

# **Sheppard AFB**

## **Child Development Program**

### **PARENT HANDBOOK**



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# **WELCOME**

The Sheppard AFB Child Development Center staff and management team welcomes all new parents and children to our program. As a parent you are your child's first and primary educator. We invite you to visit the program often to see your child's experiences. The teachers will work closely with you to ensure that the needs of your children are met. We appreciate any concerns you may have being brought to our attention immediately. We will work as a team to solve any issues.

## **AIR FORCE CHILD DEVELOPMENT PROGRAMS (CDPS)**

Air Force CDPs are operated under the requirements of the Department of Defense Instruction (DODI) 6060.02, Child Development Programs, DODI 1402.05, and Criminal History Background Checks on Individuals in child care services, and Air Force Instructions (AFI) 34-144, Child Development Centers. The DODIs and the AFI were written to provide guidance for implementation of the Military Child Care Act of 1989 Public Law 104-106 and the Crime Control Act of 1990 –Public Law 101-647. CDPs provide child care services for children, six weeks to five years of age. All military CDPs including Air Force Programs must be accredited by an accrediting organization. Air Force centers are accredited by the National Association for the Education of Young Children (NAEYC).

## **MISSION STATEMENT**

To assist DoD military and civilian personnel in balancing the competing demands of the accomplishment of the DoD mission and family life by managing and delivering a system of quality, available, and affordable programs and services for eligible children and youth birth through 18 years of age.

## **PHILOSOPHY**

The practices of Air Force Child Development Programs are based on current knowledge of child development and early childhood education. We are responsible for supporting the development of the whole child, meaning all areas of development are considered inter-related and equally important. Our program acknowledges that children learn through active, hands-on involvement with their environment, peers and caring adults. We respect each child's unique interests, experiences, abilities and needs, thus allowing us to be responsive to values of families. We advocate for children, families and the early childhood professionals within our programs.

## **GOALS**

- Foster positive identity and sense of emotional well-being
- Enhance social skills
- Encourage children to think, reason, question and experiment
- Promote language and literacy development
- Build physical development and skills
- Support sound health, safety and nutritional practices
- Appreciate and respect cultural diversity
- Advance creative expressions and an appreciation for the arts
- Develop initiative and decision-making skills

## **NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN ACCREDITED**

Unless otherwise approved by AF/A1SOC, CDC must be accredited by the National Association for the Education of Young Children (NAEYC). Accreditation certificates are posted in the front lobby of each accredited facility. CDC must complete annual maintenance reports as required by the accreditation agency.

## **CLOSED CIRCUIT VIDEO**

All children/youth may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in this child development center. Staff and volunteers are not permitted to take photos, videos or other digital images of children/youth participating in the program on personal cell phones or other mobile devices or cameras. Properly functioning CCTVs are installed in each activity room. CCTV monitors are located where the front desk personnel can clearly view and regularly observe each room.

Obtaining copies of CCTV recordings, and requests for viewing a recording by DoD personnel other than a parent/guardian for non-DoD official purposes, should be submitted to the installation Freedom of Information Act (FOIA) Requestor Service Center. All requests for obtaining a copy of a recording must also be reviewed by the installation legal office and approved by the appropriate release authority.

## **ELIGIBILITY FOR USE**

Eligible patrons include active duty military, DOD civilian (APF), Non-appropriate Fund (NAF) personnel, reservists on active duty or during inactive duty training, other personnel that work on Sheppard AFB. CYP staff, Dual and single military and DOD working parents are given first priority.

DoD contractors and other specified space available patrons, as defined in DoD Instruction 6060.02, "Child Development Programs (CDPs)," dated August 5, 2014, are no longer eligible for child care fee subsidies. This determination does not impact space available patrons who are active duty Military Service members with non-working spouses or DoD civilian employees, paid from Appropriated or Non-appropriated Funds, with non-working spouses, who are entitled to subsidies by virtue of their military service or DoD employment. Nonetheless, this change impacts weekly fees, multiple child discounts, and individual financial hardship waivers for many patrons.

