



UNITED STATES ARMY
CHILD & YOUTH SERVICES

Parent Handbook

The First Choice for Military Families
US ARMY GARRISON-DETROIT ARSENAL



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Welcome

Welcome to the U.S Army Garrison-Detroit Arsenal Child & Youth Services Program! Whether you are enrolling your child or youth for child care, school-age, youth programs, sports, or instructional classes, we are happy to have you in our program and we pledge to do our best to make it a positive experience for you and your child/youth. Our program helps parents balance competing personal and professional demands. CYS is committed to serving the unique needs of U.S. Army Garrison-Detroit Arsenal families through a variety of programs designed for children ages six weeks through 18 years. All services are based on the growth and development of your child and meet both U.S. Army and national standards. Our seamless delivery system ensures that the same caring philosophy is followed by our dedicated staff in every program and service we offer.

In this handbook you will find information on all CYS programs; philosophies, procedures, policies and program descriptions. The more you know about CYS and the staff that provide care to your child/youth, the more we can help assure you they are receiving the best possible service. We invite open communication and a joint effort between our staff and your family to offer the highest quality care possible for your child/youth.

Thank you for entrusting us with the care and development of your child or youth. Remember our door is always open to you and please feel free to contact the Director to answer any questions or concerns.

** Policies, procedures and/or information found in this handbook are subject to change per the discretion of the Child & Youth Services management.

Mission

“Army Child, Youth and School (CYS) Services programs support military readiness by reducing the conflict between Soldiers’ parental responsibilities and mission requirements.” CYS Services programs provide quality child care, youth out of school options, and school support services so that Soldiers and Department of Defense (DoD) civilians can focus on their job, knowing their children are well cared for by professional staff in state of the art facilities. Taking care of our Soldiers and their Families with consistent, effective and safe programs builds and enhances not only military readiness and retention, but also Family resilience. The foundation of CYS Services rests on four cornerstones: Quality, Availability, Affordability and Accountability. All four cornerstones are equally important, and all four must be in balance for CYS Services programs to run effectively and efficiently.

Philosophy

Our CYS programs are designed to help your child or youth develop within him/her a positive self-concept that will help them become productive adults. We strive to do this by providing a safe, healthy, and stimulating environment where children and youth feel accepted and respected for being the unique person he or she is. By providing a place where they have opportunities to participate in age appropriate, developmental activities as part of a group or individually that allows for optimal social, emotional, physical, creative, and cognitive growth. We provide a place where they can safely express their feelings without withdrawing, fighting, or giving up their rights. We provide a place where they are free to make choices and then accept the responsibility for the choices they make. We provide character education that will help develop and nurture a spirit of cooperation, creative problem solving, and individual responsibility which will impact positively upon their lives.

Child & Youth Services Directory

Chain of Command is posted in all facilities.

CYS Coordinator, Building 230, Room 1260 (586) 282-4537

DTA Child Development Center (CDC), Building 273

- Reception Desk (586) 282-2851/3010
- CDC Director (586) 282-9123
- Assistant CDC Director (586) 282-0839
- School Age Services/CDC Assistant Director (586) 282-4709
- Training & Curriculum Specialist (586) 282-9761

Bryant Child Development Center at Selfridge, Building 971

- Reception Desk (586) 239-5995
- CDC Director (586) 239-5590
- Assistant CDC Director/Trainer (586) 239-5591
- Central Registration (586) 239-5596
- Outreach Services (586) 239-5588

Parent Central Services, Building 234

- Central Registration (586) 282-9122

Youth Sports & Fitness (YSF)

- Youth Sports & Fitness Director (586) 282-9730/586-530-7391
- Assistant Youth Sports & Fitness Director (586) 282-9730
- Sports Cancellations/ Weather Line (586) 282-9000

Middle School/Teen (MST)

- Youth Services Director (586) 282-4499
- L'Anse Creuse Public Schools (586) 719-8235/(586) 719-8648

When calling programs, the phones may not give you a busy signal if we are on the phone when you call. The phone automatically switches your call to our voicemail. Please leave a detailed message and we will return your call as soon as possible. We review messages regularly.

For DSN, please use 789 prefix for DTA and 273 prefix for Selfridge.

Program Operating Hours

Detroit Arsenal Child Development Center
Building 273
Monday – Friday
0600-1730

Bryant Child Development Center
Building 971
Monday – Friday
0630-1730

All CYS programs are closed on all Federal Holidays, with the addition of the Friday after Thanksgiving, 2 staff development days TBD. The program may close additional hours or days at the discretion of the command. These days will be posted at the centers in advance for parents to make other child care arrangements.

January	New Year's Day Birthday of Martin Luther King, Jr.
February	President's Day
May	Memorial Day
July	Independence Day
September	Labor Day
October	Columbus Day
November	Veteran's Day Thanksgiving Day & Day After
December	Christmas Day

2 Staff Development Days- TBD

Emergency Closing Policy

In case of an emergency, CYS management staff will determine the safest procedures and/or location for all children/youth. The Chain of Command will be notified for guidance on closing the facility or relocation. Remind 101 will be used to notify parents of the emergency situation. Management staff will follow up with all parents/guardians/emergency designees to inform them of the situation, the relocation, and facility/program closure due to an emergency situation ASAP. The children's/youth's safety and security are the number one priority for all CYS personnel. CYS Mobilization and Contingency Plan (MAC Plan) is available.

Inclement Weather- (586) 282- TANK (8265)

Every weather impact decision will consider the benefits and risks associated with the program operations, and provide support to our patrons to the maximum extent possible. Sometimes the lowest risk option will include closure of the programs.

Fees and Payment Policy

YS Services follow the Fee Policy Guidance (available on www.detroit.armyfmwr.com) sent out from the Department of Defense. Child Development Centers charge a monthly fee that is due at the first of each month prior to services being rendered. Fees are to be paid monthly of the 1st of each month, or every two weeks on the 1st and 15th of each month. Once an incoming family accepts the child care space offered to them by the CYS Parent Central Services, they pay initial fee of 10% of their monthly payment to secure the space. The remainder of their bill (prorated amount) would either be on the 1st or 15th or their first day in care (whichever comes first).

These fee guidelines are strictly enforced:

- Fees may be paid with a check made payable to Morale Welfare Recreation (MWR), credit or debit card, money order, auto debit or cash. In addition, WebTrac is our online payment system available at <https://webtrac.mwr.army.mil> (for more information on how to use this method, contact Parent Central Registration)
- Fees that are not paid within 5 business days of the billing date will be charged \$10.00 per child per payment cycle (semimonthly or monthly).
- Families will receive written notification of Termination of service at mid-month review if full payment or command approved financial hardship waiver is not received. If fees are not paid in full prior to the termination date, the child will not be allowed to attend the CDC/program.
- Under no circumstances will accounts receivable be established.
- There will be a processing fee for returned checks. Upon receipt of one returned check, patron will no longer be eligible for check writing privileges in any CYS program.
- No post-dated checks will be accepted.
- Withdrawals - Patrons are required to provide a two-week written notice in order to terminate services. If a two week notice is not provided, the patron will be responsible for payment for services for the two weeks.
- There is no prorating of fees for illness, holidays or other child absences.
- It is not our policy to intervene with divorce or separated parent's financial arrangements.
- Childcare payments are tax deductible. Annual Tax statements will be available via WebTrac by January 30th for the previous year's fees for those accounts that are paid in full.
- If families participate in any form of subsidy program (i.e., Family Independence Agency) the family will be responsible for any costs not covered by that program.
- If child care rates increase, you will be given a written notice 30 days prior to change. If a family's fees increase due to an income category change, the change will take place at the next billing date.
- Pre-payments made online in advance of billing on the 1st and 15th each month is a patron's choice however if full payment is not received in order to cover the household bill then late fees will be placed onto the account and are ultimately the patron's responsibility.

Failure to pay fees for child care services will cause termination of all Child & Youth Services Programs and services. Accumulated fees are still the responsibility of the parent, regardless if care has been terminated.

Refunds

NO TUITION REFUNDS WILL BE GIVEN FOR DAYS THE CENTER IS CLOSED. IF THE CDC WILL BE CLOSED FOR SOME REASON WHEN DTA OR SANG IS OPEN (E.G., WATER MAIN BREAK, POWER FAILURE, ETC.), WE WILL MAKE EVERY ATTEMPT TO PHONE FAMILIES BEFORE THEIR CHILD'S SCHEDULED ARRIVAL TIME, HOWEVER, NO TUITION REFUNDS WILL BE GIVEN FOR THE DAYS THE CENTER IS CLOSED. IF THE DTA OR SANG IS CLOSED, THE CDC IS CLOSED.

Vacation Credit

Each child attending a full-time, year round program at the center is entitled to a vacation credit. Each family will be given the opportunity to select a 2 or 4 week Leave/Vacation Fee Plan at time of registration. Families who choose the 4 week Leave/Vacation Fee Plan will pay a higher monthly fee than families who choose the 2 week plan since their fees are annualized to include Leave/Vacation. Once a Leave/Vacation Fee Plan is selected, it remains in effect for their entire registration year (12 months). Request for credit must be done at the front desk with a written Leave/Vacation notice at least two weeks in advance and taken in five consecutive business increments. If extenuating circumstances require less of a notice, the patron can provide a written request to the CYS CDC Director for consideration. The child may not be in attendance during the vacation and the account will be credited for five days. Vacation may be taken one week at a time or all weeks may be taken back-to-back. Vacation credits are non-transferable and unused vacation credits cannot be carried over into the next year or used for another sibling.

Sick Child Credit

Credit for unexpected prolonged child absence due to family emergency or extended illness of more than 2 weeks (with proper documentation) and fee has already been paid. Parent will submit written request for credit for days beyond 2 weeks to Program Director. The CYS Services Coordinator will approve or disapprove and provide a written response back to the Program Director who will inform the patron of the decision.

