



UNITED STATES ARMY  
**CHILD & YOUTH SERVICES**

February 2018

# **Installation Parent Handbook**

**Fort Knox, KY**

<https://knox.armymwr.com/categories/cys-services>



**CHILD & YOUTH SERVICES (CYS) CONTACT INFORMATION**  
**<https://knox.armymwr.com/us/knox>**

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

Building 1384, Basement

Monday .....0800-1600

Tuesday .....0800-1730    except for 3<sup>rd</sup> Thursday of each month close at 1300

Wednesday-Friday ...0800-1600

DSN: 464-6703 • CIV: (502) 624-6703

Webtrac: <https://webtrac.mwr.army.mil/#page-0>

**Child Development Center (CDC)**

Building 4250 & Building 4249 Annex

Monday-Friday ..... 0530-1800

DSN: 464-6702 • CIV: (502) 624-6702/6708

**Family Child Care (FCC)**

Building 4249 (Located at the CDC)

Monday-Friday .....0800-1600

DSN: 464-6708 • CIV: (502) 624-6708

**CYS Nurse**

DSN: 464-1023 • CIV: (502) 624-1023

**School-Age Center (SAC)**

Building 4251

Monday-Friday .....Before/After School 0530-0800 & 1430-1800

.....Intercession/Summer Camp 0530-1800

DSN: 464-6903 • CIV: (502) 624-6903

**School Liaison Services**

Building 1384, Basement

DSN: 464-2305 • CIV: (502) 624-2305

**SKIES Unlimited Instructional Programs**

***Schools of Knowledge, Inspiration, Exploration and Skills (SKIES)***

DSN: 464-6615 • CIV: (502) 624-6615/3126/7882

**Devers Middle School/Teen Center (MST)**

Building 5543

Monday-Thursday.....1400-2000

Friday & Saturday.....1400-2200

DSN: 464-6442 • CIV: (502) 624-6442

**Caruso Youth Sports and Fitness (YSF) Complex**

Building 718

Monday – Friday ..... 1100-1700 (Closed last Friday of each month)

DSN: 464-4747 • CIV: (502) 624-4747

**NOTE: CYS Programs are closed on all Federal Holidays.**

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**CYS – MEMBER OF NATIONAL 4-H**




Dear Parents,

Welcome to Fort Knox, Child and Youth Services (CYS)! We recognize the strength of our Soldiers comes from the strength of their Families; we consider it an honor and look forward to supporting your Family readiness. CYS is an Army program that provides services to all Military, Department of Defense and Contract Agencies who support the Fort Knox mission. Our highly trained staff is committed to providing a safe, nurturing environment that meets the holistic needs of the child/youth ages four weeks to 12<sup>th</sup> grade. Lastly, our programs and activities are specifically designed by early childhood and youth development specialists to meet the growing needs of 21<sup>st</sup> century.

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

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

Again, thank you for considering Fort Knox Child and Youth Services (CYS)!



RAYCEN LEWIS OGGs  
Coordinator, Child and Youth Services

## CUSTOMER SERVICE

### CAREGIVER'S CREED

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



### CUSTOMER COVENANT

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

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

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

**Mission:** Reduce the conflict between parental responsibilities and unit mission requirements.

**Vision:** The driving force for excellence in school support, youth programs and child care for the Army, Department of Defense and the Nation.

#### **Goals:**

- Achieve and sustain QUALITY by pursuing nationally recognized benchmarks and performance standards.
- Increase and sustain AVAILABILITY through on and off post child care options and supervised programs for youth.
- Maintain AFFORDABILITY for both Soldiers and the Army
- Ensure ACCOUNTABILITY is achieved by requiring measurable outputs and outcomes



- Increase RETENTION by positively influencing a Family's decision to remain in the Army
- Influence READINESS by allowing the Soldier to better concentrate on his/her job
- Enhance RESILIENCY by providing positive growth and development options for children of Soldiers

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

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

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

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

**Transgender:** Transgender children and youth will have access to restrooms and programs of the gender for which they identify. CYS programs will provide unisex, single-user restrooms when feasible to maximize comfort and access for everyone, but transgender individuals should not be limited to using these facilities.

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

**Deployment Support Services:** The Deployment Support Services institutionalizes a commitment by Army leaders to provide Soldiers and Families of all components with programs and services that maintain a quality of life commensurate with the quality of their service and sacrifice to the Nation.

**Communication/Feedback:** Parents/guardians who wish to post questions, comments or concerns regarding Morale Welfare and Recreation (MWR), CYS programs may do so at the following email

address: <https://knox.armymwr.com/us/knox/contact-us>. You have the option of remaining anonymous or, should you desire feedback, you may include your name and address. You may also complete an Interactive Customer Evaluation (ICE) survey on <http://ice.disa.mil/> or the Fort Knox website: [www.knox.army.mil](http://www.knox.army.mil). If you do not have access to internet or email, write your questions, comments or concerns and place them in the drop box designated by the Parent Central Services office.

**Social Media:** Please do not be surprised or offended if an employee does not accept a “friend” request on Social Media. As an employee of Army CYS, our policy discourages employees from associating with youth or parents on personal Social Media pages. We do, however, encourage you to “Connect” or “Like” our CYS Facebook page to stay up to date on what is happening in our programs. The following CYS Facebook website: <https://www.facebook.com/FortKnoxCYS/>.



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

**CDC:** (502) 624-6702/6708  
Lead Program Assistant (Classroom Lead Teacher)  
Supervisory Program Specialist  
Assistant Facility Director  
Facility Director: Ms. Stephanie Parris

**FCC:** (502) 624-6708  
Program Director: Ms. Nely Guandique  
CDC Director: Ms. Stephanie Parris

**SAC:** (502) 624-6903  
Lead Program Assistant (SAC Lead Teacher)

Supervisory Program Specialist  
Assistant Facility Director  
Facility Director: Ms. Sandy Hinerman

**MST:** (502) 624-6442  
Lead Program Assistant (MST Lead Teacher)  
Supervisory Program Specialist  
Assistant Facility Director  
Facility Director: Mr. Eddie Ragland

**Youth Sports and Fitness (YSF):** (502) 624-4747  
Program Director: Mr. Ryan Lewis

**Parent Central Services (PCS):** (502) 624-6703  
Assistant Director: Ms. Karin Wedding  
Program Director: Ms. Jessica Jackson

**Kids on Site (KOS) Director:** (502) 624-6615  
KOS Director: Mr. Lawrence "Larry" Stewart  
Program Director: Ms. Jessica Jackson

**SKIES:** (502) 624-6615/3126/7882  
Kids on Site Specialist: Mr. Larry Stewart  
Program Director: Ms. Jessica Jackson

Chief, Child and Youth Services Division: Ms. Rayceil Lewis Oggs @ (502) 624-3232  
Director, Family and Morale Welfare & Recreation (FMWR): Mr. Randy Moore @ (502) 624-2628  
Deputy Garrison Commander: (502) 624-2749  
Garrison Commander (502) 624-2749/Garrison Command Sergeant Major (502) 624-6770





### **FEDERAL HOLIDAYS:**

CYS programs will be closed on all federal holidays New Year's Day (January 1<sup>st</sup>), Martin Luther King, Jr.'s Day (3<sup>rd</sup> Monday of January), Presidents' Day (3<sup>rd</sup> Monday of February), Memorial Day (Last Monday of May), Independence Day (July 4<sup>th</sup>), Labor Day (1<sup>st</sup> Monday in September), Columbus Day (2<sup>nd</sup> Monday of October), Veteran's Day (always November 11<sup>th</sup>), Thanksgiving Day (4<sup>th</sup> Thursday of November), and Christmas (December 25<sup>th</sup>).

CYS programs will close the Friday after Thanksgiving for a Training Holiday.

<b><i>IF CHRISTMAS HOLIDAY IS ON:</i></b>	<b><i>CDC/SAC WILL BE CLOSED:</i></b>	<b><i>IF CHRISTMAS HOLIDAY IS ON:</i></b>	<b><i>CDC/SAC WILL BE CLOSED:</i></b>
<b>Saturday</b>	<b>Close Noon on Thursday &amp; all day Friday</b>	<b>Wednesday</b>	<b>Noon Tuesday &amp; all day Wednesday &amp; Thursday</b>
<b>Sunday</b>	<b>Close Noon on Friday &amp; all-day Monday</b>	<b>Thursday</b>	<b>Close Noon Wednesday &amp; all day Thurs &amp; Friday</b>
<b>Monday</b>	<b>Close all day Monday &amp; Tuesday</b>	<b>Friday</b>	<b>Close Noon on Thursday &amp; all day Friday</b>
<b>Tuesday</b>	<b>Close at Noon on Monday all day Tuesday &amp; Wednesday</b>		

<b><i>IF NEW YEAR'S HOLIDAY IS ON:</i></b>	<b><i>CDC/SAC WILL BE CLOSED:</i></b>	<b><i>IF NEW YEAR'S HOLIDAY IS ON:</i></b>	<b><i>CDC/SAC WILL BE CLOSED:</i></b>
<b>Saturday</b>	<b>Close Noon on Thursday &amp; all day Friday</b>	<b>Wednesday</b>	<b>Close Noon Tuesday &amp; all day Wednesday</b>
<b>Sunday</b>	<b>Close all day Monday</b>	<b>Thursday</b>	<b>Close Noon Wednesday &amp; all day Thursday</b>
<b>Monday</b>	<b>Close Noon on Friday &amp; all day Monday</b>	<b>Friday</b>	<b>Close Noon on Thursday &amp; all day Friday</b>
<b>Tuesday</b>	<b>Close at Noon on Monday &amp; all day Tuesday</b>		

**\*\*During the 2-week Holiday period of Christmas/New Year, CDC and SAC hours of operation will be 0700-1800, unless otherwise stated above. The FCC Providers determine their own holiday schedules**

**\*The Chain of Command has the final authority on the above openings for CDC & SAC.**

**If full day camp, Before/After Care is needed based on Mission requirements on our closed days, we will work with parents to coordinate care with an FCC Provider and review to pay all/part of the costs for care between 0530-1800. This is on a case-by-case basis.**



## CHAPTER 1- SAFETY & RISK MANAGEMENT

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

**Parents make reports to the RPOC, Military Police (502) 624-2111.**

**DoD Child Abuse and Safety Violation Hotline Posters** are placed in visible and high traffic areas throughout all CYS facilities and FCC homes should a parent or guardian need to report incidents of suspected abuse. DoD Child Abuse and Safety Violation Hotline number is 1-877-790-1197.

It is essential parents are aware of the Installation Policy of leaving their child home alone. See page 59 – Fort Knox Policy memo No. 09 – Installation Child Home Alone/Supervision Policy.

**Child Abuse Reporting** – Parents please note that **ALL** CYS personnel are knowledgeable and considered "**mandated reporters**" who are required by law to report suspicions of child abuse or neglect. If CYS personnel notice suspicious bruises, cuts or burns on a child, or forms of neglect. Employees must dual report to the installation Reporting Point of Contact (RPOC), which is the MP's at (502) 624-2111 and to the Department of Community Based Services (DCBS) at 270-766-5088. Dual reporting is as a result of Talia's Law, passed in December 2016 as an amendment to the National Defense Act. The law is named in honor of 5-year-old Talia Williams who was beaten to death in 2005 by her father, then an active-duty infantryman stationed in Hawaii.

**Background Clearances:** Individuals who regularly interact with children under 18 years of age in Army-sponsored and sanctioned programs are required to undergo specific initial background checks and periodic re-verification.

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

Staff under LOSS will be identified by **RED** nametags with first and last names and red bib aprons or red polo shirts or red lanyard or clip on name tags. Staff who have completed background checks will be identified by **GREEN** nametags with first and last names and green smock tops or green bib aprons or green polo shirt or green lanyard or green clip on name tags. Classroom leads and Supervisory

Program Specialists will be identified by **BLUE** nametags with first and last names and blue smock tops or blue bib aprons or blue polo shirts. Management and Administrative staff will wear nametags with first and last names and appropriate business attire. Management name tags will have a red dot if under LOSS and a green dot if fully cleared.

**Sign In/Out of Facilities:** To maintain a safe and secure environment, all visitors are required to sign in/out at the facility's front desk and obtain a RED visitor's identification badge. Parents/guardians simply dropping off or picking up their child/youth do not have to sign in.

Parents/guardians visiting the facility or a classroom greater than 15 minutes must sign in at the classroom or at the front desk and obtain a red visitor's badge, except for on special occasions, Mother's Day Tea, Father's Day event, Thanksgiving Luncheon, etc. All Non-CYS employees will be escorted in the facility.

**Child Guidance and Touch Policy:** Helping a child/youth understand and make appropriate choices is the basis for child guidance. When a child/youth misbehaves, CYS staff works along with the Parent/Guardians using Positive Guidance (POSITIVE DISCIPLINE, POSITIVE PARENTING, GENTLE AND LOVING GUIDANCE) to identify the problem and find strategies that enable the child/youth to respond appropriately. Positive Guidance is a belief that children should be treated with respect, free from fear of violence and shame and guided with loving encouragement. The Child Development Center has incorporated the Center on the Social and Emotional Foundations for Early Learning (CSEFEL). The CSEFEL model focused on promoting the social and emotional development of children as a means of preventing challenging behaviors and encouraged a better working relationship between CDC staff and Parents. ***Corporal punishment is not allowed in CYS programs under any circumstances.***

Boundaries for appropriate and inappropriate touching are established to ensure clear understanding of what is acceptable and what is not acceptable. Inappropriate touching will be investigated and may be grounds for immediate closure of the FCC home or removal of a CYS staff member, contract employee or volunteer.

**Bullying:** Fort Knox is committed to making our facilities, homes and community safe, caring, and welcoming places for all who enter our doors, particularly our children/youth. For this reason, CYS has a zero tolerance for acts of bullying or disrespect towards children/youth or CYS staff. We treat each other with respect. Our community and centers define respect as follows: Treat others, *regardless of age or position*, with the same level of respect and dignity you wish to be treated with.

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

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



**Video Surveillance System (VSS):** All CYS program facilities utilize a comprehensive video surveillance system. VSS is designed to deter and reduce the risk of child abuse in CYS facilities; protect staff from unwarranted allegations of child abuse, provide Soldiers and Parents with “peace of mind” and support CYS management staff in the exercise of program oversight.

The cameras record most activity areas in the interior and exterior of the buildings. You may request to view a portion of your child’s/youth’s time with the facility manager. Due to confidentiality reasons, copies of these recordings are not authorized to be given to parent/guardians unless a copy is requested under the Freedom of Information Act. Recordings are released only to authorized personnel, MPI, Social Work Services, DCBS, and CID, etc.

**Supervision/Accountability of Children - Adult/Child Ratios:** Staff-to-child/youth ratios must be maintained at all times of the day except under rare conditions caused by compensatory enrollment as outlined in guidance (see AR 608-10 for more information). The intent is to always be at ratio and not over or under ratio. Ratios will not be decreased to accommodate children/youth with special needs. Volunteers or other non-CYS staff may be used to supplement the ratio, but do not have a ratio group of children or youth.

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

In the Youth Sports and Fitness Program, appropriate youth/adult ratios are maintained 100% of the time during all sports and fitness program operating hours. The adult/youth ratio is 1:15 at all times indoors and outdoors. The National Governing Body rules determine adult staff/youth ratio for specific activities. Please consult the Youth Sports and Fitness Director for additional information at (502) 624-4747.

FCC homes are multi-age homes group include only two children under 2 years of age per home. Per AR 608-10

**Adult/Child Ratios are:**

<b>CHILDCARE/SAC/MST Center (Facilities)</b>		<b>FAMILY CHILD CARE (Homes)</b>	
<b>Adult/Child</b>	<b>Age</b>	<b>Adult/Child</b>	<b>Age</b>
Infants 1:4	6 weeks to 12 months	Multi-age 1:6	4 weeks to 12 years
Pre-toddlers 1:5	13 to 24 months	Infant/Toddler 1:3	4 weeks to 3 years
Toddlers 1:7	24 to 36 months	Newborns 1:2 *	Birth to 12 months
Preschoolers 1:10	3 to 5 years	School-Age 1:8	5 years-12 years
Kindergartners 1:12	Kinder to 5 <sup>th</sup> grade		
School-Age			
MST 1:15	6 <sup>th</sup> to 12 <sup>th</sup> grade		

\*FCC homes are multi-age home groups to include only two children under 2 yrs of age per home AR-608-10

**Training & Professional Development:** All CYS personnel working directly with children/youth receive standardized orientation training before they are allowed to work directly with children. The orientation includes such topics as applicable regulation and installation policy; child health and safety; child abuse identification, reporting and prevention; age appropriate guidance and discipline; parent and family

relations; health and sanitation procedures and position orientation. Training is ongoing and competency based. Assessments are completed to ensure staff comprehend and demonstrate the knowledge and skills learned from training. Other CYS professionals (directors, cooks, etc.) complete an orientation and ongoing training as well.

**Parent Involvement:** Parent/Guardians are encouraged to participate in the planning and evaluation of programs through annual Fort Knox Multi-Disciplined Team Inspection (MDTI), program surveys, NAEYC Accreditation, Parent Participation in events/activities and Parent Advisory Board (PAB). These processes help ensure the safety of children/youth while improving administrative policies and programming issues geared toward program quality. ***Moreover, parent/guardians who participate in the program may earn points toward fee reduction on their child care.*** For detailed information on the various ways parent/guardians can participate in CYS programs and activities, contact your facility director or Outreach Services at (502) 624-4483.

Also, parents play a key role in the care of their children with special needs through their involvement in the Multi-Disciplinary Inclusion Action Team (**MIAT**) process.

