



UNITED STATES ARMY  
**CHILD & YOUTH SERVICES**

**Parent Handbook  
Fort Belvoir, Virginia  
2024**



## CONTACT INFORMATION

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

Building 200

Monday-Friday 0700-1600 (1600-1700 by appointment only)

Wednesday- closed at noon

DSN: 655-5555/5556 • CIV: 703-805-5555

FAX: 703-805-3148

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

Email: [usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil](mailto:usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil)

Facebook: <https://www.facebook.com/Belvoir-CYS-144900648855146/>

### **Child Development Center – North Post**

Building 1745

Monday-Friday ..... 0630-1730

DSN: 655-5098 • CIV: 703-806-5098

### **Child Development Center –South Post**

Building 1028

Monday-Friday ..... 0630-1730

DSN: 655-4347 • CIV: 703-806-4347

### **Child Development Center – JoAnn Blanks**

Building 1207

Monday-Friday ..... 0630-1730

DSN: 655-8770 • CIV: 703-805-8770

### **Child Development Center – Woodlawn-TEMPORARILY CLOSED**

Building 1805

Monday-Friday ..... 0630-1730

DSN: 655-0350 • CIV: 703-806-0350

### **Child Development Center – Fort Belvoir North Area #1 TEMPORARILY CLOSED**

Building 5023

Monday-Friday.....0630-1730

DSN: 655-6550 • CIV: 703-806-6550

### **Child Development Center – Fort Belvoir North Area #2**

Building 5024

Monday-Friday.....0630-1730

DSN: 655-6102 • CIV: 703-806-6102

### **Child Development Center – Rivanna Station, Charlottesville**

Building 2071

Monday-Friday.....0630-1730

CIV: 703-479-1617

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

Building 200

Monday-Friday .....0700-1600

DSN: 655-9137 • CIV: 703-805-1824

**School-Age Center**

Building 950

Monday-Friday .....0630-0900 & 1600-1730

School out Days, All Camps .... 0630-1730

DSN: 655-9100 • CIV: 703-805-9100

**Youth Center**

Building 1003

Open Recreation:

Monday-Friday .....1300-1730

DSN: 655-4515 • CIV: 703-805-4515

**CYS Nurse Consultant**

DSN: 655-4547/2631 • CIV: 703-805-4547/2631

**School Liaison Officer**

Building 200

DSN: 855-1350/3436 • CIV: 703-805-1350/3436

**Youth Sports & Fitness**

Building 950

DSN: 655-1258/9138 • CIV: 703-805-1258/9138

**NOTE: Child & Youth Services (CYS) Programs are closed on all Federal Holidays and one day per quarter for mandatory training. \*\*Annual calendars available in all facilities and emailed annually via CYMS to all patrons.**

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## WELCOME LETTER



Dear Parents,

Welcome to Fort Belvoir, Child and Youth Services (CYS). We recognize the strength of our service members 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. Our highly trained staff are committed to providing a safe, nurturing environment that meets the holistic needs of the child/youth ages six weeks to 18 years old. Our programs and activities are specifically designed by early childhood and youth development specialists to meet the growing needs of Military Families.

CYS believes that parents are the most influential people in the lives of their children. For this reason, our facilities and programs strive to create a family friendly environment where parents and staff work in partnership of their children. Research shows that when families and teachers work together in support of learning, it results in increased school longevity, enhanced performance in school and a higher sense of self-esteem.

Our programs are comprised of professionally trained staff that have specialized training in child/youth development. The training starts before they provide direct care to children and continues throughout their employment. Areas of training include developmentally appropriate practices, positive guidance, child abuse prevention, healthy nutrition, CPR, first aid, safety, medication administration, age-appropriate activities, and child growth and development. Many staff members have achieved or are working on receiving their Child Development Associate (CDA) Credential or their Army Youth Practicum. In addition, all CYS staff have extensive background clearances conducted to ensure that only the best qualified people care for your children.

We thank you for partnering with Fort Belvoir CYS in the growth and development of your child. 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 choosing Fort Belvoir Child and Youth Services. We care about you and your family!

Sincerely,

The Fort Belvoir Child & Youth Services Team

## **CUSTOMER SERVICE**

### **Caregivers Creed**

I am an Army Caregiver, a professional trained in my duties. I serve Department of Defense Families who protect the nation by protecting their children/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 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 Service Excellence:**

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

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

- Always be respected & 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.

### **Rights & Responsibilities:**

**Children's rights:** To be treated with dignity and respect; to have a choice of activities; to have a safe and reliable environment; to have equipment in working order with all pieces, to express their creativity; to express emotions in an appropriate manner and to have staff members that care and enjoy them.

**Parent's rights:** To be treated with dignity and respect; to visit the site at any time; to know their child is safe; to voice concerns about the programs or activities; to know if their child demonstrates challenging behaviors, ill or injured; to know about field trips and to have open communication with directors and the Chief of Child and Youth Services (CYS).

**Staff members' rights:** To be treated with dignity and respect by children, parents, and other staff; to give input into the program; to express their creativity and to have a safe, comfortable work environment.

**Children's responsibilities:** To take care of equipment; clean up after themselves; share equipment with others; keep their hands to themselves; use appropriate language and be responsible for all personal belongings.

**Parent's responsibilities:** To sign their child in and out of the building and their classroom, pick up their child on time; treat staff with dignity and respect; pay fees on time; bring their concerns to the CYS management staff; notify staff of pick-up changes; know about changes in policy, inform staff of child's illnesses and keep child's records up-to-date to include any changes to contact information. Parents are reminded that disrespectful, aggressive, or unruly behavior toward other children and staff will not be condoned in CYS programs and patrons may face being



barred from the facility for these types of incidents.

**Staff responsibilities:** to treat children and parents with dignity and respect; provide a safe warm environment; provide a variety of interesting activities; keep parents informed; keep accurate records and be a positive role model for children.

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

**Vision:** CYS programs provide:

- Seamless delivery systems for child/youth enrolled in all CYS programs.
- Predictable services
- Safe, healthy, family-friendly environments
- Well managed programs
- Accountability for Army, Community, CYS Staff, Child/Youth and Parents
- Satisfied customers – Child/Youth, Parents, Army, and Community
- Maintaining status as a “Benchmark for America’s Child Care” and becoming a “Benchmark for America’s Youth Programs”

**Goals:**

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

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

**Families:** Families are the first and primary teachers in their child’s life. We support families in this role through a variety of services that address the specific needs of each family, to include

formal and informal education opportunities. Communication between the child's primary teacher and family, as well as management and support staff, is critical and includes an open, honest exchange of ideas, concerns, shared decision making, and respect for cultural diversity. We encourage families to share their culture, heritage, and home language.

