

CHILD/YOUTH SERVICES DIVISION
FORT LEE, VIRGINIA
PARENT HANDBOOK
May 3, 2007

MISSION

To provide quality child/youth services that support readiness by reducing the conflict between parental responsibilities and mission requirements.

GOALS

Facilitate self-reliance and reinforce Army values.

Ensure availability of predictable programs and services for eligible children and youth ages 4 weeks to 18 years.

Maintain affordability of child and youth programs for both patrons and the Army through resourcing metrics, operational efficiencies and seamless delivery.

Establish and sustain CYS Program quality as a “Benchmark for the Nation” in accordance with statutory requirements, DoD policy and Army Standards.

To provide programs which meet the requirements of the Military Child care Act, AR 608-10 and AR 215.

PROGRAM DESCRIPTION

Child/Youth Services Division (CYSD) is comprised of 4 delivery systems: Child/Youth Liaison, Education and Outreach Services (CLEOS), Child Development Services (CDS), School-Age Services (SAS), and Youth Services (YS).

The CLEOS delivery system provides central registration, resource and referral and outreach care options through Outreach Services (OS), school transition support, youth sponsorship, post secondary opportunities, volunteer and leadership opportunities and community partnerships through School Liaison Services (SLO), and instructional programming through the School of Knowledge, Inspiration, Education and Skills (SKIES).

The CDS delivery system is comprised of facility-based care in the Child Development center (CDC) and home-based care in Family Child Care (FCC) in government quarters. Full-day and part-day care and before/after school options are provided for children 4 weeks-12 years of age. Hourly care and extended hours care options are also available.

The SAS delivery system offers before and after school programs, full-day programs during school vacation, school closures and summer camp for children 1st-5th grade. The YS delivery system offers regularly scheduled programming and drop-in options through the Middle School & Teen (MST) program for 6th-12th graders and a comprehensive Youth Sports Program (YSP) for children /youth 4-18 years of age.

PROGRAM ELIGIBILITY

Department of Defense (DoD) has established eligibility criteria for utilization of CYSD programs. Authorized users include children/youth 4 weeks-18 years who are family members of active duty military DoD civilians, reservists on active duty and contractors working on Fort Lee.

IMPORTANT NOTES

Children suspended from a CYSD program are not eligible to participate in other CYSD programs during the suspension period.

Any parent withdrawing a child from a CYSD program with an outstanding account will not be allowed to enroll in other CYSD programs until account has been paid in full.

A listing of income categories with CYSD childcare rates is available upon request at the CRO.

COMPLAINT REPORTING

Parents who have concerns regarding CYSD programs are encouraged to report them to management immediately. Satisfactory resolution of problems occurs more quickly when facts are fresh. No concern is too minor to bring to our attention. Our goal is to meet the needs of children/youth and families and by working we can make Fort Lee CYSD the best it can be.

Parents are encouraged to follow the chain of command in reporting problems and concerns as follows:

- (1) Program Director
- (2) Chief, Child/Youth Services Division
- (3) Director of Morale, Welfare & Recreation
- (4) Deputy to the Garrison Commander
- (5) Garrison Commander

PHONE NUMBERS

CYSD Admin	765-3848
Central Registration	765-3852/765-3196
Outreach Services	765-3851
School Liaison Services	765-3857
Child Development Center	765-3765
Family Child Care	765-3850/765-3787
School Age Services	765-3763
Middle School & Teen Program	765-3757
Youth Sports	734-5364/4945
SKIES Instructional Programs	765-3851

CHILD ABUSE REPORTING

All CYSD employees must meet satisfactory background checks and complete Child Abuse Awareness Training prior to working with children. CYSD employees are required to report any signs of child abuse. The DoD Child Abuse and Safety Violation Hotline number to report suspected abuse is: 1-800-336-4592.

CLEOS OUTREACH SERVICES

The Central Registration Office (CRO) operates as a one-stop child/youth registration point for all delivery systems. CYSD CRO is your first stop for information, registration and referrals.

The CRO is located in the CYSD administrative facility, Building 10612, Yorktown Drive. Appointments are recommended for childcare registration.

Registration is required for participation in CYSD programs. Patrons must provide the following:

- 1) valid identification card
- 2) child's up-to-date immunization record
- 3) child's proof of age (birth certificate or identification card)
- 4) child's health assessment
- 5) 3 local emergency designees and telephone numbers
- 6) annual registration fee (\$18 per child or \$40 per family)
- 7) Family Care Plan (DA Form 5305-R only) – dual or single military

Registration cannot be completed without all current, required information. It is essential that emergency contact data be kept current at all times.

The registration fee and all registration information must be updated annually. Failure to do so may result in denial of program participation.

Childcare waiting lists will be established when a particular childcare program has reached capacity. Parents wishing to enroll their child/ren in a program with a waiting list need to complete a waiting list card with CRO. Parents are responsible for notifying CRO quarterly to update their status. Failure to do so will result in removal from the list.

Resource and Referral: Assists parents in locating off post childcare options and information on childcare availability at other Army installations.

Volunteer Services: A central point of contact for volunteers within any CYSD program. Interested volunteers may complete a volunteer packet through the OS office.

Parent Education: OS maintains a small parent resource library to assist parents with needed resource materials.

Baby-sitter Training and Referral Service: Arranges training for teenagers in the Teenage Baby-sitter Course and Infant/Adult Child CPR, as mandated IAW AR 608-10 and maintains teenage referral list for parents interested in this childcare option.

