom teacher in advance to make sure that they meet our healthy snack guidelines. A list of suggested snacks will be sent home with your child prior to their birthday.

In addition, staff sometimes plan cooking activities for the children and ask parents to donate food items for these projects. Again, these items must be store bought and in their original packaging.

## INFANT FEEDING

The Child Development Center will provide all the meal components appropriate for the age of each infant enrolled in the program. The food provided will follow the CACFP Infant Meal Chart. All parents will complete a form indicating if their child will be eating the formula and food provided by the CDC or if they will be providing an alternative. These forms are available from the program director or on the CYSS website. Parents are responsible for providing empty plastic bottles with nipple covers if using the CDC formula. If parents provide formula or breast milk, prepared bottles should be provided daily. All bottles should be clearly labeled with the child's name and date. Unused portions of bottles will be discarded at the end of the day. Infants will be held during feeding times; bottles will not be propped for them to drink. Cereal and/or medication will not be placed in baby bottles. If parents choose to provide infant food it must be commercially prepared and in unopened jars or containers. All items should be clearly labeled with the child's name and date.

Parents, physicians and caregivers will work together to develop a feeding plan which outlines the introduction of new foods. Feeding plans will be updated every 3 months and will be signed by the physician, parent and caregiver. These forms are available from the program director or on the CYSS website.

## CLOTHING

Children should wear clothing that is comfortable, washable, and suitable for all activities, including sitting on the floor and outdoor play. Shoes should have rubber soles and be suitable for running, climbing and jumping. We ask that children not wear flip flops or backless sandals because we cannot adequately supervise them on play

equipment if they are wearing these. Please remember that children are taken outdoors daily (weather permitting) and should be dressed accordingly: jackets and hats for fall and spring; coats, boots, snow pants, gloves/mittens and hats for winter. All items should be labeled with your child's name. An extra set of clothes should be kept at the CDC at all times (possibly more if your child is working on toilet training). If wet or dirty clothes are sent home, please return a clean set of extra clothes the next day. All clothes should be labeled with your child's name.

### TOYS FROM HOME

Preschool children may bring toys, books or other items from home on show-and-tell days. Children should not bring toy guns, swords or any toy that promotes fantasy violence to the CDC. The CDC is not responsible for any toys that may become broken or lost. Children may also bring books, CDs or nature items to share with their class.

### LENDING MATERIALS

The CDC has a variety of parenting materials available for check out in the lobby of each facility. In addition, materials are also available in the CYSS office. A list of these parenting resources is also available on the website. Please contact Outreach Services at 782-0791 to borrow these items.

### INFANT SUPPLIES

(Children under 12 months of age)

- Diapers - parents will be asked to replenish these on an as needed basis.
- Two boxes diaper wipes - parents will be asked to replenish these on a monthly basis.
- Fresh bottles on a daily basis – these should be labeled with your child's name and the date
- Two changes of clothes - these should be labeled with your child's name, appropriate for the current weather, and changed seasonally
- One Box of tissues - parents will be asked to replenish these on an as needed basis.
- Family pictures to post in the classroom
- Basic care items such as diaper cream, sunscreen, teething gel/tablets
- Appropriate outer clothing for outdoor play
- Requests for additional materials for special classroom projects may also be posted in individual rooms as needed.

## TODDLER SUPPLIES (Children from 1-3 years of age)

- Diapers – parents will be asked to replenish these on an as needed basis.
- Two boxes diaper wipes - parents will be asked to replenish these on a monthly basis.
- Two full changes of clothes – these should be labeled with your child’s name, appropriate for the current weather, and changed seasonally
- One child-size toothbrush - parents will be asked to replace these on a monthly basis. They are disposed of at the end of each month.
- One tube of children’s toothpaste - parents will be asked to replenish this on an as needed basis.
- One box of tissues - parents will be asked to replenish these on an as needed basis.
- Family pictures to post in the classroom
- Small blanket and crib size sheet for nap labeled with your child’s name - these will be sent home for laundering every Friday and should be returned each Monday.
- Basic care items such as diaper cream, sunscreen or insect repellent
- Appropriate outer clothing for outdoor play
- Requests for additional materials for special classroom projects may also be posted in individual rooms as needed.

