



PARENT HANDBOOK



U.S. ARMY GARRISON
ABERDEEN PROVING GROUND, MARYLAND
DIRECTORATE OF FAMILY & MORALE, WELFARE & RECREATION
CHILD & YOUTH SERVICES DIVISION



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SECTION ONE

February 2017

Welcome to Aberdeen Proving Ground (APG) Child & Youth Services (CYS). We are happy that you have chosen our program to assist you with your childcare and recreation needs. Aberdeen Proving Ground serves childcare options at both the Aberdeen and Edgewood Areas for children/youth of Active Duty & DoD Civilian sponsors, retirees, and contractors working on the installation.

This handbook is designed to provide an overview of our programs and policies. We welcome comments, suggestions and always have an open door policy to speak with any CYS Director should you have concerns.

Our goal is to build positive relationships with you and your child while promoting his or her intellectual growth, physical ability and social skills.

Children learn best when they are allowed to explore, discover and **PLAY**. Our staff will focus on “**Learn through Play**” activities developmentally appropriate to your child’s age. Children actively involved in play engage independently, with a partner, or in a group. Play is closely tied to the cognitive, socio-emotional, and motor development of young children; and an important part of our early childhood program. At APG, CYS incorporates the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) Pyramid Model. Staff focus on building positive relationships and use social/emotional teaching strategies when working with children and youth.

Many of our staff members have achieved or are working on receiving their Child Development Associate (CDA) Credential. Our staff have extensive background clearances conducted to assure you that only the best qualified people care for your children/youth.

We thank you for partnering with the APG Child and Youth Services in the growth and development of your child or youth. We look forward to your visits and encourage you to become involved in the planned learning activities within the programs.

Sincerely,

Tammy L Ford

TAMMY L FORD
Coordinator
Child and Youth Services



Mission, Vision, Philosophy and Goals

The **Mission** of CYS is to promote readiness by reducing conflict between parental responsibilities and unit missions.

The **Vision** of CYS is to be the driving force for excellence in childcare, youth programs, school support for the Army, Department of Defense and the Nation.

The **Philosophy** of CYS is to promote intellectual growth, physical ability, social and emotional independence through a “Learn through Play” concept.

The **Goals** of CYS are to Achieve and sustain QUALITY by pursuing nationally recognized benchmarks and performance standards. Increase and sustain AVAILABILITY through on- and off-post childcare options. Maintain AFFORDABILITY for both Soldiers and the Army. Ensure ACCOUNTABILITY is achieved by requiring measurable outputs and outcomes. Increase RETENTION by positively influencing a Family’s decision to remain in the Army. Influence READINESS by allowing the Soldier to better concentrate on his/her job. Enhance RESILIENCY by providing positive growth and development support for children of Soldiers.

Child and Youth Program Associate (CYPA)

Our caregivers obtain specialized training in child/youth development. The training begins before they provide care and continues throughout their employment. Mandatory training includes CPR, Safety, First Aid, administering medication, age-appropriate activities, child growth and development, developmentally appropriate practices, positive guidance, healthy nutrition, and child abuse prevention. Many staff members have received or are working on receiving their Child Development Associate (CDA) Credentials or their Army Youth Practicum. In addition to training, staff receive extensive background clearances and reverification checks every five years.

Teaching Strategies Gold Curriculum

Child & Youth Services uses the Teaching Strategies Gold Curriculum. The program’s focus encourages exploration of math, science, social studies, physical fitness, language/literacy and social/emotional learning each day.

The School-Age Care (SAC), Middle School and Teen (MS/T) programs help youth develop and grow in positive ways. Appropriate activities promote the social, emotional, cognitive and physical development of youth along with a partnership with 4-H and the Boys and Girls Club of America. The curriculum/resources from these two National programs and the Army requirement have implemented programs into five service areas: (1) Education Support and Career Exploration; (2) Character and



Leadership Development; (3) Health, Wellness and Life Skills; (4) Sports, Fitness and Recreation; and (5) the Arts.

Open Door Policy

The programs of CYS maintain an “Open Door” policy. Parents are welcome and strongly encouraged to visit on a daily basis. Our staff is always willing to answer and share your child’s experiences in our programs.