Short-Term Alternative Child Care (STACC): Offers onsite childcare for special group functions. CYSD staff or organization provides childcare. Cost is based on a minimum of 10 children.

Volunteer Child Care in Unit Settings (VCCUS): Participants are trained to provide childcare in a group setting, enabling units or other installation organizations to hold meetings/functions and provide their own childcare.

OS Toy Lending Library: Supports installation official family events by lending toys and equipment for activities such as organizational day, unit picnics, etc.

SPECIAL NEEDS CHILDREN

Children with special and unique needs must be staffed through the Special Needs Resource Team (SNRT) prior to enrollment. To ensure appropriate placement in CYSD programs, the OS Director coordinates with the Exceptional Family Member Program (EFMP) and arranges for a meeting of the SNRT. The SNRT is comprised of health care professionals, local community representatives and child development professionals whose purpose is to determine and make recommendation as to the best CYSD placement for the child. Parents are encouraged to attend the SNRT meeting, provide documentation, answer questions and provide input regarding their child's needs.

SCHOOL LIAISON SERVICES

The School Liaison Services (SLS) provides access to a wide range of resources to facilitate military youth education transitions. Assistance is provided to military parents of school age children, K – 12. The School Liaison Officer (SLO) is the primary advisor for the Garrison Commander on local schools and youth education transition issues, communicating school and family concerns and spearheading integration of military children into local school systems. Fort Lee is located in the Prince George County school district; therefore all children living on post attend Prince George Schools. The SLO's hours of operation are: 8:30 a.m. – 1 p.m. and 2 – 4 p.m., Monday – Friday.

**CHILD DEVELOPMENT SERVICES
(CHILD DEVELOPMENT CENTER &
FAMILY CHILD CARE)**

CHILD DEVELOPMENT CENTER (CDC)

The Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC) and offers four programs for patrons of the Fort Lee community.

- Full day care program for ages 6 weeks to 5 years is designed to assist parents needing 6 or more hours of daily childcare. Regular hours for the CDC are from 5:15 a.m. to 6 p.m., Monday through Friday (5:15-6:30 a.m. for PT only).
- Before and After School for Kindergarten during the school year and full day camp during the summer, Monday – Friday.
- Part Day Preschool for children ages 3 to 5 years, 2, 3, or 5-day sessions are available, 9 a.m. - 2 p.m., Monday – Friday.
- Hourly Care is available 8 a.m. to 5 p.m., Monday through Friday. Cost is \$3.50/per hour/per child. (\$2.50 per hour per child for patrons in Income Category 1). Reservations can be made 30 days in advance with maximum utilization of 3 days per week.

All programs are closed on federal holidays and weekends and open at 6:30 a.m. on training holidays. Special openings during evening hours can be arranged with a minimum two-week notice. Ten children must be in attendance for a special opening. For more information contact the CDC Director.

Special Events

- Children will participate in the planning and preparation process of all celebrations.
- Parents are welcome to participate in and attend special celebrations.
- Parents who wish to contribute nutritious food or drinks for a special event are welcome to do so provided clearance is given by the CYSD Nutritionist, CDC Director, or Training and Curriculum Specialist.
- No homemade food or drinks will be accepted
- Balloons will not be a part of a celebration.
- Parents who want to take photographs or video recording must provide the program with a 2-day notice for the convenience of other parents who may not want their children included.

FAMILY CHILD CARE (FCC)

Family Child Care is designed to meet the childcare needs of parents who prefer a small group setting in a home environment. Providers and their homes are certified through and monitored by CYSD.

Each FCC childcare home operates as a small business. Childcare fees vary according to contracted services between the childcare provider and the parent. Income-based subsidy may be available for full day patrons in income categories 1 or 2 in accordance with the Subsidy Standing Operating Procedures.

FCC offers the following:

- *Multi-age Homes* – provide full day, part day, and hourly care for children from 4 weeks to 12 years of age. Multi-age homes can provide care for up to 6 children.

- *Infant/Toddler Homes* – care for children under the age of 3 and are limited to providing care for three children.
- *Before/After School Care Homes* – offer school age children care in their own neighborhoods, before and /or after school and on holidays.
- *Extended Hours Program Homes* – offer care to parents working second shift, after hours, holidays and weekends.
- *Hourly Care Homes* – provide hourly/drop-in care for children 4 weeks to 12 years of age.

SCHOOL AGE SERVICES (SAS)

The School Age Services program is accredited by the National After School Alliance (NAA) and offers.

- *Before/After School Program* – Children enrolled in grades 1-5 are eligible to participate in the program. Bus service is only provided to Harrison, South, & Walton Schools. Hours of operation are: Mon-Fri, 5:15 – 9 a.m., (5:15-6:30 a.m. for PT only) and 3:45-6 p.m. *Summer Camp Program* – Children enrolled in grades 1-5 (according to the grade just completed) are eligible to participate in the SAS Summer Fun Program. Hours of operation are Mon – Fri, 5:15 am to 6 p.m.
- *Drop-In* care is provided on a space available basis at the rate of \$2.50 per hour per child (\$2 per hour per child for patrons in Income Category 1).
- SAS opens at 6:30 a.m. on training holidays. All programs are closed on federal holidays. Parent orientations are conducted in May for the Summer Fun Program and again in August for those students new to SAS Before and After School Program. Individual orientations are conducted for new parents by appointment Mon-Fri, 7:30 a.m.-12 noon.

