



UNITED STATES ARMY  
**CHILD & YOUTH SERVICES**

2021

# **Fort Riley Parent Handbook**



## CONTACT INFORMATION

### **Parent Central Services (Registration for all programs)**

Building 6620

Mon-Fri: 8:00 am – 5:00 pm

785-239-9885

<https://webtrac.mwr.army.mil>

Facebook:

[www.facebook.com/RileyCYS](http://www.facebook.com/RileyCYS)

### **CYS Nurse**

Bldg. 6620

Mon-Fri: 8:00 am – 5:00 pm

785-239-9632/240-3262

### **School Support Services**

Bldg. 6620

Mon-Fri: 8:00 am – 5:00 pm

785-240-3261

### **Family Child Care**

Bldg. 6620

Mon-Fri: 8:00 am – 5:00 pm

785-239-9892

### **Youth Sports & Fitness/ Instructional Programs (formerly SKIES)**

Bldg. 6620

Mon-Fri: 8:00 am – 5:00 pm

785-239-9223/9200

### **First Division CDC**

Bldg. 4012

Mon-Fri: 5:45 am – 6:00 pm

785-239-9011

### **Forsyth CDC**

Bldg. 2410

Mon-Fri: 5:45 am – 6:00 pm

785-239-4848/240-0978

### **Warren CDC**

Bldg. 6950

Mon-Fri: 5:45 am – 6:00 pm

785-239-9929

### **Warren East CDC**

Bldg. 6981

Mon-Fri: 5:45 am – 6:00 pm

785-240-0822/0823

### **Whitside CDC**

Bldg. 676

Mon-Fri: 5:45 am – 6:00 pm

785-239-4978

### **Whitside North CDC (Hourly Program)**

Bldg. 678

Mon-Fri: 8:00 am – 4:00 pm

785-240-6739

### **Custer Hill SAC**

Bldg. 5810

Mon-Fri: 5:45 am – 6:00 pm

785-239-9220

### **Forsyth East SAC**

Bldg. 2420

Mon-Fri: 5:45 am – 6:00 pm

785-240-5820/5822

### **Custer Hill Youth Center**

Bldg. 5800

Mon-Fri: 1:00 pm – 8:00 pm

Sat: 2:00 pm – 9:00 pm

785-239-9222

**NOTE: CYS Programs are closed on all Federal Holidays, the Friday after Thanksgiving, and twice a year for Professional Development (the Friday before Memorial Day and the Friday before Columbus Day). Hours are subject to change when there are post delays or closures. When this occurs, please check FaceBook for updates and programming changes.**

## **Welcome Letter**

Dear Parents,

Welcome to Fort Riley Child and Youth Services (CYS)! We recognize the strength of our Soldiers comes from the strength of their Families; we consider it an honor and look forward to supporting your Family readiness. CYS is an Army program that provides services to all Military, Department of Defense and Contract Agencies who support the mission of our Garrisons. Our highly trained staff is committed to providing a safe, nurturing environment that meets the holistic needs of the child/youth ages four weeks to 18 yrs old. Lastly, our programs and activities are specifically designed by early childhood and youth development specialist to meet the growing needs of 21st century military Families.

CYS believes that parents are the most influential individuals in the lives of their child/youth. For this reason, our facilities and programs strive to create a Family friendly environment where parents and staff work in partnership in the positive development of their child/youth. Research shows that when Families and teachers work together in support of learning, it results in the child/youth remaining in school longer, performing better in school and possessing a higher sense of self-esteem.

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

Again, thank you for considering Fort Riley Child and Youth Services!

Sincerely,

Wendy E. Winston  
Coordinator  
Child and Youth Services

## CUSTOMER SERVICE

### CAREGIVERS' CREED

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

### CUSTOMER COVENANT

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

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

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

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

**Vision:** CYS programs are dedicated to providing:

- Seamless delivery systems for child/youth enrolled in CYS Family Child Care Homes and Child Development Centers
- Predictable services

- Safe, healthy family-friendly environments
- Well managed programs
- Accountability for Army, Community, CYS Service Staff, Child/Youth and Parents
- Satisfied customers – Child/Youth, Parents, Army and Community
- Maintaining status as a “Benchmark for America’s Child Care” and becoming “Benchmark for America’s Youth Programs”

**Goals:**

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

**Philosophy:** CYS programs are designed to help your child/youth build within themselves a positive self-concept that generates feelings of acceptance and respect for individuality. We believe in designing programs where children/youth have opportunities to participate individually or as a group in age appropriate developmental activities that allows for optimal social, emotional, physical, creative and cognitive growth. We promote and cultivate safe learning environments where your child/youth can resolve conflicts through learning age appropriate conflict resolution and mediation skills. We believe in partnering with parents and community to nurture a spirit of cooperation and self respect for self and others; reinforce character building and encourage positive parenting.

**Families:** Families are the first and primary teachers in their child’s life. We support Families in this role through a variety of services that address the specific needs of each family, to include formal and informal education opportunities. Communication between the child’s primary teacher and Family, as well as management and support staff, is critical and includes an open, honest exchange of ideas, concerns, shared decision making, and respect for cultural diversity. We encourage Families to share their culture, heritage, and home language.

**Confidentiality:** Only authorized CYS staff will have access to patron files. CYS is committed to protecting the privacy of patron information. Medical information concerning patrons is absolutely confidential under state and federal law and may not be discussed at any time with any person under any circumstance.

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

**Open Door Policy:** CYS program level staff members are approachable and accessible to parent/guardians during the center's operating hours. Parents/guardians can voice their concerns, complaints and/or compliments regarding their customer service experience. CYS offers a Family friendly environment that encourages parents/guardians to drop in to visit or observe their child/youth.

**Communication/Feedback:** Parents/guardians are highly encouraged to "like" our Facebook page, <http://www.facebook.com/RileyCYS>, to receive program updates and information. We will also respond to questions and comments that are posted on the Facebook page. You may also choose to complete an Interactive Customer Evaluation (ICE) survey on the Fort Riley website to provide feedback regarding services. We also utilize the Remind app for parent notifications. Remind is a one-way text messaging and email service. Visit [www.remind.com](http://www.remind.com) to sign up or contact Parent Central/your child's center for more information.

**Chain of Command:** The most effective way to resolve issues is to channel them through the CYS Chain of Command. Should all attempts at resolution fail, parents/guardians can elevate their issues or concerns up through the Chain of Command in the order below:

Primary Program Assistant (Classroom Lead Teacher) (at program enrolled)  
Assistant Facility Director (at program enrolled)  
Facility Director (at program enrolled)  
Child Administrator: 785-239-5858; Youth Administrator: 785-239-4759  
Program Operations Specialist: 785-239-4266  
Coordinator, Child & Youth Services Division: 785-239-4920  
Director, Family and Morale, Welfare & Recreation (FMWR): 785-239-3206  
Deputy Garrison Commander: 785-239-2092  
Garrison Commander: 785-239-2092

## CHAPTER 1 - SAFETY & RISK MANAGEMENT

**Child Abuse and Neglect:** DoD defines reportable child abuse and neglect as follows: Child abuse and neglect includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations of these, by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility or any staff person providing out of home care is legally responsible.

**Child Abuse Reporting** All CYS personnel are knowledgeable and considered "**mandated reporters**" who are required by law to report suspicions of child abuse or neglect. If CYS personnel notice suspicious bruises, cuts or burns on a child, they must:

- a) Report incident to the installation Military Police at **785-239-6767** and to the State Child Abuse Hotline at **800-922-5330**.
- b) Notify the appropriate CYS program director after notification to RPOC.

DoD Child Abuse and Safety Violation Hotline Posters are placed in visible and high traffic areas throughout all CYS facilities and FCC homes should a parent/guardian/staff need to report incidents of suspected abuse. DoD Child Abuse and Safety Violation Hotline number is: CONUS: 1-877-790-1197 or OCONUS: 703-604-2547 (call collect).

Any CYS personnel that reports suspicions of child abuse/neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it's proven that the report was intended to do harm. CYS personnel will be reassigned to a position outside of CYS if an allegation of child abuse is reported.

**Home Alone Policy:** According to Command Policy 19 (10 July 2017):

- This regulation applies to all civilian and military personnel when physically present on Fort Riley. A link to the policy in its entirety can be found at [www.riley.army.mil](http://www.riley.army.mil).
- To prevent vehicle accidents, abductions, or the extreme danger of heat injuries, and to protect the overall well-being and safety of children, children under 12 years of age should not be left unattended in any motor vehicle at any time.
- Curfew hours for children/youth are between the hours of 2300 and 0500, Sunday – Thursday, and between 2400 and 0500, Friday and Saturday year round.
- Curfew will be enforced when any child/youth under the age of 18 years old is not accompanied by a parent/guardian or designated adult.
- For more information about activity and supervision options for children and youth, please contact CYS Parent Central office at 785-239-9885.
- To report a violation, or for more information about the policy, please call 785-239-6767.

