



# CHILD AND YOUTH PROGRAMS

# PARENT AGREEMENT & HANDBOOK

# 2024

Version Sep 2024

# TABLE OF CONTENTS

Mission Statement	4
Philosophy Statement	4
Parent Program Agreement	4
Hours of Operation	4
Frequently Used Telephone Numbers	5
<b>CHAPTER 1: DESCRIPTION OF SERVICES</b>	
Description of Services	6
Child Development Centers	6
Family Child Care	6
School Age Care (SAC)	6
Youth and Teen Programs	6
Resource and Referral	6
Central Registration	7
Emergency Care	7
Financial Hardships	7
Extended Care	7
Hourly Care	8
Inclusion	8
Behavior and Military Life Counselors	8
Child Development Center Overview	8
School Age Care Overview	9
Youth and Teen Overview	10
<b>CHAPTER 2: ADMISSIONS</b>	
Eligibility	10
Request for Care	10
Registration	10
CYMS Cards	11
Emergency Contact	11
Power of Attorney	11
Waiting List	11
Transfers	12
Patron Fees	12
Payment Policy	13
Disenrollment	14
Custody Disputes	14
Daily Arrivals and Departures	14
<b>CHAPTER 3: CHAIN OF COMMAND</b>	
Chain of Command	15
Staff Ratios	15
Staff Training	16
<b>CHAPTER 4: DEVELOPMENTAL PROGRAM</b>	
Training and Curriculum Specialist	16
CDC Curriculum	16
CDC Developmental Assessments	17
CDC Rest Periods/Naps	17
Outdoor Play	17
Inclement Weather	17
Field Trips	17
Pets and Plants	18
Birthday and Holiday Celebrations	18
Toilet Training	18

Diapers	18
Personal Belongings	18
Monthly Drills	19
Discipline	19
Guidance and Techniques	19
Biting	20
Touch Policy	21

**CHAPTER 5: CHILD HEALTH & NUTRITION**

Child Health Screenings	21
Illness	22
Injury and Incident	23
Medical Allergies	23
Emergency Services	23
Immunizations	23
Medications	23
Sanitation	25
Storage of Chemicals	25
Child and Adult Food Care Program	25
Meals	25
Meal Service	25
Food Allergies	26
Food Exception – Religious Beliefs	26

**CHAPTER 6: SERIOUS INCIDENTS**

Center Monitoring and Recording	26
Child Abuse Identification/Reporting	26
Child Accountability	27
Child Removal Order	27

**CHAPTER 7: FAMILY ENGAGEMENT**

Communication	28
Parent Conduct	28
Parent Participation	28
Use of Volunteers	28
Smoking/Prohibited Substances	28
Death of a Participant	28
Shelter in Place	29
Parent Program Agreement	29

### **MISSION STATEMENT**

The Child and Youth Program (CYP) MCB Camp Pendleton and MCLB Barstow, supports military readiness by contributing to the wellbeing of families through quality affordable childcare in centers and home-based settings as well as recreational programs for youth.

### **PHILOSOPHY**

Our philosophy is respect for all people, especially children. We strive to create an environment where we recognize the uniqueness of each individual and value each person's gift to life. We are committed to providing quality programs where children and youth feel safe and loved. We promote a program to meet the needs of the total individual, socially, emotionally, physically, and intellectually. We want to instill in each child and youth a feeling of competence, autonomy, and a positive self-concept.

### **PROGRAM POLICY**

The Child and Youth Programs (CYP) is a supplement and not a substitute for the family. It is the responsibility of the parent to plan for childcare and make childcare arrangements to meet work schedules. Our programs are designed to reduce the stress of families who have the primary responsibility for the health, safety and well-being of their children, while helping them balance the competing demands of family life and the DoD mission. CYP provides access and referrals to available, affordable, quality programs and services that meet the basic needs of children, (from birth through eighteen years of age), in a safe, healthy, and nurturing environment. CYP shall provide parents with opportunities for direct participation in program activities.

### **PARENT – PROGRAM AGREEMENT**

The purpose of this agreement is to create a set of mutual terms for childcare arrangements. **Please initial each page of this agreement.** It is your responsibility to let us know of any changes of address, telephone numbers as well as emergency contact numbers. Parents are welcome to visit at any time.

### **HOURS AND DAYS OF OPERATION**

Childcare services will begin on \_\_\_\_\_, 20\_\_\_\_. The hours of operation are 0600 – 1800, MONDAY - FRIDAY. **CYP will implement extended care hours 0500-0600/1800-1900 if fully staffed. Care is based on reservations only for Camp Pendleton.** The hours of operation are 0545-1745, Monday-Friday for MCLB Barstow.

The sites are closed on Saturdays, Sundays, and the following holidays:

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King Day	Juneteenth	Independence Day
Thanksgiving Day	President's Day	Labor Day
Christmas Day	Columbus Day	

to include ½ day on Christmas Eve and the day after the Thanksgiving holiday. The Friday after the Thanksgiving holiday will serve as a 1/2 day staff training for CYP employees . Other days can be determined by the Commanding General or higher authority. These days are calculated in your annual fees and a credit will not be provided.

**CYP CONTACT NUMBERS**

CYP Resource & Referral Office.....760-725-9723  
Family Child Care Office.....760-725-7631

**Child Development Centers**

Barstow Child Development Center.....760-577-6287  
Browne Child Development Center.....760-725-8405  
Courteau Child Development Center.....760-725-5113  
DeLuz Child Development Center.....760-725-9907  
San Luis Rey Child Development Center.....760-763-6910  
San Onofre Child Development Center.....760-725-7311  
Stuart Mesa Child Development Center.....760-725-9954

**School-Age Care Programs**

Abby Reinke School Age Care.....760-763-0653  
Barstow School Age Program.....760-577-6617  
San Luis Rey School Age Care .....760-763-6907  
San Onofre School Age Care.....760-277-3167

**Youth Programs**

Abby Reinke Youth and Teen Program.....760-763-0653  
DeLuz Youth and Teen Program.....760-725-5608  
San Onofre Youth and Teen Program.....760-725-7311

## **1. DESCRIPTION OF SERVICES**

### **CHILD DEVELOPMENT CENTER (6 WEEKS THROUGH 5 YEARS OF AGE):**

Children's learning occurs through experiences and interactions with the world around them. The early years are truly learning years. Every moment is an opportunity to learn, to practice social skills, and to gain knowledge about the world. The early years lay the foundation for all later learning in life. Curriculum goals and developmental plans are based on regular, documented observations and assessments of each child's level of development. The assessments and observations recognize each child's strengths and interests, while respecting the diversity of their culture and family values. Our Child Development Centers (CDC) use the Creative Curriculum Gold as the basis for lesson planning. Lesson plans are posted in each child's classroom and are readily available for parents to see. If you would like a copy, please speak directly to your child's teacher.

Our programs are child initiated and teacher supported, with an emphasis on active participation through individual and small group learning experiences. Children's learning is the most meaningful when their play is self-directed. The CDC classroom staff and Family Child Care (FCC) provider's activity centers, which are learning areas that allow children the opportunity to explore, create, imagine and experience their environment. Teachers are readily available to facilitate learning and provide nurturing encouragement to each child. The goal of each activity is to promote further development and prepare your child for age-appropriate learning.

### **FAMILY CHILD CARE (6 WEEKS THROUGH 12 YEARS OF AGE)**

Family Child Care (FCC) offers an alternative to center based childcare. FCC Providers are trained, certified, and monitored to provide quality care in an in-home childcare environment. FCC Providers offer activity centers, which are learning areas that allow children the opportunity to explore, create, imagine and experience their environment. Homes are equipped with materials that meet every child's needs. Childcare hours, services, and availability can be tailored to meet a family's needs. FCC Fees may differ based on your child's age group.

### **SCHOOL AGE CARE PROGRAM (KINDERGARTEN THROUGH 12 YEARS OF AGE)**

Before and After School Care is available for children in kindergarten through twelve years of age, who attend any of the elementary schools on Camp Pendleton. Full day programs or "camps" are available during school breaks and "in" service days. The School Age Care Programs are affiliates of the Boys and Girls Club of America (BGCA). These programs provide leisure activities that include homework assistance, arts and crafts, games, and outdoor activities. On occasion, field trips are also planned activities that your child will engage in. Moreover, all programs take into the desires of the participants and strive to respect their cultural diversity and familial values.

### **YOUTH AND TEEN PROGRAM (13 THROUGH 18 STILL IN HIGH SCHOOL)**

Provides variety of recreational and leisure activities for Teens ages 13 through 18 still in high school. The Youth and Teen Program is Boys and Girls Club (BGCA) affiliated. Clubs and activities offered through the Youth and Teen Centers promote character and leadership, mentoring, homework assistance, age appropriate life skills, and the arts. Open Recreation hours are from 1400-1800. Teens who are inbound or outbound and would like to become more acquainted with the Youth and Teen Center, can get connected through the Youth Sponsorship Program. Teens will be paired with a "Youth Sponsor" to help with the transition process.

## **RESOURCE & REFERRAL**

The Resource and Referral (R&R) Office provides childcare information, referrals, and assistance in locating appropriate, affordable, and accessible childcare to military personnel and DoD employees. R&R may provide information regarding

off base childcare availability. For more information on CYP or for placement of your child(ren), call Resource & Referral at 760-725-9723.

## **CENTRAL REGISTRATION**

Patrons desiring to use full-day childcare, hourly care, Family Child Care, or School Age Care programs, must create an account and request care at [www.militarychildcare.com](http://www.militarychildcare.com). Once a childcare space is offered and accepted, patrons complete registration and enrollment at CYP Resource and Referral Office. Registration forms are renewed annually and requires a \$40 annual registration fee per family.

## **EMERGENCY CARE**

Emergency care is available generally on a short-term basis for military families in crisis. Criteria for eligibility varies to include medical emergencies and incapacitation of a family member. Resource and Referral is the central point of contact for emergency care.

## **FINANCIAL HARDSHIP AND UNUSUAL CIRCUMSTANCES**

Families can request exceptions are based on hardships are extenuating circumstances. To begin the process for hardship requests, the family must submit a written request, a command endorsement letter from the sponsor's Commanding Officer, along with supporting documentation detailing their circumstance to the program Director or the CYP Resource & Referral office. Once received, the program Director will initiate an Action Brief, which is forwarded to the Family Care Branch Head and Marine and Family Programs Director for consideration.