CHILD/YOUTH SERVICES CHILD DEVELOPMENT SERVICES/SCHOOL AGE SERVICES

ADMISSION/RELEASE PROCEDURES

Children are accepted in all CDS/SAS childcare programs on a two-week trial basis.

Daily Admission Procedures:

- 1) As part of the Child/Youth Management System (CYMS) CDC/SAS parents will be issued a “swipe card”. This card is required to enter/exit the CDC/SAS. Cost for replacement card is \$5. After swiping in at the front desk, parent must accompany child to the designated care setting and sign them in at that time. In a FCC home parent must sign the child in/out with the provider.
- 2) A health screening for the child will be completed upon arrival and before the parent departs.
- 3) A basic exchange of information between caregiver/provider and parent will be a critical part of each day the child is in attendance.
- 4) Access to child activity areas is available to parents at all times when their child is in attendance.

Release Procedures

- 1) Child will be released only to parent/designee annotated on official registration forms or on note signed by the parent.
- 2) A child will not be released to siblings or other children under age 13.
- 3) Release designee must have identification.

- 4) Copy of custody agreements or a court restraining order must be on file if child access is denied to a specified parent or guardian.
- 5) In instances where parent/designee appears to be under the influence of alcohol or drugs, or a child's well being appears to be threatened in any way, the Provost Marshal's office will be called to monitor the situation.
- 6) If a parent picks up his/her child from school because of an appointment or illness, he/she must notify the SAS/CDC Office that the child will not be arriving on the bus.

TRANSPORTATION & FIELD TRIPS

Government vehicles or chartered buses are used to transport CDC/SAS children for field trips, outings, etc. Parents grant transportation authorization by signing the statement on the back of the child registration form. Written permission is required for each specific trip.

No staff will remain behind for children who do not attend trips. Parents must find alternate child care if their child does not attend. Parents are welcome on field trips but will be responsible for their own transportation.

HEALTH POLICIES

Fort Lee CDS/SAS programs are designed to care for the healthy child. Programs are not equipped to provide care to a child who is ill. Parents should arrange for alternate care in the event of illness. Contact the CRO for possible referrals.

All children enrolled in CDS/SAS childcare programs will have age-appropriate current immunization records. Health Assessment (DA Form 5223-R) must be completed and returned within 30 days of registration with the CYSD system.

Failure to provide updated health records and immunizations will result in denial of services.

Children who appear to be ill or show signs of fever will be closely screened and could be denied admission based on:

- a) Temperatures in excess of 100.5 degrees F axially for children under three month of age, and in excess of 101 degrees F axially for children over three months of age.
- b) Inability to participate in daily activities
- c) Obvious illness such as impetigo; scabies; ringworm; chicken pox; head lice/nits; culture proven strep infections that have not been under treatment for at least 24 hours; persistent cough/diarrhea/vomiting; conjunctivitis; symptoms of contagious diseases such as measles/mumps/hepatitis; pinworm infestations.

READMISSION FOLLOWING ILLNESS

A child may return to a CYSD program when the child feels well enough to participate in daily activities and the following exist:

- 1) Fever has been absent for 24 hours
- 2) Nausea/vomiting/diarrhea has subsided for 24 hours
- 3) Lesions from impetigo are no longer weeping
- 4) Scabies is under treatment

- 5) Lice are under treatment
- 6) Pinworm treatment has occurred 24 hours prior
- 7) Child has completed contagious stage of treatment
- 8) Conjunctivitis has been diminished (eyes are not weeping)
- 9) The appropriate doses of antibiotics have been given over a 24-hour period for strep or other infection, the physician has approved readmission and additional staff is not required for care.
- 10) Chicken Pox lesions are crusted
- 11) Ringworm treatment has occurred 24 hours prior to readmission

CDS/SAS retains the right to request a note from a health care provider stating the child has sufficiently recovered to return to normal child care activities and does not pose a threat to other children in care. The health care provider should specify any recommendations for limited activity or observation. The decision to accept the child will be made by the program director.

MEDICAL CARE AFTER ADMISSION

Children who develop conditions after admission that require immediate medical attention will be taken to Southside Regional Medical Center or John Randolph Hospital. Conditions that require immediate medical care include convulsions; marked difficulty in breathing; unconsciousness; laceration (either significant in size or amount of bleeding); injury to an extremity with obvious deformity; head trauma associated with vomiting or altered consciousness. Attempts will be made to notify the parent.

If a child develops minor health problems after being dropped off for the day, the parents will be notified and the child will be placed in an isolated area until they are picked up. Parents **MUST** pick up the child within 30 minutes of notification of illness. Failure to do so will result in contacting parents' chain of command. Parents will be immediately notified of any emergency or acute illness. The installation Community Health Nurse (CHN) and parents will be informed of a child's exposure to a communicable disease while in a CYSD program.

ADMINISTERING MEDICATION

Medication can be administered in the full day programs if the following requirements are met:

- A physician must prescribe medication
- Community Health must approve administration of the specific medication
- Medication must be in the original container with a child-proof cap and a prescription label that includes
 - 1) Date prescribed
 - 2) Physician's name
 - 3) Child's full name
 - 4) Medication name
 - 5) Dosage strength (amount to be given/applied)
 - 6) Administration frequency (specific times for administering)
 - 7) Instructions for use, i.e., by mouth, apply to rash, etc.
 - 8) Start and stop dates (duration)
- No oral PRN (as needed) medication will be administered.
- The physician or parent will administer the first dose of medication.