TDY Credit

Credit for absences due to a parent's travel for work, can be considered for a reduction of fees. A written request for consideration, a copy of TDY orders and verification of enrollment in licensed child care facility must be provided to the CDC Director prior to the parent's travel. Upon return parent must provide child care receipts from licensed child care facility. All requests will be forwarded to the CYS Coordinator for final approval and determination of reduction.

Late Pick Up Policy

All children enrolled in the Child Development Center must be picked up by closing time. Late pickups are upsetting for children who are waiting to be taken home. All families enrolled in the CDC will follow the policy for the payment of late fees as described below.

Parents are expected to arrange for a backup person (to include making arrangements for base access) to pick up their child in the event of an emergency. If a parent, or her/his back up person, has not arrived by closing time, the following procedures will be followed:

- The site director or staff person in charge and one additional staff member will remain with the child.
- The staff person in charge will try to contact the parent by phone.
- The individuals listed on the child's emergency card/release designee will be called and asked to pick up the child.
- If no one can be reached or if the people listed on the emergency card refuse to pick up the child, the staff members will stay with the child at the center for fifteen minutes and continue to call the phone numbers on the child's emergency card.
- If no one has picked up the child fifteen minutes after closing time, the staff members will contact the chain of command to develop a plan, which may include contacting Child Welfare Services or DoD police to pick up the child.
- CYS employees will not transport children in their own vehicle or care for the child in their own home, unless a general liability statement has been completed by the parent and approved by the director.
- All parents who are late will receive a Late Pick Up notice. A copy will be included in the family enrollment file.
- Administrative staff will document each late pick up in writing and will report the steps taken to CYS Coordinator. The CDC Director will send the parent a letter of warning stating that late pickups are not tolerated. The director will take into consideration if the late pick up was caused by an emergency (i.e., hospitalization, car accident).
- Any parent who receives three late pick up notices in a three month timeframe will be terminated from the program.
- Late pick up penalties are charged at the rate of \$1.00 per minute up to 15 minutes per family per site regardless of the number of children in care at the site. When the family is later than 15 minutes, the family is charged \$5.00 per child, per site, for the remainder of the hour and then \$5.00 per child, per site for each hour thereafter. This penalty is not a child care fee and is required of all parents, regardless of the services or subsidies their child receives. Late pick up fees are due and will be collected the following business day after fees are incurred. If late pick up fees are not paid the following business day, services will be denied until such payment is received.

Lost and Found

All items found from CYS programs and activities that are unclaimed will be kept at the front desk until they are claimed. If they are not claimed, items will be donated or used in classrooms as applicable.

Withdrawal

A two-week written notice must be provided when withdrawing your child from any Child and Youth Services regular program. If a notice of less than two weeks is provided, you are still responsible for payment fourteen calendar days beyond your notice.

Court Orders & Custody

The CDC recognizes in most situations both parents have a legal right to be a part of their child's life. The CDC only denies a parent access to their child if there is a legal document which addresses that denial.

- A certified copy, with an original signature and certified seal of the current court order, and which states the right or restraints ordered. Must be filed with the Central Registration.
- We will not accept information regarding the validity of orders over the telephone. Only written instruction will be accepted regarding a court order.
- Visitation with the non-custodial parent will not be permitted to take place at the center.
- In the case of divorce or child support matters, sign in and out sheets will only be released by court subpoena. A reasonable length of time (minimum of 10 working days) to process the request must be given as each sign in/out sheet must be blacked out except for the requested child's information, for confidentiality. A processing fee will be added to the family's child care account.

Daily Admission

An electronic database is set up at the front desk for you to check your child/youth in and out of our center. It stores arrival and departure times, and the names of people authorized for drop off and pick up. At the time of your child's registration with Parent Central Services, you will receive a key fob specific to each child at the Child Development Center and/or School Age Care in order to check your child/youth in and out of the center. If at any time you find that your key fob is no longer working due to wear and tear or have lost your key fob, please contact Parent Central Services and we will issue new key fobs. The first replacement for any lost key fobs is free. Any additional replacements due to loss will be charged a \$4.00 fee for each key fob that will be placed onto your household bill.

When you enter the activity area, you will sign in. You will be asked to provide us with a signature, time in and verify phone number where you can be reached. We must be able to reach you at any time of the day. Please relay to the staff any pertinent information about your child/youth with regard to current medications, allergies, or food restrictions. For CDC and SAC children, a personalized cubby space or locker will be waiting for your child.

Departure

Children will be released only to a parent, guardian or other adult (16 years or older) previously authorized in writing. Youth may sign in and out with previous parent permission in Middle School and Teen programs. Staff cannot release children to individuals other than a parent/guardian or the person listed as a Child Release Designee. Parents must inform staff ahead of time if the person listed as a Child Release Designee will be picking up their child. Staff must check that person's identification upon release. Please verify that alternate people listed as child release designees have accepted the responsibility of picking up your children. Children will not be released to siblings or children under the age of 16. It is essential that parents provide more than one release designee in case the first designee is not available during an emergency.

In the event that a parent must send someone other than the person listed as the Child Release Designee, a written note indicating whom that person is, is required with the parent's signature. At pick up, staff will release the child after checking proper identification to match the name given by the parent/guardian.

In the interest of safety, parents/guardians must escort the child from the activity room at pick up time. Please be advised that the main entrance to the center is also a fire exit. This entrance is always unlocked from the inside. This means that children can let themselves out easily if not carefully monitored. After pick up and sign out of your child, please be sure to supervise your child (children) until they are secured in your vehicle in the parking lot. When picking up multiple children it is important that all children remain with their parents at all times and not with the administrative staff. Children must be encouraged to walk while in the center. Running creates a safety hazard. Please allow sufficient time prior to the center's closing time to speak with your child's teacher about your child's day and pack up your belongings. You must sign your child out by the close of center business hours.

In the event that the parent or designee of the parent arrives to pick up a child and appears to be under the influence of alcohol or any drug, staff will not release the child into the care of the parent or designee. Staff will attempt to contact the other parent or designee. If unable to reach a designee, staff will contact law enforcement or Child Protective Services to pick up the child and take proper action.

Child Development Center (CDC)

When your child arrives at the center, our goal is to provide a caring, safe, nurturing and loving environment for your child to enjoy while you are away. We currently have the Detroit Arsenal (DTA) CDC in Warren and Bryant CDC located at Selfridge ANGB. Programs we offer in the Child Development Centers:

Full Day Care – developmental care for infant, pretoddlers, toddlers, preschool and pre-kindergarten age (Strong Beginnings) on a regular basis for 5 to 11 hours a day.

Hourly Care – developmental care for children ages 6 weeks to 5 years old on a short term, intermittent basis. Call each center directly for availability. Child must be registered with CYS.

Part time Care – offered for preschool and Strong Beginnings classes on a space available basis

The CDC offers the following multi-age class settings:

- Infant/Pretoddler – 6 weeks through 18 months
- Pretoddler/Toddler – 18 months through 2 years 11 months
- Preschool – 3 years through 4 years
- Pre-Kindergarten (Strong Beginnings) – 4 years through 5 years

The Child Development centers adhere to a **multi-age grouping policy**. This means that children who are at least one and sometimes two years apart in age are in the same activity room group. Multi-age grouping is intended to optimize what can be learned from interactions within a diverse age group. In this approach, children do mostly individual or small group work in which peer interaction occurs. Staff look for ways to enrich the environment as children refine their present skills and move to more advanced developmental levels. Children are allowed to grow at individual rates. Their uniqueness is respected and appreciated because it is understood that everyone is different and learns in a different way.

Curriculum is based on current educational goals in the early childhood field so as best to prepare children for the eventuality of school. The curriculum is planned to reflect the interests and needs of the individual child as well as the group, and reflects both our families and our vision for children. The curriculum identifies goals in all areas of development: Social/Emotional, Cognitive, Physical and Language. The planned activities for the children, the organization of the environment, the selection of

toys and materials, planning the daily schedule and interacting with the children, are all designed to accomplish the goals and objectives of the curriculum. The formal method of assessment we use is The Active Learning Series Developmental Checklists by Debby Cryer, Thelma Harms, Beth Bourland, and The Creative Curriculum and Developmental Continuum resources by Diane Trister Dodge, Laura Colker, Cate Heroman. Informal observation notes and sample of children's art and other work are collected as part of the assessment process which takes place during daily activities. Assessments may be conducted in small groups or with an individual child. Assessments are recorded quarterly using the Children's Progress and Planning Reports. All documentation is maintained in the child's portfolio and is kept confidential. This portfolio is used for parent conferences which are held formally three times a year and informally as needed. After gathering and recording the individual children's developmental level, a profile can be developed from this tool to set goals for individual children or small groups of children. All profiles can be used to create a class profile to be used as a tool for setting classroom goals, lesson planning and guiding children to the next step in development.

Development and learning take place within the context of secure **relationships**. We recognize that parents are their child's first teacher and the primary relationship is with the parent(s). Therefore, we ensure that our curriculum and assessments support the family and honor home values, culture and language. In addition, curriculum supports strong bonds of attachment between children and their primary care givers. Your child is assigned a primary care giver from the very first moment your child is in our care. The primary care giver plays a special role and is responsible for your child's prime times: one to one moments of caring and play, nurturing and communication. The other staff in the room and many others in the center will also become special people to your child. We love to tell you about and show you your child's experiences through daily communications, both written and orally as well as through the photographic displays around the room. Phone calls, conferences, written notes and e-mails may also be part our daily communication with you. Two-way professional communication is one of the keys to building successful relationships. We welcome our families and encourage frequent communication and visits to ease the stress between family and work responsibilities. We work to build strong partnerships with our families.

What to expect

When your child arrives at the center, he or she must be accompanied by you or another authorized adult (18 years or older). Children may not be dropped off earlier then the center's opening time of 0600 at DTA CDC or 0630 at Bryant CDC. Please allow for sufficient time to transition your child into the classroom and have a conversation with your child's teacher regarding your child's care for the day. Each child is assigned a cubby space in the classroom for their belongings. You are required to swipe your child in/out at front desk and also sign your child in/out in their classroom.