**PROCESS:** Patrons who choose to request an Action Brief must have their finances reviewed by a financial counselor or certified financial professional. Requests for hardships must be submitted to the program Director or the CYP Resource & Referral Director, Bldg. 13150, Room 111. Requests must include the following:

1. A letter to the Family Care Branch Head from the parents, explaining the need for the waiver. The sponsor's Commanding Officer must endorse this letter.
2. Budget worksheet validated by a certified financial counselor.
3. Most recent LES of sponsor and spouse.

The request shall be routed through the chain of command for a decision. Full payment is due until the Action Brief waiver has been approved. Therefore, submissions for financial hardship waivers are time sensitive. Please allow sufficient response time to preclude termination of services in those cases where a request would be not granted. Even if a hardship waiver has been requested, services may be denied until approved. Contractors and space available patrons in Category 9 are not eligible for fee waivers, multiple child discounts or fee assistance. The family's program director or the R&R Director will contact the patron upon receiving the final decision. If approved, childcare fees will be reduced effective the date when the request was approved by Family Care Branch Head unless otherwise listed. In addition, any credits will be applied to the patron's account.

## **EXTENDED CARE**

Extended care is offered when a CYP facility is fully staffed and capable to provide this service. Extended Care provides the opportunity for service members to balance the competing demands of family life with the military mission. This mandated SECNAV initiative extends the hours of operations to 14 hours per day, Monday-Friday, however the child care time for any child in care shall not exceed 12 hours per day. A command endorsement will be required for patrons utilizing extended care hours. This endorsement must come from the Commanding Officer or the Executive officer. Regularly enrolled children utilizing our programs during the extended hours of 0500-0600 and/or 1800-1900 will be required to make a reservation. As we staff based on reservations, your child may be denied care. A fee may be imposed for a failure to cancel a reservation. Reservation must be made at least two weeks in advance. Per the established DoD Fee Policy, fees are based on 50 Hours of Care. CDC program fees include 50 hours of care per week and the United States Department of Agriculture (USDA) approved meals (breakfast, lunch and 2 snacks).

## HOURLY CARE

Hourly care is available at all CDC's upon space availability. Hourly care fees are \$8.00 per hour and is available for children from ages six weeks through twelve years of age. Children in this program receive the same developmental care offered to full time children.

## INCLUSION

We accept children based on our ability to build on their strengths and capabilities. We work in conjunction with various base and local agencies in order to best serve your child. Every effort will be made to provide childcare services to families with special needs children. Prior to enrollment or once a special need is identified, the CYP Health Assessment Form (the NAVMC1750/4) which describes medical diagnosis and accommodations must be completed and signed by a physician or specialist and submitted to the program. The form should specify the following: the particular nature of disability, food allergies, special requirements such as medication, appliances, communication aids, or self-care assistance and accommodations that the facility must make to serve your child. Before CYP can enroll your child in care, an Accommodation Collaboration Team (ACT) meeting or Inclusion Action Team (IAT) meeting will take place with the appropriate staff. You may also have a knowledgeable professional accompany you to this preadmission conference. The purpose of this meeting is to define the specific needs of your child, determine the ability of CYP to meet the needs of the child, determine appropriate age group assignment, and develop a plan that meets your child's needs and abilities. For children requiring specialized care beyond the capability of the program or if it is determined that the program cannot meet the needs of your child, CYP will provide referrals to an appropriate civilian agency.

## **BEHAVIOR MILITARY & FAMILY LIFE COUNSELORS**

Child and Youth Behavior Military and Family Life Counselors (CYB-MFLC) provide programs and services designed to meet the unique challenges faced by military families. The Department of Defense (DOD) offers this private and confidential (non-medical) counseling service to military service members, military families, and military service member's children enrolled in Child and Youth Programs. The CYB-MFLC support the centers and School Age Care sites by engaging in the activities in the classroom, providing direct interaction with military children and youth, provide behavioral interventions to enhance coping and behavioral skills, and provide outreach to military parents when there is a request for guidance and support. Counselors are available to accommodate appointments after hours and on weekends. Each facility has an assigned CYB-MFLC. Parents will be provided with a permission slip to authorize their child to participate in CYB-MFLC services.

## **CHILD DEVELOPMENT CENTERS (CDC)**

**Barstow CDC**, Bldg. 372 is open Monday through Friday, 0545-1745. Full time, Kindergarten, and Hourly care services are available for children six weeks through 5 years of age. Breakfast, lunch, and P.M. snack is provided. .

**Browne CDC**, Bldg. 2052 is open Monday through Friday, 0600 to 1800. Full-time, Kindergarten, and Hourly childcare services are available for children six weeks through kindergarten. Breakfast, lunch, and P.M. snack is provided. Kindergarten children are walked to and from North Terrace elementary school for Before and After School Care services.

**Courteau CDC**, Bldg. 15061 is open Monday through Friday, 0600 to 1800. Full-time and Hourly childcare services are available for children ages 6 weeks through preschool. Breakfast, lunch, and P.M. snack is provided.

**Deluz CDC**, Bldg. 12011 is open Monday through Friday, 0600 to 1800. Full-time, Kindergarten, and Hourly childcare services are available for children six weeks through kindergarten. Breakfast, lunch, and P.M. snack is provided. Kindergarten children are walked to and from Mary Fay Pendleton Elementary School for Before and After School Care services.

**San Luis Rey CDC**, Bldg. 17081 is open Monday through Friday, 0600 to 1800. Full-time and Hourly childcare services are available for children ages 6 weeks through preschool. Breakfast, lunch, and P.M. snack is provided.



**San Onofre CDC**, Bldg. 51080 is open Monday through Friday, 0600 to 1800. Full-time, Kindergarten and hourly childcare services are available for children six weeks through kindergarten.. Breakfast, lunch, and P.M. snack is provided. AM care is located in the multipurpose room at San Onofre School. Children in Kindergarten are bussed from San Onofre School to the CDC for PM Care.

**Stuart Mesa CDC**, Bldg. 31006 is open Monday through Friday, 0600 to 1800. Full-time, Kindergarten, and Hourly childcare services are available for children six weeks through kindergarten. Breakfast, lunch, and P.M. snack is provided. Kindergarten children are walked to and from Stuart Mesa Elementary School for Before and After School Care services.

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

**Abby Reinke SAC**, Bldg. 201019

Abby Reinke provides oversight of the Before and After School Care services for students who attend North Terrace, Santa Margarita, and Stuart Mesa Elementary School. Snack is served at each site in the P.M. During school breaks, all sites combine and provide care at Abby Reinke SAC Program. Children will need to bring a non-microwavable (peanut free) lunch during camps/breaks. Payments for all three sites can be made either at Abby Reinke or any CDC. Before and After School locations depend on the school the child attends. Care locations are listed below:

**North Terrace Elementary School** students receive Before and After School Care services at Abby Reinke SAC Program. Students are walked to and from the school for Before and After School Care. This program is for students in the 1st through 8th grade (or twelve years of age).

**Santa Margarita Elementary School** Before and After School Care services are provided on-site at the school in classroom L19 Services are available for students who are in Kindergarten through 8th grade (or twelve years of age).

**Stuart Mesa Elementary School** Before and After School Care services are provided on-site at the school in classrooms 32. Services are available for students in first grade through 8th grade (or twelve years of age).

**Barstow SAC**, Bldg. 64 is open Monday through Friday, 0545-1745 and serves children in Kindergarten -8th grade (or twelve years old). Hourly care services are available. Students are bussed to and from school. Snack is served in the PM. Camps are available during school breaks.

**San Luis Rey SAC Program**, Bldg. 17082

Provides services for children in the 1st grade through 8th grade (or up to age twelve ).SAC is open Monday through Friday, 0600 to 1800. This program offers Before and After School Care, Hourly childcare, and Camps. Breakfast and P.M. snack are provided to school age children when school is in session. Breakfast, lunch, and afternoon snack provided on days of full operation. Transportation provided by the Fallbrook Union School District to and from Mary Fay Pendleton School.

**San Onofre SAC Program**, Bldg. 51570 Provides services for children in the 1st grade through 8th grade (or up to age twelve). Services are available Monday through Friday, 0600 to 1800. San Onofre offers Before and After School Care for students who attend San Onofre School. AM and PM care is located at the SAC Program where students are walked from the elementary to the program for after school services. Children will need to bring a non-microwavable (nut free) lunch during breaks.

\*\*\*\*If you are picking your child up from school, please notify the front desk staff so staff will not look for your child at the school or when the bus arrives. A child sent home due to illness would not be allowed in the program until child is well enough to return to school. If the child is suspended from school, they may not attend the program prior to the normal program schedule. If a child is suspended from the bus, parent must provide transportation to and from school, and the child may not attend prior to the normal bus drop off schedule.

## **YOUTH AND TEEN PROGRAMS**

**Abby Reinke Youth and Teen Center, Bldg. 201019** is available for Teens ages 13 to 18 years of age still in High School. Teen Programs hours are from 1400-1800 during the school year at from 1200-1800 during school breaks. P.M snack provided.

**DeLuz Youth and Teen Center, Bldg. 14519T** is available for Teens ages 13 to 18 years of age still in High School. Teen Programs hours are from 1400-1800 during the school year at from 1200-1800 during school breaks. P.M snack provided.

**San Onofre Teen Center, Bldg. 51570** is available for Teens ages 13 to 18 years of age still in High School. Teen Programs hours are from 1400-1800 during the school year at from 1200-1800 during school breaks. P.M snack provided.

### **2. ADMISSIONS**

**ELIGIBILITY** Services are available to all children six weeks through 18 years of age (still in high school) who are dependents of the following: active duty military personnel, Department of Defense (DoD) civilians, reservist on active duty or inactive duty training status, combat related wounded warriors, surviving spouse of military members who died from a combat related incident, those acting in loco parentis for the dependent child of an otherwise eligible patron, and (DoD) contractors stationed aboard Camp Pendleton. Please note retirees may be eligible for admission requirements when a waiting list does not exist and space is available. A review on program eligibility will be conducted during enrollment and on an annual basis. Parents who are divorced or legally separated will be asked to provide legal documentation to determine eligibility and total family income (TFI) for program fee calculation.