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

Installation Level Child and Youth Services Inspection  
AR 608-10, Child Development Services  
AR 215-1, Military Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities  
Army Higher Headquarter Inspection  
Installation Level Child & Youth Services Inspections  
DoDI 1015.2 MWR Programs  
DoDI 6060.2, Child Development Programs  
DoDI 6060.3, School-Age Programs  
DoDI 6060.4, Youth Services Programs  
DoDI 1402.5, Criminal History Background Checks on Individual in Childcare Settings  
DoD I 6025.18-R Privacy of Health Information  
PL 101-647 Crime Control Act  
PL 106-104 Youth Sponsorship  
PL 104-106 - Military Child Care Act  
PL 104-201, Sec 1044: Cities concern for lack of support for DoD Youth Programs  
PL 106-65, Sec 584, Expanded Child Care and Youth program services  
PL 106-79, Conference Report - DoD Report on Family Childcare Subsidy/Access to Military Child Care  
PL 101-366 American with Disabilities Act  
U.S. Army Child, Youth & School Services Operations Manual  
National Association for Education of Young Children (NAEYC)



Council on Accreditation (COA)  
National Alliance for Youth Sports (NAYS)

**Department of Defense (DoD) Certification:** The Department of Defense (DoD) certification of programs sets a worldwide military standard and is comparable to the state licensing process. While licensing standards vary from state to state, DoD standards are the same worldwide. Military child care programs are all based on the same DoD instructions and certification checklist. You can expect to see a comparable level of quality when you move from one installation to another or one service to another. Where they differ, the standards must be more stringent than those set by DoD. The rules are specific to the type of service and the age of the children/youth. DoD standards address health, safety, parent involvement, staff training requirements, and developmentally appropriate practices. Whether you're looking at Child Development Centers (CDC), Family Child Care (FCC) homes, Child Development Homes, School Age programs or Youth Programs, you'll find that all of the services on military installations are required to be DoD certified.

**Accreditation:** Accreditation is an activity, not a status. The benefits of accreditation are the external mark of quality, high standards, process improvements and support. CYS programs undergo a rigorous accreditation process. The Fort Knox Child Development Center, School Age Center, and FCC Homes may obtain accreditation through the following entities:

- **National Association for the Education of Young Children (NAEYC)** - sets professional standards for early childhood education programs age (age 0-5 years) and helps families identify high-quality programs for their young children. Fort Knox CDC is accredited through August 2020.
- **The Council on Accreditation (COA):** Afterschool Program Standards include After School Administration (CYD-AM), After School Human Resources (CYD-HR), and After School Programming and Services (CYD-AYD). The Administration Standards cover practices related to continuous quality improvement, financial management, risk prevention and management and ethical practice. The Human Resources Standards address recruitment and selection, training and professional development, support and supervision. The Programming and Services Standards set forth additional recommended practices for working with children and youth in out-of-school time. Fort Knox SAC is accredited through November 2019.
- **National Association for Family Child Care (NAFCC)** - Awarded to family child care providers who meet the eligibility requirements and the Quality Standards for NAFCC Accreditation. Accreditation reflects a high level of quality through a process that examines all aspects of the family child care program, i.e. relationships, the environment, developmental learning activities, safety and health, and professional and business practices. Once family child care providers become accredited, they agree to abide by the standards set forth and to be measured against those standards with periodic integrity and compliance reviews. As of January 2018, Fort Knox has one accredited FCC home.

## CHAPTER 2- REGISTRATION PROCESSES & PROCEDURES

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

**Patron Eligibility:** CYS accepts children as young as four weeks in Family Child Care homes and through senior in high school (21 years and under) in CYS programs. Eligible patrons of Department of Defense (DoD) Child Development Programs (CDP) include active duty military personnel, DoD civilian personnel paid from both appropriate funds (APF) and non-appropriate funds (NAF), reservists on active duty or during inactive duty personnel training and DoD contractors. Retirees and other Fort Knox entities (Fort Knox Federal Credit Union employees, and Federal entity employees) are eligible for childcare on a space available basis.

The purpose of the Child Development Center (CDC) and School Age Center (SAC) programs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and the accomplishment of the DoD mission, and to improve the economic viability of the family unit. CDC and SAC is not considered an entitlement. (Reference: DODI 6060.2 and 6060.3, #4 Policy.)

Foreign Military Service members assigned to the Installation/serving the Department of Defense will pay the child and youth fee based on their Total Family Income (TFI). The eligibility criteria and priority are the same as any other Active Duty Soldier or DoD Civilian.

Military personnel of foreign nations and their Families when on orders from the U.S. Armed Forces, or in overseas areas when the overseas commander grants privileges in the best interest of the United States. (Reference: AR 215-1 when addressing children 0-12 refer back to AR 608-10).

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

Retiree's eligibility is space available only for childcare. Retirees use SKIES, MST and Youth Sports and Fitness programs for any event. Call Parent Central Services at (502) 624-6703 for eligibility questions.

Foster children that are legally placed with eligible Patrons qualify to receive child care services with CYS. The eligible Patron must submit the legal documentation at registration for the child that is in their custody. All documentation must be reviewed by the legal office prior to care. The childcare fees are determined by the household of the eligible Foster Parents.

***Definition of Parent:***

- A parent or legal guardian is defined as the biological mother or father of a child; a person who by order of court of competent jurisdiction has been declared the mother or father of a child by adoption;
- Or the legal guardian of a child or a person in whose household a child resides at least 25% of the time in any month, provided that such person stands in loco parentis to that child and contributes at least one-half of the child's support.
- In Loco Parentis- When an individual acts "in loco parentis" as the parent, this can only exist when the individual undertakes care and control of another (child/ren) in ABSENCE of such supervision by the natural parents and in absence of formal legal approval. When the parent is still in picture no such "in loco parentis" relationship exists. This guidance has been provided by the IMCOM Office of Staff Judge Advocate.

**Parent Central Services (PCS):** Parent Central Services, commonly referred to as the "Gateway to CYS," is the first place a Family visits at a new installation to obtain information and register for CYS programs. CYS Parent Central Services:

- ✓ Explains MilitaryChildCare.com wait list process and help families access the website
- ✓ Verifies a patron's eligibility using the DoD ID Card (Military, Civilian DoD contractor assigned to the Garrison, Reservist/National Guard, Active Duty soldier on orders)
- ✓ Determines services patrons needs (Wait List, Hourly, Part Day, Full Day, SAC, MS/T, SKIES, Sports, etc.)
- ✓ Explains age appropriate programs associated with patron's children;
- ✓ Conducts a search for care in CYS for immediate openings.
- ✓ Conducts initial and re-registration of patrons into all CYS programs
- ✓ Explains Wait List policies and assists with wait list placement
- ✓ Determines patron fee category IAW with the latest fee policy
- ✓ Schedules new patrons for program orientations
- ✓ Sends relevant notifications /messages to patrons through the Child and Youth Management System (CYMS) database.
- ✓ Coordinate paperwork/documentation with Army Public Health Nursing for Special Needs children

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

**To expedite or avoid delay of the registration process, please have the following available:**

- ☑ **Identification Card** (Sponsor or Spouse)
- ☑ **Social Security Number**
- ☑ **Proof of Child Eligibility** (i.e. Legal Guardianship papers, Child Military ID Card, or Tricare card or DEERS printout from Soldier's AKO)
- ☑ **Copy of Child's Birth Certificate** – Required of DoD civilians or contractors,
- ☑ **Immunization Record or transcription** (CYS does follow the Recommended Immunization Schedule for Children & Adolescents Aged 18 years or younger from the Centers for Disease Control and Prevention)
- ☑ **Proof of Income:** (i.e. Leave and Earning Statements/Pay Vouchers or proof of fulltime school enrollment) For CDC, FCC, SAC registrations.
- ☑ **Health Assessment/Sports Physical Statement or Well Baby Check Up** (due within 30 days of registration or before child/youth's first sports practice, whichever comes first)
- ☑ **Local Emergency\_and Child Release Designee** (minimum of two )
- ☑ **Family Care Plan** (Dual/Single Military Only, including Reservists)

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

(Some forms may also require a stamp from a medical provider)

DD FORM 2652	Application for DoD Child Care Fees or waiver
	Teen Self Registration Form
	CYMS Profile Print (PCS prints – no signature)
	Family Care Plan (dual/single military only)
	Health Assessment /Sport Physical Statement
	Health Screening Tool (SNAP) Form/MAPS
	USDA Forms

**Immunizations:** Children/Youth accepted for child care in CYS programs must be free from communicable diseases such as measles, mumps, hepatitis, scarlet fever and strep throat, and have written documentation of all age-appropriate immunizations as recommended in the Immunization Schedule for Children & Adolescents Aged 18 years or younger from the Centers for Disease Control and Prevention. Child/youth immunizations must be up to date in order to participate in CYS programs. A request for waiver based on a medical condition must be accompanied by a signed, stamped, and dated statement from a credentialed medical provider documenting why the child is exempt. Also, a request for waiver based on a religious objection must be accompanied by a signed statement of the parent specifying religious objection. Approval is provided by the CYS Coordinator. Children/youth who are not immunized will be denied child care during outbreaks.

Beginning in 2018, CYS will require the flu vaccination as an annual requirement for children 6 months and older. For SAC and MST, if the public schools or private schools require your child to have a flu vaccination, there is no documentation required in place at SAC and MST. CYS will ask for documentation for school age children who are Home-schooled.

**On Post Schools:** DoDEA Regulation 2942. 1., School Health Services, requires annual influenza vaccine for students attending all DoDEA schools. The influenza annual/seasonal or pandemic vaccine is a requirement to safeguard military communities and improve school attendance.

It is mandatory for all CYS employees to have annual flu shots; approved medical and religious exemptions do apply.

In the event of an immunization-preventable disease outbreak, the CYS Coordinator will take appropriate action to exclude from CYS programs, children/ CYS personnel who been granted immunization waivers. The Preventive Medicine Chief and/or APHN (Army Public Health Nurse) Health Consultant must be consulted when assessing re-admission to CYS programs.

**Health Assessment/Sports Physical Statement:** A current health assessment/sports physical statement, within one (1) year of registration is required for children 12 years old and under attending CDC, FCC, or SAC. Sixth graders attending MST and all other children attending MST do NOT require a health assessment (unless requested by MIAT). Children attending hourly care, contingency/emergency care, or Kids on Site childcare do require a current health assessment/sports physical (exclusions may apply for Kids on Site special events). Children attending SKIES programs do

not require a health assessment/sports physical statement unless requested by MIAT or deemed necessary by instructor personnel.

If a current health assessment/sports physical statement is not available at initial registration it is to be completed within 30 days of enrollment (60 days for contingency/emergency care).<sup>\*</sup> Health Assessments are good for three (3) years, as long as the child does not have any major health status changes. Sports Physicals are good for one (1) year.

<sup>\*</sup>Well baby exams or school athletic physicals can be used in place of the health assessment if dated, signed and stamped by the health care provider and parent within one year. Well baby exams or school athletic physicals should include findings of the physical examination and should identify any abnormalities, considerations, or restrictions found. ***Children/youth participating only in the middle school/teen program programs are exempt from this requirement.***

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



**CYS – AFFILIATE  
MEMBER OF BOYS &  
GIRLS CLUBS OF  
AMERICA**



**HEALTH ASSESSMENT/SPORTS PHYSICAL STATEMENT (HASPS)  
for CYS SERVICES  
ENROLLMENT, Renewal & SPORTS PHYSICAL Requirements**

Revised 08Jan 09

DATA REQUIRED BY THE PRIVACY ACT OF 1994			
<b>PRINCIPAL PURPOSE:</b> Information is used by DA personnel to: (1) verify child health status of immunization per admission requirements; (2) note special program considerations or restriction on child participation; (3) execute emergency medical procedure for chronic illnesses/conditions; (4) refer child for enrollment in Exceptional Family Member Program; (5) certify physically fit to participate in sports. <b>ROUTINE USES:</b> No information is disclosed outside DOD. <b>DISCLOSURE:</b> Information is voluntary; however, if information is not provided, individuals may not be able to participate in community activities.			
<b>INSTRUCTIONS:</b> All sections A, B, C, must be completed			
<b>PART: A Medical History (Filled out by parent / guardian)</b>			
Name of Sponsor	Home Telephone	Duty/Work Telephone	
	Cell Telephone		
Sponsor Unit / Work Address	Sponsor SSN	Spouse's Work Telephone	
<b>CHILD HEALTH INFORMATION</b>			
Name of Child	Birth Date	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Does your child have ongoing medical concerns? (If Yes, explain circumstances and current status) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your child enrolled in Exceptional Family Member Program? (If Yes, explain) <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>MEDICAL HISTORY</b>			
	YES	NO	
1. Any hospitalization or operations			14. Heat stroke or exhaustion
2. Allergies to medicine, insect bites or food			15. Broken bones or sprains
3. Speech or development delays			16. Joint injuries (Ankle/Knee/Wrist)
4. Vision Problems (Glasses / Contacts)			17. Required restricted physical activity
5. Ear or hearing problems			18. Diabetes
6. Seizures or Convulsions			19. Cancer
7. Dizziness or fainting with exercise			20. Dental or orthodontic braces
8. Headaches			21. Learning problems
9. Head injury or loss of consciousness			22. Sleep problems
10. Neck or back injury			23. Behavioral problems
11. Asthma or difficulty breathing			24. ADD / ADHD
12. Heart or blood pressure problems			25. Autism Spectrum Disorder
13. Chest pain with exercise			26. Other (please list below)
If you answer yes to any of the above, please explain:			
<b>Ongoing Medications</b>			
Name	Dosage	Frequency	
<b>Allergies – All Types (Foods, Medicines and Insect Bites)</b>			
Type	Reaction		

<b>PART B: Physical Exam</b>				
Medical Staff Assessment (Completed by licensed independent practitioner: Doctor-Dr., Nurse Practitioner-NP, Physician's Assistant-PA)				
Age YRS	MOS	Height cm. (     %ile)	Weight kgs. (     %ile)	
BP: P:	/	Visual Acuity Right / Left /	Tested with / without glasses	
	NORMAL	ABNORMAL	N / A	COMMENTS
1. Eyes				
2. Ears, Nose & Throat				
3. Hearing				
4. Mouth & Teeth				
5. Neck (Soft tissues)				
6. Cardiovascular				
7. Chest & Lungs				
8. Abdomen				
9. Genitalia – Hernia				
10. Skin & Lymphatics				
11. Spine – Scoliosis				
12. Extremities				
13. Neurological				
14. Wears braces / plates				
Based on this HX and PX exam, the following abnormalities were found and may need treatment:				
Immunizations are current and up to date: <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>PARTICIPATION RECOMMENDATIONS</b>				
<input type="checkbox"/> All sports     Yes     No		<input type="checkbox"/> Normal physical activity to including PE		
<input type="checkbox"/> Additional comments:		<input type="checkbox"/> Restrictions:		

Sports Physical is valid for 1 year from date indicated below

<b>PART C</b>		
<b>Special Medical Considerations:</b> Describe any special program needs, considerations or restrictions which the child requires in order to participate in CYS programs (to include Sports).		
Child / Youth is able to participate in normal CYS programs? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date	Licensed Health Care Professional Stamp	Licensed Health Care Professional; Dr., NP or PA Signature
Initial Date	Type or print name of Parent or Guardian	Signature of Parent or Guardian

**HASPS Renewal (Not Part of the Sports Physical)**

Year 2 Date	Health Status Changed	Signature of Parent or Guardian
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Year 3 Date	Health Status Changed	Signature of Parent or Guardian
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Children and youth with the following conditions might be referred to the MIAT.

- Allergies
- Special Diets
- Respiratory Diagnosis
- Epilepsy/Seizure Disorder
- Diabetes.
- Other

**Multidisciplinary Inclusion Action Team (MIAT):** The MIAT is a multidisciplinary group that explores installation child care and youth supervision options for children that have been diagnosed with life-threatening conditions and functional limitations. The team determines child care and youth supervision placement and considers feasibility of program accommodations and availability of services to support child/youth needs. Parent participation is crucial to the success of the MIAT. Every effort is made to accommodate children/youth with special needs. CYC advises parents that are license practitioners to not sign any of the required medical documentation to complete his/her child's MIAT due to the American Medical Association and the Kentucky Board of Medical Licensure consider it to be unethical.

**Special Diet:** Children/youth with life threatening food allergies or special dietary needs must provide a Special Diet Statement (SDS) from their health care provider specifying (1) which foods the child cannot consume, (2) the resulting allergic reaction if ingested and (3) allowable food substitutions. Children/youth may not be eligible for services without appropriate documentation. Children/youth who have special diets due to religious reasons must write a statement to their religious objections and submit it to Parent Central Services who will send it to the CYC Coordinator for Approval. In this case, a Special Diet Statement specifying which foods should be eliminated as well as allowable substitutions is required in addition to the representative of the religious institution signing the Special Diet Statement form, printing their name on the Special Diet Statement form, and dating when the Special Diet Statement form was completed. For more information, please contact Parent Central Services.

**Medical Action Plan (MAP):**

Maintaining the health and safety of every participating child/youth in CYC programs is of utmost importance. If the child/youth has a medical condition/diagnosis, such as allergies or asthma, that may require him/her to take medication while participating in an activity, the parent/guardian will be asked to complete a Medical Action Plan (MAP). Medical Action Plans (MAPs, 7625-3 or 7625-2) are valid for one year based on the date signed by physician (MAPs) or APHN (7625-3, or 7625-2), or until notified of health status changes. This plan is completed by the child's/youth's health care provider to ensure CYC staff is aware of the proper medication and the necessary course of treatment for the child/youth.

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



**Wait List:** Because of the high demand for childcare, it is not unusual for families to be placed on a waiting list. The Department of Defense (DoD) program has made it easier to find the child/youth care for family needs. Military and DoD civilian families can search for child/youth options through [MilitaryChildCare.com](http://MilitaryChildCare.com). Parents can find comprehensive information on child care programs worldwide, conduct a customized search for the care that is needed and submit a request for care at any time and from any location. Placement on the waiting list is determined by sponsor priority and the date of application. All child care waiting lists request must be submitted through [MilitaryChildCare.com](http://MilitaryChildCare.com). For more information, please contact Parent Central Services.

