



Child & Youth Services (CYS)

Locations at the Detroit Arsenal, MI and Selfridge, MI

Employee Handbook



UNITED STATES ARMY
CHILD & YOUTH SERVICES

You Make A Difference!

Welcome Message from the CYS Coordinator:

Dear Employee,

Welcome to Child & Youth Services,

We are excited to have you as part of our program. Child & Youth Services (CYS) is committed to quality work and superior customer service in all aspects of our business. We hope that you find your association with CYS to be an enriching and engaging work experience. We believe that each employee contributes directly to CYS growth and success and hope you will take pride in being a member of our team.

The Employee Handbook is to be used as a reference as you pursue your career with us. Feel free to discuss with us any questions you may have about this handbook or your employment with us.

I'd just like you to know that you, as part of our team, are our most important and greatest asset. We could not accomplish what we do every day without our employees. I'm very pleased to welcome you to Child & Youth Services and look forward to working with you!

Nancy Mitchell

Child & Youth Services Coordinator

Welcome to Child & Youth Services (CYS)!

The United States Army welcomes you. As a NAF employee, you are one of our most valued resources. You are now a member of the Army team making an important contribution to the military community. We are committed to excellence. Teamwork, cooperation, and customer satisfaction are essential in providing the best possible service for our military and Department of Defense (DoD) personnel, their families and other members of the military community. We value all our customers. Our customers are the reason for our services and our jobs. Our customers are the children, their families, co-workers, and other "visitors" to our program. We want CYS Services programs to be the happiest places for all that enter our doors. Everyone should be greeted with a smile and be treated with courtesy and respect. Every attempt should be made to meet our customers' needs and keep them satisfied with the services they receive.

CYS provides quality childcare, outstanding school age care, exciting youth programming, fun and challenging sports opportunities and exceptional instructional programming for our families.

CYServices is a division of the Directorate of Family and Morale, Welfare and Recreation.

Mission

Our mission is to provide a seamless delivery of quality care and services for eligible children and youth, 6 weeks through 18 years of age, that enhances readiness and well-being of the workforce and their families by reducing conflicts between parental responsibilities and their on-the-job

Program Goals *You will help children and youth by...*

- Provide safe, loving nurturing environments
- Develop new life skills
- Develop a sense and understanding of character values
- Develop self-confidence, self-respect and self-reliance
- Develop good decision-making and leadership skills
- Develop positive family and social relationships
- Develop a sense of world-mindedness and a concern for others
- Develop interest, respect and understanding of our natural world
- Develop sportsmanship, teamwork and a sense of fair play
- Develop physical skills and abilities
- Develop good health and nutrition habits
- HAVE FUN!

THE ARMY VALUES

- Duty, honor, integrity, courage, loyalty, respect, and selfless service, make up the Army ethic or values. As civilian employees of the Army, we are committed to the same values as our uniformed military team members.

ARMY CIVILIAN CORPS CREED

- I am an Army Civilian - a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
- I am an Army Civilian

Care givers Creed

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

CYS Services Relations

- To provide consistency in Army CYS Services throughout the U.S. and overseas, all CYS Services programs are required to be in compliance with the following regulations:
- Army Regulation (AR) 608-10, Child Development Services
- CYS Operations Manual July 2015
- AR 215-1, Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities
- Department of Defense Instruction (DODI) 6060.2, Child Development Programs
- DODI 6060.3, School-Age Programs
- DODI 6060.4, Youth Services Programs

Middle School and Teen Services

- Youth Service's goal is to provide a safe, healthy environment with programs that promote the well-being of youth. We strive to assist youth in acquiring the knowledge, skills and character that will enable them to become independent, productive, and contributive members of society. We enable soldiers, and civilians to focus on the Military Mission by providing programs and services that create a sense of family and well-being. Currently MST programs are held at the following partnership schools; L'Anse Creuse Public Schools and Anchor Bay Community Schools.
- Youth must be authorized users between 6th grade thru 12th grade, registered in CYS through Parent Central. Youth services members must be prepared to sign-in and sign-out and present their CYS Photo ID card (if applicable) in order to participate in youth activities.



Youth Sports and Fitness Program

- Dedicated to providing professionally managed programs and a wide range of opportunities that meet the developmental, education, leisure, recreational, physical and social needs of our children and youth. The program enhances the skills and education of athletes through a positive, healthy, and fun environment. Team Sports in a non- competitive program that emphasizes skill development

School Support Services

- The School Liaison Officer is the primary link between the military family and the local school system. It is our mission to help you find the resources you need to make informed decisions regarding your child's education.