SECTION TWO

CYS Program Website

For more information regarding APG CYS, please visit our website at:
http://www.apgmwr.com/family/youth_services.html.

For additional information on events and activities, logon to the following social media sites:

<https://www.apgmwr.com/pdf/indemand/InDemand-CURRENT.pdf>

<https://apgmwr.com/childyouth-school-services/cyss-home>

https://www.facebook.com/APGCYSS/?ref=aymt_homepage_panel

Instagram: #TeamAPG www.instagram.com/APGMWR

Child Development Centers

The Aberdeen Area (AA), Edgewood Area (EA) and Bayside Child Development Centers (CDC) offer a variety of care options for children 6 weeks to 5 years of age. Our centers are accredited by the National Association for the Education of Young Children (NAEYC) and certified by the Department of Defense (DoD). Our staff are trained in early childhood education and are committed to providing you and your family a wonderful experience while here at APG. In addition to the goals of CYS, each facility works to create a safe, nurturing environment offering quality child care.

The AA CDC is located in Building 2485 and the phone numbers are 410-278-5748/3487.

The Bayside CDC is located in Building 2521 and the phone number is 410-278-4683.

The EA CDC is located in Building E1901 and the phone numbers are 410-436-2077/2692.



** The hours of operation for all three centers are 0600-1800, Monday through Friday and are closed on Federal Holidays, Garrison Commander-approved closings and CYS Mandatory Training Days.

School-Age Care

The School Age Care (SAC) program provides before- and after-school care (and hourly care on a space-available basis) for children in kindergarten through fifth grade with enriched, age-appropriate, child-centered activities. The program offers enrichment activities using the 4-H and Boys and Girls Club of America (BGCA) Curriculum. The SAC program is accredited by the Counsel on Accreditation (COA) and certified by the Department of Defense (DoD).

The SAC/Youth Center is located in the Aberdeen Area, Building 2522. and the phone numbers are 410-278-9061/4995.

The SAC/Youth Center is located in the Edgewood Area, Building E1902, and the phone numbers are 410-436-2862/2098.

**The operating hours during the school year for SAC are Monday through Friday, 0600-0845 and 1530-1800. During school-out days, spring vacation, and the summer program the hours are Monday through Friday, 0600-1800.

Middle School/Teens

The Middle School and Teen (MS/T) program provides before and after school, evening and weekend options care (and hourly care on a space-available basis) for children in sixth through 12th grades. Activities are planned and facilitated to encourage skill level learning. A summer program provides a variety of activities and limited field trips. Middle School/Teens are able to enjoy Open Recreation Program at the Aberdeen Area Youth Center only on Friday and Saturday nights at the discretion of the Facility Manager and/or the CYS Coordinator

The Aberdeen Area Youth Services (AA YS) is located in Building 2522 and the phone numbers are 410-278-9061/4995.

The Edgewood Area Youth Services (EA YS) is located in Building E1902 and the phone numbers are 410-436-2862/2098.

The operating hours are: 0600-0745 during school season; 1410-1800 hours after school; and 0600-1800 hours during non-school days. Open Recreation Hours for MS/T is available at the AA YS only.



Youth Sports and Fitness

The Youth Sports and Fitness program provides support for children 2-1/2 –18 years of age to encourage healthy life-long habits. Team sports are available with the participation of volunteer coaches and assistants. All coaches are trained and certified by the National Alliance of Youth Sports (NAYS). The youth sports equipment and materials carry the National Operating Committee on Standards for Athletic Equipment (NOCSAE) for safety. For more information on our youth sports programs call 410-306-2297. The sports office is located in Building 2503, Room 206.

SKIESUnlimited

An outreach program that offers instructional classes for children 6 weeks to 18 years of age which allow children and youth to enhance their knowledge and skills. These classes inspire exploration while expanding their learning. The SKIES office is located in Building 2503, Room 204. Call 410-278-4589 for SKIES activities.

School Liaison Office

The School Liaison Office (SLO) program is a key component of CYS. The SLO program is located in Building 2503, Room 208. The SLO provides a communicative link between the military community and the local public school system. Tutoring information is also available. Call 410-278-2857 for more information.