**Confidentiality:** Only authorized CYS staff will have access to patron files. CYS is committed to protecting the privacy of patron information. Medical information concerning patrons and children is confidential under state and federal law and may not be discussed at any time with any person under any circumstance, other than those in CYS who are directly involved with such information.

**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 service members, families and the community. The Department of Army affirms its covenant to support and serve Family and MWR customers and employees.

**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. We invite you to join your child's care giving staff in a partnership that will support your child's development both in our program and at home. Parent participation is a key requirement. Parents can become involved through:

- **Parent Visits:** Parents are invited and encouraged to participate in the program whenever possible and are encouraged to visit when their child/youth is in attendance. Parents are welcome to call and discuss areas of concern with the program director. To maintain optimum security, parents must report to the program's front desk prior to visiting the program to receive a visitor's pass.
- **Parent Advisory Board (PAB):** There is a parent advisory board for CYS as a whole, as well as facility specific PAB's. All parents are invited to participate in the quarterly meetings. The group discusses common issues involving parents and children. Special training is conducted at some meetings. For more information about the PAB, please contact your program director. We welcome your participation!
- **Occasionally CYS needs parental input on special projects:** Occasionally CYS needs parental input on special projects. Several such projects include the annual Multi-Disciplinary Team Inspection (MDTI) review of the programs offered by CYS, Installation Child & Youth Operations Plan (ICYOP) review and the CYS Mobilization and Contingency (MAC) Plan review. CYS staff will request that some parents become team members. We do this so that users of our services are represented.

**Code of Conduct:** We believe all children and those who care for them deserve a safe, supportive, and caring learning environment. CYS encourages appropriate behaviors that reflect respect, tolerance, patience, understanding and every effort will be made to exercise courteous and productive dialogue for all.

**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.

Childcare will be provided only for mission essential personnel during post closures at the CDC, SAC, FCC programs or pre-approved Kids on Site location. Hazardous road conditions dictate bringing in only sufficient staff to cover the communities' needs.

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:

- **Parent/Guardian Emergency Notification:** 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.
- **Emergency Response Child Release Procedure:** If none of the designees can be contacted, the military police will be notified, and emergency response procedure will be followed in reference to locating the parent and custody of the child/youth.

**Patron Email Alert System:** When patrons enroll in any CYS program, email and text notifications will be sent out via CYMS to email addresses provided and on file. Please update regularly.

**Inclement Weather:** CYS joins this command in stressing safety. Please keep children home whenever possible to reduce their risk during hazardous weather and road conditions. To assist in compensation during these days, CYS may grant discount credit points for patrons that voluntarily keep their child home when requested. These credits, combined with other parent participation credits, may gain you a 10% childcare discount for one month. Each facility has forms and requirements necessary at the front desk to explain these policies. The current Fort Belvoir CYS Weather Policy (Appendix A) and the Rivanna Station CYS Weather Policy (Appendix B) will be provided at registration and emailed to patrons as it is updated.

**Communication/Feedback:** The programs encourage input from parents. If you have an idea or suggestion, please give it to the Parent Advisory Board (PAB) Chairperson, staff in the room or to the assistant/facility director. Each CYS program should have parent representatives that belong to the CYS PAB. If you wish to have a matter brought before the committee, discuss it with your committee representative or chairperson, or notify the assistant/facility director that you would like to present an issue at the next meeting, and request the matter be placed on the committee's agenda. Annual Parent Satisfaction Surveys give parents the opportunity to rate our programs. Interactive Customer Evaluation (ICE) comment cards are also found in the front lobby area and are also available online at <http://www.belvoir.army.mil/>. You have the option of remaining anonymous or, should you desire feedback, you may include your name, phone number and email address. 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: [www.contactus@armymwr.com](mailto:www.contactus@armymwr.com).

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

**Child and Youth Program Assistant (CYPA) for your child's room**  
**Lead CYPA or Supervisory Program Specialist**  
**Assistant Facility Director or Training Specialist**  
**Facility Director**  
**CYS Administrator**  
**Chief, Child and Youth Services**  
**Director, Family and Morale Welfare & Recreation (FMWR)**  
**Deputy Garrison Commander**  
**Garrison Commander**

## CHAPTER 1 – SAFETY & RISK MANAGEMENT



**Call 911 or military law enforcement if a child is in immediate danger.**

- \*Call your nearest Family Advocacy Program office at 571-231-1229.
- \*Call your local law enforcement office at 703-806-3106/4277.
- \*Call your local Child Protective Services office at 703-324-7400.

If there are concerns about child abuse or neglect in a Defense Department facility, call the DOD's Child Abuse and Safety Hotline to find out how to report: 877-790-1197; OCONUS: 571-372-5348.  
Note: This is not a reporting hotline and is not available 24/7.

*\*Mandated reporters are required to report known or suspected child abuse and neglect to FAP, CPS and law enforcement officials whether it is occurring on or off an installation.*

For more information, visit  
[MilitaryOneSource.mil/end-child-abuse](http://MilitaryOneSource.mil/end-child-abuse).



**MILITARY  
ONESOURCE**



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

**Child Abuse Reporting:** All CYS personnel are knowledgeable and are "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 reports of abuse made by a child to CYS personnel, they are required to report.

DoD Child Abuse and Safety Violation Hotline Posters are placed in visible and high traffic areas throughout all CYS facilities and FCC homes should a parent/guardian/staff need to report incidents of suspected abuse. The DoD Child Abuse and Safety Violation Hotline numbers are CONUS: 1-877-790-1197 or OCONUS: 571-372-5348 (call collect).

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

**Need to say what LOSS is** -Staff under LOSS will be identified by nametags with first and last names and red apron/smock, red arm band, or other red CYS issued attire. Staff who have completed background checks will be identified by nametags with first and last names and green bib apron/smock, green arm band or other green CYS issued attire. Classroom leads will be identified by nametags with first and last names and blue bib apron/smock or blue polo shirt. Management staff will wear nametags with first and last names and appropriate business casual and/or CYS branded attire.

**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 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 front desk and in your child's classroom for fire and safety accountability.