## PRESCHOOL SUPPLIES (Children 3-5 years of age)

- Diapers and diaper wipes if needed - parents will be asked to replenish these on an as needed basis.
- Two full changes of clothes - these should be labeled with your child’s name, appropriate for the current weather, and changed seasonally
- One child-size toothbrush - parents will be asked to replace these on a monthly basis. They are disposed of at the end of each month.
- One tube of children’s toothpaste - parents will be asked to replenish this on an as needed basis.
- One box of tissues - parents will be asked to replenish these on an as needed basis.
- Family pictures to post in the classroom
- Small blanket and crib size sheet for nap (preschool children may also have a small pillow if desired) labeled with your child’s name - these will be sent home for laundering every Friday and should be returned each Monday.
- Basic care items such as sunscreen or insect repellent
- Appropriate outer clothing for outdoor play
- Requests for additional materials for special classroom projects may also be posted in individual rooms as needed

Child Development Home



Covenant Cottage

## GOALS OF CHILD DEVELOPMENT (CD) HOME CHILD CARE

The CD Home (Covenant Cottage) offers features of both a Family Child Care home and a Child Development Center. The home can offer hourly and extended hours care and can be open 23 hours per day, 7 days per week. The home provides small group sizes in a comfortable home like environment. Flexibility in scheduling allows us to better serve the needs of our families who require care outside the normal operating hours of other programs. It also allows a child to receive childcare until a permanent space becomes available in an appropriate program. Plans are made for the daily activities to develop the social, emotional, physical, and intellectual needs of each child. It is our continuing effort to provide an environment that is warm and happy and supportive of the child. Based on the theory that play is a child's work; activities are planned that emphasize the process rather than the product. Just as in our other programs, learning takes place through child observation and participation in normal home routines as well as in child initiated activities and provider-child interactions.

## HOURLY FEES

When making a reservation for hourly care, you will be given the total amount that you will owe for your care and this must be paid in advance.

## PRIORITIES FOR CARE

The CD home is part of an outreach initiative to meet the additional needs that CYSS has identified for the families they serve, CYSS will have their own priorities and policies for deciding exactly who receives CD home services. Because the home is designed to provide care for families with atypical work hours and families needing emergency, respite and other hard to find child care, families needing these kinds of care definitely have first priority with Military Families receiving the highest priority.

## SUPPLIES

It is the responsibility of the parent to provide the following for their child: diapers, a change of clothing (two for infants), wipes, and prepared bottles, if supplying your own formula. All bottles must be labeled with the child's name and date. Basic care items such as sunscreen and diaper ointment are also to be supplied by the parent. Children's personal belongings (coats, diaper bags, etc.) should be labeled with the child's name. Children need to arrive in clothing appropriate for the weather, because outdoor play is a regular part of the program. Staff will let the parents know when supplies of personal items are growing low. If a child does not have the supplies necessary for staff to provide care, the parent may be called to pick up their child. We ask that children do not bring toys from home because of the problems that can arise. Of course a special snuggly toy or stuffed animal to sleep with is permitted. Parents of full time children who nap on cots are asked to bring a crib sized sheet and blanket labeled with their child's name. These will be sent home at the end of the week.

## CREATIVE CURRICULUM

The Department of Army has adopted the Creative Curriculum by Teaching Strategies. This curriculum is based on accepted theories of child development and supports our philosophy that young children learn best by active exploration, self expression and collaboration.

Our environment is designed to facilitate maximum learning and includes a wide variety of activities and experiences which promote fine motor, gross motor, social, and emotional development. Children are able to select activities and materials that interest them and allow them to be actively involved.

Our staff work with the individual child to promote development in all areas. Knowledge of child development, interactions, and observations allows teachers to gather information about each child's temperament, interest, culture, emerging capabilities, and preferred learning style to meet the needs of every child and plan appropriate environments and activities. Weekly plans are posted in the CD Home.

## FIELD TRIPS

Children will regularly take walks and may be taken to the playgrounds at the Child Development Center or Memorial Field. Although these walks are not considered field trips, notice will be left at the home providing the destination and time of departure and expected return.

Occasionally, the children may participate in scheduled field trips to area destinations that provide developmentally appropriate activities and learning experiences for children. Parents will sign a permission slip for such field trips. These permission slips will outline the location of the trip, departure and return times and any other special information. Parents are welcome and encouraged to accompany the group on these field trips.

## INFANT FEEDING

The CD Home will provide all the meal components appropriate for the age of each infant enrolled in the program. The food provided will follow the CACFP Infant Meal Chart. All parents will complete a form indicating if their child will be eating the formula and food provided by the CD Home or if they will be providing an alternative. Parents are responsible for providing empty plastic bottles with nipple covers if using the CD Home formula. If parents provide formula or breast milk, prepared bottles should be provided daily. All bottles should be clearly labeled with the child's name and date. Unused portions of bottles will be discarded at the end of the day. Infants will be held during feeding times; bottles will not be propped for them to drink. Cereal and/or medication will not be placed in baby bottles. If parents choose to provide infant food it

must be commercially prepared and in unopened jars or containers. All items should be clearly labeled with the child's name and date.