Parent & Outreach Services

- Outreach services programs provide common support services for existing Child and Youth Services special events, community and parent services, and care and supervision options.

SKIES Unlimited

- The name *SKIES Unlimited* combines the for "Schools of Knowledge, Inspiration, Exploration & Skills" with the word "*Unlimited*" for the unlimited learning possibilities this exciting initiative offers Army children and youth. *SKIES Unlimited* encompasses instructional programs for children and youth from infancy to adolescence i.e., four weeks through the end of their senior year in high school.



Community Partnerships

- (All Ages) Through partnerships with organizations such as 4-H, Boys & Girls Clubs of America, CHARACTER COUNTS!, Military Child Education Coalition, the National Association of Child Care Resource and Referral Agencies, Operation: Military Kids and organizations in the local community, CYS is able to deliver quality education programs to children and youth, as well as provide support to Army Families.

PROFESSIONAL CONDUCT AND STANDARDS OF PERFORMANCE

Personal Appearance. Each staff member will contribute to the overall positive image of the CYS Services, especially during working hours. Appropriate attire, properly worn enhances the staff

- Member's image and that of the CYS Services Program. Clothing worn is to be non-offensive to others, neat, clean and free of defects. Attire will be suitable and approved for the environment. All staff members will wear their name so as to be read by parents and visitors. A professionally attired and readily-identifiable CYS Services workforce positively affects customer service. See local uniform policy for specific attire.
- Shoes: Footwear must allow staff to be active with children/youth (including running), participate in activities inside and outside, and supervise children/youth for their safety and well-being. Covered toes, enclosed heel or with a strap, non-slip comfortable shoes must be worn at all times. Due to safety issues, flip-flops and open-toe shoes are not to be worn by any CYS Services staff in order to prevent accidents on the job. High heels are not appropriate for the activity rooms, playground, or field trips. An employee who is unable to wear covered shoes because of a medical reason must have a doctor's note substantiating this fact.

Health & Hygiene. CYS Services management and support staff and CYPAs/providers must be in good physical and mental health. Each individual must have a satisfactory health assessment and all required immunizations. Preventing the spread of disease requires good personal hygiene. Staff will know and follow proper procedures during handwashing, including washing with soap and warm running water for at least 10 seconds; using single use or disposable paper towels; and avoid recontamination by turning off faucets with towel. Staff will wash their hands at appropriate times; refer to the Health SOP for detailed instructions.

Personal Behavior and Language. CYS Services management and support staff and CYPAs/providers are to conduct themselves in a responsible, professional, and ethical manner that does not adversely affect CYS or the government's integrity, reputation or credibility. Staff are to work together harmoniously according to the standards established for efficient and courteous service to our customers, co-workers and supervisors. Rumors are always destructive to all concerned - they benefit no one. You are expected to discourage the practice of starting or spreading rumors and to refrain from being a party to such actions. Off duty conduct that adversely affects the government's business or affects your ability to perform your work will not be tolerated and may result in discipline, up to and including termination. During the course of your work you may be provided with certain information regarding children, their families, co workers, CYS or the government, you are to regard this information as confidential and will not disclose or remove such information. Report unethical or dishonest behavior to your immediate supervisor.

Customer Service. The CYS Services Program is committed to exceptional customer service. To ensure that the highest quality of service is consistently provided for patrons, participation in both the Operation Excellence (OPEX) Customer-Service Training and Team Member Orientation (TMO) Programs are mandatory. Adherence to all key principles covered in these trainings is required. The CYS Services Facility Director will answer Interactive Customer Evaluation (ICE) Comments in a professional and courteous manner within three (3) working days. ICE is a web-based tool that collects feedback, which allows customers to submit online comment cards to rate the service they have encountered. Staff member will be encouraged to provide feedback, recommendations and suggestions to their chain of command.

Duties. All major performance objectives/individual-performance standards (duties), as outlined on DA FORM 7222-1222-1 or similar form, will be considered primary duties and will be performed with the highest degree of professionalism and attention to detail. In addition to these duties, CYS Services Trainers in coordination with Directors will cross-train all staff members in child care, school-age and youth

programs for example, school age CYPAs have the skills to work in the preschool program. This will further enhance staff members' skill sets, enabling them to perform duties of other staff members during extended absences, such as TDY, leave or illness, for example. Staff members will perform other duties as assigned by their supervisor.

Equal Employment Opportunity (EEO) and Prevention of Sexual Harassment (POSH).

