

**CARLISLE BARRACKS
CHILD, YOUTH and SCHOOL SERVICES
Tieman Child Development Center
Letterkenny Army Depot**

PARENT HANDBOOK



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Dear Parents,

Welcome! We are delighted that you have chosen to entrust us with the care of your child. We look forward to the opportunity to provide your child with loving attention, guidance, and age appropriate education while he/she attends our program. The Letterkenny Child Development Center (CDC) staff is trained and ready to assist in meeting your child care needs. We strive to provide programs where children feel accepted, successful, comfortable, involved, and challenged.

We understand how difficult it can be for working parents to maintain work/life balance. We strive to offer programs that will enrich your child's development while also putting your mind at ease. We want to give your child a loving and nurturing environment where he/she can feel successful. Our goals are to enhance each child's physical growth, encourage social/emotional skills, promote self-esteem, and develop cognitive skills while encouraging a child's natural eagerness to learn. We support these goals by focusing on classroom learning centers, positive child/staff interactions, child initiated and staff directed play, and a wide variety of learning opportunities.

We are very interested in developing strong parent/staff partnerships. We seek parental involvement, and welcome your comments and suggestions. It is our goal to offer your family the best possible childcare experience. Please feel free to discuss any problems or concerns you may have at anytime. We look forward to providing your child with the best possible care.

The Tieman Child Development Staff

INTRODUCTION

Child, Youth, & School Services (CYSS) are an integral part of the Directorate Family, Morale, Welfare & Recreation (DFMWR). The CYSS mission is to support readiness by reducing lost duty time due to conflict between parental responsibilities and unit mission requirements. In short, CYSS is here to support soldiers, DOD civilians and contractors who need child care during duty hours.

CYSS operates as a small business and is expected by Department of the Army and regulatory guidance to be financially self-sufficient. We receive appropriated funds to pay for some labor, equipment, and supplies. The child care fees are applied to teacher wages and meal expenses.

CDC PHILOSOPHY

The philosophy of the CDC is to provide an atmosphere and experiences which foster development to the highest potential for those enrolled. The essential goal of the program is to provide for the emotional needs of the children. Our staff is committed to providing optimum programs to meet the physical development, social competence, emotional growth, and cognitive development of each individual child. Our philosophy is based on the National Association for the Education of Young Children standards.



REGULATION

1. CYSS is regulated by Army Regulation (AR) 608-10. Two medical regulations, (AR) 40-3 and (AR) 40-5 also regulate CYSS programs health and safety issues.
2. Standard Operating Procedures for our program are available for review at the Letterkenny CDC, Bldg. 3201.

GOALS

1. To provide a quality program in an environment where your child can enjoy developmental growth in all areas, physically, cognitively, socially, and emotionally.
2. To maintain Accreditation by the National Academy of Early Childhood Programs (NAEYC)
3. To maintain our Department of Defense (DOD) certification standards.

4. To continue our DOD staff training to ensure quality programming for all children.
5. To improve our plans and schedules to assure a stable financial status to meet DOD standards for the Army Child, Youth & School Services.

ENROLLMENT ELIGIBILITY

The goal of CYSS is to provide each patron with a childcare option that meets his/her needs. Because of the fluctuating supply of child care availability, it is usually necessary for families to be placed on a waiting list. The information below explains the different types of waiting lists used and the priority for filling vacant child care spaces. A sponsor does not have to wait for his/her family to arrive or to be registered in order to enter his/her child (ren) on the waiting list. Expecting parents may also enter their names on the waiting list.

Priority for CYSS Care

Priority for care is determined by Department of Defense (DoD) and Army regulations. Priority is given to children of active duty military and DoD civilian personnel who are either single parents or whose spouse is employed full or part time, or a student on a full-time basis. The Commander shall determine on a case-by-case basis whether a spouse employed full-time but working within the home qualifies for priority treatment.

Priority 1 – Single Military and DoD Civilians, Dual Military and DoD civilians, Military with a DoD Civilian Spouse, and Mission Related Geographically Single Spouse.

Priority 2 – Active Duty Military and DoD Civilian Sponsors with Non-DoD Working Spouse or Spouse is a Student, or Spouse is a Full Time Volunteer.

Priority 3 –DoD Contractors.

Waiting List

When there are no childcare options available, the waiting list will be implemented. Placement on this list is by sponsor priority and the date of application. Priority for placement is only in effect for the excess demand waiting list.

Once a childcare space is available, you will be notified. You will have seventy-two (72) hours to accept or decline the offered space. If the offered space is a viable childcare option and you decline, your child will be moved to the bottom of your priority on the Wait List.

Preference for Care Waiting List

This list includes children with parental preference for a specific type of care. The date you turn in your waiting list application is used to place you on the Preference for Care Waiting List. This waiting list is first come, first serve. Once your preference for care is available and you are offered a space, you have seventy-two (72) hours to accept and start enrollment procedures. If you decline the space, your name will be removed from the list. Patrons may call the CDC to find out their status on the waiting list. CDC



personnel will give the patron information as to which month on the waiting list is currently being used to place children (for example, children are being placed who registered on the waiting list in January 2010).

Projected Demand Waiting List

If you are looking for care prior to the actual date you need it, your child's name will be placed on this list. This helps CYSS staff project community childcare needs. Placement on this list most often applies to expectant parents and individuals PCS'ing. Children are removed from this list to the

preference for care or excess demand waiting lists when the child is born or arrives at the installation. Placement on the excess demand list is based on your priority for care and the date you originally requested care.

Updating Applications

You must contact the CDC if you move or change phone numbers to update information on your waiting list application. CYSS staff will attempt to contact you through both your civilian and military phone numbers to offer available spaces. If you cannot be located, your child will be removed from the applicable waiting list.

SERVICES

Full-Day Care (Creative Curriculum)

The full-day program includes developmental services for children to meet the needs of the working parents requiring child care 6 to 11 hours per day on a regularly scheduled basis. It includes care for children aged 6 weeks through 5 years or enrolled in kindergarten. Hours of operation are 0530-1700, Monday-Friday.

Hourly Care (Creative Curriculum)

The hourly care program includes developmental services for children to meet the needs of parents requiring short-term care on an intermittent basis. It includes care for children aged 6 weeks through 5 years. Hours of operation are 0830-1530. Hourly care requires advance reservations. Reservations are on a first come, first served basis. You may make reservations by filling out a reservation form here at the center or online at <https://webtrac.mwr.army.mil/webtrac/Letterkennycyms.html> up to 30 days in advance. Due to limited capacity, reservations may not exceed 20 hours per week. However, if space is available and parents are in training, an exception may be granted to the 20 hours. Additional factors affecting reservations may include ratios and age of child. When reserving your space, the payment is based on your reservation time. Payment begins at the reservation start time, not when you arrive with your child. If you arrive before your reserved time you will be charged accordingly. Cancellations MUST be made by 0800 or you will be required to pay for your reserved time.