Parents, physicians and caregivers will work together to develop a feeding plan which outlines the introduction of new foods. Feeding plans will be updated every 3 months and will be signed by the physician, parent and caregiver.

### BUILDING A RELATIONSHIP WITH YOUR CHILD'S CAREGIVER

1. It's the little things that count. If you are going to be late, take the time to call the staff and let them know. They can then reassure your child that you are on your way.
2. Keep your provider informed of changes going on at home (death of a pet or family member, divorce, etc.) If there are issues going on at home, chances are that your child may be displaying some new behaviors or needs. Alerting your caregiver will help them better meet those needs.
3. Work with your caregiver either during daily conversations or formal conferences to plan goals for your child's developmental progress. Check with them often to stay on top of progress. Keep open communication going regarding your child.
4. Be discreet. Be careful what you discuss with your provider in front of your child. They may not completely understand the intent of your conversation and worry unnecessarily.
5. Visit as often as possible. Plan to come for lunch or participate on special days.

Taking the time to practice some of these suggestions can make all the difference in the world in how your child feels about daycare. The payoff for you is this: A caregiver with whom you have a close relationship is a wonderful addition to your extended family.

Should you ever have a concern or question regarding the FCC program here at Rock Island Arsenal, please don't hesitate to give us a call!

### SUDDEN INFANT DEATH SYNDROME

The American Academy of Pediatrics says that one of the most important things to help reduce the risk of SIDS is to put healthy babies on their backs to sleep. This is done when a baby is being put down to nap, rest or sleep for the night.

Between the ages of 6 months to 12 months infants may begin to turn over on their own. Once this occurs the recommendation is to let the infants assume their own sleep positions after first being placed on their backs to sleep.

All parents of infants are required to complete an Infant Sleep Position Agreement. Children with medical conditions requiring them to be placed on their stomach for sleeping must have written instructions signed by their physician attached to this agreement. These forms will be posted in the FCC Home.

Infant sleeping areas are to be well-lighted. As an additional precaution, blankets will not be placed in cribs with sleeping infants. We provide sleep sacks for infants. These are placed over the child's clothing prior to being put down for naps.

For more information on reducing the SIDS risk, contact the "Back to Sleep" campaign at the American Academy of Pediatrics at [www.aap.org](http://www.aap.org).

# Family Child Care



**Your child's "home away from home"**

## GOALS OF FAMILY CHILD CARE (FCC)

An FCC home environment is chosen by many parents because they recognize that such settings have important benefits. FCC homes consist of small groups of children that allow for individual attention and a calm home like atmosphere. Parents using FCC can depend on reliable and consistent care from a single provider. Plans are made for the daily activities to develop the social, emotional, physical, and intellectual needs of each child. It is our continuing effort to provide an environment that is warm and happy and supportive of the child as she moves through the growth stages. Based on the theory that play is a child's work, activities are planned that emphasize the process rather than the product. In an FCC home such learning takes place through child observation and participation in normal home routines such as sorting laundry, and cooking, as well as in child initiated activities and provider-child interactions.

## CREATIVE CURRICULUM

The Department of Army has adopted the Creative Curriculum by Teaching Strategies. This curriculum is based on accepted theories of child development and supports our philosophy that young children learn best by active exploration, self expression and collaboration.

Our environment is designed to facilitate maximum learning and includes a wide variety of activities and experiences which promote fine motor, gross motor, social, and emotional development. Children are able to select activities and materials that interest them and allow them to be actively involved.

Our staff work with the individual child to promote development in all areas. Knowledge of child development, interactions, and observations allows teachers to gather information about each child's temperament, interest, culture, emerging capabilities, and preferred learning style to meet the needs of every child and plan appropriate environments and activities. Weekly plans are posted in each FCC home.

## CLOSURE DATES

FCC homes will be closed to children in our programs on all Federal holidays, CYSS Annual In-service Day and at any other time the decision is made by the Garrison Manager to close the Rock Island Arsenal. There will be no care provided on these days and fees will not be reduced. There may be circumstances that require parents to work on one of these days. In such cases, parents will need to work with their provider to try to arrange care.