**Background Clearances:** All individuals who regularly interact with children under 18 years of age in Army-sponsored and sanctioned programs are required to undergo detailed initial background checks as well as periodic reinvestigations.

Until all background checks are satisfactorily completed, individuals must volunteer/work within "Line of Sight Supervision" (LOSS) of a cleared staff member and are not permitted to be left alone with child/youth.

All Child & Youth Program Associates (CYPA's) to include Leads, working with children 0-5 years of age, will wear a RED smock or (apron) if under LOSS. Lead CYPA's will wear a BLUE smock when cleared.

Strong Beginnings staff will wear a GREEN smock if cleared or a RED smock if under LOSS.

All School Age Center staff will wear a GREEN shirts or BLUE shirts (Leads) if cleared. All others will wear RED shirts if under LOSS.

Youth Staff will wear a GREEN shirt if cleared or a RED shirt if under LOSS.

Support Staff: Janitorial, Maintenance staff will wear a GREEN dot on name tags and RED dots if under LOSS. Cooks will wear a GREEN lanyard or a RED lanyard if under LOSS.

CYS Management staff will wear a FMWR name plate on the right side of clothing with a GREEN dot for cleared or RED dot for LOSS.

Staff performing supervised work experience will wear a bright YELLOW Smock/Apron.

**Sign In/Out of Facilities:** To maintain a safe and secure environment, all centers utilize an access control system that limits unauthorized access. All visitors must be buzzed into the centers, are required to sign in/out at the facility's front desk, and obtain a visitor's identification badge. In addition, all visitors must be accompanied by a CYS staff. Parents/ guardians are issued key fobs to gain access to their center. Parents/guardians simply dropping off or picking up their child/youth do not have to sign in on the visitor log. Parents/guardians visiting the facility or a classroom greater than 15 minutes must sign in at the classroom or at the front desk. Sponsors and Spouses are allowed to pick up their children at any time. All others to include emergency contacts must have clearance from the front desk.

**Tobacco and Alcohol Use:** Tobacco use is not permitted within 50 feet of any CYS facility. A designated smoking area will be established at least 50 feet away from the facility and will not be within view of children/youth. A safe disposal area/receptacle for smoking paraphernalia will be provided in the designated smoking area and will be policed regularly. Alcohol use in or around CYS programs is prohibited.

**Child Guidance and Touch Policy:** Helping a child/youth understand and make appropriate choices is the basis for child guidance. When a child/youth misbehaves, CYS staff works along with the Parent/Guardians using Positive Guidance (POSITIVE DISCIPLINE, POSITIVE PARENTING, GENTLE, AND LOVING GUIDANCE) to identify the problem and find strategies that enable the child/youth to respond appropriately. Positive Guidance is a belief that children should be treated with respect, free from fear of violence and shame, and guided with loving encouragement. ***Corporal punishment is not allowed in the CYS programs under any circumstances, even with parent approval.***

Boundaries for appropriate and inappropriate touching are established to ensure clear



understanding of what is acceptable and what is not acceptable. Inappropriate touching will be investigated and may be grounds for immediate closure of the FCC home or removal of a CYS staff member, contract employee or volunteer.

Policies will focus on modifying the child's behavior within the existing environment rather than "suspending" the child. When this is not possible, the Outreach Services Director will assist parents in obtaining care in another CYS setting if available.

**Code of Conduct:** Illegal, unsafe or disruptive behavior is prohibited during YC and SAC programming or events. If these things occur, parents will be notified. In some cases, suspension or a report to MPs will be made. Please see your program director for more guidance and information.

**Bullying:** CYS defines bullying as follows: A mean and one-sided activity intended to harm where those doing the bullying get pleasure from the intended target's pain and/or misery. Bullying can be verbal, physical, and/or relational to the target's race, ethnicity, religion, gender (including sexual orientation), physical, or mental attribute. It includes all forms of hazing and cyber bullying and can be and often is continuous and repeated over time. However, once is enough to constitute bullying.

Bullying (on post as well as off post), including all forms of cyber bullying, can impact the targeted individual's feeling of safety and create an intimidating, hostile or offensive environment. The CYS Coordinator or Facility Director will immediately address such actions for the well-being and safety of all children/youth and the community.

**Closed Circuit Television (CCTV):** All CYS program facilities utilize a comprehensive audio and video surveillance system. The CCTV is designed to deter and reduce the risk of child abuse in CYS facilities, protect staff from unwarranted allegations of child abuse, provide Soldiers and Parents with "peace of mind," and support CYS management staff in the exercise of program oversight.

The CCTV records primary activity areas in the interior and exterior of the buildings. You may request to view a portion of your child's/youth's time with the facility manager. Due to confidentiality reasons, copies of these recordings are not authorized to be given to parent/guardians except through FOIA requests. FOIA requests must be submitted in writing to the Fort Riley POC at:

Directorate of Human Resources  
Administrative Services Division  
ATTN: FOIA Officer  
210 Custer Ave, Basement, Room 06  
Fort Riley, KS 66442  
785-239-3759

Recordings are released only to authorized personnel such as the MPI and CID for official business.

**Adult/Child Ratios:** Staff-to-child/youth ratios must be maintained at all times of the day except under rare conditions caused by compensatory enrollment as outlined in guidance (see IMCOM Regulation 608-10-1 for more information). The intent is to always be at ratio and not over or under ratio. Ratios will not be decreased to accommodate children/youth with special needs.

All rooms in a CDC/FCC home are multi-aged with a minimum age span of 18 months. Maximum group size is limited to two ratios of children/youth (e.g. two ratios of preschoolers = 20; a ratio of infants and a ratio of pre-toddlers =9).

In the Sports and Fitness Program, appropriate youth/adult ratios are maintained 100% of the time during all sports and fitness program operating hours. The adult/youth ratio is 1:15 at all times indoors and outdoors. Please consult the Youth Director for additional information.

**Adult/Child Ratios are:**

<b>Childcare/SAC Center (Facilities)</b>	
<b>Adult/Child</b>	<b>Age</b>
Infants 1:4	6 weeks to 12 months
Pre-toddlers 1:5	13 to 24 months
Toddlers 1:7	24 to 36 months
Preschoolers 1:10	3 to 5 years
Kindergartners 1:12	5 to 6 years
School-Age 1:15	1 <sup>st</sup> to 12 <sup>th</sup> grade

<b>Family Child Care</b>	
<b>Adult/Child</b>	<b>Age</b>
Multi-age 1:6	4 weeks to 12 years
Infant/Toddler 1:3	4 weeks to 3 years
Newborns 1:3	Birth to 12 months
School-Age 1:8	5 years to 12 years

**Training & Professional Development:** All CYS personnel working directly with children/youth receive standardized orientation training before they are allowed to work directly with children. The orientation includes such topics as applicable regulation and installation policy; child health and safety; child abuse identification, reporting and prevention; age appropriate guidance and discipline; parent and family relations; health and sanitation procedures and position orientation. Training is ongoing and competency based. Assessments are completed to ensure staff comprehend and demonstrate the knowledge and skills learned from training. Other CYS professionals (directors, cooks, etc) complete an orientation and ongoing training as well. All CYS programs close twice a year for Professional Development (the Friday before Memorial Day and the Friday before Columbus Day).

**Parent Involvement:** Parents/Guardians are encouraged to participate in the planning and evaluation of programs through annual Garrison Multi-Disciplined Team Inspection (MDTI) program surveys, NAEYC Accreditation, and Family Advisory Boards. These processes help ensure the safety of children/youth while improving administrative policies and programming issues geared toward program quality. **Moreover, parent/guardians who participate in the program may earn points toward fee reduction on their child care.** For detailed information on the various ways parent/guardians can participate in CYS programs and activities, contact your Family Advisory Council representative or facility director.

**Parent Behavior:** Management will inform a parent when their behavior is inappropriate, and ask the parent to refrain from such conduct or vacate the facility/event. If the parent's behavior continues to be inappropriate after one warning, the manager will ask the parent for identification,

write down his/her name, and ask him/her to leave the premises. If the patron refuses to leave when directed or refuses to show identification, the facility manager will call the Military Police (MP) and request assistance in removing a disorderly patron from the facility. The manager is responsible for judging whether a patron's conduct is suitable or disruptive. Written rules governing conduct are not required to determine whether or not the behavior of one patron is disruptive to other patrons. In the case of minors whose behavior is inappropriate, the attempt will be made to determine the youth's identity and notify the parents. In any case, the MP will be called if any patron refuses to show Identification (ID) or continues to behave in a manner disruptive or offensive to other patrons. Cooperation is not only expected, but also greatly appreciated. Both understanding and adherence to the established procedures is vital to the operation of CYS.