- a. Priority 1. The highest priority for full-time care shall be given to qualifying children from birth through age 12 years of age of combat related wounded warriors, child development program direct care staff, single or dual active duty Military Service members, single or dual DoD civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat related incident, and those acting in loco parentis on behalf of the aforementioned eligible patrons. With the exception of combat related wounded warriors, ALL eligible parents or caregivers residing with the child are employed outside the home.
- b. Priority 2. The 2<sup>nd</sup> priority for full-time care shall be given equally to qualifying children from birth through 12 years of age of active duty Military Service members, DoD civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat related incident, and those acting in loco parentis on behalf of the aforementioned eligible patrons, where a non-working spouse, or in the case of a DoD civilian employee with a same-sex domestic partner, is actively seeking employment. The status of actively seeking employment must be verified every 90 days.
- c. Priority 3. The 3<sup>rd</sup> priority for full-time care shall be given equally to qualifying children from birth through 12 years of age of active duty Military Service members, DoD civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat related incident, and those acting in loco parentis on behalf of the aforementioned eligible patrons, where a non-working spouse, or in the case of a DoD civilian employee with a same-sex domestic partner, is enrolled in an accredited post-secondary institution. The status of post-secondary enrollment must be verified every 90 days.
- d. Space Available. After meeting the needs of parents in priorities 1, 2, and 3, CDPs shall support the need for full-time care for other eligible patrons such as active duty Military Service members with non-working spouses, DoD civilian employees paid from APF and NAF with non-working spouses or same-sex domestic partners, eligible employees of DoD Contractors, Federal employees from non-DoD agencies, and military retirees on a space available basis. In this category, CDPs may also authorize otherwise ineligible patrons in accordance with 10 U.S.C. 1783, 1791 through 1800, 2809, and 2812 to enroll in the CDP to make more efficient use of DoD facilities and resources.
- e. Priority Determination. Individual priorities will be determined based on the date of application with the DoD Component. Components may only establish sub-priorities if unique mission related installation requirements are identified by higher headquarters.

**Note:** It is the responsibility of the parent/guardian to confirm interest in remaining on the wait list by updating the request on [www.MilitaryChildCare.com](http://www.MilitaryChildCare.com) every 30 days. Failure to do so will result in removal from the wait list. When a space is offered in a viable care option (CDC, FCC, etc.) parent/guardians are given forty-eight hours (48) hours to accept/decline the space. If the viable care option is declined, then the child's name will be moved to the bottom of the wait list you are on. If PCS is unable to contact the parent/guardian, the space will be made available to the next eligible child/youth on the wait list. Contact Parent Central Services to discuss the available wait list options.

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

**Parent Orientation:** Before a child can attend child care services a Parent Orientation is required. CDC and SAC Parent Orientations are prescheduled and include program Philosophy, Accreditation, Policies, Partnerships, Facility Tours, and completion of necessary documents. FCC Parent Orientations are also required prior to starting care; one orientation is completed by the FCC representative and the FCC Provider completes an orientation in the Provider's home.

MST Parent Orientations are available upon request, but are HIGHLY recommended for Parents to become knowledgeable of all the programs/services.

**Middle School/Teen Registration:** Middle school/teens must be registered to participate in all programs. Registration may be completed at Devers Middle School/Teen Center or at Parent Central Services. All youth must be registered to participate in any MST program to include special event programs, afterschool programs, trips, evening or weekend open recreation programs. All registration documents must be completed and signed by the Parent. CYS staff will validate the forms and an annual pass will be issued to youth.

Some special events and field trips may cost a nominal fee, but participation in these events is not mandatory. In the case of field trips, written parental permission must be granted before a youth is allowed to participate.



## CHAPTER 3 - DAILY OPERATIONS

**Daily Admission/Release: Arrival & Departure Procedures:** Under no circumstance will a child/youth be released to any person who is not authorized to pick up the child/youth. Positive control of child/youth will be maintained at the classroom level.

**Child Development Center (CDC)**, parents/designee will swipe their child(ren) into the Child and Youth Management System (CYMS) using their Child Pass card at the front desk before proceeding to their child(ren)'s classroom. Under no circumstance will the parent/designee move beyond the front desk without first swiping in. Upon entering the classroom, the parent/ designee will sign the child(ren) in, annotating his/her name, date, time and signature.

When departing, parents/designee will first enter the child(ren)'s classroom and sign the child(ren) out of the classroom. After signing out and proceeding to leave the classroom, the parent/designee must swipe their child(ren) out of CYMS located at the front desk. These procedure are in place to ensure accountability for all children attending care.

Starting January 2018, the CDC is required to contact parents when their full-day child is not in care by 0930 (9:30 a.m.). CDC encourages parents to let their child's teacher know their child will be late or call in to notify the front desk that a child will be late at Bldg. 4250– 502-624-6702 or Bldg. 4249– 502-624-6708

**School Age Center (SAC)**, parents/designee will swipe their child(ren) into CYMS using their SAC Pass card and physically sign in the attendance book at the front desk before proceeding to their child(ren)'s activity room. Under no circumstance will the parent/designee move beyond the front desk without first swiping in and physically signing in. The child(ren) may sign themselves in the activity room (as age appropriate), using the established method of the program (in some cases, annotating his/her name, date, time and signature, in others annotating on the Locator Board that the child(ren) is "In"). The CYPA present will ensure that all children are properly signed into the classroom before the parent/designee departs the room/area. Upon departure, parents/designee will swipe their child(ren) out of CYMS using their SAC Pass card and physically sign out of the attendance book at the front desk before proceeding to their child(ren)'s activity room. These procedures are in place to ensure accountability for all children attending care.

The SAC program always contact parents when their child does not arrive off the Fort Knox school bus. Effective January 2018, the SAC staff is required to contact parents when their daily enrolled before-school child does not attend in the morning by 0800 the parent will be called. Parents will be called at 10:00 during full days when children don't arrive at SAC. SAC encourages parents to let their child's teacher or the front desk know when their will be late or not come into care in the morning (this also applies for the after-school program. Call the front desk when a child will be late/not attending at Bldg. 4251– 502-624-6903.

**Devers Youth Center**, Middle School/Teens (MST) youth participate in an open recreation program, which means they are allowed to enter and depart the facility without a parent/designee. Youth will swipe into CYMS by using their MST Pass card and/or state their first and last name to the front desk CYS staff to be signed into CYMS. Youth will sign in before they may participate in the CYS youth program. When youth depart the Youth Center, they must use their MST Pass card to swipe out and/or state their first and last name to the front desk CYS Staff to be signed out of CYMS. These procedures are in place to ensure accountability for all youth attending MST.

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

Unless prior written arrangements have been made with CYS personnel, only parents or parent designees shown on DA Form 4719–R may take a child from a CYS program.

Children may not be released to siblings or other children under age 13.

School–age children may not leave a program unaccompanied without written permission from the parent.

No parent may be denied access to a child, including the right to pick up a child from a CYS program or FCC home, unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file at the care giving site. If there are circumstances involving Child Protective Services, CYS facilities will follow the appropriate guidance.

**DROP OFF FOR INFANTS at CDC:**

For infants each parent will be asked to supply daily information on his/her child upon arrival. The sheet will be updated throughout the day by the staff and given to the parent at departure time. Please allow enough time to pass on all pertinent information at arrival. If your child's diaper is dirty upon arrival, please feel free to utilize our facilities to change the diaper if you have time. Anything you do to support us in caring for your child is much appreciated.

**Denial of Child Care Services Due to Illness:** CYS takes all reasonable precautions to offer a healthy environment. To ensure the safety of all enrolled children/youth the staff will observe children/youth for signs of illness or symptoms of contagious disease. This will be done by personnel who have been trained by the Army Public Health Nurse (APHN) or CYS Nurse. Screening will be done immediately upon child's arrival, during care, and prior to parent's departure.

CYS Services personnel will inquire whether the child has had:

- 1) Nausea, vomiting, or severe diarrhea (three (3) or more episodes within previous 24 hours.
- 2) Consultation with their primary health care provider regarding child health concerns.
- 3) Fever-axillary temperature greater than 100.5° F for infants three (3) months and younger or greater than 101° F axillary or oral in all other children.
- 4) Inability to participate in daily activities.

If any of the above symptoms are noted or reported, and the care provider determines that the child needs to be temporarily denied service, parents will be advised to:

- 1) Care for the child at home until symptoms have subsided and the child is able to participate in daily activities  
Or
- 2) Consult their primary source of medical care for further instructions.

**Exclusionary Criteria-** Children who appear ill or show visible signs of fever are excluded based on the following symptoms:

- 1) Temperature greater than 100.5° F axillary (armpit) for children under three months and greater than 101° F axillary or oral for children over three months of age. Exclusion criteria for children/youth and adults who become ill during the Influenza season ( 1 October-31 May) include: having a fever (100° F axillary or oral) **and** at least one (1) respiratory symptom such as runny nose, cough, congestion, sore throat, intestinal upset, and diarrhea, *NOTE: Individuals may be infected with the flu and have respiratory symptoms without a fever.*

- 2) Inability to participate comfortably in daily activities. This can include, but is not limited to: acute change in behavior—this could include lethargy/lack of responsiveness, irritability, persistent crying or sleeping, difficult breathing, or having a quickly spreading rash.

Obvious illness such as:

- Impetigo—Red oozing erosion capped with a golden yellow crust that appears stuck on.
- Scabies—Crusty wavy ridges and tunnels in the webs of fingers, hand wrist and trunk.
- Ringworm—Flat, spreading ring-shaped lesions.
- Diarrhea—defined by watery stools or decreased form of stool that is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or clothing. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two (2) or more stool above normal for that child; or loose or watery stools associated with fever; or if the child's ability to participate in program activities is affected: NOTE: Breast-fed infants may have loose stools that may not always be contained in the diaper; they are not to be excluded unless there is a significant change in their normal stool pattern. Children that are on antibiotics will sometimes have loose stools; they should not be excluded unless they meet the criteria above.
- Chicken pox—Crops of small blisters on aired base that become cloudy and crusted in 2 to 4 days.
- Head lice—nits—Whitish—grey clot attached to hair shafts.
- Culture—proven strep infections that have not been under treatment for at least 24 hours.
- Conjunctivitis (pink eye)—Red watery eyes with thick yellowish discharge.
- Persistent cough, severe diarrhea or vomiting.
- Symptoms of other contagious diseases such as measles, mumps, hepatitis, and strep infections.
- Pinworm infestation.

**Re-Admission after Illness:** CYS staff will provide Parent/Guardian with an illness/injury readmission form (AE Form 608-10-1B) detailing criteria for readmission. The Child/youth's health care provider should use the form to indicate when it's safe for the Child/youth to return to the program. However, a note alone from the health care provider **will not** automatically re-admit the Child/youth into the program or override Army regulations. The child/youth may only return to the CYS program when the following conditions exist:

- Fever has been absent for 24 hours. (Without the use of a fever-reducing agent or the parent provides a note from the child's healthcare provider clearing them to return to CYS Services care).
- Nausea, vomiting or diarrhea has stopped for 24 hours.
- Chicken pox lesions have all crusted, usually 5 or more days after onset.
- Scabies treatment has occurred 24 hours before readmission.

- Lice are under treatment, no nits are present, and a physician's note.
- Pinworm treatment has occurred 24 hours before readmission and a physician's note.
- Ringworm under treatment for 24 hours. The lesions must be covered. If lesions cannot be covered, child/youth will not be admitted until lesion has shrunk.
- Lesions from impetigo are no longer weeping and child has been on antibiotic medication for 24 hours
- There is no discharge from ears.
- Conjunctivitis (pink eye) treatment is ongoing, child has been receiving antibiotic medication for 24 hours, and no eye drainage is present.
- The child/youth has received prescription medication for 24 hours outside of CYS prior to administration by CYS staff.
- The child/youth has completed the contagious stage of an illness. A note from a provider may be requested given permission for child to return.
- The child/youth feels well enough to participate in the normal daily activities.

In addition, CYS Services staff must ensure that the following criteria are met:

- a) The child's presence will not endanger the health of other children.
- b) If an antibiotic was prescribed for streptococcal or a bacterial infection, the appropriate number of doses for antibiotics has been given over a 24 hour period for known strep and other bacterial infections, and the child's physician has approved readmission.
- c) Certification from a provider that the child may return to the program is required when the following diseases are diagnosed ( list is not all inclusive):
  1. Giardia Lamblia
  2. Shigella
  3. Salmonella
  4. Hepatitis A, B, or C
  5. Haemophilus Influenza B (HIB)
  6. Tuberculosis
  7. Pertussis (Whooping Cough)
  8. Polio
  9. Diphtheria
  10. Rashes (Unknown origin)
  11. Conjunctivitis
  12. Impetigo
  13. Scabies
  14. Scarlet Fever
  15. Strep Throat
  16. Ringworm
  17. Measles
  18. Rubella
  19. Methicillin-resistant Staphylococcus Aureus (MRSA)

### **The Health Care Provider must sign, stamp, and date the “Return to care paperwork!”**

If the child was evaluated and treated by a medical provider for any condition (including those listed above), the parent/guardian must provide CYS Services staff with a signed, dated, and stamped note that states the child is cleared to return to care. A note is especially necessary if there is any question that the child is still communicable or is not well enough to return to care. In addition, any specific recommendations for limited activity or observations should be specified on the medical clearance note.

Children wearing casts, slings, have concussions/head injuries, or that have stitches must have a written statement from a healthcare provider with the level of participation allowed upon return to care.

**Basic Care Items:** Acceptable basic care items are limited to topical items used for the prevention of sunburn, diaper rash, teething irritation, lip balm, insect repellants and lotions. Products such as these are limited to those identified in AR 608-10 and must be approved by the Food and Drug Administration (FDA). An authorization form must be obtained from the parent/guardian each quarter in order for such items to be applied. Basic care items will be in their original container and stored out of reach of children. Each item should have the child’s first and last name legibly written on it, as well as on the outside of the bag. Contact your FCC Provider or program director for a listing of approved basic care items.

**Administration of Medication:** Certain medications may be administered in the CYS setting when it is not possible for Parents/Guardians to be present. Only prescribed medications on the CYS Approved Medication List such as antibiotics, antihistamines, decongestants, topical medications, and rescue medications with valid Medical Action Plans (Albuterol, Diastat Acudial, Diphenhydramine, Epinephrine, Glucagon) may be administered to child/youth who are enrolled in full-day, part-day or regularly scheduled school-age programs. Medications not on the approved medication list must have a medication Exception to Policy, reviewed by APHN and forwarded to IMCOM. Medications that are prescribed as needed (PRN) will not be given in programs, with the exception of rescue medications that have been prescribed. Parent/guardians will complete and have the health care provider sign the corresponding Medical Action Plan (MAP) for the required rescue medication. All medications must be in the original container, have a current prescription label and if not listed on the “approved medication list” should be accompanied by proper dosing syringe/cup/ spoon. A Child/youth must be taking the medication for at least 24 hours prior to re-admission into a CYS program for non-rescue medications. Parent/Guardians will complete and sign a CYS Medical Dispensation Record, DA Form 5225-R, for each approved medication to be administered. A Parent/Guardian must complete and sign the form before medication can be administered. This policy will be discussed during the Parent/Guardian orientation. Please contact the individual program for further information.

**Children with Diabetes** – CYS promotes the participation and inclusion of children and youth with diabetes to CYS programs and activities. CYS will not, solely by reason of a diagnosis of diabetes, exclude children/youth from participation in, deny the benefits of, or subject children/youth to discrimination under any CYS program or activity. CYS provides reasonable accommodations to afford access to its programs and activities to children/youth with diabetes. Each request for accommodations for a child/youth with diabetes will be assessed on an individual basis. Procedures are in place to process the requests which may include a Multi-Disciplinary Inclusion Action Team (MIAT) meeting.

**Self-Medication:** School age youth can self-medicate if the child/youth’s health care provider determines that it is developmentally appropriate, and the youth knows enough about the health condition including prescribed treatment procedure. Self-medication in CYS programs requires written instructions from the youth’s health care provider. The instructions from the youth’s health care provider

must clearly spell out what and when self-medication is allowed and under what circumstances the youth must refer to the parents and health care provider for assistance. Parent/Guardians and youth are responsible for notifying the program staff of any medication that will be brought to CYS programs. Youth must self-administer all prescribed medications (prescribed medications must be labeled by pharmacy) in the presence of CYS staff who will then document the administration. If a youth (6th–12th grade) cannot self-medicate, then a MIAT review is required.

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

**Personal Items from Home:**

- **Clothing:** Children should come to the center dressed appropriately for the weather (e.g.) jackets and hats for fall and spring; coats, boots and snow pants, gloves/mitten for winter). Children should come in "play clothes" so that they feel free to participate in indoor and outdoor activities. Long dresses are not permitted for safety reasons. Washable clothing is recommended as children may be involved in messy developmental activities (e.g. art, cooking, and water and sand play). Two changes of clothing for all children under school-age are recommended. All clothing and accessories should be labeled with your child's full name.
- **Shoes:** Children footwear should have rubber soles and be suitable for running, climbing and jumping. For safety reasons, flip-flops, thongs, heels without straps or wedged heels are not recommended.
- **Jewelry:** Accessories such as earrings, rings, bracelets, necklaces, and barrettes are not permitted for children under three or children who are in multiage rooms with children under three. Any type of beaded jewelry (hair, wrists, etc.) is not acceptable in the Child Development Center due to safety precautions for young children.
- **Sleep Aids:** If your child is over 12 months of age and has a special soft toy or blanket that he/she naps with, it may be brought to the program. It is not recommended that children younger than 12 months sleep with soft toys. The naptime toy or blanket will be put in the child's cubby and be made available for use during naptime. These items will need to be taken home for weekly laundering. Please ensure all personal items (i.e., book bags, books, school supplies, clothing, and blankets) are labeled with your child's full name. Any special items in an infant's crib must be reviewed by APHN, have a doctor's note, and possibly a MIAT conducted.