## FCC ONLINE

Parents can go to [www.armyfcc.com](http://www.armyfcc.com) to view a profile of the Rock Island Arsenal Family Child Care Program, or the FCC program of any other installation. Our Parent Central Services office or our Family Child Care staff can provide a password to families that will allow them access to the online profiles of the providers in our program or at any other Army installation worldwide. The password is good for 25 days and you can access the site from the comfort of your home.

## TYPES OF FAMILY CHILD CARE HOMES

Our program has Department of Army, state certified child care homes which offer a family type atmosphere with a limited number of children, flexible hours, and the ability of providing care for children with special needs. FCC providers have access to the Lending Closet and an on-staff Training and Curriculum Specialist who provides both individual and group training. The FCC staff prepare monthly curriculum packets that include a variety of individualized activities that the provider can incorporate into her weekly developmental activity plan which is posted for parental review.

**MULTI-AGE HOMES:** These homes provide full or part day and hourly care for children aged 4 weeks to 12 years. The group size will not exceed 6, and only two children can be under the age of 2 years. Provider's own children under the age of 8 years will count toward the group size.

**INFANT-TODDLER HOMES:** Care is limited to children under the age of 3, and to only 3 children at a time. Provider's own children count toward the group size.

**BEFORE AND AFTER SCHOOL CARE:** FCC homes offer school age children care in their neighborhood, before and/or after school, and on holidays and weekends.

**EXTENDED HOURS CHILD CARE PROGRAM:** Some homes offer care for second shift workers and after hours or weekends.

**BACK UP CARE:** FCC homes that offer hourly and emergency back up care to CYSS patrons.

## HOW PROVIDERS ARE CHOSEN

Our FCC providers must meet very rigid and specific requirements. The process of selection requires that each applicant and their families undergo a security check at local, state, and federal levels. Personal references are required and interviews are conducted by program personnel.

Each provider applicant is trained in the following areas: first aid and safety; CPR and emergency procedures, child development and child guidance, nutrition, safety, child abuse, and developmentally appropriate activities. To complete the application process

and become a certified care provider, each on post home is inspected by RIA fire, safety and health departments. If the home is located off post, the provider must be registered or licensed by the state, and their home must meet the standards required for a childcare home in that state.

## POLICIES

Providers will furnish each family with a set of their individual policies, which include information regarding their operating hours, closures, schedules, curriculum, training, outdoor play, field trips, clothing and toys brought from home, etc.

## LIABILITY

All FCC providers are required to carry liability insurance that covers in home day care. On post providers are covered by the U.S. Army Non-Appropriated Fund Risk Management Program. Off post providers must carry a childcare policy on their homeowner's insurance. Providers who transport children in their private vehicle must carry automobile liability insurance to cover those children in their care. All children transported will use a child restraint appropriate to their age.

## SMOKING

Providers and their family members will not smoke in the presence of children. If there is a smoker in the home, a designated smoking area away from the defined child activity space will be established for smokers. Parents can request a non-smoking home when receiving referrals.

## SUDDEN INFANT DEATH SYNDROME

The American Academy of Pediatrics says that one of the most important things to help reduce the risk of SIDS is to put healthy babies on their backs to sleep. This is done when a baby is being put down to nap, rest or sleep for the night.

Between the ages of 6 months to 12 months infants may begin to turn over on their own. Once this occurs the recommendation is to let the infants assume their own sleep positions after first being placed on their backs to sleep.

All parents of infants are required to complete an Infant Sleep Position Agreement. Children with medical conditions requiring them to be placed on their stomach for sleeping must have written instructions signed by their physician attached to this agreement. These forms will be posted in the FCC Home.

Infant sleeping areas are to be well-lighted. As an additional precaution, blankets will not be placed in cribs with sleeping infants. We provide sleep sacks for infants. These are placed over the child's clothing prior to being put down for naps.

For more information on reducing the SIDS risk, contact the “Back to Sleep” campaign at the American Academy of Pediatrics at [www.aap.org](http://www.aap.org).

## CLOTHING

Children should arrive for care in the morning fully dressed in clothes appropriate to the day’s activities. Please keep in mind that children may need several changes of clothes throughout the day due to leaky diapers, spills, etc. Please provide spare clothes that can be left in the provider’s home. All children’s belongings should be labeled with the child’s name. Please make sure you provide coats, mittens, hats, etc. for cold weather. Children play outside daily unless temperatures are extreme.