Family Child Care

Family Child Care (FCC) certified homes are Army certified quarters-based homes. At this time there are no FCC homes offered on the Aberdeen or Edgewood area locations. Should you desire to join our CYS Team and open up a quality care home for children four (4) weeks to 12 years of age in a family-style setting, please call the FCC Administrative Office at 410-278-1233 for more information.

SECTION THREE

Parent Central and Outreach Services

Parent Central and Outreach Services (PCOS) provides a one-stop registration office for all CYS programs. Parent Central offices are located in Building 2503, Rooms 210 and 211. Office Hours are: Monday-Thursday 0700-1700 for walk-ins and appointments; Fridays are 0730-1530 by appointment only. To schedule an appointment call (410) 278-7571/7479. The PCS office is closed on all Federal Holidays, Garrison Commander-approved closings and CYS Mandatory Training Days.



Special Needs Services

All efforts will be made to place children with special needs into our CYS programs. To ensure proper program placement and to meet the needs of your child, a Multi-Inclusion Assessment Team (MIAT) will meet with the parent and review the child's relevant medical history prior to the child's placement. The MIAT team members include Army Community Services, Child & Youth Services, Army Public Health Nurses and Parent Central Outreach Services. The goal of this team is to learn about the specifics of your child's needs and ensure his/her placement will be met. A MIAT meeting is necessary whenever a diagnosis changes or when the child moves from one program to another. Should a CYS program not accommodate your child's needs, staff will work with the parent/guardian to assist with alternative care.

PARENT INVOLVEMENT

Under AR 608-10, CYS programs are offered as a supplement to your Family childcare needs, not as an entitlement or substitute. The CYS program actively seeks your involvement and welcomes your comments and questions. We are committed to offering you a high-quality developmental program for your child. Together, we can provide the nurturing, positive environment that your child needs and deserves. Also at CYS, parents can be a part of the Parent Advisory Board (PAB). The PAB allows parents to participate in quarterly meetings to discuss common issues involving the parents and children. Special training may be conducted at some PAB meetings. For more information, contact the Outreach Services Director/Assistant Director at 410-278-2572/1399.

Parents are one of our program's most valuable resources. Parents make excellent contributions to the program each year. They have ranged from guiding children in woodworking, cooking, art, sports, etc., to participation on field trips, donations of materials/supplies and parent committees/meetings. Many parents are asked to be a part of our annual Multi-Disciplinary Team Inspection (MDTI) where parents have the opportunity to represent and review our programs, CYS Mobilization and Contingency (MAC) Plan, Installation Child & Youth Operation Plan (ICYOP) just to mention a few.

Parent Education Workshops are scheduled throughout the year. We encourage you to participate and to offer suggestions for topics that are of particular interest to you.

Parent Surveys are conducted on a yearly basis. Please be sure to complete your survey, as this is your opportunity to be involved in program policy and guidance.

Parents are invited to visit at any time for sharing talents or hobbies and can be arranged by contacting your child's Program Lead or Facility Director. Please take



every opportunity to share in these experiences. Should you desire a conference regarding your child, one may be scheduled during the day with the Director and your child's Program Lead. A Training and Curriculum/Program Specialist (TACS/TAPS) is also available to discuss your concerns and your child's needs.

The CYS Chain of Command is as follows:

- > Your child's assigned Child and Youth Program Assistant (CYPA)
- > Your child's Lead CYPA or Program Advisory Lead
- > Assistant Director or Training Specialist
- > Director/Facility/Program Manager
- > CYS Coordinator
- > Director of Family and Morale, Welfare and Recreation (DFMWR)
- > Deputy Garrison Commander
- > Installation Commander

PARENT PARTICIPATION PROGRAM

Here at APG, CYS provides a Parent Participation Program as a means of increasing parent awareness through parent involvement. Our goal is to enhance the quality of programs and strengthen the bond between the home and CYS. This program enables parents to earn credits by participating in various activities. Parents may earn a fee reduction for volunteering a minimum of 10 credit hours in any CYS full-day care program. Participation may occur in your own child's program or any other CYS program. Participation credits may accumulate from month-to-month until 10 hours are earned in order to receive a 10% reduction on one month's fees for one child (to be redeemed at the first of the month). Parent Participation Points cannot be distributed or transferred to other parents/Families or programs.

