ARMY
CHILD YOUTH SERVICES
PARENT HANDBOOK



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Contact Information

Parent & Outreach Services

Address: Building # 51301, Cushing Street
Business Days/Hours: Monday through Friday, 0700 to 1700 hours
Phone Number: (520) 533-0738
Website: Parent Central Services ICE Link

New Beginnings Child Development Center (CDC)

Address: Building # 48101, Smith Street
Business Days/Hours: Monday through Friday, 0530 to 1730 hours
Phone Number: (520) 533-5209

Expanding Horizons CDC

Address: Building # 49055, Cushing Street
Business Days/Hours: Monday through Friday, 0800 to 1630 hours
Phone Number: (520) 538-6319

Family Child Care (FCC)

Address: Building # 51301, Cushing Street
Business Days/Hours: Monday through Friday, 0800 to 1700 hours
Phone Number: (520) 533-2498 or (520) 533-2494

School-Age Center (SAC)

Address: Building # 52056, Hatfield and Healy Streets
Business Days/Hours: Monday through Friday, 0530 to 1800 hours
Phone Number: (520) 533-7633 or (520) 533-7634

Middle School and Teen (MST) Center

Address: Building # 49013, Cushing Street
Business Days/Hours: Monday through Friday, 0900 to 1800 hours (Camp hours vary. Please verify hours with Program Staff.)
Phone Number: (520) 533-3212 or (520) 533-8217

Youth Sports and Fitness (YSF) Program

Address: Building # 51301, Cushing Street
Business Days/Hours: Monday through Friday, 0800 to 1700 hours
Phone Number: (520) 533-8437

School Support Services/School Liaison Officer (SLO)

Address: Building # 51301, Cushing Street
Business Days/Hours: Monday through Friday, 0800 to 1700 hours
Phone Number: (520) 533-0874

Note: Child and Youth Services (CYS) Programs are closed on all Federal holidays.

Welcome Letter

Dear CYS Families,

Welcome to Fort Huachuca Child & Youth Services (CYS)! We know Soldier's readiness is tied to their Family's readiness and that Soldiers draw strength from their Family. It is an honor to serve you. We look forward to supporting your Family's readiness!

CYS is an Army program. We provide services to the Military, Department of War, and contract agencies that support our garrisons. Our staff is highly trained and committed to ensuring safety and providing nurturing care. We meet the holistic needs of children and youth, from four weeks to 18 years old. Early child and youth development specialists design our programs to address the unique and growing needs of Military Children and Youth.

CYS believes parents and Families have the most influence on their children's lives. Our facilities and programs are designed to create a Family-friendly environment. Here, parents and staff support the positive development of every child and youth. Research indicates that when Families and educators collaborate, children tend to stay in school longer, achieve greater academic success, and develop stronger self-esteem.

Thank you for working with Fort Huachuca CYS to support your child/youth's growth. We look forward to your visits and encourage you to get involved in CYS programs and activities.

In partnership,

Roxanne C. Chancellor-Dunlap, Ed.D.
Fort Huachuca CYS Coordinator

Customer Service

Caregiver's Creed

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

Customer Covenant

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

To that end, we promise our customers that they will:

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

CYS Mission

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

CYS Vision

The vision of CYS programs is to provide:

- Seamless delivery systems for children/youth enrolled in CYS programs
- Predictable services
- Safe, healthy, Family-friendly environments
- Well-managed programs
- Accountability to the Army community, CYS Staff, children/youth, and Families
- Customer Satisfaction: Children, Youth, Families, and the Army community

- Maintaining status as the “Benchmark for America’s Child Care” and becoming the benchmark for America’s Youth Programs

CYS Foundation

The CYS workforce serves the Army mission by adhering to these foundational pillars:

- **Quality:** Achieve and sustain quality by pursuing nationally recognized benchmarks and performance standards
- **Availability:** Increase and sustain availability through on and off post child care options and supervised programs for youth
- **Affordability:** Maintain affordability for both Soldiers and the Army
- **Accountability:** Ensure accountability is achieved by requiring measurable outputs and outcomes
- **Retention:** Increase retention by positively influencing a Family’s decision to remain in the Army
- **Readiness:** Influence readiness by allowing the Soldier to better concentrate on their job
- **Resiliency:** Enhance resiliency by providing positive growth and development opportunities for children of Soldiers

CYS programs are designed to help your child/youth develop a positive self-concept, generating feelings of acceptance and respect for individuality. We believe in designing programs that provide children/youth with opportunities to participate individually or in groups in age-appropriate developmental activities, allowing for optimal social, emotional, physical, creative, and cognitive growth. We promote and cultivate safe learning environments where children/youth can resolve conflicts through learning age-appropriate conflict resolution and mediation skills. We believe in partnering with Families and the community to nurture a spirit of cooperation and respect for self and others by reinforcing character building and encouraging positive parenting.

Families

Families are the first and primary teachers in their child’s life. Communication between the child’s primary teacher or youth staff, Family members, management, and support staff is critical and includes an open and honest exchange of ideas, concerns, shared decision-making, and respect. Center staff and Family Child Care (FCC) Providers will communicate daily. Lesson plans and newsletters are posted outside each classroom on Parent Bulletin Board and in FCC homes to keep parents informed.

If your child becomes ill, incurs an injury above the shoulders, or requires emergency medical attention, you will be contacted by phone. If your child incurs an injury that does not require a call, you will be notified verbally at pick-up and receive an

Accident/Incident Report. The classroom staff, training specialists, or managers may contact you if there are questions about your child's care or for behavior support.

Confidentiality

CYS is committed to protecting the privacy of customer information. Only authorized CYS staff have access to patron files. Medical information concerning children and youth is confidential under state and federal law and may not be discussed at any time, with any person, under any circumstances.

Open Door Policy

CYS program staff members are available and approachable to parents/guardians during the facility's operating hours. Parents and guardians are encouraged to express any concerns, feedback, or compliments regarding their experience. The CYS program fosters a Family-friendly environment that invites parents and guardians to visit or observe their child or youth at any time. Additionally, the program is committed to maintaining an open-door policy, where staff and management are always accessible to address any questions or concerns in a timely and supportive manner.

Communication and Feedback

Parents/guardians who wish to post questions, comments, or concerns regarding MWR and CYS programs may do so by accessing the following "MWR Contact Us" website: https://www.armymwr.com/contact-us. Parents/guardians may also write questions, comments, and/or concerns and place them in the "Comments" drop box located in the CYS Parent and Outreach Services office. There is an option to request follow-up communication. Parents/guardians may also complete an Interactive Customer Evaluation (ICE) survey on the garrison website: ICE :: Fort Huachuca (disa.mil)

Annual Parent Surveys are conducted during the Army Higher Headquarters Inspection (AHHI). Parents also serve on the Multi-Disciplinary Team Inspection (MDTI) as a parent representative. In addition, Parent and Outreach Services conducts a Patron Satisfaction Survey annually and a comprehensive plan is developed and implemented to remedy identified issues. Survey responses and corrective actions are documented and utilized for continuous program improvement.