The success of the CYS Services Program depends on the contribution of all staff members performing their tasks in a positive and professional environment. EEO is a right and mandated by law. Our EEO policy is to provide employment opportunities for all and to prohibit discrimination based on race, color, religion, sex, national origin, age (40+), physical or mental disability, and/or reprisal. Sexual harassment violates the law, is detrimental to productivity, diminishes self-esteem, adversely impacts morale, and will NOT be tolerated.

WORK SCHEDULE The director establishes and posts work schedules in the binder labeled Schedule (located in the director's office) two weeks in advance. From time to time it may be necessary to change schedules on short notice. When this occurs, every attempt will be made to give you advance notice. All staff members must perform their duties within scheduled and authorized work hours.

Alternate Work Schedule Requests to temporarily adjust a staff member's work schedule will be submitted to the staff member's supervisor no later than the first day of the workweek. An email request from the staff member to his/her supervisor is acceptable.

Attendance & Reporting to Work All CYS Service employees will report to work on time. Habitual tardiness will not be tolerated. If for some reason you must be absent, or you will not be able to get to work on time, you must notify your supervisor as early as possible (within 2 hours of your scheduled time to start work). Calling a co-worker to inform them you are not coming to work does not constitute informing the supervisor and/or the chain of command of your absence. Staff members will make every attempt to contact supervisors/managers directly. Repeat offenses will result in appropriate disciplinary action. A good attendance record is important and may be considered in your performance evaluation. Being on time for work, well-groomed and properly attired is the first step to good performance.

Rest Periods Short rest periods or breaks are permitted for protection of the employee's health such as relief from hazardous work; relief of fatigue caused by continuous physical exertion when work performed in confined spaces limits personal activities; or, for increased efficiency or productivity. A 15-minute rest period may be authorized for each 4 hours of continuous work. Smoke breaks are considered to be rest periods. Smoke breaks in excess of the authorized rest period are not authorized. Staff members who are smokers will only be authorized to smoke outdoors in designated smoking areas which are at least 50 feet away from CYS Services Facility and not in view of children or youth.

Meal Periods If you are scheduled to work in excess of 6 hours, you will be scheduled a meal period. Meal periods are indicated on the work schedule and are no less than 30 minutes. The meal period is not considered duty time and you are not paid for that period of time. Employees will not be required to work more than 6 hours in any workday without a meal period. If however, the nature of your duties require that you remain at the duty station, an on-the-job meal period may be established. In this case, you will be paid for an on-the-job meal period not to exceed 20 minutes.

Telephone Use. The center telephones are for business purposes. Staff may not receive telephone calls while they are in the classroom except in an emergency. Staff members are responsible for checking their mailboxes for messages. Cell phones are not to be in the "on" position in the classrooms and are not to be on a person when clocked in for a shift. Staff members must use their break time or wait until their scheduled shift is over to return/make calls, send text messages or IMs. Cell phones are also not to be used during naptimes.

Confidentiality. It is contrary to the interest of the Center and those we serve, to give out information regarding children and their families. Such information should be held in strict confidence and should not be discussed with anyone outside of the Center. We trust all staff members will appreciate the value of respect for one's privacy. Inside the Center such information shall be discussed only when it will benefit the care we offer the children and the parents. Personal pictures of the children are not to be taken. Information, pictures, and talking about the children and their families are not allowed on bios, personal webpages, or any social media site.

Annual Leave. The CYS Services Coordinator will produce the CYS Services leave forecast for the calendar year at the beginning of the year. Leave requests may be adjusted as needed. NAF Employees will submit leave requests using the OPM 71 Form. Leave requests will be submitted to supervisors no later than two (2) weeks prior to start of leave with exceptions on a case by case basis. Employees will be highly encouraged to submit leave request as much in advance as possible, preferably at least (1) one month prior to scheduled leave. This will ensure sufficient time for making individual travel arrangements and adjusting staffing requirements, as needed. When possible, leave requests should be submitted via email with electronic signature. Leave requests must be approved by Supervisor, they are not automatic.

Sick Leave. A notification call on the first day of absence due to illness will be made by the staff member to the staff member's supervisor within two (2) hours of scheduled start of duty. If the staff member is incapable of notifying the supervisor, a Family member of the staff member, or other designated individual/emergency point-of-contact (POC), may notify the staff member's supervisor within the two (2)-hour time frame. Failure to give such notice may result in an Absence without Leave (AWOL) charge. A medical certificate is required for an absences lasting more than three (3) days. If a staff member demonstrates potential sick-leave abuse by a history of excessive sick-leave requests, a medical certificate may be required in order to support and/or substantiate frequent short absences of less than three (3) days.