**Diapering/Toileting Training/Dental/Biting:**

- **Diapers:** For health and sanitation reasons, only disposable diapers are permitted in our programs. Cloth diapers are only allowed when the use of disposable diapers creates a health risk for the child and the parent/guardian submits a health care provider's statement to that effect. Diapers are checked and changed promptly if they are wet or soiled. Diapers and baby wipes should be labeled with the child first and last name.
- **Toilet Training:** Toilet training is a natural developmental process. Peak readiness is typically at 2 ½ years, but will vary with each child. We will not force children to use the toilet, nor will we punish a child for lapses in toilet training. Planning a consistent toilet routine for home and center will go a long way in helping your child accomplish this developmental milestone. You must provide



sufficient changes of clothing and training pants.

- **Dental:** All children will be supervised during when brushing teeth beginning at the age of two. Center based tooth brushing must be done in the rooms at the sink. Tooth brushing in a FCC Home must be done at the bathroom sink.
- **Biting:** Policies will focus on modifying the child's behavior within the existing environment rather than "suspending" the child. When this is not possible, the Outreach Services Director will assist parents in obtaining care in another CYS setting if available.
- **Chronic incidents of behaviors** These incidents endanger the child, other children, or staff such as biting, kicking, scratching, hitting, spitting, throwing or turning over items, or excessive use of foul language are disruptive to our programs and to those participating in them. Parents will be informed when these behaviors occur. If behavior is repetitive, a conference will be scheduled with administrative staff to enlist parent cooperation and gather information regarding individual needs with the parent a behavioral plan will be developed for the child using Center of the Social, Emotional Foundations for Early Learning (CSEFEL) from the Operational Guidance for Behavioral Support designed by Kids Included Together (KIT). While we consistently strive to meet individual needs our focus must remain with the safety and wellbeing of all children. If the negative, harmful behavior is repeated, parents may be contacted to remove the child from the program for the rest of the day. If no change in the negative behavior is evident, the parent will need to seek alternative care and denial of care will be elevated through the command to IMCOM. CYS continually reevaluates its programs to ensure consistent, developmentally appropriate care. Additionally, community resources are available to assist families. We encourage families to utilize Social Work Services, Army Community Service, and the Exceptional Family Member program.

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

**Celebrations:**

- **Birthday and Holidays:** Children will participate in the planning and preparation processes of all special celebrations. CYS philosophy concerning developmental programs emphasizes the importance of hands on involvement of children, and these events are no exception, i.e. children should make their own favors and decorations, create their own menu to include food preparation and cooking experiences. Parents are welcome to participate in and attend these special celebrations. These events will take place only during children's designated PM snack time. Morning part-day pre-school will conduct celebrations during their class time.

Only nutritious foods and drinks will be served to children in the Child Development Center, School Age Center, Devers Middle School/Teen Center or Family Child Care home. All foods must be prepared on site. Due to food allergies and ingredients not always listed on labels, no food may be brought in from home or other outside sources. Birthday celebrations will be conducted monthly on the last Friday of each month at the CDC. Parents who wish to contribute party bags for a special event or birthday are welcome to do so provided clearance is given by the program director.

- **Special Events:** Throughout the year, CYS sponsors special events and awareness campaigns such as Month of the Military Child and Army Birthday. Senior Commanders from Active Army, Guard, and Reserve and other branches of service; congressional delegates, local district officials and other key stakeholders plan and engage in observance of these events. Openings for child care are available during other special events such as balls and meetings that occur after normal operating hours. This type of care must be coordinated in advance thru KOS (502) 624-7413.

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

During emergency weather, childcare will be provided per the direction of the Garrison Commander. Hazardous road conditions dictate the times for opening/closing childcare.

In the event of illness, emergency or facility closure, CYS will make every attempt to contact the parent/guardian. If the parent/guardian cannot be located to pick up the child/youth, the following procedure will be put into action:

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

**Minor Accident /Emergencies:** In the event of a minor accident resulting in injury to a child/youth requiring medical treatment, the CYS staff will immediately contact emergency services followed by notification of the Parents/Guardian. CYS personnel or FCC Providers will accompany the child/youth immediately on the transport to Hardin Memorial Hospital Emergency Room (or the hospital selected by the EMT) by ambulance. If a change happened in route that causes EMT to transport the child/youth to a hospital located in Louisville, KY, the Parent/Guardian will be contacted as soon as possible by CYS personnel. The staff or provider will remain with the child/youth until the Parent/Guardian arrives at the hospital that their child is located.

**Serious Incidents:** CYS must report the following incidents to the Safety Office & up the Chain of Command & complete a Report of Unusual Incident (RUI) to the Department of Army. The Military Police, 911 or another agency (including the Department for Community Based Services) may be called for assistance or to investigate. Incidents include:

- Death/Injury to a child/youth sustained in a CYS program or facility resulting in admission to a hospital or which prevents/precludes the child/youth from participating in school/Child Development Center/Youth Programs for more than 3 days.
- Child neglect, or physical or sexual abuse allegations of any person working or volunteering in any CYS program, even if the allegation did not involve a child enrolled in a CYS program and any substantiated child neglect or abuse charge.
- Revocation or deferment of CDC or SAC accreditation.

CYS policy requires written incident/accident reports for falls, scratches, bruises, bites and scrapes that occur while your child/youth is in our care to include emergency situations. Parents/guardians will be

informed of the incident/accident and will be asked to sign the report. All reports are kept in the child's/youth's folder and child abuse allegations are reported to higher headquarters.

**Transportation Policy:** A few CYS staff are trained to operate government vehicles to safely transport children/youth on and off post. Our safe passenger rules must be adhered to at all times; please review them with your child/youth. Failure to follow these safety rules may result in the suspension of a child's/youth's transportation privileges. In most cases, the CYS program does not provide/utilize bus monitors to and from school at CYS expense.

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

The majority of transportation of CYS children/youth to/from school and on field trips is provided through a CYS contract with Taylor Motor Company (company providing transportation to on post schools) or another contracted transportation service. Permission slips are always signed by parents prior to any transportation.

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

**Food and Nutrition:** United States Department of Agriculture (USDA) Enrollment and Income Applications must be completed on an annual basis for all infants – 5<sup>th</sup> graders registered in CYS. FCC homes and CDC programs will have all infant jar food, formula and cereal for infants available. Parents are required to complete infant addendum annually indicating what foods/formula they will be providing by marking the appropriate blank on the form. FCC homes and CDC programs offer on-site ready to feed iron-fortified formula for infants in full- and part-day programs. These specific USDA CACFP approved formulas are free of cost and parents/guardians have the option to decline. Parents/guardians are responsible for preparing bottles and providing an adequate number of bottles labeled with the date, child's first and last name and the time that the bottles were prepared or breast milk expressed.

Glass bottles are not allowed and all bottles must have caps. Medications or cereal may not be mixed with formula, unless otherwise indicated in the SNAP care plan due to medical reason. Bottles for infants (under 12 months) may only contain formula or breast milk. Whole milk is allowed for children over 12 months.

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

As of January 2018, the MST program will no longer participate in the USDA-CACFP program during the school year; participation in the summer break program will be reviewed each year.

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

**Lost and Found:** Each CYS program has a designated area to store items that are left behind. Contact the Director if you have missing items. Items are kept for a minimum of 30 days and then turned in to Helping Hands (clothing, wallets with no money) or the Military Police (wallets with money or electronics).

**Outdoor Activities:** All children are taken outdoors daily for fresh air and to play, weather permitting. In order to ensure their health and safety during outdoor play/sports activities, we ask that you ensure that your child is dressed appropriately for the weather and active involvement in outdoor activities. Layering your child’s clothing allow us to respond appropriately to fluctuating temperatures by either adding or removing layers of clothing for your child’s comfort. In addition, we ask that you select clothing that is not too loose and doesn’t have strings or ties that may get caught on playground equipment and that you provide sneakers or gym shoes rather than sandals, clogs or dress shoes. A daily checklist is completed for all indoor/outdoor areas of center-based services where children/youth participate.

**Parent Participation Program:** The Military Child Care Act requires the establishment of a parent participation program at each DoD installation. The program allows parents/guardians to earn points by participating in pre-approved activities on post, off post or in the comfort of the parent’s home. ***Parent/guardians who wish to take advantage of this cost saving opportunity will receive a 10% monthly fee reduction.*** Here are a few ways Parent/Guardians can earn points towards fee reductions in childcare:

- **Parent Education:** Offer classes at least quarterly during the CYS Orientation Training and through Army Community Service. Regularly scheduled classes include some of the following (1) child growth and development (2) special needs awareness, (3) character counts, (4) baby sign language and (5) child guidance techniques.
- **Parent Advisory Board (PAB):** The PAB is a parent/guardian forum that meets quarterly to discuss current issues and offer recommendations for CYS program and service improvements. Parent/Guardians concerns are channeled through the program director to the installation commander for review and disposition. The Leadership (President, etc.) will be parents who are willing to volunteer to serve.
- **Parent Conferences:** Provide parents/guardians a formal means of communicating with those who provide direct care to their children on a regular basis. It offers a great opportunity for Parent/Guardians to learn up to date community news and program information while discussing their child’s/youth’s developmental progress.
- **Parents’ Rights & Responsibilities:** Each child’s maximum potential can best be achieved through a strong partnership between parents and the educational, recreations, and child care community. To foster active engagement between parents and the child care community, parents have certain rights and responsibilities.

**All Parents Have The Following Rights:**

- The right to affordable and available child and school age care and programming in a

- safe and supportive learning and recreational environment.
- The right to access information about their child with access to any educational records, including portfolios or other written records, visual recordings, and any information on educational and recreational programs and opportunities available to their children.
- The right to be actively involved and engaged in the program and to be given every available opportunity for meaningful participation.
- The right to approach management to enquire about their child's well-being.
- **All Parents are Responsible For:**
  - Sending their child to the program appropriately dressed and ready to participate.
  - Ensuring their child arrives at the program in adequate time to be provided transportation or meals, if required, or to participate in scheduled field trips.
  - Informing the program if the child will not be attending the program.
  - Being aware of their child's activities at the program by talking to staff, reading program notices, and meeting with program staff if any issues arise.
  - Maintaining verbal and/or written contact with the program concerning their child.
  - Adhering to all program policies.
  - Notifying program management staff of any quality of care issue.
  - Responding in a timely manner to communication from the program.
  - Attending any meetings and/or conferences that pertain to their child.
  - Entering the program's facility in a respectful manner, refraining from disruptive behavior and treating all members of the program with courtesy and respect.
  - Ensuring that the program is updated with accurate contact information including addresses, phone numbers, emergency contacts, etc.
  - Notifying the program if their child contracts a communicable disease.

#### **Alcohol and Tobacco Policy:**

Because children and youth are impressionable and because we value their health and yours, smoking is prohibited in all CYS buildings and playground areas. There are designated outdoor smoking sheds for employees on a break or lunch period. Per AR 600-43, paragraph 4-2, designated smoking sheds must be at least 50 feet from common points of entry/exit and cannot be located in areas that are commonly used by non-smokers. All smocks and aprons must be removed prior to smoking.

**Mission-Related Extended Duty Child Care** is provided at no cost to Families for short term child care (generally up to 3 hours/day) beyond regularly scheduled hours of care (based on the Sponsor's typical duty day/care requirement). A written validation statement is required from the Soldier's unit/sponsor's supervisor to qualify.

**Mission-Related Extended Duty 24/7 Child Care Fee Assistance:** Provided at no cost to Families for care longer than three additional hours per day. Individual Families are authorized up to 15 calendar days per child for Extended Duty 24/7 Child Care per year.

**After Hour Care:** Children/youth must be picked up by posted closing time. When a Child/youth is left at the site past closing, staff will attempt to contact the parent/guardian using all telephone numbers provided, to include the emergency release designees. If after 30 minutes of a facility or FCC Provider home closing time, the end of an instructional class/sporting or Middle School Teen event and all attempts made by CYS Personnel, the parent's unit, and the Fort Knox Police have failed to locate a parent or authorized designee, the CYS Program Director on duty with another staff member will transport the child to the designated FCC provider (A copy of the child's file will accompany the child).

The Provider is notified a child will be transported to her/him for care until the parents are located. A notice to the parent will be posted on the facility door to instruct parent to call the director.

**Child Care & Inclement Weather:** In case of inclement weather, childcare will be provided per the direction of the Garrison Commander. Hazardous road conditions dictate the times for opening/closing childcare. Please be sure to check the following website for any changes <http://www.knox.army.mil> or the installation website or CYS Fort Knox Facebook.



## CHAPTER 4: PAYMENTS AND REFUNDS

**FEES:** An updated DoD Fee Policy is released annually to the installation between September – January.

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

**Total Family Income (TFI):** is all earned income including wages, salaries, tips, special duty pay (flight pay, Active Duty demo pay, sea pay), and Active Duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income, including SSI paid to the spouse and VA benefits paid to the surviving spouse before deductions for taxes. TFI calculations must also include quarter's subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind. For dual military living in government quarters include Basic Allowance for Housing with Dependents Rate (BAH RC/T) of the senior members only; for Defense civilian OCONUS include either the housing allowance or the value of the in-kind housing provided. Current BAH chart is located at <http://www.defensetravel.dod.mil/site/bah.cfm>.

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

Military Sponsor's current Leave and Earnings Statement (LES) -Based on a full month of income.

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

Families who fail to show proof of TFI are charged Category 9 parent fees. If the required documents are provided at a later date, the TFI Category is adjusted accordingly and new fees effective from that date.

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

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

Note: All new DoD Contractors, and/or specified space available patrons enrolling on /or after February 1, 2018 will pay the unsubsidized fee listed under TFI category 9A.

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

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

Parent fees **will be** adjusted when:

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

**NOTE:** An Annual Fee Audit is conducted to verify the accuracy of income information disclosed by CYs patrons and to ensure fees charged for full-day and part-day CDC, SAC fees are based on TFI and within DoD/Army fee ranges and guidelines.

**NOTE:** If there are concerns with the information presented at registration/re-registration, CYs may involve SJA and/or request involvement from the CYs Coordinator to ensure the Patron Fees are accurately accessed.

**Program Fees:** Are generated semi-monthly on the 1<sup>st</sup> and the 15<sup>th</sup> of the month. Parents can pay monthly fees for regularly scheduled Full Day, Part Day and Part Time Care in monthly or semi-monthly installments. Incoming Families make their initial payment for care at the time they accept the child care space offered by the CYs Parent Central Services Office. **Services will be terminated if full**

**payment plus late fee charges for the month are not received by the last working day of the month unless a command approved financial hardship waiver has been initiated.**

Note: Vacation (Summer & Seasonal) camp fees must be paid weekly by the Monday prior to the start of the camp. Ex: If camp begins 8 June, the camp must be paid in full by 1 June. Days will not be prorated for Federal Holidays (ex: July 4<sup>th</sup>, etc.)

SKIES Unlimited instructional classes and Youth Sports & Fitness offerings must be paid in full prior to attendance.

- **Hourly Care services/fees:** The Standard Army-wide hourly care rate is \$4 per hour per child for ALL CYs programs regardless of Total Family Income (TFI) category. **Multiple Child Reductions do not apply to hourly care.** Hourly care payment is due at the time of pick-up. Failure to make the payment will result in termination of availability of child care services. **Patrons with outstanding late pick-up and /or no-show fees will not be allowed to use or reserve a space for care until the fees are paid in full.** Same day or walk-ins may be accepted on a space available basis. Hourly care reservations must be **made** 24 hours to a month in advance. Parent(s) must **cancel** at a minimum of 24 hours in advance. Parent(s) must call the center to cancel the reservation. Failure to call will cause a cancellation fee of a minimum two hours which is \$8.00.

### **CDC Hourly Care**

Hourly Rate; \$4.00, limited to 25 hours/week at the CDC. If care is over 25 hours, the full day weekly rate will be charged. There is a minimum of 2 hours per reservation.

### **SAC Hourly Care**

The School Age Center (SAC) is pleased to offer our families hourly care based on space available during the hours of operation. When Before/After Care is in session, hourly care is available until 1730 for up to 2 days per week, with a minimum fee of \$8.00 of 2 hours for all hourly care reservations. Hourly Rate is \$4.00 per hour/child. There is a minimum of 2 hours per reservation for the day. When school is not in session, such as professional development days or inclement weather, full-day hourly care is available. Hourly care at SAC closes at 1730, however if there are unexpected circumstances, SAC will work with parents. The School Age Center follows the Fort Knox Schools and Hardin County Schools calendars regarding school closings and professional development days. Please contact SAC to make reservations for hourly care.

- **CYS WEBTRAC Payments:** Some CYs programs allow patrons to make online payments. Please contact your local Parent Central Services for availability of WebTrac payment options.

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

- **Late Pick-Up Fee:** CDC and SAC programs have a late pick-up fee of \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. For example, a Family who has two children in the CDC and one child in SAC will pay a \$15 late pickup fee at each site if pick up is 15 minutes after closing. When the Family is later than 15 minutes, the Family is charged \$5.00 per child, per site for the remainder of the hour and then \$5.00 per child, per site for each hour thereafter. Late pick-up fees are not charged for approved mission related circumstances or when specific arrangements to extend child care are made prior to pick-up. Late pick-up fees and no show fees also apply to the SAC Free Activities and CDC are on Friday



evenings or Saturday. Be sure to contact Parent Central Services office regarding documents required for the approval of mission related circumstance.