## **PRIVACY/CONFIDENTIALITY POLICIES**

Your right to privacy and confidentiality are of utmost importance to us. All financial and personal information and your child's assessments are covered under our confidentiality policy. The only persons with access to your financial information are our desk clerk administrators, flight chief or other people that you specify. Your child's assessment information is available to the classroom teachers, training staff, program administrators, any specialists called in for a consult, and any other persons that you specify.

## **HOURS OF OPERATION**

Monday through Friday from 0600 - 1800 - *The program is closed on all Federal Holidays and Wing Family Days.* During the *holiday Exodus time period*, the center will be open from 0700-1700. *For Base-wide recalls*, the center will open within one hour of notification. For inclement weather, the center will follow the Base command: 2hour delay or base closure.

### **WHAT HAPPENS IF I CANNOT PICK UP MY CHILD BEFORE THE CDC CLOSES FOR THE DAY?**

Late fees will begin at the time of facility closing. There is no grace period if your child is in the center past closing, a late fee of \$2.00 will be charged each minute until your child is picked up from the facility. If you have work commitments that make you arrive after 1800, contact the FCC office for information on the FCC Extended Duty Care Program. If you are sending your emergency contact, please let the emergency contact know they should arrive before 1800. After 30 minutes we will contact your emergency contact and after one hour, Security Forces will be called to assist.

### **ENROLLMENT**

Parents who enroll their children in the center will be given a tour of the facility and the classroom that their child will attend. All new parents are required to attend an orientation before their child starts in our program. All enrollment forms (AF Form 1181, DD Form 2652, Contract, Form 1531, Credit Card Form, updated shot record and LES/pay stub) must be completed prior to your child's start date. A \$25.00 non-refundable holding fee required once a child has been enrolled in the program. However, once a child is enrolled the \$25 holding fee will be applied to your first payment.

### **INFORMATION NECESSARY TO COMPLETE YOUR CHILD'S REGISTRATION:**

- Application for Department of Defense Child Care Fees (DD Form 2652)
- Air Force Youth Flight Program Patron Registration Form (AF Form 1181)
- Child Care Food Enrollment Form CACFP
- Completed and up-dated immunization records
- Signed letters for sunscreen and insect repellent
- 82<sup>nd</sup> Base Medical Advisor Care Plan, if needed
- Current documentation of income (LES), spouse's income statement or full-time status at school
- A current year program fee and payment contract

### **TYPE OF PROGRAMS OFFERED**

**FULL-DAY CARE** meets the needs of parents working or in school on a full-time basis. Parents using full time care have a contract with the CDC and are ensured a slot as long as both parents remain in full time employment or school status.

**HOURLY CARE/SPACE AVAILABLE** Hourly care is limited to the hours of 800 - 1700. Parents using hourly care follow the same guidelines and regulations as full time care. Including late fee charges after 1700.

**GIVE PARENTS A BREAK PROGRAM (GPAB)** is sponsored in conjunction with the Air Force Aid Society. This program offers free child care to eligible parents who are subject to unique stresses due to the nature of military life-deployments, remote tours of duty and extending working hours. GPAB is offered the third Saturday of each month from 1800-2300 or 1300-1800. Parents Night Out is held in conjunction with GPAB the cost for this program is \$25.00 per child which is non-refundable. Parents using GPAB care follow the same guidelines and regulations as full time care...including late fee charges.

## **FEES AND CHARGES**

The Military Child Care Act of 1989 (public law 1809, section 1504) requires that the Department of Defense (DOD) establish uniform fees for child care based upon total household income (TFI). Proof of income is required before fees can be calculated. Parents who fail to provide proof of income will be placed in the highest fee category. Weekly fees are due NLT Monday at 1700. If payment is not made by 1700 Monday a \$5.00 late fee per child will be added to your payment. On Thursday, the credit card authorization on file will be charged for the full amount owed including late fees. Failure to make your payment will result in removal from the program.

## **MEDICAL/HEALTH POLICIES**

It is critical that parents and caregivers work together to meet your child's needs. Please help us make your child feel comfortable by sharing information about your child with the teachers. Any information regarding illness, behavior changes, or changes in the family structure can help teachers better meet your child's individual needs.