**Regulations & Inspections:** Regulations and services apply uniformly throughout the Army; however, Commanders have the discretion to modify specified guidance to meet the appropriate requirements. In order to provide consistency, all Army CYS programs are inspected annually and required to be in compliance with the following Army Regulations (AR), Department of Defense Instruction (DoDI) and Public Law (PL):

Installation Level Child and Youth Services Inspection  
IMCOM Regulation 608-10-1, Child and Youth Services  
AR 608-10, Child Development Services  
AR 608-18, The Army Family Advocacy Program  
AR 608-75, Exceptional Family Member Program  
AR 215-1, Military Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities  
DoDI 1015.10, Military Morale, Welfare, and Recreation (MWR) Programs  
DoDI 6060.02, Child Development Programs (CDPs)  
DoDI 6060.04, Youth Services (YS) Policy  
DoDI 1402.05, Background Checks on Individuals in DoD Child Care Services Programs  
DoDI 6025.18, HIPPA Privacy Rule Compliance in DoD Health Care Programs  
PL 101-647, Crime Control Act  
PL 104-106, Sec 568, Youth Sponsorship  
PL 104-106, Sec 568, Military Child Care Act  
PL 104-201, Sec 1044, Cities concern for lack of support for DoD Youth Programs  
PL 106-65, Sec 584, Expanded Child Care and Youth Program Services  
PL 106-79, Conference Report - DoD Report on Family Childcare Subsidy/Access to Military Child Care  
PL 101-366, American with Disabilities Act

**Accreditation:** Accreditation is an activity, not a status. The benefits of accreditation are the external mark of quality, high standards, process improvements and support. CYS programs undergo a rigorous accreditation process. The Child Development Centers and School Age Centers as well as many of our FCC Homes are fully accredited programs through the following entities:

- **National Association for the Education of Young Children (NAEYC)** - sets professional standards for early childhood education programs age (age 0-5 years) and helps families identify high-quality programs for their young children.

- **The Council on Accreditation (COA):** Afterschool Program Standards include After School Administration (ASP-AM), After School Human Resources (ASP-HR), and After School Programming and Services (ASP-PS). The Administration Standards cover practices related to continuous quality improvement, financial management, risk prevention and management and ethical practice. The Human Resources Standards address recruitment and selection, training and professional development, support and supervision. The Programming and Services Standards set forth additional recommended practices for working with children and youth in out-of-school time.
- **National Association for Family Child Care (NAFCC)** - Awarded to family child care providers who meet the eligibility requirements and the Quality Standards for NAFCC Accreditation. Accreditation reflects a high level of quality through a process that examines all aspects of the family child care program, i.e. relationships, the environment, developmental learning activities, safety and health, and professional and business practices. Once family child care providers become accredited, they agree to abide by the standards set forth and to be measured against those standards with periodic integrity and compliance reviews.

## CHAPTER 2 - REGISTRATION PROCESSES & PROCEDURES

**Global Data Transfer (GDT):** This database makes it possible for Families relocating to a new duty station to forward their child's/youth's registration records to their next duty assignment prior to arrival. Upon arrival the Parent Central Services at the new duty station need only import the patron's information (e.g. names, birth date, child's health records, etc) is stored in the database. Families will provide needed updates upon arrival at the new location. Contact Parent Central Services for details on how to take advantage of this convenient tool.

**Patron Eligibility:** CYS accepts children as young as four weeks in Family Child Care homes and 6 weeks through eighteen years old in CYS facilities. Eligibility and priority for care are determined by DoDI 6060.02 and the Army Fee Policy.

Eligible patrons include: Active duty military personnel; DoD civilian employees paid from either appropriated funds (APF) or non-appropriated funds (NAF); Reserve Component military personnel on active duty or inactive duty training status; **active-duty** combat-related wounded warriors; surviving spouses of military members; those acting *in loco parentis* for the dependent child of an otherwise eligible patron; eligible employees of DoD contractors; and others authorized on a space available basis. In the case of unmarried, legally separated parents with joint custody, or divorced parents with joint custody, children are eligible for child care only when they reside with the military service member or eligible civilian sponsor at least 25 percent of the time in a month that a child receives child care through an Army program. The preceding list is not in order of priority for care.

Coast Guard when activated are eligible patrons. The eligibility criteria and priority is the same as any other Active Duty soldier. Fees are based on their TFI.

Retiree's eligibility is limited to the use of Instructional Programs, hourly, Youth Center, and Youth Sports and Fitness programs. Fees are not based on TFI. Placement in a center is based on space-available priority.

**Parent Central Services (PCS):** Parent Central Services, commonly referred to as the "Gateway to CYS," is the first place a Family visits at a new installation to obtain information and register for CYS programs. Families must complete re-registration annually with Parent Central to continue services. CYS Parent Central Services:

- Verifies a patron's eligibility using the DoD ID Card (Military, Civilian DoD contractor assigned to the Garrison, Reservist/National Guard, Active Duty soldier on orders)
- Determines services patrons needs (Wait list, hourly, part day, full day, SAC, YC, Instructional Programs, Sports ,etc)
- Explains age appropriate programs associated with patron's children;
- Conducts a search for care in CYS for immediate openings.
- Conducts initial and re-registration of patrons into all CYS programs
- Explains Wait List polices and assists with wait list placement using MilitaryChildCare.com (MCC)
- Determines patron fee category IAW with the latest fee policy
- Schedules new patrons for program orientations
- Sends eNews publications and messages and contributes to websites of interest to

parents.

**Items Required for Child/Youth Registration:** Children/Youth must be fully registered before they can use any CYs programs. Contact your local Parent Central Services Office to set up an appointment to complete your registration. Limited “walk-in” services may also be available. Please bring the following items:

- Updated Immunization records for each child
- Health Assessment, Well Baby check, or Physical for each child (due within 30 days of registration)
- A yearly Sports Physical is required for participation in any sports program
- Printed LES/paystubs for the sponsor and spouse or a student schedule if the spouse is a student.
- Name and phone numbers of 2 local emergency contacts and/or child release designees.
- SSN of the active duty member or civilian/DoD Sponsor
- Enterprise email address of the sponsor
- Copy of orders of deployed soldier (if you wish to receive deployment support services)
- Family Care Plan DA Form 5305 is required for all dual military and single soldiers

**Additional Forms to be completed at time of Registration:**

- Health Screening Tool #1: This form asks about any special medical conditions. Yes answers to these questions may require additional forms to be completed.
- USDA Enrollment Form
- Application for Department of Defense Child Care Fees: This form is used to calculate how much you will be charged for services based on your income and be used to determine your income category.

**ALL FORMS MUST BE SIGNED AND DATED TO COMPLETE REGISTRATION!**

**Immunizations:** Children/Youth accepted for childcare in CYs programs must be free from communicable diseases such as measles, mumps, hepatitis, scarlet fever and strep throat, and have written documentation of all age-appropriate immunizations. Child/youth immunizations must be up to date in order to participate in CYs programs. A waiver request must be approved by the Chief of Army Public Health Nursing (APHN) before childcare can begin. Children/youth who are not immunized will be denied childcare during outbreaks.

Immunization waivers for medical or religious reasons must have documentation from the licensed independent practitioner or an endorsement from an authorized religious authority of the religion respectively. Waivers must indicate the immunizations on the documentation. Medical waivers for immunizations are only valid for 1 year. Children/youth will be excluded from childcare in the event of an outbreak of a vaccine preventable disease.

**Health Assessment/Sports Physical Statement:** A current health assessment/sports physical statement, within one (1) year of registration, is required for children fifth (5th) grade and under. If a current health assessment/sports physical statement is not available at registration, it is to be completed within 30 days of enrollment. Health Assessments are good for three (3) years, as long as the child does not have any major health status changes. Health Assessments require a yearly re-certification. Sports Physicals are valid for 1 year but can be re-certified to meet the Health Assessment requirement.

Well baby exams or school athletic physicals can be used in place of the health assessment if dated, signed and stamped by the health care provider and parent within one year. ***Youth participating only in the middle school/teen program are exempt from this requirement.*** TriCare or other health insurance organizations will only authorize and pay for one child/youth health/sports physical assessment per calendar year.

**Sports Physical:** No child/youth will be authorized to play, practice or participate in games until a valid physical has been furnished. The form must be signed by a licensed health professional and certify the child/youth is physically fit to participate in chosen sport(s) and address any pertinent medical condition and/or constraint such as asthma, heart murmur, allergies. The sports physical must remain current throughout the season.

**Special Needs Identification:** The Army Child and Youth Services Screening Tool is required to be completed by parents to screen all children for special needs at initial registration and annually thereafter. Upon identification of special needs, supporting documentation must be submitted with the screening tool and forwarded by CYS to the Army Public Health Nurse (APHN) for review. If your child/youth has a disability or other special needs, the parent/guardian will be asked to participate in the Multi-disciplinary Inclusion Action Team (MIAT).