- The child will be on oral medication at least 24 hours before program personnel can administer it.
- Written permission must be provided by parent/guardian on a DA Form 5225-R, Child Development Services Medical Dispensation Record. This form is available at the program site.
- Parent must provide appropriate measuring device for administering the medication.
- As a general rule, program personnel will not administer medications prescribed two or fewer times per day.
- Medications will not be administered to Hourly Care or Part Day children.

FOOD AND NUTRITION

CDC/SAS/FCC programs provide nutritious foods that help meet the child's total nutritional needs. Food provided by parents is limited to infant formula, baby food, special diets and food for special occasions, when applicable. All other food will be provided by the programs in accordance with U.S. Department of Agriculture (USDA) Child and Adult Care Food Program. Cost for meals and snacks are included in the childcare program fees.

Parents are required to inform CDS/SAS/FCC of any food allergies their child may have. Special diet requests must be endorsed by a physician for restriction/substitution of diet within programs. (Request form may be obtained from CDC/SAS).

INSTANCES OF BITING IN CDS

In instances where a pattern of biting develops, the director or designee will consult with caregivers/providers to analyze the situation and form an action plan. Parents with biting children may be referred to New Parent Support Group or other agencies for guidance and assessment. **REFUNDS WILL NOT BE GIVEN FOR SUSPENSIONS DUE TO CONTINUOUS BITING.** Removal of a child from the program will be considered only after consultation with the Chief, CYSD. Possible alternatives for childcare will be discussed at this time.

DISCIPLINE POLICY

Discipline will be approached in a positive, consistent way. Discipline will be exercised with an understanding of individual needs and child development level. Rules, expectations and limitations are to be simple and understandable.

Discipline will be constructive in nature using such methods as diversion, separation, gentle physical restraint and positive reinforcement. There will be no spanking or corporal punishment of any kind.

Biting, fighting, hitting and abusive language will not be permitted.

When a child displays inappropriate behavior the situation will be discussed with the child and instructions repeated. Brief separation is sometimes necessary to relieve undesirable situations. In cases of extreme acting up/out, or inappropriate behavior, parents will be notified. Frequent misconduct may result in suspension from the program. **FEEES FOR SUSPENSION PERIODS WILL NOT BE REFUNDED.**

DEVELOPMENTAL ACTIVITIES
(CDC/FCC)

The philosophy behind our curriculum is that young children learn best by doing and actively exploring the environment. Children learn at their own pace through active thinking and experimenting to discover how and why things work and by learning first hand about the world we live in. We select a wide variety of learning materials (toys, art supplies, equipment, etc.) for child choices.

Play is a medium through which your child learns and is the “work” of young children. Play provides the foundation for “academic” learning. Children need endless opportunities to explore, create and discover. When a child is playing he/she is learning.

REST TIME
(CDC/FCC)

A rest/nap period is scheduled for all children kindergarten age and younger. This allows children to rest and rejuvenate thus enabling them to complete their day. Children are provided their own area during rest period, with a mat, crib and/or blanket. For safety purposes, children under age 3 are prohibited from using pillows.

Rest time is scheduled according to the ages and needs of the children. Infants and pretoddlers nap or rest on their own individual schedules. Children ages 2-5 years generally have a 12 noon-2 p.m. scheduled rest period.

Children who cannot rest or sleep will be allowed to participate in quiet activities that do not disturb others who are sleeping. Parents are encouraged to bring children their children to the program prior to rest time in order to minimize disruption to the other children.

OUTDOOR PLAY
(CDC/FCC)

Outdoor play is a scheduled daily activity for all children. A variety of equipment and activities are planned to ensure that outdoor play is safe and developmentally appropriate. Specific guidelines have been established regarding weather conditions to ensure that children’s play outdoors is safe and healthy. Outdoor play is not allowed when weather extremes exist or during periods of inclement weather such as rain or snowstorms.

Parents are asked to dress children appropriately for weather conditions so their children may participate in outdoor play. Some clothing popular with children is unsafe for outdoor play (i.e., certain shoes, long dresses, cords/ties on hooded clothing and jewelry are hazardous in play areas as they promote slips and falls).

Children who are unable to play outdoors will be denied participation in our programs.

CLOTHING SUPPLIES & DAILY PROCEDURES
(CDC & FCC)

Parents are asked to bring a change of clothes for their children. Accidents happen and it is less stressful and embarrassing for children if they have a fresh set of their own clothes to put on. All articles of clothing should be labeled with a permanent marker. Parents of infants are required to provide disposable diapers and baby wipes.

SAS

- Shoes, clothing, lunch boxes, backpacks, towels and any personal items must be clearly marked. The staff will not be responsible for lost items.
- Children participating in the program should not bring personal toys and games (game boys, CDC players, etc.) to the Youth Center. These items are easily lost, stolen or damaged which creates a bad situation for the child.
- Breakfast and after school snack will be served. Food is served in accordance with USDA guidelines. Breakfast is served 7:30-8 a.m. Meals will not be “saved” for late arrivals. On “no school” days children will be given breakfast, lunch and snack. On these days, breakfast will be served at 8 a.m. During the Summer Fun program breakfast will be served 7:30-8 a.m., lunch from 11:30 a.m.-12:30 p.m. and snack 3-3:30 p.m.
- Children are not allowed to purchase snacks from vending machines or to play coin operated video games in the SAS program.
- Children will participate in various activities in the SAS Program. Some involve computers, games, blocks, legos, homework center activities, dance, gym activities, cooking, outdoor activities, nature walks and outdoors sports. Children may also engage in long term projects in arts and crafts, sports, community service and other areas determined by the children’s interest. The program provides field trips to various fun, historical and educational areas close to Fort Lee and the Richmond vicinity.