## INFANT FEEDING

The FCC provider will provide all the meal components appropriate for the age of each infant enrolled in the program. The food provided will follow the CACFP infant Meal guidelines. Providers are only required to offer one brand of infant formula. Parents may choose to use that formula or to provide their own formula or breast milk. Upon enrollment, the parent will complete an infant feeding form indicating their choice. These forms are available from the program director or on the CYSS website. Parents are responsible for providing empty plastic bottles with nipple covers if using the provider’s formula. If parents provide formula or breast milk, prepared bottles should be provided daily. All bottles should be labeled with the child’s name and date. Unused portions of partially consumed bottles will be discarded. Infants will be held during feeding . Bottles will not be propped for them to drink, nor are infants put down to nap with a bottle. Cereal and/or medications will not be placed in baby bottles. Parents, physicians and providers will work together to develop a feeding plan which outlines the infant’s food needs and the introduction of new foods. These plans will be updated every 3 months and will be signed by the FCC provider, parent and physician. These forms are available from the program director or on the CYSS website. A copy of each infant’s feeding plan will be kept in the child’s file at the provider’s home.

## EMERGENCY EVACUATION

For those children in FCC located off post, the provider would follow her applicable individual emergency action plan.

# School Age Center



## AUTHORIZATION

School Age and Youth Center programs are authorized by AR 608-10.

## PHILOSOPHY/PURPOSE

Our philosophy is based on the theory that play is a child's work. For these reasons, we believe in developing the "whole" child. The goal of any School Age or Middle School and Teen program is to promote development of children in accordance with the needs, abilities, and genuine interests of each child. Specifically, children must feel good about themselves in order to reach their full potential. The programs are fun-filled, hands-on, positive, flexible, and educational.

The purpose of CYSS is to provide a network of child care delivery systems through which the Army provides quality child development options that reduce the conflict between parental responsibilities and unit mission requirements. School-Age Center (SAC), Youth Center (YC) and Middle School and Teen (MST) programs provide experiences which promote children's physical, social, and intellectual growth and general well-being. Each child's positive self-esteem will be promoted by:

- a. Enhancing social, cognitive and communication skills.
- b. Providing creative, artistic experiences.
- c. Developing skills for both large and small muscles.

It is our continuing goal to treat children of all races, religions, family backgrounds, and cultures with equal respect and consideration; and to provide developmentally appropriate activities and materials that respect cultural diversity.

We recognize that children grow in predictable stages and affirm that the rate of growth is different for each child, and that these stages cannot be rushed. It is our continuing effort to provide an environment that is warm, happy, and supportive of the child as they move through the growth stages.

We use the ABCD problem solving method with participants to help teach them conflict resolution.

- A= Ask, each person gets a chance to tell what happened
- B= Brainstorm, come up with solutions to the problem
- C= Choose, choose one of the solutions to work out the problem
- D= Do, now you have to do what you said you were going to do

## SIGNING CHILDREN IN/OUT

Parents must escort their child to and from the program and sign the daily attendance register for the Before School Program, School Out Program, Summer Day Camp Program, Transition Camp Program and Open Recreation Programs. Children participating in the After School Program will sign themselves in. If a child does not arrive after school and no prior notification has been given, a SAC staff will follow procedures outlined in SOP number 32 to locate the missing child. Parents are still required to sign their child out of the After School Program. If a child is in 6<sup>th</sup> grade and has completed the Home Alone Class, then parents may give written permission for that child to sign themselves out and walk home, otherwise participants must be 14 years and older to sign themselves out.

Children will only be released to parents, unless written arrangements have been made. Adults, picking up children who are unfamiliar to staff will be asked for identification and their names checked against the emergency pickup list. The parent will be contacted for confirmation if prior arrangements have not been made. If a parent is unavailable to confirm that someone else will be picking up their child we will not release the child to the unfamiliar person. Children will not be released to siblings or other children under the age of 14. Parents are responsible for their child's safe departure. If a parent arrives at a CYSS facility program to pick up their child and smells of alcohol, has slurred speech, or appears to be inebriated, RIA Police will be notified.

Parents are asked to notify the program by 9:00 AM if their child will be absent for the day.



The School Age Services Program is accredited by the National AfterSchool Association (NAA). Currently NAA is transitioning its accreditation program to the Council on Accreditation (COA).

COA After School Standards reflect our philosophy that COA recognition is not an end – it is a means to an end. The real end point is a program's enhanced growth and stability, an unwavering commitment to the health, safety, and rights of children and youth, and measurable and observable results.

To that end, when we partnered with the National AfterSchool Association (NAA) to transition its accreditation program to COA, we set out to develop a set of standards that are based on generally-accepted elements of best practice, outcomes-oriented, effective in advancing quality, and responsive to the unique needs and diversity of after school programs.