Chain of Command

To effectively resolve issues or concerns, Families are encouraged to utilize the established chain of command, beginning with direct communication with their child/youth's Lead Child and Youth Program Assistants (CYPA). This initial step allows for open dialogue and prompt addressing of most matters. If a resolution is not achieved at this level, or if the concern warrants further discussion, Families should then

escalate the issue. If the attempt to resolve the issue fails, parents/guardians may elevate their issues or concerns through the channels below:

- Primary Child & Youth Program Assistant (Classroom/Program Lead Teacher)
- Supervisory Educational Technician (SET)
- Assistant Facility Director
- Facility Director
- Child Administrator
- Program Operations Specialist
- CYS Coordinator
- Director, Family and Morale Welfare & Recreation (FMWR)
- Deputy Garrison Commander
- Garrison Commander

Following this clear communication pathway not only facilitates efficient problem solving but also fosters stronger, more collaborative relationships between Families and the program, ultimately creating a supportive and consistent environment for children and youth.

Chapter 1: Safety and Risk Management

Child Abuse and Neglect

The Department of War (DoW) defines reportable child abuse and neglect as follows: Child abuse and neglect include 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 the person responsible. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible.

Child Abuse Reporting

All CYS personnel and FCC Providers are trained in child abuse prevention, identification, and reporting procedures, and are considered "Mandated Reporters." Mandated Reporters are required by law to report suspicions of child abuse or neglect. If CYS personnel suspect child/youth abuse or neglect:

- Call 911 or Military Law Enforcement if a child is in **immediate danger**
- Call the Installation's Reporting Point of Contact (RPOC)*: (*520) 533-3000.
- Call the local Child Protective Services (CPS) office in the United States: (888) 767-2445.

CYS Management will notify parents/guardians on the day the incident is identified, for medical emergencies, communicable diseases, unusual occurrences, injuries, biting, significant behavior changes, institutional abuse/neglect allegations involving their child, problematic sexual behavior incidents of impacted and exhibiting children, and non-arrivals.

DoW Child Abuse and Safety Violation Hotline Posters are placed in visible and high traffic areas in all CYS facilities and FCC homes, should a parent, guardian, or staff member need to report incidents of suspected abuse or neglect.

Child Supervision

Children enrolled in CYS CDCs and FCC Homes are provided continuous, age-appropriate active supervision at all times to ensure their health, safety, and wellbeing. Direct care staff will ensure accountability for all children in their assigned group.

Active supervision guidelines:

- Direct care staff must be aware of and positioned so they can see and hear sleeping infants and toddlers.

- All infants and toddlers must be easily heard and seen (if not in the direct line of sight, then by looking up or turning in place) at all times
- Direct care staff must keep preschool children in sight most of the time, with the exception of brief periods (up to five minutes), in a safe environment (such as a preschool child's use of the toilet) when a child cannot be seen but still be heard.
- Staff supervise kindergarteners, and school-age children by keeping them in sight most of the time. Supervision for short intervals by sound is permissible as long as staff frequently check on children who are out of sight.
- Systems are established to adequately monitor and track the whereabouts of school-age children and youth as they freely move about the facility.

Idling Vehicles in CYS Parking Lots

To promote safety, environmental responsibility, and energy conservation, vehicle idling in CYS parking areas is strongly discouraged. Operators are expected to turn off engines when vehicles are parked or waiting for extended periods. Exceptions are permitted only under extreme weather conditions, specifically when idling is necessary to maintain safe interior or engine temperatures during periods of excessive heat or cold. In these circumstances, idling should be kept to the minimum time required to ensure occupant safety or vehicle operability.

Emergency Response Plans

The safety of children, staff, and Families at a CYS facility is the highest priority. CYS programs are required to prepare a locally determined emergency response plan that identifies how child and youth needs are met during emergencies. This emergency response plan includes:

- Emergency Evacuation Procedures
- Medical Problem/Emergency or Facility Accident Procedures
- Adverse Weather Conditions/ Tornado or Severe Storm Procedures
- Fire/Smoke/Explosion/Noxious Odor Evacuation Procedures
- Shelter in Place Procedures
- Pandemic Illness Procedures
- Missing Youth or Runaway Youth Procedures
- Unarmed Intruder Procedures
- Active Shooter Procedures
- Riot, Racial Conflict, or Gang Altercation Procedures
- Substance Abuse Procedures
- Death or Homicide Procedures
- Drive-by Shooting Procedures
- Sexual Assault Procedures

- Vandalism or Graffiti Procedures
- Verbal or Written Threats of Suicide Procedures
- Child Care Emergency Plans for Parents
- Facilities Closure

In the event of an emergency, the Facility Director or designee will provide information and instructions to Families. For each child at the facility, emergency contact information for parents and guardians will be readily available and stored in a binder to hand carry during an evacuation.

Background Clearances

All individuals who regularly interact with children under 18 years of age in Army CYS sponsored and sanctioned programs are required to undergo detailed initial background checks prior to working with children, as well as periodic re-verifications.

CYS staff under Line-of-Sight Supervision (LOSS) are identified by nametags displaying their first and last names, as well as a burgundy top, red bib apron, or red polo shirt. Staff who have completed background checks are identified by nametags with their first and last names, a green top, a green bib apron, or a green polo shirt. Classroom Lead CYPAs that have cleared background checks are identified by nametags with their first and last names, a blue scrub top, blue bib apron, or blue polo shirt. Management staff wear name tags with their first and last names and business attire.

Sign In/Out of Facilities

To maintain a safe and secure environment, all visitors are required to sign in and out at the front desk of the CYS facility and obtain a visitor identification badge. Parents and guardians must swipe in/out at the front desk when picking up or dropping off children/youth. Parents and guardians who are dropping off or picking up their child/youth do not have to sign in/out and receive a visitor's identification badge. Parents/guardians visiting the facility for more than 15 minutes must sign in at the front desk, wear a visitor badge, and sign in as a visitor in the classroom.

Child Guidance and Touch Policy

Helping a child/youth understand and make appropriate choices is the basis for positive child/youth guidance. When a child or youth demonstrates challenging behaviors, CYS staff work along with the child and parent/guardian using positive guidance to identify the underlying cause and develop strategies that enable the child/youth to respond appropriately, based on their development. Positive guidance is grounded in the philosophy that children should be treated with respect and loving encouragement that is free from fear, violence, and shame. **Corporal punishment is strictly prohibited in**

all CYS programs under any/all circumstances and by any individual, even if a parent gives permission or chooses to administer it themselves while on the premises.

Boundaries for appropriate and inappropriate touching are established to ensure a 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

CYS is dedicated to ensuring that our facilities, homes, and community are safe, supportive, and welcoming for everyone. We uphold a zero-tolerance policy for bullying, intimidation, or any form of disrespect directed toward children, youth, staff, or Families. We are committed to always treating one another with respect and dignity.

Bullying is a harmful, one-sided behavior that causes emotional or physical distress to the person targeted. It can take many forms—verbal, physical, or relational, and includes hazing, intimidation, abuse, and cyberbullying through social media or online platforms.

While bullying is often repeated over time, even a single incident is unacceptable. Whether it occurs on-post or off-post, including through digital means, bullying undermines a person's sense of safety and contributes to a hostile or uncomfortable environment.

Any such behavior will be promptly addressed by the CYS Coordinator or Facility Director to protect the well-being and safety of all children, youth, Families, and staff. Bullying of any kind, toward any individual, will not be tolerated.

Closed Circuit Television (CCTV)

CYS program-based facilities utilize a comprehensive closed-circuit television (CCTV) system. CCTV is designed to deter and/or reduce the risk of child abuse in CYS programs, protect staff from unwarranted allegations of child abuse or neglect, provide Soldiers and Families with "peace of mind," and support CYS management staff in program oversight.