Part-Time Care

Part time care is an actual program in which parents pay for developmental services on scheduled days per week Monday -Friday. Such scheduled times should be no more than **5** hours and no less than **3** hours of scheduled care per day. Parents are not authorized a cumulative amount of hours per month (100 hours), due to the fact that an actual space is being held for children on a consistent basis.

Pre K (Strong Beginnings) (Curriculum incorporated in Preschool Classroom)

The Pre-K Strong Beginnings program offers a five day per week program, (unless enrollment indicates otherwise) from 0830-1130. Children must be 4 years old by 1 September.

CREATIVE CURRICULUM

The Creative Curriculum is one of the most widely used and respected curriculums in Early Childhood programs. It is based upon theory and research in regards to:

- How Children Develop and Learn
- The Learning Environment
- What Children Learn
- The Teacher's Role
- The Family's Role

The purpose of the Creative Curriculum is to facilitate learning through play, by developing environments that promote exploring, experimenting, and discovery. Our goal is to provide a "child-centered program" which evolves from the interests and abilities of the children.

PARENT-TEACHER CONFERENCE

Parent-Teacher conferences along with a written report of the child's progress are scheduled twice yearly. At conference times the teaching staff will be prepared to discuss your child's intellectual, physical, social, and emotional development. We welcome the opportunity to share your child's strengths, interests, and success as well as to plan, along with your input, for areas on which your child may need to strengthen his/her skills.

REGISTRATION

Parents must register their child (ren) at the Child Development Center (CDC) prior to participating in any CYSS program. A registration packet will be provided at the Child Development Center Office located in the Child Development Center. All paperwork should be filled out prior to your appointment for an orientation. Please ensure you bring the following:

- Registration Packet (paperwork completed)
- Shot records
- Current Leave and Earnings Statement (LES)

- Health Assessment must be submitted within thirty (30) days of enrollment or services may be denied.
- Family Care Plan (if applicable, must be submitted within thirty (30) days of enrollment or services may be denied)

Registration is valid for one year and must be updated annually by the anniversary date. Parents are responsible for making sure all information on their child's paperwork is complete and accurate. Patrons must update all applicable forms if, during the course of the year, information changes (i.e., phone numbers, addresses or emergency contacts). In an emergency situation, accurate information saves valuable time.

A Family Care Plan (FCP) is required for all single/dual military families. Parents must provide CYSS with a completed, approved and verifiable DA Form 5305-R within thirty (30) days of the date of registration with CYSS. Failure to comply will result in termination of child care services by CYSS. Commanders are not authorized by AR 608-10 to grant any extensions for families utilizing any CYSS programs. All extension requests must be submitted in writing to the Coordinator of Child, Youth and School Services.

FEE CATEGORIES

Your child's program is supported by a combination of parent fees and appropriated fund support. The Military Child Care Act of 1989 established child care fees based on total family income in categories that are determined by the Department of Defense. Child care fees are subject to change annually, CYSS will give parents thirty (30) days notice before making any changes. Current fee schedules are available at the CDC

Determining Total Family Income:

Total Family Income (TFI) is defined as all earned income and includes wages, salaries, tips, long-term disability benefits, quarters allowances, subsistence allowances, in-kind quarters and subsistence allowances received by military members, and anything else of value, even if not taxable, that was



received for providing services. Military specialty pay (for example, flight pay or sea pay) is included in TFI as well as income received under the Family Subsistence Supplemental Allowance (FSSA). TFI does not include, temporary pays related to deployment (for example, family separation, hardship duty and imminent danger/combat zone pay), one time pays (for example, bonuses or Assignment Incentive Pay), Variable Housing Allowance (VHA), Cost of Living Allowance (COLA), or Overseas Housing Allowance (OHA). CYSS uses the current Leave and Earnings Statement (LES) for sponsor and spouse's LES or paystub to determine total family income. Patrons must include all earned income for both parents. Should you not wish to disclose your financial information, you will pay according to the highest income category.

Basic Allowance for Housing (BAH) and Basic Subsistence Allowance (BAS) must be included for all military sponsors. The only exception to this is for dual military. Only BAH for the senior ranking sponsor will be included in the total family income. If you work irregular part time and intermittent schedules, average three or more consecutive LES's to determine an average monthly fee.

Fees for "blended families" will be based on the TFI of the household in which the child spends the majority of time. Fees for "legally separated" families will be supported by a legal separation document or a notarized statement stating that patron is legally separated. Note: Notarized statements to document legal separations must be co-signed by the commander for military personnel. DoD Civilian patrons must provide a legal separation document. All other fee determinations related to family structure/situations will be resolved locally.

Parents must update their status annually. If your income decreases, you may apply for a reconsideration of your fees. You must complete a new application form and provide documentation to support the change. Any adjustments will be effective the payment period following the approval date. Adjustments will not be retroactive.

Enrollment Fee: Parents pay this fee once they are notified that a space for their child is available. It is considered a deposit, is nonrefundable. And will be credited to the first month's fee. Parents have two weeks to enroll their child once notified of an available space. If they wish to delay taking the space, longer than two weeks, they must pay the full rate beginning in two weeks.

PAYMENT POLICY

Payments are due PRIOR to service (except for hourly care). This payment is your commitment to CYSS that your child will be attending daily and is our guarantee that a daily space will be reserved for your child. Fees may be paid monthly or bi-monthly (twice a month) in advance of services. Monthly payments are due on the 1st day of each month, for Part-Day. Bi-monthly payments are due on the 1st and 15th days of each month. Patrons have three business days "grace period" to make payments. If payments are not received within this time period, CYSS will assess a late payment fee of \$2.00 per child per day and services will be terminated at the end of the month. Authorization must be given before services will resume.

PAYMENT PROCEDURES

Child and youth care payments are made in advance of actual services. Prompt payment is anticipated and services are denied when payment is not received within contracted agreement periods. Payments are due either monthly on the 1st working day of the month or bimonthly on the 1st and 15th of each month. All fees will be paid by the 3rd working day of the pay period (beginning or mid month), on the 4th working day of the pay period a \$5.00 late fee will be charged. Care will be denied on the fifth day if fees are not paid in full. All patrons who are denied service for failure to pay child care fees must reapply through Central Registration to re-enroll. Priority status for the waiting list will be the lowest priority.

No Family will be able to continue care if payment is not received by the next billing cycle.

ONLINE PAYMENT SYSTEM

Registered patrons are able to make payments on their monthly child care fees and other billed services, such as ongoing classes; enroll children in sports and instructional classes; make hourly child care appointments; reprint copies of child care receipts and print out an annual statement of payments for income taxes; and print copies of paperwork such as health assessments and sports physicals.

Prior to using Webtrac patrons must receive a password for the administrative assistants. Upon which complete access can be by following the steps below:

HOW DO I ACCESS CYSS ONLINE FOR PAYMENTS AND HOURLY CARE RESERVATIONS?