- **Late Payments:** Payment for regular scheduled care for full day/part day care. Late payment fee is charged after the 5<sup>th</sup> business day and is \$10.00 per child per payment cycle (semi-monthly) or \$20.00 (monthly).

When late or non-payments have been identified, the procedures as outlined in the SOP, Subject: "Non-Payment of Child Care Fees, Collection of Delinquent Accounts and Denial of Services" will be followed which include:

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

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

**Financial Hardship Waiver:** Families must demonstrate a need for a child care fee reduction due to financial hardship based on a review by an ACS financial counselor or a certified financial professional external to CYS. The counselor will provide a recommendation for a fee reduction to the Garrison Commander. Fee Adjustments for Financial Hardships must be re-evaluated at least every six months by the counselor or Garrison Commander. Financial Readiness Program (FRP) will conduct no less than two follow up meetings with patrons once a recommended waiver is granted to receive status updates (one meeting during the first six months and a second meeting during the second six months). **Families whose child care fees are 25% or more of their Total Family Income (TFI) may request a hardship review.** Contact the Outreach Services director at your childcare facility for assistance in filing a hardship.

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

**Withdrawal/Out-processing:** Parents are required to provide a minimum of 2 weeks' notice in writing prior to withdrawal. This notice should be given to the Center Director, Assistant Director or clerical staff. Failure to submit written notification will result in on-going assessment fees. The other available option is for parents to use the two week leave in lieu of the two week notice of withdrawal.

*A one-time ten percent (10%) reduction may be applied to the final payment for full day, and before/after school care programs when a 30-day notification for withdrawal/disenrollment from a program is provided. This reduction is not applied to Families transitioning to other on-post CYS Services programs. (Ex: CDC to SAC).*

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

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

**Waitlist Terminations:** When a waiting list exists, Garrison Commanders have the authority to terminate services or grant Spouses looking for employment a one-time 90 day extension to remain in care after the initial 90-day period has passed. Patrons can lose their space with a 30 day notice.

### **PARENT FEE REDUCTIONS/INCENTIVES:**

**Youth Sports Coach Fee Reduction:** Children of Volunteer Youth Sports Coaches may earn FREE or reduced sports fees.

\* Children/Youth of Head Coaches receive Category A or B sports at no cost during the same season.

\* Children/Youth of Head Coaches receive Category C sports at no cost for the first child and a 15% reduction for subsequent children during the same season.

\* Children/Youth of Assistant Coaches receive Category A or B sports at no cost for the first child and a 15% reduction for subsequent children during the same season.

\* Children/Youth of Assistant Coaches receive Category C sports at a 25% reduction for the first child and a 15% reduction for subsequent children during the same season.

CATEGORY A Sports – Soccer, Flag Football, Cheerleading, Basketball, Volleyball, Track & Field, Dodge Ball

CATEGORY B Sports – Baseball, Softball, Wrestling

CATEGORY C Sports – Tackle Football, Lacrosse, Ice Hockey, Competitive Swimming, Golf, and Field Hockey

ALL VOLUNTEERS MUST COMPLETE FINGERPRINTS AND INSTALLATION RECORDS CHECK: ARMY SUBSTANCE ABUSE PROGRAM (ASAP), MTF ARMY CENTRAL REGISTRY (ACR), AND CRIMINAL INVESTIGATION DIVISION (CID)/Alerts.

**Youth Participation Reduction Fee in Middle School/Teen Program:** Youth who volunteer in MST program earn points for their volunteer hours which can be applied towards fee related events, trips and activities.

**Deployment Support Services:** Parents receive a 20 percent deployment reduction for regularly scheduled child care and reduction for other deployment support services. Community Based Fee Assistance Support Services are available through Child Care Aware.

Please contact Parent Central Services for additional information regarding Deployment Support Services.

\* Please note these services may change – call Parent Central, (502) 624-6703.

**Parent Participation Fee Reduction:** Parents may earn a fee reduction of 10 hours in CYS programs for participation. A 10% reduction on one month's fee for one child/youth may be awarded for each 10 hours of parent participation. Reductions are limited to 10% per child/youth per month. *NOTE: Points are carried forward until 10 points are earned. Upon earning 10 points the points must be used during the month earned or the following month. Points cannot be saved or carried forward for future use.*

Parent participation hours may accumulate month to month and may not be shared with other Families. The CYS Coordinator may approve Military Units or formal organizations such as Family Readiness Groups (FRG) to "adopt" Families who are unable to accumulate participation hours due to deployment or other extenuating circumstances. Families **must be identified and approved prior** to the accumulation of points. Members of units or organizations are not required to have children or youth enrolled in CYS Services. Adopted Families **may not** use hours accumulated on their behalf when the deployment or extenuating circumstance ends.

**Multiple Child Reductions (MCR):** A 15% MCR is applied when more than one child is enrolled in regularly scheduled child care programs or seasonal youth sports offered by CYS Services. The reduction is applied to the child with the lower fees. MCRs for child care and youth sports are determined separately and may not be combined. MCRs are *not* applied to Hourly Care, SKIES *Unlimited* fees, or School Age occasional user fees or contractors in 9A.

Seasonal youth sports: MCR applies to Families with more than one child enrolled in a seasonal youth sport. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in a youth sport occurring in the same season.

Regularly scheduled child care programs (Full-day, Part day, FCC home, Before and After School Age, etc.): MCR applies to Families with more than one child enrolled in ongoing child care programs. The child enrolled in the highest cost care option is considered the first child and pays full fee. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in regular ongoing child care program.

**Family Child Care Fee Incentive:** FCC Parent Fee Assistance represents a savings to Families over Army CDC and SAC fees for designated Total Family Income Categories. This savings is an efficiency incentive to encourage more Families to use FCC Homes as their primary source of child care. Contact Parent Central Services for additional information on FCC Parent Fee Assistance.

**Extended Duty Child Care Fee Assistance:** Provided at no additional cost for short term child care (generally up to 3 hours/day) beyond FCC regularly scheduled care hours (based on Sponsor's typical duty day/care requirements). A written validation statement is required from the Soldier's unit/Sponsor's Supervisor to the FCC Provider to qualify.

**Mission Related Extended Duty 24/7 Fee Assistance:** Provided at no additional cost for care beyond FCC regularly scheduled care hours. Individual Families are authorized up to 15 days for Extended Duty Child Care per year.



## **CHAPTER 5 - CURRICULUM AND PROGRAMS**

### **ABOUT OUR STAFF:**

Our staff consists of professionals and para-professionals with varying amount of education and prior experience in their chosen career field. All entry level direct care staff receive 66 units of specialized training during the first eighteen months of employment and 24 units annually after the initial training is completed. Training includes but is not limited to: regulations and directives, child/adolescent growth and development, education methods and materials, discipline and guidance techniques, child health and nutrition, special needs, safety and emergency procedures, First Aid and CPR. All staff are encouraged and supported in their pursuit of higher level credentials and degrees. We are proud of our staff, their accomplishments and their commitment to providing quality child care and youth programs for the children of the Fort Knox community. Management and support staff also pursue training tailored to meet the requirements of their positions.

### **CORE CURRICULUM:**

#### **CHILD DEVELOPMENT CENTER**

The Creative Curriculum is the authorized curriculum used in CDC for children ages 0–4. The Teaching Strategies (TS) Gold developmental assessment, Checkpoints, will be used to document the progress of children. All activities will be developmental in nature and recognize children's individual differences by providing an environment that encourages self-confidence, development of self-help and life skills, curiosity, creativity, and self-discipline as outlined in the Creative Curriculum. Concrete experiential learning activities encompass the following six domains: Social, Physical, Language/Literacy, Cognitive/Intellectual, Emotional and Cultural.

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

#### **FAMILY CHILD CARE (FCC) HOMES**

As part of the CDC, the FCC homes follow the same as the CDC with Creative Curriculum and Teaching Strategies Gold for children 0–5. The child routines are the same as the CDC.

### **SCHOOL AGE CENTER (SAC)**

Curriculum and programming centers around the school age four services areas: Sports & Fitness, Fine Arts, Citizenship & Leadership, and Leisure & Recreation. Children will have input into activity choices to ensure the activities meet their needs and interests. Documentation of child input into activities is on file in the program. Program choices are designed and implemented to meet a variety of child interests to cover a wide variety of skill, ability and interest levels.

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

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

### **MIDDLE SCHOOL/TEENS (MST)**

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

Program opportunities, in the four Service Areas: 1) Sports, Fitness & Health Options, 2) Life Skills, Citizenship & Leadership Opportunities, 3) Arts, Recreation & Leisure Activities, and 4) Academic Support, Mentoring & Intervention Services.

- Youth Councils, which will provide opportunities for youth to actively participate in planning and conducting youth programs.
- Volunteer Community Service will provide opportunities for youth to actively learn through service to their community.
- Workforce Preparation provides opportunities for youth to prepare for successful entry into the workforce.
- Youth Technology Lab. Provides opportunities for youth to explore interests, enhance technology skills, and research information.

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

### **YOUTH SPORTS AND FITNESS (YSF) PROGRAM**

The Youth Sports and Fitness Program operates primarily at Caruso Youth Sports and Fitness Complex and has various facilities throughout post. The program utilizes a comprehensive framework to ensure the physical, cognitive, social and emotional needs of youth are addressed;

- The System is comprised of Four Service Areas to meet the core requirements:

- Team Sports
  - Individual Sports
  - Fitness and Health
  - Outreach
- Team Sports are offered for all children ages five and above in the following sports:
    - Baseball/T-Ball
    - Soccer
    - Basketball
    - A minimum of two additional teams sports offered at any time of the year (volleyball, dodge ball, cheerleading, tackle football, etc., based on community needs and interests).
  - Individual Sports are offered in at least three locally selected sports. A minimum of one Fitness and Health option is offered anytime during the year such as healthy lifestyles, healthy eating, personal hygiene, etc.
  - Fitness and Health programs focus on nutrition education/counseling and health promotion. These programs are implemented throughout the CYS Services system.
    - Nutrition, Counseling or Health activities/event  
At least one other locally determined option i.e. aerobics, swimming laps, weight lifting, biking, fitness trails, challenge courses, walking, jogging, hiking, etc.

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

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

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

## **CORE PROGRAMS:**

### **Child Development Centers (CDCs) and Family Child Care:**

**CDC:** (Ages 6 weeks-5 years) Offer on-post full-day, part-day, hourly child care, extended duty day care("We've Got You Covered") and the *Strong Beginnings* Pre-Kindergarten program. Care is provided by trained staff and operations are subject to Department of Defense (DoD) Certification. (Child Development Center 74017).

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

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

**Middle School/Teen Center (MST):** (grades 6-12) The Youth Program offers comprehensive, supervised program options and affordable, quality, predictable services that are easily accessible for eligible youth in grades 6 through 12 who are generally 11 – 18 years of age. This is achieved through

a comprehensive Youth Program framework consisting of the Four Service Areas. Through formal partnership agreements with several nationally-recognized youth-serving organizations, 4-H and Boys & Girls Clubs of America (BGCA), youth have access to programs, standardized curricula, special events, camps, scholarships, etc., no matter where they live. Supervision and programming is provided by trained staff and operations are subject to DoD Certification.

- Homework Centers (K-12 grades): Create a safe and familiar before- and after-school academic support environment in school-age centers and youth centers.
- School Youth Sponsorship Programs: Ease school transitions in CONUS and OCONUS schools.

**Youth Sports & Fitness Programs:** (Ages 3-12 grade) Offer developmentally appropriate opportunities for children and youth to be engaged in individual and team sports, competitions, skill building clinics, and nutrition and health classes that foster development of life-long healthy habits. Provided by trained CYS employees and volunteer coaches in a variety of settings including Youth Centers, MWR Facilities, Schools, community fields and facilities. DODI 6060.4, AR-215-1, AR-608-10.

- Baseline Programming includes:
  - Team Sports
  - Individual Sports
  - Fitness and Health
  - Outreach
- *Get Fit... Be Strong:* A comprehensive health, fitness and wellness campaign in an effort to increase children and youth's physical activity and teach them healthy lifestyle techniques. The "Get Fit, Be Strong" initiative is executed in School Age Care (SAC), Middle-school/Teen Programs (MST), Child & Youth Sports & Fitness (CYSF) and Army Youth Programs in Your Neighborhood (AYPYN) Schools. All children and youth enrolled in SAC, MST and CYSF programs have daily opportunities to participate in self-directed and staff-facilitated physical fitness activities while earning recognition from the President's Challenge Physical Activity & Fitness Awards Program. CYS Services staff and parents will also be able to participate in this initiative, thus setting great examples and serving as role models for children and youth. IMCOM Operations Order 11-419.
- National Alliance for Youth Sports (NAYS): NAYS is the nation's leading youth sports educator and advocate with national programs that educate administrators, coaches, officials and parents about their roles and responsibilities in the context of youth sports, in addition to offering youth development programs for children. Since 1993, the National Alliance for Youth Sports has created a unique partnership to bring quality youth sports programs to children on military bases in CONUS and OCONUS locations. Through NAYS CYS offers; youth sports coaches certification, youth sports officials training services, parental sports education and marketing services, Start Smart Sports Development Program for Child Development Centers, and on site and on-line educational forums on Army installations worldwide.
- **Concussion:** With the increase in concussion reports in the Youth Sports, the Caruso Youth Sports and Fitness Program makes your child's health and safety a #1 priority.

During sports, we know that Concussions are a possibility, therefore the youth sports staff & coaches and everyone involved are keen when we see the below Signs Observed with a player, we take action:

- √ Can't recall events prior to or after a hit or fall.
- √ Appears dazed or stunned.
- √ Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- √ Moves clumsily.
- √ Answers questions slowly.
- √ Loses consciousness (even briefly).
- √ Shows mood, behavior, or personality changes.

***Concussion Symptoms the Player May Report:***

- √ Headache or "pressure" in head.
- √ Nausea or vomiting.
- √ Balance problems or dizziness, or double or blurry vision.
- √ Bothered by light or noise.
- √ Feeling sluggish, hazy, foggy, or groggy.
- √ Confusion, or concentration or memory problems.
- √ Just not "feeling right," or "feeling down".

The Youth Sports & Fitness office provides parents with more information on concussions when a child/youth participates in Sports.

√ To ensure that the equipment your child will be wearing during football practices and games, all helmets are sent to Riddell where they are inspected, repaired, and reconditioned to the National Operating Committee on Standards for Athletic Equipment (NOCSAE) standards. While there is no standard on shoulder pads, our programs take the extra step to send shoulder pads to Riddell where they are thoroughly inspected, repaired, and sanitized after every season.

√ Baseball is no exception. National Operating Committee on Standards for Athletic Equipment (NOCSAE). We ensure all baseball helmets are inspected and sanitized to the NOCSAE standard. This responsibility may be shared by different companies; however, rest assured we only select reputable and professionals to work on our equipment. There is no standard for catcher's gear; however, this equipment is JUST as important as the helmet. We send all catcher's gear (shin guards and chest protectors) out to be professionally inspected, repaired, and sanitized. NOCSAE's mission is to commission research in sports medicine and science and establish standards for athletic equipment, where feasible. The Committee fosters and encourages the dissemination of information on research findings on athletic equipment, injury data, and other closely related areas of inquiry.



## Parent and Outreach Services Programs

- **Parent Central Services:** (Ages 0-12 grade) Offers registration, enrollment, records transfer, parent education classes, and babysitter training and referral services for Families. Includes CYS Parent Advisory Board, non-traditional outreach services, and Parents On Site volunteer program. Provides program information, sends publications and messages and contributes to web sites of interest to parents.
- **Kids On Site Child Care:** (Ages 6 weeks-5<sup>th</sup> grade) Offers short term hourly child care for Families using/attending Command Sponsored events, e.g., Strong Bonds, Family Readiness Groups, Memorial Services, Yellow Ribbon Events etc. Provided by CYS employees in a variety of on and off post settings that may include Family and Morale, Welfare and Recreation facilities, Chapels, Hotels, Schools, Armories, etc. Parents remain on site or are immediately available in an adjacent facility.
- **Kids At Home:** (Ages 6 weeks-12<sup>th</sup> grade) Offers non-traditional outreach services to support Families with children/youth whose primary care/educational setting is in their own home. Includes *imAlone* classes for enrolled children (11-15 years) whose parents have determined that they can be home alone during out of school hours, and *Home School Services*, e.g., use of CYS tech labs, multipurpose rooms, homework centers, instructional programs for educational purposes during school hours (when facilities are not in use) by children/youth who are home schooled and accompanied by their parents.
- **Parents On Site/Parent Co-Ops:** (Ages 6 weeks-12 years) Offer support services for the operation and management of parent co-ops that exchange babysitting services, infant/toddler playgroups, and short term care in unit settings by Family members in one unit or organization for similar services at a future agreed upon time with Family members in another unit or organization. Care is provided by parents with CYS staff assistance and operations are subject to *DoD Certification*.
- **Babysitting Certification Class**

This course is designed to familiarize teens, aged 12-18, with the responsibilities of babysitting and also teach skills and techniques needed for sitters to become competent and caring. Student will receive training materials, a certificate of completion for completing the babysitting class and valuable hands-on training in emergency procedures, safety, child development, nutrition, and the business of babysitting. The course will provide Infant and Child First Aid/ CPR training to each student. Upon completion the student will be issued a FA/CPR card valid for 2 years and will be eligible to be placed on the CYS babysitter referral list.

- **SKIESUnlimited Instructional Program:** (Ages 12 months -12<sup>th</sup> grade) Offers range of out of school classes, e.g., music, dance, martial arts, gymnastics, technology, life skills, and SAT prep designed to complement, expand, and support the academic, life skills, and athletic experiences children and youth have within Army CYS Programs and Schools. Provided by CYS employees and contract instructors in a variety of settings which may include Child Development Centers, School Age Programs, MWR and Community Facilities and Schools. Parents must remain on site with their children up through 5<sup>th</sup> grade.