**Child Guidance and Touch Policy:** Helping a child/youth understand and make appropriate choices is the basis for child guidance. When a child/youth demonstrates challenging behavior, CYS staff works along with the Parent/Guardians using Positive Guidance to identify the problem and find strategies that enable the child/youth to respond appropriately. Positive Guidance is a belief that children should be treated with respect, free from fear of violence and shame and guided with loving encouragement.

***Corporal punishment is not allowed in the CYS programs under any circumstances, even with parent approval. Any violations may be reported to the Military Police.***

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.

**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 CDC Director will work with the CYS Administrator to assist parents in obtaining care in another CYS setting if available.

**Behavior Management:** Repetitive or chronic incidents of behaviors which endanger the child, other children, or staff such as biting, kicking, scratching, hitting, spitting, throwing, or turning over items/furniture, or excessive use of foul language are disruptive to CYS programs. Parents will be informed when these behaviors occur. If behavior is repetitive or chronic, a conference will be scheduled with your child's teacher and management staff to enlist parent cooperation and gather information regarding individual needs with the family. A behavioral support 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). Parents are required to participate in all support plan meetings to ensure success for the child/youth while attending CYS programs. 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 eligible Social Work Services, Army Community Service, Military Family Life Consultant

(MFLC) and the Exceptional Family Member Program (EFMP).

**Bullying:** Army Garrisons and the Virginia Public Schools are 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 dignity and 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 Chief of CYS or Facility Director will immediately address such actions for the wellbeing and safety of all children/youth and the community. CYS also endorses the Fairfax County Public School (FCPS) policy on such matters involving violence, drugs, and weapons.

**Closed Circuit Television (CCTV):** All CYS program facilities are under continuous closed circuit television surveillance that includes both picture and sound recordings. CCTV is designed to deter and reduce the risk of child abuse in CYS facilities, protect staff from unwarranted allegations of child abuse, provide service members 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. Parent/guardians may view live feed at any time. Requests to view recorded footage should be addressed with your program director however viewing may be limited when other children are present or involved in an incident to protect children's privacy. Due to confidentiality reasons, copies of these recordings are not authorized to be given to parent/guardians. Recordings are released only to authorized personnel such as the Military Policy Investigator and the Criminal Investigation Division for official business. However, parents may request copies through the Freedom of Information Act office on Fort Belvoir, [usarmy.belvoir.imcom.mbx.foia-inbox@mail.mil](mailto:usarmy.belvoir.imcom.mbx.foia-inbox@mail.mil).

**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. Additional volunteers or other non-CYS staff not paid with CYS funding, may be used for events or fieldtrips to assist CYS staff members.

All rooms in a CDC/FCC home are multi-aged with a minimum age span of 18 months.

In the Youth Sports & Fitness (YSF) 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 YSF Director for additional information.

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

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

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

**Parent Involvement:** Parent/Guardians are encouraged to participate in the planning and evaluation of programs through annual Garrison Multi-Disciplinary Team Inspection (MDTI), program surveys, National Association for the Education of Young Children (NAEYC)/Council on Accreditation (COA) accreditation process and the 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 PAB representative or facility director.

**Regulations & Inspections:** Regulations and services apply uniformly throughout the Army; however, commanders have the discretion to modify specified guidance to meet the appropriate installation requirements. 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), Installation Management Command (IMCOM) Regulation and Public Law (PL):

- IMCOM Annual Higher Headquarters Installation (AHHI) Level Inspection
- IMCOM Regulation 608-10-1, Child and Youth Services
- AR 608-10, Child Development Services
- AR 215-1, Military Morale, Welfare and Recreation Activities and NAFI
- 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
- DoDI 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, Cites 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 FCC Subsidy/Access to Military Child Care  
PL101-366, American with Disabilities Act

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

- **National Association for the Education of Young Children (NAEYC)** - Accreditation sets professional standards for early childhood education programs (age 0-5 years) and helps families identify high-quality programs for their young children.
- **The Council on Accreditation (COA)** - Afterschool Program Standards include After School Administration (ASP-AM), After School Human Resources (ASP-HR), and After School Programming and Services (ASP-PS). The Administration Standards cover practices related to continuous quality improvement, financial management, risk prevention and management and ethical practice. The Human Resources Standards address recruitment and selection, training and professional development, support and supervision. The Programming and Services Standards set forth additional recommended practices for working with children and youth in out-of-school time.
- **National Association for Family Child Care (NAFCC)** - Awarded to FCC 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 FCC providers become accredited, they agree to abide by the standards set forth and to be measured against those standards with periodic integrity and compliance reviews.

## CHAPTER 2 – REGISTRATION PROCESS & 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.) that is stored in the Child and Youth Management System (CYMS) 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:** Active duty military personnel; DoD civilian employees paid from either appropriated funds (APF) or non-appropriated funds (NAF); Reserve Component military personnel on active duty or inactive duty training status; active-duty combat-related wounded warriors; surviving spouses of military members who died from a combat-related incident; those acting in loco parentis for the dependent child of an otherwise eligible patron; eligible employees of DoD contractors; and others authorized on a space available basis. Families enrolled as a space-available patron will be notified in writing that they would be required to relinquish their space should a space be needed for a higher priority 1, 2, or 3 patrons. In the case of unmarried, legally separated parents with joint custody, or divorced parents with joint custody, children are eligible for child care only when they reside with the military service member or eligible civilian sponsor at least 25 percent of the time in a month that a child receives child care through an Army

program. The preceding list is not in order of priority for care. Approval to accept ineligible users must be granted in writing by HQ IMCOM.

**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 competent jurisdiction has been declared the mother or father of a child by adoption or the legal guardian of a child.
- 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.

**Admission Requirements:** All children/youth must be registered with CYS to utilize any of our services. Admission into a CYS program is determined by a child or youth's age and program enrollment requirements.

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

CYS Parent Central Services:

- ✓ Verifies a patron's eligibility (Military, Civilian DoD contractor assigned to the Garrison, Reservist/National Guard, Active-Duty soldier on orders)
- ✓ Determines services patrons needs (hourly, part day, full day, SAC, MST, SKIES, Sports, etc.)
- ✓ Explains age-appropriate programs associated with patron's children.
- ✓ Conducts child/youth initial and re-registration of patrons into all CYS programs.
- ✓ Explains Wait List policies and assists with wait list placement on [www.militarychildcare.com](http://www.militarychildcare.com)
- ✓ Determines patron fee category IAW with the latest fee policy.
- ✓ Electronic registration submissions are highly encouraged and can be submitted to <https://webtrac.mwr.army.mil/>

**Wait List:** Because of the high demand for childcare, it is not unusual for families to be placed on a wait list. Placement on this list is determined by sponsor priority and the date of application. Children are placed on the respective wait list by parents registering each child on the [www.militarychildcare.com](http://www.militarychildcare.com) website and selecting their childcare preferences.