COA's After School Standards represent a merging of NAA's standards and COA's 8th Edition Standards, and include three different sections of standards: After School Program Administration (ASP-AM), After School Human Resources (ASP-HR), and After School Programming and Services (ASP-PS). The Administration Standards cover practices related to continuous quality improvement, financial management, risk prevention and management, and ethical practice. The Human Resources Standards address recruitment and selection, training and professional development, support, and supervision. The Programming and Services Standards set forth additional recommended practices for working with children and youth in and out of school time. Programs will complete all three sections of standards. Taken together, these standards represent a set of practices that support quality programming and promote positive outcomes for children and youth.

Each section of standards is organized according to a three level structure that supports thorough self-assessment and standards implementation. At the highest level, a purpose standard provides the overall aim of the section of standards. At a middle level, each section is comprised of several sub-sections that are headed by core concept standards. Core concept standards describe program components that support the purpose standard. Lastly, at a third level, standards that contain detailed practices contribute to the core concept, and to meeting the purpose. These are practice standards.

COA standards are grounded in a long-standing, widely held belief that children, youth, and families benefit when a program enhances its capacity to achieve its mission and validate its impact. COA also embraces the idea that the positive effects of implementing national standards multiply when programs become part of a community that shares and supports this perspective.

## PROGRAM OVERVIEW

### School Age Center

School Age Center (SAC) offers a variety of programs for participants in kindergarten through 7<sup>th</sup> grade during parental duty hours.

- *Before School Program* operates from 6:00-8:00 AM, except on Federal Holidays. This is a time for participants to receive homework and computer assistance, participate in group activities or pursue their own interests. This program is available to all registered participants.

- *After School Program* operates from 3:15 - 5:15 PM, Monday-Friday, except on Federal Holidays. This is a time for participants to receive homework and computer assistance, participate in planned group activities or pursue their own interests. This program is available to all registered participants.
- *Boys & Girls Club and 4-H*, all SAS participants have the opportunity to explore their curriculum. These activities include but are not limited to; Photography, Fine Arts, Cooking, Sports Fitness and Technology.
- *School Out Program* is offered during planned school closures for the following public school districts: Moline, East Moline, Rock Island, Sherrard, Geneseo, Davenport, Bettendorf, North Scott and Pleasant Valley. These programs operate from 6:00 AM- 5:15 PM. Sign-up dates for these activities are listed in brochures that are sent out monthly.
- *Summer Day Camp* is a 10-week, program that operates in the summer months. Activities include, but are not limited to, swimming, bowling, skating, field trips, and crafts. Hours are 5:45 AM-5:15 PM.
- *Transition Camp* is offered during the timeframe between the end of camp and the beginning of the school year. Hours are 6:00 AM- 5:15 PM.
- *Junior Volunteer (JV) Program* is for participants in 8<sup>th</sup> grade, and who are 14 years or older. These participants assist the paid staff with program implementation. Opportunities for JV are year round.

## Youth Center

Youth Center (YC) offers a variety of programs and activities for the whole family and individual age groups. There is no extra fee for those programs unless the participants are going on a field trip. If extra money will be needed for a trip, the staff will inform the parents at least 1 week in advance. Youth meet weekly to plan activities, go on local field trips, learn new skills and have fun. Be sure to read our monthly calendar for program specific information.

- *Kids Club* offers fun activities for participants' kindergarten through 5<sup>th</sup> grade. The participants plan activities for this program, ranging from indoor activities to outdoor field trips. Shuttle service to Quarters is available after this program with parental permission.
- *Middle School Program, Torch Club*, is for participants in 6<sup>th</sup> through 8<sup>th</sup> grade. The participants plan activities for this program, ranging from indoor activities to outdoor field trips. A Middle School council will be elected to help with club business. Along with the elected officials, participants will help with the organization of the club. This club allows the Middle School participants to be

with their peers and discuss problems that occur for this age group. Check YC monthly calendar for specific dates and times. Shuttle service to Quarters is available after this program with parental permission.

The Middle School Summer Camp operates in the summer months, and is open to participants in 6<sup>th</sup> and 7<sup>th</sup> grade.

- *Teen Program, Keystone Club*, is open to participants 9<sup>th</sup> through 12<sup>th</sup> grade. Specific Fridays of each calendar month are set-aside for the teens. On at least one Saturday of the month we offer a special teen event. Please check the YC monthly calendar for specific dates and times. Monthly events are planned by the teens, and range from educational classes to lock-ins. They have an active teen council. Shuttle service to Quarters is available after this program with parental permission.
- *Open Recreation* is for all registered participants. Open Recreation is offered for 4 hours a month during the school year.