**Multi-disciplinary Inclusion Action Team (MIAT):** The MIAT is a multidisciplinary group that explores installation child care and youth supervision options for children that have been diagnosed with life-threatening conditions, functional limitations or behavioral/psychological conditions. The team determines child care and youth supervision placement and considers feasibility of program accommodations and availability of services to support child/youth needs. Parent participation is crucial to the success of the MIAT.

**Special Diet:** Children/youth with life threatening food allergies or special dietary needs must provide a statement from their health care provider specifying (1) which foods the child cannot consume, (2) the resulting allergic reaction if ingested and (3) if applicable, any allowable food substitutions. Children/youth may not be eligible for services without appropriate documentation. Children/youth who have special diets due to religious reasons must have a representative from their religious institution provide a statement specifying which foods should be eliminated as well as allowable substitutions. Special Diet Statements can be recertified annually for 2 additional years if no changes. For more information, please contact Parent Central Services.

**Medical Action Plan (MAP):**

Maintaining the health and safety of every participating child/youth in CYS programs is of utmost importance. If the child/youth has a medical condition/diagnosis, such as allergies or asthma, that may require him/her to take medication while participating in an activity, the parent/guardian will be asked to complete a Medical Action Plan (MAP). Medical Action Plans (MAPs or Tool #2) are valid for one year or until notified of health status changes, based on the date signed by physician (MAPs) or APHN (Tool #2). This plan is completed by the child's/youth's health care provider to ensure CYS staff is aware of the proper medication and the necessary course of treatment for the child/youth.

**Reasonable Accommodation:** These are basic adjustments, supports and/or modifications that may be needed by a child/youth with special needs to facilitate access to a program on an equal basis to their non-disabled peers. Accommodation for children/youth with special needs is not considered reasonable if it imposes an undue hardship on the operation of the program, requires fundamental alteration of the program or poses a direct threat to the health or safety of the child/youth with special needs or others.

**Parent Orientation:** Upon acceptance of a childcare space a parent orientation will be scheduled at the enrolled program prior to the start of care. This is an opportunity for parents to visit the program, meet staff and share information. Program specific paperwork will also be reviewed and completed.

**Wait List:** Because of the high demand for childcare, it is not unusual for families to be placed on a waiting list. Children are placed on the Military Child Care (MCC) list by CYS Patron, as determined by sponsor priority and the date of application. Installation priorities are outlined in EXORD 231-20 Notification of Revised Department of Defense Priorities, 14 July 2020.

**Note:** It is the responsibility of the parent/guardian to confirm interest in remaining on the wait list by updating MCC.com every 30 days. Failure to do so will result in removal from the wait list. When a space is offered in a viable care option (CDC, FCC, etc.) parent/guardians are given 48 hours to accept or decline the space. If Parent Central Services is unable to contact the parent/guardian, the space will be made available to the next eligible child/youth on the wait list. Contact Parent Central Services to discuss the available wait list options.

**Viable Child Care Option:** Care to meet the patron's schedule that reflects the necessary program type (full day, hourly, part day, etc) and the appropriate age group (infant, toddler, preschool and school-age) for the child. Care may be on or off-post in any CDS system (CDC, FCC, SAC, PCS) at any location convenient to either the home or work. Viable off-post care options are those that are comparable in price and quality to CDS sponsored child care options.

**Youth Center Registration:** Youth may self-register as a guest for CYS programs by completing the one page registration form. Forms are available at the Youth Center. Youth may attend the regular Youth Programs (not field trips or special events until registration is finalized) as a guest member immediately upon receipt of completed form. CYS staff will validate the registration form. If registration is not validated within 5 working days from receipt of form, youth's guest membership will be cancelled. Once registration is validated (and, if required, Tool #1 is completed and returned), an annual pass will be issued to youth.

Some special events and field trips may cost a nominal fee, but participation in these events is not mandatory. In the case of field trips, written parental permission must be granted before a youth is allowed to participate. To enroll in a team sports program, a sports physical is required in addition to this registration. Sports fees may also apply.



## CHAPTER 3 - DAILY OPERATIONS

**Daily Admission/Release: Arrival & Departure Procedures:** A child/youth will not be released to any person who is not authorized to pick up the child/youth. Positive control of child/youth will be maintained at the classroom level. Unless prior written arrangements have been made with CYS personnel, only parents or parent designees shown as a sponsor, spouse, or emergency contact authorized for pick-up in our system may take a child from a CYS program.

Children may not be released to siblings or other children under age 13. School-age children may not leave a program unaccompanied. No parent may be denied access to a child, including the right to pick up a child from a CYS program or FCC home, unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file at the care giving site.

Upon entering the CYS facility, parents/designated representative will swipe their child into the Child Youth Management System (CYMS) at the front desk before proceeding to their child's classroom. Under no circumstance will the parent/designated representative move beyond the front desk without first swiping in. After swiping in at the front desk, the parent/designated representative may proceed to the classroom. Upon entering the classroom, the parent/designated representative will sign the child in, annotating his/her name, date, time and signature. Before exiting the building, ensure that you sign your child out in their classroom and swipe them out at the front desk. These steps are important to maintain correct accountability for the safety of all children in our programs.

School age children may be swiped in by their parent/designated representative or the child/youth will key their personal identification number (PIN) into CYMS.

Youth Center (YC) youth participate in an open recreation program, which means they are allowed to enter and depart the facility without a parent/designated representative.

YC will swipe their key fob or enter their PIN and sign in before they may participate in the CYS program and repeat to leave.

***For pick up of child(ren), parents/designated representatives will follow the same procedures listed above. Please swipe out as you exit the building with your child/youth.***

Parents/guardians and visitors will enter and exit CYS Facilities through the front entrance/reception area, except during emergency evacuation and fire drills. During evacuations/fire drills, patrons will follow designated facility evacuation procedures.

In order to meet Army Child and Youth Services accountability requirements, we must have a system in place to contact parents and account for the whereabouts of children and youth when they are absent from programs without prior notification. To assist us with this process, we ask that you provide notification ahead of time for any planned absences, and we also ask that you call your program's front desk as soon as possible if your child will be out for unexpected reasons. If you forget or are unable to do so, we will be contacting you if your child/youth has not arrived to care at their regularly scheduled time.

**Denial of Child Care Services:** CYS takes all reasonable precautions to offer a healthy environment. To ensure the safety of all enrolled children/youth the staff will observe

children/youth for signs of illness or symptoms of contagious disease upon arrival, while they are in care and before they leave. Parents/guardians must pick up their child/youth that becomes ill while in care within 1 hour after being notified. Children/youth who appear to be ill or show visible signs of fever will be screened closely and may be denied admission based upon the following symptoms:

Inability to participate in daily activities.

Obvious illness such as:

- Temperature above 100.5° F (38.06° C) for children 3 months or younger or above 101.0° F (38.3° C) for children older than 3 months.
- During the influenza (flu) season (1 Oct – 31 May), temperature above 100° F (axillary) and at least (1) respiratory symptom (such as runny nose, cough, congestion), or other symptoms such as sore throat, intestinal upset, and/or diarrhea.
- Impetigo—Red oozing erosion capped with a golden yellow crust that appears stuck on.
- Scabies—Crusty wavy ridges and tunnels in the webs of fingers, hand wrist and trunk.
- Ringworm—Flat, spreading ring-shaped lesions.
- Chicken pox—Crops of small blisters on a red base that become cloudy and crusted in 2 to 4 days.
- Head lice—nits—Whitish-grey clot attached to hair shafts.
- Culture—proven strep infections that have not been under treatment for at least 24 hours.
- Conjunctivitis (pink eye)—Red watery eyes with thick yellowish discharge.
- Persistent cough, severe diarrhea or vomiting.
- Symptoms of other contagious diseases such as measles, mumps, hepatitis, and strep infections.
- Pinworm infestation.

**Re-Admission after Illness:** CY5 staff will provide Parent/Guardian with an illness/injury re-admission form detailing criteria for re-admission. The child/youth's health care provider should use the form to indicate when it's safe for the Child/youth to return to the program. However, a note alone from the health care provider ***will not automatically readmit the child/youth into the program or override Army regulations. The child/youth may only return to the CY5 program when the following conditions exist:***

- Fever has been absent for 24 hours without the use of medication.
- Nausea, vomiting or diarrhea has stopped for 24 hours.
- The appropriate number of doses of an antibiotic has been given over a 24 hour period for known strep or other bacterial infection.
- Chicken pox lesions have all crusted, usually 5-6 days after onset.
- Scabies is under treatment and a physician's note.
- Lice are under treatment and a physician's note.
- Pinworm treatment has occurred 24 hours before readmission and a physician's note.
- Lesions from impetigo are no longer weeping.
- Ringworm under treatment and a physician's note. The lesions must be covered. If lesions cannot be covered, child/youth will not be admitted until lesion has shrunk.
- Conjunctivitis (Pink Eye) has diminished to the point that eyes are no longer discharging.
- The child/youth has completed the contagious stage of the illness and a physician's note.
- The child/youth is able to participate in the normal daily activities.