Caregivers will visually check each arriving child for signs of illness. If your child appears unhealthy, or has symptoms of a communicable disease before or after an illness he/she may be refused admittance or be required to bring a note from the clinic stating that the child is well enough to participate in all activities and is not contagious. However, CDP children with fever, nausea, vomiting, or diarrhea will not be admitted into the center until 24 hours after the condition has ceased. If a child develops signs of illness after being admitted, the parents will be contacted, asked to pick up the child within one hour, and will be required to bring a readmission form, complete with a physician's signature. Children unable to participate in activities should be kept at home until they are well enough to be involved in all aspects of our program. It is very important to inform us if your child comes down with a communicable disease and has attended the Child Development Center at any time during the incubation period. When necessary, we inform parents of other children who were exposed to the illness so they can be alerted to symptoms in their own child.

In order to help prevent the spread of illness throughout the center, we ask that all children and adults wash their hands upon entering and exiting the classrooms. This will cut down on the spread of germs and help up provide a healthy environment for your child.

Outdoor play is very important for children. Each classroom is scheduled to go outside twice a day. Please dress your child according to the weather. The children will only be kept inside during incimate weather, such as rain, hail, thunderstorms, etc.

## **INTERIM PROCEDURES FOR CHILDREN WHO REQUIRE EXCLUSION**

- If your child becomes ill while in the facility, you will be called to pick him/her up to prevent others from exposure. If it appears to be a contagious illness, your child will be placed in our isolation room to prevent exposure to other children until a parent arrives.
- If you or your emergency contact cannot be reached by phone or fail to pick up your child within the required 1 hour, your First Sgt or commander will be contacted.
- If a medical visit was deemed necessary, staff requests that parents contact the CDC with the advice received from the child's medical professional.

## **EXCLUSION FOR SICK CHILDREN**

A child will be temporarily excluded or sent home as soon as possible if one or more of the following conditions exist:

- Illness prevents the child from participating comfortably in normally scheduled activities
- Illness results in a greater need for care than the staff can provide without compromising the health, safety, and wellbeing of the other children
- Loose bowel movement that does not stay contained in the diaper or underwear
- The child has any of the following conditions:
  - Lethargy, irritability, difficulty breathing or other symptoms of possible severe illness
  - Fever (above 101 degrees F or higher auxiliary) accompanied by behavior changes
  - Diarrhea (watery stools, decreased form of stool and increased frequency/not contained by the child's ability to use the toilet) until diarrhea resolves. Refer to CARING FOR CHILDREN when diarrhea is caused by Salmonella, Typhi, e-Coli, or Shigella infections
  - Blood in stools not explained by change in diet, medication or constipation/hard stool
  - Vomiting (two or more incidents in the previous 24 hours)
  - Persistent abdominal pain (more than 2 hours) or intermittent pain associated with fever or other signs/symptoms
  - Mouth sores with drooling
  - Rash with fever or behavior change
  - Pink or red conjunctiva (white of eye) with white or yellow drainage
  - Tuberculosis
  - Impetigo
  - Strep throat or other streptococcal infection
  - Chickenpox, Shingles, Herpes Simplex
  - Pertussis, unspecified respiratory tract illness
  - Hepatitis A
  - Measles, Mumps, Rubella
  - Scabies (until after treatment begins)
  - Head Lice (at the end of the day until after the first treatment)
  - Any child deemed by local health officials to be contributing to the transmission of illness during an outbreak

**READMISSIONS:** look underneath the Health & Safety section on the contract letter F. Readmission Forms located at the front desk.

## **ADMINISTERING MEDICATIONS**

The CDC will administer only medications prescribed by a medical provider. Parents who need to have over-the-counter medication, such as Tylenol administered to their child while in attendance may obtain medical authorization by following these simple steps:

1. Request medical authorization from the Pediatric Clinic for the CDC to administer the medication to your child.
2. Desk clerks will assist completion of AF Form 1055, Youth Programs

All medications must have the following information on the prescription label:

- Name of physician
- Date filled
- Prescription number
- Child's name
- Dosage amount, frequency and ending date (EX: use for 10 days or until completed)
- *With the exception for breathing treatments, medications will only be given at 1100 and 1500*

Please keep the following items in mind:

- Medications that have expired will not be given.
- The first dose of a new medicine must be given by the child's parent or guardian and they must remain with the child for 20 minutes to ensure no reaction.
- The prescription must state exactly how often the medication is to be given.
- If child's medication...inhaler, and/or Epi-Pen is expired or not at the center parents will have to provide before we can offer care.

