



UNITED STATES ARMY  
**CHILD & YOUTH SERVICES**

# **USAG Stuttgart Parent Handbook**

“Support for Army Families Found Here”

*Updated March 2022*

## **CONTACT INFORMATION**

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

Building 2347, 2<sup>nd</sup> Floor, Patch Barracks

Monday-Wednesday & Friday.....8 a.m. – 5 p.m. / Thursday....11 a.m. – 5 p.m.

DSN: 596 – 7480/7488 • CIV: (49) 09641-70596-7480/7488

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

Email: [usarmy.stuttgart.id-europe.mesg.parent-central-services-dl@army.mil](mailto:usarmy.stuttgart.id-europe.mesg.parent-central-services-dl@army.mil)

### **CYS Base**

Building 2312, 3<sup>rd</sup> Floor, Patch Barracks

Monday – Friday..... 8 a.m.-5 p.m.

DSN: 596 – 7466 • CIV: (49) 09641-70596-7466

### **School Liaison Officer**

Building 2347, 2<sup>nd</sup> Floor, Patch Barracks

DSN: 596-7465/9009 • CIV: (49) 09641-70596-7465/9009

Email: [usarmy.stuttgart.imcom-fmwrc.mesg.slo@mail.mil](mailto:usarmy.stuttgart.imcom-fmwrc.mesg.slo@mail.mil)

Email: [usarmy.stuttgart.id-europe.list.slo@mail.mil](mailto:usarmy.stuttgart.id-europe.list.slo@mail.mil)

### **SKIES Unlimited Instructional Programs**

#### ***Schools of Knowledge, Inspiration, Exploration and Skills***

Building 2347, 2<sup>nd</sup> Floor, Patch Barracks

DSN: 596-6281 • CIV: (49) 09641-70596-6281

Email: [usarmy.stuttgart.usareur.list.cys-services@mail.mil](mailto:usarmy.stuttgart.usareur.list.cys-services@mail.mil)

### **Kelley Child Development Center I (Temporarily Closed)**

Building 3352, Kelley Barracks

Monday-Friday ..... 8 a.m. – 4 p.m.

DSN: 421-2541 • CIV: (49) 0711-729-2541

### **Kelley Child Development Center II**

Building 3368, Kelley Barracks

Monday-Friday ..... 6 a.m-6 p.m. (7:30 am-5:30 pm.\*HPCON B Hours)

DSN: 596-2056 • CIV: (49) 09641-70596-2056

### **Panzer Child Development Center**

Building 3169, Panzer Barracks

Monday-Friday ..... 6 a.m. – 6 p.m. (7:30 am-5:30 pm.\*HPCON B Hours)

DSN: 593-2619 • CIV: (49) (49) 09641-70593-2619

### **Patch Child Development Center**

Building 2347, Patch Barracks

Monday-Friday ..... 6 a.m. – 6 p.m. (7:30 am-5:30 pm.\*HPCON B Hours)

DSN: 596-5123 • CIV: (49) 09641-70596-5123

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

Building 2312, 3<sup>rd</sup> Floor, Patch Barracks

Monday-Friday ..... 8 a.m. – 5 p.m.

DSN: 596-4100 • CIV: (49) 09641-70596-4100

### **Kelley School-Age Center**

Building 3369, Kelley Barracks

Monday-Friday..... 3 p.m. – 6 p.m. (2:30 p. m- 5:30 p. m. \* HPCON B Hours)

School out Days, All Camps ..... 6 a.m. – 6 p.m. (7:30 a.m-5:30 p.m. \*HPCON B Hours)

DSN: 596-2975 • CIV: (49) 09641-70596-2975

**Patch School-Age Center**

Building 2337, Patch Barracks (Temp Location)

Monday-Friday..... 6 a.m. – 6 p.m. (2:30 p. m- 5:30 p. m. \* HPCON B Hours)

School Out Days, All Camps .....6 a.m. – 6 p.m. (7:30 a.m-5:30 p.m. \*HPCON B Hours)

DSN: 596-4494 • CIV: (49) 09641-70596-4494

**Panzer School-Age Center**

Building 3163/3166, Panzer Barracks

Monday-Friday ..... 6 a.m. – 6 p.m. (7:30 a.m-5:30 p.m. \*HPCON B Hours)

School out Days, All Camps..... 6 a.m. – 6 p.m. (7:30 a.m-5:30 p.m. \*HPCON B Hours)

DSN: 593-2624 • CIV: (49) 09641-70593-2624

**Robinson School-Age Center (Temporarily Closed)**

Building 151, Robinson Barracks

Monday-Friday ..... 8 a.m. – 6 p.m.

School Out Days, All Camps ..... 6 a.m. – 6 p.m.

DSN: 420-7017 • CIV: (49) 711-819-7017

**Patch Youth Center**

Building 2332, Patch Barracks (Temporary Location)

Monday, Tuesday, Wednesday...2:30 p.m. – 6 p.m.

Thursday..... 1:30 p.m.-6 p.m.

Friday .....2:30 p.m. – 10 p.m.

\*School out Days..... 1 p.m. – 6 p.m. (Friday's 1 p.m.-10 p.m.)

Summer Camp M-F.....7:30 a.m.-1 p.m.

Summer Open Rec: M-Thurs.....1 p.m-6 p.m.

Summer Open Rec: Fri..... 1 p.m.-10 p.m.

DSN: 596-7204 • CIV: (49) 09641-70596-7204

**Panzer Youth Center (Temporarily Closed)**

Building 3166, Panzer Barracks

Monday through Friday .....2:30 p.m. – 6 p.m.

School Out Days, All Camps....1 p.m. – 6 p.m.

DSN: 431-3040 • CIV: (49) 703-115-3040

**Robinson Youth Center (Temporarily Closed)**

Building 151, Robinson Barracks

Monday through Friday .....2:30 p.m. – 6 p.m.

School Out Days, All Camps....1 p.m. – 6 p.m.

DSN: 420-7189 • CIV: (49) 711-819-7189

**YS Sports and Fitness**

Building 3162, Panzer Barracks

DSN: 596-2616 • CIV: (49) 09641-70596-2616

Email: [usarmy.stuttgart.id-europe.mbx.youthsports@army.mil](mailto:usarmy.stuttgart.id-europe.mbx.youthsports@army.mil)

**CYS Services Nurse**

DSN: 596-7147 • CIV: (49) 09641-70596-5068

**NOTE: ALL CYS Programs closed weekends and all US Federal Holidays.**

**\*\*\* Parents will be provided notification of any closures outside of what is mentioned above.**

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Dear Parents,

Welcome to *Stuttgart*, Child and Youth Services (CYS)! We recognize the strength of our Soldiers comes from the strength of their Families; we consider it an honor and look forward to supporting your Family readiness. CYS Services is an Army program that provides services to all Military, Department of Defense and Contract Agencies who support the mission of our Garrisons. Our highly trained staff is committed to providing a safe, nurturing environment that meets the holistic needs of the child/youth ages four weeks to 18 yrs. old. Lastly, our programs and activities are specifically designed by early childhood and youth development specialist to meet the growing needs of 21st century military Families.

CYS Services believes that parents are the most influential individuals in the lives of their child/youth. For this reason, our facilities and programs strive to create a family friendly environment where parents and staff work in partnership in the positive development of their child/youth. Research shows that when families and teachers work together in support of learning, it results in the child/youth remaining in school longer, performing better in school and possessing a higher sense of self-esteem.

We thank you for partnering with *Stuttgart* in the growth and development of your child/youth. 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 considering *Stuttgart*, Child and Youth Services (CYS)!

Sincerely,

*Jamie M. Ruffini*

Jamie M. Ruffini

Child and Youth Services Coordinator



## **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. I will always provide a safe, nurturing, and enriching environment. Never will I put children in harm's way or allow others to do so. I will build trust with parents so they can concentrate on their mission. I will always treat Families with the dignity and respect they deserve. Army Caregivers are key members of the Army Team. I am an Army Caregiver!



### **CUSTOMER COVENANT**

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

**To that end, we promise our 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

**Mission:** Our Mission is Caring. We support the military lifestyle while reducing conflicts between mission readiness and parental responsibilities. When a Soldier loses duty time during deployment, mobilization or contingency situations due to a lack of childcare, it negatively

impacts the military mission. CYS provides critical support services to mitigate such stressors.

