



**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

31 December 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, 13 November, at 1300 via Microsoft Teams, Fort Belvoir, Virginia.
2. Agenda (Enclosure 1).
3. Attendance Roster (Enclosure 2).
4. Total attendees recorded were 23 to include the Garrison Commander (GC), CYS leadership, CYS staff, and CYS Families.
5. The meeting began at 1700 with the CYS Parent and Outreach Services Director, Ms. Eddy Ortiz, thanking everyone for joining and for the continued support of CYS programs. Ms. Ortiz informed everyone they would have an opportunity to share questions or concerns; however, no legal issues or individual claims will be discussed, and those questions should be followed through the chain of command by starting with the program director. Ms. Ortiz then welcomed leadership to the call.
6. Ms. Monique Naputi-Duchene, Program Operations Specialist, was introduced and started with welcoming the new Families, and the two new Family Child Care providers, new staff members, and the two new CYS Nurses that will be joining the next PAB meeting in case parents have any questions regarding health and safety practices at their child's programs.
7. Ms. Naputi-Duchene reminded Families of the "because you asked" emails which is an opportunity for CYS employees and patrons to ask questions and to promote transparency and clear communication. Families were encouraged to send questions to the email address provided and the turnaround response is typically within 24 hours.
8. Current CYS Operational Status:
  - a. Woodlawn Child Development Center (CDC) (WLCDC) and Fort Belvoir North Area (FBNA) 1 are still closed and will remain closed. WLCDC was projected to be open by the beginning of next year, but with the furlough and the slow onboarding of

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staff members there have been delays. Updates will be provided with further dates as soon as we get them. Rivanna Station CDC (RSCDC) may have to be closed for two weeks due to the Heating, Ventilation, and Air Conditioning (HVAC) system not functioning correctly. The facilities must maintain a certain temperature for the children. Parents will be notified tomorrow if the closure will take place.

b. North Post CDC (NPCDC) and South Post CDC playgrounds are still under construction and were due to be completed by the end of the year but have been delayed for NPCDC, which will be closer to January 2026.

c. Influenza vaccinations are due no later than (NLT) close of business (COB) on 28 November 2025. Care will be denied if vaccination or waiver is not on file.

9. CYS Sports Program Director, Mr. Jerry Arrington was welcomed, and he announced that the CYS Sports and Fitness Program was selected as one of the Youth Sports Excellence Program winners by the National Alliance of Youth Sports. Youth Sports is starting its winter programs which consist of Cheer and the enrollment date will close on 1 December. House Basketball registration closes on 2 December. Wrestling program is currently running and a part of the Northern Virginia Wrestling Federation. Also, starting with four teams is the Select Basketball program for boys and girls, which is a part of the Fairfax County Youth Basketball League. The Select Basketball program is tryout-based and those who are not interested in trying out or if they are not selected, they have an opportunity to participate in House Basketball. Start Smart Soccer program which is a parent involvement program for ages 3-5 and a Sports Development Soccer program is also available. If interested in enrolling, please contact Parent Central Services (PCS).

10. The Youth Center (YC) Director, Mr. Marshall Barns was welcomed and discussed the YC program status. The YC is currently open for grades 6-12 from 1300-1800. We are considering being open later and also on Saturdays. The YC has daily activities including a baking club and a gardening club. There are teachers from the school district that are currently helping with homework. The YC will soon be distributing a list of field trips that will be planned and if anyone has any input on those or how to make the program better it would be greatly appreciated.

11. Ms. Ortiz discussed the opportunity for the Part Day program on base at Markham School-Age for preschool ages 3-5 years old. The program helps prepare children for kindergarten. If interested, Families can go on [militarychildcare.com](http://militarychildcare.com) to request care and the registration process occurs at PCS. There is a Multidisciplinary Inclusion Action Team (MIAT) process for CYS enrollment. She expressed the importance of the MIAT process when registering in CYS programs and how all documentation must be received and submitted prior to enrolling if there are any allergies, medical conditions,

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functional limitations, or behavioral conditions to ensure children are safe in our programs and we can meet their needs. This process is a requirement annually. There are three departments involved in the MIAT process and it includes a timeline that must be completed. It is recommended to start the process for renewal 30 days prior. Assistance and support with the information and documentation can be offered.

12. Ms. Nataly DeFreitas, PAB chairperson, joined the call and did not have any additional items to add. Ms. Ortiz reminded Families that they did not have to wait for the meetings to happen, and they can reach out with any questions or concerns to CYS by contacting the email provided. Questions can also be addressed with the program Director.

13. The GC, Colonel (COL) David Stewart, joined the call, and thanked participants and he stated that as the workforce comes back from the shutdown, this will be important to ensure we reach out to the entire population of Fort Belvoir and encouraged that communication is flowing, and information is getting out there.

14. Ms. Naputi-Duchene opened the floor for Question and Answers after reconfirming that the plan for playground reconstruction completion is projected to be done by 31 December 2025. A parent from NPCDC had a question regarding the decision about tearing down both playgrounds when the alternative seems to be riding the babies around in a buggy outside and the older children are having to play on the asphalt. Mr. George Dickson, Family and Morale, Welfare and Recreation Director, addressed the concern and confirmed that it is a good point and any reconstruction process in the future will be reconsidered but the alternative would have been closing the program. Mr. Dickson stated that there were lessons learned, and it was unfortunate, however, the project is almost complete. Another parent inquired about the required temperature in the classrooms, Ms. Naputi-Duchene confirmed the specifics on how to take the room temperature during the winter and summer and how the classroom temperature must be between 68-78 degrees. It was also confirmed that the only program currently affected with HVAC system issues is RSCDC in Charlottesville.

15. Announcements:

a. All CYS facilities are closed during CYS Quarterly Training days and Federal Holidays. So far, the scheduled Quarterly Training Days in 2026 are 13 February, 6 April, 18 June, and 21 August. These dates are subject to change. Reminder for the remainder of 2025, the day after Thanksgiving will have limited services and any signups for care that day should have been turned in by COB 12 November 2025 with a mission essential memo signed by command. There is also early closure on

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24 December 2025, at 1600 for CYS Staff to also be with Family. All CYS training and Federal Holiday closures are available at <https://belvoir.armymwr.com/programs/parent-and-outreach-services>.

b. There is currently no job fairs scheduled but there is a continuous announcement for our Child and Youth Program Assistant positions. The continuous job announcement is on <https://usajobs.gov>. Any new information will be added to FMWR Homepage <https://belvoir.armymwr.com> and CYS Facebook page [www.facebook.com/fortbelvoir](https://www.facebook.com/fortbelvoir).

c. Upcoming Programs: CYSitters enrollment is open now and the next class is 22 December and youth ages 13-17 can be enrolled through [www.webtrac.mwr.army.mil](https://www.webtrac.mwr.army.mil) for those with a current CYS registration. CYS is working to bring back Hourly Care at CDCs and School Age Center. Parent's Night Out will also continue, and the last one was a very successful event with great feedback from Families requesting more dates. More details will be sent out via Child Youth Management System, Facebook, and MWR Website.

d. Next PAB meeting is scheduled for 19 February 2026 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.

16. Ms. Ortiz informed everyone there were no more questions or recommendations and finished with closing remarks and thanked all who joined. The meeting was adjourned at 17:26 hours.

2 Encls

1. PAB Meeting Agenda
2. PAB Attendance Roster

DAVID J. STEWART  
COL, EN  
Commanding

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