The cameras capture activity in both the interior and exterior of the facilities. Parents/guardians may view the live feed at any time. You may request to view a portion of your child/youth's time in the program with the facility manager. Due to confidentiality reasons, copies of the recordings are not authorized to be given to parents/guardians. Recordings are released only to authorized personnel for official business. All other requests for copies of CCTV recorded images, including requests from parents, should be referred to the installation Freedom of Information (FOIA) office.

This will ensure the orderly release of CCTV recorded images, as required by law, without compromising the privacy rights of employees or patrons.

Adult to Child Ratios

Staff to child/youth ratios must be maintained at all times of the day. The intent is to always be at ratio, and not over or under ratio. All rooms in the CDC or FCC home are multi-aged with a minimum age span of 18 months. The maximum group size is limited to two ratios of children/youth with two adults (e.g., two ratios of preschool age children are 20 children).

CDC, SAC, and YC Ratios	
Adult to Child	**Age**
1 adult to 4 infants	6 weeks - 12 months
1 adult to 5 pretoddlers	13 - 24 months
1 adult to 7 toddlers	24 – 36 months
1 adult to 10 preschoolers	3 - 5 years old
1 adult to 12 Kindergarteners	5 - 6 years old
1 adult to 15 school age children/youth	1st – 12th grade

FCC	
Adult to Child	**Age**
Multiage: 1 adult to 6 children	4 weeks - 12 years old
Newborns: 1 adult to 3 children	4 weeks – 12 months
Infant/Toddler: 1 adult to 3 children	4 weeks – 36 months old
School Age: 1 adult to 8 children	5 – 12 years old

Training and Professional Development

All CYS personnel working directly with children/youth receive standardized DoW CYS orientation training prior to working directly with children. Orientation training encompasses topics such as applicable regulations and installation policies, child health and safety, child abuse identification, prevention, and reporting, age-appropriate guidance, parent and Family relations, health and sanitation procedures, and position orientation. Once Orientation Training is complete, direct-care staff complete an 18-month DoW Foundation Training Program and annual requirements thereafter. CYS Training Specialists and management staff conduct regular observations to ensure staff comprehend and demonstrate the knowledge and skills learned from training. All training is ongoing, and competency based.

Parent and Family Engagement

Parents/guardians are encouraged to participate in their child/youth's program and the planning and evaluation of programs through the annual garrison Multi-Disciplinary Team Inspection (MDTI), annual Army Higher Headquarters Inspection (AHHI) survey,

accreditation, and Parent Advisory Boards (PAB). These processes help ensure the safety of children/youth while improving policies and programming practices geared to promote quality. Parents/guardians who participate in the program may earn points toward a fee reduction for their child care. Parents may contact the Facility Director or PAB representative for more information on the various ways they can participate in CYS programs and activities. These opportunities may include but are not limited to chaperoning field trips, reading a story, planning activities, donating materials, repairing toys, etc.

Inspections

CYS programs are required by Public Law 104-106, Title 10 USC 1794(e), the DoW, and the Department of the Army to be inspected a minimum of five times per year. All inspections are unannounced and conducted in accordance with (IAW) the Department of the Army Executive Order (EXORD) procedures.

The Garrison Commander (GC) is responsible for announcing four of these inspections. These four include:

- Comprehensive Health and Sanitation Inspection
- Comprehensive Fire Inspection
- Comprehensive Safety Inspection
- Multi-Disciplinary Team Inspection (MDTI)

The Army Higher Headquarters Inspection (AHHI) is the fifth annual unannounced inspection and is conducted by HQ, IMCOM Directorate of Family and Morale, Welfare and Recreation (DFMWR) CYS IAW DoW and DA directives.

In addition to the annual unannounced inspections, monthly and quarterly inspections are conducted by fire, health, sanitation, and safety proponents.

Accreditation

CYS Child Development Centers and School-Age Centers are required to achieve and maintain accreditation. FCC providers may choose to become accredited. Accreditation is an external (national) mark of quality and high standards. CYS utilizes the following entities for program accreditation:

- The National Association for the Education of Young Children (NAEYC) accredits CYS CDC. It sets professional standards for early childhood programs serving children from birth to five years old. NAEYC helps Families identify high-quality programs for their children.
- The Council on Accreditation (COA) accredits CYS SAC. It sets high-quality practices for working with children and youth during out-of-school time.

- The National Association for Family Child Care (NAFCC) grants accreditation to Family Child Care Providers who meet the required standards. NAFCC accreditation reflects high quality that is determined by a process that examines all aspects of the FCC home

Chapter 2: Registration Processes and Procedures

Parent and Outreach Services

Parent and Outreach Services is commonly referred to as the “Gateway to CYS” and serves as the primary source for Families to obtain information on child care, registration, enrollment, and CYS programs.

CYS Patron Eligibility

Eligible patrons of Army CYS programs include active-duty military personnel, DoW civilian personnel paid from both appropriated funds (APF) and non-appropriated funds (NAF), Reserve Component military personnel on active duty or inactive duty training status, DoW contractors, mission related wounded warriors, and surviving spouses of Military members who died from a mission related incident. The priority for child care begins with CYS direct-care staff, followed by active-duty military personnel.

Definition of Parent or Legal Guardian

A parent or legal guardian is defined as the biological mother or father of a child or a person who, by order of competent jurisdiction, has been declared the mother or father of a child by adoption, or the legal guardian of a child.

“Those acting in “Loco Parentis” for the dependent child of an otherwise eligible patron refers to a situation where an individual acts as a parent, typically when they undertake care and control of another child in the absence of supervision by the parents and without formal legal approval. The child must reside with and be supported by the person. Legal documentation in the form of a special power of attorney to act in loco parentis must be on file.”

Military Child Care (MCC).com

Families begin their request for child/youth care by accessing the Military Child Care website at www.militarychild care.com to place a request for care for their child. Due to the high demand for child care, it is not unusual for Families to be placed on a wait list. Wait lists are established when the spaces for a child’s age group are filled and there are no additional spaces available.

A viable child care option meets a patron’s schedule and reflects the necessary program type and the designated age group. When a viable child care space is offered (CDC, FCC, SAC), parents/guardians have two business days to accept or decline the space. If the child care option is declined, the patron will be asked to reconfirm any other request for care for the same child, or the request will be cancelled, and the child will be removed from the wait list.

Registration Items

Children and youth should be fully registered before participating in CYS programs. Parents are encouraged to contact their installation Parent and Outreach Services Office to set up an appointment to complete the registration. Limited "walk-in" services may also be available.

To expedite the registration process and avoid delays, please have the following available:

- Identification Card
- Child's Birth Certificate (required of DoW civilians and contractors)
- Proof of Child Eligibility (e.g., Legal Guardianship papers, Child's Military ID Card, Tricare card, or DEERS printout)
- Immunization Record
- Proof of Income (e.g., Leave and Earning Statement (LES), pay statement or voucher, or proof of full-time school enrollment for Sponsor and Spouse, if applicable.
- Health Assessment/Sports Physical Statement or Well Baby Check Up (due within 30 days of registration)
- Two local emergency contacts that serve as a child release designee.
- Family Care Plan (Dual/Single Military)
- Special Needs Documentation as required per medical condition (i.e., Medical Action Plan, Special Diet Statement)

Youth Center (YC) Registration (Middle School and Teens)

Youth in middle school and high school may complete the Teen Self-Registration Form. The Teen Self-Registration Form must be signed by the parent and returned via scan, fax, email, or delivered to the local MST program. CYS staff will verify the eligibility of the registration telephonically with the parent or guardian within five working days of receipt of the form.