**APPOINTMENTS OR ILLNESS:** Advance notice of appointments is appreciated, as the children are not always in the building. When your child will be absent or attending late, please call the center by 0900. Lunch counts are taken by 0930 and meals are prepared accordingly.

## **CHILDREN WITH SPECIAL NEEDS**

AFI 34-144, Child Development Programs, defines children with "special needs" as those with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Child Development Programs are authorized to accept these children under certain conditions. Determination of a special need must be made by the Child Development Center Medical Advisor. A child with special health problems or handicaps will be admitted with the written concurrence of the Medical Advisor. A written plan of care developed jointly by medical personnel, special education professionals, child development staff, and parents must be on file prior to admittance and followed for each child designated as having special needs.

**SUNSCREEN AND INSECT REPELLENT AUTHORIZATIONS** are updated annually.

**FIELD TRIPS** are within walking distance and with written permission.

## **PROGRAM POLICIES**

### **WITHDRAWAL POLICY**



Parents must provide a two week written withdrawal notice to the program. A Withdrawal Form is available at the front desk. In the event that you do not make payment on your account, the credit card authorization on file will be charged on the second business day for the full amount owed to include the late fees. For military members, failure to pay a just debt is a criminal offense and may be reported to the military member's chain of command. The only exception will be "short notice" PCS orders. A copy of the PCS orders must be attached to the withdrawal notice.

## **DRESS REQUIREMENTS**

We plan a very busy and active day at the center. Please dress your child accordingly. Sturdy closed-toed shoes or tennis shoes are required to play on the playground, no *open toed shoes, crocks, sandals, or jellies will be allowed in the classroom*. We get both hot and cold in the classrooms and outside, so be sure to be ready for any type weather. Each child will have their own small cubbies for extra clothing, coat and hat (*be sure to label each clothing item before bringing into the center*).

## **TRANSITIONING CHILDREN WITHIN THE PROGRAM**

Teaching staff will identify children for transition to another classroom/age group (based on child's age) and inform administrators/educational coordinators (T&Cs) of projected transitions 2 months in advance.

As you child grows he/she will eventually move to the next age group. Children are moved according to their individual needs, age and developmental readiness. Children will transition by age as follows:

Infants	6 and 12 months
Pre-toddlers	12 - 24 months
Toddlers	24 - 36 months
Preschool	3 - 5 years

Parents and teaching staff (gaining room) will be informed of children transitioning within the program at least one week prior to the beginning of the process. The transition process begins 1 week prior to the move by following the established transition plan. The following should be taken into consideration:

- Children will need time to observe their new classroom and see the new toys, materials, teachers and other children.
- Before and during this process, the new teacher visits the current classroom.
- Transfer the child's portfolio to the gaining teacher.
- Parent conference with the gaining teacher.

## **TRANSITIONING CHILDREN TO ANOTHER INSTALLATION**

- Administrative staff will assist parents in completing the proper paperwork and fax it to the gaining program.
- Program staff will assist the parents in gather information about the gaining program.

## MEALS AND SNACKS

The CDC provides nutritious meals including breakfast, lunch and an afternoon snack for all children in attendance. No child will be excluded from having nourishment during meal times. Infants - Breakfast: 07:15 - 08:30; Lunch: 10:15 - 11:30; Snack: 13:15 - 14:30 Toddlers+ Breakfast: 8:00- 8:30; Lunch: 11:00-11:30; Snack: 14:00-14:30 PM Snack: 1700-1730

Menus are planned in accordance with the U.S. Department of Agriculture and Adult Food Program. Requirements are reviewed and approved annually. Menus are posted (handwritten) in the lobby for parents to view. *Any substitutions are noted on the menu at the beginning of each day.* Please contact the front desk personnel if you would like a copy of the menus to post at home.

Only food prepared in our facility may be served. We ask that you do not allow your child to bring food into the facility at any time. Parents whose children are unable to eat table food are encouraged to meet with their assigned program assistants prior to attendance to discuss their child's likes and dislikes. This enables us to have the appropriate food available on a child's first day. The center provides Gerber Good Start and Gerber Good Start Soy formula. Parents are responsible for bringing clear plastic bottles.