PATRON ELIGIBILITY/PRIORITY

Eligibility is contingent on the sponsor status. Patron eligibility for full time care, as established by DoD Instruction 6060.2 remains as follows:

Priority I:

- 1A - Combat Related Wounded Warrior on Active Duty status
- 1B - Child & Youth Direct Care Staff
- 1C – Single/Dual Active Duty military & Active Duty Guard/Reserve in orders
- 1D - Active Duty w/working spouse
- 1 E - Single/Dual DoD civilian
- 1 F - DoD Civilian w/working spouse
- 1G - Surviving Spouse Combat Related
- SA - DoD Contractors working in the installation, other federal employees, inactive guard/reserve & military retirees



Priority II: shall be given to qualifying children of an active duty service member, DoD Civilian, surviving spouse of military member who died from a combat related incident, and those acting in loco parentis where a non-working spouse is actively seeking employment. The status of actively seeking employment must be verified every 90 days.

Priority III: shall be given to qualifying children of an active duty service member, DoD Civilian, surviving spouse of military member who died from a combat related incident, and those acting in loco parentis where a non-working spouse is enrolled in an accredited post-secondary institution. The status of post-secondary enrollment must be verified every 90 days.

Patrons who have children enrolled in full-time APG CYS programs are required to be employed part/full-time (25-40 hours per week) or be a full-time college student (taking at least 12 undergraduate credits, or 9 graduate credits per semester).

Patrons employed at APG whose spouse becomes unemployed while their child is enrolled in a full-time CYS program have 90 days to find part/full-time employment to maintain their child care slot.

ENROLLMENT

All children must be registered prior to starting a CYS program. Registration packets must be completed prior to the time of registration. Once on file, these forms are updated on an annual basis. Fees will be determined at the time of registration. Sports/SKIES program registrations will be announced before each session. Please refer to the following APG CYS website for specific information: http://www.apgmwr.com/family/youth_services.html. If your child was registered in a military child care program at your previous duty station within the last year, you are entitled to have your records imported to APG. Contact Parent Central for more information.

WITHDRAWAL

Written notice must be submitted 14 days or two weeks prior to withdrawal from any program. Payment is due through the date of withdrawal even if the child is not in attendance. Failure to submit the withdrawal form will result in fee charges for the period. The withdrawal form may be obtained from the Clerk at the front desk. Vacation credits may not be used in lieu of a two-week notice.

PAYMENTS

Child care payment fees are based on Total Household Income (THI) which is defined as all earned income including wages, salaries, tips, long term disability benefits, voluntary salary deferrals, quarters allowances, subsistence allowances



and in-kind quarters, subsistence received by military members, and/or other pension or retirement, and anything else of value, even if not taxable, that was received for providing services.

Quarters allowances and subsistence allowances mean the basic allowance for quarters and the basic allowance for subsistence received by military personnel (with respect to grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military installations.

Full-Day/Part-Day Program

A \$10.00 per child late fee will be attached to accounts not paid on time. The Clerk responsible for patrons' accounts will advise the Program Director of any accounts that remain overdue on the 22nd of the month. The Program Director will then send the parent/patron a reminder advising them of the past due amount. The Director will also inform the parent that child care services may be suspended for the upcoming month if payment is not received immediately or if account is overdue at any time in the future.

(1) For children enrolled in the full-day program, fees may be paid during the Center's hours of operation.

>Payments will not be accepted after 1730.

>Fees are payable in advance of services rendered.

>Child may not return to the activity until all late fees are paid in full.

>Fees may be paid once a month or twice a month as follows:

(2) Monthly Payment: is due within the first five business days of the Billing Cycle and becomes delinquent after the fifth workday. *A twenty-dollar (\$20) late payment fee will be assessed per enrolled child per payment cycle monthly.* Denial of care will begin on the sixth workday.

(3) Semi-monthly (15th) payment: half payment made within the first five days of the Billing Cycle and half payment made mid-month within the first five days of the Billing Cycle and becomes delinquent after the fifth workday of the mid-month cycle. *A ten-dollar (\$10) late payment fee will be assessed per enrolled child per payment cycle monthly.* A total of \$20.00 for the full month. Denial of care will begin on the sixth workday (after the mid-month payment).

