



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

AMIM-BVW-WC

15 May 2025

MEMORANDUM FOR SEE DISTRIBUTION

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

1. In accordance with the Military Child Care Act of 1989, Army Regulation 608-10, and CYS Operational Guidance, CYS PAB met on Thursday, 15 May 2025, at 1700 via Microsoft Teams, Fort Belvoir, Virginia.
2. Agenda (Enclosure 1).
3. Attendance Roster (Enclosure 2).
4. Total attendees recorded were 14 to include leaders, CYS staff, and CYS Families.
5. The meeting began at 1701 with the Parent and Outreach Services Director, Mrs. Eddy Ortiz introducing the PAB Chairperson, Mrs. Nataly DeFreitas and Colonel (COL) David Stewart, and then passing transitioned to CYS leadership, Program Operations Specialist, Mrs. Monique Naputi-Duchene.
6. Mrs. Naputi-Duchene informed every one of the unannounced Army Higher Headquarters Inspection (AHHI) that was conducted 21-25 April 2025. These inspections help ensure quality programming and interactions are taking place in the facilities.
7. The current CYS operation status. Fort Belvoir North Area 1 and Woodlawn remain closed due to staffing vacancies to fill other programs that are currently open. We are slowly filling those operating programs as more staff come on board.
8. South Post Child Development Center (CDC) is currently under playground renovation. North Post CDC (NPCDC) was due to start this week but was delayed due to rain. Expected to break ground next week.
9. Mrs. Naputi-Duchene passed transitioned to the CYS Sports Program with Assistant Director, Mr. Rashawd Pope. Mr. Pope announced the Armed Forces America's Kids Run event happening Saturday, 17 May 2025, at Pullen Field. Summer clinics registration is currently open and will kick off in July. This will include football,

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cheerleading, soccer, and basketball clinics. Fall sports registrations will begin on 19 May 2025, and these will include tackle football, flag football, cheerleading for football, soccer, and baseball. Homeschool Physical Education class will also re-open later in the summer.

10. Mrs. Nogue-Ortiz notified that all childcare requests need to be completed on <https://militarychildcare.com/>. This includes full day care at CDC's, Family Child Care (FCC), and Part Day Preschool and Pre-Kindergarten (PreK). The summer camp for school-age and kindergarten waitlists are open and offers have been made. Families can still go on the waitlist for summer camp and offers will go out according to vacancies and Department of Defense (DoD) priorities. The school-age before and after care for the school year 2025/26 waitlist is also open. Offers are taking place for both summer camp and school year requests. Part Day Preschool and PreK that is located at the Markham School-Age Program are finishing this school year in May; however, the waitlist is open for the new school year. This is a good opportunity for Families that do not need full day care, and the children are still getting experience in the classroom setting before kindergarten. If anyone needs assistance with getting set up with militarychildcare.com, they can call for assistance. The Youth Center also has summer camp from 0630-1300 and then open recreation begins at 1300. The open recreation is a free service for any child that has finished 6th grade through 12th grade.

11. COL Stewart asked about any issues addressing the findings for the AHHI. Mrs. Naputi-Duchene addressed the exception that must be put in for JoAnn Blanks CDC (JBCDC) playground structural issues. This will include ensuring signatures are in place from Aleut to send up the exception to extend out and have a date that the corrective actions need to be completed. No other issues ensuring the corrective actions are in place.

12. COL Stewart requested that if the NPCDC playground renovation does not start next week, he needs to be informed.

13. COL Stewart requested that CYS Youth Sports and Fitness try to target professional sports players in the Delaware-Maryland-Virginia area to assist with coaching or do a spot appearance at the sports camps. Mr. Pope stated that in the past they have had opportunities for the Commanders to run a camp and the Nationals did a clinic with the children as well as activities with the Wizards. Mr. Pope plans to reach out to contacts at the Commanders organization to set something up soon.

14. COL Stewart asked about the waitlist for the school-age and preschool/PreK. He was asking if this was a waitlist or for registration. Mrs. Ortiz-Nogue explained the

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waitlist, offers, and registration process. The waitlist is always active, and offers are extended based on the capacity and once the capacity is reached, the supplanting process is reviewed to determine if Families with higher priorities must be offered.

15. Mrs. Naputi-Duchene addressed a question regarding other AHHI findings and corrective actions being completed. These included administrative type findings, such as files the children's files matching our database system, and fire drills being conducted with an area needing to be closed off to ensure a safe evacuation for children. There was a food preparation finding to ensure that pieces of food served are not choking hazards. Findings due to infrastructure, playground safety, soft impact material needing replaced, and roots of trees posing as tripping hazards were highlighted.

16. Announcements:

a. CYS Employee of Quarter Winners: Ms. Samar Bowser, Supervisory Program Specialist, from JBCDC and Ms. Karmela Espinosa, Child and Youth Program Assistant (CYPA), also from JBCDC.

b. CYS Quarterly Training Day dates are available on the 2025 calendar and the next training day is scheduled for 20 June, 12 September and 10 November. Dates are subject to change and adequate notification will be given to patrons if changes are made. All CYS facilities are closed during CYS Quarterly Training days and Federal Holidays. 2025 CYS training and Federal Holiday closures are available at <https://belvoir.armymwr.com/programs/parent-and-outreach-services>.

c. CYS is always recruiting for CYPA positions. There is a continuous job announcement on <https://usajobs.gov>. Next job fair will be in June 2025. Once a date is set, it will be advertised.

d. Next PAB meeting is scheduled for 21 August 2025, at 1700. Parents participating in the PAB meetings receive "Why I'm Needed Points" so stay on the line to provide the Sponsor's name and program.

e. PAB Meeting minutes, located at: <https://belvoir.armymwr.com/prorams/parent-and-outreach-services>

17. Chairperson, Mrs. DeFreitas, finished with closing remarks to encourage more parents to join the PAB and thanked participants on the call. The meeting was adjourned at 17:23 hours by Mrs. Ortiz-Nogue.

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2 Encls.

1. PAB Meeting Agenda
2. PAB Meeting Roster

DAVID J. STEWART
COL, EN
Commanding

DISTRIBUTION:

PAB Members

CYS Staff

DFMWR

Command Group