MST youth may register as guests for CYS programs by completing the one-page Youth Registration Form. Forms are available at YCs. Youth may attend the regular Youth Programs as a guest immediately upon receipt of the completed form (may not attend field trips or special events until registration is finalized). Parent validation of the registration form by CYS staff must be completed within five working days from receipt of the guest membership. An annual pass will be issued to the youth once the validation is complete.

Although there is no cost to use the YC, some summer camps, certain special events, and field trips may cost a nominal fee; participation in these events is voluntary. For field trips, parental permission is required before the youth can participate.

Immunizations

Children and youth accepted for CYS child care must be free from communicable diseases. Children are required to be immunized per the most current guidance from the Centers for Disease Control (CDC) and Prevention and the Advisory Committee on Immunization Practices (ACIP). Children and youth who are on a catch-up immunization schedule will follow the appropriate schedule and provide documentation when vaccinated.

Documentation of immunization records for children under age 6 or enrolled in Child Development Sports programs is required at registration. Immunization records for children participating in School-Age or Youth Sports programming (to include summer camps and sports and fitness programs) who are enrolled in school systems that require immunization based on local or state regulations are not required to be submitted or reviewed before registration/enrollment in CYS programs, however, immunizations are still required. In the event of an outbreak of a vaccine-preventable disease, documentation of receipt of appropriate vaccines is required for continued participation.

A waiver for an immunization may be requested for medical or non-medical reasons. Medical waiver requests must include a written statement from the child's/youth's health care provider specifying the immunization that is requested to be waived and the medical condition that exempts them from being immunized. If an immunization waiver is requested on a non-medical basis (i.e. religious), the parent must provide a written request for the waiver explaining the objection to the vaccination. Philosophical objections to immunizations are not accepted.

Parents will be advised that children/youth with approved immunization waivers will be excluded from CYS programs during a declared outbreak or in the event of an identified vaccine-preventable disease case for which children/youth are not immunized, and/or do not possess evidence of immunity for their protection and safety, until the contagious period is over.

Health Assessment/Sports Physical Statement

A current Health Assessment/Sports Physical (HASP) is required at registration for children under sixth grade. If a current health assessment statement is not available at registration, it must be completed within 30 days of enrollment. Health assessments are valid for three years, provided the child's health status remains unchanged.

A current sports physical statement within one year of registration is required for all children and youth enrolling in a sports program. If a current sports physical statement is not available at registration, it must be completed before the first practice. If a sports physical expires during the season, a grace period of one month will be granted for

continued participation if parents show proof of a sports physical appointment. Sports physicals are valid for one year, provided the child's health status remains unchanged.

Well-baby exams or school athletic physicals can be used in place of the CYS HASP if it is dated, signed, and stamped by the healthcare provider and parent within one year. Children and youth taking part only in the YC program or *SKIES Unlimited* Instructional programs are exempt from this requirement. Tricare and many other health insurance organizations will only authorize and pay for one child/youth health/sports physical per calendar year.

Special Needs Identification

The CYS Screening Tool must be completed by parents to screen all children for special needs at the initial registration, upon any change in condition, and annually thereafter. Upon identification of special needs, supporting documentation must be submitted with the screening tool and forwarded to the Public Health Nurse (PHN) for review. If a child or youth has a special need or disability, the parent/guardian will be asked to take part in the multi-disciplinary Inclusion Action Team (IAT).

The IAT discusses and explores installation child care options and accommodations for children with life-threatening conditions, functional limitations, or behavioral/psychological conditions. The team assesses the feasibility of the program to provide services that support the child's needs. Parents serve as members of the IAT, and their participation is essential for the organization's success. Every reasonable effort is made to accommodate children/youth with special needs.

Special Diet

Parents of children/youth with food allergies or special dietary needs must provide a statement from their health care provider specifying which foods the child cannot consume, the resulting allergic reaction if ingested, and any allowable food substitutions, if applicable. Children/youth may not be eligible for services without appropriate documentation. Children/youth who have special diets due to religious reasons must provide a statement specifying which foods should be eliminated, as well as allowable substitutions.

Medical Action Plan

Maintaining the health and safety of every child/youth in CYS programs is the utmost priority. If the child/youth has a medical condition or diagnosis, such as allergies or asthma, that may require them to take rescue medication while participating in an activity, the parent/guardian must complete the Medical Action Plan (MAP). MAPs are valid for one year or until notified of changes in health status, based on the date signed by the physician (MAP) or PHN (7625 or Tool 2). This plan is completed by the health

care provider to ensure CYS staff are aware of the proper medication and necessary course of treatment.

Chapter 3: Payments and Refunds

Fees Based on Total Family Income

The purpose of CYS programs is to support DoW military and civilian personnel in balancing the competing demands of Family life and the military mission. Child care is not considered an entitlement. All CYS patrons pay for child care based on their Total Family Income (TFI). This is a sliding scale payment schedule used to ensure patrons of all grades and ranks have access to high-quality child/school-age care and youth programs.

TFI is all earned income, including wages, salaries, tips, special duty pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income, Social Security payments, and VA benefits paid to the surviving spouse before deductions for taxes. TFI calculations include housing (quarters), basic allowance for subsistence, and any other pay appropriate for the rank and status of the military or civilian personnel, whether received in cash or in kind. For dual-military Families living in government quarters, include the Basic Allowance for Housing (BAH) of the senior member only. For DoW civilians located OCONUS, include either the housing allowance or the value of the in-kind housing provided. For households in which unmarried couples or partners are living as a Family, the income for both adults is used to determine the TFI as well as any other adult contributing to the welfare of the child.

Each Family, regardless of income category, must provide income documentation. Families are not automatically eligible to enroll in the highest fee category. Failure to provide the required information will delay the processing and approval of child care services.

Fees for blended Families and fees for legally separated Families are based on the TFI of the household. Fees for legally separated Families are contingent on legal separation documentation or a notarized statement verifying the Sponsor is legally separated.

The annual TFI will not be adjusted unless:

- The unemployed spouse/partner finds paid employment
- The Family is granted a financial hardship/extenuating circumstance reduction
- The annual internal review audit identifies inaccurate documentation of TFI
- Special circumstances

Fees will be adjusted when:

- The Family moves to a new TFI Category
- The child/youth transitions to a program with different fees

- The Army Fee Policy directs a fee change
- A Financial Hardship Waiver is approved or expires
- The Family relocates to a new installation

Payments

Payments are generated on the 1st and 15th of each month. Parents may pay fees in monthly or semi-monthly installments. New Families pay upon accepting a child care space. Late payments for full- or part-time care will result in a notice of service suspension when fees are not paid by the second billing date. Services are suspended on the last day of the month until fees are paid in full or a hardship waiver/payment plan is approved. Services may be terminated if fees are not paid or if a hardship waiver is not approved.