**Vision:** CYS programs are dedicated to providing:

- Seamless delivery systems for child/youth enrolled in CYS Family Childcare Homes and Child Development Centers.
- 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 “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 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 Soldiers 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:** The content of each child's file is confidential. Only authorized CYS staff will have access to patron files. CYS is committed to protecting the privacy of patron information. However, the content of each child's file is immediately available upon request to administrators and teaching staff who have consent from a parent or legal guardian to access the records. Parents and legal guardians are also able to access the records upon request. Regulatory authorities have permission to access the records as well.

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

Child and Youth Services have developed a set of guidelines that emphasize the importance of universal cultural and religious values as reflected in the ten Federal Holidays. These will be observed as "core holidays" in Army CYS programs. Installation Parent Advisory Meetings can select other holidays for program observance, which are reflective of ethnic composition, and interests of the families attending child care programs. The CYS staff will plan an observance at any one of three levels depending on the age of the children, local customs of the geographical location, and the relevance of the holiday to military families. These celebrations will provide opportunities to enhance a child's learning, encourage parent participation, and foster community interactions with CYS programs. This approach to holiday celebrations recognizes that parents have the primary responsibility for teaching values. Child and Youth Services can support their efforts by introducing national and Army values in program settings and providing continuity between program, community, and home practices.

Children's birthdays and special events may be celebrated at the program and parents are encouraged to attend. We have learned, however, that elaborate parties and fancy cakes encourage competitiveness among the children for the "best" party and take some of the joy and pleasure out of the celebration. The children enjoy planning and preparing special snacks for these celebrations. Please do not bring candy, gum, or individual party favors to the program for these occasions.

**Total Army Strong:** Total Army Strong institutionalizes a commitment by Army leaders to provide soldiers and families of all components with programs and services that maintain a quality of life commensurate with the quality of their service and sacrifice to the Nation.

**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. Although we strive for excellent customer service and do not anticipate any issues, we do value your opinions and feedback. If you would like assistance in negotiating difficulties or differences with anyone on our staff there are procedures in place to work towards resolution. The first recommended step is to speak with the manager on duty and express your concerns or questions. A manager is on duty at every CYS facility during all hours of operation. If you are not comfortable speaking with the manager on duty, the next step is to contact the CYS Administrator in the Garrison who provides oversight for those CYS programs. The CYS Coordinator is the next in command for all CYS programs and is the next point of contact. It is our goal to resolve any issues in a timely manner.

**Communication/Feedback:** Parents/guardians who wish to post questions, comments or concerns regarding Morale Welfare and Recreation (MWR), CYS programs may do so by using "Contact US" on our Webtrac website at: <https://webtrac.mwr.army.mil/webtrac103/wbwsc/stuttgartcys.wsc/wbsplash.html?wbp=1>. If you do not have access to email, write your questions, comments or concerns and place them in the drop box designated by the Parent Central Services' office. You have the option of remaining anonymous or, should you desire feedback, you may include your name and address. You may also complete an Interactive Customer Evaluation (ICE) survey on your garrison's website

**Inclement Weather Procedures:** USAG Stuttgart Child and Youth Services will observe the following procedures during inclement weather. On days when a delay is authorized and/or unscheduled leave status, CYS will make every effort to open with the following conditions:

- ☐ A delay provides management an opportunity to determine the number of children that can be accommodated based on the number of staff available.
- ☐ Patrons should call the USAG Stuttgart Weather & Road Condition Hotline at DSN: 431-3744 / CIV: 07031-15-3744 or visit the USAG Stuttgart FB page or the USAG Stuttgart Mobil App: On-Post Roads/Weather and closures before bringing in their child (ren) for care.

When the CDC is already open, parents may be asked to pick their child (ren) up early. On days when a closure is authorized because of inclement weather, CYS will also be closed.

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

- ☐ Primary Program Assistant (Classroom Lead Teacher)/FCC Provider Assistant Facility Director/FCC: ***Please see your specific program for names.***
- ☐ Facility Director: ***Please see your specific program for names.***
- ☐ Child Administrator: Ms. Laura M. Kussmaul
- ☐ Program Operations Specialist: Mr. Jeffery L. Carpenter
- ☐ Chief, Child and Youth Services Division: Ms. Jamie M. Ruffini
- ☐ Director, Family and Morale Welfare & Recreation (FMWR): Mr. Joseph L. Johnson
- ☐ Deputy Garrison Commander: Mr. Robert A. Gwinner, III
- ☐ Garrison Commander: Col Matthew T. Ziglar

## **CHAPTER 1- SAFETY & RISK MANAGEMENT**

**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. Any staff member accused of abusing or neglecting a child/youth in a CYS program, will immediately be removed from direct contact with children. This is to protect both the rights of the accused staff person and the children in the program. The appropriate authorities will investigate all allegations and make the determination as to whether or not the case is substantiated. Confirmed cases of child abuse or neglect will result in disciplinary measures up to and including separation and may result in criminal charges by authorities.

***Child Abuse Reporting*** All CYS personnel are knowledgeable and considered "**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, they must:

- ☐ Report incident to the installation Reporting Point of Contact (RPOC). The RPOC# is: Military Police at DSN: 430-5261/5262 or CIV: (49) 711-680-5261/5262.
- ☐ Notify the appropriate CYS program director after notification to RPOC.

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.

**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.

Until all background checks are satisfactorily completed, individuals must volunteer/work within "Line of Sight Supervision" (LOSS) of a cleared staff member.

Staff under LOSS will be identified by nametags with first and last names and will wear a RED uniform (red polo shirts). Staff who have completed background checks will be identified by nametags with first and last names and wear a GREEN uniform (green polo shirts). Management staff will wear nametags with first and last names and appropriate business 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 classroom or at the front desk.

**Child Guidance and Touch Policy:** Helping a child/youth understand and make appropriate choices is the basis for child guidance. When a child/youth misbehaves, CYS staff works along with the Parent/Guardians using Positive Guidance (POSITIVE DISCIPLINE, POSITIVE

PARENTING, and GENTLE AND LOVING 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.***

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.

**Concerning & Unsafe Behaviors:** The National Association for the Education of Young Children defines challenging behaviors as those that 1) interfere with children's learning, development and success at play; 2) is harmful to the child, other children, or adults; 3) puts the child at high risk for later social problems or school failure. (Examples: Physical aggression such as hitting, biting, or shoving, bullying, tantrums, refusal to follow directions or classroom rules). These behaviors warrant additional observations and additional opportunities for the children to learn more positive ways of relating to one another. Members of our management team will spend time conducting classroom and child observations to assess the function of the behavior, identify possible triggers and partner with families and other community professionals to develop individualized, positive support strategies to address these behaviors in a positive way.

**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 Child Administrator will assist parents in obtaining care in another CYS facility if available.

**Bullying:** U.S. Army Garrisons and DoDEA 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 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 CYS Coordinator or Facility Director will immediately address such actions for the well-being and safety of all children/youth and the community.

**Suspension, Expulsion and Exclusionary Measures:** Our goal is to limit or eliminate the use of suspension, expulsion and other exclusionary measures. The CYS Operational Guidance for Behavior Support outlines the circumstances under which types of behaviors may warrant exclusion. It outlines the steps that must be followed before a decision is made.

Exclusionary measures are not considered until all other possible interventions have been exhausted. If there is an agreement that exclusion is in the best interest of the child, we will offer assistance to the family in accessing services. Our policies comply with the American Disabilities Act, federal and state civil rights laws.

**Closed Circuit Television (CCTV):** All CYS program facilities utilize a comprehensive video surveillance system. *In the spring of 2022 USAG Stuttgart CYS programs will have video and sound recordings in all programs.* CCTV is designed to deter and reduce the risk of child abuse in CYS facilities; protect staff from unwarranted allegations of child abuse, provide Soldiers and Parents with “peace of mind” and support CYS management staff in the exercise of program oversight. The cameras record video and sound in most activity areas in the interior and exterior of the buildings. 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 MP’s and CID for official business. Local CYS guidance outlines parameters for viewing video IAW CYS CCTV SOP.

**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. Volunteers or other non-CYS staff not paid with CYS funding may be used to supplement the ratio. Multi-age groupings allow for children to be enrolled in the same classroom with the same teaching staff for longer periods of time. Teaching staff are assigned to work with each class of children consistently over time to create stability, predictability and to foster stronger relationships.