Follow the below steps to access CYSS online:

- Go to <http://www.carlisle.mwr.com/>
- Find the Key Links on left side of the webpage
- Click on CYSS online bill pay
- Enter in your user name and password
- Click on log in
- FOR PAYMENTS:
- Click on pay outstanding bills
- Click on cart next to your child/children's names
- Click on proceed to checkout
- Enter amount to pay
- Select card using (VISA/MASTERCARD)
- Click continue
- Make sure all of your information is correct on page
- Click on continue
- Fill in all of the fields with an asterisk
- Click on submit payment
- HOURLY CARE RESERVATIONS (Child Development Center Only):
- Click on Hourly Care Menu
- Click on Make a reservation
- Highlight the child who you would like to reserve time
- Select the day you would like to reserve
- Select the time for the reservation
 - If you are not able to place your child in reserved time that means the reserved time has been filled to capacity.
 - Please do not place your child names in a slot in the morning and then in the afternoon if the area in the middle of the day is red. If you do we will expect you to pick up your child and then bring them back at the next time reserved.
 - You are more than welcome to call or stop by our office to inquire about hourly care. (717)267-5219

**See the Front Desk
for your Username and
Password!**

Part-Day Preschool Program:

Fees for part-day programs are based on a percentage of the full-day rate. The payment for part day programs is due on the 1st of each month the program is in session. Patrons have three business days “grace period” to make payments. If payments are not received within this time period, CYSS will assess a late payment fee of \$5.00 per child and services will be terminated. Services will resume when full payment is received. Part-Day Preschool/ Pre-K programs do not meet during the summer when school is out.

Children in the Part Day Preschool and the Part Day Pre-K program may not be brought to school before the scheduled starting time and must be picked up promptly at the end of school. Late fees incur beginning at 1130 for Pre-K and at 1530 for Preschool in accordance with the time on the computer.

Hourly Care

Fees for hourly care are payable upon pick-up of the child from the program. The Army-wide standard hourly fee in CDC programs is \$4.00 per hour per child multiple child discounts do not apply.

Multiple Child Discount

A 15% discount for siblings in CYSS full day or part day programs is offered. Full rate for one child and all other children in the same family receive a 15% discount off the least expense program.

The Internal Revenue Service permits taxpayers to declare child care expenses for children less than 13 years of age, if these expenses are incurred to permit parents to work or to look for employment. *Please be sure to keep all receipts for child care.* CDC does not have individual copies available at the end of the year for Hourly care, Part-Day Preschool, or Part Day Pre-K patrons.





PLEASE BE AWARE OF THE FOLLOWING TAX INFORMATION

NOTIFICATION FOR CIVILIAN SPONSORS UTILIZING DEPARTMENT OF DEFENSE SUBSIDIZED CHILD DEVELOPMENT PROGRAMS DURING TAX YEAR:

The Office of Children and Youth, Military Community and Family Policy (MC&FP), Office of the Secretary of Defense (OSD), is required to notify you of the tax value of the child care subsidy for your installation-based child development program, this letter serves as your notification. Additionally, this information will provide you with information regarding the Third Party Administrator (TPA), through ASI, Works Inc,

who has been contracted to administer the Department of Defense (DoD) civilian child care subsidy program.

The Internal Revenue Code (IRC), commonly referred to as “tax code or law,” is provided in Title 26, United States Code, section 61 and title 26, Code of Federal Regulations, section 1.61-1. The IRC requires that child care subsidies generally be treated as cash income, in addition to normal earnings. While no direct subsidy payment is made to any sponsor, either military or civilian, the DoD installation based child development programs are equally subsidized for all sponsors through appropriated funds. These subsidies enable the programs to provide quality care to your children at a rate less than would normally be charged. The subsidies essentially, reduce your cost of this nationally accredited child care.

While the IRC requires child care subsidies to be potentially taxable, there are tax exclusions on the value of subsidies up to \$2,500 (for married individuals filing separately), or \$5,000 (for married couples filing jointly or single heads of household), from gross income if the subsidies are made available through an employer Dependent Care Assistance Plan (DCAP), which is the case for children enrolled in DoD installation child care programs. The IRC also stipulates that the child must be claimed as a dependent on the Federal income tax return of their parent or guardian in order to qualify for the \$2,500 or \$5,000 exclusion. This stipulation applies to civilian employee sponsors with children enrolled in DoD subsidized child care programs. Additional guidance may be found in the Internal Revenue Service Publication 503 "Child and Dependent Care Expenses."

Each year the DoD must determine the value of the child care subsidy. The Third Party Administrator (TPA) performs this equation on behalf of the Department by deducting



the amount of your child care fees from the tax value of the child care space to determine a “net value” of the child care space. **This net value is the amount that is considered potentially taxable income associated with the DoD child care subsidy.** Only child care subsidies that exceed the \$5,000 (\$2,500 for married individuals filing separately) exclusion are taxable and reportable. Sponsors are responsible for considering any Dependent Care Flexible Spending Accounts (DCFSAs) to determine if the net value plus the DCFSA value exceeds the \$5,000 or \$2,500 amount, which would be considered potentially taxable income. If you have questions regarding your potential tax liabilities, you should consult with your tax advisor.

EXCEPTIONS TO FEE POLICY

Anyone experiencing short-term financial hardship should make an appointment with the Financial Advisor at Army Community Service (ACS). CYSS personnel cannot determine your ability to pay nor accept late payments. The Financial Advisor can assist and determine a payment plan in writing to the CYSS Coordinator for approval.

CENTER LATE PICK UP FEES

If children are not picked up by close of business (1700), there will be a \$15.00 initial charge and every hour thereafter a \$5.00 fee will be charged to the House Hold. The late fee begins at 1700 in accordance with the time on the computer. We urge you to call the CDC prior to 1600 if you are going to be unavoidably detained. We will start calling your emergency designees at 1700 if you have not called. In the rare instances we cannot find you or your designees, your supervisor will be called. If no one claims your child, the police will be called and your children will be taken to the police station.

ANNUAL LEAVE POLICY (VACATION CREDIT)

Children enrolled in the full-day care programs are eligible for ten days of leave per registration year. Leave must be taken in increments of five days. Notification of leave days must be given in writing two weeks in advance and signed by program director. Parents must complete this request to ensure fees are adjusted properly. If you withdraw before the end of the registration year, you will be charged the daily fee rate for leave used. Refunds/reimbursements for leave/vacation not taken are not authorized and cannot be accumulated from year to year. Patrons cannot carry over unused leave from year to year or transfer leave from child to child. Cash refunds of unused leave are not permitted. Leave/vacation credits cannot be used in lieu of appropriate two-week notice of intent to withdraw from the program. Children from the same family do not have to take leave at the same time. Children can not be in attendance when using leave/vacation fee credits.



TDY

Sponsors on extended TDY or Emergency Leave (documented) will be required to pay for the first two weeks of absence (or utilize their vacation weeks if available). Following that payment, the child's space will be held, without cost, for an additional four weeks.

ABSENCES

CYSS does not issue refunds or credit for child absence due to childhood illnesses or injuries, inclement weather, training holidays, or facility closures of short duration. The CYSS Coordinator can grant exceptions under special circumstances. Special circumstances are limited to unexpected prolonged absenteeism due to serious illness and family emergency when supported by a Red Cross message or emergency leave orders. Patrons requesting refunds for circumstances outside the scope of this policy must submit a request in writing through the CYSS Coordinator for the Installation Commander's approval.