- Payments may be made with cash, credit card, auto debit, or through WebTrac. Personal checks are accepted in the amount due.
- CYS WebTrac Payments: Some CYS programs allow patrons to make online payments. Please contact CYS Parent and Outreach Services regarding payment options
- Late Payments: A late payment fee of $10.00 per child per payment cycle (semi-monthly) or $20.00 per month is charged for regularly scheduled care, including full-day and part-day care, after the 4th business day.
- When payment is not received, garnishment of wages is initiated.
- Hourly Care Fees: The hourly care rate is $8.00 per hour per child for all CYS programs, regardless of 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 may result in termination of services. A two-hour no-show fee for hourly care may be charged for patrons who do not show or cancel their reservation at least 24 hours in advance. Hourly care may not exceed 15 hours per week for facility-based programs.
- Late Pick-Up Fee: CDC and SAC programs charge a late pick-up fee of $1.00 per minute, up to a maximum of 15 minutes per Family and per site, regardless of the number of children in care at that site. For example, a Family that has two children in the CDC and one child in SAC will pay a $15.00 late fee at each site if pick-up is 15 minutes after closing. When the Family is more than 15 minutes late, they are charged $8.00 per child per site for the remainder of the hour. CYS emergency procedures will be followed when children are left in the program after it has closed for one hour. Late pick-up fees are not charged for approved mission-related circumstances or when specific arrangements to extend child care are made in advance of the scheduled pick-up time. Contact Parent and

Outreach Services regarding documents required for the approval of mission-related circumstances.

Financial Hardship Fee Reduction Request

Families may apply for a child care fee reduction due to financial hardship. This fee reduction request is reviewed by an Army Community Services (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 for their final approval. Fee reductions for financial hardships are re-evaluated at least every six months by the financial counselor or Garrison Commander. Contact Parent and Outreach Services for assistance with filing a hardship.

Leave and Vacation

At the time of enrollment, Families may elect to take a two-week or four-week vacation option, which reserves the child's space during the absence. The option chosen must be used during the registration year and cannot be carried over to the next year. Families who opt for the four weeks of leave/vacation pay a higher monthly fee than Families who choose the two-week vacation option. Family leave/vacation must be taken in increments of at least one week (5 days) and provide advance notice prior to taking leave/vacation. Leave/vacation options are available to patrons enrolled in CDC or FCC programs only.

Withdrawal and Out-Processing

A 30-day termination notice is required to withdraw from the full-day or before/after school care program. Patrons who do not provide a 30-day termination/disenrollment notice will be charged the applicable fees. Patrons who provide more than a 30-day termination/disenrollment notice are eligible to receive a discount when experiencing a permanent change of station (PCS).

Refunds

Refunds are not issued for:

- Child absenteeism due to regular childhood illnesses or injuries (two weeks or less)
- CYS program closures due to inclement weather
- Staff training, or special installation circumstances determined by the Garrison Commander
- Withdrawal except in situations approved by the CYS Coordinator, where the child/youth has not started the program
- Unused leave or 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 are authorized for:

- Program closure for repair or renovation when an alternate care setting is not provided
- An unexpected or prolonged child absence due to a Family emergency or extended illness
- Withdrawal from a regularly scheduled child care program upon receipt of PCS orders
- Withdrawal from a youth sport (occurring before midseason of the sport) upon receipt of PCS orders

Parent Participation Program

A 10% reduction on one month's fee for one child/youth may be awarded for each 10 hours of parent participation. These reductions are limited to 10% per child/youth per month. Parent participation hours may accumulate month by month and cannot be shared with other patrons. 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 before accumulating parent participation points. Members of units or organizations do not have to have children/youth enrolled in CYS. Adopted Families may not use hours accumulated on their behalf when the deployment or extenuating circumstance ends.

Multiple Child Fee Reduction (MCR)

A 15% MCR is applied when more than one child from the Family is enrolled in regularly scheduled child care programs or seasonal youth sports offered by CYS. MCRs for child care and youth sports are determined separately and may not be combined. MCRs are not applied to hourly care, SKIES *Unlimited* Instructional Programs, and school-age occasional user fees.

A 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 is charged the full fee. The MCR is applied to the second child and all subsequent children enrolled in regular ongoing child care. MCRs are not applied to contractors and specified space available patrons, Hourly Care Services, SKIES *Unlimited* fees, or School-Age Care occasional user fees.

FCC Parent Fee Incentive

FCC Parent Fee Incentives represent savings to Families who choose FCC over CDC and SAC and apply fees for designated TFI Categories. These savings are an efficient incentive to encourage Families to use FCC homes as their primary source of child care.

Extended Duty Child Care Fee Assistance

Extended duty child care fee assistance is provided at no additional cost for short-term child care (generally up to 3 hours per day) beyond the FCC regularly scheduled hours (based on the Sponsor's typical duty-day requirements). A written validation statement is required from the Soldier's Unit or Sponsor's supervisor to the FCC Provider to qualify.

Mission Related Extended Duty 24/7 Fee Assistance

Mission-related extended duty 24/7 fee assistance is provided at no additional cost for care beyond FCC's regularly scheduled hours. Families are authorized up to 15 days for extended duty child care per year.

Deployment Support Services

Please contact the CYS Parent and Outreach Services office for more information about deployment support services.

Global Data Transfer (GDT)

GDT is designed to streamline the relocation process for military and civilian families.

When you are preparing to move to a new duty station, CYS can upload basic family information (such as names, birthdates, child health records, etc.) into a secure database through GDT. This information will follow families to their new duty stations and make the local CYS registration procedure shorter and simpler. All you need to do is provide the facility and/or Parent Central Services with an email address and recall it at your new Installation.

Chapter 4: Daily Operations

Admission, Release, Arrival, and Departure Procedures

Under no circumstances will a child/youth be released to any person who is not authorized to pick up the child/youth. Accountability of each child/youth will be maintained at the classroom and/or program level.

Upon entering the CYS facility, parents/guardians swipe their child into the Child Youth Management System (CYMS) at the front desk prior to proceeding to the classroom or program space. Under no circumstances will the parent/guardian move beyond the front desk without first swiping in. After swiping in at the front desk, the parent/guardian may proceed to the classroom. Upon entering the classroom, the parent/guardian will sign the child in, annotating their name, date, time, and signature.

School-age children may be swiped in by their parent/guardian or the child/youth will key their personal identification number (PIN) into CYMS, and the parent/guardian will then sign the child/youth in, as above.

Youth Center (YC) Middle School/Teen participants are eligible to attend an open recreation program, which allows them to enter and leave the facility independently without a parent/guardian. Youth swipe their key fob or enter their PIN at the front desk and sign themselves in before they take part in the CYS program.

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 their designated representatives may remove a child from a CYS program. Children may not be released to siblings or other children under 13 years old. School-age children may not leave a program unaccompanied without written permission from their parents or guardians.

No parent may be denied access to their child, including the right to pick up their 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 program site.