All rooms in a CDC/FCC home are multi-aged with a minimum age span of 18 months. Maximum group size is limited to two ratios of children/youth (e.g. two ratios of preschoolers = 20; a ratio of infants and a ratio of pre-toddlers =9).

In the Sports and Fitness 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 youth director for additional information.

**Adult/Child Ratios are:**

<b>Childcare/SAC Center (Facilities)</b>	
<b>Adult/Child</b>	<b>Age</b>
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	1 <sup>st</sup> to 12 <sup>th</sup> grade

<b>Family Child Care</b>	
<b>Adult/Child</b>	<b>Age</b>
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-Disciplined Team Inspection (MDTI) program surveys, NAEYC / COA Accreditation and Family Advisory Meetings. 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 facility director regarding the SOP outlining earning parent participation points.

**Regulations & Inspections:** Regulations and services apply uniformly throughout the Army; however, commanders have the discretion to modify specified guidance to meet the appropriate requirements. In order 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) and Public Law (PL):

Installation Level Child Youth and School Services Inspection

AR 608-10, Child Development Services

AR 215-1, Military Morale, Welfare and Recreation Activities and Non-Appropriated Fund

IMCOM Regulation

Instrumentalities

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

DoD I 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: Cities 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 Family Childcare Subsidy/Access to Military Child Care

PL 101-366 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. 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)** - sets professional standards for early childhood education programs age (age 0-5 years) and helps families identify high-quality programs for their young children.
- ❑ **The Council on Accreditation (COA):** Afterschool Program Standards include Child and Youth Development (CYD-AM), Human Resources (HR), and After School and Youth Development (AYD). 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 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 family child care 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 family child care 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 PROCESSES & PROCEDURES**

**Global Data Transfer (GDT):** This database makes it possible for Army 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.) is stored in the 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:** CYS accepts children as young as four weeks in Family childcare homes and through eighteen years old in CYS programs. Eligible patrons of Department of Defense (DoD) Child Development Programs (CDP) include active duty military personnel, DoD civilian personnel paid from both appropriate funds (APF) and non-appropriate funds (NAF), reservists on active duty or during inactive duty personnel training and DoD contractors. The Eligibility Priority System for patrons is established IAW Department of Defense (DoD) policy.

The purpose of the CDP and School Age Center (SAC) programs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and the accomplishment of the DoD mission, and to improve the economic viability of the family unit. Child Care and SAC is not considered an entitlement. (Reference: DODI 6060.2 and 6060.3, #4 Policy.)

Foreign Military Service members assigned to the Installation/serving the Department of Defense will pay the child and youth fee based on their Total Family Income (TFI). The

eligibility criteria and priority are the same as any other Active Duty Soldier or DoD Civilian.

Military personnel of foreign nations and their Families when on orders from the U.S. Armed Forces, or in overseas areas when the overseas commander grants privileges in the best interest of the United States. (Reference: AR 215-1 when addressing children 0-12 refer back to AR 608-10).

Retiree's eligibility is limited to the use of SKIES, and YS and Sports and Fitness programs. Fees are not based on TFI. For child care programs on a space available basis. Visit [www.militarychildcare.com](http://www.militarychildcare.com) to make a request for childcare.

### **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; or the legal guardian of a child or a person in whose household a child resides at least 25% of the time in any month, provided that such person stands in loco parentis to that child and contributes at least one-half of the child's support.
- 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.

**Parent Central Services (PCS):** Parent Central Services, commonly referred to as the "Gateway to CYS," is 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 using the DoD ID Card (Military, Civilian, DoD contractor assigned to the Garrison, Reservist/National Guard, Active Duty soldier on orders)
- ✓ Determines services patrons needs (Waitlist, hourly, part day, full day, SAC, MS/T, SKIES, Sports, etc.)
- ✓ Explains age appropriate programs associated with patron's children.
- ✓ Conducts a search for care in CYS for immediate openings.
- ✓ Conducts initial and re-registration of patrons into all CYS programs
- ✓ Explains Waitlist policies and assists with wait list placement.
- ✓ Determines patron fee category IAW with the latest fee policy.
- ✓ Schedules new patrons for program orientations.
- ✓ Sends eNews publications and messages and contributes to websites of interest to parents.

**Items Required for Child/Youth Registration:** Children/Youth must be fully registered before they can use any CYS programs. Contact our Parent Central Services Office to set up an appointment to complete your registration. Appointments are required for registration and re-registration. Limited "walk-in" services and same day appointments may be available.

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

- ☐ **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 AKA, or copy of child's birth certificate).
- ☐ **Immunization Record or transcription** (birth-5 years and school age children who are not enrolled in a local DoDEA school, i.e. homeschooled, enrolled in a private school).
- ☐ **Proof of Income:** (i.e. Leave and Earning Statements/Pay Vouchers or proof of fulltime/part time school enrollment) \* Required for all households enrolling in CDC/FCC full/part time care, part day care, before or after school, and MST before schools and camps.
- ☐ **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 due within 30 days of enrollment into a care program and updated annually).

#### **Immunizations:**

Documentation of immunization records for children under age 6 or enrolled in Child Development programs is required at registration. Updated documentation will be required IAW CDC/ACIP immunization schedules and immunization status maintained on file. Children and youth enrolling in, or who are currently enrolled in School Age Care, (SAC) and Youth Programs (to include sports and fitness, and summer camp), and who are not enrolled in a school system requiring immunizations per local/state regulations, must provide documentation of receipt of all immunization.

Documentation of the annual influenza vaccine must be provided annually by 1 December, or as adjusted by Army Public Health officials based on vaccine availability. However, to maintain optimal health and prevent illness, children are encouraged to be immunized each year as soon as vaccines are available.

Children registering or enrolling in activities after the 1 December deadline, but before the end of the flu season, or until the flu shots are no longer available (i.e. registration between 1 December – 30 June) are required to provide flu vaccination documentation. Documentation of the annual/seasonal flu vaccine is not required for children and youth enrolling in and attending summer camp.

#### **Immunization Waivers:**

A waiver for an immunization exemption may be requested for medical or nonmedical Reason. Philosophical exemptions are not permitted.

All medical waiver requests must include a written statement from the child's health care provider specifying the immunization that is requested to be waived and the medical condition that exempts him or her from being immunized. Children/youth will be excluded from childcare in the event of an outbreak of a vaccine preventable disease and families will still be responsible for payment during exclusion.

All non-medical request parents parent must provide a written request for waiver explaining the objection to the vaccination.

#### **Health Assessment/Sports Physical:**

☐ **Health Assessments:**

- ☐ A current health assessment, within one (1) year of registration, is required for children 4 weeks through school age if a current health assessment is not available at initial registration, it is to be completed within 30 days of registration. Health Assessments are good for three (3) years, as long as the child does not have any major health status changes.
- ☐ A change in health status is defined as any new condition or diagnosis that may affect the child's health and well-being, and that may require accommodations to fully parting in their current program placement.
- ☐ A current school, state well baby or other health assessment forms that possess similar medical information identified on the Army's HASP are acceptable in place of the Army's HASP form. In cases where forms or found incomplete or critical information pertaining to the child's health status is missing, additional information or a new physical maybe requested from the parent.

☐ **Sports Physical:**

- ☐ No child/youth will be authorized to play, practice or participate in games until a valid physical has been furnished. 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. If a sports physical expires during the season, a grace period of one month will be granted for continued participation if parents show proof of a Sports Physical appointment. If there is no current HASP, the child/youth may be allowed to register, receive uniforms and observe practices/games, however will not be able to participate until a current HASP is provided.

**Special Needs Identification:** The Army Child and Youth Services Health 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 the Army Public Health Nurse (APHN) for review. If your child/youth has a disability or other special needs, the parent/ guardian may be asked to participate in the Multidisciplinary Action Team or Inclusion Action Team Meeting (MIAT).

Children and youth with the following conditions may be referred to the MIAT/Inclusion Action Team:

- ☐ Allergies
- ☐ Special Diets
- ☐ Respiratory Diagnosis
- ☐ Epilepsy/Seizure Disorder
- ☐ Diabetes.
- ☐ Other

**Multidisciplinary Inclusion Action Team:** The Multidisciplinary Inclusion Action Team is a multidisciplinary group that explores installation childcare and youth supervision options for

children that have been diagnosed with life-threatening conditions, functional limitations or behavioral/psychological conditions. The team determines childcare and youth supervision, placement and considers feasibility of program accommodations and availability of services to support child/youth needs. Parent participation is crucial to the success of the MIAT. Every effort is made to accommodate children/youth with special needs.