**REQUESTS FOR CARE** All DoD CYPs utilize an internet-based service called militarychildcare.com (MCC), to manage the waiting list and accept and process requests for childcare. Families who are seeking care will create an account through militarychildcare.com and place a request for care for the location(s) you wish to access. Offers for childcare spaces are made according to the date of request and the priority placement criteria set forth by the Department of Defense. Childcare offers are emailed to the address provided to militarychildcare.com. It is important to check your email account regularly for emails from a "MCC" address or from a Resource and Referral Specialist.

The following documents are required for enrollment:

- Updated immunization records per child
- Sponsor's current LES/pay stub
- Family member's current LES/pay stub, or college schedule
- Power of Attorney (if military spouse is deployed)
- Active duty sponsors must submit either a Basic Individual Record (BIR), Defense Enrollment Eligibility Reporting System (DEERS) Verification Form or Page 2.
- Legal documentation verifying custody (if applicable)

**NOTE:** Either parent may enroll child(ren), however, **SPONSOR must sign forms in the CYP Resource and Referral office to complete registration or a Power of Attorney must be presented.**

**REGISTRATION** Parent(s) must complete the following registration requirements before a child's admittance into a CYP program. The registration requirements below, along with a review on eligibility, will be conducted annually.

- Enrollment Form (NAVMC 1750/5)
- CYP Health Assessment Form
- Provide proof of age appropriate immunizations
- Provide current LES/pay stub or college schedule for both the sponsor and family member.
- Emergency Contact Form; families must designate three individuals (within an hour distance) who may pick up their child in case of an emergency.
- Active duty sponsors must submit either a Basic Individual Record (BIR), DEERS Verification Form or Page 2.
- Power of Attorney for Care of Children if sponsor is deployed.

When offered a space at a Child Development Center or School Age Care program, a non-refundable deposit of \$50.00 will be due within 48 hours of enrollment. In addition, there is an annual registration fee of \$40.00 due at the beginning of each new fiscal year. Annual registration fee is per family and is prorated throughout the year. **Fees must be paid prior to services and are due on the first day of attendance, regardless of the start date.**

**CYMS CARDS Issue and Replacement Policies** Upon completing registration with the Resource and Referral office, families will receive three CYMS (Children, Youth Management Systems) cards or key fobs at no cost. Family members must have their CYMS card/fob at all times to swipe in/out when using CYP services. If the CYMS card/fob needs to be replaced (due to loss or damage), there will be a \$12.00 charge for replacement. Replacement cards/fobs will also be required if families fail to check their child in with a card more than twice.

**EMERGENCY CONTACT INFORMATION** Families are required to provide three emergency contacts. Emergency contacts must reside within a one-hour commuting distance of your child's center. You will be asked to show your ID every time you or your designated person arrives to pick up your child both at the front desk, in the classroom, and at the elementary schools. If important contact numbers change frequently, then the emergency contact information should be updated accordingly. Patrons who are enrolling their child and have relocated to Camp Pendleton within 30 days may provide at least one emergency contact in order to proceed with the enrollment process. Additional emergency contacts must be provided within two weeks of enrollment. If emergency contact numbers are not received, kept current or correct, the patron can be refused service until proper emergency numbers can be obtained.

**POWER OF ATTORNEY** Sponsors are encouraged to obtain a "Power of Attorney for Care of Children" and providing it to a designee if planning to be out of the area for an extended amount of time or if going on a deployment.

**WAITING LIST** Families will be prioritized when they submit a request for care through [militarychildcare.com](http://militarychildcare.com). When there is not sufficient child care space to meet demand, children may be supplanted from care by families in higher priority categories, whose wait times exceed 45 days beyond the date care is needed. Families of children who are supplanted will receive 45 day written notices and may place a new request for care based on their original enrollment date. The updated DoD child care priorities are listed in the chart below.

Priority Legend
1A - Child Development Program Staff
1B.1 - Combat - Related Wounded Warrior
1B.2 - Single/Dual Active Duty
1B.3 - Single/Dual Guard/Reserve
1B.4 - Active Duty with Full-Time Working Spouse
1B.5 - Guard/Reserve w/ Full-Time Working Spouse
1C.1 - Active Duty w/ Part-Time Working/Seeking Employment Spouse
1C.2 - Guard/Reserve w/ Part-Time Working/Seeking Employment Spouse
1D.1 - Active Duty w/ Full-Time Student Spouse
1D.2 - Guard/Reserve w/ Full-Time Student Spouse
2A – Single DoD/Dual DoD/Coast Guard Civilian Employees
2B - DoD/Coast Guard Civilian Employees w/ Full-Time Working Spouse
3A - Active Duty Military, Guard or Reserve/ with Non-Working Spouse
3B - DoD/Coast Guard Civilian Employees w/ Spouse Seeking Employment
3C - DoD/Coast Guard Civilian Employees w/ Full-Time Student Spouse
3D - Gold Star Spouse
3E - DoD Contractors
3F - Other Eligible Patrons

**Once enrolled, families who are unable to provide documentation that verifies status, will become Space Available and could be subject to disenrollment.**

When a space is offered, an email is sent to the address used when the [militarychildcare.com](http://militarychildcare.com) account was created. If the offer for care is not accepted within two business days, the request for care is deleted from the system, and a new request must be made. Upon accepting the space offered, registration for care is completed in the Resource and Referral office.

In the event that a family declines care at an installation where they have requested care through MCC, they will be removed from all current waitlists and must re-request care through MCC.

Families may request care in advance of needing care by signifying "date care needed" when making the request. Families must update their request and respond to emails from [militarychildcare.com](http://militarychildcare.com) to keep their request active.

Expectant parents may request care for their unborn child by utilizing the "date care needed" feature on [militarychildcare.com](http://militarychildcare.com). It is recommended that families who will need childcare for their infant make a request for care as soon as reasonably possible.

**TRANSFERS BETWEEN CDC.** Patrons enrolled in a CYP program but wish to transfer to another program may utilize [militarychildcare.com](http://militarychildcare.com) to place a "request for care" to the location that they wish to transfer their child. Children must be enrolled at the current site for a minimum of 30 days before becoming eligible for a transfer to another site.

### **PATRON FEES**

Fees are based on the guidelines from the Department of Defense (DoD) Child Development Program Fee Ranges. Patrons must provide a current LES and/or pay stubs for use in computing the total family income (TFI). A current fee scale is available through the Resource and Referral office. The program verifies income annually. In order to provide consistency in programming among all of our activities, a "family" is defined as the following, **"a group of related or non-related individuals, who are not residents of an institution or boarding house, but who are living as one economic unit."** All DoD Contractors and Space available patrons will pay the unsubsidized childcare fee. Once enrolled, families will be required to update their status annually and provide documentation that verifies status. Families who are unable to provide updated documentation that verifies their status will become Space Available and could be subject to disenrollment.

When calculating TFI, military income includes all pay and allowances listed on a member's Leave and Earnings Statement (LES), except for Basic Allowance for Housing (BAH). TFI will also include the non-locality Basic Allowance for Housing (BAH RC/T) with Dependents rate for all active duty service members, regardless of whether they live in military housing or off the installation. .

TFI must be verified on an annual basis, upon expiration of the service members 2652, using the most recent pay information on the Service Member/Civilian and spouses/domestic partners most recent pay stub or LES(s). Fees should not be adjusted more than once annually; however, fees for individual families may be adjusted on a case-by-case basis if there is a documented hardship.

Civilian sponsors who have children enrolled in a DoD subsidized program are required to receive a copy of the Notification for Civilian Sponsors Utilizing Installation Based Department of Defense Subsidized Child Development Programs During Tax Year letter. Civilian sponsors must register with the Third Party Administrator (TPA) contracted by DoD to administer the Defense civilian child care subsidy program.

Installation SAC fees are based on the number of program hours. SAC rates include all meals and snacks when provided. Fees will be reduced for families enrolled in SAC full-time, full-day winter break, spring break or summer programs by \$100 per month (or prorated to \$23 per week) when meals are not provided by the SAC Program.

In cases of divorced or legally separated parents, the parent with primary physical custody of the child/children is authorized to be the sponsor for childcare. If the sponsor is single, only his/her LES must be provided.

Full Day Care Per the established DoD Fee Policy, fees are based on 50 Hours of Care. CDC program fees include 50 hours of care per week and the United States Department of Agriculture (USDA) approved meals (breakfast, lunch and 2 snacks).

Before and After School This program accepts children who are in elementary school. Fees are based on combined family income and the total number of service hours to operate Before School, After School, Before/After School Care and Full Day Camps. Fees will be reduced when meals and snacks are not provided by the SAC program.

Full Day Camps and Holiday Breaks Program surveys are provided to parents 2-4 weeks prior to a holiday break or full day camp to determine the number of children who will need care. School-age children who are enrolled in before and after school care (AM/PM care) or after school care only (PM care), will automatically enroll into full day care during **holiday** breaks and camps, unless a parent indicates on their survey that care is not needed. Children enrolled in morning care only (AM care) are not automatically enrolled into full day care for holiday breaks or camps. These parents MUST indicate they need care via the program survey. Once program management evaluates their enrollment, AM only families can utilize care upon space availability. As a reminder, adjusted billing rates will apply to all families using holiday breaks and camps.

School age children utilizing any facility during any portion of the week during school breaks will be charged the full-day rate. During breaks, if children do not attend any days of the week, the parents will be charged their before/after school rate instead of the full day rate. This is only for school breaks, and does not apply to teacher in service days and other school closures. The full-day rate will be charged for those days. School age children suspended from school/bus will not be allowed in the center for full time care. They may attend their regularly scheduled time only. The hourly rate will be charged for occasional use.

Hourly Care This care is available for children from ages six weeks through 12 years of age. Children in this program receive the same developmental care offered to full time children. Care is offered on a space available basis, and advance reservations are required. All CDC sites offer hourly care on a space available basis. Hourly care fees are \$8.00 per hour. An additional fee for meals served during hourly care (breakfast, lunch, or snack) will be added to hourly care totals. Meals meet all USDA requirements for children ages twelve months through twelve years of age. Parents must provide baby food, formula, diapers and wipes for children six weeks to twelve months of age and diapers and wipes for children over the age of twelve months who are not toilet trained. Reservations must be made in advance in order to use this program. Cancellation of the reservation is a necessary courtesy. Charges apply if cancellation is not received 1 hour prior to reserved time. Reservations must be a minimum of 2 hours.