Exclusion Child Care Services

CYS takes all reasonable precautions to provide a safe and healthy environment for children and youth. To ensure the safety of all enrolled children/youth, staff will observe them for signs of illness or symptoms of contagious disease upon arrival, while they are in care, and before they leave. Parents/guardians must pick up their child/youth who becomes ill while in care within 1-2 hours after being notified. Children/youth who

appear to be ill or have a fever will be screened closely and may be denied admission based on the following:

- Inability to participate in daily activities.
- Temperature greater than 100.5° F (38.06° C) axillary (armpit) for children 3 months or younger
- Temperature greater than 101.0° F (38.3° C) axillary (armpit) for children over 3 months old
- Temperature during the influenza season (1 October – 31 May) must include having a fever (100° F axillary) and at least one (1) respiratory symptom such as runny nose, cough, congestion, and sore throat. Note: Individuals may be infected with influenza and have respiratory symptoms without a fever.
    - Note: Do not add any degrees to temperature reading, document the temperature as read.
- Impetigo: Red oozing erosion capped with a golden yellow crust that appears stuck on the skin
- Scabies: Crusty wavy ridges and tunnels on the webs of fingers, hands, wrists, and/or trunk of the body
- Ringworm: Flat, spreading, ring-shaped lesions
- Chicken Pox: Crops of small blisters on an erythematous base that become cloudy and crusted in 2-4 days
- Head Lice: Nits—whitish-grey clots attached to hair shafts
- Strep Throat: Culture-proven strep infections that have not been under treatment for a minimum of 24 hours
- Conjunctivitis (pink eye): Red watery eyes with thick yellowish drainage/discharge
- Persistent cough, severe diarrhea, or vomiting
- Symptoms of other communicable diseases
- Pinworm infestation
- Hand-Foot and Mouth Disease: Tiny blisters in the mouth and on the fingers, palms of hands, buttocks, and soles of feet; common cold symptoms; possible fever.

Re-Admission after Illness

CYS staff will provide parents/guardians with an illness/injury readmission form that details the criteria for readmission. The child/youth's health care provider will use the form to indicate when it is 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 return to the CYS program when the following conditions exist:

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

Basic Care Items

Acceptable basic care items are limited to topical items used for the prevention of sunburn, diaper rash, teething irritation, chapped lips, insect repellent, and lotions. Products such as these are limited to those identified in IMCOM Regulation 608-10-1 and must be approved by the Food and Drug Administration (FDA). An authorization form must be obtained from the parent/guardian each month for such items to be applied. Basic care items will be stored in their original containers and kept out of reach of children. Each item will have the child's first and last names legibly written on it, as well as on the outside of the storage bag.

Medication Administration

Certain medications may be administered in the CYS setting when it is not possible for parents/guardians to be present. Prescribed medications from health care providers and U.S. medical treatment facilities may be administered to children/youth who are enrolled in full-day, part-day, or regularly scheduled school-age programs. Opioids and/or narcotics are not authorized. Medication prescribed "as needed" (PRN) will not be administered in programs unless it is a rescue medication. Parents/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 their original containers, have a current prescription label, and proper dosing syringe/cup/spoon. A child/youth must take the medication for at least 24 hours at home prior to medication administration at the program. Parents/guardians will complete and sign a CYS Medication Dispensation Record (DA Form 5225-R) for each approved medication to be administered.

Self-Medication

School-age youth can self-medicate if their healthcare provider determines that it is developmentally appropriate, and the youth is knowledgeable about their health condition and the treatment procedure. Self-medication in CYS programs requires written instructions from the youth's healthcare provider, clearly detailing the medication, dose, and conditions under which it is permitted. Additionally, the instructions must specify when parents and/or the healthcare provider must be contacted for assistance. Parents/guardians and youth are responsible for notifying program staff of any medication brought into CYS programs. Youth must self-administer all medications in the presence of CYS staff, who will then document the administration. If a youth in 6th-12th grade is unable to self-medicate, a multi-disciplinary Inclusion Action Team (IAT) review is needed.

Rest and Nap Periods

Children enrolled in CDC and FCC full-day programs or hourly care will have a rest period, usually following lunch. Children wishing to nap can do so. Resting or napping is not a requirement and is based on the individual needs of the child. Quiet activities are offered during the rest/nap period for children who do not nap. Infants are allowed to follow their own resting and napping patterns. It should not be expected that all infants sleep at the same time.

Personal Items from Home

- Clothing: Children should come to the CYS program dressed appropriately for the weather (e.g., jackets and hats for fall and spring; coats, boots, snow pants, gloves/mittens for winter). Children should come to the program dressed in "play clothes" so 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, water, and sand play). Two changes of clothes are recommended for each child under school age. All clothing and accessories must be labeled with the child's first and last name.

- Shoes: Footwear should be closed-toe, have rubber soles and be suitable and safe for running, climbing, and jumping. For safety reasons, crocs, flip-flops, high-heeled or wedged shoes, and sandals without straps are not recommended.
- Jewelry: Accessories such as earrings, rings, bracelets, necklaces, and barrettes are not permitted for children under three years old or those in multi-age classrooms with other children under the age of three.
- Comfort Items: Items such as special blankets or soft toys are permitted in CYS programs. Children under 12 months of age cannot have a comfort item in the crib due to the risk of sudden infant death syndrome (SIDS). The crib must be free of all items, such as blankets, soft toys, bumpers, and pillows. Comfort items must be taken home for laundering on a weekly basis. Please ensure all items are labeled with the child's first and last name.
- Children not appropriately dressed for the weather and enabled to participate in outdoor activities will be sent home.

Diapering and Toileting

Only disposable diapers are permitted in the CYS program for health and sanitation reasons. Cloth diapers are only permitted when the use of disposable diapers poses a health risk to the child. The child's healthcare provider must provide a written statement detailing the necessity of cloth diapers for health purposes. Diapers are checked regularly and changed promptly when they are wet or soiled. Diapers and baby wipes must be labeled with the child's first and last name.

Toilet training is a natural part of a child's developmental process. Peak readiness for toilet training is typically around 2 ½ years old but will vary between each child. CYS staff will not force a child to use the toilet, nor will they punish a child for lapses in toilet training. Planning a consistent toilet routine for both the home and the program will help the child achieve this developmental milestone. Parents/guardians must provide sufficient changes of clothing and training pants.

Transportation Policy

Designated CYS staff are trained to safely transport children/youth in government vehicles on and off post. Safe passenger rules must be adhered to, and parents/guardians must reinforce these safety rules by reviewing them with their child/youth.

Transportation safety rules include:

- Seatbelts are always worn.
- Everyone must remain seated and facing forward.
- Inside voices are used (conversational tone).

- Eating, chewing gum, and drinking are prohibited.
- No objects (including bodily limbs) shall be extended out a window.
- Trash will be placed in designated containers.

Failure to follow the safety rules during transportation may result in the suspension of transportation privileges.

Chapter 5: Core Programs, Curriculum, and Programming

Core CYS Programs

- CDCs offer on-post full-day, part-day, hourly, and Strong Beginnings Pre-K programs for children ages 6 weeks to 5 years old.
- FCC Homes offer full-day, part-day, hourly care, extended duty day care, weekend care, and 24-hour care as needed for children/youth ages 4 weeks to 12 years old. Care is provided in government-owned or leased housing designated for this purpose.
- SACs offer before and after school programs, school-out-day programs, hourly care, summer camps, and camps during school breaks for children/youth in kindergarten through 5th grade.
- YCs offer comprehensive, supervised program options for eligible youth in grades 7-12 (which may include 6th grade, depending on the local school configuration).
- Youth Sports and Fitness programs offer developmentally appropriate opportunities for children and youth to engage in individual and team sports, skill-building clinics, and nutrition/health classes that foster the development of lifelong healthy habits.