**BREAST FEEDING:** The CDC encourages breast feeding and provides breastfeeding rooms with comfortable rocking chairs and soothing music in each of the infant rooms.

**DIAPERING:** Diapering procedures are in accordance with AF diaper changing procedures/guidelines and NAYEC 5.A.08. Disposable diapers are used.

**SPECIAL DIETS:** Parents with children who have special dietary requirements must provide written documentation of the dietary restriction signed by a doctor, as well as a list of appropriate substitutes. Forms are available at the front desk. *This information must be provided to the center director at the time of registration.*

## FEEDING SOLID FOODS

Solid foods are not offered to children less than 6 months of age.

Parents are encouraged to consult with the child's primary medical provider prior to introducing solid foods and are asked to offer new foods at home first to ensure the infant does not have an adverse or allergic reaction. If no problems occur, new foods are then offered to the child at the center. There is a form in the infant rooms that you can annotate what you have tried successfully.

New foods are introduced gradually, with at least one week between the introductions of each new item. Food is not shared among children using the same dish or spoon. Uneaten food is not put back into its original container for storage. Unused portions of food in opened factory-sealed baby food containers marked with the infant's name, date/time opened, and stored in the refrigerator are discarded if not consumed after 24 hours.

## JUICES

Fruit juices are not offered to children less than 6 months of age. Juice, if served, is 100% fruit juice, pasteurized, and limited to no more than four ounces daily.

## **REST PERIODS AND NAPS**

Children are provided an opportunity to rest after lunch daily or as required. A sleeping mat, sheet and blanket will be provided for each child and children will be spaced 18"- 36" apart. During nap time, those children who are not sleepy will be provided a quiet activity to complete on their mat or at the table.

## **BITING**

Biting can be a very emotional issue and is most often viewed as more vicious than punching, pinching, hitting or scratching. A child whose communication skills are not well developed may resort to biting as a means of obtaining the immediate response he or she desires. A child may also use it as a way to force another child to relinquish a toy, as a direct reaction to frustration or as a way to gain attention. There are no definitive answers in dealing with a child who bites. More often than not, biting may be a developmental stage that a child may have to work his or her way through.

As children embark upon this stage of development, the program director, training and curriculum specialist, and classroom teachers will meet with the parent to develop a behavior modification plan. Parent participation is crucial to the success of a behavior modification plan; therefore your attendance is mandatory. Once a plan is developed, subsequent meetings will be scheduled to review progress being made and determine the best care for your child.

## **INFANT SLEEP POLICY**

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died and a review of the baby's clinical history.

Child care providers can maintain safer sleep environments for babies that help lower the chances of SIDS. In the belief that proactive steps can be taken to lower the risk of SIDS in child care, and that parents and child care providers can work together to keep babies safer while they sleep, the Sheppard AFB CDC practices the following safe sleep policy.

### **SAFE SLEEP PRACTICES:**

- All individuals employed by the SAFB CDC will receive annual training on our Infant Safe Sleep Policy.
- Infants shall always be placed on their back to sleep.
- We follow the American Academy of Pediatrics recommendation that infants under the age of 12 months should be placed on their back to sleep. However, when infants can easily turn over from back to stomach, they will be allowed to adopt whatever position they prefer to sleep. A sign will be posted over the crib of all infants who are rolling over by themselves. Our staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
- Sleeping infants will be visually checked every 15 minutes by care-giving staff. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in our program.

## **SAFE SLEEP ENVIRONMENT:**

- Infant heads will not be covered with blankets or bedding. Their cribs will not be covered with blankets or bedding.
- No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will provide a nap-time sleeper if necessary.
- A safety-approved crib with a firm mattress and tight fitting sheet will be used.
- Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
- All parents/guardians of infants cared for in the infant room will receive a written copy of our Infant Safe Sleep Policy at the time of enrollment.
- For healthy development when awake, infants will be given supervised “tummy time” for exercise and play.
- No smoking is permitted on the premises.