WITHDRAWAL

CYSS requires a 2-week written notification of withdrawal or their bi-monthly payment will be required prior to out-processing. Parents desiring CYSS services after child care has been terminated due to unpaid fees must complete a waiting list form. The child will be placed on the list according to the application date. NO PRIORITIES will be granted under these circumstances.

DAILY ADMISSION/RELEASE

Security is a vital concern to all of us. We ask you to carefully abide by security guidance which prohibits the dropping off of children at the front door or in the parking lot. **Please sign your child in and out of program daily.**

Arrival

When you arrive at your child's program, you must record your child's arrival at the front desk or through the CYMS electronic system and on the daily attendance sheet in their activity room. Children enrolled in CYSS programs will be delivered directly to their designated activity room by parents or a parent designee.

Departure

At pickup time, please sign your child out from the activity room and at the front desk or through the CYMS electronic system. Children enrolled in CYSS programs will be picked up from their designated activity room by parents or a parent designee.



Child Release designee

You may authorize others to pick up or drop off your child. However, we require *advance written notice*. Child release designees are required when you register your child, and designee(s) must be at least thirteen (13) years old. Designees are required to provide photo identification. Two local emergency points of contact for your child are also required, in the event of an emergency and you or your spouse are not available. These designees are individuals who mostly likely would know how to get in contact with the parents. Parents are requested to inform the Child Development Center or provider in writing when their children are left with alternative providers/guardians, so the CDC will know whom to contact in the event of an emergency. These alternative providers/guardians would also be the release designees.

CYSS has an open door policy. Parents will have access to their child's activity room or the FCC home during all times of child attendance.

In order to keep you informed of your child's day, an activity schedule is posted in your child's room. If you should desire to spend some time with your child, please use the schedule as a guide as to the best time to visit. We invite you to drop by and have lunch or breakfast with your child. Please let us know a day in advance so the food service manager can plan for an extra meal.

IAW AR 608-10, no parent may be denied access to a child, including the right to pick up a child from the CDC or an FCC home **UNLESS A COPY OF THE CUSTODY AGREEMENT OR COURT RESTRAINING ORDER**, that relinquishes such parental rights is in the child's file.

Responsibilities concerning child abuse and neglect are mandated for staff members in a CYSS program. Federal law requires that anyone suspecting abuse must report this to the proper authorities. It is not an option, **IT IS THE LAW!** Failure to do so is a felony. If child abuse or neglect is suspected that a child is being abused in any way, a report must be made to Depot Police and a supervisor. There are four types of child abuse:

1. Physical Abuse, which includes burning, kicking, biting, punching and hitting.
2. Sexual Abuse, which includes using children to meet adult sexual needs through such activities as fondling, rape, sodomy, and using children in pornographic pictures or films.
3. Emotional Abuse, which includes blaming, belittling, ridiculing, and constantly ignoring children's needs.
4. Neglect, which includes failing to provide children with food, clothing, medical attention, or proper supervision.

National Child Abuse Hotline
1-877-790-1197
717-67-8800 (Depot Police)

INFANT FOOD AND FORMULA

CYSS provides infant formula until your child is ready to fully transition to table food prepared by the program. Formula must be single serving portions "ready to serve" or pre mixed powder prepared at home. Parents provide unbreakable, clean bottles. CDC will provide sippy cups. Infant cereal with dried fruit in it will not be served.

Parents are not required to bring outside baby food to feed to children. Due to Army Regulations and USDA Restrictions, the child development center will provide all foods for children.

Infants' feeding is based on individual infant schedules. Teachers and parents will develop an individualized infant feeding plan. Mothers who breast feed are welcome at all times.

BREAST MILK

Breast milk may be kept for 24 hours once thawed and then will be discarded or returned to parents daily. The breast milk must be labeled with the child's first and last name and date.

BOTTLES

All bottles must be clearly labeled with child's first and last name, date prepared, content, and time. All bottles will be returned home with the parents at the end of each day.

Note: Glass bottles are not allowed and all bottles must have caps. Medications or cereal may not be mixed with formula in baby bottles. Only formula, breast milk, whole milk for children 12 months and older or water may be placed in bottles.

MEALS AND SNACKS

The center provides meals and snacks based on the United States Department of Agriculture (USDA) guidelines, which are approved by a dietician. Menus are posted in each classroom, and posted on the CYSS website. Family style breakfast, lunch, and snacks are provided to children who are in care during meal times. We welcome parents to join their child for any meal or snack, please make prior arrangements with management so sufficient food can be prepared.

Please be aware of meal schedules. If you are arriving after a meal has already been served, please feed your child prior to drop off.

Due to health requirements, no food may be brought into the program by patrons with the exception of infant food/ formula. Special dietary requirements must be documented by a physician for health reasons or by a minister/chaplain for religious reasons on the Special Diet Statement.

Our serving time for meals is approximately:

Breakfast - 0800

Lunch – 1100

Snack – 1400

CLOTHING

Parents must provide extra clothing for each child. Infants and toddlers (especially those children who are being potty trained) need more than one extra set, to include socks and shoes. For safety reasons, we ask that you avoid wearing earrings on your child while he/she is in attendance at the center.

Appropriate footwear is required at all times for participation in playground activities. We require sturdy, closed toe, rubber soled shoes that fit well and provide good traction. Inappropriate shoes, which may cause accidents and injury, include: Mary Jane's, jellies, flip-flops, sandals, ballet shoes, crocs, and hard soled shoes. Your child may be denied admission if not dressed appropriately.

Please dress your child (ren) for creative, messy, and outdoor activities. The CDC cannot be responsible for clothing soiled during the course of developmental enrichment activities.

Please label all clothing, including all outerwear with your child's name.



Parents please be advised of the diaper changing policy. This is an addendum to the Parent Handbook.

DIAPERS

Parents are required to provide sufficient labeled disposable diapers and wipes. Cloth diapers may not be used unless we have a doctor's prescription. The center keeps a supply of diapers and pull-ups for emergency use. Parents will be charged for their use. Parents will be notified by the teachers when their supply of diapers/wipes is low.

Infant diapers are checked hourly unless they are asleep. Soiled/wet diapers are changed promptly. Your child should be clean when you bring them in and clean when you pick them up. Your child should be clean when you bring them in and cleaned when you pick them up.

We our families to please follow the following diapering procedures:

- a. Children are accepted only in disposable diapers unless physician's statement is submitted requiring cloth diapers.
- b. Medications can only be applied as prescribed by a physician and according to Center regulations governing medication dispensation. Basic Care Items used for diaper rash may be used only in the absence of broken skin and when there is no sign of infection. Parent must fill out a Basic Care Form (enclosure (1)).
- c. Each time a child is diapered, Center staff will document it on a Diaper Check Chart (enclosure (2)).
- d. Children will be changed as follows: 6-weeks to 16-months, check every hour, 16-months to 3-years of age, checked every 2 hours. Diapers are changed when wet or soiled.
- e. Parents will submit children with dry diapers and CDC staff will ensure children are presented to their parents with dry diapers.