**\*All programs are closed on federal holidays in addition to closure at 1200 on Christmas Eve and Thanksgiving. There may be additional days of closure based on decisions by the Commanding General or higher authority. Credit for care is not given for federal holidays. These days are calculated in your annual fees.**

## PAYMENT POLICY

A NON-REFUNDABLE deposit is required at the time of acceptance for all of our programs. This deposit will hold your child's space in a center/program for a maximum of two weeks. After the two week period ends, payment will be due whether or not your child attends. This deposit (minus the registration fee) is applied to the first payment. The registration fee is assessed annually per family, rather than assessed by each child. The registration fee is assessed each fall, and is prorated throughout the year for families that enroll in the program beyond the fall.

CDC and SAC programs operate on a weekly billing cycle. Payments are due each Monday, or the first business day of each week. Families receive a two day grace period for payment. A \$10.00 late fee is assessed if payment is not received by close of business Wednesday, and another \$10.00 late fee will be assessed if not received by close of business Thursday. Disenrollment from the program will occur if payments are not received by close of business Friday.

When school-age children are on winter, spring or summer break, you will be charged the full time rate at your appropriate category, if children are in care any portion of the break. If you have notified the center in advance that you will not utilize our services during those periods, you will be charged your regular before and/or after school rate.

All payments are due in advance for care provided and must be in the increment of the weekly bill amount. Please ensure fees are paid prior to going on vacations. Patrons with extenuating circumstances may write a letter to the CYP Administrator for review of their case. This process should begin with your center Director. The individual sites cannot extend credit. Payment must be made, as scheduled, even if the child is not using the program. A current fee schedule is available at the front desk. All of our sites operate on an automatic billing system. No cash payments will be accepted.

Upon written verification of authorized emergency leave from their unit, TAD orders, or Court ordered alternate parental custody, single active duty military patrons with children regularly enrolled in the program will not be required to pay to maintain the regularly enrolled status during the time allotted for these instances. Children may not be brought to the program during this time. Documentation must be provided to management for verification. Your child's status will only be maintained for the dates listed on the provided documents.

Refunds and/or credits for care will not be issued when children are sent home for the day due to inappropriate behavior that is not redirectable or that results in causing harm to others.

**Dishonored Checks** The service charge for each dishonored check will be \$35.00 and must be paid in addition to the redemption of the dishonored check. The regulations as set forth in BO 7000.12B will be in effect. If you have any questions regarding dishonored checks, please call MCCS Financial Management Division at 760-725-9046 for assistance.

**Late Fee** Patrons will be charged \$15.00 per quarter hour per child remaining after 1800 unless a reservation has been made for extended care. Late fees are due the day they are incurred. The proper authorities will be contacted to pick up the child after 30 minutes if the parents and/or any of the emergency contacts cannot be reached. Late fees are due prior to the child's re-entry to the program.

### **DISENROLLMENTS**

Disenrollment forms must be submitted directly to Resource & Referral by the patrons. Patrons are responsible to submit a signed standard disenrollment form **30 days prior** to the disenrollment date to the CYP Resource & Referral Office in building 13150 room 112. Patrons also have the ability to submit their disenrollment form by email to [resources&referralscp@usmc-mccs.org](mailto:resources&referralscp@usmc-mccs.org). If written notice is not received, Auto Debit will not be stopped and no refund will be given for prepaid childcare.

### **CUSTODY DISPUTES**

The center staff will not become involved in custody disputes. The sponsor must have primary physical custody for the child to be eligible for enrollment. For the child's protection, a copy of the court order granting custody must be on file at the CDC/SAC. Divorced or separated parents, who do not have physical custody of a child, may not pick up the child unless authorized in writing by the child's sponsor. If the non-custodial parent attempts to take the child from the center, the Provost Marshal's Office (PMO) and the admitting parent will be notified. In the event of physical force, the staff will not endanger other children or staff members to prevent the parent from taking the child from the premises. Non-custodial parents seeking information regarding the child may submit a request for information to the Assistant Chief of Staff, Manpower under the Freedom of Information Act.

### **DAILY ARRIVAL AND DEPARTURE PROCEDURES (CDCs AND SAC)**

Patrons must use their key fob at the CYMS swipe machine located at the front desk upon drop-off and pick-up. Parents are required to accompany their child to his/her classroom and sign them in/out. SAC staff members receiving children from the school bus will swipe school-age children in.

Persons authorized to pick up a child must be listed on the enrollment form and must present valid photo identification before a child will be released. Photo identification will be requested at the front desk upon entry to the facility and will also be requested in the child's classroom prior to release of the child. Persons authorized to pick-up a child must be at least 18 years of age.

Please note that it is against Base Regulations to park in the fire lane, and at no time should a vehicle be left with the engine running. Vehicle Code Section 15620 prohibits children age 6 and under from being left unattended in a vehicle without the supervision of a person who is 12 years of age or older.

Parents or authorized pick-ups who are suspected to be intoxicated or impaired will not be permitted to pick up children in care.

### **3. CHAIN OF COMMAND**

**PARENT COMPLAINTS OR CONCERNS** Any concerns or problems should be brought to our attention immediately. We adhere to the philosophy that problems should be resolved at the lowest level possible. Our organizational structure is as follows:

#### **Child Development Centers, School Age Care and Youth and Teen Program**

- Program Lead Teacher
- Center Director or Assistant Director
- Administrator or Deputy Administrator
- Family Care Program Manager
- Deputy Director, Marine and Family Programs
- Director, Marine and Family Programs

#### **Family Child Care (FCC)**

- Family Childcare Director
- Administrator or Deputy Administrator
- Family Care Program Manager
- Deputy Director, Marine and Family Programs
- Director, Marine and Family Programs

CYP has an open door policy for parents. You are encouraged to discuss your suggestions and/or concerns with program management. Patrons using profanity or disrespectful conduct in CYP will not be tolerated and may result in voidance of the agreement and permanent suspension of CYP services. Disrespectful conduct will be considered as behaviors which cause a hostile work environment for the staff.

### **STAFF RATIOS**

DoD-mandated staff to child ratios are maintained at all times in order to provide adequate supervision and ensure expeditious evacuation of all children in the event of a fire or other emergencies. The following staff/child ratios are in effect at all times for CDC, SAC and recreational programs:

Ages	Staff	Child	Ratio
6 WKS – 12 MOS	1	4	1:4
13 MOS- 24 MOS	1	5	1:5
25 MOS – 36 MOS	1	7	1:7
37 MOS – Kindergarten	1	12	1:12
1 <sup>st</sup> Grade – 12 YRS	1	15	1:15
13-18YRS	1	20	1:15

Family Child Care (FCC) multi-age ratios allow 6 children at a time in each FCC Home with no more than 2 children under the age of 2 years. Providers must include their own children in the ratio if the children are under 8 years of age. An Infant only FCC Home may care for 3 children 6 weeks to 2 years of age only.

### **STAFF TRAINING**

Regularly scheduled staff training is required of all staff and the following subjects must be kept current:

- CPR
- First Aid
- Child Abuse Identification, Prevention, and Reporting
- Basic Child Care (Child growth and development, age-appropriate activities, and discipline techniques)
- Fire Safety
- Nutrition
- Inclusion
- Blood Borne Pathogens
- Sanitation: (proper hand-washing procedures for all staff/children, and visitors, diapering procedures, protective barrier in infant rooms, sanitizing of toys with bleach and water solution)

In addition, each staff member must successfully complete the following DoD required training:

- Keeping Children Safe
- Promotion Good Health and Nutrition
- Creating and Using an Environment for Learning
- Promoting Physical Development
- Promoting Communication
- Promoting Creativity
- Promoting Cognitive Development
- Building Children's Self-Esteem
- Promoting Social Development
- Providing Positive Guidance
- Working with Families
- Being an Effective Manager
- Maintaining a Commitment to Professionalism
- Baby Signs
- Conscious Discipline
- Food Friends

### **4. DEVELOPMENTAL PROGRAM**

#### **TRAINING AND CURRICULUM SPECIALIST**

The CDC and SAC program have a full-time, professionally qualified Training and Curriculum Specialist on staff. It is their responsibility to provide our caregivers with training, guidance, and resources to meet your child's needs in an interesting and meaningful way in the classroom or playground. Caregivers are encouraged to utilize the resources and knowledge of their Training & Curriculum Specialist in order to grow professionally, and ensure that they are following best practices for children's optimal growth and development.

#### **CDC CURRICULUM**

Children are born natural learners whose curiosity about the world around them motivates them to acquire knowledge and develop skills. Children are learning and exploring their environment every minute of the day. Play, whether at home or within a group setting, becomes the means through which education occurs. Through play, children develop a foundation of skills needed to participate in formal academic learning. Our program is designed to promote child-initiated learning



with hands-on experiences that encourage responsibility, decision-making, problem solving, self-reliance, self-esteem and respect for another person's ideas, cultural values and personal interests.

CYP uses the Early Learning Matters (ELM) Curriculum to observe, assess, and plan for individual development based on the interests and needs of children. ELM utilizes classroom observations to assess a child's understanding of a skill or concept that is introduced. Based on their observations, teachers formulate learning supports or enrichment to help each child develop to his or her fullest potential. ELM activities promote creative, physical, intellectual, cognitive and social growth. Our curriculum provides a balance of both active and quiet activities which incorporates learning through planned outdoor experiences as well.

Each classroom is designed to meet the needs of the age and developmental level of the children enrolled, while respecting each child's unique style of learning. A variety of diverse toys, equipment, and activities are available that will promote interaction between the children and the world which surrounds them. Teachers facilitate learning by guiding children to an activity/learning center and encouraging participation.

Teachers ensure that learning centers are based on the particular needs and interests of the children and the established goals. The child is allowed to make choices when selecting an activity, thus learning valuable life lessons that will have long-lasting effects. Learning centers generally consist of: science area, block area, music area, art area, library area, table top toy area, sensory table, and dramatic play area.