(4) Auto Debit: automatic credit card withdrawal of the monthly/semi-monthly child care fee. Complete *INSTALLMENT BILLING PROCESS* form and choose the schedule of payment.

(5) Full payment for full-day/part-day care is due within five (5) business days of the billing date.

(6) Parents/Households can pay their child care fees and register for Sports and SKIES classes as long as they are registered with CYS by accessing WebTrac at: <https://webtrac.mwr.army.mil/webtrac/apgcym.html>.



(7) Fees may be paid by cash, money order, credit card (VISA/MasterCard/American Express/Discover), debit card or check payable to the ***Installation Morale, Welfare and Recreation Fund (IMWRF)***. The IMWRF will assess any returned check with a service charge. Payments made on-line must be coordinated with a valid email address. Parents are encouraged to retain all payment receipts for tax purposes.

(8) Fees are non-refundable.

(9) Parents leaving the Center with an outstanding debt will not be referred to another CYS program until the debt is cleared. **ADMISSION WILL BE DENIED TO CHILDREN/ YOUTH WHOSE FEES ARE UNPAID!!** Parents will be treated as a new patron if they want to re-enroll in a regularly scheduled CYS program following payment of a delinquent account.

(10) Parents who may experience financial hardship may contact Army Community Service for financial assistance and counseling at 410-278-2508.

(11) Fees for day-to-day hourly care reservations are due on the day of service. Patrons failing to pay for hourly care services on day of use may not utilize nor make future hourly care reservations until payment is made in full.

(12) Please refer to CYSSOP #094, Collection of Child Care Fees, for more information on Termination of Services, Collection on Delinquent Accounts and Requests for Exception. All CYS programs will follow DoD Fee Policy guidelines for collection of non-payment. The FMWR Financial Management Division collection procedures will be followed to clear the account.

Vacation Policy

Child Development Center (CDC) Families may select a two- or four-week Leave/Vacation Fee Plan (which reserves their child's space) for each child enrolled in regularly scheduled child care programs. Selection will occur during the Family's initial or re-registration for the upcoming 12 months. Families who choose the four-week Leave/Vacation Fee Plan will pay a higher monthly fee than Families who choose the two-week plan since their fees are annualized to include Leave/Vacation. Once a Leave/ Vacation Fee Plan is selected, it remains in effect for their entire registration year (12 months). Kindergarten and School-Age Care do not receive vacation credits.

Children enrolled in SAC and Kindergarten programs (offered in CDC, SAC or MS/T facilities) will not receive vacation credits.

The two- or four-week Leave/Vacation Fee Plan must be taken in a minimum of one week increments (i.e., five-day time blocks – Monday-Friday). In CDC Programs, fees are not charged during the time the child is absent, and the child care space is reserved for the Family until the child returns.

Leave/Vacation Fee Plans begin at the time of child registration and concludes at the time of re-registration for the following year (12 months).



Families will be informed of the Leave/Vacation Fee Plan Policy at two points in the enrollment process: (1) when the child is registered with Parent Central Services, and (2) during the CDC or FCC Program orientation for the parent and child.

Hourly Reserve Care Program

Fees for hourly care are based on a flat rate and are due on the day of service. Rates for SAC are \$4 per hour or \$16 for a half-day; \$30 for a full-day and MST rates are \$16 for a full day.

Hourly care is available for parents with occasional child care needs and is on a space available basis. Daily space may be requested one week in advance. Hourly reservations at AA YS are taken up to 30 days in advance. Payment is due for the hours reserved on the day service is given or may be paid weekly in advance of care given. These reservations will be held for one hour, after which they will be cancelled and the non-cancellation penalty will apply.

Hourly patrons with an unpaid balance (for hourly care and/or no-show fees) will be denied use of hourly services until the outstanding bill has been paid in full.

Cancellations: Daily reservations may be cancelled up to one hour before admission. If cancellation is not made, you will be charged for the entire time reserved. No new reservations will be accepted until this fee is paid.

Changes: To change arrival or departure times, please call one hour in advance. Properly coordinated early departure and late arrivals will be adjusted in the daily rate. Additional reserved hours must be paid on the day of service.

Reservations extending past 4:30 p.m. must be paid in advance.

There is a 25-hour per week maximum for hourly reserve care.