**Special Diet:** Children/youth with food allergies or special dietary needs must provide a Special Diet Statement from their health care provider specifying (1) which foods the child cannot consume, the resulting reaction if ingested and (3) if applicable, any allowable food substitutions. Children/youth may not be eligible for services without appropriate documentation. Special Diet for religious beliefs is based on written documentation from the parent who specifies prohibited food. For more information, please contact Parent Central Services.

Intolerance of foods does not include food preferences such as and not limited to vegan, organic or vegetarian. CYS programs do not have the capability to provide or prepare foods based on preference.

**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 has a medical condition/diagnosis, such as allergies or asthma, that may require him/her to take medication while participating in a CYS program, the parent/guardian will be asked to complete a Medical Action Plan (MAP). Medical Action Plans (MAPs) are valid for one year (based on the date signed by licensed independent practitioner) or until notified of health status changes.

**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.

**Waitlist:** Because of the high demand for childcare, it is not unusual for families to be placed on a waiting list. Placement on this list is determined by sponsor priority and the date of request for care in MilitaryChildCare.com (MCC). MCC uses the assigned DoD priority, along with the request for care date to determine sequence on the waitlist. A request for care can only be submitted through MCC. Patrons are welcomed to call or visit Parent Central Services for assistance with MCC.

**Alternative Viable Option:** Care to meet the patron's schedule that reflects the necessary program type (full day, hourly, part day, etc.) and the appropriate age group (infant, toddler, preschool and school-age) for the child. To support military readiness and ensure families have the care they need, MilitaryChildCare.com (MCC) was updated to make better use of an installation's total child care capacity as a strategy to more quickly meet families' needs. As a result, alternative viable options (AVOs) will be turned on at all Army installations in MCC. Families may receive childcare offers for programs or providers they did not request but could meet their needs.

**DoD Military Childcare Priorities:** Please refer to Page 42 and 43 in the Appendix Section.

**Note:** It is the responsibility of the parent/guardian to confirm interest in remaining on the waitlist by logging onto the **MilitaryChildcare.Com** website, every 30 days, to update their request for care. Failure to do so will result in the MCC website automatically removing your request from the waitlist. The MCC website does this automatically and does not notify CYS staff when it removes a request.

**When you receive a child care offer:**

When a child care space is offered (CDC, SAC, FCC, etc.) parents/guardians have forty-eight (48) hours to accept the offer on MilitaryChildCare.com, and visit Parent Central Services to complete the necessary arrangements to finalize the offer. All messages regarding the offer will be sent to the email provided in the Household Profile in MCC. If MCC does not receive a response from the parent/guardian within this forty-eight (48) hour period, the offer expires and made available to the next eligible child/youth on the waitlist. Visit MilitaryChildCare.com or Parent Central Services to discuss waitlist options.

**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 regular Youth Programs (not field trips or special events until registration is finalized) as a guest member immediately upon receipt of completed form. CYS staff will validate the registration form. If registration is not validated within 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 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 in addition to this registration. Sports fees may also apply.

## **CHAPTER 3 - DAILY OPERATIONS**

**Daily Admission/Release: Arrival & Departure Procedures:** Under no circumstance will a child/youth be released to any person who is not authorized to pick up the child/youth. Positive control of child/youth will be maintained at the classroom level. Each morning, your family will be warmly greeted by our team. As you swipe your child into the CYMS computer at the front desk, you may notice a pop-up notice on your account. This is a communication tool that may be in regards to some paperwork that is needing completed or a reminder from the classroom. The Administrative Assistant at the front desk will be able to assist you. It is imperative that families swipe their children in the facility upon arrival.

When families arrive to the classrooms, they can expect to be greeted by the familiar faces of our staff who work in the mornings. You'll have a chance to let the staff member know about any special situations that may impact your child's day, ask questions about programming for the day and anything else that may enhance the quality of your child's day. Before saying goodbye to your child, please ensure their personal belongings have been put away, they've washed their hands and you've manually signed them into the room. We are happy to help set up a successful goodbye routine for children who have a hard time separating from you in the mornings.

At the end of the day, parents or authorized alternate pick-up designees will sign their children

out of the CYMS computer and again in the classroom. When possible, allow for a few minutes at the end of your day to observe your child participating in the classroom environment. Although the teachers cannot give you their undivided attention for very long while they are supervising the group, you can always expect to hear about the highlights of your child's day, can expect to know how well they ate, slept and played with their peers.

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, which means they are allowed to 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/emergency release designees will follow the same procedures listed below.***

Parents/guardians and visitors will enter and exit CYS Facilities through the front entrance/reception area, except during emergency evacuation and fire drills. During evacuations/fire drills, patrons will follow designated facility evacuation procedures.

Unless prior written arrangements have been made with CYS personnel, only parents or parent designees shown on DA Form 4719-R may take a child from a CYS program.

Children may not be released to siblings or other children under age 13 unless approved by the program director on a case-by-case basis.

School-age children may not leave a program unaccompanied without written permission from the parent.

If your child is transported to and from another program, such as Developmental Preschool or Kindergarten, we will work with your family and the school staff to establish a communication plan.

Viewing the child holistically will further foster family-staff interaction. We ensure all children are accounted for before, during and after transportation. Please let us know if your child will not be arriving to the center prior to their participation in an off-site program or returning to the program as expected afterwards. Parents of children/youth determined to be a "No-Show" will be contacted to account for their whereabouts.

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 at the care giving site.

**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 to include additional symptoms presented during the COVID Pandemic:

Inability to participate in daily activities.

Obvious illness such as:

- ☐ Temperature above 100.5° F (38.06° C) for children 3 months or younger or above 101.0° F (38.3° C) for children older than 3 months.
- ☐ Impetigo—Red oozing erosion capped with a golden yellow crust that appears stuck on.
- ☐ Scabies—Crusty wavy ridges and tunnels in the webs of fingers, hand wrist and trunk.
- ☐ Ringworm—Flat, spreading ring-shaped lesions.
- ☐ Chicken pox—Crops of small blisters on aired base that become cloudy and crusted in 2 to 4 day.
- ☐ Untreated Head lice—nits—Whitish-grey clot attached to hair shafts.
- ☐ 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, hepatitis, and strep infections.
- ☐ Pinworm infestation.
- ☐ Hand, foot and mouth disease – fever and oozing rash (criteria for denial of care)

**\*\* During a Pandemic such as COVID 19, this guidance may change. Parents will be notified in writing of any changes.**

**Re-Admission after Illness:** CYS staff will provide Parent/Guardian with an illness/injury readmission form (AE Form 608-10-1B) detailing criteria for readmission. The Child/youth's health care provider should use the form to indicate when it's safe for the Child/youth to return to the program. However, a note alone from the health care provider **will not** automatically re-admit the Child/youth into the program or override Army regulations.

In addition, CYS Services staff must ensure that the following criteria are met:

- ☐ The child is well enough to participate in normal activities for their developmental and cognitive ability.
- ☐ The child's presence will not endanger the health of other children.
- ☐ The readmission criteria specific to child's condition as listed on the Communicable Disease Chart is met. Communicable Disease Chart is found at <https://www.us.army.mil/suite/files/34814124>.
- ☐ 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 Services care.
- ☐ If an antibiotic was prescribed for a bacterial infection, the appropriate number of doses for antibiotics has been given over a 24 hour period.
- ☐ Nausea, vomiting or diarrhea has stopped for 24 hours.
- ☐ Chicken pox lesions have all crusted, usually 5-6 days after onset (Note from medical provider needed to return to care).
- ☐ Lice children must be treated for lice. CYS
- ☐ Pinworm treatment has occurred 24 hours before readmission and a physician's note.
- ☐ The child/youth has completed the contagious stage of the illness and a physician's note.
- ☐ Hand, foot and mouth disease - fever subsides usually 2 to 3 days; rash is not contagious.
- ☐ 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):



- |                                  |  |
|----------------------------------|--|
| 2. Shigella                      | 12. Impetigo   |
| 3. Salmonella                    | 13. Scabies  |
| 4. Hepatitis A                   | 14. Scarlet Fever                                      |
| 5. Haemophilus Influenza B (HIB) | 15. Strep Throat                                       |
| 6. Tuberculosis                  | 16. Ringworm   |
| 7. Pertussis (whooping cough)    | 17. Measles  |
| 8. Polio                         | 18. Rubella  |
| 9. Diphtheria                    | 19. Methicillin-resistant Staphylococcus Aureus (MRSA) |
| 10. Rashes (unknown origin)      |  |

- ☐ 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.