**CDC DEVELOPMENTAL ASSESSMENTS** Each child is assigned a primary teacher when he/she is enrolled in a CDC. The teacher assesses growth using a list of developmentally sequenced skills in different learning areas (Cognitive, Language, Physical/Health, Social-Emotional, and Creative). Combining knowledge of child development with observations, the teachers develop tailored learning supports that will promote individual growth and development. Formal Developmental Conferences are offered bi-annually to families to discuss their child's development, and plan for future growth. In addition, conferences may be also scheduled anytime at the request of the family or staff members.

**CDC REST PERIODS/NAPS** Rest periods or naps are scheduled for all full-day enrolled children from 1200-1400. Infants establish their own sleeping patterns. All children in the pre-toddler through preschool classrooms will have an opportunity to rest. Children are not required to sleep but are encouraged to rest quietly during this time. After an initial quiet time, children who do not fall asleep will be offered quiet activities. Each child is assigned a crib or cot. Crib sheets are laundered daily; cot sheets are laundered weekly (more frequently if needed). Parents are encouraged to provide a blanket for their child (excluding infants), soft toy, or any other appropriate item that will provide them comfort during rest periods. Blankets should be taken home each Friday to be laundered. Per Marine Corps Order 1710.30, all infants must be placed on their backs to sleep. Any variation to this policy requires medical documentation. No soft items in crib to include blankets. Per REF, GENADMIN, USMTF, 2007

**OUTDOOR PLAY** Children should be dressed appropriately for the season for outdoor play and activities. Children will not be kept inside per request by family due to staff/child ratio requirements. Children too ill to participate in the normal daily activities should be kept at home. Outdoor play keeps children physically healthy and mentally well. When playing outdoors, children will, release energy, develop gross motor skills, discover different sounds, smells and textures. Flag conditions are implemented to reduce the risk of weather-related health risks.

**INCLEMENT WEATHER** During inclement weather conditions and/or fires all facilities will remain open until directed to close. During such conditions, parents should maintain close contact with the program in preparation for worsening of conditions and changes in operational status. During heavy rain, parents may be asked to transport children to the school for Kindergarten and SAC program walkers. SAC program walkers will remain on site at the school until it is safe to walk to the program. **FAMILIES MUST ENSURE TO PROVIDE AN ACCURATE PHONE NUMBER SO THE PROGRAM CAN KEEP FAMILIES INFORMED OF CHANGES.**

**FIELD TRIPS AND PHOTOGRAPHS** Field trips and nature walks are considered an important part of the CDC educational program and may be taken periodically to nearby places. CYP will provide the required responsible adult supervision for these excursions. Parents will be notified prior to the field trip to give signed permission for their child to participate.

Field trips are a regular part of the program for SAC and Summer Camp. Each family is asked to sign a release of liability and permission for their child to participate in the field trips. Advance notification of a planned trip is made to all patrons. Photographs of the children participating may be taken from time to time and may appear on our website, posters, as well as displayed in the centers. Your permission for taking and using photographs of your child without compensation is part of the agreement unless otherwise specified in writing.

**PETS & PLANTS** Pets and nonpoisonous plants are important components of the child development setting. Nonpoisonous plants are grown in activity rooms and playgrounds to enhance the physical environment. Pets may reside in the activity room or be an occasional visitor. All pets must have a veterinary certification indicating they are disease-free and have current shots. Pet visits may be arranged with your child's teacher. Please ensure to touch base with your site Director if your child has a pet allergy.

**BIRTHDAY AND HOLIDAY CELEBRATIONS** Birthdays are an especially important time in a child's life. To help your child celebrate, the centers have a designated day to celebrate the birthdays for that month. A birthday cupcake will be served at afternoon snack time and all children who have a birthday in that month will be acknowledged. When invitations are brought to the CDC for distribution, we request that all children be given an invitation.

Multi-cultural holidays are celebrated in the CDC. Parents are encouraged to participate in these holiday celebrations by engaging in special activities designed for parent-child interactions. If your child cannot participate in these events for any reason, please make plans to pick your child up from the CDC prior to the celebration.

**TOILET TRAINING** Child Development Center staff will partner with parents with toilet training after it has been initiated in the home. The child must be able to realize the sensation of the need to eliminate, have control of his/her bowels, and be able to communicate the need for toileting to the teachers. Parents should provide several complete changes of clothing. Should a child soil all his/her own clothing, parents may be notified to bring more clothing or center based donated clothing may be used when available. Teachers will encourage the child to toilet at regular intervals but will not restrain the child on the toilet. Due to sanitation requirements, the child may be placed in a diaper during nap until he/she gains bladder control during sleep. Parents who are preparing for this major milestone should discuss toilet training with the child's teacher and plan the transition from home to the CDC.

**DIAPERS** Parents must furnish disposable diapers and baby wipes as needed. Only disposable diapers and wipes are permitted in the CDC. Should cloth diapers be needed, a physician's certification is required stating the period of time for which such diapers are necessary. Families are asked to leave a supply of diapers and a container of wipes at the center. Teachers will notify parents of the need for additional diapers.

**CLOTHING AND PERSONAL BELONGINGS.** Children should wear comfortable play clothes which may get dirty during indoor and outdoor activities. The children have opportunities to participate in art, sand & water, sensory, science and gardening experiences. They create and explore with paint, glue, markers, colored water & ice, shaving cream, pudding, jell-o and sand. While these items are nontoxic and generally washable, they can be very messy. Caregivers make every effort to have the children use smocks when appropriate, but their clothing can get soiled. Every child must be allowed to participate in all of the different activities. We cannot exclude them in order to keep clothing neat. Having a child worry about dirty clothes can put a damper on an otherwise fun filled day. Children must be fully clothed when brought to the site, including socks, shoes, pants, shirt, underwear, and a jacket when the weather warrants. Sandals, to include flip-flops, jelly shoes, "Crocs", etc., are a safety hazard and may not be worn at the sites. Shoes must be close-toed and have a supportive back. The foot must be fully enclosed to include the heel. No sling backs or straps.

Precautions will be taken to safeguard clothing and/or personal belongings. However, CYP is not responsible for lost or damaged articles. Children's names printed on the inside labels of their clothing and personal items is strongly recommended. Please ensure your child is dressed appropriately and has appropriate outer wear for the season.

In addition, CYP is not responsible for personal items of children. Please leave all toys, books, coins, money, candy, food, gum, valuables, etc. at home. Jewelry for young children is not allowed (bracelets, necklaces, charms, and earrings or the backings) may fall off and become a choking hazard. **Children must have at least one extra change of clothing or more if requested by center management (to include underwear and socks) in case of accidents or bad weather.** Please label all items of clothing. Soiled clothing will be returned to the parent.

**MONTHLY DRILLS** As a part of fire prevention, fire inspections are conducted monthly. Fire and earthquake drills are done on a regular basis as a way to better prepare for an actual emergency. All facilities are equipped with emergency relief kits.

**DISCIPLINE** Child and Youth Program provides a safe environment with fair and consistent limits where children can learn to make appropriate choices. When guiding behaviors, Program Assistants are expected to practice the principles of “Conscious Discipline.” This involves the use of positive reinforcement for appropriate behaviors and redirection for unsafe or unacceptable behaviors.

**COOL OFF PERIOD.** If a child cannot be redirected from an unsafe or unacceptable behavior, and is unable to regain self-control, he/she will be given a "cool off" period. The child may be directed to a safe place where he/she can be helped in practicing calming activities or the child may be allowed to choose another area for solitary play. During this period of time, the child is allowed time to reflect on the occurrence and discuss it with the Program Assistant before returning to group activities.

The following behaviors are considered inappropriate and unacceptable in the Camp Pendleton CYP:

- a. Causing physical harm to another child or adult by hitting, hair pulling, biting, kicking, throwing, or any other physical action.
- b. Use of inappropriate language, spitting, or other forms of verbal abuse or degradation by children directed at other children or adults, to include bullying.
- c. Repeated refusals by a child to comply with center or room rules, and/or failure to listen to instruction by caregivers.
- d. Children’s behavior which is potentially harmful to themselves such as running out of classroom.
- e. For school age care children who walk to and from school, the inability to remain with the group.

If a child is unable to use calming techniques and continues to be disruptive, the Program Assistants will notify a member of management to help with the child. At this time management may choose to also reach out to parents so they can speak with the child and/or be notified of the circumstance. Depending on the severity and frequency of the behavior, children can be suspended from the program. Refunds and/or credits for care will not be issued when children are sent home for the day due to inappropriate behavior that is not redirectable or that results in causing harm to others.

**GUIDANCE TECHNIQUES** The following techniques are used to guide children in developing self-discipline and self-control.

<b>WE DO</b>	<b>WE DO NOT</b>
Praise, reward, and encourage	Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish children
Reason with and set limits with children	Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse
Model appropriate behavior	Shame or punish children when toileting accidents
Modify the activity room environment in an attempt to prevent problems before they occur.	Deny food or rest as punishment
Listen to children	Relate discipline to eating, resting, or sleeping
Provide children alternatives to inappropriate behavior	Leave children unattended
Provide the children with natural and logical consequences of their behaviors	Place children in locked rooms, closets, or boxes as punishment

Treat children as people and respect their needs, desires, and feelings	Allow discipline of children by children
Ignore minor misbehaviors	Criticize, make fun of, or otherwise belittle children, parents, families, or ethnic groups
Explain things to children on their level	Use Cribs or highchairs for disciplinary purposes
Use a cool off period for children to regain self-control	Bind or restrain movement of mouth or limb
Stay consistent in our expectations while working with young children.	

In the event that the above positive guidance strategies and re-direction are not successful in changing a child's challenging behaviors, a parent conference will be called. If a child's behavior requires temporary removal on a repeated basis, a parent's participation in a Behavioral Support Plan will be required. The CYP Behavior Support Specialist will initiate the Behavior Support Process. This involves a meeting with the Behavioral Support Specialist, parent(s) and the center management team to develop behavior intervention strategies, to address specific behaviors displayed in the classroom. BSP's also guide teachers in responding effectively to challenging behavior, while focusing on building positive relationships. Parents and staff will create a plan for the child's success. Every attempt will be made to work with the child to facilitate classroom success.