Temporary Duty (IDX). Staff members scheduled for TDY will have an approved TDY-authorization order prior to proceeding on their TDY trip.

Alcohol/Controlled Substance. Alcohol and controlled substances (does not include legally-prescribed medication) are prohibited in the workplace. Staff members experiencing substance-abuse issues will seek, or be referred to, the appropriate agency for assistance.

Overtime/Compensatory Time. All CYS Services employees will perform their duties during established work schedules. Compensatory time and overtime for special events and other circumstances requiring individuals to work beyond ten (10) or eight (8) hours a day or 40-80 hours in a pay period will be requested and approved in advance, when known. Occasionally, due to unforeseen circumstances such as late pick up of children, employees will be asked to remain on duty and may result in unforeseen instances of compensatory time or overtime. Supervisors will not require staff members to work uncompensated hours. Compensatory time and overtime will only be approved when essential to mission accomplishment. Overtime and compensatory time requests must be submitted in advance (except in an emergency) and in writing on DA Form 5172-R, be endorsed by the employee's supervisor, and approved by the Family and Morale, Welfare and Recreation (FMWR) Director. CYS Services Management will adjust work schedules, as much as possible, to mission requirements in order to avoid excessive compensatory and/or overtime.

Work Areas. Individual work areas and equipment in the work area will be kept neat, clean and orderly

at all times. Staff members will keep personal and common-use equipment, such as refrigerators, microwaves and coffee makers clean and neat. It is Army policy that all electronic equipment, to include computers in labs, monitors, printers, air conditioners, fans, lights, etc., be switched off at the end of the duty day. All common areas, to include furniture and equipment (e.g., in staff kitchens), such as refrigerators, microwave ovens, stoves, or cabinets, must be cleaned no later than by Friday of each week. Trash cans containing non-recyclable waste must be emptied by the end of each duty day.

Use of Government Equipment. Communication equipment and vehicles will be provided to CYS Services staff members, as appropriate, for use in the performance of assigned duties. This might include computers, laptops (for electronic mail and internet access), cell-phones, facsimile (FAX) machines, copiers, and printers. Users will limit personal use of said items to non-duty hours and/or break periods. Usage will not reflect adversely on the Army, and usage that is incompatible with public service is prohibited. Equipment will not be relocated from existing placement sites and locations without prior written coordination and approval from the FMWR Director and/or the Management Information Systems (MIS) Office.

Use of Government Vehicles. Government vehicles will be operated and maintained in accordance with established Army Regulation 58-1. Use of Government vehicles for personal business is prohibited and will result in disciplinary action and/or termination.

Safety and Security. Staff members are responsible for their individual safety as well as the safety of the child/youth in their care and fellow workers. Identified hazards will be reported to supervisors as soon as they are detected. Accidents and injuries will be reported IAW AR 385-55. Staff members who are the last person to leave a facility will ensure that all common-area equipment is turned off and the facility is secure.

Child Abuse Prevention. Guidance. Discipline and Accountability for Children/Youth. As mandated reporters, all CYS Service employees and providers will be knowledgeable and follow child abuse reporting procedures.

- CYS Service employees and providers will observe children in care for evidence of child abuse and neglect. A detailed training on in the identification, reporting and prevention in child abuse within the first 3 months of hire. All training will be coordinated with the AFAPM and will include both written and verbal guidance.
- The current DOD hotline poster (required by the Military Child Care Act (MCCA) and is intended for individuals to report suspected child abuse and safety violations in military child/youth settings) is prominently displayed in the lobby of each CYS facility and director's office. Reporting procedures are also posted in the staff lounge, management offices and in a consistent place in classrooms. Posters include the contact information for the Installation Reporting Point of Contact (RPOC), Safety Office and Family Advocacy Program Manager (FAPM).

Guidance and Discipline. CYS Services personnel working with children (CYS Services staff, contractors, FCC providers, volunteers, MWR partners, interns, and other personnel working in CYS Services programs) will use appropriate guidance techniques:

- Help children/youth learn to develop self-control and express their feelings in acceptable ways (e.g., when appropriate, helping them solve their own problems and soliciting their input in rule making).
- Model appropriate behavior and conflict-resolution skills and use positive language.
- Demonstrate realistic, age-appropriate expectations of children's/youths' behavior and interact

with children accordingly. (Staff/providers/volunteers/teachers/coach children/youth appropriately, according to the child's/youth's abilities. For example, a 6- year-old should not be coached like a high school player).