**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. Products such as these are limited to those identified in AR 608-10 and must be approved by the Food and Drug Administration (FDA). An authorization form must be obtained from the parent/guardian in order for such items to be applied. Basic care items will be in their original container and 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 and the Basic Care Permission form.

**Administration of Medication:** Medications will be stored in a secure location and kept out of reach of children. Certain medications may be administered in the CYS setting when it is not possible for Parents/Guardians to be present. Only prescribed antibiotics, antihistamines, decongestants, and topical medications from health care providers and U.S. medical treatment facilities may be administered to child/youth who are enrolled in full-day, part- day or regularly scheduled school-age programs. Medications not on the approved medication list must have a medication Exception to Policy obtained from IMCOM. Medications that are prescribed as needed (PRN) will not be given in programs, with the exception of rescue medications. Parent/guardians will complete and have the health care provider complete and sign the corresponding Medical Action Plan (MAP) for the required rescue medication, parent/ guardians must also sign the form. All medications must be in the original container, have a current prescription label and accompanied by proper dosing syringe/cup/ spoon. The healthcare provider or parent will administer the first does of any medication. Children will be on oral medication at least 24-hours before dosage is given by CYS personnel (with the exception of rescue medications).

Parent/Guardians will have a CYS Medical Dispensation Record, DA Form 5225-R, for each approved medication to be administered. A Parent/Guardian must complete and sign the form before medication can be administered. This policy will be discussed during the Parent/Guardian orientation. Only staff who have successfully completed Medication Administration Training within the last 12 months are authorized to administer medications. At least one qualified staff member is on duty during all hours of operation.

- ☐ Children requiring rescue medication may not participate in programs without the required medication and a current Medical Action Plan being on site.
- ☐ Parents are responsible for providing all medications and supplies needed to ensure the health and safety of children with special needs.
- ☐ All Medication must be in the original container, with a prescription label written in English

(for prescriptions filled outside of an Army Medical Treatment Facility, please contact Parent Central Services for a Host Nation Form).

**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 knows enough about the health condition and the treatment procedure. Self-medication in CYS requires written instructions from the 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 must self-administer all medications in the presence of CYS staff member, the CYS staff member will then document the incident. SAC/MST facilities have an established written process to monitor and track children/youth who self-carry/administer. If a youth (6th–12th grade) cannot self-medicate, then a MIAT review is required.

**Rest and Nap Periods:** Child/youth enrolled in CDC and FCC full-day programs or hourly care will have a rest period, usually following lunch. Children wishing to nap can do so, while other children engage in some other quiet activity (e.g. read a book, coloring, etc.). Infants are allowed to follow their own resting/naping patterns.

**Personal Items from Home:**

- ☐ **Clothing:** Children should come to the center dressed appropriately for the weather (e.g.) 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 (e.g. art, cooking, and water and 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 should have rubber soles and be suitable for running, climbing and jumping. For safety reasons, flip-flops, thongs, heels without straps or wedged heels are not allowed.
- ☐ **Jewelry:** accessories such as earrings, rings, bracelets, necklaces, and barrettes are not permitted for children under three or children who are in multiage rooms with children under three.
- ☐ **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. The 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 (i.e., book bags, books, school supplies, clothing, and blankets) are labeled with your child's full name. It is not allowed that children younger than 12 months to sleep with soft toys or blankets.

**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's 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 supervised closely at all times and environment facilitates staff visibility and access to children. Extra vigilance is given during transition periods, i.e., arrival, departure, employees shift changes.

**Celebrations:**

- ☐ **Birthday and Holidays:** CYS recognizes that religious, ethnic and seasonal celebrations are a part of valuable traditions. Parents/guardians are encouraged to 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. All food items must be store bought (e.g. cake or cake mix in its original sealed package) and approved in advance by the director and/or dietician prior to serving to children. Food items may not be prepared at home or in unapproved facilities.
- ☐ **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 are available during other special events such as balls and meetings that occur after normal operating hours. This type of care must be coordinated in advance through Parent Central Services.

**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 emergency 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:

- ☐ 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.
- ☐ If none of the designees can be contacted, the military police will be notified and their procedure will be followed in reference to locating the parent and custody of the child/youth.
- ☐ Family Care Plans, all single and dual military members are required to have a current Family Care Plan on file. This plan is signed by the service members Commander (s) and update annually.

**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 emergency services followed by notification of the Parents/Guardian. CYS personnel or FCC Providers will accompany the child/youth immediately to the nearest emergency room by ambulance. 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 for falls, scratches, bruises, bites and scrapes that occur while your child/youth is in our 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 and child abuse allegations are reported to higher headquarters.

**Transportation Policy:** CYS utilizes contracted carriers to safely transport children/youth for CYS Sponsored Field Trips. Our safe passenger rules must be adhered to at all times, 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 worn at all times. 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 used at all times 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.

Idling vehicles are bad for the environment. Idling is linked to increases in asthma, allergies, heart and lung disease. Kids are especially vulnerable when idling happens near schools and child development centers. Letting your engine run idle is also against the law in Germany, even during extreme heat or cold temperatures. We encourage families, bus drivers, and maintenance vehicle operators to turn off their engines in our parking lots.

**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 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. Ratios for high risk activities must follow guidance. Please consult the program director for additional information on high risk activities, Parents may be charged fees to cover the cost of occasional program enhancing special events. Events may include optional trips to amusement parks, water parks, carnivals, concerts, and other activities determined to be outside the program operating budget. **This is applicable to all programs.** All field trips which utilize a mode of transportation will adhere to the safe passenger rules listed above in the Transportation Policy.

**Food and Nutrition:** FCC homes and CDC programs provide all infant jar food, cereal and teething biscuits. 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 and providing an adequate number of bottles labeled with the date and child's first and last name.

Glass bottles are allowed, so long as the bottle is protected by a silicon sleeve to prevent

breakage. All bottles must have caps. Medications or cereal may not be mixed with formula, unless otherwise indicated in the MIAT care plan due to a medical reason. Bottles for infants (under 12 months) may only contain formula or human milk. Whole milk is allowed for children over 12 months. Human milk may be provided to children over 12 months based on parental preference. Any human milk that has been out of refrigeration for more than one hour, may not be used in the center but can be placed in the child's cubby for the parent(s) at the end of the day.

**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 centers. 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 on post, 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 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. 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 Committee (PAC):** The PAC 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. 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.

**After Hour Care:** 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 there are no positive responses to these calls, and the child/youth has not been picked up within 1 hour of posted closing time, CYS will contact MPs and ACS for placement of child/youth and complete a Report of Unusual Incident (RUI).

## 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 \$5,000 (\$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 \$5,000 or \$2,500 amount.

**Total Family Income (TFI):** TFI includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, basic allowance for housing Reserve Component/Transit (BAH RC/T) and subsistence allowances and in-kind quarters and subsistence received by a Military Service member, civilian employee, a spouse, or, in the case of an eligible DoD civilian employee, the same-sex domestic partner, and anything else of value, even if not taxable, that was received for providing services. For households in which unmarried couples or pairs are living as a family, the income for both adults is used to determine TFI. TFI is verified using the most recent W-2 or current Leave and Earning Statement (LES) of the Military Service member, or DoD civilian employee and, if applicable, their spouse and/or all adults who financially contribute to the welfare of the child.

TFI calculations must 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 Basic Allowance for Housing with Dependents Rate (BAH RC/T) of the senior member only; for DoD civilian OCONUS, include either the housing allowance or the value of the in-kind housing provided.

Fees for Legally Separated Families are contingent on a legal separation document, a signed separation agreement, or a notarized statement explaining that the parents are separated and unable to reconcile their marital relationship, civil union, or domestic partnership.

Fees for Blended Married Families will be based on the TFI of the household.