Parents can request immediate care or projected care for those needing childcare later. (Unborn child, child to arrive at a later date, etc.).

**Viabile Child Care Options:** Please contact Child Care Aware of America as their agency maintains a resource list of viable civilian child care options off post when on-post child care is not available. Child Care Aware works with over 400 Child Care Resource and Referral agencies (or CCR&Rs) all across the country; <https://www.childcareaware.org/>.

**Middle School/Teen Registration:** Middle school/teens may self-register as a guest for CYS programs by completing the one-page registration form. Forms are available at youth services facilities. Youth may attend the Open Recreation Program as a guest immediately upon receipt of completed form except for field trips as registration in CYS must first be finalized at PCS to participate in field trips. CYS staff will validate the registration form and if registration is not validated within five (5) working days from receipt of form, youth’s guest membership will be cancelled. Once registration is validated (and, if required, DA 7625-1 is completed and returned), an annual pass will be issued to the youth.

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

**Items Required for Registration:** Contact the PCS office to complete your registration. Limited “walk-in” services may be available. Electronic registration submissions are highly encouraged and can be submitted to [usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil](mailto:usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil).

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

- Identification Card** (Sponsor or Spouse)
- Proof of Child Eligibility** (i.e. Legal Guardianship papers, Child Military ID Card, or Tricare card or DEERS printout from Soldier’s AKO)
- Immunization Record or transcription**
- Proof of Income:** (i.e. Leave and Earning Statements/Pay Vouchers or proof of fulltime school enrollment)
- Health Assessment/Sports Physical Statement or Well Baby Check Up** (due within 30 days of registration)
- Local Emergency and Child Release Designee** (minimum of two)
- Family Care Plan** (Dual/Single Military Only)

DD FORM 2652	Application for DoD Child Care Fees
	Teen Self Registration Form
DA 5226-R	Sponsor Program Agreement
	Family Care Plan (dual/single military only)
	Health Assessment /Sport Physical Statement
	Health Screening Tool/MAPS

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

**Immunizations:** Children/Youth accepted for childcare in CYS programs must be free from communicable diseases such as measles, mumps, hepatitis, scarlet fever, and strep throat, and have written documentation of all age-appropriate immunizations. Child/youth immunizations must be up to date to participate in CYS programs to include an annual influenza immunization.

Immunization waivers are permitted for medical or religious reasons only. Religious waivers must be accompanied by a signed statement by the parent specifying the religious objection. Medical waivers must have documentation from the licensed independent practitioner. A waiver request must be approved by the Chief of Army Public Health Nursing (APHN) before childcare can begin. Children/Youth with a waiver on file, will be excluded from childcare in the event of an outbreak of a vaccine preventable disease per APHN policy.

**Health Assessment/Sports Physical Statement (HASPS):** A current HASPS, within one (1) year of registration is required for children 12 years old and under. If a current health assessment is not available at initial registration it must be completed within 30 days of registration. Health Assessments are good for three (3) years, if the child does not have any major health status change. Parents are to sign and date the health assessment annually, confirming that the child has not had any major health changes in the past year. A new health assessment is required at the fourth year (i.e. required year 1, 4,) and whenever the child's health changes. A new HASP is required every year for those children with a MIAT/SNAP. 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.

***Children/youth participating only in the middle school/teen program a and without a MIAT/SNAP, are exempt from this requirement.***

No child/youth will be authorized to play, practice, or participate in games until a valid sports physical has been furnished. The HASPS (Part B & C) must be completed for sports. The licensed practitioner will check "All Sports -yes" or sports applicable under Part B, Participation Recommendation. The HASPS must be current through the date of the last game of the sports season. If there are no current HASPS, the child/youth may be allowed to register and observe practices/games only. A current HASPS will be provided prior to the first practice, or the child/youth will not participate in practice or games until it is provided. 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, etc. The sports physical must remain current throughout the season.

**Special Needs Identification:** The Army CYS Screening Tool is required to be completed by parents to screen all children for special needs at initial registration and annually thereafter. Upon identification of special needs, supporting documentation must be submitted with the screening tool and forwarded by CYS to Army Public Health Nursing (APHN) for review. If your child/youth has a disability or other special need, the parent/guardian will be asked to participate in the Exceptional Family Member Program (EFMP).

Children and youth with the following conditions might be referred to the Multi-Disciplinary Inclusion Action Team:

- Allergies
- Special Diets
- Food Intolerance
- Respiratory Diagnosis
- Epilepsy/Seizure Disorder
- Diabetes

- Behavioral Concerns
- All other conditions requiring accommodation – require relevant medical documentation.

**Multi-Disciplinary Inclusion Action Team (MIAT):** The Multi-Disciplinary Inclusion Action Team is a subcommittee that explores installation child care and youth supervision options for children that have been diagnosed with life-threatening conditions, functional limitations or behavioral/psychological conditions. The MIAT 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 required and crucial to the success of the MIAT process as every effort is made to accommodate children/youth with special needs. 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.

**Special Diet:** Children/Youth with life threatening food allergies or special dietary needs must provide a statement from their health care provider specifying; (1) which foods the child cannot consume, (2) the resulting allergic reaction if ingested and (3) if applicable, any allowable food substitutions. Children/Youth may not be eligible for services without appropriate documentation. Children/Youth who have special diets due to religious reasons must have a representative from their religious institution provide a statement specifying which foods should be eliminated as well as allowable substitutions. Food preferences are not accommodated in CYS. For more information, please contact Parent Central Services.

**Medical Action Plan (MAP):** Maintaining the health and safety of every participating child/youth in CYS programs is of utmost importance. If the child/youth have 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, DA Form 7625-3, or CYS Tool #2 Form) are valid for one year or until notified of health status changes, based on the date signed by physician (MAPs) or APHN (7625-3, or Tool #2). This plan is completed by the child's/youth's health care provider to ensure CYS staff is aware of the proper medication and the necessary course of treatment for the child/youth.

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

## CHAPTER 3 – DAILY OPERATIONS

**Daily Admission/Release: Arrival & Departure Procedures:** Children are ONLY released to the person(s) who is authorized to pick up the child. Positive control of child/youth will be maintained at the classroom level.