What to Bring/Wear

To start your child's day off right, consider his or her specific needs and what will make your child feel comfortable in their center environment. Please follow the below guidelines:

Dress Code: Children should wear play clothes, as they may be involved in projects that use paint, water and other materials. For safety reasons, we do not allow drawstrings, jewelry, teething necklaces or barrettes and other hair ornaments particularly for younger children. Select comfortable clothes that your child/youth can manage themselves (if applicable). We discourage belts, buttons and zippers found in back of child's clothing. We encourage rubber soled shoes for your child's safety, open toed sandals and crocs are not permitted. We ask that a change of clothing be supplied for your child. We

encourage outside play every day so please ensure your child has the proper clothing for outdoor play depending on weather.

Toys: The center has a wide variety of toys in each activity room. Children are welcome to bring a small blanket, pacifier (infants only), book, or soft nap time stuff animal. Toys from home are not encourage as they often cause conflict, and the center cannot be responsible for their safekeeping. Toys that may be dangerous or encourage fighting; such as weapons and action figures are not permitted.

Identification: Please label all clothing and other belongings; such as bottles, clothes, toys with your child's full name.

Infant & PreToddler

Infant

Ages: 6 weeks to 12 months

Ratio: 1 program assistant to 4 infants

PreToddler

Ages: 12 months to 18 months

Ratio: 1 program assistant to 5 pretoddlers

We coo, cuddle, rock, sing and bond with your baby. Our specially designed infant care rooms are places where babies feel safe, secure and happy. Personal cribs and separate areas for changing and feeding are different ways to ensure the health and safety of your child. Through simple games like peek-a-boo, our loving staff begin the foundational work for later learning and help infants develop motor skills. We will provide you daily reports and communication on how to reinforce what your child learns in his/her time with us.

Infants are unique and have their own patterns for play, feeding and sleeping. We use these patterns as our guide to introduce daily activities that will prepare your infant for life. Our highly trained staff offers a nurturing and creative environment for infants to develop their bodies and minds. We are committed to making this first transition away from home easy and natural for you and your child.

With the exception of infants with a medical condition, all infants from birth to 12 months of age will be placed on their backs to sleep. Infants who roll over independently may remain in that sleeping position. Parents will complete the Infant Sleep Position Agreement upon enrollment to any CYS program. Parents of infants with a medical condition must provide a written statement by a physician indicating the nature of the medical condition and detailed sleeping instructions. A special needs assessment developed by a Multi-Disciplinary Inclusion Action Team (MIAT) may be required prior to your child being accommodated. Back is Best Sleep Sacks will be used for sleeping infants in lieu of blankets. Intent is to lessen the likelihood of infants getting tangled in bedding. Children over 12 months will be placed on a cot for nap. Pacifiers are prohibited in cribs

Infants are held for all feedings, until they are ready to be fed in a high chair. Each child is held, rocked and given opportunities for play daily. Individualized planned play activities develop large and small muscles and encourage speech and language development. Diapers are checked every 60 minutes (or more often if necessary) and changed if wet or soiled. Please bring your child to the center clean and dry. Teething beads and gels or ointments with benzocaine are prohibited.

Parents are asked to provide the following items (those that apply) on a daily basis:

- Sterilized plastic bottles with caps or prepared formula in sterilized plastic bottles with caps
 - Labeled with child's name, current date, and contents of bottle (i.e. formula or breast milk)
 - Provide one sterilized bottle per feeding

- Cereal, solid food or medications are not to be added to the infant's bottle unless the child's health care provider supplies written instructions with a medical reason and it is approved by CYS.
- Change of clothing (at least one)
 - Including undershirt, socks, and outerwear
- Supply of disposable diapers and wipes
 - Please bring enough disposable diapers and wipes for the day. You may wish to bring a package of disposable diapers and wipes to be kept at the center. Cloth diapers are not permitted.
- Basic Care items (diaper crème, teething gel, etc...)

PreToddler & Toddler

PreToddler

Ages: 18 months to 24 months

Ratio: 1 program assistant to 5 pretoddlers

Toddler

Ages: 24 months to 36 months

Ratio: 1 program assistant to 7 toddlers

It is a whole new world when babies take to their feet. They walk, they talk, and they begin to develop relationships with each other. Your toddler has so many things he or she wants to see and do, and we'll be there to guide your child every step of the way. Toddlers learn through sensory experiences that enhance their cognitive, language, motor and social skills. They turn ideas into words and phrases to better express themselves and practice the value of sharing and cooperating through group play.

Children at this stage start to develop friendships and gain confidence as they use their words and thoughts to interact with others. It is important for children to express themselves creatively; we encourage all children to develop their unique skills and interests. Twos are exploding in their power to communicate, to move purposely, and to assert their independence and individuality.

Children moving into the pretoddlers and toddler rooms will be prepared for activities in a small group. For safety reasons, items including high chairs, pacifiers, and bottles will not be used. Children will be on the same eating and napping schedule. Toilet training will occur in a manner and time frame consistent with the child's developmental readiness and parental wishes.

Limits and behavioral guidelines will be established within the activity space. Children participate in activities such as art, music, gross motor and free play. Activities are designed to provide opportunities for:

- Developing speech and language skills
- Increasing attention span
- Developing large and small muscles and coordination
- Independent functioning through self-help skills

Outdoor play is an important part of your child's day. Children must be dressed for the current weather conditions. All children will go outside. Special arrangements cannot be made for your child to stay indoors.

All children rest on mats after lunch. A special blanket or soft toy may be kept in the child's cubby for use during rest time only.

Preschool

Ages: 3 years to 4 years

Ratio: 1 program assistant to 10 preschoolers

Preschool children are exploding with expanding interests. At this age, they begin to investigate the workings of a widening world and experiment with their emerging use of language. Activities and schedules will be planned to promote cooperative play, positive peer relationships, understanding of others' needs and the ability to handle and express feelings in an acceptable manner.

Equipment, activities and space will be provided to promote perceptual and motor coordination and the development of small and large muscles. Activities and materials will be provided to stimulate interest in readiness concepts such as size, shape, color, letters, and numbers. Formal instruction in reading and writing is not appropriate for most preschool children. Opportunities will be provided to note relationships, solve problems, and develop language. A number of field trips are taken throughout the year to enhance our developmental program. Outdoor play is provided for children on a daily basis. Children must be dressed for the current weather conditions.

All children rest on mats for up to 2 hours after lunch. Quiet individual activities which do not disturb sleeping children will be allowed for children not napping. A special blanket or soft toy may be kept in the child's cubby for use during rest time only.

Strong Beginnings

Ages: 4 years (by 1 Sept) to 5 years

Ratio: 1 program assistant to 10 Strong Beginnings children

Prekindergarten is a critical time for children as they begin the adventure of a lifetime of learning. Every day your child is learning and doing more, which is why our Strong Beginnings program is designed to challenge your child. Our caring, experienced program assistants are dedicated to providing a rich, nurturing environment that will prepare your child for kindergarten. We promote independence in an organized atmosphere, as it is increasingly important for children to be their own thinkers. We also teach children to work well within a group through listening, sharing and cooperation.

Our curriculum builds off the child's knowledge base and skills, learning style, and interests and teaches concepts children would also learn within their local school district. There is a clear emphasis on the development of strong language, math, and science skills. Important "school skills" of listening carefully, following through on a sequence of tasks, and working cooperatively are reinforced.

All children rest on mats after lunch. Quiet individual activities which do not disturb sleeping children will be allowed for children not napping. As children get closer to kindergarten, rest periods will be gradually shortened to assist your child with transition. A special blanket or soft toy may be kept in the child's cubby for use during rest time only. No other toys can be brought into the center except on designated special days. A folder will be sent home weekly with what has been presented to your child that week and samples of child's work.

School Age Care (SAC)

Ages: Kindergarten to 10 years

Ratio: 1 program assistant to 15 school-agers

School-age children can enroll in before and after school care, back up care for school holidays and school closing days, open recreation and full day summer camp programs for children kindergarten through fifth grade at DTA CDC. SAC provides children the opportunity to live and learn in a relaxed, “un-school like” setting in an effort to promote character values while reducing conflicts with parental responsibilities. All SAC programs are centered on the Army’s Four Core Service Areas:

- Health, Fitness & Nutrition
- Arts, Recreation and Leisure
- Academic Support
- Mentoring

SAC offers a relaxed, balanced program with time to play and learn with friends, finish homework in our homework lab, and let off steam in our multipurpose room. SAC recognizes the growing physical, intellectual, and social competence of school-age children. They want to make things, build things, act out new dramatic possibilities, explore technology in our tech lab, read a book, construct imaginary worlds with dolls or Legos® and, most importantly have some free choice. SAC reinforces their drive to learn with new challenges and opportunities to get out into the world. Please do not allow children to bring in toys/electronics from home.

- Regular Care – (Warren Consolidated Schools Only)
 - Before and After – 0600 to bus pick up / bus drop off to 1730 Mon-Fri
 - Before Only – 0600 to bus pick up Monday – Friday
 - After Only - Bus drop off to 1730 Monday – Friday
- Occasional Care
 - School out days to include half days, school holidays and snow days – 0600 to 1730. Call for schedule of days for care. 586-282-9122
 - Open Recreation – Available on various days throughout the year. Fridays, September-May from 5p-9pm. Call for schedule of days for care. 586-282-9122
 - Hourly Care- This option is for families who need care on an intermittent basis. Must call for reservations at least 24 hours in advance. Only if space available.
- Summer Programs - The summer camp program, offers a wealth of enrichment activities such as sports, field trips, STEM explorations, and theater workshops. You may find school-age children creating a magazine or a video, playing chess or shooting hoops, tutoring each other or forming a club. SAC staff provide guidance and illustrate activities that promote positive developmental growth.
 - Regular Full day – 0600 – 1730 Monday through Friday
 - Specialty Camps/Clubs
 - Sports, Technology, Exploration, Theatre, Art, and STEAM Camp, etc...