PARENT PARTICIPATION/EDUCATION

Parents are considered an integral part of CYSD and are encouraged to participate in all programs and activities.

Parent/staff communication contributes significantly to the child’s well being. Parents are encouraged to talk to their child’s teacher on a daily basis. Conferences with the teacher and/or director may be requested at a time convenient to the parent.

Written communications are also of great benefit to parents, staff and children. In an effort to keep parents well informed, newsletters and notices will be sent home with the children on a regular basis.

Parents may visit, eat lunch with their children and/or participate in the activities of the program at any time. In addition, they are invited to share their skills/talents with the children (i.e., cooking, games, sports activities, arts and crafts, etc.) or volunteer for field trips and special events.

CYSD Parent Advisory Council meets on a quarterly basis and is comprised of members at large and one or more representatives from various CYSD programs and appointed by the Garrison Commander. For more information please call the CYSD administrative office at 765-3848.

The CDC Parent Advisory Council meets monthly. For more information on this council, call 765-3765.

Videos and resource materials are available and can be loaned out to parents. These resources address a variety of topics such as parenting, child development, child health, etc. Training and Curriculum Specialist and Training & Program Specialist are available as a resource and can provide answers to your early childhood/school age questions.

CHILD CARE PAYMENT AND FEE POLICY
(CDC & SAS)

Non-refundable deposits of \$50 for full day and \$25 for part day preschool are required to hold spaces in the centers. Fee refunds/credits are not given for non-attendance or for post closures. **PAYMENTS WILL BE MADE PRIOR TO SERVICE.**

- Fees are based on total family income and are calculated utilizing patron LES/pay stubs and/or most current income tax statement. Patrons wishing to change status from working to non-working parent must furnish program director with written documentation from employer that he/she is no longer working. Full day care for single working patrons or patrons that change their status may be terminated to accommodate dual working parents. If termination is necessary a 2-week written notice will be provided to the parent. Changes in patron status will be made at the next payment date. Full-time services must be paid for in advance prior to service on a monthly or bi-weekly basis. Monthly payments are due on the 1st, with twice per month payments being due on the 1st and 15th. Payments not received by the 3rd working day will be charged a \$5.00 late fee and services will be terminated. Patrons are required to provide a two week written notice in order to terminate child care services. If a two week notice is not provided, the patron will be responsible for payment of child care services for the two weeks.
- Fees for “legally separated” families will be supported by a legal separation document or notarized statement stating that patron is legally separated. NOTE: Notarized statements to document legal separations must be co-signed by Battalion level commander. DoD Civilians must provide a legal separation document.
- Payment for Hourly Care service can be rendered at time reservation is made and no later than 24 hours prior to scheduled service. Cancellations must be made 24 hours prior to reservation. A cancellation confirmation number will be issued. Walk-ins are on a space available basis.
- Patrons with children in the before school program will be assessed an additional fee at the hourly care rate (provided on a space available basis) after 3:45 p.m. on school early release days and unscheduled closures. Patrons with children in the after school program will be assessed an additional fee at the hourly care rate (provided on a space available basis) prior to 8:30 a.m. for un-scheduled school closures.
- A 14 calendar day written notice is required to terminate CDC/SAS services. (Excludes day notice is submitted). Failure to provide written notice will result in patron being liable for payment for that time frame.

NOTE: Payments may be made by check, money order, credit card or cash (See SOP for Payment by Check). Refunds will not be given when a child is suspended from the program.

LATE PICK-UP
(CDC/SAS)

Failure to pick up child/ren prior to closing time will result in a family (for siblings in the same CYSD site) late fee of \$1/per minute or a maximum of \$15 per CYSD site (e.g., if a patron has a child in the CDC and SAS programs, the late fee will be assessed and paid to each site) beginning at 6:01 p.m.

Late fees must be paid upon receipt of late fee notice.

*ADVERSE WEATHER
(CDC/SAS)*

The CDC/SAS will close in accordance with post closures. In the event of delayed post openings, the program will open at the announced post opening time. During normal business hours the CDC/SAS will close not later than 30 minutes after the announced installation closure. Parents should pick up their children as soon as they are released from duty, but not later than 30 minutes after the last announced release time. Late fees will go into effect at 31 minutes after the post closes. Parents working in positions designated as “key and essential” that require them to remain on duty, must provide an authorized designee to pick up their children.

VACATION CREDIT FOR FULL DAY CDC PROGRAM AND BEFORE & AFTER SCHOOL PROGRAMS

- Patrons utilizing the CDC full-day program will be issued one week of vacation credit at the time of enrollment and a second week of vacation credit six months from the date of enrollment. Vacation credits can not be carried over from year to year.
- Patrons utilizing the CDC Kindergarten and SAS Before & After Programs will be issued one week of vacation credit to be used between September and December and a second week to be used between January and the end of the school year. Vacation can only be used during the calendar school year and credits can not be carried over from one school year to the next.