TOILET LEARNING

Older children who are being toilet trained are required to use disposable pull-up type training pants. Parents are required to provide these. The center keeps a supply of diapers and pull-ups for emergency use. Parents will be charged for their use.

TOYS

For your children's safety, please do not allow your child to bring the following items to the center: coins, gum, candy, and/or small toys. These can be dangerous to younger children who put things into their mouths. We also ask you not to send in any of your child's personal toys and playthings, other than comfort items for rest time. The staff cannot ensure against breakage or loss. CYSS will not allow play that promotes violence or hurting other children.

CHILD HEALTH REQUIREMENTS

CYSS is regulated by Army Regulation (AR) 608-10. Two medical regulations, (AR) 40-3, and (AR) 40-5, regulates CYSS programs. Standing Operating Procedures (SOP) for all programs are available for review at the Letterkenny CDC, Bldg 3201.

Children accepted for care in CYSS programs must: Be free of communicable diseases teacher will conduct a daily health screening during drop off.

ILLNESS/PARTICIPATION CRITERIA

1. Children who appear to be ill or show visible signs of fever will be closely screened. They may be denied admission if:
 - a. There are obvious signs of illness (such as chicken pox, diarrhea, Conjunctivitis, etc.).
 - b. The temperature is in excess of 100.5 degrees auxiliary for children under 3 months of age and in excess of 101 degrees auxiliary for children over 3 months of age.
 - c. Severe diarrhea consisting of three (3) episodes of loose/watery stools occurring during a 24 hour period or explosive loose stools may require medical evaluation in any age group.

IT IS IMPORTANT THAT YOU ESTABLISH A CAREPLAN IN THE EVENT YOUR CHILD IS ILL.

2. A child may return to a program when he/she feels well enough to participate in usual daily activities and the following conditions exist:
 - a. Fever has been absent for 24 hours.
 - b. Nausea, vomiting or diarrhea has subsided for 24 hours.
 - c. Parents have given the appropriate number of doses of antibiotics over a 24-hour period for strep, impetigo and other bacterial infections.
 - d. All chicken pox lesions are crusted, usually 5 to 6 days after onset.
 - e. Scabies is under treatment.
 - f. Lice are under treatment.
 - g. Pinworm treatment has occurred 24 hours before readmission.
 - h. Lesions from impetigo are no longer weeping.
 - i. Conjunctivitis has been under treatment for 24 hours and drainage diminished to the point that eyes are no longer exhibiting thick yellow-green discharge.
 - j. The child has completed the contagious stage of the illness.
 - k. Ringworm is under treatment for 24 hours.

- I. A child who continues to receive medication for an illness such as an ear infection or strep throat will not be excluded providing the child feels well enough to participate in program activities.
3. Children will not be readmitted after a communicable illness without a statement from a medical facility or physician indicating the child may be accepted.
4. Patrons must notify the Center/Providers when their child is ill. If it is a communicable illness, we need to inform the parents of the other children in the room.

IT IS ESSENTIAL CYSS BE NOTIFIED IF YOUR CHILD CONTRACTS ANY CONTAGIOUS ILLNESS.

If, for any reason, a parent chooses not to disclose to CYSS personnel a communicable disease or illness the following guidelines will be followed, upon notice.

The penalties are as follows:

- | | |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First offense: | Parent(s) will receive a written notice (a copy will be given to the parent and a copy will remain in the child's file). |
| Second offense: | Parent(s) will receive a written notice (a copy will be given to the parent and a copy will remain in the child's file) and care will be suspended for 1 day . |
| Third offense: | Parent(s) will receive a written notice (a copy will be given to the parent and a copy will remain in the child's file) and care will be suspended for 3 days . |
| Fourth offense: | Parent(s) will receive a written notice (a copy will be given to the parent and a copy will remain in the child's file) and care will be suspended for 5 days . |
| Fifth offense: | Parent(s) will receive a written notice (a copy will be given to the parent and a copy will remain in the child's file) and care will be suspended for 2 weeks . |
| Sixth offense: | Parent(s) will receive a written notice and care will be <i>discontinued indefinitely and immediately</i> |

During a time of suspension, guardians, sponsors, and/or family member(s) will still incur the cost of their child care space.

Please be advised to readmission criteria if/when child becomes ill

MEDICATION

1. Medication will be administered PER AR 608-10 and only within full-day CYSS programs. Medication will be administered only when prescribed by a physician. Only oral medications may be given in CYSS programs. NOSE, EAR AND EYE MEDICATION **IS NOT** PERMITTED TO BE GIVEN BY CYSS PERSONNEL.
2. Written permission from a parent or guardian must be obtained before administering medication. (Medical Dispensation Record) The physician or parent will administer the first dosage of any medication. Children will be on oral medication at least 24 hours before CYSS personnel administer dosage.
3. Medication cannot be added to any food or beverage. Children may not self-administer any medication to include inhalers unless indicated on the DA 7625-3

Medication will be:

1. In the original container with a child-proof cap.
2. Dated with the physician's name and instructions for use
3. Labeled with the child's name, name of medication, and dosage strength.
4. Stored according to instructions.

Child's Name: _____ Date/Time: _____

Dear Parent or Guardian:

You have been asked to take your child home early today because your child **appears** to have the signs or symptoms of illness as listed below.

The criteria listed for readmission has been developed to help protect your child from becoming more ill or from spreading illness between children. Please ensure you have met all the criteria **before** you bring your child back to our program. **For illness requiring a 24-hour absence, the child must be excluded from care the day following his/her release from care and must be free of symptoms or disease for 24-hour period before readmission.**

We hope your child is better soon. Thank you for your cooperation.

SYMPTOM	READMISSION CRITERIA
<p>____ Fever of 101° F axillary (100.5° F for 0-3 months of age), 100 degrees with at least one flu symptom (i.e. runny nose, cough, congestion, sore throat, intestinal upset, and diarrhea)</p>	<p>1. May return to the program when fever has been absent for 24 hours. 2. A visit to the clinic is <u>not</u> required. 3. Licensed Independent Practitioner's signature is <u>not</u> required for readmission.</p> <p>Please note admission criteria for Culture Prove Strep Infection:</p> <p>1. Documentation of a visit to the clinic is required. 2. Licensed Independent Practitioner's signature is required for readmission. 3. May return to the program after 24 hours on antibiotic therapy and no fever for 24 hours.</p>
<p>____ Diarrhea (2 or more loose, watery stools above normal during a 24 hour period) or explosive stool that cannot be contained in the diaper or accidents in toilet trained children)</p>	<p>1. May return to the program when diarrhea has been absent for 24 hours. EXAMPLE: If child was removed from the CYS program at noon on Monday, he or she may return no earlier than Wednesday. 2. A visit to the clinic is <u>not</u> required for readmission. 3. Licensed Independent Practitioner's signature is <u>not</u> required for readmission</p>
<p>____ Vomiting (2 or more vomiting episodes in a 24 hour period)</p>	<p>1. May return to the program when vomiting has been absent for 24 hours. EXAMPLE: If child was removed from the CYS program at noon on Monday, he or she may return no earlier than Wednesday. 2. A visit to the clinic is <u>not</u> required for readmission. 3. Licensed Independent Practitioner's signature is <u>not</u> required for readmission</p>
<p>____ Not feeling well enough to participate in the usual daily activities</p>	<p>1. A visit to the clinic is <u>not</u> required. 2. Licensed Independent Practitioner's signature is <u>not</u> required for readmission. 3. May return to the program when well enough to participate in activities.</p>