Middle School and Teen Services (MST) - Youth Services (YS)

Our 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. The goal of Middle School and Teen programming is to reduce the potential for at risk behaviors in children 11 to 18 years old when they are not in school. 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 Schools. Summer Camp will be held at L'Anse Creuse Public Schools.

Youth must be authorized users between 6th and 12th grade and registered in CYS through our Central Registration Office. Youth Service's members must be prepared to sign-in and out at their respective programs in order to participate in youth activities. All YS programs are centered on the Army's Four Core Service Areas:

- Health, Fitness & Nutrition
- Arts, Recreation and Leisure
- Academic Support
- Mentoring

Youth Services is comprised of:

- Skills and Citizenship (workforce prep, money matters, college)
- Clubs & Activities (cooking, biking, fishing, sports, photo)
- 4-H Clubs and activities (gardening, outdoor adventure)
- Volunteer & Community Service Program
- Leadership Clubs: Keystone (ages 13-18) & Torch (ages 11-13)
- STEM activities

The Army SAC and YS programs have a partnership agreements with the following organizations:

4H – All children may register with 4H with no additional costs. Children registered for 4H are also registered for all Macomb County, Michigan, and National 4H programs.

Boys and Girls Club of America (BGCA) – Developing many programs and partnerships with local businesses to offer children a wide variety of programs. BGCA provides resources and trainings for our staff to utilize throughout the year.

Youth Sports & Fitness (YS&F)

Youth Sports & Fitness program is 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 and social fun. Community needs are met through a variety of activities and programs to include: gross motor skill development, sports clinics, clubs, fitness & nutrition activities, mentoring programs and daily sports & fitness activities. The four core service areas are:

- Fitness and Health (nutrition, healthy choices, clinics, conditioning)
- Team sports (soccer, flag football, basketball, and tball)
- Individual sports (archery, golf, triathlon, and wrestling)
- Outreach (Special Events, fitness days, Olympic days)

Continuing and future partnerships with outside communities are necessary since we do not have our own facilities for sports programming. Through these partnerships, our program will continue to grow and accommodate the needs of our military and civilian community families.

There are many opportunities for volunteering within our Youth Sports programs. Volunteer coaches are certified through the National Alliance for Youth Sports and have undergone a series of background clearances and trainings.

Athletes interested in participating in any of the sports programs must be registered with CYS Central Registration. Those participating in team sports must have a current yearly sports physical. All others will require a current health assessment (good for 3 years) if participating in individual sports. Physicals and Health Assessments are due prior to participating in a sport.

Field Trips/Transportation

We transport all children and youth in government vehicles or contracted buses. All vehicles meet Federal Standards and all drivers are licensed to operate. All children and youth will be transported in a government or commercial vehicle for emergency situations.

As part of our developmental curriculum, we partake in special learning experiences outside of the Child Development Center. Chaperones are welcome to attend field trips with their youth. If your child cannot attend the excursion for that day, the parent will be responsible for finding alternative care during the time of the trip.

School Liaison Services

The Army has designated the School Liaison Officer (SLO) as the “point person” for facilitating the delivery of quality school transition and education support services and to help parents ease the impact of the mobile military lifestyle on the academic success of military children. In addition the SLO serves as the primary advisor and subject matter expert to the Commander on the matter relating to schools, youth education issues, and School Liaison Services (SLS).

Responsibilities

- Operation and oversight of CYS SLS
- Youth Education Liaison Services
- Initiate and maintain partnerships with schools and private sector youth serving organizations
- Provide programs and services that help ensure a “level playing field” for Army youth transitioning among installations and school systems.

Outreach Services

Outreach services programs provide common support services for existing Child and Youth Services, community and parent services, and care and supervision options. The following services are available:

- Parent Central Services- Building 234, 586.282.9122
 - We serve as the one-stop registration office. All CYS programs – from infant child care to teen after school programs, as well as instructional classes to sports, require an annual registration. We work on a walk-in or appointment basis, with each registration taking

approximately 15-30 minutes. When spaces are full in our programs, Parent Central Services maintains a waiting list along with a projected care list (unborn children, children/youth transferring to the installation).

➤ Army In/Out Processing

- All soldiers with accompanying children will IN and OUT Process through Child and Youth Services and or the School Liaison Officer/designee.

➤ Babysitter Referral List and Training

- A referral list of trained babysitters who can provide short term child care in your home is available at the Parent Central Services Office. All military and DoD civilians requesting the babysitter referral list must complete a liability statement with Parent Central Services before receiving the list. All babysitters on the referral list are 13 years or older, have taken a class in First Aid and CPR, and are trained in:
 - Developmentally appropriate play
 - Recognition of child abuse/neglect
 - Emergency procedures and interviewing
- Child & Youth Services is an official CYSitter Site. CYSitter classes are offered periodically for youth 12 and older. For more information on classes and to register contact the Parent Central Services office.

➤ Parent Education

- Parent Education workshops are scheduled throughout the year and focus on a variety of topics that are of interest to parents. If you have a specific topic you would like to see as a workshop, please let us know.

➤ Parent Advisory Council (PAC)

- All parents are invited to attend the Parent Advisory Council (PAC) monthly meetings. The Council is a group of community members serving in an advisory capacity that have the desire to increase their awareness and support of Child, Youth and School Services activities. Being involved in the PAC gives you an opportunity to provide input as to the quality of care your child is receiving and provides the chance for your child/youth to benefit from your involvement. The council typically does not meet during the summer months. Please let Child, Youth and School Services know if you would like to become part of the PAC.

➤ Special Events

- Throughout the year CYS sponsors special events for the children, youth, families, and community. Many of these events occur on a yearly basis, such as Month of Military Child, World Wide Day of Play, Kids Run, Taste of Art, Be Fit, to name a few. By participating in these events you/your children may be photographed or videoed and used for CYS marketing. Information on all CYS events may be found at CYS programs and online at www.detroit.armyfmwr.com.

➤ Volunteer Services

- Adult volunteers are always needed and appreciated throughout all CYS programs. Volunteers help with sports, camps, field trips and special events. Outreach Services provides training and documents hours for anyone wishing to volunteer in our programs. All volunteers must complete a Volunteer Packet. Packets can be found online at www.detroit.armymwr.com.
- All volunteer coaches must be certified through National Alliance for Youth Sports (NAYS)

➤ Kids On Site

- Onsite child care provided by CYS staff to units/organizations for functions where parents remain on site.
 - Family Readiness Groups
 - Unit or Organizations Briefings
 - Religious Functions
 - Spouses Club Meetings and Functions
 - Unit Briefings (deployment, training)
 - Parent Education/Meetings
 - Installation Functions
- The cost for this service varies based on number of children, staff and number of hours. Kids on Site for Unit Deployment Briefings and Family Support Meetings are free of cost for the Unit. Staff, equipment and materials are provided by CYS. For more information on Kids On Site, please contact the Outreach Service office at (586) 239-5588.

➤ Multidisciplinary Inclusion Action Team (MIAT)

- The MIAT is a multidisciplinary team established to determine what accommodations need to be made for children with special needs. The team meets to review any new application that indicates any possible special needs and to review concerns regarding already placed children/youth in CYS programs. The group will assist in determining the least restrictive environment for children/youth who require any specialized service in child care and any CYS programs. Placement is on an individual basis.
 - How does the MIAT process work?
 - Parents or guardians will complete a CYS Services DA 7625-1 Health Screening, and once complete, this form will be turned into CYS Parent Central Services, which will forward the completed forms to the APHN for review and recommendations.
 - At this time, a Medical Action Plan (MAP) and/or Special Diet Statement will be provided if applicable.
 - The MAP will be completed by your child's physician and will state your child's diagnosis and any required accommodations.
 - If the APHN determines a Full MIAT is necessary, then a MIAT meeting must be scheduled.
 - At the meeting the child's needs are discussed, along with recommendations of a developmentally appropriate environment. We

will consider any health, developmental, physical, social, emotional, learning and behavioral issues that affect the child.

- If accommodations cannot be met, Army Community Services will assist in referring to outside programs.
- Program staff encourages and supports families to make the primary decisions about services that their children need, and they encourage families to advocate to obtain needed services.
- The MIAT team represents a partnership that is working to ensure the very best placement for all children/youth accessing CYS. If you have any questions or concerns, please contact the U.S. Army Garrison Detroit Arsenal Exceptional Family Member Manager at (586) 282-6960 or the CYS Outreach Director at (586) 239-5588.

Measure 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 for the Education of 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 children's activities. With more than 90,000 members, NAEYC 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.

Open Door Policy

We want your family to feel secure in the decision of sending your child to our center. We maintain an open door policy so that you can check on your child during all hours of operation. If you would like to stop by during the day, you may visit your child in their activity area. Some children find it difficult to separate from their parent midday. If you find this is the case with your child, you may choose to view your child from the vision panels in the hallway, or stop by the front desk to view your child on the closed circuit monitors. If you are unable to visit during the day, feel free to call us and we will update you on how your child's day is progressing.

Registering with CYS Services

All children/youth must be registered with CYS prior to enrolling in a CYS offered program or class. Completing all required paperwork on each child ensures that we have all the needed information to provide safe quality care for each child/youth. Parents and CYS staff share responsibility in seeing that each child/youth is current on their registration. Parents must enroll each child/youth, update information as necessary, annually re-register and update forms in the Parent Central office.

Registration is good for one year, and is transferable from installation to installation (Department of the Army). The registration process should take between thirty to forty-five minutes. All registration appointments can be arranged through Parent Central Services.