**Basic Care Items:** Acceptable basic care items are limited to topical items used for the prevention of sunburn, diaper rash, teething irritation, lip balm, insect repellants and lotions as described in IMCOM 608-10-1. An authorization form must be completed by the parent/guardian and is good for one year. Basic care items will be in their original container and will be stored out of reach of children. Each item should have the child's first and last name legibly written on it, as well as on the outside of the bag. All items must be non-aerosol.

**Administration of Medication:** Only prescribed antibiotics, antihistamines, decongestants, and topical medications from health care providers and U.S. medical treatment facilities may be administered to child/youth who are enrolled in full-day, part-day or regularly scheduled school-age programs. Medication administration will be confined to situations where no other reasonable alternative exists (e.g. meds given three or more times a day or with specific hourly increments, such as every 8 hours). Medications that are prescribed as needed (PRN) will not be given in programs, with the exception of rescue medications. Parent/guardians will complete and have the health care provider sign the corresponding Medical Action Plan (MAP) for the required rescue medication. All medications must be in the original container with a childproof cap, dated with the health care provider's name and instructions for use, labeled with child's name, name of medication, dosage strength, route of administration, and accompanied by proper dosing syringe/cup/spoon. The physician or parent will administer the first dose of any medication and children will be on oral medication at least 24 hours before dosage is given by CYS personnel. Parent/Guardians will complete and sign a CYS Medical Dispensation Record, DA Form 5225-R, for each approved medication to be administered. A Parent/ Guardian must complete and sign the form before medication can be administered. This policy will be discussed during the Parent/Guardian orientation. Please contact the individual program for further information.

**Self-Medication:** School age youth can self-medicate if the Child/youth's health care provider determines that it is developmentally appropriate, and the youth knows enough about the health condition and the treatment procedure. Self-medication in CYS programs requires written instructions from the youth's health care provider clearly spelling out what and when self-medication is allowed and under what circumstances the youth must refer to the parents and health care provider for assistance. Parent/Guardians and youth are responsible for notifying the program staff of any medication that will be brought to CYS programs. Youth must self-administer all medications in the presence of CYS staff who will then document the occurrence.

**Rest and Nap Periods:** Child/youth enrolled in CDC and FCC full-day programs or hourly care will have a rest period, usually following lunch. Child/youth wishing to nap can do so, while other child/youths engage in some other quiet activity (e.g. read a book, coloring, etc). Infants are allowed to follow their own resting/napping patterns.

**Personal Items from Home:**

- **Clothing:** Children should come to the center dressed appropriately for the weather (e.g) jackets and hats for fall and spring; coats, boots and snow pants, gloves/mitten for winter). Children should come in "play clothes" so that they feel free to participate in indoor and outdoor activities. Long dresses are not permitted for safety reasons. Washable clothing is recommended as children may be involved in messy developmental activities (e.g. art, cooking, and water and sand play). Two changes of clothing for all children under school-age are recommended. All clothing and accessories should be labeled with your child's full name. No hoodies with drawstrings are permitted in the facilities. Youth will follow the dress code outlined by USD 475.

- **Shoes:** Children footwear should have rubber soles and be suitable for running, climbing and jumping. For safety reasons, closed toe and closed heel shoes are required. Infants who are walking are required to wear shoes in the facilities.
- **Jewelry:** accessories such as earrings, rings, bracelets, necklaces, and barrettes are not allowed in programs where it presents a choking hazard.
- **Sleep Aids:** If your child is over 12 months of age and has a special soft toy or blanket that he/she naps with, it may be brought to the program. The naptime toy or blanket will be put in the child's cubby and be made available for use during naptime. These items will need to be taken home for weekly laundering. Please ensure all personal items (i.e., book bags, books, school supplies, clothing, and blankets) are labeled with your child's full name.
- **Infant Pacifiers:** All infant pacifiers must be labeled with child's name and cannot be attached to anything such as strings or stuffed animals.

**Lost and Found:** Each program has established a lost and found area for misplaced items. Please ask your program manager for more information.

#### **Diapering/Toileting Training/Tooth Brushing:**

- **Diapers:** For health and sanitation reasons, only disposable diapers are permitted in our programs. Cloth diapers are only allowed when the use of disposable diapers creates a health risk for the child and the parent/guardian submits a health care provider's statement to that effect. Diapers are checked and changed promptly if they are wet or soiled. Diapers and baby wipes should be labeled with the child first and last name.
- **Toilet Training:** Toilet training is a natural developmental process. Peak readiness is typically at 2 ½ years, but will vary with each child. We will not force children to use the toilet, nor will we punish a child for lapses in toilet training. Planning a consistent toilet routine for home and center will go a long way in helping your child accomplish this developmental milestone. You must provide sufficient changes of clothing and training pants.
- **Tooth Brushing:** Tooth brushing is not mandatory, but is encouraged as an educational experience. Tooth brushing will be supervised and will be done at the sink. The use of toothpaste is optional and child specific toothpaste will be supplied by the parent and labeled with the child's first and last name. CYPAs will encourage proper brushing techniques and will assist children to ensure sanitary conditions. Tooth brushes will be labeled with each child's first and last name and will be stored in a sanitary manner. Tooth brushes will be replaced at least every 3 months or as bristles become worn.

**Transitions:** Children are supervised closely at all times and environment facilitates staff visibility and access to children. Extra vigilance is given during transition periods, i.e., arrival, departure, employees shift changes.

#### **Celebrations:**

- **Birthday and Holidays:** CYS recognizes that religious, ethnic and seasonal celebrations are a part of valuable traditions. Parents/guardians are encouraged to coordinate plans with the program director and staff in advance of the event. Coordination is necessary as

appropriate items for celebration vary based on age and developmental stages of children/youth. Food items may not be prepared at home or in unapproved facilities. Store bought food from parents for special occasions will be allowed, as long as the food is in the original container and still sealed.

**\*Parents may opt for their child to not participate in holiday or birthday celebrations.**

- **Special Events:** Throughout the year, CYS sponsors special events and awareness campaigns such as Month of the Military Child and the Army Birthday. Senior Commanders from Active Army, Guard, and Reserve and other branches of service; congressional delegates, local district officials and other key stakeholders plan and engage in observance of these events. Openings for child care are available during other special events such as balls and meetings that occur after normal operating hours. This type of care must be coordinated in advance through Parent Central Services.

**Emergencies Closures/Evacuation/Mobilization:** In the event of emergency, mobilization or other contingency in which the facility needs to be evacuated, CYS staff will follow a written Emergency Action Plan. Children/youth may be moved to the designated evacuation sites for safety and supervision if the emergency is not post-wide and only affects one facility. Parents/guardians and military police will be notified. Specific information can be obtained from your local CYS program.

In the event minimal manning/limited services is called by the Garrison, ALL CYS programs will be closed. CYS facilities will open at 0800 in the event of a delayed arrival announcement. The Youth Center will open only for afterschool care from 1430-1830 on delayed arrival announcement. If early release is called, parents will have 1 hour from announced post release time to pick up child from care. In the event of illness, emergency or facility closure, CYS will make every attempt to contact the parent/guardian. If the parent/guardian cannot be located to pick up the child/youth, the following procedure will be put into action:

- The emergency notification child release designee on record will be called. If the center is unable to contact him/her, the next designee listed will be called.
- If none of the designees can be contacted, the military police will be notified and their procedure will be followed in reference to locating the parent and custody of the child/youth.

**Minor Accident /Emergencies:** In the event of a minor accident resulting in injury to a child/youth requiring medical treatment, the CYS staff will immediately contact emergency services followed by notification of the parents/guardian. CYS personnel or FCC Providers will accompany the child/youth immediately to the nearest emergency room by ambulance. The staff or provider will remain with the child/youth until the parent/guardian arrives at the emergency room.

CYS policy requires written incident/accident reports for falls, scratches, bruises, bites and scrapes that occur while your child/youth is in our care to include emergency situations. Parents/guardians will be informed of the incident/accident and will be asked to sign the report. All reports are kept in the child's/youth's folder and child abuse allegations are reported to higher headquarters.

**Transportation Policy:** CYS staff is trained to operate government vehicles to safely transport children/youth on and off post. Our safe passenger rules must be adhered to at all times, please review them with your child/youth. Failure to follow these safety rules may result in the

suspension of a child's/youth's transportation privileges. Only our SAC programs provide/utilize bus monitors to and from school at CYS expense for children enrolled in the before/after school programs.