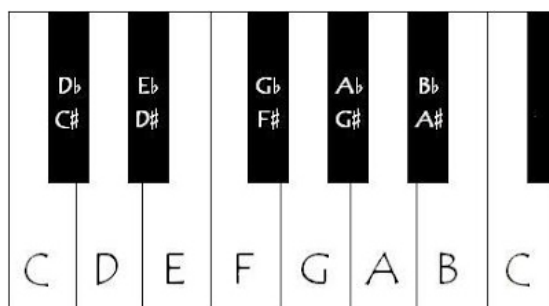
## **Supporting Families Through Deployment**

- **Operation Military Kids (OMK):** Operation: Military Kids is a collaborative outreach effort between many different organizations to build capacity in local communities to support military children and youth impacted by deployment and build resiliency during the reintegration process. OMK is funded through the Army National Guard and Army Reserve. National partners, (e.g., Army Recruiting command, Army Cadet Command, Military Entrance Processing Stations, 4-H, Boys & Girls Clubs of America, Military Child Education Coalition, the American Legion, Child Care Aware of America) provide support to geographically dispersed military families where they live. Programs and services are delivered by State Teams comprised of local representatives from the partner agencies listed above.
- **Youth Technology Labs (YTLs):** (Grades Kindergarten Ages 5-12<sup>th</sup> grade) Provide a safe, secure, and age appropriate place where children and youth can engage in technology-based activities and programs; both key to linking youth with their deployed parents and serving as a vital component of CYS Home Work Centers and Mobile Tech Labs that support geographically dispersed children and youth through Operation Military Kids.
- **Operation Military Child Care (OMCC):** Supports the child care needs of Active Duty, National Guard and Reserve Soldier parents who are mobilized or deployed. OMCC helps eligible Families locate child care options in local communities. Sites must be licensed and be inspected annually.
- **Military Family Life Counselors (MFLC)/Child and Youth Behavior (CYB):** Provide on-site counselors in child and youth programs to offer non-medical, short term, situational, problem-solving counseling services to staff, parents, and children within CYS facilities, garrison schools and summer camps. Fort Knox CYS uses Child and Youth Military Family Life Counselors (CYB-MFLC) throughout all programs.
- **Respite Child Care:** Offers respite child care for parents to give them temporary relief from child rearing duties and allows them time to take care of personal business. Families are offered 16 hours per child, per month at no cost care beginning 30 days before Soldier is deployed and ending 90 days after Soldier returns.
- **"We've Got You Covered:"** Offers extended hours in designated CYS operations to ensure child care is available for enrolled full day children at no additional cost to Soldiers who have mission requirements beyond normal duty hours.

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

- **School Liaison Officers (SLOs):** Have strong educational backgrounds and are located at Fort Knox. SLOs provide support to Garrison Commanders, Army Families and school districts. SLOs advise garrison command staff on matters related to schools; assist Army Families with school issues; communicate information and support services to Army Families and schools; support Army Families during school transitions; collaborate with school districts to build positive relationships and address issues that impact Army students; facilitate training for parents, schools, and garrisons; foster reciprocal transition practices among school districts and increase school transition predictability for Army Families.

- Home-school Support: Provided to Families who choose to homeschool their children. SLOs gather and share policies and resources to help these families overcome unique challenges and barriers.
- Homework Centers (K-12 grades): Create a safe and familiar before/after-school academic support environment in school-age centers and youth centers.
- School Youth Sponsorship Programs: Ease school transitions in CONUS and OCONUS schools.
- Tutor.Com: (K-1st Yr College) Offers free, online tutoring services to dependent children of active duty Army personnel, dependent children of deployed Army National Guard personnel, dependent children of deployed Army Reserve personnel, dependent children of Army Wounded Warriors/Survivors, inactive/part-time Army National Guard personnel and their dependents and inactive/part-time Army.





## Employee Authorized Emergency Designee Notification

This form is developed as a result of a finding from the 2009 Regional inspection.

I, \_\_\_\_\_, an Employee of the Fort Knox Child and Youth Services at the \_\_\_\_\_ program am informing my supervisor that I have been designated as an Emergency Designee for the child(ren)/youth listed below. The parents or guardians have listed me on the Authorized Emergency Designee form and is also documented within the Child and Youth Management System (CYMS).

I am the authorized emergency designee for the following child(ren)/youth:

Child's Name (Please Print)	Relationship to Child:	
	<u>Relative</u> (grandmother/father, cousin, sister, etc.)	<u>Friend</u> (Neighbor, acquaintance, etc.)
1.		
2.		
3.		

I understand the Army discourages the practice of CYS employees being listed as Emergency Designees, however, we realize we are closely entwined in the community and actively involved with community members, some being our patrons. Once the employee signs the child/youth out of a CYS facility or picks the child up at some place in route to a CYS facility (or other destination) in a private vehicle or walking, the employee is **not** operating in the official capacity as a CYS employee. The Emergency Pickup Agreement is between the parent/guardian and employee and not associated with the job. An employee or parent may remove the employee as a designee at any time (the removal notification is between the employee and the parent.). CYS will provide notification to the parent of the employee's request to be removed as the emergency designee.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====For Office Use=====

Information verified in CYMS by Admin Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provided to Director for Admin Filing:

Middle School Teen (Eddie)  
Youth Sports & Fitness (Ryan)

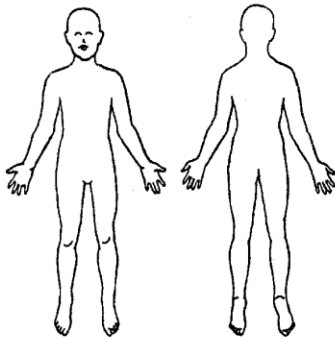
FCC (Nely/Stephanie)  
CYS Admin (Rayceil)

CDC (Stephanie)  
Outreach/SKIES (Jessica/Larry)

SAC (Sandy)

**Disclaimer: The U.S. Government is not responsible for any incidents/accidents that may result in the transportation of children/youth while staff is officially off duty.**

## FORT KNOX CHILD, YOUTH & SCHOOL SERVICES CHILD OR YOUTH INCIDENT REPORT

Name of Child/Youth Involved:				Age:		Date & Time of Incident:					
Location of Incident Facility:						Module/Program Area:					
<input type="checkbox"/> Playground		<input type="checkbox"/> Hallway		<input type="checkbox"/> Shuttle/bus		<input type="checkbox"/> Field Trip		<input type="checkbox"/> Sports Field			
<input type="checkbox"/> Gym		<input type="checkbox"/> SKIES Area		<input type="checkbox"/> Public School		<input type="checkbox"/> FCC (circle) Inside-Outside					
<input type="checkbox"/> Did not occur in CYSS setting per parent/guardian						<input type="checkbox"/> Learn Center					
Description of Incident (Mark all that apply)											
<input type="checkbox"/> Minor Cut			<input type="checkbox"/> Bite			<input type="checkbox"/> Bleeding					
<input type="checkbox"/> Minor Scrape			<input type="checkbox"/> Bruise-Mark			<input type="checkbox"/> Open Wound					
<input type="checkbox"/> Scratch			<input type="checkbox"/> Swelling			<input type="checkbox"/> Bloody Nose					
<input type="checkbox"/> Painful extremity			<input type="checkbox"/> Head Injury			<input type="checkbox"/> Other:					
Indicate Injury					Parent/Guardian Notified?    Yes <input type="checkbox"/> No <input type="checkbox"/>						
		Time of Day	Type of Contact (In-person, phone, left message)			Who did you contact? (parent, guardian, emergency contact)			CYSS staff Initials		
Minor First Aid Provided by CYSS											
		<input type="checkbox"/> Cleaned w/Soap & Water									
		<input type="checkbox"/> Applied Band-Aid									
		<input type="checkbox"/> Cold Pack									
		<input type="checkbox"/> Rested									
		<input type="checkbox"/> Other (describe)									
Objective Written Description of Incident											
Describe in detail what happened to the child or youth. (use back side of form if needed)											
Name of CYSS Staff who observed incident:											
Yes <input type="checkbox"/> No <input type="checkbox"/> Were there other children or adults involved in the incident? If yes, explain how without using other children's names:											
Other Resources											
<input type="checkbox"/> 911 Called		<input type="checkbox"/> Emergency Room		<input type="checkbox"/> APHN		<input type="checkbox"/> MPs					
<input type="checkbox"/> 911 Transported		<input type="checkbox"/> MFLC		<input type="checkbox"/> SWS		<input type="checkbox"/> CYSS Nurse					
<input type="checkbox"/> Safety Office		<input type="checkbox"/> CYSS Branch Administrator				<input type="checkbox"/> CYSS Chief					
Print Name:											
_____ CYSS Staff-Provider Signature & Date					_____ Parent/Guardian Signature & Date						
_____ TACS Signature & Date (Behavior Only)					_____ Director Signature & Date						

**CHILD, YOUTH & SCHOOL SERVICES (CYSS)  
CHILD ILLNESS/INJURY READMISSION RECORD**

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** To provide childcare services.

**ROUTINE USES:** In addition to those disclosures generally permitted under 5 USC 552a(b) of the Privacy Act, these records and information may specifically be disclosed outside the DoD as a routine use pursuant to 5 USC 552a(b)(3) as follows: Information from this system may be disclosed to civilian health and welfare departments and agencies in emergency situations. The "Blanket Routine Uses" set forth at the beginning of the Army Compilation of Systems of Records Notices also apply.

**DISCLOSURE:** Voluntary, but if information is not provided, individuals may not be able to participate in CYSS activities.

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

Your Child is being excluded from CYSS for the following reason:

\_\_\_\_\_ Elevated Body Temperature

\_\_\_\_\_ Loose Stool/Persistent Diarrhea

\_\_\_\_\_ Rash

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Persistent Cough

\_\_\_\_\_ Eyes/Ears Red or Draining

\_\_\_\_\_ Not participating in daily activities

\_\_\_\_\_ Injury

\_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

**Parent Instructions:** If your child needs to be seen by a doctor, please have the doctor complete the section below.

Your child must meet readmission guidelines below. Many childhood illnesses are contagious. Children may be readmitted to CYSS **without** a medical statement provided the following conditions exist: (NOTE: In the event of an outbreak, APHN may request a medical statement)

- a. Fever has been absent for 24 hours.
- b. Nausea, vomiting or diarrhea has subsided for 24 hours.
- c. Chickenpox lesions are crusted, usually five days or more.
- d. Scabies treatment has occurred 24 hours before readmission.
- e. Lice treatment are under treatment and no nits are present.
- f. Pinworm treatment has been treated for 24 hours
- g. Ringworm has been treated for 24 hours and areas are covered.
- h. Lesions from impetigo are no longer weeping and child has been on antibiotic medication for 24 hours.
- i. There is no discharge from the ears.
- j. Conjunctivitis (pink eye) treatment is ongoing, child has been receiving antibiotic medication for 24 hours, and no eye drainage is present.
- k. Child/Youth has received prescription medication for 24 hours outside of CYSS prior to administration by CYSS staff.
- l. Child has completed the contagious stage of the illness. A note from the doctor may be requested, giving permission to return.
- m. Child feels well enough to participate in daily activities.

Caregiver Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Director/Supervisor Signature \_\_\_\_\_

**If a doctor sees your child, please have the doctor complete this form and bring it with your child when he/she returns to CYSS care.**

If your child needs to be seen by a healthcare professional, please call the clinic before taking him/her in. Have the healthcare professional complete this form and bring it with your child when he/she returns to care. Child must be free of communicable disease and able to participate in scheduled activities to return to care. Child must follow the guidelines prescribed by AR 608-10.

NOTE: A healthcare professional's recommendations may not overrule the guidelines prescribed by AR 608-10.

I have examined \_\_\_\_\_ and have found the following:

DIAGNOSIS \_\_\_\_\_

This child has a contagious illness: YES \_\_\_\_\_ NO \_\_\_\_\_

This child may return to CYSS on \_\_\_\_\_

MD Signature \_\_\_\_\_ Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

**Doctor and Facility Stamp required for return to Child Development Center.**

**USDA Child & Adult Food Program (CACFP)**  
**Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

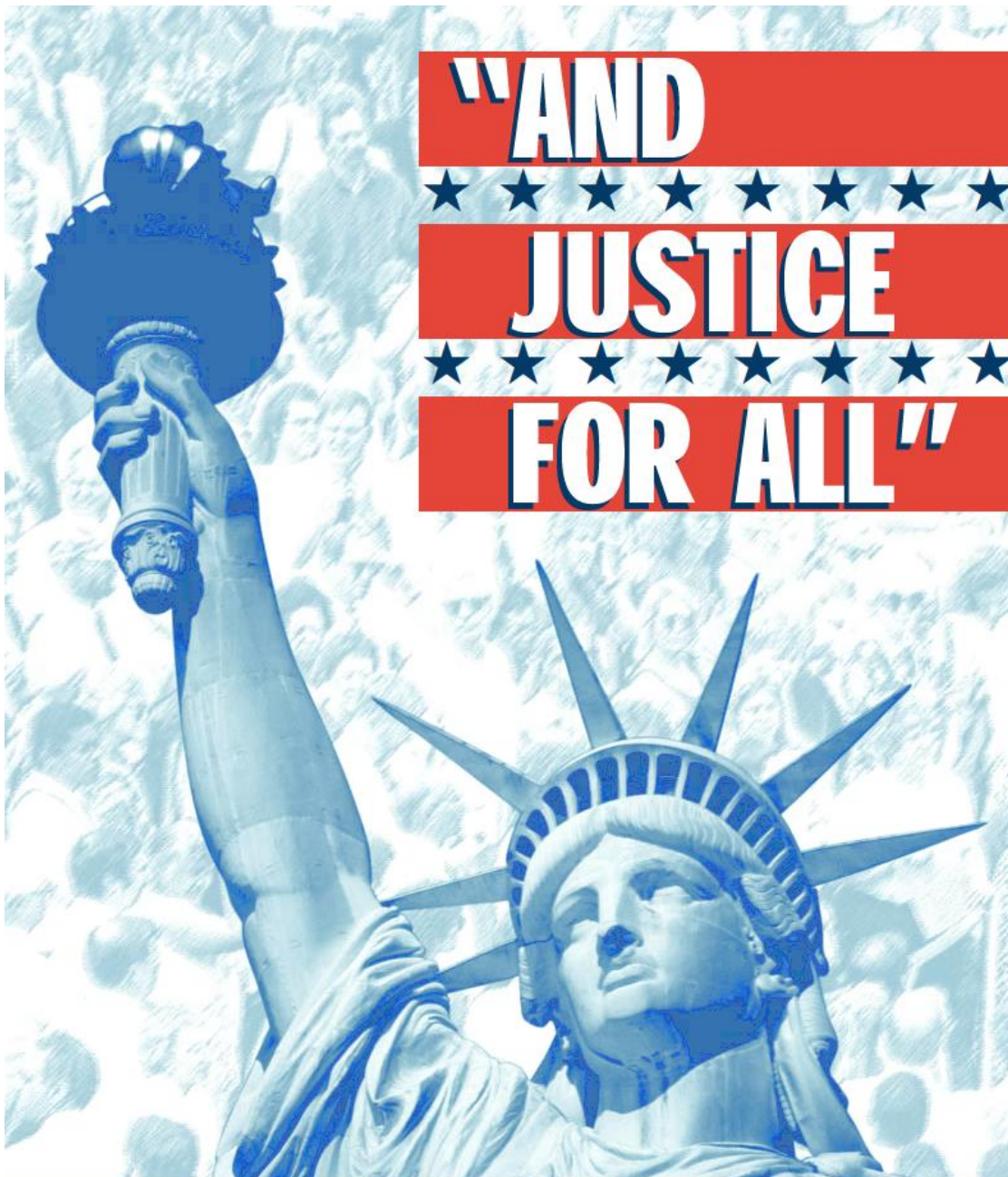
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or    (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider.





# “AND JUSTICE FOR ALL”

\*\*\*\*\*  
In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

De acuerdo a lo establecido por las leyes Federales y el Departamento de Agricultura de los EE.UU. (USDA, siglas en Inglés), se prohíbe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas. (No todas las bases de prohibición se aplican a todos los programas.)

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.



# ***Building for the Future***

This child care receives  
Federal cash assistance to  
serve healthy meals to your children.  
Good nutrition today means  
a stronger tomorrow!

Meals served here must meet  
nutrition requirements established by USDA's  
**Child and Adult Care Food Program.**

Questions? Concerns?

Call USDA toll free: **1-866-USDA CND**  
**(1-866-873-2263)**

Visit USDA's website: **[www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd)**



United States Department of Agriculture  
Food and Nutrition Service  
FNS-317  
June 2000  
Revised June 2001

USDA is an equal opportunity provider and employer.

# Reporting child abuse and neglect:



## Everyone shares responsibility for the safety and well-being of military children and youth.

If you see or suspect child abuse, child neglect or a safety violation  
in your DoD child and youth programs or schools, report it:

Reporting Point of Contact (RPOC):

**Military Police**  
**(502) 624-2111**

*Local Child Protective Services  
or designated reporting line*

**Department for  
Community Based Services (DCBS)**

**(270) 766-5088 (0800-1630)**

**1-877-597-2331 (after 1630 and on weekends)**

*Installation Family Advocacy Program or designated department*

**Or call the DoD Child Abuse and Safety Violation Hotline**

*(business hours, Eastern Time):*

**877-790-1197** *[In the United States]*

Overseas: Please call collect at **571-372-5348**

*[Local charges may apply.]*

**If a child is in immediate danger, call 911.**





REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX  
111 E. CHAFFEE AVENUE  
FORT KNOX, KENTUCKY 40121-5256

SEP 06 2017

IMKN-MWA

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy No. 09 – Installation Child Home Alone/Supervision Policy

1. References.

- a. AR 608 -18, The Army Family Advocacy Program (FAP), 13 September 2011.
- b. AR 608-75, Exceptional Family Member Program, 27 January 2017.
- c. Department of Defense Instruction (DODI) 6060.3, School-age Care Programs, 19 December 1996.
- d. Memorandum of Agreement between US Army Garrison and KY Cabinet for Health and Family Services, Department for Community Based Services (DCBS), 18 Dec 2013.