All patrons will need to complete a desk side registration and will be asked to show proof of eligibility by any of the following options: DoD ID Card (military, civilian, contractor assigned to the installation) or reservist/guard on active duty orders

Families Eligible for CYS Programs & Services:

- All Active Duty Soldiers
- All Activated Guard and Reserve Soldiers
- All Department of Defense civilians DoD Contractors
- Reservists & National Guard
- Partnership Kids (Youth Sports and Middle School and Teen programs/activities)

Service is provided according to the following priorities:

- First priority:
 - 1A. Active Duty Combat Related Wounded Warrior
 - 1B. Single C&Y Direct Care Employee
 - 1B. C&Y Direct Care Employee w/working spouse
 - 1C. Single Active Duty
 - 1C. Dual Active Duty
 - 1C. Single Guard/Reserve on Orders
 - 1C. Dual Guard/Reserve on Orders
 - 1D. Active Duty w/working spouse
 - 1D. Guard/Reserve on Orders w/working spouse
 - 1E. Single DoD Civilian
 - 1E. Dual DoD Civilian
 - 1F. DoD Civilian w/ working spouse
 - 1G. Surviving Spouse Combat Related- Working
- Second priority:
 - 2. Active Duty w/ Spouse seeking employment
 - 2. Guard/Reserve on Orders w/Spouse seeking employment
 - 2. C&Y Direct Care Employee w/Spouse seeking employment
 - 2. DoD Civilian w/Spouse seeking employment
 - 2. Surviving Spouse Combat Related- seeking employment

- Third priority:
 - 3. Active Duty w/Student Spouse
 - 3. Guard/Reserve on Orders w/Student Spouse
 - 3. C&Y Direct Care Employee w/Student Spouse
 - 3. DoD Civilian w/Student Spouse
 - 3. Surviving Spouse Combat Related- Student
- Space Available:
 - Active Duty w/Non-Working Spouse
 - Guard/Reserve on Orders w/Non-Working Spouse
 - C&Y Direct Care Employee w/Non-Working Spouse
 - DOD CIV w/Non-Working Spouse
 - Surviving Spouse Combat Related-Not Working
 - DoD CTR w/Non-Working Spouse
 - DoD CTR w/Spouse Seeking Employment
 - DoD CTR w/Student Spouse
 - DoD CTR w/Working Spouse
 - Single/Dual DoD CTR
 - Other FED Employee w/Spouse Seeking Employment
 - Other FED Employee w/Student Spouse
 - Other FED Employee w/Working Spouse
 - Other FED Employees w/Non-Working Spouse
 - Single/Dual Other FED Employee
 - Military Retiree

Waitlist

When an age group has reached its room capacity, a waiting list will be established. Military Child Care is a centralized military and DoD civilian request for care website. If you need to place a new request for care or are on an existing waitlist (including all branches of Service), all of your child care requests will now be placed and managed on militarychildcare.com. Using Military Child Care you can find comprehensive information on child care programs worldwide, conduct a customized search for the care you need, and submit a request for care at any time and from any location. Children will be placed in a vacancy following the above mentioned priorities. Questions concerning waitlist lists should be addressed to Parent Central Services at (586) 282-9122 for DTA CDC and (586) 239-5596 for Bryant CDC.

- Accepting a Space and Beginning the Registration Process
 - Once a space is offered through militarychildcare.com to a family you will have 2 working days to accept or deny the space. We will contact all patrons for a space through the online offering system and with a follow up email to the email(s) provided.
 - When you have accepted a space you will then have 2 working days to begin the registration process. Beginning the process includes but not limited to completing required paperwork, scheduling a registration appointment, completing Parent Orientation, completing registration appointment, or placing the required 10% deposit on the household.
 - All paperwork must be completed before your child will be allowed to attend the center for care. The only exception is the health assessment/physical which must be turned in 30 days after the child's start date.

- Please note that once you accept the space, payment will be required for the first 2 weeks even if your child ends up not attending our center(s).

Registration Process

What you need to bring with you:

- Current Immunization Record for each child/youth, birth to 5th grade
- Names, addresses, and current phone number of at least two local people (within 1 hour of base) to name as emergency designees. This cannot be a parent or guardian. If you are new to the area and do not know anyone, we suggest you use a co-worker or your chain of command.
- Most recent LES or Pay Stub for each working parent.
- DoD ID Card (military, civilian, contractor assigned to the installation) or reservist/guard on active duty orders
- Special Needs Health Screening Tool form 7625-1 (available online coming soon)

If it is determined that your child has a special need, the Parent Central office will set up a Multidisciplinary Inclusion Action Team (MIAT) meeting and the Authorization for Disclosure of Medical or Dental Information DD 2870 form. All forms will be available on line coming soon. Once you have assembled everything call the Parent Central office, (586) 282-9122 for DTA CDC, Youth Sports, SKIES, Middle School and Teen and (586) 239-5596 for Bryant CDC, to make an appointment to complete the registration process.

NO CHILD/YOUTH WILL BE REGISTERED UNLESS ALL REQUIRED PAPERWORK IS COMPLETE AND IMMUNIZATIONS CURRENT. REGISTRATION OCCURS ON AN ANNUAL BASIS. CARE WILL BE SUSPENDED WHEN ANY REGISTRATION IS NOT COMPLETE AND CURRENT. SPORTS PHYSICALS MUST BE COMPLETED ANNUALLY FOR ALL TEAM SPORTS.

Orientation

Parent orientations are provided to all new families enrolling in CYS programs. Orientations are mandatory and are recommended to be held prior to child/youth's first day. These meetings are held to provide parents with an opportunity to familiarize themselves with the policies and procedures of the center as well as an opportunity to the staff that will be caring for your child. This process is important for establishing effective partnerships between families and the staff which is vital in promoting positive outcomes for children. Continuous, open two-way communication during orientation and throughout your child's enrollment in our program is essential.

CDC/SAC parents will be provided with a tour of the facility and your child's activity room. This is a great time to discuss with your child's teachers information about your family; i.e., home language, values, culture and family structure.

Heath Policy

We recognize that children in child care centers are exposed to contagious illnesses. Caring for ill children is beyond the scope of our services as a child care facility. Your child must be kept home if she/he has a contagious illness or infection or is not feeling well enough to participate fully in the child care program. The staff has the authority to send a child home based on her/his assessment of the child's health. We recognize that it is difficult, but important, for you to arrange alternative child care when your child cannot attend the CDC prior to any illness your child may develop.

The staff makes an assessment of each child each day to determine if the child is well enough to attend the CDC. You must take your child home if the staff determines that the child is not well enough to participate that day. If your child becomes ill during the day, we will contact you. You are required to pick up your child promptly after receiving notification. Your child may be isolated from the other children while waiting for you or your designee to arrive.

We make every effort to prevent the spread of illness at the CDC. Staff and children wash their hands regularly. We wash toys, tables and chairs regularly. We require all open wounds to be covered with bandages. Staff wear disposable latex gloves when in contact with bodily fluids or secretions.

- All children must be kept home if she/he has:
 - Temperature 101 degrees or greater or 100.5 for infants under 3 months NOTE: During influenza season exclusion criteria is having a fever 100 degrees Fahrenheit axillary AND at least one respiratory symptom such as runny nose, cough, congestion, sore throat, intestinal upset, or diarrhea.
 - Undiagnosed rash, or open oozing sores, or blisters
 - Diarrhea – frequent, loose, watery stool; three or more within eight hours or stool that is not contained in diaper.
 - Upset stomach, vomiting
 - Sore or running eyes, conjunctivitis (pink eye) – red watery eyes with a thick yellow discharge
 - Is in the late incubation stage of a contagious disease
 - Is overly tired or emotionally upset, inability to participate in daily activities
 - Signs of the following contagious and/or infectious illnesses that include but are not limited to impetigo, scabies, ringworm, chicken pox, head lice/nits, culture proven strep infections, measles, mumps, hepatitis, pinworm

CYS will provide a letter of illness to the child's/youth's parent informing them of the signs of illness noted and when the child/youth may return. If your child has had a serious illness or injury, the CDC may request a release from your physician stating that the child is well enough to return and participate in an active child care program. If your child has one of the following specific illness/infections, they may return to the CDC as outlined below:

- Fever has been absent for 24 hours without a fever reducing agent (i.e. Tylenol, Motrin)
- No nausea, vomiting or diarrhea within a 24 hour period
- Antibiotic: The appropriate number of doses has been given over a 24 hour period for known strep or other bacterial infection.
- Chicken Pox: One week after rash first appears if all remaining spots are crusted, no blisters
- Ringworm: Under treatment and physician's note. The lesions must be covered. If lesions cannot be covered, child/youth will not be admitted until lesion can be covered.
- Conjunctivitis (Pink Eye): When Conjunctivitis has diminished to the point that the eyes are no longer discharging.
- Impetigo: Twenty-four hours after treatment has begun and area is crusted and dry.
- Rashes: After physician's release or when rash is gone.
- Bacterial Infections (Strep throat, ear infections, etc.): Twenty-four hours after treatment with antibiotics has begun.
- Lice: Under treatment, a physician's note and home environment is treated.
- Scabies: Is under treatment, physician's note and home environment is treated.

- Pin Worms: Forty-eight hours after treatment has begun, physician's note and home environment is treated.
- Contagious stage: The child/youth has completed the contagious stage of the illness and a physician's note.
- Participation: The child/youth is able to participate in the normal daily activities.

CYS wants to keep all families informed of any contagious illnesses to which your child/youth may have been exposed while in attendance. We request that you notify us within 24 hours if your child/youth is diagnosed with a contagious illness, infection, or parasite. We post notices for all families explaining the name, symptom, incubation period, and any other helpful information about the disease. Your cooperation in this process contributes to the health of all the children and staff. Please call your specific program if your child will not be attending. This will enable the staff to plan more effectively for the children/youth in attendance.