Child's Name: _____ Date/Time: _____

<p>____ Rash/Itching Skin</p>	<p>1. Documentation of a visit to the clinic is required. 2. Licensed Independent Practitioner's signature on attached form is required.</p> <p>Please note admission criteria for the following diagnosis: Impetigo – no longer weeping, covered and under treatment. Scabies – under treatment Lice – under treatment and nit free Ringworm – under treatment and covered Pinworm – under treatment for 24 hours Chicken Pox – lesions are crusted, usually five to six day after onset Coxsacki (hand, foot and mouth) – blisters or lesions are dry crusted, and drooling caused by mouth blisters has ceased. MRSA – Under treatment for 24 hours and covered.</p>
<p>____ Pink Eye with Drainage</p>	<p>1. Documentation of a visit to the clinic is required. 2. Licensed Independent Practitioner's signature is required for readmission.</p> <p>Please note admission criteria for conjunctivitis: May return to the program 24 hours after start of antibiotics if eyes are clear and no longer discharging.</p>
<p>____ Other (please list)</p>	<p>Director advises APHN/CYSS Nurse to determine Readmission Criteria. Possible SNAP team may be warranted.</p>

**REMINDER: REGARDLESS OF HAVING MET OTHER CRITERIA,
 NO CHILD MAY BE ADMITTED WITH A FEVER.
 CHILDREN MUST BE WELL ENOUGH TO PARTICIPATE IN DAILY ACTIVITIES**

LICENSED INDEPENDENT PRACTITIONER'S STATEMENT

Diagnosis: _____

Medication/Treatment: _____

Date child is no longer contagious and is authorized to return to CYS program: _____

Licensed Independent Practitioner's Stamp: _____

Licensed Independent Practitioner's signature: _____ Date: _____

Parent's Signature: _____ Date: _____

No “over the counter” medications will be administered unless ordered by prescription and all the specifications above are met; with the exception of the approved basic care items. For all the children’s safety, please ensure that no medications are left in diaper bags.

All medication administered will be recorded on the Child, Youth & School Services(CYSS Basic Care Item Record). Each medication requires a separate form and each form is valid for 90 days.



REPLY
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

MCXR-PMC

11 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Approved Basic Care Item List for Child, Youth, and School Services (CYSS)

1. Reference: AR 608-10, Change 1, Child Development Services, 15 July 1997, effective date 15 August 1997

2. **Basic Care Items**. (Must be labeled with child's name). Used for the prevention of sunburn, eczema/severe dry skin, diaper rash, and chapped lips. These may be used only in the absence of broken skin and when there is no sign of infection.

a. Sunscreens: (Recommend SPF 30 for children)

b. Diaper Rash Prevention (As listed or generic equivalents)

- Desitin
- Balmex
- Dyprotex Ointment
- Triple Paste
- Zinc Oxide
- Vaseline
- A&D Ointment
- Butt Paste

c. Eczema/Severe Dry Skin (As listed or generic equivalents)

- Eucerin
- Aquaphor
- Cetaphil
- Vanicream
- Lip Balm
- Vaseline

3. **Special Instructions:**

a. Desitin, Balmex, Dyprotex Ointment, Triple Paste and Zinc Oxide have a drying agent that

MCXR-PMC

SUBJECT: Approved Basic Care Item List for Child, Youth, and School Services (CYSS)

may help prevent and treat a simple diaper rash. Some types of diaper rashes will not resolve with these types of basic care item ointments and will require a prescription medication to clear. If there is no improvement in a diaper rash within 48 hours while using a "basic care item", the sponsor will be requested to consult with the child's health care provider for treatment.

b. Vaseline and A & D Ointment have a petroleum base and therefore may help prevent diaper rash. Vaseline and A & D Ointment should not be used if a diaper rash is present. They retain moisture and are used only to prevent diaper rash.

4. This document can be updated to meet local needs by contacting the CYSS Health Consultant at (301) 677-8803/8435. Updates will be approved by the CYSS Medical Consultant prior to use.


DAWN COLLIER
CPT, AN
Chief, Army Public Health
Nursing


ANNE E. BURNLEY, MD
CYSS Medical Consultant



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-6800

REPLY
ATTENTION OF

MCXR-PMC

11 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Approved Prescription Medication List for Child, Youth, and School Services (CYSS)

1. Reference: AR 608-10, Change 1, Child Development Services, 15 July 1997 effective date 15 August 1997

2. The list of antibiotics, antihistamines, decongestants, and basic care items are the only medications that can be routinely administered by authorized Child, Youth, and School Services (CYSS) personnel who have successfully completed training on medication administration.

a. **Antibiotics and Sulfonamides.** Used to treat infections. Side effects may include nausea, vomiting, diarrhea, hives/rash, loss of appetite, ringing in the ears and sensitivity to sunlight.

- Amoxicillin (Amoxil)
- Ampicillin
- Augmentin (Amoxicillin and Clavulanic Acid)
- Bactrim (Sulfamethoxazole and Trimethoprim, Septra, Cotrim, Co-Trimoxazole)
- Biaxin (Clarithromycin)
- Ceclor (Cefaclor)
- Ceftin (Cefuroxime)
- Cloxacillin (Cloxapen, Tegopen)
- Dicloxacillin (Dynapen)
- Erythromycin (E-Mycin, Ilotycin, E.E.S., Eryped)
- Nitrofurantoin (Furadantin/Macrochantin)
- Gantrisin (Sulfisoxazole)
- Loracarbef (Lorabid)
- Keflex (Cephalexin)
- Omnicef (Cefdinir)
- Pediazole (Erythromycin Ethylsuccinate and Sulfisoxazole)
- Penicillin
- Velosef (Cephadrine)
- Suprax (Cefixime)
- Vantin (Cefpodoxime)
- Zithromax (Azithromycin)

b. **Antihistamines/Decongestants.** Used to dry out the nose and lessen nasal congestion. Side effects may include drowsiness, blurred vision, dry mouth, difficulty urinating, constipation, and mild hyperactivity.

- Atarax (Hydroxyzine Hydrochloride, Vistaril)

MCXR-PMC

SUBJECT: Approved Prescription Medication List for Child, Youth, and School Services (CYSS)

- Benadryl (Diphenhydramine Hydrochloride, Benahist, Benylin)
- c. **Antifungal.** Used to treat fungal or yeast infections. Side effects may include an upset stomach.