## **CHILD ABUSE AND NEGLECT REPORTING**

The CDC has taken steps to protect children from abuse and neglect and to support children, parents, staff and providers. The Air Force ensures protection through the following policies: If you or anyone else, suspects child abuse or neglect in any way report it immediately to the Director/Supervisor. All suspected cases of child abuse and neglect are reported to the Family Advocacy Office at 676-2271 and HQ AETC Child Development Project Officers within 24 hours.

The Child Development staff is trained in identification of child abuse and procedures to be followed in reporting suspected cases. The following precautions are taken to minimize the potential for child abuse to occur:

- All volunteers and visitors (such as guests, base support personnel) are required to sign in and out when entering the facility.
- No staff member or volunteer may take a child from the center unless it is for emergency medical treatment or as part of a group activity such as a field trip with the parent or guardian written permission.
- All visitors are escorted while visiting the building or program.
- Friends or family members of staff may not be present in activity rooms unless approved as volunteers (regular volunteers may not work at the center until local background checks are completed and they have completed mandated child abuse and child guidance training) by the Director and their participation noted in advance.
- Night care at the Child Development Center will be scheduled near the main entrance for ease in supervision.
- Practices that physically or emotionally harm children/youth are not permitted and will not be tolerated. Spanking, slapping, biting, hitting, pinching, yanking, shoving, shaking, pulling hair/limbs or other forms of physical abuse are not permitted in CYP. Threats, name-calling, belittling, or derogatory remarks about children/youth or their families or any other form of verbal abuse are not be permitted or tolerated. Binding, tying, restricting movement, placing children/youth in a confined space or withholding /forcing food, liquids, toileting, outdoor play experiences or rest time is not permitted in CYP even upon the request of the parent/guardian.

- All personnel in the Child Development, School Age, and FCC programs undergo background checks which review the past two years of the potential employee's file. This helps ensure that the applicant is free of any incidents or characteristics that would indicate that the applicant would not be suitable to work with children. The screening would detect incidents of child abuse and/or neglect, violence in the household, drug dependency, and other similar characteristics of non-suitability. Personnel also receive a National Agency Check that screens them for criminal activity for the past five years.

## **CHILD ASSESSMENT AND ACTIVITIES**

The CDC offers a wide range of physical as well as quiet activities. A weekly schedule of activities is posted on the parent information board. Child assessments are an important aspect of our program. We observe each child using targeted goals and objectives in each age group. Then we use those observations to develop our lesson plans targeting each child in the classroom for the development of the individual child. Please talk to the teachers in the classroom concerning your child's assessment since we start the observations during their first day.

## **DAILY COMMUNICATION AND CONFERENCES**

Daily communication between parents and the Child Development Center staff enhances the care for your child. It is important that you give the caregivers as much information about your child as possible. Any suggestions or concerns should be brought immediately to the attention of the Director or Assistant Director.

If you think separation might be difficult for your child, we recommend that you visit with your child on several occasions before you leave your child with us. Then, if possible, plan to leave your child for only short periods of time. All children are anxious when they are separated from their parents. It is important to make that separation as pleasant as possible for your child. Let us work together to make this a positive experience!

Get to know the people who care for your child. Let the caregivers know about such things as a TDY, illness, visiting relatives, or other events that might affect your child's behavior.

We schedule two formal conferences a year to discuss your child's development and challenges however please ask for a conference *anytime* you feel necessary. During this time, parents and staff establish goals for each child...your input is valuable to ensure we are meeting your child's complete needs.

## **TERMINATION/SUSPENSION OF ENROLLMENT**

A contract may be terminated/suspended for several reasons. Some of these reasons are: not following program rules and policies, inappropriate guidance techniques while at the program, rudeness to personnel, inappropriate language, failure to follow program standards relating to aggressive behavior, ineligibility of services, inaccurate credit card authorization information, continuous tardiness on payments and closing times. Termination from services may occur when families fail to provide information that is vital for the program to include Medical Profiles, Immunizations, and School Enrollment Forms.

## **EMERGENCY PROCEDURES/PLANS**

The Inspection Guide Air Force Child Development Center Fire Safety and Prevention Revision Date: 8 October 2014 is adhered to by the CDC.