NOTE: One week advance notice is required, in writing, when requesting vacation. Vacation credits for CDC Kindergarten and SAS Summer Camps are not authorized by the DA Fee Policy.

*EMERGENCY LEAVE
(CDC/SAS)*

Patrons on emergency leave will not be charged for the time the child is not in attendance if the following conditions apply:

- Prior to leaving, patron must provide the programs with verification from the American Red Cross.
- Not more than one week will be granted free of charge.
- Any available vacation time must be used prior to receiving one-week free emergency leave.

MIDDLE SCHOOL & TEEN PROGRAM

1. Eligibility for Open Participation in Middle School and Teen Programs.

a. Membership in the MS&T is open to family members of military active, retired, reserve, and DOD employees. Eligible family members of deceased military personnel are also welcome to become members of the MS&T. Youth/teens 6th-12th grades (no younger than 11 years) are eligible to participate in the MS&T program.

b. A parent/guardian must register his/her child AT THE CYSD Central Registration Office. Annual registration fee is \$18 per child or \$40 per family. A MS&T registration card must be completed and proof of age and grade of the child must be presented.

No additional fee is charged for participation in the MS&T program. Houseguest fee is \$3 a day – limit of 4 guests per member. Houseguests are children not of the immediate family. **NO REFUNDS!** A guest permission slip must be completed by parent or legal guardian and kept on file at the MS&T program in order for the guest to attend. Permission slips are available at the MS&T program.

d. The membership card must be presented by youth entering the MS&T. Membership cards have the member's photograph on them and contain a bar code that is swiped through the computer. Replacement cost is \$5. Anyone, adult or youth, entering the MS&T must swipe in. When a member leaves he/she must swipe out. If a member returns on the same day he/she must swipe in again. Refusal to swipe in properly will prohibit entrance into the MS&T Program.

e. Unless designated as an OPEN activity, MS&T programs are directed to a specific age group. This age grouping must be respected.

f. Generally, teen programs consist of activities for 13-18 year olds (7th through 12th grades).

g. Preteens are youth 11-12 years of age. A 13 year old may remain with the preteens to be with his/her group of friends.

h. On occasions when a teen event is held, the marketing information (i.e., flyers) will indicate which specific age group is eligible. To avoid embarrassing an individual, it is best that parents and children check beforehand to determine the nature of the activity and the age level of the planned program.

i. Parents of younger teens should use discretion in permitting their children to attend dances or other programs that are intended for the older teen group.

j. A registered MS&T member may bring two guests to the MS&T Program. **Guests are individuals not eligible to join the MS&T.** Guest fee is \$3 per day to use the facility and its equipment. The member's sponsor is responsible for their guest while in the facility.

k. "Bona fide" Houseguests living in quarters for an extended period of time are eligible to use the MS&T Program as registered members. A "bona fide" houseguest must have an ID card issued by MS&T Program with the expiration date on it. There must be a registration card on file, completed and signed by the parent or legal guardian, for the houseguest. The parent or legal guardian assumes responsibility as the sponsor for their houseguest.

2. Admittance Procedures:

a. All youth participating in MS&T activities must have a current registration card on file, completed and signed by their parent or legal guardian. It is important that both the duty phone and the home phone numbers be listed on the card.

b. If a registered MS&T participant brings a guest, it will be noted on the sign-in sheet. If the guest is asked to leave because of disciplinary action, the host will also be asked to leave. Refunds will not be given due to suspension or in the event a youth/teen is directed to leave the program.

c. The MS&T staff is not responsible for the comings and goings of the young people signing in and out of the program. If an individual leaves and returns he or she must swipe in again on the computer.

d. Some special activities require parental permission slips. Only registered youth who have turned in a permission slip will be allowed to take part in the program or activity. The facility will be closed on trip days unless otherwise announced.

3. Rules and Regulations for the MS&T Program:

a. The MS&T Program is intended to be a place for young people to gather with their friends, make new acquaintances, and to have fun in a relaxed and supervised atmosphere.

b. Respect for others means that everyone is treated politely and courteously in a friendly manner. MS&T is no place for foul, offensive, or abusive language or gestures. The same applies to any MS&T activity outside the facility or at any other location. Failure to respect others will result in possible suspension from the MS&T Program.

c. The safety and well-being of everyone in the MS&T Program are of utmost importance. Unsafe activities such as running, play fighting, pushing, tripping, etc. which may lead to an accident and endangers the safety of others will not be permitted at any time.

d. Appropriate dress is a sign of respect for oneself and for others. Shoes, shirts, and appropriate clothing are to be worn in the MS&T Program. Clothing should be comfortable but in good taste. Swimsuits are not acceptable attire in the MS&T facility. Also not acceptable are halter tops, bare midriffs and backs, headgear (doo rags, hats, pics, and bandanas), very short shorts, low cut and see through tops for girls. Under clothing must be covered at all times. Individuals dressed inappropriately or with offensive messages on their clothing will not be allowed to enter.

e. The cleanliness and good order of the MS&T facility is the responsibility of everyone using the facility. Papers, cans and trash will be cleaned up and not thrown on the floor or left on the tables or windowsills.

f. The MS&T facility, its furniture and equipment are meant for the use of the young people of the community. Anyone causing damage to the facility, furniture or equipment will be responsible for repair and or replacement. If the youth is unable to provide financial restitution, it becomes a parental or legal guardian's responsibility.