Upon entering the CYS facility, parents/designated representative will swipe their child into the Child Youth Management System (CYMS) swipe station located at the front desk before proceeding to their child's classroom. Under no circumstances will the parent/designated representative move beyond the front desk without first swiping in. After swiping in at the front desk, the parent/designated representative may proceed to the classroom. Upon entering the classroom, the parent/designated representative will sign the child in, annotating his/her name, date, time, and signature.

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

Middle School/Teens (MST) youth participate in an open recreation program, are allowed to self-swipe, and enter and depart the facility without a parent/designated representative.

MSTs will swipe their key fob or enter their PIN and sign in before they may participate in the CYS program.

**For pickup of child(ren), parents/designated representative will follow the same procedures listed above.**

Parents/guardians and visitors will enter and exit CYS facilities through the front entrance/reception area only, except during emergency evacuation and fire drills. During evacuations/fire drills, patrons will adhere to and participate in designated facility evacuation procedures if in the facility.

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 will not be released to siblings or other children under the age of 13 years old.

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 with your child's program.

**Denial of Child Care Services:** CYS takes all reasonable precautions to offer a healthy environment. To ensure the safety of all enrolled, children/youth the staff will observe children/youth for signs of illness or symptoms of contagious disease upon arrival, while they are in care and before they leave. Parents/guardians must pick up their child/youth that becomes ill while in care within 1 hour after being notified. Children/youth who appear to be ill or show visible signs of fever will be screened closely and may be denied admission based upon the following symptoms:

- Inability to participate in daily activities.
- Temperature above 100.5° F for children 3 months or younger or above 101.0° F for children older than 3 months. Exclusion criteria for children/youth and adults who become ill during the influenza season (1 October – 31 May) include having a fever 100° F **and** at least one (1) respiratory symptom such as runny nose, cough, congestion, sore throat, intestinal upset, or diarrhea.
- Obvious illness such as:
  - ❖ Impetigo - Red oozing erosion capped with a golden yellow crust that appears stuck on skin.
  - ❖ Scabies - Crusty, wavy bridges and tunnels in the webs of fingers, hands, wrist and trunk.
  - ❖ Ringworm - Flat, spreading ring-shaped lesions.
  - ❖ Uncontained stool- Exclusion is required for all diapered children with two or more episodes of stool that is not contained in the diaper.
  - ❖ Diarrhea - defined by watery stools or decreased form of stool that is not associated with changes of diet. 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 - small insects or white egg sheaths (nits) in hair.
  - ❖ 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, rubella, and hepatitis.
  - ❖ Pinworm infestation.
  - ❖ Hand, Foot, and Mouth Disease cause sores in or on the mouth, hands, feet, and sometimes the buttocks/legs. The virus spreads easily through coughing and sneezing.
  - ❖ COVID 19 - Spread occurs more commonly between people who are in close contact. (within about 6 feet for a total of 15 minutes or more over a 24-hour period) with one another through respiratory droplets and particles that come from the mouth or nose when an infected person coughs, sneezes, sings, or speaks.

**Re-Admission after Illness:** CYS staff will provide parent/guardian with a *CYS Health Referral Form* (Appendix C) detailing criteria for readmission. The child's/youth's health care provider should use the form to indicate when it's safe for the child/youth to return to the program. A note alone from a 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:

- The child/youth can participate in the normal daily activities.
- 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 care.
- Nausea, vomiting, diarrhea, and/or uncontained stool has stopped for 24 hours.
- The appropriate number of doses of an antibiotic has been given over a 24-hour period for known strep or other bacterial infection.
- 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):  
Giardia Lamblia, Shigella, Salmonella, Hepatitis A, Influenza B (HIB), Tuberculosis, Pertussis (whooping cough), Methicillin-resistant Staphylococcus Aureus (MRSA), Polio, Diphtheria, Rashes (unknown origin), Conjunctivitis, Impetigo, Scabies, Scarlet Fever, Strep Throat, Ringworm, Measles, Rubella)
- If an antibiotic was prescribed for a bacterial infection, the appropriate number of doses for antibiotics has been given over a 24-hour period.
- 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.
- COVID 19 readmission will be contingent on local transmission levels.

**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. Aerosol spray basic care items are not acceptable for use in CYS. Products such as these are limited to those identified in AR 608-10 and IMCOM 608-10-1 and must be approved by the Food and Drug Administration (FDA). In accordance with FDA guidance, use of products with benzocaine and/or belladonna (primarily found in teething gel) products should be avoided and will not be used in CYS programs. IMCOM Form 33 will be reviewed/updated by parent/guardian annually or when a basic care item is added or discontinued.

Basic care items will be in their original container and will be stored out of reach of children. Each item should have the child's first and last name legibly written on it, as well as on the outside of the bag. Contact your FCC Provider or program director for a listing of approved basic care items.

**Medication Administration:** Medication administration will be confined to situations where no other reasonable alternative exists (e.g. meds given three or more times a day or with specific hourly increments, such as every 8 hours). Only medications on the pre-approved medication list, prescribed by a health care provider and with a pharmacy label will be administered. When directions to give medication is once a day, the parents should administer the one dose and only at home unless the medication time on the label is indicated for a time when the child is in full day care. Medications and care giving health practices will be administered only within full day, part day care, and school age programs. Medications and care giving health practices required by special needs children attending hourly programs and part day pre-school will be administered on a case-by-case basis. Written, signed permission from a parent/guardian on the Medication Dispensation Record, must be obtained before administering medication. The start and stop date will be completed by the parent.

All medication will be:

- ✓ In the original container with a child-proof cap.
- ✓ Dated with the health care provider's name and instructions for use.
- ✓ Pharmacy label affixed to original container with child's name, the prescribing doctor's name, name of medication, dose, route, and time/frequency of administration. Except for rescue medications such as an Epi Pen or inhaler, medications may not be prescribed "as needed."



- ✓ Stored at the appropriate temperature and secured out of the reach of children.
- ✓ Considered expired 1 year after the prescription date; regardless of an expiration date which may exceed one year.

The physician or parent will administer the first dose of any medication. Children will be on oral medication at least 24-hours before dosage is given by CYS personnel. Over-the-counter medications will not be given by CYS personnel/FCC provider unless they are ordered by a Primary Healthcare provider and meet all criteria as previously specified.