If your child/youth becomes ill at any of the CYS programs, the parents will be notified and asked to take the child/youth home. In the event of an accident resulting in injury to a child/youth, the CYS staff will perform at a minimum CPR/First Aid treatment. Emergency 4-7117 will be contacted and the parents will be immediately notified. When neither the parents nor the emergency designee can be reached, the CYS representative and program director will act as the responsible adults to ensure the physical well-being of the child/youth. An Emergency Standard Operating Procedure (SOP) is available at all CYS programs to include programs off post.

Immunization Policy

A. Child Immunization Requirements:

1. Children are required to be immunized per the most current guidance from the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP).
2. Children and youth who are on a catch-up immunization schedule will follow the appropriate schedule and provide documentation when vaccinated.
3. A copy of the current immunization schedule shall be reviewed during registration and annually at re-registration thereafter.
4. The Human Virus (HPV) is not communicable in a CYS setting. Receipt of an HPV vaccine, although recommended by ACIP, is not required to participate in CYS programs.
5. The influenza (flu) vaccine is required yearly for all children age 6 months through 18 years attending CYS programs
6. The ACIP updates information on immunization guidance annually and updated vaccination schedules for all ages are provided on the CDC website at <https://www.cdc.gov/vaccines/schedules/>

B. Child Immunization Records:

1. Documentation of immunization records for children under age 6 or enrolled in Child Development programs is required at registration. Updated documentation will be required IAW CDC/ACIP immunization schedules and immunization status maintained on file.
2. Immunization records for children participating in School Age or Youth programming (to include summer camps, sports and fitness programs) who are enrolled in systems that require immunizations based on local or state regulations are not required to be

submitted or reviewed before registration/enrollment in CYS programs. However, immunizations are still required. In the event of an outbreak of a vaccine-preventable disease, documentation of receipt of appropriate vaccines will be required for continued participation.

3. Documentation of the annual influenza vaccine must be provided annually by 1 December, or as adjusted by Army Public Health officials based on vaccine availability. However, to maintain optimal health and prevent illness, children are encouraged to be immunized each year as soon as vaccines are available.
4. Children registering or enrolling in activities after the 1 December deadline, but before the end of the flu season, or until the flu shots are no longer available (i.e., registration between 1 December – 30 June) are required to provide flu vaccination documentation. Documentation of the annual/seasonal flu vaccine is not required for children and youth enrolling in and attending summer camp.
5. Children and youth enrolling in, or who are currently enrolled in School Age Care, (SAC) and Youth Programs (to include sports and fitness, and summer camp), and who are not enrolled in a school system requiring immunizations per local/state regulations, must provide documentation of receipt of all immunizations per ACIP guidelines.

C. Immunization Waivers:

1. A waiver for an immunization exemption may be requested for medical or nonmedical reason. Philosophical exemptions are not permitted.
2. All medical waiver requests must include a written statement from the child's health care provider specifying the immunization that is requested to be waived and the medical condition that exempts him or her from being immunized. All presented medical documentation for requests for medical waivers should be forwarded to the Installation Army Public Health Nurse for submission to the Chief, Installation Department of Public Health (IDPH). The IDPH may approve medical waiver requests if the Chief is certified as a Preventative Medicine Physician, Occupational Medicine Physician, or APHN. If there is no IDPH Chief, or if the Chief is not a qualified medical professional, approval may be granted by the appropriate clinical public health staff at the Regional Health Command.
3. Report all approved medical waiver requests to the Office of the Surgeon General (OTSG) and Deputy Chief of Staff (DCS), G-9 monthly. If an immunization waiver is requested on a non-medical basis, the staff member or parent must provide a written request for waiver explaining the objection to the vaccination. DCS, G-9 is the approval authority for all non-medical waivers; no interim approval is authorized.
4. DCS, G-9 will consult with OTSG and the Office of the Judge Advocate General (OTJAG) before taking action on non-medical waiver requests.
5. Requests for non-medical waivers must be submitted by installation CYS Coordinators, through the IMCOM Directorate (ID) and Army Material Command (AMC)/Installation Management Command (IMCOM) to HQDA DCS, G-9.
6. All non-medical waivers requests must contain the following information:
 - a. Name and age of children/youth or CYS staff member requesting waiver.
 - b. Specific immunization waiver.
 - c. Reason for waiver request.

- d. Installation and CYS program where child/youth is enrolled or staff member is employed. Staff member, contractor or volunteer requests must contain job title or job being performed.
 - e. Dated signature of parent (for child/youth waiver) or CYS staff member.
 - f. Dated signature of CYS Coordinator acknowledgement of waiver request.
 - g. Dated signature of Installation Command acknowledgement of waiver request.
7. CYS children enrolled in CYS programs, and who have either current medical or non-medical immunization waivers approved before implementation of this guidance must reapply within 60 days of the implementation of this guidance.

Medication Policy

A specifically trained member of the CYS staff will administer medication only to Full Time children/youth enrolled in any CYS program. Department of the Army (DA) Form 5225-R, CYS Medical Dispensation Record, must be completed by a parent for CYS staff to administer and record medications given. These forms are available at the front desk of the Child Development Center. Ongoing medications must be updated monthly. Approved antibiotics, antihistamines, and decongestants are the only categories of medicine that can be administered by CYS staff. Other medication may be administered on a case by case basis and after approval from the Community Health Nurse and appropriate training has been given to the CYS staff. Parents must complete a DA Form 5225-R for each medication. All medications must have the following on the label:

- Name of the child/youth prescribed
- Doctor's name and phone number
- Date
- Name of medication
- Specific dosage and time to be given
- MEDICATIONS MARKED "AS NEEDED" WILL NOT BE ACCEPTED NOR GIVEN TO THE CHILD/YOUTH
- Label affixed to the bottle containing medication
- Medications requiring refrigeration will be isolated within the refrigerator in a separately secured container
- Staff is not expected to calculate dose

Children/youth must be given medications for illnesses 24 hours by parents before CYS staff may administer dosage for possible allergic reaction. Children/youth will remain home until all medication doses for a 24 period have been administered by parents. Children/youth may return when all doses for a 24 hours period have been completed and the child is able to participate. Medication cannot be sealed and unused. AT NO TIME WILL MEDICATIONS BE ADDED TO INFANT FORMULA, FOOD, OR JUICE. In accordance with Medication regulations and SOP all medications will be kept in a locked cabinet and out of the reach of children/youth. This includes medications for school age and middle school youth. Youth will not be authorized to keep or store any type of medication/inhalers with personal belongings. Staff will be present for self-administering medications.

Over the counter medication will not be administered by CYS staff. Diaper rash ointment, sunscreen, approved bug spray, lip balm or teething ointments are exceptions that may be applied as a prevention measure. All basic care items must be approved by the Army Public Health Nurse. All basic care items

must include child's first and last name and a written, dated and signed permission slip from parent/guardian stating reason for use, frequency, and location of application. Please give the medication to the staff before you leave to ensure that the staff understands the dosage and time to administer the medication. Do not store medication in your child's bag/backpack that is left in your child's cubby.

Nutrition Program

The CDC participates in the USDA Child & Adult Care Food Program (CACFP). CYS provides wholesome, healthy foods for your children. All meals meet USDA CACFP guidelines. There are no separate charges for meals. You are required to complete a Child Care Food Program Eligibility and the Racial and Ethnic Data Form required by the Child Care Food Program. All children will participate in the CACFP unless there is a documented medical reason and written documentation must be provided. Monthly menus are available at the CDC and in the monthly newsletter. Parents please not send food in with your child.

The food program is part of the curriculum and is an opportunity for children to learn concepts in areas such as nutrition, math, science, and language. Children eat family style and encouraged to serve themselves as they are able. Pleasant conversation and good manners are integral parts of the meal time experiences.

If your child is at the CDC during snack or meal times she or he will be served the foods as indicated on the posted menu. Breakfast is served at 8:00 a.m. for CDC and SAS children at TACOM and 8:30 a.m. for CDC children at Bryant. Lunch is at 11:00 (12:00 for Bryant) and snack at 2:00 (3:00 for Bryant). Meals and snacks will be available for 30 minutes. If you will be arriving during a meal time please call ahead to ensure sufficient quantities will be available. If your child is going to arrive after meal time, it is your responsibility to ensure your child has been fed.

If your child has a medical disability (i.e. food allergy) which prevents them from eating some or all our foods, we will provide you with medical documentation that is to be completed by a physician (form is available from administrative staff) stating the nature of the medical disability and suggested alternatives to that food. We may be able to accommodate these special food needs, but we may also have to ask for your help in providing some or all the foods. Foods brought from home must meet the meal pattern for the age of your child as outlined by the USDA CACFP.

Infant menus are written following USDA CACFP requirements for children 0-3 months, 4-7 months, and 8-11 months. Parents are to complete an infant feeding plan every three months. The center provides powder formula, cereal and jarred infant food. Parents will be provided with a can powder formula so they can prepare their child bottles. Bottles are to be labeled with their child's name and date. Parents and staff will discuss the number of bottles that will be needed for each day. Parents who elect not to use center formula and or food will put their preference in writing on the Infant Feeding Plan form. Instructions on what is to be provided by parents for these children are outlined in the Infant Feeding Plan form. Children who have turned 12 months of age will be transitioned to the center menu and will be fully transitioned by 13 months of age.

its Agencies, offices, and employees and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where

they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: 202-690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Breastfeeding

Mothers will be supported by providing a place for nursing mothers to breastfeed and by coordinating feeding routines in child care with mother's schedule. Mothers may breastfeed within their child's activity room or those who wish for privacy while breastfeeding their infants may check with front desk for an area of privacy.

Safety

In case of emergency, CYS management staff will determine the safest procedures and/or location for the children/youth. The Chain of Command will be notified for guidance on closing the facility or relocation of the children/youth and staff. Management staff will call all parents/guardian/emergency designees to inform them of the situation. The children's/youth's safety and security are the number one priority for all CYS personnel. CYS Mobilization and Contingency Plan (MAC Plan) is available in all CYS programs and facilities.