- Seat belts must be worn at all times in mini-buses. Buses will not move until everyone is buckled up. Car seats are provided for children under the age of 5 years old.
- Everyone must remain seated and facing forward on buses. Buses will not move until everyone is properly seated.
- Inside voice is to be used at all times in vehicles.
- Eating, chewing and drinking are prohibited in vehicles.
- No objects (including body limbs) shall be extended out a window.
- Littering is prohibited. Trash should be placed in designated trash containers.

**Field Trips:** As part of the curriculum, field trips and nature walks are scheduled to Family and Morale, Welfare and Recreation (FMWR) sites and other local sites to augment the developmental program. All field trips receive input from Families, child/youth and staff to offer planned activities in conjunction with community service projects. Field trip sites are visited by staff prior to the scheduled trip Parents/guardians will be informed in advance of the date and destination of each trip and will be required to sign a permission form for each child/youth participating in the trip. Ratios must be maintained by paid staff supplemented with adults such as parents or volunteers. Please consult the program director for additional information on high risk activities.

**Food and Nutrition:** FCC homes and CDC programs provide all food and no outside food is allowed. FCC homes and CDC programs offer ready to feed iron-fortified formula for infants in full and part day programs. These specific USDA CACFP approved formulas are provided free of cost. Parents/guardians of infants have the option to decline and provide their own choice of formula and/or human milk.

Parents/guardians are responsible for providing an adequate number of bottles labeled with the date, and the child's first and last names. For parent supplied formula, the date the bottle was prepared is also required on the label. For bottles containing human milk, the label must also contain the date/time milk was expressed and the date/time the milk was thawed if applicable. Labels and colored tape are provided in the infant rooms for bottle labeling purposes.

Plastic or glass bottles protected by silicon sleeves are allowed and all bottles must have caps. Medications or cereal may not be added to bottles, unless otherwise indicated in the MIAT care plan due to medical reason. Bottles for infants (under 12 months) may only contain formula or human milk.

Infants (under 12 months) will be fed individually and according to the infant's feeding plan. Infant Feeding Plans are based on USDA CACFP guidelines and are established by the parent and recommendations of the child's physician or other qualified health professional.

**Family Style Dining:** With the exception of SAC and YC programs that serve buffet-style meals, CYS programs sit and dine "family style" with children/youth in FCC homes and centers. Family style dining promotes expanded language and cognition skills, builds fine motor skills and models appropriate eating habits while fostering social interactions. Most importantly, family style dining promotes a feeling of unity and acceptance that is essential to emotional development. It is developmentally age appropriate for children/youth to participate in cleaning and setting tables, preparing meals, serving themselves (with staff assistance if needed) and assisting with clean-up after meals.

**Mission Related Extended Hours:** Provided in FCC homes. Please contact the FCC Director for more information.

**After Hour Care:** Children/youth must be picked up by posted closing time. When a child/youth is left at the site past closing, staff will attempt to contact the parent/guardian using all telephone numbers provided, to include the emergency release designees. If there are no positive responses to these calls, and the child/youth has not been picked up within 1 hour of posted closing time, CYS will contact military police who may take child/youth into custody.

## CHAPTER 4: PAYMENTS & REFUNDS

### **Total Family Income (TFI)**

TFI includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, basic allowance for housing Reserve Component/Transit (BAH RC/T) and subsistence allowances and in-kind quarters and subsistence received by a Military Service member, civilian employee, a spouse, or, in the case of an eligible DoD civilian employee, the same-sex domestic partner, and anything else of value, even if not taxable, that was received for providing services. For households in which unmarried couples or pairs are living as a family, the income for both adults is used to determine TFI. TFI is verified using the most recent W-2 or current Leave and Earning Statement (LES) of the Military Service member, or DoD civilian employee and, if applicable, their spouse and/or all adults who financially contribute to the welfare of the child.

TFI calculations must include quarter's subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind.

For dual military living in government quarters, include Basic Allowance for Housing with Dependents Rate (BAH RC/T) of the senior member only; for DoD civilian OCONUS, include either the housing allowance or the value of the in-kind housing provided.

Rather than use the Basic Allowance for Housing (BAH) listed on the Leave and Earning Statement (LES), installations must use the Non-Locality Basic Allowance for Housing with Dependents Rate (BAH RC/T) for all members, regardless of whether they live in government housing or off the installation. The local BAH rate is used in locations where military members receive less than the BAH RC/T allowance. The local BAH rate is located at: <http://www.defensetravel.dod.mil/site/bah.cfm>.

### **DOCUMENTATION NEEDED TO DETERMINE TFI:**

- a. Military sponsor's current Leave and Earnings Statement (LES).
- b. Civilian sponsor's current LES.
- c. Spouse's/partner's and/or all adults who financially contribute to the welfare of the child, LES, W-2 forms, and/or other current income documentation.
- d. Schedule C (IRS return) from previous year to demonstrate wages from self-employments.
- e. Letter from employer if spouse/partner has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours in order to calculate an annual pay estimate. Pay stub must be submitted following the first month of employment.

Families, regardless of their Total Family Income category, must provide income documentation. Families will no longer be permitted to automatically elect to enroll in the highest fee category. Failure to provide the required information will delay the processing and approval of child care services and could result in denial of child care services. Patrons failing to provide income documentation within 3 business days of registration/enrollment/re-registration will be denied or terminated from care.

DoD Contractors and specified space available patrons are not eligible to receive fee reductions (e.g., MCR, Family financial hardship waivers, etc.). Specified space available patrons include, but are not limited to, patrons employed by other federal agencies other than DoD, retirees, and other non-eligible users. All DoD contractors, and/or specified space available patrons pay the



unsubsidized fee listed under TFI Category 9A.

Fees for Blended Married Families will be based on the TFI of the household.

Fees for Legally Separated Families are contingent on a legal separation document, a signed separation agreement, or a notarized statement explaining that the parents are separated and unable to reconcile their marital relationship, civil union, or domestic partnership.

Annual TFI **will not** be adjusted unless:

- Unemployed spouse/partner finds paid employment
- Family is granted a Financial Hardship/Extenuating Circumstances Reduction
- Annual Internal Review Audit documents show inaccurate documentation of TFI or Fee changes
- Special circumstances (Furlough)

Parent fees **will be** adjusted when:

- The Family moves to a new TFI Category.
- Child/youth transition between programs with different fees, (e.g., full day care to kindergarten, Full Day to Part Day, After School to Summer Camp, Child Development Center to Family Child Care, etc.).
- Army Fee policy directs a fee change.
- A Financial Hardship Waiver is approved.
- The Family relocates to another installation with different fees
- Special circumstances (Furlough)

**Tax Liability:** All Civilian Families using on-post child care are required to register with the designated DoD Third Party Administrator and complete an online parent enrollment form to determine the tax value of their child care subsidy. Each year DoD must determine the value of the child care subsidy. This net value is the amount that is considered potentially taxable income associated with the DoD child care subsidy. Only child care subsidies that exceed the \$5,000 (\$2,500 for married individuals filing separately) exclusion and taxable and reportable. Sponsors are responsible for considering any dependent Care flexible Spending Accounts (DCFSA) to determine if the net value plus the DCFSA value exceeds the \$5,000 or \$2,500 amount.

**Program Fees:** Are generated semi-monthly on the 1<sup>st</sup> and the 15<sup>th</sup> of the month. Parents can pay monthly fees for regularly scheduled Full Day, Part Day and Part Time Care in monthly or semi-monthly installments. Incoming Families make their 10% non-refundable initial payment for care at the time they accept the child care space offered by the CYS Parent Central Services Office. **Services will be terminated if full payment plus late fee charges for the month are not received by the last working day of the month unless a command approved financial hardship waiver has been initiated.**

- **Hourly Care fees:** The Standard Army-wide hourly care rate is \$5 per hour per child for ALL CYS programs regardless of Total Family Income (TFI) category. **Multiple Child Reductions do not apply to hourly care.** Hourly care payment is due at the time of pick-up. Failure to make the payment will result in termination of availability of child care services. Same day or walk-ins may be accepted on a space available basis. Reservations for childcare can be made up to 30 days in advance through WebTrac or by calling Whitside North at 785-240-6739. Patrons have up to 15 minutes past reservation time to arrive before a \$10 No Show fee is assessed and reservation is canceled. No Show fees must be

paid in full before further reservations are honored.

- **CYS WEBTRAC Payments:** Fort Riley CYS is able to take online payments through WebTrac. Contact Parent Central Services for access

**Other Payment Options:** Payments may be made with cash, check, credit card, debit, or through WebTrac. Personal checks will be accepted in the amount due only.