The BAH RC/T chart is located at <http://www.defensetravel.dod.mil/site/bah.cfm>. Open the website. On right side of the screen under "Quick Links and Resources" click on "Non-Locality Rates." To locate the BAH RC/T chart, find the appropriate calendar year.

### DOCUMENTATION NEEDED TO DETERMINE TFI:

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

**Income Verification:** All patrons with children enrolled in regularly scheduled care programs (i.e. full day/part day CDC, before and/or after school SAC, before school MST, and FCC),

regardless of their Total Family Income category, will be required to have their Total Family Income (TFI) verified. Patrons will no longer be permitted to enroll in the highest fee category in lieu of providing proof of income. Failure to provide the required TFI documentation will result in denial of child care services. This does not apply to patrons who only use sports, SKIES*Unlimited*, and/or hourly care programs.

Annual TFI **will not** be adjusted unless:

- ☐ Unemployed spouse/partner finds paid employment
- ☐ Family is granted a Financial Hardship/Extenuating Circumstances Reduction
- ☐ Annual Internal Review Audit documents inaccurate documentation of TFI or Fee changes
- ☐ Special circumstances (Furlough)

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, Child Development Center to Family Child Care, 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 (Furlough)

**Program Fees:** Are generated semi-monthly on the 1<sup>st</sup> and the 15<sup>th</sup> of the month. Parents can pay monthly fees for regularly scheduled Full Day, Part Day and Part Time Care in monthly or semi-monthly installments. Incoming families make their initial payment for care at the time they accept the child care space offered by the CYS Parent Central Services Office. 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 \$7 per hour per child for ALL CYS programs regardless of Total Family Income (TFI) category. **Multiple Child Reductions do not apply to hourly care.** Hourly care payment is due at the time of pick-up. Failure to make the payment will result in termination of availability of child care services. Same day or walk-ins may be accepted on a space available basis. Reservations for childcare can be made in advance, check with your installation for further details. Kelley CDC I is a dedicated hourly care program but other CDC programs may have hourly care availability upon request.
- ☐ **CYS WEBTRAC Payments:** Some CYS programs allow patrons to make online payments. Please contact your local Parent Central Services for availability of Webtrac payment options. (\*WEBTRAC Europe has frequent connectivity issues)

**Other Payment Options:** Payments may be made with cash, check, credit card, auto debit or through Webtrac. Personal checks will be accepted in the amount due only.

- **Late Pick-Up Fee:**

CDC and SAC programs are authorized to charge a late pickup 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. After 15 minutes, the charge is \$7.00 per child/per site for the next 45 minutes. CYS emergency procedures will be followed when the child (ren) is (are) left at the program one hour after closing the program.

- **Late Payments:** For services billed twice a month (1<sup>st</sup> and 15<sup>th</sup>), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle. Late payments for full- or part-time, part day care will result in a notice of suspension of services when fees are not paid in full by the 2nd billing date of the month. Services will be suspended on the last day of the month until the fees are paid in full or a hardship waiver/payment plan is approved by the Garrison Commander. Services may be terminated when fees are not paid in full or a financial hardship waiver is not approved.

When late or non-payments have been identified, Families will receive a late payment notice outlining the procedures for payment and possible termination if fees are not paid.

“Non-Payment of Child Care Fees, Collection of Delinquent Accounts and Denial of Services” will be followed which include:

- ☐ Verbal Warning. By Front Desk staff 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 HH Balance Exists’ so front desk personnel can give parents a courtesy reminder of approaching payment deadlines.
- ☐ Personal Follow-Up. By Program Manager on 6<sup>th</sup> day of the first delinquent billing cycle. 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. By Program Manager on 6th day of the second delinquent billing cycle. This will be a template Army-standard notice. If possible, Program Manager should also do a 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 Garrison Commander. Fee Adjustments for Financial Hardships must be re-evaluated at least every six months by the counselor or Garrison Commander. **Families whose child care fees are 25% or more of their Total Family Income (TFI) may request a hardship review.** Please see CYS Hardship Waiver SOP for more details.

**Leave/Vacation Options:** Family Child Care Fees are annualized during registration for a 2 week Leave/Vacation which reserves the child’s space. CDC has the option for a 2-week or 4- week vacation. The option chosen must be used during the registration year and cannot be carried over into the next year. Families who opt for 4 weeks of Leave/Vacation pay a higher monthly fee than families who chose the 2 weeks fee option. Family Leave/Vacation must be taken in a minimum increment of five consecutive work days. Families must provide advance notice prior to



taking leave/vacation, to the FCC Provider or Program Director. **Leave vacation options are available to patrons enrolled in CDC/FCC programs ONLY. Leave options must be selected during Initial Registration and Annual Registration Renewal.**

**Withdrawal:**

**Full Day CDC and School Age Before and After Programs:**

- ☐ Parents are required to provide a 30 day termination/disenrollment notice to withdraw from full day or before/after school care program. Patrons who fail to provide a 30 day termination/disenrollment notice will be charged the applicable fees. Patrons who provide **more than** a 30 day termination/disenrollment notice are eligible to receive a withdrawal discount of ten percent. The one time reduction may be applied to the final (last full billing cycle) payment for full day and before/after school care program. This reduction is not applied to Families transitioning to other on post CYS Services programs (e.g. transitioning from CDC to SAC, etc.), Families being supplanted, and DoD contractors and specified space available patrons. This notice should be given to the Center Director, Assistant Director or clerical staff. Failure to submit written notification will result in on-going assessment fees.

**Part Day and Part Time Programs**

- ☐ Parents are required to provide a minimum of 2 weeks' notice in writing prior to withdrawal. This notice should be given to the Center Director, Assistant Director or clerical staff. Failure to submit written notification will result in on-going assessment fee (ten percent withdrawal discount is not applicable for Part day or Part Time programs).

**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 CYS Coordinator 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.

**Refunds:** Garrison Commanders may refund or credit fees on a case-by-case basis for individual Families with special circumstances when the child will not be in the program for a period of time and the fee has already been paid or when a program is closed for special circumstances. The refund must not have a significant financial impact on the program. Families provided with a 45-day supplanting notice that have paid beyond their departure date, will receive a full refund for any time not used. This includes time not used when the Family leaves prior to their 45-day supplanting notification time frame.

**Refunds are authorized for:**

- ☐ Program closures for repair or renovation when an alternate care setting is not provided
- ☐ Unexpected prolonged (over 2 weeks with Garrison Commander's approval) child absence due to family emergency or extended illnesses
- ☐ Withdrawal from a regularly scheduled child care programs upon receipt of PCS orders or other extenuating circumstances at the Garrison Commander's discretion and
- ☐ Withdrawal from a Youth Sport (occurring before midseason of the sport) upon receipt of PCS orders. Refund Forms are available at Parent Central Services.

## **PARENT FEE REDUCTIONS/INCENTIVES:**

**Deployment Support Services:** Deployment Support Services are only authorized for eligible Army Families. Please contact Parent Central Services for additional information 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 CYS Coordinator may approve Military Units or formal organizations such as Family Readiness Groups (FRG) to "adopt" Families who are unable to accumulate participation hours due to deployment or other extenuating circumstances. Families **must be identified and approved 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.

Parent participation points may only be used for regularly scheduled programs (e.g., full-day care, part-time care, part-day toddler/preschool, before/after school age care, school break camps and MST Before care and MST camps). Parent participation points will not be used to reduce hourly care fees.

**Multiple Child Reductions (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. MCRs for child care and youth sports are determined separately and may not be combined. **MCRs are *not* applied to Hourly Care, SKIESUnlimited fees, or School Age occasional user fees.**

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 Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in regular ongoing child care program.

DoD Contractors and specified space available patrons enrolled in CDC, FCC full-day care, part-time care, part-day toddler/preschool, SAC before/after school age care, school break camps and MST Before care and MST camps are not eligible to receive fee reductions (e.g., MCR, Family financial hardship waivers, etc.)

**Seasonal Youth Sports:** MCR applies to families with more than one child enrolled in a seasonal youth sport. The Standard 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.

**Family Child Care Fee Incentive:** FCC Parent Fee Assistance represents a savings to Families over Army CDC and SAC fees for designated Total Family Income 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. Parent fees are 15 percent below the installation fee (this reduction is not applicable for CAT 9A patrons i.e. DoD contractors and specified space available).