Parking

The spaces along the front sidewalk of the CDC are for your convenience when you drop off or pick up your child. Please park elsewhere on the installation after you have dropped off your child. Security tickets non-authorized cars parked in this lot. The handicap parking spaces are reserved for persons with a handicap parking permit only. There is NO PARKING ALLOWED in the circle driveway in front of the building. This driveway is used as a School Bus Stop.

Family Responsibilities

CYS is looking forward to working cooperatively with you to provide an enriching experience for your child/youth. You can assist us by assuming the following responsibilities:

- Read this Parent Handbook thoroughly.
- Bring your child/youth to visit the program prior to his/her first day of enrollment.
- Be sure you have submitted all forms required for enrollment prior to your child/youth's first day of enrollment.
- Return your child/youth's medical assessment within 30 days of the first day of enrollment.
- Notify Parent Central Services of an address or phone number change immediately.
- Keep your child's emergency information updated. (Your child will not be released to any person not listed on your emergency form.)
- Sign your child/youth in and out daily with your full legal signature and the exact time.

- Pick up your child/youth promptly at the end of her/his enrolled time. You will incur a late fee if you are late picking up your child (CDC/SAC).
- Notify the CDC in writing two weeks prior to termination of child care services or a reduction of hours of care.
- Pick your child/youth up promptly when notified that she/he is sick; within the hour.
- Keep the center informed of current immunizations (birth-5th grade).
- Dress your child in clothes for vigorous activity and messy projects.
- Provide a complete change of seasonal clothing for your child. (CDC)

Communicate any concerns you have about your child's development, center program, policies, complaints about the center or staff, legal issues concerning custody, and the dispensing of medication to the Program Director. In her/his absence you may speak to the Assistant Director. Please convey important pieces of information to the regular staff.

Family Involvement

The CYS staff believes that you are your child's primary teacher. Parent involvement is one of the most important parts of a successful experience for children/youth as well as a very important part of our programs.

We recognize that each of you will choose different types of involvement. By doing so parent participation points will be received to be used towards a fee reduction from the cost of your child's care. Parent participation points may be earned for participating in a variety of Child, Youth and School Services activities. Listed below are several ways points may be earned. For other opportunities in earning points, please ask at your child/youth's program.

Listed below are several ways you can earn these points:

- Attend Parent Advisory Committee (PAC) board meeting. A meeting is held regularly to update parents on all CYS programs, children's activities, and parenting information.
– 1 point
- Attend CYS Parent Education Classes.
- Classes are offered periodically by CYS. Classes are designed to enhance parenting skills, provide new ideas for parent/child/youth interactions and promote networking between parents. – 1 point
- Parent-Staff Conferences. CYS schedule formal conferences with parents four times a year. These conferences are conducted by your child's Primary Program Assistant. – 1 point
- Assist in developing activity room resources. Help staff put together folder games, books on tape, cooking, and instruction cards, etc. Sharing cultural experiences and traditions i.e. talking to the classroom, cooking projects, and sharing cultural and/or heritage items. – Total points will vary.
- Evaluator for the Multidisciplinary Team Inspection (MDTI). Parent serves as a team member for our annual internal inspection. – Total points will vary.
- Complete and return a survey. CYS authorized surveys are sent out periodically to evaluate the quality of programs and assess the needs of the community. Points will be received when the surveys are returned with the specified dates. – 1 point
- Field Trips. CYS sponsors field trips off post, as well as on post. Points may be earned when parents are active participants. Staff will provide a short orientation and specific information for each specific outing. – 1 point is earned for each hour of the fieldtrip

- Repairs. Within the CYS programs, there are toys and equipment that are in need of repair. Points will vary according to the project and time.
- Newsletter. Each month there is an image hidden in the newsletter. Find this image to be entered into a monthly drawing. – 1 point

Classrooms will keep a monthly log of names and hours in which parents have volunteered in the classroom on the Parent Participation Sign in Sheet. In order to participate parents are required to sign a Gratuitous Service Agreement, sign a classroom participation log, and complete a Parent Participation Redemption Sheet when you want to redeem parent participation points for discount on your monthly tuition bill. Participation Points may be accumulated from month to month until the Parent earns 10 points to receive 10% reduction on one month's fee for one child. If a parent has earned 20 points, then the 10% fee reduction may be applied for one child over a 2 month period or applied for two separate children during the same month. Credits cannot be shared between families. If you should leave the program, your earned credits cannot be transferred to another family.

Parent Conferences (CDC)

Although you will be communicating with your child's primary program assistant on a daily basis, we encourage you to attend family conferences with your child's primary program assistant. Conferences will be scheduled three times throughout the year. These conferences give you and your child's primary program assistant a chance to review your child's progress and to plan and set goals for your child in the coming months. It is also an opportunity for you and the primary program assistant to mutually problem solve any issues that may have arisen for your child.

If you have specific concerns, you may wish to discuss with your child/youth's program assistant or program director by making an appointment. It is often difficult for staff to privately discuss anything during program activities while caring for children/youth.

We invite you, as an enrolled parent or guardian, to visit the CDC whenever you can. You can observe the program or join in by reading a story to children, playing with blocks, or preparing a favorite food for snack. Your involvement in the CDC will help make your child's time at the CDC even more valuable.

Confidentiality

The CYS staff understands that in the course of caring for your child, you may share confidential and private information with staff. We respect the privacy of all of the children and families we serve. We hold any information that you share with us to enable us to better meet your child (ren)'s needs in the strictest confidence. This applies to information you share with us in writing or verbally. We do not disclose any information given to us in confidence unless: a) we are mandated to do so by law, b) it is necessary to prevent clear and immediate danger to a person or persons, as determined by CYS staff, c) the agency or an employee is a defendant in a civil, criminal, or disciplinary action arising from the knowledge of said confidence, d) there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver.

Parental Access to Records

A variety of records are maintained on children enrolled in CYS programs; developmental profiles, health information, etc. Parents are advised that either parent may request a parent conference to review her/his child's records.

However, records related to the parent's eligibility and support services provided to the parent, such as sign-in sheets, records of payment, information gathered to determine eligibility for a subsidy, or social service referrals will not be released to the non-enrolled parent unless requested by a valid subpoena. A service fee will be charged for copies provided.

Complaint Procedures

Two-way professional courtesy is vital to building successful relationships. We strive for professionalism in our relationships with families. CYS wants to ensure that all families served have an opportunity to present any complaints or concerns they have about a program. The following procedures allow for all parties to address and, it is our hope, resolve any issues that may arise.

1. Arrange a meeting with your child/youth's primary program assistant to discuss the problem.
2. If satisfactory resolution does not result from meeting with the primary program assistant, make an appointment with the Program Director to discuss the problem.
3. If resolution still has not occurred, you may request a meeting with the CYS Coordinator.
4. Should you believe that your complaint or concern has not been resolved satisfactorily after meeting with the CYS Coordinator you may then wish to speak with the Family Morale Welfare and Recreation Director.

Visitors

You are encouraged to visit your child at any time during the day. We have an open door policy, children benefit when parents show interest in their daily activities. Others wishing to visit children are not permitted unless accompanied by the child's parent, guardian, or authorized non-parent/guardian and have signed in at the front desk and issued a visitor badge. We request that the number of visitors be limited, as not to be disruptive to the children and staff.

Suggestions

Management is always open to new ideas, comments, or an occasional "pat on the back". Your timely suggestions or complaints assist us in knowing to serve you better, and improve the quality of our programs for our children and youth. For your convenience, a parent suggestion box and special forms are located at the CDC.

DTA CDC: https://ice.disa.mil/index.cfm?fa=card&service_provider_id=93412&site_id=645

Bryant CDC: https://ice.disa.mil/index.cfm?fa=card&sp=130900&s=645&dep=*DoD

Special Events: https://ice.disa.mil/index.cfm?fa=card&sp=121113&s=645&dep=*DoD

Virtual Events: https://ice.disa.mil/index.cfm?fa=card&sp=145258&s=645&dep=*DoD&sc=6

Middle School & Teen: https://ice.disa.mil/index.cfm?fa=card&sp=93476&s=645&dep=*DoD

Youth Sports: https://ice.disa.mil/index.cfm?fa=card&sp=93477&s=645&dep=*DoD

Discipline/Behavior Policy

The discipline policy of CYS reflects the overall philosophy of the program. The purpose is to aid children in developing their own inner controls.

It is important that safe behavior is practiced at all times. If certain behaviors occur that create an unsafe environment on field trips for that child and other children, a parent will be required to go on the high-risk field trip or find alternate care.

Our programs are designed for children to have opportunities to be challenged and still experience success. When children are busy and feeling challenged, they have less time to exhibit inappropriate behavior.

Initially we work at preventing potentially difficult situations by creating a child-centered environment. The philosophy also ensures adequate supplies and equipment are provided to minimize frustration. In addition, our staff is trained in positive guidance techniques. We make rules clear and logical for children. When we are unable to prevent a problem, we work with the child to help them see what is causing the conflict. We want to give them the problem solving skills that will help them resolve conflict throughout their lives. Children are assisted to evaluate situations and come up with their own solutions to problems. The consequences of a child's behavior flow logically from behavior. Children's feelings are respected. Corporal punishment is never used. Children are not humiliated as a disciplinary measure. Occasionally, a child may need to spend a few minutes away from the planned activities in order to regain self-control. This "time away" is always under adult supervision and does not last for more than 1 minute per year of age and the maximum is 5 minutes. The child is encouraged to rejoin the group as soon as he/she is ready. Our staff encourages children to respect others and to express their own feelings.

Children who have difficulty meeting behavior expectations are supported on an individual basis. Certain behaviors are a part of children's normal growth and development. A child will not be punished for lapses in toilet training or refusing food. Learning to control these behaviors is ongoing and reinforcements for self-control will need to be repeated at home, and in care, more often for some children than others. Minor problems are natural and should be considered a learning opportunity for the child. These opportunities prepare the child for their future ability to control themselves in school and beyond.