- **Late Pick-Up Fee:** CDC and SAC programs have a late pick-up fee of \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. For example, a Family who has two children in the CDC and one child in SAC will pay a \$15 late pickup fee at each site if pick up is 15 minutes after closing. When the Family is later than 15 minutes, the Family is charged \$5.00 per child, per site for the remainder of the hour and then \$5.00 per child, per site for each hour thereafter.
- **Late Payments:** Payment for regular scheduled care for full day/part day care. Late payment fee is charged after the 5<sup>th</sup> business day and is \$10.00 per child per payment cycle (semi-monthly) or \$20.00 (monthly).

When late or non-payments have been identified, the following process will be followed:

- **Verbal Warning.** By Front Desk staff during swipe in/swipe out on the 4<sup>th</sup> and 5<sup>th</sup> days of each semi-monthly billing cycle. CYMS swipe stations should be toggled to 'Display Message if HH Balance Exists' so front desk personnel can give parents a courtesy reminder of approaching payment deadlines.
- **Personal Follow-Up.** By Program Manager on 6<sup>th</sup> day of the first delinquent billing cycle. Families with an outstanding balance should be contacted via telephone, in writing or in person regarding the outstanding balance. This will include informing Families of their option to request a Financial Hardship Waiver from IMCOM G9 and reminding of them of penalties if payment arrangements are not made by established deadlines.
- **Written Notice of Non-Payment/Potential Termination.** By Program Manager on 6<sup>th</sup> day of the second delinquent billing cycle. If possible, Program Manager should also do a final verbal follow-up in conjunction with this letter to ensure the Family fully understands the pending consequences and to encourage them to seek assistance if warranted.

**Note: When payment is not received, garnishment of wages will be initiated.**

**Financial Hardship Waiver:** Families must demonstrate a need for a child care fee reduction due to financial hardship based on a review by an ACS financial counselor. The counselor will provide a recommendation for a fee reduction to the Garrison Commander. Fee Adjustments for Financial Hardships must be re-evaluated at least every six months by the counselor or Garrison Commander.

**Leave/Vacation Options:** Fees are annualized during registration for a 2 week Leave/Vacation which reserves the child's space. The option chosen must be used during the registration year and cannot be carried over into the next year. Families who opt for 4 weeks of Leave/Vacation pay a higher monthly fee than families who chose the 2 weeks fee option. Family Leave/Vacation must be taken in 5 day increments. Families must provide advance notice prior to taking leave/vacation. **Leave vacation options are available to patrons enrolled in CDC/FCC programs ONLY.**

**Withdrawal/Out-processing: Parents are required to provide a minimum of 2 weeks' notice in writing prior to withdrawal.** This notice should be given to the Center Director, Assistant Director or clerical staff. Failure to submit written notification will result in on-going assessment fees. The other available option is for parents to use the two week leave in lieu of the two week notice of withdrawal. A one-time 10% reduction may be applied to final payment if 30 day notice is given. Reduction not applicable when transferring to another Fort Riley CYS program.

**Absenteeism:** *No credits or refunds are issued for child/youth absenteeism due to:* (a) regular childhood illnesses or injuries (two weeks or less) (b) CYS program closures due to inclement weather, staffing training, or special installation circumstances determined by the Garrison Commander (GC), (c) withdrawal except in situations approved by the CYS Coordinator where the child/youth has not started the class and for (d) unused leave/vacation. Sponsors requesting refunds for circumstances outside the scope of this policy must submit their justification in writing through the Program Director to the Garrison Commander.

**Refunds:** Refunds are authorized for: (a) program closures for repair or renovation when an alternate care setting is not provided (b) unexpected prolonged child absence due to Family emergency or extended illnesses (c) withdrawal from a regularly scheduled child care programs upon receipt of PCS orders and (4) withdrawal from a Youth Sport (occurring before midseason of the sport) upon receipt of PCS orders. Forms are available at Parent Central Services or at your program facility.

**Youth Sponsorship:** Under 10 U.S.C. §1785 Youth Sponsorship Program, "The Secretary of Defense shall require that there be at each military installation a youth sponsorship program to facilitate the integration of dependent children of members of the armed forces into new surroundings when moving to that military installation as a result of a parent's permanent change of station." Sponsorship is about helping youth make smooth transitions in their community. The focus of the program is to provide youth in transition with Information, a Sense of Belonging, and an Opportunity to Make Friends. Contact the School Support Services Office for more information about the program.

## CHAPTER 5 - CURRICULUM & PROGRAMS

### CORE CURRICULUM:

#### **CHILD DEVELOPMENT CENTERS (CDC)/FAMILY CHILD CARE (FCC) HOMES**

The Creative Curriculum is the authorized curriculum used in CDCs/FCC for children ages 0–5. The Teaching Strategies (TS) Gold developmental assessment, *Checkpoints*, will be used to document the progress of children. All activities will be developmental in nature and recognize children's individual differences by providing an environment that encourages self-confidence, development of self-help and life skills, curiosity, creativity, and self-discipline as outlined in the Creative Curriculum. Concrete experiential learning activities encompass the following six domains: Social, Physical, Language/Literacy, Cognitive/Intellectual, Emotional and Cultural.

Typical child routines such as meal times, clean-up times, napping and rest times, and diapering and toileting are integral parts of the curriculum, not separate items between curriculum areas. Daily specific lesson plans and schedule along with weekly lesson plans are posted.

**Outdoor play** is a valuable part of the day. All children will go outside daily to include infants, weather permitting. Weather permitting is defined as every day, unless there is active

precipitation, extremely hot or cold conditions, or public service announcements that advise people to stay indoors due to weather conditions that could be hazardous.

Children should come to the center dressed appropriately for the weather (e.g) jackets and hats for fall and spring; coats, boots, snow pants, gloves/mittens for winter. Children should come in "play clothes" so that they feel free to participate in indoor and outdoor activities. Long dresses are not permitted for safety reasons. Washable clothing is recommended as children may be involved in messy developmental activities (e.g. art, cooking, and water and sand play). Two changes of clothing for all children under school age are recommended. All clothing and accessories should be labeled with your child's full name.

### **PART DAY PROGRAMS**

Part Day Preschool programs for children 3-5 years old are offered to families through the CDC's. The CDC part day toddler preschool program changes every year as the needs of the program changes. There are 2 day, 3 day part day options, as well as a 5 day Strong Beginnings Pre-K program. All of these choices have both morning and afternoon sessions.

The Army's Strong Beginnings Pre-K program is a program designed to prepare children to be successful once they enter school. The Curriculum focuses on the social, emotional, and physical development of children: equipping the children with the basic academic and kindergarten classroom etiquette skills to enhance school readiness. The criteria for enrollment in a Strong Beginnings classroom are that the child must be 4 and eligible to attend Kindergarten the following school year.

The part day preschool program follows the USD 475 school calendar.

### **SCHOOL AGE CARE (SAC)**

Curriculum and programming centers around the school age five services areas: Sports, Fitness & Recreation, Education Support & Career Exploration, Character and Leadership Development, Health, Wellness and Life Skills, and The Arts. Children will have input into activity choices to ensure the activities meet their needs and interests. Documentation of child input into activities is on file in the program. Program choices are designed and implemented to meet a variety of child interests to cover a wide variety of skill, ability and interest levels.

Daily schedules/lesson plans will be flexible, provide stability without being rigid, allow children to meet their physical needs ( e.g., water, food, restrooms) in a relaxed way, allow children to move smoothly from one activity to another, usually at their own pace, and facilitate transitions when it is necessary for children to move as a group.

Program activities are offered in Life Skills, Citizenship and Leadership Programming. A variety of clubs and committees will be available to expand children's interpersonal, speaking, and leadership skills. Program choices will be offered to help children develop skills in independent living and life planning such as cooking, swimming, etc.

### **YOUTH CENTER (YC)**

The YC program utilizes a comprehensive youth development curriculum framework to ensure the physical, cognitive, social and emotional needs of youth are addressed. The framework is comprised of Five Service Areas to meet the core requirements. Youth will work together with staff to ensure they have input into activity choices. Activities must meet the needs and interests of the youth. Intent is to have a combination of youth and adult choices in the lesson plan. Youth

will help determine frequency. Activities will reflect the program's written philosophy and goals for youth in a prominent area.

Program opportunities will be offered in life skills, citizenship and leadership in the following program areas:

- **The Arts.** Promotes a lifelong appreciation for performing arts, visual arts, literary arts, and other mediums. Provides opportunities to experiment with media and methods.
- **Education Support and Career Development.** Youth Technology Lab, which provides opportunities for youth to explore interests, enhance technology skills, and research information. Workforce Preparation provides opportunities for youth to prepare for successful entry into the workforce.
- **Character and Leadership Development.** Youth Councils, which will provide opportunities for youth to actively participate in planning and conducting youth programs. Volunteer Community Service will provide opportunities for youth to actively learn through service to their community.
- **Sports, Fitness and Recreation.** Options for youth to engage in fun sports programs, to develop interest and skill in life-long sports, and to acquire the skills needed to participate and enjoy sports. Games, team building, adventure, cultural trips and tours, games and other opportunities that promote an appreciation for hobbies and the importance of relaxation in daily life.
- **Health, Wellness and Life Skills.** Options for youth to include targeted educational and recreational activities that foster fitness, nutrition, resiliency, wellness and healthy habits. Fostering social interaction with good nutrition, importance of regular exercise, and more.