- Children/youth will be disciplined appropriately:
 - Children/youth will not be punished by spanking/hitting or other physical means.
 - Children will not be isolated from adult sight
 - Children will not be subjected to confinement, binding, humiliation or verbal abuse.
 - Children will not be deprived of food, outdoor play or other program components.
- The sports and fitness environment will be set up to protect children, youth, volunteers and staff. (e.g., coaches are not left alone with youth because there are parents there; coaches will not drive individual youth to an event) If a coach finds he/she will be alone with a child, coach should notify the CYS Services staff member on duty so the staff member can join the coach until the last parent arrives.

Accountability of Children/ Youth. Staff/providers will supervise children by sight and sound at all times. Staff/providers do not need to be directly looking at each child at all times to meet the requirement for sight supervision. All children should be easily seen (if not in the direct line of sight, then by looking up or slightly adjusting one's position) by at least one member of the teaching staff/provider. Each child is under the care of a specific adult and the adult knows where the child is at all times. A daily record of the children in attendance in each activity room/module will be maintained for all programs including full-day, part-day and hourly care. This record will include the child's name and time-in/time-out and the time-in/time-out of CDC employees and CDS volunteers assigned to the room/module. A system to account for all children/youth present, especially those who are transitioning from one classroom to another will be established. Children are not allowed in restricted areas such as laundry room, staff restroom, etc...

Personal Belongings. Staff members may display personal items at their workstation; however, the Army cannot take responsibility for the safekeeping of these items left out. CYS Services Management will require removal of items deemed to interfere with safety, or is derogatory to any person or system of beliefs, or generally considered to be inappropriate or hinder work efforts.

VERY IMPORTANT MEDICATION INFORMATION: CYS staff are required to keep all personal medications in a Child proof bottle, placed in a zipper/ziplock type bag in their purse/backpack. All purses/backpacks are kept in the locked storage areas provided for them. Medication is only removed from their purse/backpack and self - administered in the staff lounge/staff bathroom.

YOUR JOB DESCRIPTION OR POSITION GUIDE

- The NAF HR office should have provided you a copy of your job description or position guide that describes the duties of the position for which you are required to perform. Your supervisor will discuss with you the duties of the position in detail. Ask questions if you do not fully understand what is required of you. Your position guide or job description may not identify every duty you may be required to perform. Therefore, refusal to perform reasonable assigned tasks may result in disciplinary action being proposed. If you question the validity of an assignment, discuss the matter with your supervisor.

KINDS OF APPOINTMENTS

- **Flexible** - The employee serves in an indefinite position either on a scheduled or on an as needed basis. Employees paid on the NA, NL, NS, or CC pay schedule and who are regularly scheduled must have a documented guaranteed number of hours per week. An employee serving under a Flexible appointment category is not eligible to receive benefits. Service is credited toward completion of the 1-year probationary period up to a maximum of 6 months, if the position is converted to a regular category without a change in duties, and there is no break in

service.

- **Regular Part-time** - The employee serves in a continuing position on a scheduled basis for 20 to 39 hours a week. The minimum workweek is 20 hours. The Employee is eligible to participate in benefits plans, and accrues annual and sick leave, and must serve a one-year probationary period upon initial appointment (or as identified under Flexible appointment).
- **Regular Full Full-time** - The employee serves in a continuing position on a scheduled basis for 40 hours a week. The employee is eligible to participate in benefits plans, and accrues annual and sick leave, and the incumbent must serve a one-year probationary period (or as identified under Flexible appointment).
- Child and Youth Personnel Pay Program (CYPPP) - Positions in the Child, Youth and School Services that provide direct care and supervision of children are identified as "CY". The CY pay-band system is comprised of two pay levels, CY-I and CY-II. The ranges for CY pay bands are equal to the hourly rate of the General Schedule (GS) employees. Pay band I is equal to the hourly rate of the GS-2 step 1 through GS-3, step 10, Pay Band II is equal to the hourly rate of GS-4, step 1 through GS-5, step 10. The employee will advance to next level noncompetitive upon completion of required training and demonstration of satisfactory performance.

Probation

- The purpose of the probationary period is to afford a final test of the employee's ability and fitness for the position as demonstrated by actual performance on the job. Each individual receiving an initial appointment to a regular full-time or regular part-time position is required to serve a one-year probationary period. Individuals with prior service in a Department of the Army Non-appropriated Fund Instrumentality are required to serve a new probationary period upon reemployment in a regular full time or regular part-time position if the break in service exceeds 3 years. Service in a DoD position paid from appropriated funds counts toward completion of the probationary period only if the NAF appointment was without a break in service of more than 3 days. An employee may be separated during the probationary period for failure to demonstrate the skills and character traits required for satisfactory performance in the position.