- Nystatin (Oral)

d. **Topical Prescriptions.**

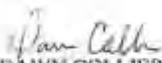
- Bacitracin
- Hydrocortisone
- Elidel
- Tridesilon (Desonide)

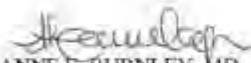
e. **Anti-Infective Ointments.** Used to treat fungal or yeast infections of the skin.

- Clotrimazole
- Fluconazole (Diflucan)
- Griseofulvin (Grifulvin-V)
- Mycelex
- Nystatin
- Mupirocin (Bactroban)
- Metronidazole
- Ketoconazole Cream

3. In accordance with AR 608-10, all prescriptions must include: the child's name, name of medication, dose and time of administration, start and stop date. No "as needed" or "if needed" (PRN) medications may be given to include Tylenol.

4. Medications not listed may only be administered after receiving approval from The Army Public Health Nurse at Kimbrough Ambulatory Care Center (301) 677-8435.


DAWN COLLIER
CPT, AN
Chief, Army Public Health
Nursing


ANNE E. BURNLEY, MD
Preventive Medicine Physician

EMERGENCY MEDICAL CARE

Parents will give consent on DA Form 4719-R(Registration Card) and Letterkenny Barracks Form 675-R (Emergency Medical Care Consent Form) for CYSS personnel to take their child for care, medical or dental, in an emergency situation where the child's condition presents a serious or imminent threat to life, health, or well being. Conscious efforts will be made to notify a parent prior to such action. However, a call to 911 will be initiated first if the child is in critical condition.



INCLUSION OF CHILDREN WITH SPECIAL NEEDS (Exceptional Family Members Program and Individualized Education Program)

One role of CYSS programs is to provide special needs children access to developmental child care services. A Special Needs Accommodations Process (SNAP)Team is convened on a case by case basis for the purpose of determining the most appropriate placement of children within CYSS care options.

Referrals to the SNAP Team may be made through the Exceptional Member Program Coordinator or Medical Treatment Facility. After reviewing specific information regarding the development, medical, and evaluation needs of the child, family considerations and the features of available child development program settings, the SNAP team will recommend:

1. Developmentally appropriate placement in an environment that meets the needs of the child.
2. Accommodations and/or program modifications that will be necessary to ensure the safety and developmental effectiveness of the child care experience.
3. Pre-admission staff/provider training necessary to care for the child.

Any child requiring ongoing medication, having health concerns or requiring special care, must be evaluated by the SNAP team prior to enrollment in the CDC or FCC programs. It may be necessary for proponent agencies such as medical/health or safety consultants to provide technical assistance to support inclusion in the CYSS setting. It is necessary that parents inform the director of their child's special needs prior to enrollment.

Children will not begin care until all specified pre-admission training for the caregivers have been

conducted and arrangements have been made for provider follow up support as recommended. CYSS will provide reasonable accommodations.

Education Developmental Intervention Services (EDIS)

The first three years of your child’s life are very important. Human learning and development are most rapid in the time from birth to age three. That’s why it is important to give a child the best start possible. The earlier a child with a developmental delay is diagnosed and gets help, the better that child’s quality of life. The EDIS mission is to serve families with special needs as a multidisciplinary team so that they may achieve their developmental and educational potential through efficiency, quality, prevention, identification, and intervention in their homes, school and communities. EDIS services include audiology, developmental pediatrics, education, nursing, occupational therapy, physical therapy, psychology, social work, and speech/language therapy. For more information or to schedule a developmental screening, call the CLEOS Director at 717-245-4638 for referral information. EDIS is not a CYSS operated program but does work in partnership with CYSS programs.

RATIOS

In accordance with (AR) 608-10, children will be placed in areas based on their age in compliance with the following ratios:

Ratio Chart

<u>CATEGORY</u>	<u>AGE GROUP</u>	<u>ADULT/CHILD RATIO</u>	<u>MAX GROUP SIZE</u>
Infants	6 wks – 12 mo	1:4	8
Pre-Toddler 1	12mo – 18 mo	1:5	10
Pre-Toddler 2	18 mo – 24 mo	1:5	10
Toddler	25 mo – 3 yrs	1:7	14
Preschool	3 yrs – 5 yrs	1:10	20

Ratios are mandated in all child care centers. Ratios are set in order to provide a safe environment and in order to reduce the spread of communicable disease.

TRANSITIONING

Children may be moved to an older age group within the CDC when the Training and Curriculum Specialist, the teachers, and the parents determine that the child has the necessary skills to adjust to the older age group AND a space becomes available in the receiving classroom. Parents will be contacted when a move is being considered. The child will be introduced to the receiving staff members and a gradual transition will begin. The child will make several visits to the new room to participate in the scheduled activities. The transitioning period will usually extend over one week, with each visit being a little longer than the last. Parents will be kept informed of the child’s adjustment. When the child is comfortable with the change, he/she will join his/her new friends on a full time basis.

Transition Schedule

Monday	8:30 – 10:45
Tuesday	8:30 – 12:00
Wednesday	8:30 – 3:30
Thursday	Arrival & Departure in new classroom
Friday	Arrival & Departure in new classroom

TOUCH POLICY

The Child Development Services touch policy is based on the premise that positive physical contact with children is absolutely necessary for their health, growth, development, their nurturing and their positive physical contact. Examples of appropriate touch are: (1) hugs, holding hands or lap sitting as expressions of affection to build self-esteem or when the child needs to be comforted. (2) reassuring touch to show approval or provide support. (3) nap time back rubs. (4) diapering, (5) assistance in toilet training. Examples of inappropriate touch include: (1) corporal punishment, (2) forced touch, (3) sexual exploitation, (4) prolonged tickling. Teachers will show respect for the personal privacy and space of children.

GUIDANCE

Positive guidance and discipline will be utilized at the CDC, when the need for guidance arises. There are appropriate techniques that support the development of self-control and the ability to problem-solve.

Redirecting a child – Children need to be given concrete suggestions of behavior to focus their energy in a positive way. Ex. *“Feet belong on the floor.”*

Positive encouragement – Praise the appropriate behavior, being careful not to give much attention to the negative behavior. Ex. *“I really like the way you are walking inside.”* Instead of *“DON’T RUN!”*

Natural consequences – Help children realize that their actions bring forth reactions. Ex. *“If Sue spills water out of the water table, it is her job to assist in the clean-up”.*

Logical consequences – These are used when natural consequences would be unsafe to use. We would never allow a child to fall off of the shelf so he would learn not to climb. Logical consequences MUST be related to the action. (ex. A child continues to throw the blocks even after being reminded of the rules. He must leave the block area. That is a logical consequence)

Removing a child from a group -This is handled in a calm manner without unnecessary stress to allow the child to regain self-control. Ex. *“I see you are having a hard time remembering how we treat our books. You may choose another center and when you feel you are ready you may come back to the book center.”*

Consider a child’s own motives or interest – Redirect the child in a way that is related to his own motives or interests whenever possible. Give him some alternatives that are ok to do. Ex. *“You cannot throw your toy at me when you are angry, however, you can tell me how angry you*



are or you may punch your pillow.” etc.

Remember that each child has individual needs when developing self-control, judgment, and problem-solving skills. Working individually with each child and family will encourage overall healthy growth and development.