**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 is knowledgeable about the health condition and the treatment procedure. Self-medication in CYS programs requires written instructions from the child/youth's health care provider clearly spelling out what and when self-medication is allowed and under what circumstances the youth must refer to the parents and health care provider for assistance. Parent/Guardians and youth are responsible for notifying the program staff of any medication that will be brought to CYS programs. Youth (6<sup>th</sup>-12<sup>th</sup> grade) must self-administer all medications in the presence of CYS staff who will then document the incident. If a youth cannot self-medicate, then a MIAT review is required.

**Rest and Nap Periods:** Children 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 (i.e. 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 (such as art, cooking, water, or 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's footwear must be closed toed with rubber soles to be suitable for running, climbing, and jumping. For safety reasons, open sandals, flip-flops, thongs, Croc type shoes, heels without straps or wedged heels are prohibited.
- **Jewelry and Hair Accessories:** Accessories such as loose hoop earrings, as well as rings, bracelets and necklaces are not permitted for children under three or children who are in multiage rooms with children under three. Hair beads and metal/plastic hair clips are not permitted in classrooms for 3-year-olds and under for safety reasons as they are considered choking hazards.
- **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. Children younger than 12 months will not be permitted to 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 (book bags, books, school supplies, clothing, and blankets, etc.) are labeled with your child's full name.

### **Diapering/Toileting Training:**

- **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.

**Transitions:** Children are always supervised closely, and environment facilitates staff visibility and access to children. Extra vigilance is given during transition periods (arrival, departure, and employees shift changes).

**Celebrations:**

- **Birthday and Holidays:** CYS recognizes that religious, ethnic, and seasonal celebrations are a part of valuable family traditions. Parents/guardians will coordinate plans with the program director and staff in advance of the event. Coordination is necessary as appropriate items for celebration vary based on age and developmental stages of children/youth.
- **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 services are available during other special events such as balls and meetings that occur after normal operating hours and must be coordinated in advance through Parent Central Services.

**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 the Fort Belvoir Emergency Management Services (EMS) followed by notification to the Parents/Guardian. CYS personnel or FCC Providers will accompany the child/youth immediately to the nearest emergency room by ambulance and the staff or provider will remain with the child/youth until the parent/guardian arrives at the emergency room.

CYS policy requires written incident/accident reports (Appendix D) for falls, scratches, bruises, bites, and scrapes that occur while your child/youth is in 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.

**Transportation Policy:** CYS staff is trained to operate government vehicles to safely transport children on designated/approved field trips away from the facility. Our safe passenger rules must be always adhered to, 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. The CYS program does not provide/utilize bus monitors to and from school at CYS expense.

- Seat belts must be always worn in minibuses. 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 always used in vehicles.
- Eating, chewing, and drinking are prohibited in vehicles.
- No objects (including body limbs) shall be extended out a window.
- Littering is prohibited. Trash should be placed in designated trash containers.

**Field Trips:** As part of the curriculum, field trips and nature walks are scheduled to Family and Morale, Welfare and Recreation (FMWR) sites and other local sites to augment the developmental program. All field trips receive input from families, child/youth, and staff to offer planned activities in conjunction with community service projects. Field trip sites are visited by staff for a risk assessment 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 to assist. Lower ratios are instituted for high-risk activities. Consult the program director for additional information on high-risk activities.

**Infant Feeding:** FCC homes and CDC programs offer a set selection of infant jar food and cereal. Parents do have the option to decline and provide their own to the program/home at their own expense provided items meet USDA CACFP approved food items. 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 in accordance with the CYS Infant Bottle Accountability Policy which is provided at time of registration and again at orientation. Additional copies are also available at the front desk in each CDC program or the FCC provider.

Glass bottles are not allowed, and all bottles must have caps due to safety concerns. Medications or cereal may not be mixed with formula, unless otherwise indicated in the MIAT care plan. 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.

**Family Style Dining:** With the exception of SAC and YC programs that serve buffet-style meals, CYS programs sit and dine "family style" with children/youth in FCC homes and CDCs. 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.

**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 both on and 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 credits or points toward 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 (ACS). 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 at least 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.

- **Parent Conferences:** Provide parents/guardians a formal means of communicating with those who provide direct care to their children on a regular basis and at a minimum, formal parent/guardian conferences are offered and scheduled by the individual programs twice a year (Spring and Fall each year) or as often as needed. 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.

**Mission Related Extended Hours:** Families are not charged for approved Army mission related extended hours care. Families must provide written validation confirming the mission related extended hours care. The Soldier's Battalion Command (CPT or higher) must provide documentation to qualify for approved mission related extended hours care to the center-based program staff or FCC Provider. Extended duty hours care is generally up to 3 hours/day. Regular services are offered through Family Child Care program.

**Late Pick Up Policy:** All 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 direct contact is not made and there is no response from parent/guardian or emergency contacts on file, and the child/youth has not been picked up within 1 hour of posted closing time, CYS management will contact the Military Police and follow local emergency response procedures.

CDC/SAC programs and FCC providers are authorized to charge 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 in the FCC home. After 15 minutes, the charge is \$8.00 per child/per site for the next 45 minutes. Late pick-up fees are not charged for verified mission-related circumstances or when prior agreements are made to extend child care prior to pick-up or in other extenuating circumstances.

## CHAPTER 4: PAYMENTS AND REFUNDS

**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 \$5.00 (\$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 \$5.00 or \$2,500 amount.

**Total Family Income (TFI):** 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 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/RCT chart used for determination is located online at [www.defensetravel.dod.mil/suite/bah.cfm](http://www.defensetravel.dod.mil/suite/bah.cfm).

### DOCUMENTATION NEEDED TO DETERMINE TFI:

1. Military Sponsor's current Leave and Earnings Statement (LES).
2. Civilian Sponsor's current LES.
3. Spouse/Partner's LES, W-2 forms, and/or other income documentation.
4. Schedule C (IRS return) from previous year to demonstrate wages from self-employments.
5. 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.

Fees for blended families AND fees for legally separated families will be based on the TFI of the household. Fees for legally separated families are contingent on a legal separation document or a notarized statement stating the Sponsor is legally separated.

Patrons who fail to provide their financial documentation will receive a 15-day termination notice. Patrons failing to provide income documentation within 3 business days of registration/enrollment/re-registration will be terminated from care and will be required to re-initiate a request for care on [www.MilitaryChildCare.com](http://www.MilitaryChildCare.com).

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, CDC to FCC, 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.