## COMMUNICATION

We use the Incident Report Form (RIA 608-6), to help maintain the line of communication with parents. Please stress to your child that all staff are there for their safety and will follow the established guidelines and rules.

If there is a form for you to sign, your child's name will be highlighted on the sign-in sheet. The staff will make every effort to speak to you in person about the incident, but due to staggered staffing not all staff members will be available when you pick your child up. If you would like to talk personally to the staff member who filled out the form, please let us know, and we will schedule a meeting for you. As you know there is not a "cookie cutter" solution to every problem or difficulty. It is essential that the adults communicate to ensure the well being of the children.

Participants are encouraged to give suggestions on what programs or activities they would like to do. On a quarterly basis, the Youth Action Council (YAC) meets with participants to discuss what programs they would like to have, changes they would like in programs, and any other issues they have. We also encourage the participants to use the suggestion box, located in the lobby, and to complete surveys received. Participants do not need to wait until a survey is sent, or for the YAC to give input into the program. At any time, they can speak with a staff member about their ideas, problems or suggestions.

If you have any questions or comments, please let the staff know about them. The Program Director may be reached at 309-782-7544, or you may use the Suggestion Box located in the lobby of the School Age Center, or through the ICE web link. Suggestions and complaints will be handled promptly. If you have any compliments please pass them along also.

Information that is relevant to all CYSS programs will be distributed by the CYSS office via email.

Parents are encouraged to communicate any concerns or questions that they might have with the SAC staff, Director or Assistant Director. If a concern cannot be resolved with the Director parents should contact the CYSS Coordinator.

## DISCIPLINE

Discipline is a way of teaching a child to control his/her own behavior. Children will be disciplined in a consistent way based on the individual needs and the developmental levels of the children. Constructive disciplinary measures will be used. For example, praise for appropriate behavior, the separation of the child from situations, gentle physical restraint such as holding, or removal of privileges are all possible actions.

The following forms of discipline will not be used:

- a. Corporal Punishment
- b. Confinement in small spaces such as a closet
- c. Restraints
- d. Verbal Abuse
- e. Deprivation of meals
- f. Deprivation of snacks

Inappropriate behavior is defined as hitting, biting, kicking, spitting, disregard of established rules and procedures (i.e. leaving the program unaccompanied, fighting, stealing, etc.) or other similar behavior, which affects the well-being or safety of other children or the staff.

Restrictions of the use of specific play materials and equipment or participation in a specific activity are permissible consequences of inappropriate behavior. Staff will discuss problems with parents and work together on plan of action. The plan of action may include measures to be followed at home and in the program.

If a child does not respond to appropriate discipline procedures, the following may occur:

- a. A 1-day suspension from the program, beginning the next day. Parents will be responsible for payment for the suspended day.
- b. If the problem continues after the child returns to the program, the child will be suspended for 3 days. The parent will be responsible for payment for those 3 days.
- c. If the child continues to display inappropriate behavior, a suspension of 1 week from the program will occur. The parent will be held responsible for that week's payment. After 1 week (5 working days) the child will be re-admitted to the program.

- d. Display of the next behavioral problem may warrant permanent dismissal from that particular program. At this point, the parents will not be held responsible for any future payments.

It should be noted that if any offense is so severe that a child or staff member is placed in a dangerous situation, which jeopardizes the health, safety, or general well-being of those individuals, that child will be removed from the program immediately and the parent will be notified.

Documentation on Incident Report Form (RIA 608-6), will be written for incidents of inappropriate behavior. Parents will be asked to sign the form. One copy will be placed in the child's file; the other copy will be given to the parent.

## EMERGENCIES

Parents must provide two local emergency contact numbers when they register their child into any SAC/YC program. Failure to leave an accurate number may result in loss of your SAC/YC privileges. Emergency notification will occur if your child becomes ill, injured, or a behavior problem persists. In case of a weather-related emergency, parents will be informed if closure is authorized. Parent will be expected to pick up their child as quickly as possible, but no later than 1 hour after parent is notified. Failure to do so may result in suspension of program privileges.

## EMERGENCY PROCEDURES

During inclement weather, all SAC/YAC Programs will be moved to Bldg 150, if not already located there. Fire drills will be conducted monthly and tornado drills will be practiced monthly from February through May. Children will be exited to the outside for a fire drill and to the children's bathroom off the atrium during a tornado or severe weather drill.