Chronic incidents of behaviors which endanger the child, other children, or staff such as biting, kicking, scratching, hitting, spitting, or excessive use of foul language are disruptive to our programs and to those participating in them.

Parents will be informed when these behaviors

occur. If behavior is repetitive, a conference will be scheduled with administrative staff to enlist parent cooperation and gather information regarding individual needs. While we consistently strive to meet individual needs, our focus must remain with the safety and well being of all children. If the negative, harmful behavior is repeated, parents may be contacted to remove the child from the program for the rest of the day. If no change in the negative behavior is evident, the parent will need to seek alternative care. CYSS continually reevaluates its programs to ensure consistent, developmentally appropriate care. Additionally, community resources are available to assist families. We encourage families to utilize Social Work Services, Army Community Services, and the Exceptional Family Member Program.

INCIDENT/ACCIDENT REPORTS

Any time your child has an injury while at the center, it will be documented on an Incident/Accident Report Form. In the event of injury to the head or an injury where the skin has been broken, a courtesy call will be made to parents. Reports will be written and provided for parents to sign at the end the day. A program manager will be informed of the incident /accident and will also sign the document.

REST PERIODS

Rest periods will be provided appropriate to developmental needs of the children with at least one hour scheduled for all children less than six years enrolled in full-day care. Children who do not fall asleep will be provided quiet activities to allow others to rest/sleep.

PARTNERS IN CARE

Educators and psychologists agree your child’s most rapid intellectual development takes place between the ages of birth and six years. As a partner with us during these vital years, here are some suggestions that will assist in the partnership.

- a. Attend the Parent Advisory Council (PAC) meetings. Look for notification of the meetings in our newsletter, in flyers and postings on the parent bulletin board in the Letterkenny Child Development Center. CDC staff joins these meetings to discuss pertinent information.
- b. Keep us informed of your child’s life outside the center and communicate with us often of the happenings in our programs.

- c. Share your concerns and ideas with the staff and CDC Director.
- d. Visit and participate in our programs as often as possible. Be a Celebrity Reader.
- e. Utilize our many training resources. Books, articles, videos, and a Training and Curriculum Specialist, are available to increase your awareness of Early Childhood practices.
- f. Take time to talk with your child about daily “happenings.”
- g. Please join your child in our program at any time. We are always proud to show off our programs.
- h. If you have concerns, complaints, or suggestions, please contact your child’s primary or lead teacher at any time. If the matter is not resolved, we encourage you to make an appointment to meet with the Director to help assess the situation and assist in satisfactory resolution.

As partners we will work together to help your child adjust to the CDC environment. Specific ways to help in the transition from home to alternate care are as follows:

- a. The first visit to the program should be a short one, whenever possible. Spending time with your child initially will help both of you become familiar with the staff and our daily activities. We encourage you to spend 30-60 minutes with your child with no charge
- b. Bring adequate supplies of diapers, wipes and plastic bottles.
- c. Children need to know in advance when they will be participating in our program; talk to your child about their participation.
- d. When leaving your child with us, be sure to take time to hug your child and assure him/her you will be returning.
- e. Understand your child may not be happy about being left behind and acknowledge his/her sorrow.
- f. Ensure your child is dressed casually in weather appropriate clothing to enjoy an active day of play. Provide safe footwear, open toe shoes are a safety hazard and are not permitted within the CDC.
- g. Be punctual for scheduled pick-ups. Children become upset when they see other children leaving and they’re still waiting.
- h. A warm greeting upon pick up, to child and staff strengthens bonds and stimulates positive communications.

CDC NEWSLETTER

Every month, a newsletter will be published that is designed to share information about your child’s classroom experiences and to keep you informed of any changes to our programs, procedures, or policies. We often include information regarding child development and education. The newsletters will be available in your child’s classroom or at the front desk.

CHILD ABUSE PREVENTION

As childcare professionals, we are mandated by law to report suspected cases of abuse or neglect. Inappropriate behavior, dirty clothes, unkempt appearance, or suspicious bruises, abrasions, burns, or other physical marks can be signs of possible abuse or neglect and must be reported to the appropriate authorities for investigation. If you suspect child abuse has occurred in the CDC, please report it immediately to the Depot Police.

VOLUNTEERS

Some installation activities have contracted with CYSS to provide paid child care for their volunteers. The activity will notify the volunteers of this service, and those volunteers must sign in on a special attendance register. Reservations must be made for this care, and all children must be registered with CYSS.

PARENT ADVISORY COUNCIL (PAC)

Parents are offered the opportunity to make a difference in their children's care by becoming involved in the Parent Advisory Group. Benefits of membership include ongoing improvement of Tieman Child Development Center and the opportunity to enhance programming opportunities with other parents. The program's PAC is scheduled to meet monthly in the child development center. The PAC representatives work with the Directors and staff on issues of common concern. The PAC offers all parents a voice and an opportunity to be involved and make a difference. Contact the director for more information.

PARENT PARTICIPATION PROGRAM

The Military Child Care Act requires the establishment of a parent participation program at each installation and in the case of parent who participates allows a reduction of their child care fees.

Parents may earn a Fee Reduction for volunteering a minimum of 10 hours generally in their child program or on behalf of the entire CYS Services Program. Participation Points may be accumulated from month to month until the Parent earns 10 points to receive a 10% reduction on one month's fee for one child. For further information contact the program director or front line staff.

SPECIAL OPENINGS

The Center is available for Hourly Care for special openings by request. Unit representatives should call the Director to request a special opening at least 30 days in advance of the need. Requests must be accompanied by a guarantee of at least 10 children. The fees must be paid in full before the opening and is non-refundable. All contracts for care must be finalized to include reservations no later than two weeks prior to the date of the special event;

PATRON PARKING

To ensure the safety of all children, please proceed through the parking area with caution. Under Pennsylvania Law, a person driving or in charge of a motor vehicle may not permit a child less than six years of age to remain unattended in the vehicle when the vehicle is out of the operator's sight. It is also unlawful to leave an unattended



vehicle running in order to provide heat or air conditioning.

POST CLOSINGS AND HOLIDAYS

The CDC will be closed on Saturday, Sunday and all Federal Holidays and as determined by the Commander. In the event of inclement weather, that is sufficient enough to cause a post closure, parents are expected to pick up their children within 30 minutes of the announced closure time. This will ensure the safety of CYSS personnel returning home. In the event that post experiences a delayed opening, the CDC will open 30 minutes prior to the opening time. To check for depot delays or closings, call the HOT-LINE at 717-267-8109 or 717-267-8916.

SUGGESTIONS AND COMMENTS

Please direct suggestions and comments to the program director. If you don't wish to or don't have time to talk with the director, there is also a parent suggestion box and forms located in the lobby. We are always looking for parent input and we encourage you to write down any suggestion that might improve our services.

Thank You for Choosing Army Child Care!!!!



Carlisle Barracks Military Community Child, Youth, and School Services

**Tieman Child Development Center
Letterkenny Army Depot
Employee Handbook
Printed: January 2009
Revised: November 2011**