*We encourage our Families to share their culture, heritage and home language throughout all curriculums.*

## **YOUTH SPORTS AND FITNESS PROGRAM**

The Youth Sports and Fitness Program utilizes a comprehensive framework to ensure the physical, cognitive, social and emotional needs of youth are addressed;

- The System is comprised of Four Service Areas to meet the core requirements:
  - Team Sports
  - Individual Sports
  - Fitness and Health
  - Outreach
- Team Sports are offered for all children ages five and above in the following sports:
  - Baseball/T-Ball
  - Soccer
  - Basketball
  - A minimum of two additional teams sports offered at any time of the year (volley ball, dodge ball, cheerleading, tackle football, etc., based on community needs and interests).
- Individual Sports are offered in at least three locally selected sports. A minimum of one Fitness and Health option is offered anytime during the year such as healthy lifestyles, healthy eating, personal hygiene, etc.
- Fitness and Health programs focus on nutrition education/counseling and health promotion. These programs are implemented throughout the CYS system.

- Nutrition, Counseling or Health activities/event  
At least one other locally determined option i.e. aerobics, swimming laps, weight lifting, biking, fitness trails, challenge courses, walking, jogging, hiking, etc.

Outreach programs are offered in CDC, SAC, YC and FCC in four areas throughout the year.

- Intramurals (SAC/YC)
- Motor Skill Activities (CDC/SAC) i.e. Start Smart
- Skill Building Clinics (all)
- MWR Partnerships (SAC/YC) i.e. Gymnasium, Outdoor Recreation

A minimum of one additional outreach activity (usually a special event or camp) is offered.

### **CORE PROGRAMS:**

**Child Development Centers (CDCs):** (Ages 6 weeks-5 years) Offer on-post full-day, part-day, hourly child care, the *Strong Beginnings* Pre-Kindergarten program care is provided by trained staff and operations are subject to Department of Defense (DoD) Certification.

**Family Child Care (FCC) Homes:** (Ages 4 weeks-12 years) Offer full-day, part-day, and hourly child care to include extended duty day, weekend care, 24-hour care as needed in a home environment. Care for up to eight children (depending on mix of ages) is provided by trained, certified, and monitored Family Child Care Providers in their own homes (privately owned and government owned or leased housing) and is subject to DoD Certification.

**School-Age (SA) Centers:** (Kindergarten to 5<sup>th</sup> Grade) Offer before and after school programs, weekend activities during the school year, summer care and camps during school vacations. Care is provided by trained staff and operations are subject to DoD Certification.

**Youth Centers (YCs):** (6<sup>th</sup> to 12<sup>th</sup> Grade) The Youth Program offers comprehensive, supervised program options and affordable, quality, predictable services that are easily accessible for eligible youth in grades 6 through 12 who are generally 11 – 18 years of age. This is achieved through a comprehensive Youth Program framework consisting of the FIVE Service Areas. Through formal partnership agreements with several nationally-recognized youth-serving organizations, such as United States Department of Agriculture (USDA), 4-H and Boys & Girls Clubs of America (BGCA), youth have access to programs, standardized curricula, special events, camps, scholarships, etc., no matter where they live. Supervision and programming is provided by trained staff and operations are subject to DoD Certification.

**Youth Sports & Fitness Programs:** (Ages 3-18 years) Offer developmentally appropriate opportunities for children and youth to be engaged in individual and team sports, competitions, skill building clinics, and nutrition and health classes that foster development of life-long healthy habits. Provided by trained CYS employees and volunteer coaches in a variety of settings including Youth Centers, MWR Facilities, Schools, community fields and facilities. DODI 6060.4, AR-215-1, AR-608-10.

- Baseline Programming includes:
  - Team Sports
  - Individual Sports
  - Fitness and Health
  - Outreach

- **National Alliance for Youth Sports (NAYS):** NAYS is the nation's leading youth sports educator and advocate with national programs that educate administrators, coaches, officials and parents about their roles and responsibilities in the context of youth sports, in addition to offering youth development programs for children. Since 1993, the National Alliance for Youth Sports has created a unique partnership to bring quality youth sports programs to children on military bases in CONUS and OCONUS locations. Through NAYS CYS offers youth sports coaches certification, youth sports officials training services, parental sports education and marketing services, Start Smart Sports Development Program for Child Development Services, and on site and on-line educational forums on Army installations worldwide.

### **Parent and Outreach Services Programs**

- **Parent Central Services:** (Ages 0-18 years) Offers registration, enrollment, records transfer, parent education classes, and babysitter training and referral services for Families. Includes *CYS Family Advisory Board*, non-traditional outreach services, and *Parents On Site* volunteer program. Provides program information, sends eNews publications and messages, and contributes websites of interest to parents.
- **Kids On Site/Short Term Alternative Child Care:** (Ages 6 weeks-12 years) Offers short term hourly child care for Families using/attending Command Sponsored events, e.g., Strong Bonds, Family Readiness Groups, Memorial Services, Yellow Ribbon Events etc. Provided by CYS employees in a variety of on and off post settings that may include Family and Morale, Welfare and Recreation facilities, Chapels, Armed Forces Recreation Centers, Hotels, Schools, Armories, etc. Parents remain on site or are immediately available in an adjacent facility.
- **Trained Babysitters:** (Ages 6 weeks-12 years) Offer formal training for teens who provide short term hourly child care in families' own homes. Training covers skills needed to safely and appropriately care for children and includes First Aid and CPR, program activities and the "business" of babysitting. Trained CYSitters receive a certificate of completion. A wallet card is available for purchase. Trained CYSitters may be placed on the CYS' babysitter referral list at Parent Central Services.
- **Instructional Programs:** (Ages 6 months-18 years) Offers a range of out of school classes (e.g., swimming, music, dance, martial arts, gymnastics, technology, life skills, and SAT prep) designed to complement, expand, and support the academic, life skills, and athletic experiences children and youth have within Army CYS Programs and Schools. Provided by CYS employees and contract instructors in a variety of settings which may include Child Development Centers, School Age Programs, MWR and Community Facilities, and Schools.
- **Youth Technology Labs (YTLs):** (Ages 6-18 years) Provide a safe, secure, and age appropriate place where children and youth can engage in technology-based activities and programs; both key to linking youth with their deployed parents and serving as a vital component of CYS Home Work Centers and Mobile Tech Labs that support geographically dispersed children and youth through Operation Military Kids.
- **Military Family Life Counselors (MFLC):** Provide on-site counselors in child and youth programs to offer non-medical, short term, situational, problem-solving counseling services to staff, parents, and children within CYS facilities, garrison schools and summer camps.

- **Deployment Support Services:** Offers respite child care for parents to give them temporary relief from child rearing duties and allows them time to take care of personal business. Families are offered 16 hours per child, per month based on deployment orders provided to the Parent Central Office.

**School Support Services:** (Grades K-12) The purpose of School Support Services is to reduce the conflict between military mission requirements and parental responsibilities related to K-12 education. School Support Services provides a variety of programmatic strategies and resources to achieve this mission and to support academic success and wellness for Army children and youth.

- **School Liaison Officers (SLOs):** Have strong educational backgrounds and are located on each Army garrison. SLOs provide support to Garrison Commanders, Army Families and school districts. SLOs advise garrison command staff on matters related to schools; assist Army Families with school issues; communicate information and support services to Army Families and schools; support Army Families during school transitions; collaborate with school districts to build positive relationships and address issues that impact Army students; facilitate training for parents, schools, and garrisons; foster reciprocal transition practices among school districts and increase school transition predictability for Army Families.
- **Homeschool Support:** Provided to Families who choose to homeschool their children. SLOs gather and share policies and resources to help these families overcome unique challenges and barriers.
- **Homework Centers (K-12 grades):** Create a safe and familiar before- and after-school academic support environment in school-age centers and youth centers.
- **School Youth Sponsorship Programs:** Ease school transitions in CONUS and OCONUS schools.
- **Tutor.com:** (K-1st year college) Offers free, online tutoring services to dependent children of active duty Army personnel, dependent children of deployed Army National Guard personnel, dependent children of deployed Army Reserve personnel, dependent children of Army Wounded Warriors/Survivors, inactive/part-time Army National Guard personnel and their dependents and inactive/part-time Army.