In case of injury, first aid will be applied, and an Incident Report Form will be completed for the parent and for the child's record. In case of serious injury, 911 will be called before the parent is notified.

## TRANSPORTATION

Participants will be transported to and from activities in CYSS vehicles or contracted bus service. All riders will observe established rules.

## FIELD TRIPS

Parents will be notified at least 1 week in advance of any field trip. Written parental permission must be given before a child will be allowed to participate. Emergency notification information, rescue medication, and basic first aid supplies are taken on all field trips.

## CLOTHING

Children should wear comfortable clothing suitable for the program's needs. Shoes should be closed-toe, with rubber soles. We cannot adequately supervise children on play equipment when they wear flip flops, backless sandals, cowboy boots or dress shoes. If you send your child with a sweatshirt or jacket, please remember to label clothing with your child's name.

## TOYS AND MONEY FROM HOME

We encourage youth to leave toys and money at home. If items are brought from home they are the sole responsibility of the child.

## LOST AND FOUND

Please check the Lost and Found periodically for any of your child's possessions. The contents of the Lost and Found will be donated to the Thrift Shop.

## CENTER CLEANLINESS

General clean up will be the responsibility of all participants and staff. Janitorial service is provided once a day and will include cleaning the restrooms, vacuuming, emptying trash, and other necessary tasks. Staff will conduct daily facility checks. Any deficiency will be noted and corrective action will be taken immediately.

## TV / MOVIES AND VIDEO GAMES

While at the Youth Center, the participants will have access to a variety of games, computer software programs, and movies. Only G and PG rated movies will be shown unless specific parental permission is granted. Although we do have a television, we do not watch it on a daily basis. Television viewing is limited and programs watched are G or PG in nature. Video games will be limited to games with the rating of "E" for the School-Age and Middle School Participants, and "T" for the Teen Participants.

## LENDING MATERIALS

The SAC has a variety of parenting materials available for check out in the lobby. In addition, materials are also available in the CYSS office. A list of these parenting resources is also available on the website. Please contact Outreach Services at 782-0791 to borrow these items.

# SKIES *Unlimited*

Schools of Knowledge, Inspiration, Exploration & Skills

## SKIESUNLIMITED

Welcome to SKIES*Unlimited*! The name SKIES*Unlimited* combines the acronym for “Schools of Knowledge, Inspiration, Exploration & Skills” with the word “*Unlimited*” for the unlimited learning possibilities this exciting program offers Army children and youth. SKIES*Unlimited* encompasses instructional programs for children and youth from infancy to adolescence. Through SKIES*Unlimited*, children and youth in Child Development, School-Age and Youth Programs have equal access to opportunities that expand their knowledge, inspire them, and allow them to explore and acquire new skills.

### PARENT RESPONSIBILITIES

Children under the age of 13 are required to be accompanied by a parent or another designated adult while traveling to and from class. Every effort should be made to pick up your child on time after class. Instructors are not expected to keep your child longer than the scheduled duration of the class. If your child is enrolled in buildings 11, 15, or 16, the SKIES*Unlimited* Director can take your child to and from classes. Parents will make sure that children have the appropriate clothing, shoes, and other necessary equipment for classes.

### ENROLLMENT

SKIES*Unlimited* classes are held in sessions lasting 3 months.

- Summer Session – June, July, August
- Fall Session- September, October, November
- Winter Session- December, January, February
- Spring Session- March, April, May

SKIES*Unlimited* will not prorate any classes. Fees are due upon enrollment. There is no multi-child discount available.

### WITHDRAWAL PROCEDURE

All students enrolled for a class are responsible for attending. Parents must notify the SKIES*Unlimited* Director at least 2 weeks in advance if they are withdrawing from the class. Withdrawals will only be done at the end of the month. Non-attendance is not considered as a form of withdrawal and fees will not be refunded due to non-attendance.

### INSTRUCTOR LIABILITY

Instructors are responsible for children participating in their program only during the time they are in attendance of class. Parents are responsible for children before and after class.

## ARRIVAL AND DEPARTURE

Students should not arrive more than 10 minutes before class. Students should depart the facility immediately following class.

## WAITING AREA

To maintain a high level of quality, *SKIESUnlimited* requires all instructors to keep the public out of class. During regular class times, parents may view classes via a video monitor in the parent waiting area. In addition, instructors and *SKIESUnlimited* administrative staff must always be willing to meet with parents individually to discuss student progress. For the benefit of the students and the instructor, *SKIESUnlimited* group classes are closed to public view except events and VIP visits.