**Program Fees:** Are generated semi-monthly on the 1st and the 15th of the month. Parents can pay monthly fees for regularly scheduled Full Day, Part Day and Part Time Care in semi-monthly. 29 installments. Incoming families make their initial 10% Non-Refundable payment for care at the time they accept the child care space offered by the CYS Parent Central Services Office. **Parents are encouraged to enroll in “CYS Auto Debit” program. Services will be terminated if full payment plus late fee charges for the month are not received by the last working day of the month unless a command approved financial hardship waiver has been initiated.**

- **Hourly Care Fees:** The Standard Army-wide hourly care rate is \$8 per hour per child for ALL CYS programs regardless of Total Family Income (TFI) category. Multiple Child discounts do not apply to hourly care. Hourly care payment is due at the time of pick-up. Failure to make the payment will result in termination of availability of child care services. Same day or walk-ins may be accepted on a space available basis. Reservations can be made on-line using Webtrac: <https://webtrac.mwr.army.mil> or by calling the individual CYS programs directly. Reservations and/or cancellations must be made at least two hours prior to services by calling individual CYS programs for availability. Failure to cancel reservations in advance will result in patrons being charged for the time reserved. Payment is due at the time the child/youth is picked up or, if you are only using before school care, payment must be rendered when you are dropping off your child/ren. Hourly care may not exceed 15 hours per week for facility based programs.
- **Occasional Users for School-Age Center:** An Army-wide Standard Occasional User Fee (\$34.00) will be charged for occasional users attending the School Age Program for 4 hours or less per day, \$54.00 for more than 4 hours of care per day. An Hourly Care Fee of \$8.00 per hour is charged for occasional users attending SAC five or fewer hours per week. Occasional Users may be charged separate fees for field trips, special activities and extended hours that would ordinarily be included in the regularly scheduled monthly/semimonthly fees. The Multiple Child Reduction (MCR) does not apply to occasional users. Reservations are recommended for occasion users to ensure availability of spaces.
- **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 household is charged \$8.00 per child, per site for the remainder of the hour. Late pick-up fees are not charged for approved mission related circumstances. Be sure to contact Parent Central Services office regarding documents required for the approval of mission related circumstance.
- **CYS WEBTRAC Payments:** CYS programs allow patrons to make online payments, enroll for instructional classes or sports programs, or print your household activities by visiting <https://webtrac.mwr.army.mil/webtrac> from home or work. Your user ID and password will be set up and emailed to you at the time of your registration. Child Care Tax Statements are available online at any time for current and previous tax years. Registered patrons may also make hourly reservations up to 3 weeks out through CYS Online.

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

**Late Payments:** Late payment fee will be charged after the 5th business day and is \$10.00 per child per payment cycle (semi-monthly) or \$20.00 (monthly).

**Outstanding Balances and Non-Payment Procedures:** When late or non-payments have been identified or there are outstanding balances on the household account, the procedures as outlined in the SOP for “Non-Payment of Child Care Fees, Collection of Delinquent Accounts and Denial of Services” will be followed which include:

- **Verbal Reminder:** The Front Desk staff will provide reminders for payments due 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 Household (HH) Balance Exists’ so front desk personnel can give parents a courtesy reminder of approaching payment deadlines.
- **Personal Follow-Up:** The Program Manager will attempt to make personal contact with the sponsor on the sixth (6th) day of the first delinquent billing cycle for outstanding balances that have not been paid by the billing due date. 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:** The Program Manager will provide a written notice to the sponsor on the sixth (6th) day of the second delinquent billing cycle. This will be a template Army-standard notice. If possible, the Program Manager should also provide a courtesy final verbal follow-up in conjunction with this letter to ensure the family fully understands the pending consequences and to encourage them to seek assistance if warranted.

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

**Financial Hardship Waiver:** Families must demonstrate a need for a child care fee reduction due to financial hardship based on a review by an ACS financial counselor or a certified financial professional external to CYS. The counselor will provide a recommendation for a fee reduction to the Chief of CYS who will request consideration from the Garrison Commander. Fee Adjustments for Financial Hardships must be re-evaluated at least every six months by the Garrison Commander. **Families whose child care fees are 25% or more of their Total Family Income (TFI) may request a hardship review.** CYS does not arbitrarily grant an exception if avenues of economic relief are not pursued through ACS Financial Readiness Services and the sponsor’s Commander. Families should contact ACS at 571-231-7001 on Fort Belvoir.

**Leave/Vacation Credit:** Child care fees are annualized during registration to include a 2-Week or 4-Week Leave/Vacation Credit which reserves your 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 the 4-Week Leave/Vacation credit will pay a higher monthly fee than families who opt for the 2-Week Leave/Vacation Credit. The Family Leave/Vacation Credit must be taken in a minimum of one-week increments. Families must provide a two (2) week advance notice prior to taking leave/vacation. **Leave/Vacation Credit options are available to patrons enrolled in the CDC**

and FCC programs ONLY.

**No-Show Fees for Hourly Reservations:** Patrons who do not cancel reservations will be charged a \$10.00 No-Show Fee per child. These fees must be paid in full before patrons can begin using CYS.

**Withdrawal/Out-Processing:** Parents are required to provide a minimum of a one (1) month notice, in writing and prior to withdrawal. This notice must be given to the Program Director, Assistant Director, or front desk staff. Failure to submit written withdrawal notification will result in payment for all accruing program fees following the CYS collection and termination for non-payment procedures are implemented.

**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 Chief of CYS 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. NOTE: Children not in care by 0900 each day and without prior notification, will be contacted daily as an accountability procedure for all CYS enrolled children.

**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 regularly scheduled child care programs upon receipt of PCS orders; and (d) withdrawal from a Youth Sport (occurring before midseason of the sport) upon receipt of PCS orders. Refunds are **NOT** authorized for absences of two (2) weeks or less; closure due to inclement weather, staff training or special installation circumstances as determined by the Garrison Commander; unused leave/vacation; or withdrawal from SKIES *Unlimited* Instructional Classes. *Patron Request Forms for Refunds* (Appendix E) are available at Parent Central Services or at your program facility. Refunds will only be given with the approval of the Program Director. If a refund is requested and the original payment was made by credit card, the refund will be applied to that credit card. If payment was made with cash or check and is under \$50, a cash refund is possible if funds are available. For a refund over \$50, a request will be sent to the DFMWR Central Accounting Office and dispersed to the address that you specify.