**CYP staff will apply the following steps when the child displays aggressive, or out of control behavior.**

Each day will begin again with step one (1).

1. First occurrence: Child will be redirected to other activities.
2. Second Occurrence: Child will be removed from the classroom/group and given the opportunity to calm down. Child will then be given the opportunity to rejoin the classroom/group.
3. Third Occurrence: A phone call to parents will be made. At this point the parents may choose to speak to the child over the phone, or come to the center to speak to the child in person.
4. Fourth Occurrence: Parents will be called and will have one hour to pick up. Child will be sent home for the day and may not return until the following day.

In order to maintain a safe classroom environment, when a child's aggressive or out of control behaviors jeopardize the safety of self, classmates or caregivers, step four may be implemented immediately without going through steps one through three.

Child and Youth Programs has a responsibility to provide a safe environment to the children we serve and to the caregivers we employ. If aggressive or out of control behaviors do not subside, alternate childcare options will be offered to the family which may include changing to another classroom, facility or to a Family Child Care home. It is crucial that CYP personnel and parents work together to find a solution that will provide safety for all children/youth and caregivers. If a solution cannot be agreed upon, in the interest of safety, CYP personnel may contact their chain of command to request suspension or termination of childcare services.

Behavior concerns generally indicate that a child needs more time, support, and practice to develop their social and emotional skills. When serious concerns arise, and behaviors are unable to be effectively managed in the CYP setting, the child(ren) may be suspended from the program for 30 days or more. A successful plan must be cohesive in a group setting that provides a safe environment for all children and staff.

**BITING** is a normal developmental occurrence among young children, especially in group childcare situations. It sometimes results from teething pain, but often is the result of frustration and the child's inability to communicate that frustration verbally. Discipline, not punishment, must be appropriate to the age level of the child, and it must be immediate. Diversion and re-direction to other activities can be the most effective strategies. Each case will be handled individually and in coordination with the child's parents and management. Only as a last resort will a child be sent home for biting and then it is only to break a cycle, not to punish a child.

**The name of a child who bites will not be released to other parents, as it serves no useful purpose.** Families of children who bite will be notified and receive an incident/accident report as will the child who is injured. Families will be immediately notified if a bite requires medical attention beyond first aid treatment. In most instances, the biting will continue for a period of time and gradually lessen.

**TOUCH POLICY** Children need to be given affection and comfort from their teachers. The following touch policy was designed to provide this necessary contact between children and staff without unduly alarming parents or the child. The Child and Youth Programs Touch Policy is based on the premise that positive physical contact with children is absolutely necessary for their healthy growth and development. Based on this premise, individuals involved in direct care will provide positive physical contact (appropriate touch) and refrain from inappropriate touch. Children will always have the option to refuse touch except in case of danger to other children or the child himself/herself.

**Examples of Appropriate Touch Include, but Not Limited To:**

- (1) Hugs, holding hands and lap sitting (age appropriate) as expressions of affection to build self-esteem or when the participant needs to be comforted.
- (2) Reassuring touch on the shoulder or back to show approval or provide support.
- (3) Naptime back rubs to relax a tense participant.
- (4) Diapering of infants and toddlers.
- (5) Assistance in toileting and dressing for participants when needed.

**Examples of Inappropriate Touch Include, but Not Limited To:**

- (1) Forceful holding of a participant with sufficient force to cause pain or as a way to change behavior.
- (2) Forced hugs and/or kisses.
- (3) Corporal punishment (punishment inflicted directly on the body).
- (4) Sexual exploitation (fondling or molestation).
- (5) Hitting or in any way physically assaulting a participant.
- (6) Prolonged tickling.

**5. CHILD HEALTH & NUTRITION**

The health and well-being of all children enrolled in CYP is a priority. Every effort is made to stop the spread of communicable diseases. Families are asked to assist staff members by not placing sick children in the CDC/SAC/FCC. CYP works collaboratively with the installation medical authority and health departments to notify families of confirmed or potential exposure to communicable diseases to which children in the center have been exposed. Health protocols are subject to change in accordance with the Public Health Emergency Officer and Local Command guidance.

**CHILD HEALTH SCREENINGS** Staff members will observe each child upon arrival and during the day for obvious signs of illness. Children who appear to be ill will be denied admission or requested to be picked-up by parent or emergency contact within one hour from initial phone contact. The child's return date to the program will be discussed based on the type of illness the child has.

**Criteria for denial of services are as follows (but are not limited to):**

- |  |
|--|
| <ul style="list-style-type: none"><li>• <i>Regardless of having met other criteria, participants may NOT be admitted with a fever.</i></li><li>• <i>All participants must be well enough to participate comfortably in daily activities.</i></li></ul> |
|--|

**Conditions for Exclusion from CYP, not limited to, are as follows:**

<b>EXCLUSION CRITERIA</b>	<b>READMISSION CRITERIA</b>
---------------------------	-----------------------------

<p><b>Fever – infants under 4 months of age</b> Fever is <math>\geq 100.4</math> degrees (by any method*) regardless of signs of illness</p> <p>*CYP does not practice the method of taking rectal temperatures</p>	<ul style="list-style-type: none"> <li>▪ Recommended for immediate assessment by a health provider, within the hour if possible</li> <li>▪ Doctor’s note required to return for infants 2 months or less</li> <li>▪ Infants 2-4 months do not require a doctor’s note to return AND</li> <li>▪ Participant may return to care when they are fever free for 24 hours without the use of fever reducing medications, such as acetaminophen (Tylenol) or ibuprofen (Motrin/Advil).</li> </ul>
<p><b>Fever - 4 months and older</b> Fever is <math>\geq 100.4</math> degrees (axillary) or 101 degrees (by any other method) AND symptoms of illness or behavior change</p>	Participant may return to care when they are fever free for 24 hours without the use of fever reducing medications, such as acetaminophen (Tylenol) or ibuprofen (Motrin/Advil).
<p><b>Diarrhea (If any of the following exists):</b></p> <ol style="list-style-type: none"> <li>a) Loose watery stool that frequency exceeds two stools above child’s norm while in care</li> <li>b) <b>Diapered Children:</b> two episodes not contained by diaper</li> <li>c) <b>Toilet-trained children:</b> Two episodes that cause soiling of pants or clothing.</li> <li>d) Any evidence of blood or mucus.</li> </ol>	<p><b>May return when frequency has returned to no more than two stools above normal and symptoms are at least as follows, prior to returning to care:</b></p> <ol style="list-style-type: none"> <li>a) <b>Diapered children:</b> Stool is contained in diaper, even though it may remain loose/watery.</li> <li>b) <b>Toilet-trained children:</b> No longer soiling pants or clothing.</li> <li>c) Diarrhea containing blood will require a note from a health care provider to return to care</li> </ol>
<p><b>Vomiting</b> More than one episode in 8 hours OR One episode associated with fever, other signs of illness, or behavior changes.</p>	No longer vomiting, prior to returning to care, AND child is eating and drinking normally without symptoms of illness.
<p><b>Yellow/Green drainage from eyes Pinkeye/Conjunctivitis</b></p>	<ul style="list-style-type: none"> <li>• May remain in care until the end of the day (courtesy call to be made).</li> <li>• Children who have pain and/or copious amounts of drainage, may be sent home prior to the end of the day.</li> <li>• Doctor’s note may be required to return to care the following day.</li> </ul>
<p><b>Rash</b></p> <ul style="list-style-type: none"> <li>• Rash with fever or behavior changes</li> </ul>	<ul style="list-style-type: none"> <li>• Doctor’s note required to return.</li> <li>• If antibiotics are prescribed, may return after treatment has been started.</li> </ul>
<p><b>Impetigo</b> Red, oozing sores capped with golden yellow crust</p>	<ul style="list-style-type: none"> <li>• May remain in care until the end of the day (courtesy call to be made), if lesions can be covered.</li> <li>• Doctor’s note required to return</li> <li>• If antibiotics are prescribed, may return after treatment has been started.</li> <li>• Cover lesions if possible. Lesions must remain covered until they are dry.</li> </ul>
<p><b>Chicken Pox</b></p>	Return when all lesions have dried or crusted (usually 6 days after onset of rash)
<p><b>Ringworm (other than scalp)</b></p>	<ul style="list-style-type: none"> <li>• May remain in care until the end of the day (courtesy call to be made).</li> <li>• Return when treatment is started. Cover lesions for at least the first 24hrs.</li> <li>• Doctors note is only required if the scalp is affected.</li> </ul>
<p><b>Scabies</b></p>	Doctor’s note required to return.
<p><b>Head lice</b></p>	<ul style="list-style-type: none"> <li>• May return after treatment.</li> <li>• Encourage parents to remove all nits. Some nits may be present upon return, but no live lice.</li> <li>• Re-treat in 7-10 days.</li> </ul>
<p><b>Measles, mumps, rubella, pertussis, Hepatitis A, or other contagious/vaccine preventable illnesses; to include influenza.</b></p>	<ul style="list-style-type: none"> <li>• CYP follows public health/preventive medicine guidelines.</li> <li>• Participant may return to care when they have remained fever free for 24 hours without the aid of fever reducing medication.</li> <li>• Children must be well enough to participate in activities.</li> </ul>

*The above information was adapted from the American Academy of Pediatrics publication **Managing Infectious Diseases in Child Care and School**, 4<sup>th</sup> Edition. Edited by Susan S. Aronson, MD, FAAP and Timothy R. Shope, MD, MPH, FAAP. Published by the American Academy of Pediatrics, 2017.*

**ILLNESS** In the event your child becomes ill while at the CDC/SAC/FCC, center personnel will contact you. We request that you pick up your child within the hour. When appropriate, a letter from the physician stating the child is free from communicable disease and may be readmitted to the center will be required.

**INJURY/INCIDENT REPORTS** NAVMC 1750/6 Incident Report Form will be used to document non-serious incidents or accidents within Child and Youth Programs. A copy of the form will be provided to the parent/guardian and a copy will be retained in your child's file at the CDC/SAC/FCC.