- A smooth paved-surfaced evacuation route to a safe gathering location is provided. It is unobstructed and not less than 75 feet away from facility.
- Each room for children, 24 months or younger, has a crib or other mobile device with a minimum of 4-inch (100 mm) diameter wheels, located within easy reach of the primary exit (i.e., direct outside exit) for emergency evacuation.
- During evacuations, staff and children leave the building in a brisk orderly manner and do not run. Children are not be carried by staff. Adult visitors, if present, assist only with their own child. The room exit opening directly to the outside is used except when authorized by the base fire department because the primary exit is temporarily unavailable.
- During an evacuation, children are not allowed to obtain clothing or other personal items before they leave the building.
- Pre-staged evacuation bags and supplies are brought to the evacuation point during every drill and evacuation. Front desk staff will bring with them emergency phone numbers and medical supplies.
- Child activity room staff members check toilets and other areas of the room for children prior to evacuation the facility.
- Staff members remain calm during evacuation. Children are taken to their designated evacuation point; the children and staff remain there until all are accounted for and the recall signal is given.
- The front desk staff crosschecks final names and numbers after reaching the designated evacuation meeting point.

## **ALCOHOL, DRUGS, AND TOBACCO PRODUCTS**

IAW Air Force policy, smoking, use of alcohol, or illegal drugs is not allowed in or around facilities used for child care. For the safety of children, parents under the influence of drugs/alcohol will require an individual to assist them if driving. Security Forces may be called for assistance.

## **CHILD AND YOUTH BEHAVIORAL MILITARY AND FAMILY LIFE CONSULTANT (CYB-MFLC) PROGRAM**

Due to the unique challenges faced by military families, particularly during this time of war, the Department of Defense is providing professional licensed consulting staff to provide non-medical counseling services to service members and their families, children and staff of the Airman and Family Services Flight.

The CYB-MFLC will assist and support the staff and work with the children and families. In his/her role as consultant, he/she is available to:

- Observes, participate, and engage in activities with children and youth
- Provide direct intervention in classroom, camp or Family Child Care settings
- Assist staff in managing the situations and setting boundaries
- Model behavioral management techniques and provide feedback to staff
- Suggest courses of age appropriate behavioral interventions to enhance coping and behavioral skills

- Outreach to parents
- Facilitate psycho-educational groups at Child and Youth Programs
- Conduct trainings for staff and parents
- Recommend referrals to military social services and other resources as needed

The consultant may also work within settings such as classrooms, playgrounds and field trips, where he/she is available to talk to the children, facilitate group activities and be involved in such a way as to enhance the children's experiences.

The consultant is available to accommodate appointments and meetings/activities after hours and on the weekend with advance notice.

At no time will the consultant meet individually with a child without being in line-of-sight of a Child Development Center employee or the parent/guardian.

We are excited to have this program in our program and we hope you will utilize these services. You may reach the CYB-MFLC at 765-5538. The CYB-MFLC will assist and support the staff, and work with children and families. The CDC Director is the POC. Call 676-2038 for more information.

## **PARENTS CAN HELP TOO!**

Your child should be dressed in play clothes. Although the children wear smocks for the messier projects, spots of paint or other stains may appear on clothes. Children are often uncomfortable or upset if their clothes are wet or soiled in an accident, during mealtime, water-play, etc. Due to sanitation regulations, the Child Development Center will not wash children's clothes that become soiled during the child's day at the center. An extra set of clothing should be brought for every child each day. Children are scheduled for outdoor activities every day and should be dressed appropriately for the weather.

All clothing should be easy for your child to put on or take off with minimal help. This encourages your child to develop feelings of confidence and independence. Older children should be able to take care of their own toilet needs without depending on the teacher to undo pins, difficult fasteners, or suspenders. All children, excluding infants, must wear shoes. This is a safety precaution in order to help prevent stubbing of toes on learning center materials used on the floor and in the event of an emergency evacuation of the building.

Remember to label everything brought into the center. We make every effort to keep a child's belongings together but sometimes items are misplaced or picked up by the wrong child. Children may take off their socks and shoes or a caregiver may change a child's shirt and inadvertently put it in the wrong bag. If the child's name is permanently marked on each article, items can be found more readily and returned to the owner.

Only disposable diapers are used in the center. Please bring plenty of disposable diapers and wipes. In the event you do not bring a sufficient supply of diapers a diaper will be provided but then will need to be replaced. If your child is being potty-trained, several changes of training pants, plastic pants, and clothing should be included in their bag.