g. Food and drinks are allowed only in the snack bar area. Food/drink will not be allowed in any other room in the MS&T facility. Anyone failing to respect this regulation will be asked to leave.

h. Drugs and/or alcohol are not allowed in the MS&T facility, the parking lot or in any outside area surrounding the building. Individuals with alcohol on their breath or appearing to be under the influence of drugs or alcohol will not be allowed in the MS&T facility. Parents will be notified of the circumstances. This rule applies for all MS&T programs/activities wherever they may be. The Provost Marshal's Office will be notified of suspected offenders.

i. MS&T ID cards are to be used ONLY by the person whose name appears on the front of the card. If there is reason to believe that someone has given his/her ID card to another, all parties concerned will be asked for further identification. Any card used by someone other than the rightful owner will be confiscated.

j. No one will be permitted to loiter or hang out in the parking lot. The Military Police have a copy of the MS&T calendar of events and will provide increased patrols and surveillance during evening hours when the MS&T program is open.

k. Fights, whether physical or verbal shouting matches, will not be tolerated in the MS&T Program. This is cause for immediate removal and subsequent suspension from the program.

l. The MS&T Program is not a place for intimate expression of personal affection such as kissing, lap sitting, hugging, petting, etc. Failure to heed the advice of the staff or chaperones will result in a call to parents for corrective action. Those involved will be directed to leave the building.

m. In the event a youth is directed to leave the MS&T Program, a call will be placed to the parent or legal guardian and a written report will be left for the MS&T Program Manager.

n. MS&T ID cards must be used to sign-in and out and when checking out games or equipment.

4. MS&T Dances:

a. The MS&T Program sponsors dances to provide the young people of the Fort Lee community the opportunity to learn, grow and develop social graces, qualities and characteristics in a supervised wholesome environment. Respect for each other and staff member's is critical to the success of an event. Any indication of disrespect for another teen or staff member will result in removal of the offender from the dance.

b. Junior/Senior teen dances are normally held from 8:30-11:30 p.m.. Preteen dances are normally held from 6-9 p.m. Please check flyers or call the MS&T program (765-3763) for costs. Dances are open to members and non-members. Fees for non-members are slightly higher than those for members.

c. The MS&T Program reserves the right to refuse entrance to the dance. When alcohol/drug use is suspected, the individual will not be allowed to enter and the parents or MP's will be notified. Profane, abusive and offensive language will not be tolerated in the MS&T. Offenders will be asked to leave.

d. Loitering in the parking lot during or after a dance is not tolerated. Individuals will be asked to leave immediately. The Military Police will be called if individuals refuse.

e. Departure by a teen from the MS&T during a dance is absolute. There is no re-admission for anyone who leaves the facility during the course of a dance.

f. MS&T dances are not occasions for intimate expressions of personal affection. Failure to heed the advice of a staff member will result in removal of the offender from the dance.

5. Parental Support:

a. Parental support and cooperation are necessary for the successful operation of MS&T Program. Parents are expected to offer their services to assist the staff in the planning, preparation, supervision and chaperoning of the MS&T activities. There is a continuous need for parental volunteers to assist the staff in the program.

b. Parents will be asked to chaperone or assist in the supervision of dances, "open night" activities, outings or other MS&T events. Failure to accept this responsibility to support the MS&T could jeopardize the entire program.

PROCEDURES FOR YOUTH SERVICES MS&T DISCIPLINARY AND SUSPENSION ACTIONS

1. Discipline:

a. Any violation of the rules and regulations of the MS&T program should be recognized as being prejudicial to the entire youth population of the Fort Lee community. The reputation of the program and of its patrons, together with the support that it receives from the community, are directly tied to the good conduct and good behavior of the young people who frequent the MS&T program. Consequently, no one should tolerate any violation of the rules and regulations.

b. Respect is the watchword for everyone involved in MS&T programs and activities. This applies to the staff, volunteers and chaperones in charge of the facility. It includes those who frequent the MS&T facility as well.

c. Disciplinary action will be taken on a case-by-case basis. Anyone out of order or responsible for violation of any of the rules should expect some form of disciplinary action such as suspension from the program and its activities.

d. In most cases disciplinary action will result in the individual being directed to leave the MS&T program.

e. Juvenile offenses that are considered criminal in nature i.e., stealing, assault, damage to property etc, will be reported to the Provost Marshal's Office and referred to the Installation Juvenile Hearing Officer for action as required, IAW CASCOM FL Reg-190-1.

f. Decisions concerning disciplinary action will be kept in the office files.

2. Suspension:

a. Suspension from the MS&T program will require the youth/teen to leave the facility and not return until a specified date and time.

b. A suspension may be for a day or as much as several weeks/months.

c. Parents will be notified of the suspension.

d. A suspension letter will be sent to the parent/legal guardian of the youth/teen being suspended.

Procedures:

Program Manager will complete the suspension notice. Copies of any and all incident reports pertaining to the youth for which suspension is requested will be attached to suspension notice and forwarded to the parent/legal guardian of the youth being suspended.

e. Individuals who have an assigned date before the Installation Juvenile Hearing Board are automatically suspended from MS&T. If the individual has been cleared and no disciplinary action has been taken, the individual may return to the program. If community service is required by the Board, the member is suspended until that service is completed.