RECEIVING/RELEASING CHILDREN

Parents of children in the CDC and SAC programs are responsible for escorting their child into their facility. Parents must also swipe their child's identification card into the computer and sign children into their activity room. Youth in the MS/T programs are allowed to enter/depart the facility without a parent/designee but must swipe/sign-in before participating in the program.

Only parents or authorized designees are allowed to pick up children from their CYS program. Authorized designees are listed on the CYS Registration Form. If a parent plans on a designee picking up his child from any CYS program, the parent must provide written notice to this effect to the front desk personnel or facility director.



Authorized designees will be required to show photo I.D. upon arrival. Children are not to be released to anyone less than 13 years of age (verification of age is required). A written verification is acceptable

Child and Youth Services personnel will contact the APG Police regarding release of children to parents or authorized release designees who appear to be under the influence of alcohol or drugs.

Late Pick-Up Procedures

In the event your child remains in the Center past 1800, the following procedures will be followed:

1. Parents will be called at 1800.
2. All emergency designees will be called (if parents cannot be located).
3. In the event that contact cannot be made with the parents or emergency contacts by 1835, the CYS Coordinator and the Garrison Police will be notified.
4. The Garrison Police will follow their procedures of notification. The child will stay at the facility with two staff members until the parents are reached or alternate care is arranged.

Late Pick-Up Fees

Child Development Centers/School Age Care/Outreach Programs: Family pays the Program \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. For example, a Family who has two children in the CDC and one child in SAC will pay a \$15 Late Pickup Fee at each site if pickup is 15 minutes after closing. When the Family is later than 15 minutes, the Family is charged \$5.00 per child, per site, for the next 45 minutes. Emergency procedures will be followed when the children are left at the program one hour after closing the program.

Late Pick-up Fees are not charged for approved Mission Related Circumstances or when specific arrangements are made to extend child care prior to pick-up.

Late Pick-up Fees are not charged for *SKIES Unlimited* Classes.

FACILITY CLOSINGS

All programs are closed for business whenever APG is closed. This includes Federal Holiday closings, Commander-approved closings (the day before or after a

Federal Holiday), announced closings due to inclement weather, security closings and twice yearly All-Staff Training Days. Please listen to emergency radio broadcasts for additional information (WAMD-97 AM; WBAL-1090 AM;



WIYY-97.9 FM; WBSB-104 FM), or call 410-278-SNOW (7669) for specific APG information. In the event the Centers close early, late fees will begin one-half (1/2) hour after the Centers close. Notification of closings may be received through the AtHoc Notifier which is building specific.

PARKING

Parking lots are provided at all APG CYS facilities. Patrons are not authorized to park in the emergency lane outside the front entrances of the buildings. If you do not have handicapped markings (stickers/hang-tag) on your vehicle and are parked in a designated handicapped parking spot, you will be subject to receiving a ticket issued by the APG Police. Illegally parked cars will be ticketed by Garrison Police.

Parents please protect our children: **TURN OFF YOUR ENGINE. DO NOT LEAVE CHILDREN UNATTENDED IN PARKED CARS. PLEASE DRIVE SLOWLY IN AND AROUND PARKING AREAS.**

SECTION FOUR

IMMUNIZATIONS/ILLNESS

In accordance with AR 608-10, 4-66, children must have documented age-appropriate immunizations (NOTE: SAC in the public school system is not required to produce a shot record; there is no requirement for MS/T). Immunizations and immunization records must be current. Verification of immunizations must be presented at the time of registration (i.e., shot record). Care will be denied if immunizations are not current.

Children who appear to be ill or show visible signs of fever will be closely screened and may be denied admission. No child will be admitted with a suspected contagious disease or with a temperature of 100.5°F or greater axillary (under arm) for children under three months of age and 101.1°F or greater axillary for children over three months of age. You must inform the Director/Assistant Director/Program Manager or Program Lead if your child has a contagious or communicable disease.