**MEDICAL ALLERGIES** If your child has allergies or allergic reactions, please note this on your child's enrollment form. Parents are requested to provide a doctor's statement indicating all medical conditions that require special care with particular interest to severe allergic reactions to food, insects, latex, or other allergens that could result in the child experiencing anaphylactic shock. Failure to provide this information will absolve Children and Programs (CYP) from any and all liability and may render the staff unable to meet the child's medical needs adequately in an emergency.

**WHEN EMERGENCY SERVICES MAY BE CALLED** Emergency Medical Services (usually 911), as well as notifying the parent(s), may be called immediately for concerns such as the following:

- Management believes a child needs immediate medical assessment and treatment
- Severe respiratory distress, skin or lips that look blue, purple or gray
- Rhythmic jerking of arms and legs and loss of responsiveness, any child who is known to have seizures and who has a seizure
- Fever in association with abnormal appearance, difficulty breathing, or a problem with circulation indicated by an abnormal skin color, such as looking exceptionally pale, having a bluish skin tone, or having skin that is exceptionally pink
- Unconscious, unresponsive or decreasing responsiveness
- After a head injury, decreasing level of alertness, confusion, headache, vomiting, irritability, difficulty walking
- Severe stiff neck (limiting child's ability to put his or her chin to chest) with headache and fever
- Signs of severe dehydration with sunken eyes, lethargy, no tears and not urinating
- Suddenly spreading purple red rash
- Vomiting blood or a large volume of blood in the stools
- Symptoms of a severe allergic reaction

**When Epipen/Epipen Jr/Epinephrine, Glucagon, or Diastat medication is administered to a child, Emergency Medical Services (usually 911) and parent(s) will be called immediately.**

**IMMUNIZATIONS** No child may be admitted to a CDC/SAC/FCC without current immunizations as recommended by the American Academy of Pediatrics, except where religious beliefs preclude, or clear medical contraindication exists. When a child cannot be immunized due to medical contraindication, parents must provide written documentation from the child's attending medical care provider providing the reason for the exemption, and the length of time the immunization(s) is contraindicated. This must be submitted annually. When religious beliefs preclude immunization, parents must compose a written statement annually that includes the specific immunizations requiring exemption. Failure to present documentation will preclude enrollment of the child or shall result in the disenrollment of the child until such time as certification is provided. Children who are not immunized may have their admission denied or delayed until all documents are reviewed by the installation medical authorities. In the event of an outbreak of a vaccine preventable communicable disease, children who are not vaccinated will be excluded from care until the outbreak is over. Influenza vaccinations are required, as appropriate, and by children attending CYP facilities during influenza season and while influenza immunizations are available in the local area and at the Naval Hospital.

**MEDICATIONS** Medicine will be administered only to children regularly enrolled in CYP and only by the Program Director, Assistant Director, Training and Curriculum Specialist or a trained authorized staff member. The medication must be prescribed by a physician, and CYP makes every attempt to have parent, with consultation of healthcare provider, if necessary, adjust medication administration times to limit the number of doses that CYP will need to administer. Medication that needs to be administered once or twice per day will be given by the child's parent/guardian at home. Medication that is prescribed to be administered three times daily will be administered as follows: The morning dose and evening dose, the parent will administer. The CYP program will give the afternoon dose. The aforementioned staff members will not accept nor administer any form of medication without the thorough completion of the Authorization to Dispense Medication form.

CYP adheres to a strict medication policy for the safety, health and well-being of the children.

For safety reasons, only prescription medication in the proper form and prescribed by a physician, nurse practitioner, physician assistant, or military equivalent, will be accepted.

**All prescription medication must include:**

- Medicine in the original container and original packaging
- Containers for pills must have a child proof cap
- Containers will be clearly labeled with a pharmacy printed label. The pharmacy printed label will include the child's first and last name, name of the medication, amount or dosage of medication, strength of the medication, date of prescription, the physician's name who ordered the medication, specific instructions for administering the medication, including the frequency of administration.
- If any special storage instructions are required, such as keep refrigerated, the label should include special storage instructions.
- The prescription instructions must be understandable and complete. If there is a discrepancy between the pharmacy label and the medication, the discrepancy must be corrected.
- If additional information is specified in the prescription label, the additional information must be provided by the physician.
- For the CYP, prescription medications that are available over the counter (such as Tylenol/acetaminophen, Motrin/Ibuprofen or Benadryl/Diphenhydramine) cannot be accepted in the over the counter form. These medications must be prescribed by a physician with a pharmacy printed label with the information as specified above.
- The medication must have a proper measuring device
- CYP does not administer "as needed" medications unless the medications are part of accommodations made for a participant's special need(s) and included in an ISP. If a medication is an ongoing "as needed" medication for a special need, the end date is the date of medication expiration. Epinephrine auto-injectors, Albuterol inhalers and Diastat medications on an as needed basis will be administered contingent on completion of an ACT. No "as needed" medication labels will be administered without completion of the CYP Health Assessment Form, Emergency Action Plan and completion of the ACT meeting.
- If the participant will require any medication for a period more than 30 days, the participant must complete the ACT process so that accommodations can be made and included in an ISP.
- Controlled Substances. These medications follow all previously listed procedures and additional control measures are established for administering and storing controlled substances via installation policies and procedures. The policies and procedures address issues concerning who can administer, the policy for administration and storage, counting the controlled substance, and installation specific concerns. CYP does not accept controlled medication in liquid form.
- It is highly recommended, whenever possible, the first dose of medication be given to the participant under parental care at least one hour prior to admission into CYP, to see if the participant has any type of reaction. When a participant is prescribed antibiotics for a contagious illness, the participant must receive at least 24 hours of antibiotics prior to returning to the program.
- Children prescribed a life-saving medication, such as Albuterol, Epi-pen, Diastat must have the medication on site, and the medication meets all CYP requirements, in order for the child to remain in care.
- Medication must not be expired.
- Parent(s) must sign in the last time the prescription medication was given at home so as not to exceed the prescribed frequency.
- The prescription medication administered at the CYP site will be administered within one half hour of the time that is listed on the medication log for scheduled medications (such as antibiotics). This means that the medication can be given one half hour before the medication is due and one-half hour after it is due to administer the medication in order to be on time with the medication administration. This one-half hour time frame does not apply to as needed medications. For example, Benadryl or diphenhydramine prescribed for hives/itching due to an allergic reaction is prescribed every 4 hours, CYP cannot provide the Benadryl/diphenhydramine one half hour earlier; 4 hours must go by before another dose can be given.
- Over-the-counter medication (e.g. Tylenol, cold and cough) are not administered unless prescribed by a healthcare provider and administered from a prescription labeled container (with the exception of basic care items). These medications follow all previously listed procedures. Basic care items such as, Non-prescription topical ointments,



non-aerosol sunscreens, non-aerosol insect repellent, diaper ointments/creams, lotions, lip balm, petroleum jelly, and lanolin may be administered with written parent consent.

- (a) The basic care item contains the manufacturer’s label and is labeled with the participant’s name.
- (b) Basic care items are used with parent provided instructions on the appropriate use which include appropriate dosage, area of the body, and time; however, parent’s instructions do not exceed or directly conflict with manufacturer’s instructions.
- (c) These medications follow all previously listed procedures and must be nut free.
- (d) Talcum powder is not used in CYP.
- CYP does not administer folk or homemade remedy medications or treatment
- Children in hourly care at our CYP sites other than ASYMCA Fisher Children’s Center can have life-saving medication such as Albuterol, Epi-pen, Diastat administered with the above specifications met. No medications other than life saving medications will be administered to children attending hourly care.

Parents can also sign the topical permission slip for sunscreen, diaper cream, calamine lotion, eczema cream, insect repellent, and moisturizing lotion. These items need to be non-aerosol products. Products in this category should be nonprescription and have no label restrictions with respect to use in children. Powders, whether prescription or non-prescription, are not permitted. If you have any questions about medications call the CDC and ask to speak with the nurse.

**SANITATION** Universal precautions should be employed to prevent infection via blood-borne pathogens. OSHA recommends Body Substance Isolation (BSI) during the provision of first aid care, and during the cleaning, or handling of body fluids or times that may contain body fluid. Individuals providing first aid care must avoid contact with all body fluids by using barriers such as gloves, masks, smocks and or any other protective devices.

**STORAGE OF CHEMICALS** Safety measures are implemented to prevent participants from accessing hazards including chemicals. Chemicals, including bleach water solution, are locked in a space that is inaccessible to participants.

**CHILD AND ADULT CARE FOOD PROGRAM** The CDC and SAC Programs participate in the Child and Adult Care Food Program (CACFP) a Federal program that provides healthy meals and snacks to children receiving child care. Providers/Centers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of child care and making it more affordable for low-income families. All CYP facilities are nut free.

**MEALS** CDC’s and FCC homes follow meal requirements established by USDA.

Breakfast	Lunch	Snacks - Two of the five components
Milk Fruit Whole Grain	Milk Meat or meat alternate Grain One serving of a fruit and one serving of a vegetable	Milk Meat or meat alternate Grains Fruit or vegetable

**MEAL SERVICE** CYP is required to participate in the Child and Adult Care Food Program (CACFP). A well-balanced breakfast, lunch, and afternoon snack are provided. An income eligibility application must be completed annually for each child. Menus are prepared using CACFP guidelines. A monthly menu is posted in each classroom.

**Children must be at the center during meal service as food may not be served later.** Meals are served during the follow times:

Infants	On demand
Pre-Toddler – Pre-School	Breakfast 0800-0900, Lunch 1100-1200, and Snack 1400-1500
Kindergarten	Meal times vary based on site. Please discuss meals with your program manager
SAC	Meal times vary based on site. Please discuss meals with your program manager. *Additional snack served at 1700

- Family style dining is conducted in each classroom. Teachers sit and eat with the children to enhance social interaction and promote healthy eating habits. Children are encouraged to sample all foods but are not forced to eat. Children participate in table setting, serving and cleanup.
- No food or beverage may be brought to the CDC/SAC/FCC with the exception of infant formula, breast milk, or unopened baby food.
- All meals and snacks served at any CYP facility must be consumed on site.
- The CDC offers a selected powder infant formula. Families who opt out of the USDA Food Program and do not accept the selected formula for their infant may continue to provide their own formula or breast milk. All formula or breast milk should be brought daily to the CDC in plastic bottles clearly labeled with the child's first and last name, contents of the bottle, the amount and the current date. Infants may be fed infant food beginning at six months of age. Families and staff work together to introduce new foods to infants and when transitioning from infant food to table food.
- Space is provided in the infant rooms for breastfeeding mothers wishing to nurse their children.
- If not completely consumed, staff will discard the contents of a bottle after one (1) hour, as reheating bottles is not permitted and poses a health and sanitation risk.
- Parents may bring a sack lunch for selected SAC and Teen Programs during school holidays and breaks. Please discuss whether this option is available with your program manager.
- Food allergies can be accommodated; however, food preferences shall not.