We continue dental hygiene from your home to our center by encouraging the children to brush their teeth after each meal. The parents must provide a toothbrush, container, and toothpaste so that your child may participate in the program, starting with the pre-toddler.

We understand that for some children, a “security” possession may be needed. If your child needs such a possession, please be sure to clearly label the item with your child’s name. We do not assume responsibility for the loss of any personal items.

Please check with your child each day to see if there is any “work” to take home. These projects are important to your child’s development. Take the time to look at it and talk about it with your child. Try to understand the effort involved not just the end result. The process involved in doing these projects is more important than the finished product. Find a special area in your house to keep these projects, such as on the refrigerator door or in a book. Keep one and compare later “work” to see how your child is progressing.

**Parent Advisory Board:** Parents are strongly encouraged to join the Parent Advisory Board (PAB). The PAB meets at least quarterly. The PAB is established to actively support programs for the children throughout the year, enhance parent participation and education.

## **FAMILY CHILD CARE PROGRAM**

**Finding the Right Fit:** More important than finding the right program is finding the right provider to care for your children. At the FCC office, CDC, Youth Center or Airman and Family Readiness Center, you can pick up a list of certified on-base or off-base affiliated child care providers or call the FCC office (676-9023) to have one emailed to you. Then contact each provider directly to determine if they have openings and set a time to visit—many have hourly care available.

**SUBSIDY PROGRAM:** Allows parents to use the AF FCC program for the same price as the CDC or SA program. Call for more information.

**EXTENDED DUTY CARE (ECD):** Available during non-tradition hours for parents working temporarily extended or additional shifts to support the mission.

**RETURNING HOME CARE:** Child Care for eligible members returning after a minimum 30-day deployment in support of a contingency operation, after a series of short-term deployments totaling 30 days in a 6-month period, or during members’ 2-week R&R leave from deployed location.

**CHILD CARE FOR PCS:** FCC providers care for children while parents prepare for PCS move. This covers 20 hours of care per child at both departing and gaining base. All 20-hours must be used within 60 days of departure or arrival.

**CHILD CARE FOR VOLUNTEERS:** Family members that want to volunteer on base to keep up their skills and abilities can have child care provided using the Family Child Care program.

## **INCLEMENT/INCLIMATE WEATHER**

The installation commander determines if Child and Youth Programs close or remain partially open during inclement weather or other emergency conditions within the local area. The



installation commander will determine whether to close all Child and Youth facilities or to open only mission essential youth programs during inclement weather or emergency conditions. Child and Youth Programs that are mission essential include the Child Development Center and School Age Program. Child and Youth Programs that are non-mission essential include Youth Sports, Open Recreation, and non-Instructional classes. Patrons who are Mission Essential personnel and wish to receive services during inclement weather shutdowns must provide a supervisor's note stating that they are required to work. Letters must include the supervisor's name and contact information for verification purposes. The point of contact is Flight Chief of Child and Youth Services, at 940-676-1634.

## INCLEMENT WEATHER

ALL DAY CLOSURE



Youth Sports



Youth Open Recreation



Non Instructional: Music, Martial  
Arts, other



Key Stone, Teen Clubs

DELAYED REPORTING/EARLY RELEASE



Child Development Center



School Age Programs



Youth Programs Administrative:  
Limited

POCs:

Dr. Francisco J. Brizuela, Flight Chief, [francisco.brizuela@us.af.mil](mailto:francisco.brizuela@us.af.mil)

Ms. Cathy Thomas, CDC Director, [cathy.thomas@us.af.mil](mailto:cathy.thomas@us.af.mil)

Ms. Xan Kahn, Youth Center Director, [xan.kahn@us.af.mil](mailto:xan.kahn@us.af.mil)

# COMMUNITY RESOURCES

**AIRMAN & FAMILY READINESS:** Exceptional Family Members Program (EFMP) (940) 676-4358

**FAMILY ADVOCACY PROGRAM (FAP):** (940) 676-2271

**EARLY CHILDHOOD INTERVENTION (ECI):** local; North Texas Rehab Center (940) 322-0771

**WOMEN, INFANTS, AND CHILDREN PROGRAM (WIC):** (940) 761-7815