CDC and FCC Home Curriculum

The National Association for the Education of Young Children (NAEYC) defines developmentally appropriate practice as "methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning." CYS is committed to developmentally appropriate practice and ensuring play is the foundation of all learning in early childhood programs. Children are naturally curious, creative, and eager to explore the world around them. Through play, young children develop the essential skills, confidence, and love for learning that will support them for a lifetime. Play is more than just fun—it is the way children make sense of the world. When children play, they:

- Develop critical thinking and problem-solving skills as they explore, experiment, and make decisions.
- Build language and communication skills through storytelling, pretend play, and peer interactions.
- Strengthen social and emotional growth by learning to take turns and resolve conflicts.
- Enhance physical development through active play that supports coordination, balance, and motor skills.

- Foster creativity and imagination by inventing scenarios, using materials in new ways, and expressing themselves freely.

Play is at the heart of every classroom experience in CYS early childhood programs. CYS has a play-based curriculum, The Creative Curriculum, and all activities are designed with playful exploration at the center.

The Creative Curriculum is the authorized curriculum used in CDCs and FCC homes for children aged 6 weeks to five years old. All activities are developmental in nature and recognize children's individual differences by providing an environment that encourages self-confidence, curiosity, creativity, and self-help/life skills. Experiential learning activities (hands-on) through play encompass the following developmental domains: Physical, language, literacy, cognitive, and social-emotional. Routines such as meals, cleaning, napping/rest, diapering, and toileting are integral parts of the curriculum and daily functioning. Lesson plans, schedules, and other relevant information for parents (i.e., newsletters) are posted in each classroom or FCC home.

Child Assessment

Army CYS is committed to ensuring young children in CDCs and FCC Homes receive authentic developmental assessments that include ongoing observations to evaluate children's development and learning along with quarterly formal developmental assessments. Teaching Strategies is the assessment system used to document the developmental progress of children in CYS early childhood programs.

Army CYS adheres to the following principles of authentic child assessment:

- Observation, documentation, and assessment of young children's progress and achievements is ongoing, strategic, reflective, and purposeful. Observation and documentation results are used to inform the planning and implementation of curriculum and experiences, to communicate with the Family, and to elevate and improve the educators' and the program's overall effectiveness.
- Assessment focuses on children's progress toward developmental and educational goals. Assessment is informed by developmental milestones in all domains. The domains assessed are Physical, Social and Emotional, Language and Literacy, Mathematical Thinking, Scientific Inquiry, Social Studies, Arts, Cognition, and Approaches to Learning.
- CYPAs use observation, documentation, and assessment information to guide what goes on in the early childhood setting. Observation and assessment information is used to plan curriculum, learning experiences, and moment-to-moment interactions with children. The purpose is to improve teaching and learning.

- The methods of assessment are responsive to the current development, language, and experiences of children. Authentic assessment methods recognize individual variation in learners and allow children to demonstrate their competencies in different ways.

Army CYS recognizes that the Family is the child's first teacher. Family input into child assessment data is crucial to supporting the whole-child. Families are encouraged to provide observational and anecdotal information, developmental or otherwise (i.e., familial, military deployment or other movement, changes in schedule) on an ongoing basis.

Examples of ways Families may contribute to the assessment of their child's development and learning:

- Complete the "All About Me" form at intake
- Ongoing daily verbal communication with direct care staff, managers, and Training Specialists, Supervisory Educational Technicians as applicable.
- Written anecdotal observations on Infant Daily Care Sheet
- Written anecdotal observational notes for toddler and preschool age children
- Family Conference input

Family Conferences

Family Conferences are conducted twice a year for all children in the CDC and FCC home that have been enrolled in the program at least six months. The purpose of Family Conferences is for the child's Family and the direct care staff to connect, share child observations, and plan together for the best interest of the child. The direct care staff and Family are partners in supporting the child's learning and development.

School-Age Care (SAC) and Youth Center (YC) Programming

Program activities in the SAC and YC are designed to help children/youth explore interests, build skills, and experience success with defined outcomes related to the five core service areas:

- Leadership and Service: Help youth build leadership with self, leadership with others, and leadership within the community.
- Education and Science, Technology, Engineering, and Math: Compliment and reinforce what youth learn during the school day while creating experiences that drive interest and build a capacity for success in these disciplines. Provide youth with support in developing a plan for the future by complementing academic success, preparing for post-secondary education, and fostering career development.

- Health and Wellness: Provide opportunities for youth to enhance relationships with themselves and others, regulate emotions, and solve problems by developing social-emotional skills.
- The Arts Programs (Digital, Fine, Applied, and Performing): Encourage imagination and self-expression, helping youth develop knowledge and understanding of specific art forms.
- Sports and Recreation: Help youth develop physical fitness, reduce stress, and experience healthy physical development.

Children/youth provide input on activities to ensure the program meets their needs and interests. Programming choices are designed and implemented to cater to a diverse range of interests, encompassing a wide variety of skills, abilities, and interest levels.

Sports and Fitness Programming

The CYS Sports and Fitness program uses a comprehensive framework to ensure the physical, cognitive, social, and emotional needs of children/youth are addressed. The CYS Sports and Fitness program offers a range of activities, including team sports, individual sports, fitness and health opportunities, and community outreach.

Team sports are offered to all children aged five and above in the following sports:

- Baseball or T-ball
- Soccer
- Basketball
- A minimum of two additional team sports is offered at any time of the year (volleyball, cheerleading, football, etc.) based on the community's needs and interests.

Individual sports are offered in at least three locally selected sports. A minimum of one fitness and health option is offered each year, such as healthy lifestyles, healthy eating, and personal care. Fitness and health programs focus on nutrition and health promotion.

Community-Based Programs

The *Army Youth Programs in Youth Neighborhood* (AYPYN) program is offered to youth ages 13-18 in identified/some off-post schools serving Army students. The Department of the Army, IMCOM DFMWR CYS is committed to expanding the availability of high quality, high-interest after school programs for Army-connected youth who attend secondary schools (middle, junior, and high) off the installation. To help meet the need, AYPYN programs were developed to provide sponsored off-post youth programs as a supplement to Army operated on-post programs.

The *Military Child Care in Your Neighborhood* (MCCYN) program supports eligible Families with child care if they are unable to access military-based care due to distance or wait list. The Army Fee Assistance (AFA) program, under the MCCYN program, provides fee assistance to eligible Army Families to offset the cost of community-based care, allowing Families to pay fees comparable to those charged on the installation.

School Support Services

The purpose of School Support Services is to reduce the conflict between military mission requirements and parental responsibilities related to kindergarten – 12th grade education. School Support Services offers a range of programmatic strategies and resources to achieve this mission and support the academic success of military-affiliated students.

- School Liaison Officers (SLOs) have strong educational backgrounds and are located on each Army garrison. SLOs provide support to Military Families, school districts, and Garrison Commanders. SLOs advise garrison command staff on matters related to schools; assist Army Families with school issues; support Army Families during school transitions; collaborate with school districts to build positive relationships and address issues that impact Army students; facilitate training for parents, schools, and garrisons; foster reciprocal transition practices among school districts and increase school transition predictability for Army Families.
- Homeschool support is provided to Families who choose to homeschool their children. SLOs gather and share policies and resources to help Families overcome challenges related to homeschooling.
- The Youth Sponsorship Program is provided at CONUS and OCONUS Youth Programs to help ease the transition to the new installation SAC, YC, and school.