If your child becomes ill, vomits, has diarrhea, or is injured and needs medical care, you will be contacted to pick him/her up immediately. If your child is not picked up by you or your emergency designee within an hour of notification, your Unit Commander/Supervisor will be contacted to handle the situation. If your child is sent home with a rash or any other suspected communicable disease, you will be required to have a doctor's statement identifying the illness prior to returning to the program. If your child is sent home with a fever, diarrhea or vomiting, he/she will not be admitted to the program for 24 hours after all symptoms have subsided. Children



must be well enough to participate in usual program activities and to go outdoors. In the event of a true life-threatening emergency, 9-1-1 will be called and your child will be transported to the nearest medical treatment facility. You will be contacted immediately.

All CYS programs follow universal health precautions and DA guidelines to minimize the risk of infection.

All staff are trained in CPR and basic First Aid. In the event of a minor accident, basic First Aid steps will be followed and an accident/incident report will be written to notify the parents. In the event of a more serious accident/incident, 9-1-1 and the parent will be called. The child with a staff member will be transported by ambulance to the nearest emergency treatment facility.

MEDICATION

Written permission from the parent is required on DA Form 5225-R to have medication administered to their child.

The physician or parent must administer the first dosage of any medication. Children must be on an oral medication at least 24 hours before program personnel can administer a dosage.

Medication must be:

1. In the original container with a childproof cap and proper measuring cup/syringe.
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. Labeled with instructions that include amount of dosage, starting date/ending date
5. Medication not on the approved list of medications must be approved by the CYS Nurse, APHN and IMCOM. Alternate medications require a waiver/approval in order to be used. The approved list of medications is available at the front desk.

Rescue Medication will not be administered in the hourly and part-day preschool programs (except for emergency situations – i.e., inhalers or Epi-pens).

The Middle School participants will be allowed to administer their own asthma inhalers as prescribed by a physician. Staff will be responsible for documenting medication use on DA Form 5225-R. Medication will be stored at the Youth Center in the appropriate container. The Medical Action Plan must authorize (parent and youth signature) that the youth is qualified to self-carry his/her own medication. If the youth is authorized to do so, the medication does not have to be stored at the Center but needs to be documented if usage occurs. Teens attending the open recreation program on Friday evenings will notify staff of medications in their



possession and will be responsible for keeping and administering their own medication, inhalers etc. Youth Center staff will activate 9-1-1 in the event of any emergency.

TOUCH POLICY

Aberdeen Proving Ground's CYC is fully committed to providing a warm and caring environment for each child enrolled in the program. Accordingly, the following Touch Policy is established to ensure that each child will feel safe, secure and esteemed.

APPROPRIATE TOUCH includes hugs, "high fives", handshakes or reassuring touches on the shoulder/back. Naptime back rubs and lap sitting (infants – Kindergarten/age 5) are allowed in the CDCs and FCC homes (if necessary). Appropriate touching of young children includes:

- > Normal cleaning of infants and toddlers during diapering (to include wiping of genitals and surrounding areas to remove all soiling).
- > Washing/assisting child in the washing of soiled extremities (face, hands, arms, legs, and feet).
- > Washing/assisting child in the cleaning process and changing of clothing if child has become ill.
- > Assisting/changing child's clothing when wet or soiled at parent's request.
- > Sitting on caregiver's lap, holding hands with a caregiver and hugging caregivers when these actions are initiated by the child, or when the child responds to the invitation of comfort by a caregiving employee.
- > Physically guiding a child away from a dangerous situation or one in which the child's behavior endangers other children.
- > Gentle restraint of a child during a temper tantrum when the physical environment is dangerous to a child left on his/her own.

INAPPROPRIATE TOUCH includes forced good-bye kisses, corporal punishment, slapping, striking, pinching, tickling for prolonged periods, fondling, or molestation. Inappropriate touching of young children includes:

- > Children will not be forced to demonstrate affection to caregivers (such as forced good-bye kisses or hugs).
- > Adults will not prolong touching a child during play after child requests that the activity stops.
- > Children who bite/hit will not be responded to by being bitten/hit by an adult in order to teach them that such actions hurt; also, child will not be hit in the mouth or have their mouth "washed out" for any spitting, noise making, or using inappropriate language.
- > Corporal or physical punishment will not be used. A caregiver who is angry with a child will not touch a child to preclude the loss of control by the adult.



- > Patrons will be asked not to use physical punishment on their own children in the facility.
- > Caregiving staff will not use physical discipline on their own children in the facility.
- > Physical restraint will not be used to make children “behave” (i.e. tying/holding children into chairs or holding children down on mats or any other activity meant to force participation).