Performance Ratings

- Employees serving under a regular appointment and flexible employees in the NF pay system will be issued a performance evaluation and rating. The system was established to evaluate the quality of employee performance on a continuing basis against realistic performance requirements. Employees are advised of requirements of their jobs, evaluated on their performance, recognized for exceptional performance, and provided necessary information in order to improve performance where identified.
- Performance is evaluated fairly and objectively and discussed with each employee. An annual performance rating remains in effect until superseded by the next successive annual rating. There are 5 official performance ratings that may be assigned to the employee's level of performance as follows:
- **Outstanding** - This rating is authorized when all aspects of an employee's performance or goals and objectives have exceeded the requirement for satisfactory performance for a 12-month period and are sufficiently outstanding to deserve special commendation and recognition.
- **Excellent** - This is authorized when the majority of the aspects of an employee's performance or goals and objectives are exceeded. Employee performance is of a quality clearly exceeding the requirement for a satisfactory rating.
- **Satisfactory** - A satisfactory rating is authorized when the employee's performance meets, but does not exceed the aspects of performance or goals and objectives to the degree required for a rating of excellent.
- **Minimally Satisfactory** - The employee marginally meets the aspects of performance or goals and objectives and is often below the satisfactory level. The employee will be counseled on duty requirements and given the opportunity and necessary training to improve performance.
- **Unsatisfactory** - An unsatisfactory rating is authorized when an employee's performance fails to meet

the aspects of performance or goals and objectives for satisfactory performance, in spite of a written warning notice and effort by the supervisor to help the employee improve. This level may only be assigned after the supervisor has warned the employee, in writing about work performance that fails to meet the performance standards or goals and objectives. Action will be immediately taken to reassign or separate the employee.

TRAINING AND DEVELOPMENT

- When you first begin work, you are given a general orientation by your supervisor. There is some immediate on-the-job training given by your supervisor or (someone delegated by your supervisor) so that you know exactly what tasks and what procedures are used. In addition to on-the-job training that you receive, you may receive formal training aimed at helping you improve your skills in your work. Such training may involve classroom instruction, meetings, or conferences, exposure to new equipment, and reading manuals. You may be rotated through different work assignments or enrolled in a series of courses as part of an approved career-training program. The many training opportunities provided to employees are directly related to the needs of the activity and the size of the activity's training budget
- To ensure CYPA staff and providers possess the skills, knowledge and abilities to effectively operate the program, all must complete a prescribed training program. The intent of the training program is to ensure all are trained to the standard.
- All CYPAs, program leads, program associates and FCC Providers must complete the following training IAW the appropriate standardized CYPA Individual Development Plan (IDP) (Foundation, Annual, Transition, Summer Camp):
- Orientation Training prior to being left in ratio with children for CYPAs/ prior to Provisional Certification for FCC Providers.
- Entry Level Training within the first 6 months.
 - Skill Level Training within the first 12 months.
- Target Level Training within the first 18 months.
 - 24 Training Units completed annually thereafter.
- There will be a viable system in place for CYPAs and providers to obtain and maintain the Child Development Associate Credential, Military School Age Credential, or Army Youth Practicum.
- Volunteers, including coaches and Sports officials, receive training annually and IDP's are maintained. Note: If the officials are contractors, this standard does not apply.
- Your trainer will explain in detail the above and additional requirements during your orientation and quarterly thereafter.

PROGRAMING & ENVIRONMENTS

- Child Development Center: The Creative Curriculum is the authorized curriculum used in CDCs for children 0-5. The Teaching Strategies (TS) Gold developmental assessment, *Checkpoints*, will be used to document the progress of children. TS Gold observations and assessments will be used as the basis for program planning.
- All activities will be developmental in nature and recognize children's individual differences by providing an environment that encourages self-confidence, development of self-help and life skills, curiosity, creativity, and self-discipline as outlined in the Creative Curriculum. Concrete experiential learning activities encompass the following six domains:

•Social •Physical •Language/Literacy •Cognitive/Intellectual •Emotional •Cultural

In infant and pre-toddler environments, there must be an appropriate amount of space within the classroom to:

- Log child attendance, receive children's personal items, and store child records.
- Store individual diaper bags, towels, baby products, extra clothing, and record keeping.
- Provide a protected area for nursing mothers other than a bathroom (does not require a separate self-contained room).
- Locate cribs in the general activity area (separate crib rooms are not permitted, nor is putting a cribs in an 18 capacity infant/pre-toddler module on one side of the module).
- Provide a protected, stain resistant soft surface crawl area with unbreakable mirrors wall mounted at various levels.

