



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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FORT BELVOIR, VIRGINIA 22060-5928

IMBV-MWC

20 September 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child and Youth Services (CYS) Parent Advisory Board (PAB) Meeting Minutes

1. In accordance with the Military Child Care Act of 1989, Army Regulation 608-10 and CYC Operational Guidance, CYC PAB met on Thursday, 18 July 2019 at 1700 in the Blue Room, Sosa Center, Building 200, Fort Belvoir, VA.
2. Sign-in sheet with Command representation (Enclosure 1).
3. Agenda (Enclosure 2).
4. Action items from, 28 February 2019, PAB meeting included a Parent Handbook (Enclosure 3).
5. Teleconference line for patrons and staff was established at 1700 on 18 July 2019. CYC Chief, Directorate of Family and Moral, Welfare and Recreation (FMWR) Director, five CYC staff and 10 parents attended.
6. The meeting began at 1704 with opening remarks given by Mrs. Janet Evans, Chief, CYC, Fort Belvoir, VA. Mrs. Evans introduced FMWR Director, Mr. George Dickson who was also representing on behalf of Garrison Commander (GC). Mrs. Evans thanked our PAB Chairperson, Ms. Sarah Buchanan for the hard work keeping PAB alive and active.
7. Mrs. Evans announced a new publication of Fort Belvoir CYC Parent Handbook and encouraged parents to obtain the copy placed in each center and sent out via Child Youth Management System (CYMS) to email addresses provided and on file. Mrs. Evans also encouraged parents to regularly update email addresses and phone numbers on file in order to receive the information being distributed via CYMS such as inclement weather alerts in timely manner. Mrs. Evans also announced that Parents Night Out (PNO) program was back and was being advertised at all CYC programs, on web, and social media (Enclosure 4). Mrs. Evans reminded parents that the most effective way to resolve issues is to channel them through the CYC Chain of Command in order from Facility Director, to CYC Administrator, to CYC Chief, to FMWR Director, and to GC.

“LEADERS IN EXCELLENCE”

8. The floor was opened to parents to begin the question and answer session. Two topics were discussed with corresponding action plans as follows:

a. Curriculum and activities for Preschool/PreK program.

(1) Question: Parent questioned what types of teaching strategy and curriculum is in place for a preschooler in Child Development Centers (CDC).

(2) Answer: Ms. Grayson-George explained that the Creative Curriculum is the authorized curriculum used in CDC's. The Teaching Strategies Gold developmental assessment and checkpoints will be used to document the progress of children. All activities including acted by play will be developmental in nature by providing an environment that encourages self-confidence. Daily specific lesson plans and schedules along with weekly lesson plans are posted in the classroom.

(3) Actions: No follow-up assigned.

b. CYS Registration Process at Parent Central Services (PCS).

(1) Question: Parent questioned if registration process can be simplified.

(2) Answer: Mrs. Evans answered that CYS already had a procedure in place such as electronic registration submission and would like to highly encourage patrons to submit the documents to usarmy.belvoir.imcom-northeast.mbx.cyss-contact-us@mail.mil. Mrs. Evans also announced the plan of in-house re-registration for parents at each participating facility in order to eliminate the trip to PCS for re-registration. Mrs. Evans stated the center staff would notify and schedule the re-registration appointment 30-days prior to expiration of annual re-registration with the options of either in-house re-registration or PCS re-registration. Mrs. Evans informed parents about a new computer unit and an electronic Kiosk machine that would be placed at PCS reception area in order to better serve the patrons.

(3) Actions: PCS had extended business hours for two weeks during high demands for re-registration during the month of August. PCS opened the doors from 0700 to 1900 during that time frame (Enclosure 3, work schedule for PCS customer service representatives).

9. In closing, Mrs. Evans thanked all attendees for their participation.

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10. No further business was discussed. The meeting adjourned at 1730. The next PAB meeting is tentatively scheduled on Tuesday, 15 October 2019, from 1230 to 1330.



Janet M. Evans
Chief, Child and Youth Services
Directorate of Family and Morale
Welfare and Recreation

APPROVED/DISAPPROVED

5 Encls

1. PAB Meeting Sign-in Sheet
2. PAB Meeting Agenda
3. CYS Parent Handbook 2019
4. PNO 2019
5. Extended Hours of Operation



Michael H. Greenberg
Colonel, U.S. Army
Commanding

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CYS Staff
DFMWR
Command Group