**Army Fee Policy subject to change, Families will be provided with a 30 day notice when a new Army Fee Policy is published.**

## **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 for children ages 0–5. The Teaching Strategies (TS) Gold developmental assessment, *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 meal times, clean-up times, napping and rest times, and diapering and toileting are integral parts of the curriculum, not separate items between curriculum areas. Daily specific lesson plans and schedule along with weekly lesson plans are posted.

### **SCHOOL AGE CARE (SAC)**

Curriculum and programming centers around the school age four services areas: Sports & Fitness, Fine Arts, Citizenship & Leadership, and Leisure & Recreation. 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 a wide variety of skill, 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. Program activities are offered in Life Skills, Citizenship and Leadership Programming. 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/TEENS (MST)**

The MST program utilizes a comprehensive youth development curriculum framework to ensure the physical, cognitive, social and emotional needs of youth are addressed The framework is

comprised of Four Service Areas to meet the core requirements. Youth will work together with staff to ensure they have input into activity choices. Activities must meet the needs and interests of the youth. 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.*

## **CHILD AND YOUTH SPORTS AND FITNESS PROGRAM**

The Child and Youth Sports and Fitness 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, weight lifting, 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):** Offer on-post full-day, part-day, hourly child care, extended duty day care ("We've Got You Covered") and the *Strong Beginnings* Pre-Kindergarten program. May also include standalone CDC annexes and satellite sites. Care is provided by trained staff and operations are subject to Department of Defense (DoD) Certification. (Child Development Center 74017).

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

**School-Age (SA) Centers (Ages 6-12 years):** Offer before and after school programs, weekend activities during the school year, summer care and camps during school vacations. Care is provided by trained staff and operations are subject to DoD Certification. (School Age Center [Child Development Center ages 6-10] 74016).

**Youth Centers (YCs) (Ages 11-18 years):** 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 who are generally 11 – 18 years of age.

**Youth Sports & Fitness Programs (Ages 3-18 years):** Offer 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 Services employees and volunteer coaches in a variety of settings including Youth Centers, MWR Facilities, Schools, community fields and facilities. DODI 6060.4, AR-215-1, AR-608-10.

## **Parent and Outreach Services Programs**

☐ **Parent Central Services (Ages 0-18 years):** Offers registration, enrollment, records transfer, parent education classes, and babysitter training and referral services for Families. Includes CYS *Parent Advisory Meeting*, non-traditional outreach services, and *Parents on Site* volunteer program. Provides program information, sends eNews 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. 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. **\*Subject to availability.**

- ☐ **CYSitters/Trained Babysitters (Ages 6 weeks-12 years):** Offers formal training for teens and adults who provide short-term hourly child care in Families' own homes. Training covers skills needed to safely and appropriately care for children and includes First Aid and CPR, program activities and the "business" of babysitting. Trained CYSitters receive a certificate of completion and a wallet card and may be placed on the CYS Services' babysitter referral list.

## **Deployment Support Services**

- ☐ **Youth Technology Labs (YTLs) (Ages 6-18 years):** Provide 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 Home Work Centers and Mobile Tech Labs that support geographically dispersed children and youth through Operation Military Kids.
- ☐ **Child Behavior Consultants (MFLC-Military Family Life Consultant):** Provide on-site counselors in child and youth 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.

## **School Support Services**

**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.
- ☐ **Home School Support:** Provided to families who choose to homeschool their children. SLO's gather and share policies and resources to help families overcome unique challenges and barriers.
- ☐ **School Youth Sponsorship Programs:** Ease school transitions in CONUS and OCONUS schools.
- ☐ **Tutor.Com (K-1st Yr. College):** 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.

### **Pandemic Protocol:**

- ☐ ALL children must be dropped off NLT 0830 (CDC and SAC full day).
- ☐ You will be greeted at your car by CYS personnel who will conduct a temperature check and screening on your child.
- ☐ You will be asked the screening questions listed below daily.
- ☐ If you or child show signs of illness or an elevated body temperature of 100.4 F/38 C or higher, your child/children will not be accepted into care.
- ☐ Only one parent/guardian will then be allowed to line up outside of the facility with their child/children maintaining the proper distance as indicated by the meter markers. That parent/guardian must wear a facial covering/mask while in line.
- ☐ Parent/guardians will NOT be allowed to enter the facility.
- ☐ Parent/guardian will ONLY provide essential items for their child/children in Ziploc Bags. Essential items include diapers, Basic Care Items, Infant bottles, changes of clothes and Rescue Medications if applicable.
- ☐ Parent/guardian will NOT be allowed to bring blankets, toys of any kind OR book bags for children 18 months and above.
- ☐ Please share any important information regarding your child needs to the person greeting you at the door.
- ☐ If your child is going to be absent, please notify the center in advance.

**\*\*\*This information is subject to change. When new guidance is published Families will be informed of any changes and updates.**

## Payment due Date Reminder 2022:



### 2022 CHILDCARE PAYMENT DATE REMINDER

Full Day, Part Day, Part Time, Before and After school Fees only.

BILL DATE	5 <sup>th</sup> Business Day Last Day to Pay <u>Before</u> Late Fees are applied.	Termination of Services due to Non-Payment -Close of Business-
January 1, 2022	January 7, 2022	January 31, 2022
January 15, 2022	January 24, 2022	
February 1, 2022	February 7, 2022	February 28, 2022
February 15, 2022	February 22, 2022	
March 1, 2022	March 7, 2022	March 31, 2022
March 15, 2022	March 21, 2022	
April 1, 2022	April 7, 2022	April 29, 2022
April 15, 2022	April 21, 2022	
May 1, 2022	May 6, 2022	May 31, 2022
May 15, 2022	May 20, 2022	
June 1, 2022	June 7, 2022	June 30, 2022
June 15, 2022	June 22, 2022	
July 1, 2022	July 8, 2022	July 29, 2022
July 15, 2022	July 21, 2022	
August 1, 2022	August 5, 2022	August 31, 2022
August 15, 2022	August 19, 2022	
September 1, 2022	September 8, 2022	September 30, 2022
September 15, 2022	September 21, 2022	
October 1, 2022	October 7, 2022	October 31, 2022
October 15, 2022	October 21, 2022	
November 1, 2022	November 7, 2022	November 30, 2022
November 15, 2022	November 21, 2022	
December 1, 2022	December 7, 2022	December 30, 2022
December 15, 2022	December 21, 2022	

*USAG Stuttgart CYS bills twice a month (1st and 15th), a one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle. If full payment (to include late fees) is not received by COB on the last business day of each month the account becomes delinquent and services will be terminated. Delinquent accounts are denied services for all CYS programs and FMO will initiate a DD 139 to process the account for collection. All delinquent fees must be paid in full to be eligible to use any programs in CYS.*

#### PAY YOUR CHILD CARE BILL ONLINE!

<https://webtrac.mwr.army.mil/webtrac/Stuttgartcys.html>

If you have any questions, please contact us or call Parent Central Services at CIV: 09641-70596-7480/7483

DSN: (314) 596-7480/7483

We will assist you each step of the way!





## Payment Reminder Dates Summer Camp 2022

CAMP WEEKS	BILL DATE	LAST DAY to pay before removal from care
Week 1: June 13-17, 2022	May 30, 2022	June 6, 2022
Week 2: June 20-24, 2022	June 6, 2022	June 13, 2022
Week 3: June 27-July 1, 2022	June 13, 2022	June 21, 2022* (Holiday Observance June 20)
Week 4: July 4-8 2022*	June 20, 2022	June 27, 2022
Week 5: July 11-15, 2022	June 27, 2022	July 5, 2022* (Holiday Observance July 4)
Week 6: July 18-22, 2022	July 4, 2022	July 11, 2022
Week 7: July 25-29, 2022	July 11, 2022	July 18, 2022
Week 8: Aug 1-5 2022	July 18, 2022	July 25, 2022
Week 9: Aug 8-12, 2022	July 25, 2022	August 1, 2022
Week 10: Aug 15-19, 2022	August 1, 2022	August 8, 2022

### PAY YOUR CHILD CARE BILL ONLINE!

<https://webtrac.mwr.army.mil/webtrac/Stuttgartcymms.html>

If you have any questions, please contact us or call Parent Central Services at CIV: 09641-70596-7480/7483

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We will assist you each step of the way!