2. Purpose. The purpose of this memorandum is to impose requirements for the supervision of children residing on or visiting Fort Knox, and outline out-of-school child and youth supervision criteria during parental duty hours.

3. Definition.

a. "Supervision" is the act of watching, directing, and guiding a child's activities in order to ensure their safety and well-being.

b. This policy applies to any minor once on the installation to include residing/visiting on this installation.

4. The following policy guidelines and reference chart at the enclosure, are established:

a. Children in Grades 5 and Below.

(1) Require supervision and may not be left "home alone." Such supervision may be provided by their parents, other adults, or in some instances, children who are

IMKN-MWA

SUBJECT: Fort Knox Policy No. 09 – Installation Child Home Alone/Supervision Policy

at least in 6th grade. Children in Grades 5 and below will not be left unsupervised in on-post privatized housing at any time. Parents are strongly encouraged to ensure the person providing supervision has been trained in infant/child CPR, basic first aid, and proper care-giving techniques. The American Red Cross (502 624-2163) or Devers Middle School/Teen Center (502 624-6442) provides training for babysitters providing care in the child's or babysitter's home.

(2) Vehicular Safety. Children in grades 5 and below will not be left unattended for any period in a vehicle.

b. Children in Grades 6 and above. Supervision of children in grades 6 or above will be based on their maturity. Children need to know where their parent(s) is/are and how to make contact with them. In addition, children need to know when and how to call the police, ambulance, and other emergency phone numbers. Children need to have access to another responsible adult other than their parent when needed to ensure the safety and welfare of the child. Children will not be allowed to damage or destroy personal or government property, garden plots, yards, or buildings. Invasions of privacy and acts of vandalism will not be condoned in on-post privatized housing. Children 15 years and under will not be left alone overnight without adult supervision.

c. Post Facilities and Outside Areas. Post facilities (e.g., PX, commissary, library, craft shops, etc.) are intended to provide goods and services for a better quality of life for our Soldiers and Families. Post facilities are not intended for places where parents can leave children unattended and unsupervised for extended periods. Parents will ensure children use post facilities only for legitimate purposes and conduct themselves in a courteous manner.

d. Parent Responsibility. The care and supervision of children/youth is a parental responsibility and includes a planned way to provide for the necessities of nourishment, sanitation, and well-being of children/youth. Parents remain responsible for ensuring their children arrive on time and safely at school, particularly if they walk or bike to school. Parents please see your child's school policy for walking to/from school alone. At all times, but especially during the summer months and school intercessions, parents will ensure the health and safety of their children by providing appropriate supervision in playground areas and outside. Playing in the streets is prohibited.

e. Children left overnight. Children in 11-12th grade may be left home alone for no more than one night as long as the child is at least 16 years old and has not reached the age of 18 (18 years old is an adult). The sponsor must be in a 50 mile radius of the child and the child must have access to adult supervision when needed.

IMKN-MWA

SUBJECT: Fort Knox Policy No. 09 – Installation Child Home Alone/Supervision Policy

5. Special Provisions:

a. Children who meet the criteria for the Exceptional Family Member Program, as defined by AR 608-75, require special supervision. Parents may modify these guidelines in accordance with their children's special needs.

b. Swimming areas present extreme hazards to children and should always be considered an unsafe environment. Parents should never leave any children under 5th Grade unattended in a swimming area.

6. Point of Contact. These guidelines have been established in an effort to protect children visiting or residing on the installation. Every Soldier, Civilian employee, and member of the military community should report information about known or suspected instances of a child left unattended to the 24/7 Fort Knox Reporting Point of Contact, which is the Directorate of Emergency Services (DES), (502) 624-2111. Fort Knox reports of child abuse are investigated by the Kentucky Department for Community Based Services (DCBS). Child and Youth Services (502) 624-6703 is available to assist parents with finding suitable center-based or in-home provider childcare. DES will monitor compliance with these guidelines. For further information, contact one of the above mentioned agencies.

1 Encl  
as



PATRICK N. KAUNE  
COL, MI  
Commanding

DISTRIBUTION:  
A



# FORT KNOX CHILD/YOUTH SUPERVISION POLICY

This policy applies 24 hours a day, seven days a week to those who are assigned to, supported by, or are guests on Fort Knox. The care and supervision of children/youth is a parental responsibility. Supervision is a planned, consistent way to provide ongoing care for children/youth to include necessities of nourishment, sanitation, and well-being. This policy is based on the grade of the child/youth in school. During summer children/youth are considered to be in the grade they just completed for the school year.

Age or Grade of Child	May Be Left Alone at Home	May Be Left Alone Overnight	May Play Outside Unattended	May Be Left Unattended in Car	May Watch Other Children
Newborn through 4 yrs (Preschool)	No	No	No	No	No
Kindergarten – 2 <sup>nd</sup> Grade	No	No	Yes, with immediate access (visual sight or hearing distance) to adult supervision *	No	No
3 <sup>rd</sup> – 5 <sup>th</sup> Grade	No	No	Yes, with access to adult supervision *	No	No
6 <sup>th</sup> – 8 <sup>th</sup> Grade	Yes, depending on maturity of child	No	Yes, with access to adult supervision *	Yes	Yes, if 12 years old or older (required youth take Babysitting Training Course**)
9 <sup>th</sup> -10 <sup>th</sup> Grade	yes	No	Yes, as long as youth knows phone numbers to contact adults for help *	Yes	Yes, depending on maturity of youth
11-12 <sup>th</sup> Grade	Yes	Yes, Child must be 16 years old and for one night with sponsor in local area (60 mile radius) and access to adult supervision.	Yes, as long as youth knows phone numbers to contact adults for help *	Yes	Yes, depending on maturity of youth

\* As coordinated by the child/youth's parents or guardian

\*\*Babysitter Training Course offered by:

SKIES Unlimited (4-H/American Red Cross Training) (502) 624-4483 or American Red Cross (502) 624-2163  
Encl 1 to memo, IMKN-MWA, subject: Fort Knox Policy No. 9 - Installation Child Home Alone/Supervision Policy

## **DEVELOPMENTAL CHARACTERISTICS OF CHILDREN**

### **Infants** 6 weeks- 18 months

- Infants delight in learning about themselves, their world, and the people around them. They learn by discovering and exploring their world, and imitating people around them. They repeat and practice actions to see the result and will learn new ways to get the desired results.

### **Toddlers** 18 months- 3 years

- Toddlers like to conform and are becoming sure of themselves gaining a sense of personal identity. They are adventurous and may become negative or defiant and need controlled freedom. They learn by discovering and exploring their world. They imitate other people repeating and practicing both language and motor skills. At this age, they need to receive a lot of encouragement.

### **Preschool** 3 years - 5 years

- Preschoolers are self-assured and are becoming more independent. They enjoy responsibility and like to associate with their parents. They like following the rules. They learn through cooperative play with their peers. They enjoy other children and will develop “friends” and become highly socialized.

### **School Age** 5 years - 11 years

- School age children like to imagine and engage in pretend play. Their reality is not firm so they follow perceptions over judgment. They are learning to make good choices and exercise self-discipline, though this does not come easily for some. They learn from authentic experiences relating things they are learning at school to real world experiences. Their success is often preceded with frustration and sometimes they must learn to accept weakness.

### **Middle School** 11 years - 14 years

- Middle school students are developing logical thought allowing them to move beyond superficial aspects into categorical labels (for example “all humans are mortal”). They are gradually becoming ready for independence, and may face body changes, over-confidence, or self-consciousness. They learn through peer interactions and talking things out. They have trouble remembering things and may not like repetitive tasks. They lack the maturity of high school students and can be moody or emotional.

### **High School** 14 years - 18 years

- High school students' thoughts are becoming more abstract. They can incorporate principles of former logic, and can generate multiple hypotheses. They will likely get a surge for independence. They benefit from positive family environment and open parent-youth communication. They learn through active engagement such as debate. They could greatly benefit from using a planner and developing time management skills. They do best when they have something to look forward to that motivates them, and should start setting goals.

## **DEVERS MIDDLE SCHOOL AND TEEN CENTER CODE OF CONDUCT**

**The following code of conduct was prepared by students attending Devers Middle School and Teen Center programs and will be followed at Devers and all functions sponsored by Devers:**

I will be courteous and respectful toward others including staff members, volunteers, and other participants.

I will follow the guidance of MST staff and volunteers.

I will not engage in fighting, wrestling, or physical contact of any kind.

I will not smoke, use alcohol or any other illegal substance in or on Devers grounds, including the parking lot.

I will dress appropriate; this means no clothes that are revealing, has vulgar language or images featuring alcohol and or tobacco products, or that are sexual in nature.

I will not run, horseplay, or throw objects in or on MST premises.

I will not participate in public display of affection, kissing, hugging, holding hands etc.

I will not eat or drink on the carpet area and gymnasium.

I will not use racial slurs, vulgar languages or abusive languages. I understand that such language will not be tolerated and that I will leave the Devers MST premises and return only after my parent has met with the Director.

I will not bring weapons or other instruments that will cause harm to others.

I will not sag pants or wear hoods on my head while in the building. I understand that if I don't pull my pants up I will be asked to leave the facility.

I will not bring glass bottles in the building.

I must have a CYSS card to sign out all equipment (we will not take watches, shoes, cell phones, etc for exchange)

I will not misuse game equipment, leave equipment on tables, or leave video game equipment plugged in.

I will not behave in any manner that might be considered verbal, physical or cyber bullying.

I will only post information that is TRUE, NECESSARY AND KIND when using Social Networking.

I will not visit sites that display pornography, inappropriate videos, music language or jokes when using technological devices such as cell phones, laptops or IPADS while in the center or participating in MST programs offsite.

I will not take pictures of any youth or adults without their permission.

I will only listen to appropriate music that does not contain profane language or inappropriate messages with any type of device while in the center, being transported to or from the center or participation in any MST programs offsite.

I understand that lockers are provided free of charge to secure my valuables.

I will sign in/out at the front desk when entering and leaving the building.

I understand that failure to abide by the MST Code of Conduct could result in my removal from the center and a meeting with a parent, myself and the YS Director will be required before I am able to return



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**2405 GUN SHED ROAD**  
**JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223**

IMWR-C

6 October 2017

**Child and Youth Services (CYS)**  
**Standards of Conduct and Accountability**  
**Standing Operating Procedures**

1. **PURPOSE:** To establish procedures outlining the Standards of Conduct and appropriate guidance, touching, and accountability of children and youth enrolled in CYS programs.
2. **SCOPE:** This Standing Operating Procedure (SOP) applies to all CYS personnel, Family Child Care (FCC)/Homes Off Post (HOP) Providers, contractors, and volunteers, in regular contact with children/youth enrolled in CYS programs.
3. **REFERENCES:**
  - a. Army Regulation (AR) 608-10, Child Development Services, dtd 11 May 2017
  - b. AR 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities), dtd 24 Sep 10
  - c. AR 215-3, Nonappropriated Fund Personnel Policy, dtd 16 Sep 2015
  - d. AR 608-18, The Army Family Advocacy Program, dtd 13 Sep 2011
  - e. Secretary of the Army (SA) Memorandum, SUBJECT: Ensuring Adequate Supervision of Child, Youth and School Services (CYSS) Employees and Programs, dtd 8 Nov 13
  - f. Army CYS Operational Guidance for Behavior Support, dtd April 2016
4. **RESPONSIBILITIES:** CYS managers will ensure that all persons in regular contact with children read the Standards of Conduct and Accountability of Children/Youth in CYS Programs SOP and sign the Statement of Understanding and Acknowledgement (encl 1) upon completion of initial orientation training and during the annual performance appraisal thereafter.

a. CYS Coordinators will:

(1) Actively supervise employees and ensure managers and Training Specialists monitor and document observations on assigned personnel throughout all hours of CYS operation. This includes modifying their work schedules as needed to ensure a documented staff observation can be completed quarterly and includes non-routine hours, the opening and closing of facilities, evening and weekends in FCC Homes when children are in care, instructional program classes, Youth Sports and Fitness programs, and Kids on Site (KOS) locations.

(2) Ensure that in facilities where there are both a Director and Assistant Director, one opens and the other closes the facility.

(3) Visit all programs bi-weekly to ensure all prescribed risk management strategies to reduce the likelihood of institutional child abuse and neglect are understood and implemented by staff, providers, contractors, and volunteers. Coordinators with large programs may designate a Program Operations Specialist or Child/Youth Administrator to make one of the prescribed visits in a month.

(4) Maintain a log of all quarterly/monthly/bi-weekly walkthroughs conducted by the Garrison Command Team, Director of Family and MWR, and Coordinator which will be reviewed by the Army Higher Headquarters Inspection (AHHI) Team.

(5) Ensure all violations of standards of conduct are reviewed, and proper and swift action is taken to correct the conditions which contributed to the lapse in demonstrated competence.

(6) Ensure all CYS personnel, as defined in paragraph 2, adhere to the guidance contained in this SOP.

(7) Ensure that Standards of Conduct are included in management/employee performance standards, and that the Statement of Understanding and Acknowledgement is reviewed and signed annually.

(8) Fulfill their responsibility as mandated reporters to report what a reasonable person would view as suspected incidences of child abuse/neglect, including when appropriate, those due to inappropriate touch, discipline, or lack of supervision to the Reporting Point of Contact (RPOC).

(9) Maintain confidentiality.

b. CYS Program Directors and Assistant Directors will:

(1) Adjust work schedules at least one day per month, to monitor and observe during non-routine hours, facilities opening and closing, evening and weekends in FCC Homes when children are in care, instructional program classes, Sports and Fitness programs and KOS operations.

(2) Ensure that standards of conduct are included in all staff annual employee performance standards.

(3) Propose progressive disciplinary actions in coordination with Civilian Personnel Advisory Center's (CPAC) designated representatives, if warranted, after receipt of Chief, Department of Social Work's clinical assessment or case manager's assessment related to an allegation of child abuse/neglect.

(4) Remove any CYS Personnel from direct care and/or direct contact with children, and temporarily close the FCC Home if there is an allegation or if there is evidence of any inappropriate touch, discipline, or lack of supervision resulting in physical injury, potential injury (i.e., lifting a child by the arm, dragging a child) or the inability to readily account for all of the children in care (i.e., child left alone in a room and no responsible adult knows where the child is) which may result in a child neglect allegation.

(5) Ensure systems are in place to:

(a) document appropriate staff sign in/out;

(b) conduct an hourly child "face to name" accountability procedure in Child Development Centers (CDCs);

(c) monitor all School Age children and Middle School/Teens while they independently move throughout the facility;

(d) maintain specific accountability for each CDC child by one staff member (although staff work as a team to be accountable for all children, each staff member is assigned to monitor specific children, especially during times of transition. This does not mean that children must accompany their primary Child and Youth Program Assistant (CYPA) throughout the day, but staff are required to account for all assigned children);

(e) account for all children and youth at regular intervals, especially during periods of transition in CDC/SAC and during off-site activities in MST based on risk assessment analysis.

(6) Fulfill their responsibility as mandated reporters to report all suspected incidences of child abuse, including those related to inappropriate touch, discipline, or lack of supervision to the RPOC.

(7) Maintain confidentiality.

(8) Ensure that staff focus all of their attention on the children/youth they are caring for and are not distracted by the use of personal electronic devices (to include cell phones, tablets, laptops and smart watches).

c. CYPAs and FCC/HOP Providers will:

(1) Ensure accountability for all the children in their assigned group (CDC/FCC/HOP) especially at transition times such as going outside/inside.

(2) Conduct written name to face counts once per hour in CDCs and properly monitor all School Age children and Middle School/Teens while they independently move throughout the facility. Any discrepancies must be reported to the Assistant Director or Director.

(3) Advise CYPAs in other classrooms if he/she sees a child slipping away from or leaving his/her CDC primary care group.

(4) Fulfill their responsibility as mandated reporters to report what a reasonable person would view as suspected incidences of child abuse/neglect, including those related to inappropriate touch, discipline, or lack of supervision to the RPOC.

(5) Ensure that they focus all of their attention on the children/youth they are caring for and are not distracted by the use of personal electronic devices (to include cell phones, tablets, laptops and smart watches).

(6) Maintain confidentiality.

5. PROCEDURES: This SOP will be read by all CYS personnel and is incorporated into the New Employee Orientation training and annual Family Advocacy Program (FAP) Child Abuse Awareness, Identification and Reporting Training; and will be recorded on the employee's/provider's Individual Developmental Plan (IDP). The signed Standards of Conduct Statement of Understanding and Acknowledgment will be retained in the employees CYS personnel file at the program. The following procedures will be followed:

a. Guidance: Child guidance shall be positive in nature. Positive guidance is based on a trusting relationship between children and adults. Helping a child to understand and decide what to do, rather than what not to do, is the basis for child guidance. Our role is to support

each child's individual needs, thereby helping them to become confident, secure individuals with good problem solving and thinking skills.

(1) Children will be taught the developmentally appropriate routines of the childcare program. Children will be explicitly taught pro-social skills to use in place of challenging behaviors. For example, "It's OK to kick the ball, but it's not OK to kick people or things".