Toddler/Preschool/Pre-Kindergarten and Kindergarten environments and programming will consist of the following practices and procedures:

- CDC classroom functional support areas include child/family reception areas, program assistant administrative area, child cubbies and child toilets

Toddler, Pre-school and Kindergarten Classrooms contain defined interest areas for:

- Reading/Listening
- Imaginative Play
- Science/Math
- Blocks
- Quiet
- Music/Gross Motor
- Arts and Crafts
- Manipulatives
- Literacy/Writing (Pre-school and Kindergarten only)

Army *Strong Beginnings* Pre-Kindergarten classrooms contain the following stations:

- Art
- Creative Expression
- Language/Literacy
- Music/Movement

- Science/Discovery
- Writing
- Blocks/Construction
- Fine Motor
- Math
- Sand and Water
- Technology
- Rotated-Woodworking and Cooking

School Age

- Curriculum and Programming centers around the School Age Four Service Areas. Children will have input into the activity choices to ensure the activities meet their needs and interests. Documentation of child input into activities is on file in the program. Program choices are designed and implemented to meet a variety of child interests to cover a wide variety of skill, ability and interest levels.
- Programming and admin spaces include:
 - Games and leisure activities; Creative/performing arts; Physical fitness activities; Technology Lab; Homework center/area; Multi-purpose rooms for club meetings, classes and group activities; In shared facilities, dedicated space for each age group; Snack/kitchen areas and eating space; Reception area; Office space; Outdoor recreation area/playing fields; Blocks and construction.

Middle School and Teens

The MST program utilizes a comprehensive youth development curriculum framework to ensure the physical, cognitive, social and emotional needs of youth are addressed. The framework is comprised of Four Service Areas to meet the core requirements. Youth will work together with staff to ensure they have input into activity choices. Activities must meet the needs and interests of the youth. Intent is to have a combination of youth and adult choices in the lesson plan. Youth will help determine frequency. Activities will reflect the program's written philosophy and goals for youth in a prominent area



- Programming and admin spaces include: Games and leisure activities; Creative/performing arts; Physical fitness activities; Technology Lab; Homework center/area; Multi-purpose rooms for club meetings, classes and group activities; In shared facilities, dedicated space for each age group; Snack/kitchen areas and eating space; Reception area; Office space; Outdoor recreation area/playing fields.

YOUTH SPORTS & FITNESS PROGRAM

- Indoor space provides an environment that supports a wide range of activities. Space is arranged to prevent disruption by adjacent activities. Sports and Fitness Director ensures space is capable of supporting multiple program activities and participants and individual needs, regardless of whether it is a shared space with other groups.

- Outdoor space provides an environment that supports a wide range of activities. Outdoor fields, courts and open space are available to support the Sports and Fitness program. Outdoor space can include community or other non-CYS Services on-post fields. Space is organized to support program activities and children/youth individual needs. Outdoor space is adequate to prevent crowding, including open areas for running, jumping, and playing. Sports fields are adequate to support the child/youth population. Adequate and convenient outdoor storage is available for staff, children, youth, volunteers, and program use. Storage of sports equipment may be at the CDC; where there are multi-purpose rooms in SAC or Youth Centers, some space is dedicated for sports and fitness equipment and uniforms. In standard design Youth Centers there is dedicated storage space of sports and fitness equipment and uniforms.
- The Child and Youth Sports and Fitness Program (CYSFP) utilizes a comprehensive framework to ensure the physical, cognitive, social and emotional needs of youth are addressed; The system is comprised of Four Service Areas to meet the core requirements:

*Team Sports *Individual Sports *Fitness and Health *Outreach*

M easure of Quality

The Department of the Army is committed to providing their families the highest quality child care available and expects Army CDC's and SAS programs to achieve this benchmark. To assist us in that both programs go through an ongoing accreditation process.



The *National Association /or the Education o/ Young* (NAEYC) is the largest organization of early childhood professionals in the United States. An independent group of specialist and educators, NAEYC set child care standards of excellence in the areas of health, safety, staff qualifications, activity room environments, learning programs, and activities. With more than 90,000 members, NAEYC children's provides distinguished leadership in the field of child care and early childhood education. Once the CDC meets prescribed quality criteria can be accredited by NAEYC. Accreditation through NAEYC requires a long-term commitment to meeting strict quality standards. It's part of our ongoing commitment to provide quality child for our children and their families. For more information about the NAEYC visit National Association for the Education of Young Children, www.naeyc.org.