Children who display violent or aggressive behavior will first be shadowed with a staff member. This means the child will stay with the staff member for the amount of time it takes the child to regain the self-control needed to participate in group activities.

When repeated or serious problems occur, the program director and training staff will assess the situation and determine if program philosophy and policies are in compliance with regulations and standing operating procedures. If serious problems occur which are not the result of programming, parents will be contacted and a conference scheduled.

At any time that a child's behavior poses a serious risk to the safety of others in the activity room, parents will be requested to immediately pick up the child. Repeated, unresolved discipline problems will be directed to the Special Needs Accommodation process for further consideration. This multi-discipline, professional team will fully explore the concerns and with parental input, determine what adjustments should be made to best accommodate the needs of the child and the parents. Alternative child care arrangements may be recommended or required to best meet the needs of both the individual child and the group of children in his/her activity room.

Outside resources such as Army Community Services, Macomb Expulsion program, etc., may be contacted to help develop strategies to modify the child's behavior. There may be occasions when it is determined that the CDC is not the appropriate placement to meet the needs of the child.

CYS policy requires written incident reports for all falls, scratches, bruises, bites and scrapes that occur while your child is in our care. You will be required to sign the report as documentation that you were informed of the incident. These reports are done in duplicate so parents may receive a copy and the center will retain a file copy.

Touch Policy

Staff undergoes training that is completed within the first 30 days of employment. Each program director and trainer ensures all new employees receive orientation on the touch policy immediately upon employment. Directors are also responsible for monitoring staff to ensure they are familiar with the touch policy and follow appropriate practices.

Examples of appropriate touch may include the following;

- Respecting the personal privacy and personal space of children
- Responses affecting the safety and well-being of the child; holding the hand of a child while crossing the street, holding a child gently but firmly during a temper tantrum
- Hugs, lap sitting for younger children, reassuring touches on the shoulder, nap time back rubs, and touching for health and hygiene such as diaper changing for infants/toddlers

Examples of inappropriate touch may include the following;

- Coercion or other forms of exploitation of the child's lack of knowledge
- Satisfaction of adult needs at the expense of the child
- Violation of laws against sexual contact between adults and children
- Any attempt to change child behavior with adult physical force, often applied in anger
- Forced kisses, corporal punishment, slapping, striking or pinching, tickling for prolonged periods, fondling, molestation

The intent of this policy is to define appropriate touching practices within the context of adult/child/youth physical interaction within all CYS programs. The intent is not to make staff afraid of physical contact with children/youth rather to delineate boundaries, and to stress that appropriate nurturing interaction is healthy and necessary for the development of happy self-confident children and youth.

Minimizing the Risk of Child Abuse

Our CYS programs are built and equipped to minimize the risk of or potential for child abuse. There are many procedures in place in all programs, such as:

- Rooms may not be totally darkened
- Daily sign-in/out procedures for drop-off and pick-up of children/youth
- Attendance records are maintained
- Only authorized persons identified by the parent and on the registration card may pick up children
- Picture ID will be required to be shown at time of pick-up
- Touch and discipline policies are posted and in effect.
- Management observations occur in each program

- “Open door” policy is in effect for parent visitation
- Unannounced visits by Community Health Nurse, Fire, Safety, CYS Coordinator
- Surveillance cameras are installed throughout the CDC.

Definitions:

- Abuse – direct physical injury, trauma, or emotional harm intentionally inflicted on a child.
- Out-of-Home Abuse – child abuse or neglect that occurs in an Army organizational setting/facility or within an Army sponsored sanctioned activity; does not apply to child abuse occurring within the family unit. Types of out-of-home abuse include;
 - Physical Abuse: the intentional non-accidental, physical injury to a child inflicted by a parent, guardian, or other person responsible for the child’s welfare.
 - Sexual Abuse: the involvement of a child in any sexual act or situation the purpose of which may be to provide sexual gratification or financial benefit to the perpetrator; all sexual activity between a child care provider and a child is considered sexual abuse.
 - Emotional Maltreatment: an act of commission (such as intentional berating, disparaging, or other abusive behavior) or omission (such as passive or aggressive inattention to a child’s emotional needs) on part of a caretaker. Maltreatment cases low self-esteem in the child, undue fear or anxiety, or other damage to the child’s emotional well-being.
 - Neglect: neglect (or a deprivation of necessity includes failure, when able to do so, to provide the following; nourishment, clothing, shelter, health care, education, and supervision). “Failure to thrive” syndrome may be a result of neglect.
- Familial Child Abuse – child abuse or neglect as defined above that occurs within the family unit

Identification of Child Abuse

All CYS personnel are mandated by law to report any suspected incidents of child abuse or neglect. If they notice suspicious bruises, cuts or burns on a child, they must report it to Macomb County Department of Human Resources (Child Protective Services Division) and to the CYS Program Director. The CYS Program Director will notify installation Family Advocacy Program Manager. If abuse is witnessed while it occurs the DoD police will be contacted immediately.

The following is a brief list of indicators of child abuse/neglect

- Unexplained injury, bruises, welts,
- Cigarette burns
- Malnutrition for no obvious reason
- Evidence of poor care
- Unusually fearful
- Evidence of repeated injury
- Exhibits behavioral extremes
- Always tired and sleeps often
- In obvious need of medical attention (Eyes, teeth, shots, etc.)
- Depression
- Unexplained bald spots
- Crier for little reason
- Abuses toys and friends

- Child displays low self-esteem
- Child hurts themselves
- Self-isolation, hiding

A DoD Hot Line number is posted in each of our facilities for parents wanting to report or discuss suspected abuse beyond the installation level. 1-877-790-1197

Staffing

Child and Youth Services programs are staffed with trained individuals who have undergone extensive background clearances to ensure that only the best qualified candidates are selected to work with your children. Applicants for CYS positions are screened with the Army Central Registry, National Agency Checks and undergo local background checks with the Provost Marshal, Drug and Alcohol, and MPs. References are checked for accuracy.

Child & Youth Services Coordinator: Assumes responsibility for the Garrison-Detroit Arsenal CYS programs. Provides overall supervision of programs and services, directors, trainers, budget, facilities, and food services. Applies professional knowledge to ensure developmental programming is in place according to regulatory guidance.

Program Directors/Assistant Directors: Applies professional knowledge of child/youth development principles to implement CYS policies in a manner that ensures developmental programming are offered in all CYS programs. Plans, coordinates and supervises the activities of direct care and support staff. Ensures fiscal, administrative and safety requirements are in place.

Training and Curriculum/Program Specialists: Responsible for conducting training for all CYS direct care. Training topics include child growth and development, child health and nutrition, developmental programming, discipline techniques, parent relations, family style dining, child abuse identification and reporting, and safety.

Supervisory Program Leads: Responsible for supervising staff and children. Works in classrooms providing breaks for assigned staff, modeling appropriate behavior, and providing program oversight and accountability during all hours of program operation. Assists directors and trainers with observations and evaluations. Prepares schedules to meet ratio and group size requirements. Works to plan, coordinate and implement activities and special events that meet the physical, social, emotional and cognitive needs of children and youth. Prepares schedules to meet ratio and group size requirements.

Child Development Program Assistants: Prepares lesson plans for child activities according to the needs, interests, and abilities of each child. The Program Assistants role model communication and interaction for staff and parents. They implement program activities that support children's physical, social, emotional, and intellectual development.

School Liaison Officer: Responsible for the operation, integration, coordination, and oversight of all Garrison CYS issues involving public schools and their relationship to the local military community.

Parent and Outreach Services: Responsible for connecting Families to CYS Services programs. Its mission is to support Readiness and Well-Being of Families by helping to balance military mission requirements and parental responsibilities. Parent Central Services is also your one stop shop for access to all programs and registration.

Sports & Fitness Program Associate: Responsible for providing support and assistance to activity Director, and Installation Volunteer Sports Coaches. Encourages participant interest and establishes a program setting that promotes positive child and youth interactions with other children, youth, and adults. Assists Sports & Fitness Director in training coaches using the National Youth Sports Coaches Association (NYSCA) training guidelines. Shares expertise in the operation of intramural programs for youth and providing skill-building programs for children. Assists coaches in practice procedures, operating an effective coach/parent meeting and parent relations. Assists trainer in training staff and providers in sports/fitness related areas.

Technology Specialist: Responsible for integrating technology into all aspects of CYS operations including Child Development Centers, Family Child Care System, School Age Services Programs, Youth Services Programs and Child and Youth Liaison, Education and Outreach Services including Youth Education Support Services and Outreach Services. Designs and implements a comprehensive Educational Technology Program for school-age children, middle school youth, and teens attending CYS programs.

Staff Training

Staff of young children and youth must develop a set of personal and professional beliefs that lead to consistency in practice. Our staff's responsibilities to children, families, colleagues must be reflected in their daily interactions with children and adults. Consistently implementing professional ethics and learning to care for young children and youth is a career-long process. CYS maintains a strong commitment to training and career growth. It is each CYS staff's responsibility to grow and continually build competencies that will provide for a quality rich environment for children enrolled in any CYS program.

Training has been in place since the Military Child Care Act of 1989 was enacted "to improve the availability, management, quality and safety of child care provided on military installations." The standardized Department of Defense Foundation Training and the Annual Training plans are used with all CYS staff. The Foundation training is based on the thirteen Child Development Associate Functional Areas. Among the requirements are thirteen self-paced training modules, completion of First Aid, CPR, Child Abuse Recognition and Prevention, Medication Dispensation, Communicable Diseases and SIDs, and many installation requirements. Staff must complete the Foundation training within 18 months of hire. Upon completion of the Foundation training, staff move to the annual training plan.

This course of training includes receiving 24 hours of training annually in workshops, observations, research and special projects, activity room environment assessments, updates in CPR, First Aid, Child Abuse, Medication Administration, SIDS, and many installation requirements. Although this not an all-inclusive list of training topics, we strive to allow each staff member approximately 4 hours of paid planning and training time per month.