(2) A child may not be disciplined by spanking, pinching, shaking, dragging or other corporal punishment; isolation, use of timeout/time away, confinement in closets, boxes, or similar places; binding to restrain movement of the mouth or limbs; humiliation or verbal abuse; deprivation of meals, snacks, outdoor play opportunities, or other program components, such as a long-term restriction of the use of specific play materials and equipment, or participation in a specific activity. Short-term restrictions are permissible to ensure the safety of others or as part of the strategy and materials to help the child self-regulate.

(3) Children need adults that provide warm, responsive caregiving especially after they have exhibited challenging behavior. Token rewards and prizes (such as stickers or sticker charts) are not developmentally appropriate and do not result in long-term changes in behavior. These systems are not allowed. Building positive relationships between adults and children is the best remedy for reducing challenging behavior.

(4) "I" messages should be used with children rather than "No" and "Don't" messages. Examples include; "Hitting hurts. Use gentle touches. Say, I feel angry."

(5) A child/youth should never be called "bad." It is not the child/youth who is bad, but the choices the child/youth made that were inappropriate. Children act out due to anger, frustration, or when problems in their environment exist, just as adults do. Children are learning how to express these feelings, and to understand that these feelings are normal and not "bad."

(6) Children need to learn the consequences of their actions, whether the outcomes are negative or positive. Through proper guidance, children learn how to become aware of their feelings and actions, and develop a better sense of self-control and an increased ability to make decisions and solve problems. Young children act/react before they think, but as intellectual development progresses, children learn to think before they act. This is why when a young child is asked why he or she did something wrong, he or she may chose not to answer or say "I don't know." They actually don't know, because they simply "reacted." As CYS employees and providers, our work is to support and encourage children to think before they act or make a decision – this is problem solving.

(7) Consequences will be constructive in nature, including such methods as separation of the child from the situation by redirection, and praise of appropriate behaviors. When a child is acting out or engaged in a tantrum to a degree that the safety of the child or another

person is a concern, staff will call for assistance, remove any other children from the area, move any furniture or equipment that could pose a hazard, and remain with the child until he/she calms sufficiently to allow an adult to provide comfort.

(8) Temporary holding to limit movement will not be used unless it is absolutely necessary to prevent injury to the adult or child. If temporary holding to limit movement is used as a last resort to prevent injury to the child or others, employees/providers will provide a written description of why temporary holding was necessary. Witnesses, if any were present, will sign a written incident report and provide to the Director or Assistant Director. A copy should be kept in the child's file. Parents will be informed immediately telephonically and in writing of how and why temporary holding to limit movement was used on their child/youth.

(9) Corporal/physical punishment is never an acceptable form of guidance and is not allowed. Guidance will never be punitive in nature.

(10) A child may not be physically or verbally punished or shamed for lapses in toilet training or for refusing food.

b. Touch: The CYS Touch Policy is in accordance with AR 608-10. This policy has been developed to define the boundaries for appropriate and inappropriate touching of children and youth. Positive physical contact is an integral part of a developmental and age-appropriate approach to children. Positive physical contact is essential to the emotional and social growth of children. It is important for program adults to clearly understand the difference between a child's need for appropriate physical contact in nurturing and guidance, and touches that infringe on their safety and well-being. All adults involved with children must be mindful of the need to respect the personal space and privacy of children. Boundaries for appropriate and inappropriate touching are established to ensure that CYS employees, FCC/HOP providers, contractors, and volunteers have a clear understanding of what is acceptable and what is not.

(1) Appropriate touching is positive physical contact that nurtures children and youth and develops a sense of trust and emotional security in their interaction with adults.

(a) Appropriate touching involves recognizing the importance of physical contact to nurturing guidance; adult respect for personal privacy; personal space of children and youth; responses affecting the safety and well-being of the child; and CYS personnel modeling appropriate touching.

(b) Appropriate touching includes hugs, reassuring touches on the shoulder, and touches expressively appropriate to instruction, such as those instances where hands-on guidance is needed. Close contact and physical touch is often necessary when providing instruction, such as support to spot and ensure safety when working with children and youth in a sports and fitness environment. Examples of positive physical touch may include: adjusting the leg placement of youth to maintain a correct batting stance, adjusting elbow placement when

teaching a basketball shot, adjusting shoulders when spotting a youth during weight training; a steadying hand on the back during swim instruction; a hand placed above the diaphragm in voice instruction, where one might require; or steadying hands on the trunk of the body in gymnastics instruction etc.

(c) Temporary holding to limit movement is used only when there is an immediate risk involved. For example, the child or youth is going to run into a busy street or throw a chair. Refer to paragraph 5a.(8) for more information.

(d) Staff may touch the genital areas of a child in a manner and the degree necessary to diaper and/or assist toddler/preschool age child in proper toileting procedures. Should a child's genital area need to be checked for reasons other than diapering/toileting (i.e., injury, child complaint) another staff member will be present as a witness. In such instances, when possible the attendant staff member should be of the same gender as the child. The complaint/injury must then be documented, signed by the staff/adult, and discussed with parents by the Director or Assistant Director.

(e) Appropriate touching, such as hugging, appropriate hand holding, the rocking of infants, or assisting in physical activities relating to instruction will occur in the normal interaction of staff and children. However, children's preferences for these types of contact will be considered. Whenever possible, the child will be asked before being touched. For example, ask the child if they would like a hug instead of just hugging him/her. Tell children before handling what you have to do. Some examples include "I'm going to change your diaper now," "Let's work together to get you dressed", or "I am going to hold your hand to walk inside."

(f) The type and degree of physical contact between the staff/adult and child may not violate legal or moral standards of society. The physical contact may not be against the desires of the child unless circumstances for the safety of the child warrant the physical contact despite the child's wishes.

*(2) Inappropriate touching may include coercion or other forms of exploitation of children and youth; satisfaction of adult needs at the expense of the child; attempts to change child behavior with physical force; or any physical contact that is in violation of the law and cultural norms.*

(a) A child will not be punished by:

(1) Spanking, pinching, shaking, dragging or other corporal punishment;

(2) Isolation

(3) Confinement in closets, boxes, or similar places;

(4) Time away/timeout

(5) Binding to restrict the movement of mouth or limbs;

(6) Humiliation or verbal abuse;

(7) Deprivation of meals, snacks, outdoor play opportunities, or other program components. Restrictions of the use of specific play materials and equipment, or participation in a specific activity should be based on the developmental age of the child. Restrictions are permissible to ensure the safety of others or as part of the strategy to help the child learn self-control.

(8) Any physical contact, within reason, that the child or youth describes as making them feel uncomfortable.

(9) Touching should never be punitive or corporal in nature. Actions such as squeezing, twisting, pulling, jerking of limbs, hair pulling, dragging a child; or squeezing of a child's face, in an attempt to get or keep the child's attention, are not permitted.

(10) Examples of inappropriate touching in a sport or fitness environment may include: forcefully moving a player into a position by pulling of the jersey, pushing a youth onto the field or court during a game or practice, grabbing the facemask of a youth to get their attention, pulling a youth by the arm in an aggressive manner, etc. Staff and volunteers should understand that any type of physical contact with youth may be perceived as inappropriate and should be cognizant to avoid behavior or contact that may be misconstrued negatively by others.

(b) Inappropriate touching will be grounds of immediate closure of the FCC/HOP home or reassignment of a CYS employee, contractor, or volunteer to non-child contact positions until the investigation is complete.

(3) Accountability: Supervision of children is defined as being aware of where children are at all times and applies to individual programs below. Loss of accountability of children in CDC/FCC homes is a direct violation of AR 608-10, 5-17c, which states "visual supervision of all children must be maintained at all time. No child will be left unattended at any time indoors or outdoors, asleep or awake."

#### 1) CDC

(a) In a CDC or self-contained school age program (children are placed in one classroom), a face-to-name count of children will be conducted once per hour by a Director, Assistant Director or Supervisory Program Specialist who physically visits each classroom to verify the staff-to-child ratio. The use of the intercom or telephone is not an alternative to physically visiting each classroom. The physical count of children must match the Child and Youth Management System (CYMS) roster of children "swiped" into the facility.



(b) CDC CYPAs who are responsible for the care of the children enrolled in the group need to be able to hear and see all infants and toddlers at all times. All infants and toddlers should be easily seen (if not in the direct line of sight, then by looking up or slightly adjusting one's position) by at least one member of the teaching staff according to the National Association for the Education of Young Children (NAEYC) criterion 3.C.02. Teaching staff who are responsible for the care of preschool and kindergarten aged children must be aware of where children are at all times. The structural design for any classroom, restroom or other program space must not interfere with teacher's ability to observe children according to NAEYC criterion 3.C.04.

(c) CDC CYPAs are accountable for the children assigned to their care and will conduct a face-to-name count by comparing the names on the sign-in sheet with each child in the room. Action is required if the children present do not match the sign in sheet. If the child is signed in on the sign-in sheet, but the child cannot be found, contact the front desk immediately. **DO NOT** just count the number of children on the sign-in sheet and the number of children in the room.

(d) Any adult that sees an unattended child must take action to ensure the child has supervision. If a CDC child is on a playground and a CYPA from another module sees a child who does not enter the CYS facility with their designated group, that CYPA must get the attention of the child's primary CYPA to let him/her know the child is still on the playground. Although incidences such as this are a failure on the part of the CYPA to maintain child accountability, this does not mean the child has been left unattended. CYPAs will assist each other as needed regarding supervision responsibilities.

(e) As appropriate per program, a face-to-name count will also be taken before, during, and after transitions to and from the playground, to and from field trips, while getting on and off busses, and during any transition between CDC rooms.

2) In a School Age Care Center where children move independently, the program Director, Assistant Director, or Supervisory Program Specialist will conduct an hourly verification of the system that is used to monitor the whereabouts of children such as a "Choice Board" and the number of children swiped into CYMS. School Age children are not required to sign in/out of each room.

3) Because Middle School and Teen youth may choose to enter or leave the facility at will, an hourly validation of the number of youth in the building will be conducted in order to ensure proper staffing and to be able to know, in an event of an emergency, that all youth evacuated the building.

4) Incidents resulting in a lack of supervision of a child/youth that a reasonable person would view as child neglect, such as a FCC/HOP Provider leaving children alone while going shopping or a CYPA closing a room and going home when a child is left in the room, will immediately be reported to the RPOC. When there is a lack of supervision, the CYS Decision Making Matrix Unattended Child is completed by Management Staff/Trainers to assist in determining if the incident is an administrative issue or abuse/neglect.

5) Each incident resulting in a lack of a child/youth supervision that would not be considered by a reasonable person as child neglect will be reviewed individually, but disciplinary actions will remain consistent. AR 215-3, Table 7-1 (Penalties for delinquency or misconduct), AR 690-700, Chapter 751, Table 1-1 (Table of Penalties for Various Offenses) will be used as a guide. Penalties may range from a letter of reprimand up to separation. FCC/HOP providers are subject to suspension or revocation of certification.

6) No one will cover up or fail to report a lack of supervision incident. CYS employees, providers, contractors, and volunteers will bring all incidents in question to the attention of management immediately. Director must notify the CYS Coordinator.

A handwritten signature in cursive script, reading "Cheri Verschraegen".

CHERRI VERSCHRAEGEN

Chief, Child and Youth Services

## **Statement of Understanding Child and Youth Services Personnel**

### **Standards of Conduct and Accountability in Child and Youth Services (CYS) Programs**

#### **I understand that:**

1. I am responsible for providing guidance IAW CYS Policy by using knowledge, skills and abilities to identify appropriate and inappropriate behavior of children/youth based on their age and social/emotional development. I will role-model or explicitly teach problem-solving strategies, impulse control, empathy and acceptance of self and others as well as pro-social behavior.
2. I will never use corporal/physical punishment as an acceptable form of guidance. Guidance will never be punitive in nature. Children will not be punished physically or verbally for lapses in toilet training or refusing food.
3. I will never punish children/youth by any of the following: spanking, pinching, dragging or grabbing, shaking, or other corporal punishment; isolation; confinement in closets, boxes, or similar places; time away/timeout; binding to restrict the movement of mouth or limbs; humiliation or verbal abuse; deprivation of meals, snacks, outdoor play opportunities, or other program components. Restricting the use of specific play materials and equipment, or participation in a specific activity will be based on the developmental age and social/emotional development of the child and if it poses a safety concern for the child or others.
4. I am responsible for knowing the boundaries for appropriate and inappropriate touching that are established to ensure that CYS personnel have a clear understanding of what is acceptable and what is not. These boundaries are specified in the Standards of Conduct and Accountability SOP.
5. If an allegation is made against me, it will be grounds for immediate closure of the FCC/Homes Off Post (HOP) home or reassignment out of CYS until the investigation is completed.
6. I am responsible for supervising Infants, Pre-toddlers and Toddlers by sight and sound at all times: Preschool and School age children by sight supervision and for short intervals by sound (for instance when the child is toileting): Middle School and Teen youth are supervised by monitoring areas where youth are engaged in activities and requires that I move throughout the facility.
7. I am responsible for maintaining specific accountability for each Child Development Center (CDC) child in my group or each School Age Center (SAC)/Middle School Teen (MST) youth in my facility. I will follow the systems in place to account for children and youth at regular intervals, especially during periods of transition in CDC/SAC and during

off-site activities in MST based on risk assessment analysis. If I observe a CDC child slipping away from or leaving his/her primary care group or discover a teen in an off-limits area within the facility I will notify the primary CYPA. This is not considered abuse/neglect. I am part of a team and am responsible for assisting my teammates as needed.

8. I will conduct or participate in a face-to-name count of children conducted once per hour in CDCs and during transitions in and out of the classroom. I will monitor all School Age children and Middle School/Teens while they independently move throughout the facility.

9. I must ensure the physical count of children/youth and/or the system that is used to monitor the whereabouts of children matches the number signed in (applies to direct care and management staff). I must ensure that the physical count of children/youth matches the number swiped into Child and Youth Management System (CYMS) (applies to management staff only).

10. I will focus my full attention on the children/youth in my care and will reframe from using personal electronic devices (to include cell phones, tablets, laptops and smart watches) while counted in ratio.

11. I am responsible for ensuring that all children/youth safely evacuate the building in the event of an emergency.

12. I may be observed by a manager or Training Specialist as part of a documented training or performance observation any time during my duty hours, either in person or through the use of the Video Surveillance System.

13. As a mandated reporter I will immediately and directly report to the Reporting Point of Contact (RPOC), any incident I witness which a reasonable person would consider child abuse or neglect.

14. If I witness an incident that a reasonable person would not consider child abuse or neglect, but is still a violation of this guidance, I will immediately verbally report it to their supervisor or other management staff, and follow up in writing.

15. I am responsible for completing reports on accidents, injuries to children/youth, or other incidents that occur while I am on duty.

16. I will wear my appropriate color coded apparel (ensuring apparel can be seen at all times and from all angles) when caring for children/youth. While under Line Of Sight Supervision (LOSS), I will ensure that I am in view of another cleared staff member at all times. If providing LOSS for another staff member, I will keep that person in line of sight at all times.

## CAREGIVER'S CREED

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

My signature acknowledges that I have read, understand, and will comply with the Caregiver's Creed and the Standard of Conduct and Accountability SOP on appropriate guidance, touching, and accountability of children/youth, and my role in prevention and reporting child abuse or neglect in CYS programs.

In addition, my signature acknowledges I have read and understand:

- a. AR 608-10, sections pertaining to the Touch Policy and supervision of staff, and other sections as directed by management;
- b. AR 608-18 Chapter 8, Out of Home Cases in DoD Sanctioned Activities;
- c. Latest CYS Multi-Disciplinary Team Inspection tool sections on Risk Management and Supervision; and
- d. My Position Description, which states my designation as a mandated reporter of child abuse or neglect.

I understand that failure to comply with these policies may result in adverse disciplinary action taken against me.

CYS Personnel Signature Print Name \_\_\_\_\_

\_\_\_\_\_ Date

In addition, my signature acknowledges I have read and understand:

- a. AR 608-10, especially those sections pertaining to the Touch Policy and supervision of staff;
- b. AR 608-18 Chapter 8, Out of Home Cases in DoD Sanctioned Activities;
- c. Latest Installation CYS Inspection Tool sections on Risk Management and Supervision; and
- d. My Position Description, which states my designation as a mandated reporter of child abuse or neglect.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# PARENT ACKNOWLEDGED RECEIPT

MY SIGNATURE CONFIRMS THAT:

(Please check)

\_\_\_\_\_ I HAVE RECEIVED A HARD COPY OF THE CYS PARENT HANDBOOK

\_\_\_\_\_ \*\*I HAVE BEEN PROVIDED A CARD INDICATING THE WEBSITE FOR THE LOCATION OF THE PARENT HANDBOOK

\_\_\_\_\_ I WILL BE EMAILED AN ELECTRONIC COPY TO THE BELOW EMAIL ADDRESS WITHIN 3 DAYS.

\_\_\_\_\_  
**Please print email address very clearly**

I WILL READ THE CYS PARENT HANDBOOK FOR FULL UNDERSTANDING OF REQUIREMENTS AND RESPONSIBILITIES.

\_\_\_\_\_  
PARENT PRINTED NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

IF FURTHER QUESTIONS, PLEASE SEE PAGE 2 FOR CONTACT INFORMATION.

=====

*For CYS Staff Only*

**A COPY OF THE SIGNED PARENT/GUARDIAN FORM WILL  
BE PLACED IN THE CHILD'S FILE AT CDC & SAC.**

**\*\*If required, email sent:**

On \_\_\_\_\_ by \_\_\_\_\_ / \_\_\_\_\_  
DATE Printed Employee Name/Signature who emailed the Handbook to Parent



## **FORT KNOX DFMWR MISSION STATEMENT**

Deliver flexible, innovative and relevant programs and services that enable readiness and resiliency to the Total Military Family

## **FORT KNOX DFMWR VISION STATEMENT**

Dedicated and caring professionals that build and sustain the strength of the Total Military Family.