Field Trips

Field trips and nature walks are scheduled as part of the curriculum and programming in CYS programs. Input from Families, children/youth, and staff is a critical aspect of the field trip planning process. Field trip sites are visited by staff prior to the scheduled trip to ensure the health and safety of children/youth at the location. Parents/guardians are informed in advance of the date and destination of each trip and are required to sign a permission form for each child/youth participating in the trip. Adult-to-child/youth ratios are maintained by paid CYS staff and supplemented by adults, such as parents or volunteers. Adult-to-child ratios for high-risk activities must follow CYS regulations and guidance.

Meals and Family Style Dining

Meals are served in accordance with USDA food program requirements. Children in CDCs and FCC Homes sit and dine with the adult staff "family style." Family-style dining is considered part of the daily curriculum, and key developmental skills are taught during this experience. Family-style dining promotes language, cognition skills, fine motor skills, and healthy eating habits while fostering social interaction. Most importantly, family-style dining promotes a feeling of unity and acceptance that is essential to emotional development. It is developmentally appropriate for children/youth to participate in setting tables, cleaning, preparing meals, and serving themselves (with staff assistance if needed). Children and youth participating in the SAC or YC self-serve meals café-style.

Bottles and Infant Feeding

The provision of infant food and formula is a requirement of both the Army and the USDA. Parents who decline the Army-provided formula may use a formula that meets the USDA requirements or provide human milk. Individual infant feeding plans are coordinated between the parent/guardian and the Lead CYPA or FCC Provider. Formula and human milk are the only liquids fed to infants from a bottle unless there is a medical exception from a licensed medical practitioner.

Homemade baby food provided by the parent will not be served in any CYS program. Infants are allowed to self-feed as soon as they display an interest, including holding spoons and cups. Parents of infants are provided daily communication (Daily Care Sheets) regarding the type and quantity of food their child consumes.

Bottle Accountability Guidelines:

- Human milk bottles must be labeled with the child's first and last name, date, time the milk was expressed to ensure staff and providers can offer the oldest milk first.
- Formula bottles must be labeled with the child's full name and the date that the formula was prepared.
- Bottle labels will not be secured using a rubber band or by other means that create a choking hazard.
- Bottles must be clean and sanitary.

Conclusion

At Army CYS, our mission is rooted in supporting Military readiness by providing high-quality, dependable child and youth programs. We understand the unique challenges faced by Military Families, and are committed to creating a safe, nurturing, and enriching environment where children and youth can thrive while their parents focus on their mission.

Thank you to our Soldiers and Families for entrusting us with the care and development of your children and youth. Your dedication and service inspire us every day, and we are honored to be part of your support system. We look forward to continuing to serve you with excellence and care.

UNITED STATES ARMY
CHILD & YOUTH SERVICES

Appendix 1: Regulations

- IMCOM Regulation 608-10-1
- AR 608-10, Child, Youth, and School Services
- AR 215-1, Military Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities
- Department of War Instruction (DoWI) 1014.2 MWR Programs
- DoWI 6060.02, Child Development Programs
- DoWI 6060.04, Youth Services
- DoWI 1402.5, Criminal History Background Checks on Individuals in Child care Settings
- DoWI 6025.18-R, Privacy of Health Information
- Public Law 104-106 Title 10 USC 1785 Youth Sponsorship Program
- Public Law 104-106 Title 10 USC 1791-1798 (Military Child Care Act)
- Public Law 101-366 Americans with Disabilities Act

Appendix 2: Community Resources that Support Families and Programs

- American Red Cross: Provides emergency communication, disaster relief, and military Family assistance.
- Armed Services YMCA: Offers deployment support and Family readiness activities.
- Army Community Services: Provides comprehensive, standardized, and responsive services that support Soldiers, Department of the Army (DA) Civilians, and Families regardless of geographical location. Services include Deployment or Mobilization and Stability and Support Operations, Readiness, Soldier and Family Readiness, Relocation Readiness, Employment Readiness, Financial Readiness, Volunteer Programs, and Soldier and Family Assistance Centers/Survivor Outreach Services (SOS). https://www.armymwr.com/programs-and-services/personal-assistance
- Army Education Center: Assists with tuition assistance, scholarships, and career counseling.
- Blue Star Families: Connects military Families through peer support, career development, and community programs.
- Department of War Education Activity: Oversees schools serving military children worldwide.
- Family Advocacy Program (FAP): Provides prevention and intervention for domestic violence, child abuse, problematic sexual behavior of children and youth, and relationship challenges.
- Financial Readiness Program: Offers budget counseling, debt management, and financial education.
- Fisher House Foundation: Provides free lodging for Families of hospitalized service members and veterans.
- Installation Legal Assistance Office: Offers free legal advice, wills, powers of attorney, and consumer law support.
- Installation Religious Support Office: Provides spiritual support, chaplain services, and faith-based programs.
- Installation Library Services: Access to books, study spaces, and educational resources.
- Military Family Life Counseling Program (MFLC): Offers confidential, short-term, non-medical counseling for service members and Families.
- Military Child Education Coalition (MCEC): Advocates for quality educational opportunities for military connected children.
- Military OneSource: Central hub for confidential help, counseling, and resources for all aspects of military life.

- Morale, Welfare, and Recreation (MWR): Offers fitness, recreation, travel, and leisure programs to promote wellbeing.
- School Liaison Officers: Assist with school transitions, enrollment, and education advocacy.
- Substance Abuse Prevention Program: Provides education, prevention, and treatment resources.
- Tragedy Assistance Program for Survivors (TAPS): Provides support for Families grieving the loss of a service member.
- United Service Organizations (USO): Offers travel support, Family programming, and deployment morale services.
- Veterans Affairs (VA): Health, benefits, and transition resources for service members and Families.

Appendix 3: CYS Employment

Are you interested in employment with Army CYS? When you join CYS, you join a four-decade tradition of serving our Nation's Soldiers and their Families. Working with CYS helps military children and youth learn and develop in healthy ways. It gives parents peace of mind and supports them through the stresses of Army life.

Whether you are just starting out or already experienced, you will find a wide range of rewarding careers with CYS. We hire outstanding caregivers, but also need IT professionals, program managers, analysts, cooks, custodians, administrative assistants, trainers, and more.

CYS offers employees:

- Priority Access to Child Care: CYS employees receive priority child care placement for their children and may receive multiple child care discounts.
- Competitive Salaries: Military child care providers receive higher salaries on average than those working in the private sector.
- Flexible work hours: With full-time, part-time, and flex positions, CYS has options to fit your lifestyle.
- Insurance Coverage: Full-time and part-time employees can select the options that best fit their insurance needs, including medical, dental, vision, and life and long-term care insurance.
- Paid Leave: Full-time and part-time employees can earn annual, sick, and holiday leave based on total hours worked per week or total creditable service.
- Travel Opportunities: With over 70 installations in the U.S. and overseas, CYS employees can experience life in a new place—or stay employed while moving with an Army spouse.
- Retirement Options: Full time and part time employees may participate in the generous retirement plan and 401(k) savings plan. CYS matches contributions up to 3% of base pay for NAF 401(k).
- Career Progression: CYS provides employees with world-class training, mentors, lateral moves, and other opportunities to help them move forward in their career.
- CY Child Care providers may transfer their position to their new installation.

More information and how to apply:

- Visit your local non-appropriated funds (NAF) Human Resources (HR) office to learn more about CYS employment opportunities.
- Apply for CYS employment on https://usajobs.gov