Certification: DoD Certification, the equivalent of state licensing, is based on an Army internal evaluation process to ensure Army CYS Child Development Centers, Family Child Care Homes and School-Age Programs meet required DoD quality standards. All program assistants must meet rigid training, health and safety standards, and are subject to unannounced inspections.

INFORMATION ABOUT U.S.ARMY GARRISON DETROIT ARSENAL

Home to the TACOM Life Cycle Management Command (LCMC), Detroit Arsenal is located in Macomb County, in the small city of Warren, a manufacturing and residential community situated just north of Detroit. Located 20 miles north of the Detroit Arsenal is the Selfridge Air National Guard Base (ANGB), where military members and their Families can enjoy shopping at the AAFES BX/PX, the Commissary and Class Six

stores.

Base Operator: 586-282-5000

Base Services & Support Services:

MWR Facilities

- **Dining** -The Detroit Arsenal offers 2 dining locations for your convenience. Both Cafe 200 and Cafe 229 feature a variety of both breakfast and lunch items. Hours; Breakfast- 7:00am to 9:00am
Lunch-10:30am- 1:00pm. Mulligan's is located at Selfridge ANGB and features menu items that vary from sandwiches to complete meals, breakfast is offered during the summer. Starbuck's is also located at the Detroit Arsenal near Cafe 200 and Cafe 229.
- **Recreation** - Fitness Center is located at the Detroit Arsenal in BLDG 230 and is open form 0500-2300/7days with staff available from 0600-1800 Monday-Fridays. The Selfridge Golf Course. (586)239-4653, is situated at the southeast end of the Selfridge Air National Guard Base flight line. A par 72, PGA-sanctioned course with a Driving Range that features 2 tiers with ample tee space, a chipping green, and 3 large practice target greens along with a practice sand trap. The Marina offers small, medium and large boat slips Leisure Travel Services is a full service travel agency, offering Cruises, Lodging, Packages and Tours to Military & civilian employees, contractors, retirees, veterans, and families. They have the combined purchasing strength of all Military Leisure Travel Service, ITT, and ITR offices throughout the various branches of the military. Additionally, they provide tickets & vouchers to local entertainment venues. Located at the Detroit Arsenal - 6501 E.11Mile Rd., Bldg. 229, Rm. B-512, MS 603 Warren, MI 48397, (586) 282-0973.
- Commissaries - 1commissary located on Selfridge; 586-239-5570/4464
- Exchange System - 1exchange located on Selfridge; 586-465-0960

Service Organizations

NON-EMERGENCY

Fire/Medical/Police	282-5935
Health Clinic	282-5771
ID Card Issuing Facility	282-8074
Visitor Control Center	282-5757
Army Substance Abuse Program	282-8127
Army Community Service	282-0489

ACS MISSION STATEMENT:

Army Community Service (ACS) assists commanders in maintaining the readiness of individuals, families and communities within the Army by developing, coordinating, and delivering services which promote self-reliance, resiliency, and stability during war and peace. ACS is a member of the MWR family - proudly serving America's Military and DoD civilians

Are YOU are eligible for ACS Services?

You qualify if you are:

- All Active Duty Service Members & Family Members
- Families of the Fallen
- DoD Civilian Employees
- Retirees and their Spouses
- Army Reservist - (call for details)
- Army National Guard - (call for details)
- Family Members of POWs
- Family Members of the MIA



Financial Readiness Mission: The Financial Readiness Program supports Commanders and supervisors in maintaining financial wellness on a daily basis. We also provide budget counsel and educational seminars members and families on financial self-sufficiency. *Service Eligibility:* Our services are available to all military personnel (retirees, reserves, national guards) Service members from all branches of the armed forces, their eligible family members and Department of Defense civilian employees. *Location:* We are located at the Detroit Arsenal, Building 232 Warren, Michigan 48397. To Contact our Agency: We can be reached by telephoning (586) 282-0480/0489. It is highly recommended you call for an appointment to ensure you are eligible for services and that a Financial Counselor is available to assist you.

Non-appropriated Funds (NAF) Human Resources

Non-Appropriated Funds-Employment

6501 E. Eleven Mile Road MS 324

Building 231

Warren, MI 48397-5000

Phone 586-282-8515 / 586-282-6623