3. Disciplinary Action Chart is as follows:

OFFENSE	1st	2nd	3rd
FIGHTING/ARGUING	1 week	1 month	6 months
FOUL/ABUSIVE/ OFFENSIVE LANGUAGE	1 week	1 month	2 months
HORSEPLAY WARNING TIME OUT	1 week	1 month	
DAMAGE TO PROPERTY (MUST PAY FOR DAMAGED PROPERTY)	2 weeks	2 months	3 months
DISRESPECT TO STAFF ADULTS/VOLUNTEERS	1 week	1 month	3 months
SMOKING/DRUGS/ALCOHOL	1 month	3 months	PERMANENT SUSPENSION
LOITERING OUTSIDE OF FACILITY	WRITTEN WARNING	2 weeks	1 month
FOOD/DRINK OUTSIDE SNACK AREA	WRITTEN WARNING	1 week	1 month
PROPER DRESS CODE	1 week	1 month	3 months
MISCONDUCT	1 week to permanent	1 week to permanent	1 week to permanent
----DEPENDING ON SEVERITY----			
OTHER (EXPLAIN)			

YOUTH SPORTS PROGRAM (YSP)

Children/youth ages 3 –18 years are eligible to participate in the Youth Sports Program. Tournament leagues and competitions are held throughout the year. Various sports camps are offered during the summer. Team sports include the following:

- T-ball
- Baseball
- Cheerleading
- Flag Football
- Tackle Football
- Soccer (Fall & Spring)
- Basketball

Children/youth must be registered with CYSD prior to participation in the Youth Sports Program (annual fee of \$18 per child or \$40 per family). Fees for participation in each sport or camp vary and are in accordance with DoD fee policy. A late fee of \$5 is charged for registrations processed after the specified cut-off date. No refunds will be given. Coaches and parents' meetings are held prior to the start of each sport.

COACHES:

Coaches play an important role in ensuring that children and youth participating in Army youth sports programs have a positive and beneficial experience. Untrained coaches can unknowingly cause physical and/or psychological harm. Certification prepares them for the responsibilities of coaching and establishes minimum requirements for those entrusted to working with young athletes.

REQUIREMENTS

- 1) The Army has selected the National Alliance for Youth Sports (NAYS) as the certifying organization for Army Youth S&F programs. The National Youth Sports Coaches Association (NYSCA) is the subdivision of the NAYS organization that is responsible for developing the coaches' certification training materials and managing the certification process.
- 2) Fort Lee CYSD Youth Sports Program is a sanctioned NYSCA Chapter, authorized to provide training in order to fulfill all requirements for NYSCA coaches' certification.
- 3) Individuals who serve as Fort Lee Youth Sports coaches must complete all requirements to obtain and maintain NYSCA certification.
- 4) Coaches must meet satisfactory background check requirements.
- 5) Youth Sports will issue each coach a small first aid kit to include an instant ice pack. First aid kits must be located at each game site. First aid kits must be turned in at the end of the season.

COACHES RESPONSIBILITIES

- 1) Coaches must brief their parents on the rules for their league and give them a copy of the rules. He/she must emphasize the important aspects of youth sports-maximum participation, the teaching of the fundamentals, skills and rules of the game and having fun.
- 2) The coach must recruit an assistant coach and team mom. The assistant coach will be in charge in the absence of the coach. The team mom is responsible for setting up a drink and

snack schedule for their games. A team mom should arrange for the team pictures by calling the photographer.

- 3) The coach will be responsible for providing practice and game schedules to their parents.
- 4) The coach is responsible for ensuring parents have his/her phone number and that of the coach.
- 5) The coach must inform the parents of the uniform issue schedule.
- 6) The coach is responsible for coordinating & notifying the parents of possible end of season celebration activities (i.e., banquets, etc.).

Coach must sign a Coach's Code of Ethics.

Parents are required to sign a Parent's Code of Ethics.

SKIESUnlimited

School of Knowledge, Inspiration, Exploration and Skills

SKIESUnlimited is the framework for the Army's Child & Youth Services instructional program. It encompasses the four service areas: Arts, Recreation, & Leisure; Life Skills, Citizenship & Leadership; Sports, Fitness & Health; and Academic Skills, Mentoring & Intervention.

Child/youth ages are specific for each class/activity in the SKIESUnlimited Program. Children/youth who are family members of Military/DoD Civilians and Fort Lee Contractors are eligible to participate in the SKIES instructional programs. Various camps and classes offered during the year include but are not limited to the following:

Cheerleading Camp	Art Class/Camp
Soccer Camp	Golf Class
Home Alone Class	Babysitter Class
Dance Class	Karate
Piano Keyboarding	Cooking

Child/youth must be registered with CYSD prior to participation in the SKIES Program. Annual registration fee is \$18/child or \$40/family. Participation fees for each class vary and are in accordance with DoD fee policy. A late fee of \$5 will be assessed for registrations processed after the cut off date.

Payments are due the **first** of each month. Payments received after the 3rd work day, will be assessed a \$5 late fee. Payments may be made by check, money order, credit/debit card or cash. A fee of \$35 will be charged for any returned checks.

All fees in Child and Youth Services are non-refundable.

Children/youth cannot be left unattended (without adult supervision). Parents should not drop off their children/youth any earlier than 10 minutes prior to the start of class and must be present to pick them up at the time class ends.

A two week written notice is required to withdraw from any activity. Failure to provide written notification will result in a charge for an additional month. Refunds will not be given for early withdrawal or children who are being terminated due to behavior problems. Classes will not be prorated due to vacation or illness.