**FOOD ALLERGIES** Requested food substitutions based on medical needs shall be made only when supported by a statement from a recognized medical authority which includes recommended alternate foods. Parents are required to provide a completed Child Nutritional Program (CNP) Form 925 signed by a licensed healthcare professional, listing the child's food allergy(ies) and recommended substitution(s). Upon receipt of this information, the family may be referred to the Accommodation Collaboration Team (ACT) to provide input on individual support plan (ISP) or a Health Support Plan (HSP) to provide accommodations.

**FOOD EXCEPTIONS BASED ON RELIGIOUS BELIEFS** Parents are asked to provide a written statement specifying, based on religious beliefs, the food or food component for which a substitute is required.

## **6. SERIOUS INCIDENTS**

**CENTER MONITORING & RECORDING** Parents are invited to observe their children in real time over the monitoring system within CYP facilities. Requests to review recordings must be made through the facility director and Camp Pendleton's Freedom of Information Act (FOIA) representative. All requests must be made in writing and will need to be specific as to date and time of the recording to be reviewed. Decisions regarding all FOIA requests are made at the command level in accordance with SECNAVINST 5740.33F and not by CYP.

The request process can be time consuming; therefore, site management and the CYP Administrator will review recordings and provide feedback to families during the interim. Unofficial release of the information would violate the privacy of all others (children) appearing. A copy of the recording will be maintained until the issue is resolved or a minimum of one year. All other recordings will be maintained for a maximum of thirty days.

**CHILD ABUSE IDENTIFICATION AND REPORTING** Child abuse is defined as physical or sexual abuse, emotional abuse or neglect of a child by a parent, guardian, foster parent or caregiver. At a minimum, all

incidents or suspected incidents of child abuse are reported to the Provost Marshal's office, the installation Family Advocacy Program (FAP) office and the local Child Protective Services Agency (CPS). Reporting procedures remain the same regardless of whether the alleged or suspected offender is a professional, parent or other caregiver. Reporting agencies and phone numbers: Child Abuse Hotline 1-800-344-6000, Family Advocacy Program (FAP) 760-725-9051, Provost Marshall 760-725-3888, DoD Child Abuse and Safety Violation Hotline 1-877-790-1197.

All CYP Professionals, contractors, and specified volunteers must report instances of alleged problematic sexual behavior to the installation FAP office. Instances of alleged problematic sexual behavior are behaviors initiated by children and youth under the age of 18 that involve sexual body parts (genitals, anus, buttocks, or breasts) in a manner that deviates from normative or typical sexual behavior and are developmentally inappropriate or potentially harmful to the individual initiating the behavior.

To further promote the safety of all children enrolled in CYP, all staff members must satisfactorily complete a criminal history and background check. All CYP personnel complete a Childcare - National Agency Check with Inquiries (CNACI). Direct care and other personnel who are in process of having this check returned can be identified via a red shirt or smock. Once the check has been fully adjudicated per the Office of Personnel Management standards (by Human Resources professionals), direct care staff are permitted to wear a blue shirt or smock. Staff who are awaiting adjudication must work in line-of-sight supervision of CYP personnel with an adjudicated CNACI. The process for a CNACI to be returned and adjudicated can take approximately six months, but can vary.

**CHILD ACCOUNTABILITY** Direct care staff shall directly supervise children by sight and sound at all times, even when children are sleeping. Effective and active supervision of children involves:

- Knowing the whereabouts of each child at all times
- Scanning play activities and rotations
- Standing in a strategic position
- Being aware of potential safety hazards
- Establishing clear and simple rules
- Knowing each child's abilities
- Focusing on the positive rather than the negative to teach a child what is safe for the child, and other children

An internal action plan will be implemented to locate a child who is lost or who becomes separated from their group. Internal action plan includes remaining calm and keeping the remaining children assigned to the classroom together. If a child cannot be located on the premises, PMO will be contacted with the child's description. Parent or guardian will be informed of any situation involving a child who is lost or separated from their group, along with the steps that have been taken to locate their child.

**CHILD REMOVAL ORDER (CRO)** In accordance with MCO 1754.11, a CRO is designed for short-term placement of a child into a place of safety and is more likely needed OCONUS where CPS is not available. When there is no suitable adult to protect a child victim, a CRO is issued by the alleged offender's commanding officer (or the Installation Commander in cases where the family resides in government quarters or in which good order and discipline aboard the installation is threatened). When CPS has legal responsibility for removal of the child, they shall be contacted and given decision authority for the removal of the child(ren) per references (c) and (d). Refer to appendix F for additional details.

(2) Protection of Children. The Installation Commander shall issue a written policy setting forth the procedures and criteria for: (a) The removal of child victim(s) of abuse or other children in the household when they are in danger of continued abuse or life-threatening child abuse. (b) Safe transit of such child(ren) to appropriate care. When the installation is located OCONUS, this includes procedures for transit to a location of appropriate care within the United States.

## 7. FAMILY ENGAGEMENT

Effective programs are those in which parents are actively involved. The following is a brief list of involvement ideas:

- Observe your child within the program setting. Join him/her in an activity
- Daily contact with staff members
- Attend Parent Advisory Board meetings and provide input concerning the program
- Attend family/child activities
- Share your talent/skill/hobby with your child's class

**COMMUNICATION** Daily Note Form MFY 18 (6-24) are sent home each day for the infant – toddler age groups. This report contains information relative to meals, rest periods, diaper changes/ toileting, the child's moods, and other activities that have occurred during the day. Each classroom posts their day's activities. Weekly lesson plans and the daily schedule are also posted. Teachers are available daily for short chats regarding the classroom's activities. If a conference is desired, please notify the Center Director so that arrangements can be made for another staff member to substitute in the classroom. It is of utmost importance that there be adequate supervision at all times. Phone conferences can be arranged if necessary. Families are encouraged to talk with their child (ren) daily about their activities. Open communication between families and staff will promote a healthier environment for the child and a more satisfactory care arrangement for the family.

**PARENT/PATRON CONDUCT** Patrons using profanity or displaying disrespectful conduct, such as yelling at staff or children in CYP facilities will not be tolerated. Disrespectful conduct is considered as behaviors that cause a hostile work environment for the staff and may result in voidance of the agreement and permanent suspension of CYP services. Parents or authorized pick-ups who are suspected to be intoxicated or impaired will not be permitted to pick children in care.

**PARENT PARTICIPATION** Parent participation is designed to encourage parents to take an active role in their children's early educational experiences. Upon enrollment, you will receive a parent orientation. Parent conferences are scheduled annually, or upon request. Special events are planned monthly. Parents are encouraged to participate in the many activities that are planned throughout the year.

Parents are a very important aspect of the programs offered by CYP. In an effort to encourage parent involvement, a Parent Advisory Board (PAB) has been established. The Parent Advisory Board (PAB) is established for all Child and Youth Programs to provide recommendations for the improvement of services and operations. The PAB acts in an advisory capacity, providing recommendations for expanding and improving services, and does not engage in the management and operation of the CYP. Announcements regarding upcoming meetings are generally published in the monthly newsletters and posted at the sites. We look forward to any input, ideas, time and talents you would like to share. The classrooms are always open for parents to visit or share talents and hobbies. The Family Care Program Manager and CDC Directors function as advisors to the PAB. Notification of PAB meetings will be posted at the CDCs for parent's convenience. For additional information on the PAB, please see your Center Director.

**USE OF VOLUNTEERS** All regular scheduled volunteers shall complete eight hours of orientation training including child abuse prevention, identification, and reporting procedures: four hours of observation before working with children and youth, and working towards completion of the DoD modules for the age group they are working with. They are also subjected to the same extensive background checks as our caregivers.

**SMOKING AND PROHIBITED SUBSTANCES** All tobacco products are prohibited in DoN Facilities. This includes all smokeless tobacco products and electronic nicotine delivery devices SECNAINST 5100-13. If you smoke in your car, it must be away from the sight of the children. Cigarette butts are to be disposed away from the building and not discarded in the parking lots or sidewalks.

**DEATH OF A PARTICIPANT.** In the event of the death of a child, the following steps will be taken by the Director:

- Discuss with parent or guardian what public facts they want shared surrounding the child's death.
- Connect family with available resources to include Community Counseling, FOCUS and MFLAC services.

- Provide factual information to employees including plans for funeral or services based on the family's wishes.
- Connect employees with resources to include the Employee Assistance Program.

**SHELTER-IN-PLACE.** Programs may be required to shelter-in-place if there is a direct threat to, or the immediate surrounding area of a CYP facility. If there is a threat, including an unauthorized suspicious intruder, children will be kept secured in a classroom or other safe area away from windows and doors. The facility will be closed to all visitors, staff and parents who may attempt to enter the program until it is determined by PMO that the building is safe.

Child and Youth Program has an open-door policy for parents. You are encouraged to discuss your child's developmental experience with the program staff.

## PARENT PROGRAM AGREEMENT

I hereby agree to comply with the rules and regulations of MCB Camp Pendleton's and MCLB Barstow Child and Youth Program in regards to fees, health, clothing, and other items specified in the Parent Program Agreement. I am aware of the scheduled holidays.

As indicated, I hereby agree to submit a signed disenrollment form directly to Resource and Referral **30 days in advance** of withdrawal, should such an event occur. If written notice is not received, Auto Debit will not be stopped, and no refund will be given for prepaid childcare.

I have read and understand the child abuse and discipline policy.

Signed \_\_\_\_\_  
 Sponsor (*If the sponsor is unavailable to sign, a Power of Attorney will be accepted.*)

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
 (Parent or legal guardian)

Center Director/Manager Signature:

\_\_\_\_\_

Date: \_\_\_\_\_