**Parent Fee Reductions/Incentives:**

**Army Deployment Support Services:** For a Soldier to be eligible for deployment support services, one of the following eligibility criteria must be indicated in either official orders or a letter from their commander:

- Criteria 1-Deployed Contingency Operations
- Criteria 2-Assigned to Warrior Transition Unit
- Criteria 3-Deployed Rotational Forces
- Criteria 4-Deployed Non-Contingency Operation
- Criteria 5-Survivor Outreach Services

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

**Parent Participation Fee Reduction:** Parents may earn a fee reduction for participating for a



minimum of 10 hours in CYS programs. 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.

Parent participation hours may accumulate month to month and may not be shared with other Families. The Chief of CYS 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. Adopted families may not use hours accumulated on their behalf when the deployment or extenuating circumstance ends.

**Multiple Child Reduction (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. A MCR for child care and youth sports are determined separately and may not be combined. A MCR is not applied to contractors and specified space available patrons, Hourly Care Services, SKIES Unlimited fees, or School Age occasional user fees.

- Seasonal Youth Sports: A MCR applies to families with more than one child enrolled in a seasonal youth sport. The 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 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 Assistance:** FCC Parent Fee Assistance represents a savings to families over Army CDC and SAC fees for designated TFI 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

**Child Development Centers (CDC)/Family Child Care (FCC) Homes:** The Creative Curriculum is the authorized curriculum used in CDCs/FCC programs for children ages 0–5 years. The Teaching Strategies (TS) Gold developmental assessment, also known as 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 mealtimes, clean-up times, napping and rest times, and diapering and toileting are integral parts of the curriculum, not separate items between curriculum areas. A daily schedule along with individual child plans and weekly lesson plans are posted.

**School Age Care (SAC):** Curriculum and programming centers on the school age five services areas: Sports, Fitness & Recreation Development, The Arts, Character & Leadership Development, Health, Wellness & Life Skills, and Education Support & Career Development. 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 various skills, 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.

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/Teen Program (MST):** The MST program utilizes a comprehensive youth development curriculum and programming centers developed around the following five school age service areas: Sports, Fitness & Recreation, The Arts, Character & Leadership Exploration, Health, Wellness & Life Skills, and Education Support & Career Development. Youth will work together with staff to ensure they have input into activity choices. Activities must meet the needs and interests of the youth. The intent is to have a combination of youth and adult choices in the lesson plan. Youth will help determine frequency. Activities will reflect the program’s written philosophy and goals for youth in a prominent area.

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

- 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 & Fitness (YSF):** The YSF 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 system.
  - Nutrition, Counseling or Health activities/event
  - At least one other locally determined option i.e. aerobics, swimming laps, weightlifting, 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) (Ages 6 weeks-5 years):** Offers on-post full-day (defined as 25 hours or more per week), part-day, hourly child care and the *Strong Beginnings* Pre-Kindergarten program. May also include stand-alone CDC annexes and satellite sites. Care is provided by trained staff and operations are subject to Department of Defense (DoD) Certification.

**Family Child Care (FCC) Homes (Ages 4 weeks-12 years):** Offers 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 FCC Providers in their own homes (privately owned and government owned or leased housing) and is subject to DoD Certification.

**School-Age Center (SAC) (K-5<sup>th</sup> grade):** Offers before and after school programs, during the school year, summer care and camps during school vacations. Care is provided by trained staff and operations are subject to DoD Certification.

Transportation is provided by Fairfax County Public School from Markham School Age Center to/from Fort Belvoir Elementary School.

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

**Youth Sports & Fitness (YSF) Programs (Ages 3-18 years):** Offers 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.

- 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), and Youth Sports & Fitness (YSF). All children and youth enrolled in SAC, MST, YSF and AYPYN 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/AYPYN 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 Services, and on site and on-line educational forums on Army installations worldwide.
- *SKIES Unlimited Instructional Program (Ages 3-18 years):* 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.

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

- **Parent Central Services:** Offers services for CYS child/youth 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 e-News publications, and messages and contributes to web sites of interest to parents.
- **Kids On Site/Short Term Alternative Child Care (Ages 6 weeks-12 years):** Offers short term hourly child care for families using/attending Command Sponsored events (e.g., Strong Bonds, Family Readiness Groups, Memorial Services, Yellow Ribbon Events etc.) and provided by CYS employees in a variety of on and off post settings that may include Family and Morale, Welfare and Recreation facilities, Chapels, Armed Forces Recreation Centers, Hotels, Schools, Armories, etc. Parents remain on site or are immediately available in an adjacent facility.
- **Kids At Home:** 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 *Homeschool 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):** Offers support services for the operation and management of parent co-ops that exchange babysitting services, infant/toddler playgroups, 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*.
- **CYSitters:** Offers formal training for teens and adults who provide short term hourly childcare in families own homes. Training covers skills needed to care for children and includes First Aid and CPR, program activities and the "business" of babysitting safely and appropriately. Trained CYS sitters receive a certificate of completion and a wallet card.

#### **Deployment Support Services:**

- **Youth Technology Labs (YTLs) (Ages 6-18 years):** Provides 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 Homework Centers.
- **Child Care Aware:** Supports the child care needs of authorized Reserve and Active Duty personnel assistance in locating, selecting, and offsetting the cost of civilian child care when on – base child care is not available or a viable option for the service member and their family; <https://www.childcareaware.org>.

- **Military Family Life Consultants (MFLC):** Provides on-site counselors in CYS 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.
- **Respite Child Care:** Available to active duty Army, contingent upon Army orders and care options have eligibility and availability restrictions. Please see Parent Central Services personnel for more information and current programming requirements.

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

- **School Liaison Officers (SLOs):** Have strong educational backgrounds and are located on each Army garrison. SLOs provide support to Garrison Commanders, Army families and school districts. SLOs advise garrison command staff on matters related to schools; assist Army families with school issues; communicate information and support services to Army families and schools; support Army families during school transitions; collaborate with school districts to build positive relationships and address issues that impact Army students; facilitate training for parents, schools, and garrisons; foster reciprocal transition practices among school districts and increase school transition predictability for Army families.
- **Homeschool Support:** Provided to families who choose to homeschool their children. SLOs gather and share policies and resources to help these families overcome unique challenges and barriers.
- **Homework Centers (K-12 grades):** Creates a safe and familiar before- and after-school academic support environment in school-age centers and youth centers.
- **School Youth Sponsorship Programs:** Eases school transitions in CONUS and OCONUS schools.
- **Tutor Assistance:** Tutoring assistance can be accessed via <https://tutor.com> and 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.

Thank you for choosing Fort Belvoir Child & Youth Services!



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