## Military Family Types and DoD Priority:



### Military Family Types and DoD Priority

Families select their sponsor type (e.g., Active Duty Military, DoD Civilian) and spouse status (e.g., Working, Student, Seeking Employment, Non-Working) when they create or update their MCC household profile. MCC uses this information to create a military family type for the household, which is associated with a DoD priority. MCC uses the assigned DoD priority, along with the request for care date to determine sequence on the waitlist.

The chart below contains a complete list of all DoD priorities. You can use this chart as a quick reference when speaking to families about the DoD placement process or their specific DoD priority for care.

Military Family Type	Priority
<b>CHILD DEVELOPMENT PROGRAM STAFF</b>	
Child Development Program Staff	1A
<b>ACTIVE DUTY COMBAT RELATED WOUNDED WARRIOR</b>	
Combat Related Wounded Warrior*	1B.1
<b>ACTIVE DUTY MILITARY/ACTIVE DUTY COAST GUARD</b>	
Single/Dual Active Duty Military/Coast Guard	1B.2
With Full-Time Working Spouse	1B.4
With Part-Time Working Spouse	1C.1
With Spouse Seeking Employment	1C.1
With Full-Time Student Spouse	1D.1
With Non-Working Spouse	3A
<b>GUARD/RESERVE ON ACTIVE DUTY OR INACTIVE DUTY TRAINING STATUS</b>	
Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status	1B.3
With Full-Time Working Spouse	1B.5
With Part-Time Working Spouse	1C.2
With Spouse Seeking Employment	1C.2
With Full-Time Student Spouse	1D.2
With Non-Working Spouse	3A
<b>DOD/COAST GUARD CIVILIAN</b>	
Single/Dual DoD or Coast Guard Civilian	2A
With Full-Time Working Spouse	2B
With Spouse Seeking Employment	3B
With Full-Time Student Spouse	3C
With Part-Time Working Spouse	3F
With Non-Working Spouse	3F

Military Family Type	Priority
<b>GOLD STAR SPOUSE (COMBAT RELATED)</b>	
Gold Star Spouse (Combat Related)	3D
<b>DOD CONTRACTOR</b>	
Single/Dual DoD Contractor	3E
With Full-Time Working Spouse	3E
With Spouse Seeking Employment	3E
With Full-Time Student Spouse	3E
With Part-Time Working Spouse	3F
With Non-Working Spouse	3F
<b>OTHER ELIGIBLE</b>	
Deactivated Guard/Reserve Personnel	3F
Other Federal Employees	3F
Military Retirees	3F

- \*When Service members designated as combat-related wounded warrior in an Active Duty status require hospitalization, extensive rehabilitation, or significant care from a spouse or care provider and requires full-time child care, they may be placed into Priority 1B. This designation requires installation commander approval (this authority cannot be delegated).
- Definitions: Full-Time and Part-Time Working
  - Full-Time Working: Working 30 hours per week or 100 hours per month OR working less than 30 hours per week or 100 hours per month and enrolled in a post-secondary educational institution
  - Part-Time Working: Working less than 30 hours per week or 100 hours per month
- Guidance: Full-Time and Part-Time Student
  - Full-time student status will be verified once an offer is made. The family may be asked to show documentation from the school verifying the full-time status during the eligibility verification process.
  - Part-time students who are not working should select "Non-Working."

## Military Family Types and DoD Priority- Supplanting Matrix:



### Military Family Types and DoD Priority – Supplanting Matrix

The chart below contains a complete list of all DoD priorities, if the priority is subject to supplanting, and by what priorities.

Military Family Type	Priority	Supplanted By
Child Development Program Staff	1A	Cannot be supplanted
Combat Related Wounded Warrior	1B.1	Cannot be supplanted
Single/Dual Active Duty Military/Coast Guard	1B.2	Cannot be supplanted
Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status	1B.3	Cannot be supplanted
Active Duty With Full-Time Working Spouse	1B.4	Cannot be supplanted
Guard/Reserve on Active Duty or Inactive Duty Training Status With Full-Time Working Spouse	1B.5	Cannot be supplanted
Active Duty With Part-Time Working Spouse	1C.1	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Active Duty With Spouse Seeking Employment	1C.1	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Guard/Reserve on Active Duty or Inactive Duty Training Status With Part-Time Working Spouse	1C.2	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Guard/Reserve on Active Duty or Inactive Duty Training Status With Spouse Seeking Employment	1C.2	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Active Duty With Full-Time Student Spouse	1D.1	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5, 1C.1, 1C.2
Guard/Reserve on Active Duty or Inactive Duty Training Status With Full-Time Student Spouse	1D.2	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5, 1C.1, 1C.2
Single/Dual DoD Civilian/Coast Guard Civilian	2A	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
DoD/CG Civilian With Full-Time Working Spouse	2B	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Active Duty With Non-Working Spouse	3A	Supplanted by all priority 1 or 2
Guard/Reserve on Active Duty or Inactive Duty Training Status With Non-Working Spouse	3A	Supplanted by all priority 1 or 2
DoD/CG Civilian With Spouse Seeking Employment	3B	Supplanted by all priority 1 or 2
DoD/CG Civilian With Full-Time Student Spouse	3C	Supplanted by all priority 1 or 2
Gold Star Spouse (Combat Related)	3D	Cannot be supplanted
Single/Dual DoD Contractor	3E	Supplanted by all priority 1 or 2
DoD Contractor With Full-Time Working Spouse	3E	Supplanted by all priority 1 or 2
DoD Contractor With Spouse Seeking Employment	3E	Supplanted by all priority 1 or 2
DoD Contractor With Full-Time Student Spouse	3E	Supplanted by all priority 1 or 2
DoD/CG Civilian With Part-Time Working Spouse	3F	Supplanted by all priority 1 or 2
DoD/CG Civilian With Non-Working Spouse	3F	Supplanted by all priority 1 or 2
DoD Contractor With Part-Time Working Spouse	3F	Supplanted by all priority 1 or 2
DoD Contractor With Non-Working Spouse	3F	Supplanted by all priority 1 or 2
Deactivated Guard/Reserve Personnel	3F	Supplanted by all priority 1 or 2

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## Parent Participation:

### **Parents are the first and most influential teachers in their child's life.**

Research shows the single most important factor that determines a child's success in school and throughout life is parent or family involvement. Parental involvement refers to the amount of participation a parent (e.g. sponsor or legal guardian) has in a child's schooling.

**Parents are an indispensable and a valuable resource.** The Military Child Care Act requires the establishment of a parent participation program at each DoD installation. CYS view parents as assets rather than liabilities because of the level of knowledge and expertise they possess. As parents, they have firsthand knowledge of their own children's strength and weakness, as patrons they have firsthand experience with CYS programs.

Category	Activity	Point Value
Program Evaluation	Completion of selected surveys such as COA, NAFCC, or NAEYC Accreditation.	1 point per hour spent or 1 point per completed survey.
Parent Education	Attend parent education session or PAC meeting.	2 points per parent education session or PAC meeting. **For Officers: additional point per hour spent in preparation of the agenda as well as the meeting attendance.
Community of Special Events	MOMC programs, Seasonal Parties- assisting in some way (does not include points for attendance alone).	1 point per hour spent
Classroom Activities	Participation in program activities-i.e. FCC Home, CDC, SAC, or MST facilities, Participate on field trips, assist with lunchtime, Share talent or assist with homework.	1 point per hour spent
Program Wide Projects	Repair toys and equipment, prepare newsletter, and laminate classroom or program materials.	1 point per hour spent
Individual Projects	Make games, record books on CD, create prop boxes, sew or make classroom materials.	TBD in advance. Range is 1-3 points per project. Consideration given to time spent.



# Join **TEAM CYS!**



## Child & Youth Services **RECRUITMENT FAIR**

Join the CYS team and become a Child & Youth Program Assistant (CYPA)

**Great benefits such as:  
career progression, access to childcare,  
paid leave, and more!**



Opportunities are held the 2nd Tuesday of each month!  
Submit required documents between 7:30 - 10:30 a.m.  
Recruitment Fairs vary from virtual and in-person.

NAF Human Resources  
for application questions  
DSN 593-7025 or CIV 09641-70-593-7025

Child & Youth Services  
for CYS specific questions  
DSN 596-4100 or CIV 09641-70-596-4100



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