The intent of this policy is to define appropriate touching practices within the context of adult/child physical interactions in CYS. The intent is not to make Program Staff afraid of physical contact with children, but rather to delineate boundaries, and to stress that appropriate nurturing interaction is healthy and necessary for the development of happy children.

CHILD GUIDANCE

The personnel of CYS receive training in child guidance. Simple, understandable and realistic rules are established based on an understanding of individual needs and behaviors of children at varying levels of development.

Constructive methods of discipline may include diversion, separation of the child from situations, praise of appropriate behavior, or gentle, physical restraint such as holding.

A child may not be punished by: spanking, pinching, or other corporal punishment; isolation away from adult sight or contact; confinement in closets, boxes, or similar places; binding to restrain movement of mouth or limb; humiliation or verbal abuse; deprivation of meals, snacks, outdoor play opportunities, or other program components.

Short-term restriction on the use of specific materials and equipment or participation in a specific activity is permissible. A child may not be punished for lapses in toilet training or refusing food. Use of “time out” methods will not exceed one minute per age of the child (up to five minutes total) and will be used only for children over the age of two. The Director will inform the CYS Coordinator of any child who consistently displays unacceptable behavior. The Program Director and the TACS/TAPS will meet with parents and the Program Lead to discuss methods to change inappropriate behavior.

A behavior plan will be developed for a child with consistently inappropriate behavior. The plan may be coordinated with Army Community Service, Kirk Clinic, or other outside sources and the child’s parents. The plan must be followed, evaluated and changed as necessary with the cooperation and feedback of the team. If after these steps the inappropriate behavior continues, the Coordinator will direct the Family to find a more suitable program. A middle school- or high school-



age child may be suspended or removed from the program depending on the seriousness of the inappropriate behavior.

CHILD ABUSE

Definitions

1. Abuse – direct, physical injury, trauma, or emotional harm intentionally inflicted on a child.

2. Out-of-Home Abuse – child abuse or neglect that occurs in an Army organized setting/facility or within an Army-sponsored sanctioned activity; does not apply to child abuse occurring within the family unit. Types of out-of-home abuse include:

(a) Physical Abuse: The intentional nonaccidental, physical injury to a child inflicted by a parent, guardian, or other person responsible for the child's welfare.

(b) Sexual Abuse: The involvement of a child in any sexual act or situation the purpose of which may be to provide sexual gratification or financial benefit to the perpetrator; all sexual activity between a child and a care provider is considered sexual abuse.

(c) Emotional Maltreatment: An act or commission (such as intentional berating, disparaging, or other abusive behavior) or omission (such as passive or aggressive inattention to a child's emotional needs) on the part of a caretaker. Maltreatment causes low self-esteem in the child, undue fear or anxiety, or other damage to the child's emotional well-being.

(d) Neglect: Neglect (or deprivation of necessities includes failure, when able to do so, to provide the following: nourishment, clothing, shelter, health care, education, supervision). "Failure to thrive" syndrome may be a result of neglect.

3. Familial Child Abuse – Child abuse or neglect as defined above (1. 2.(d)) that occurs within the family unit.

Identification of Child Abuse

All CYS personnel will be knowledgeable in the definition, recognition, physical, and behavioral indications of possible child abuse. Following is a brief list of indicators of child abuse/neglect: unexplained injury, bruises, welts, cigarette burns. Malnutrition for no obvious reason. Evidence of poor care. Unusual fears. Evidence of repeated injury. Exhibiting behavioral extremes. Always tired and sleeps often. In obvious need of medical attention of eyes, teeth, shots, etc. Depression. Unexplained bald spots. Cries for little reason. Abuse of toys and friends. Low self-esteem.

Reporting Child Abuse

All CYS employees are mandated reporters and are responsible for reporting any suspicious injury, evidence of neglect/abuse or infractions of the APG CYS



Touch and Discipline Policies to the Military Police, 410-306-2222 (Aberdeen) or 410-436-2222 (Edgewood). The Department of Defense Child Abuse/Safety Violation Hotline telephone number is 1-877-790-1197. Child Abuse posters are located in every CYS facility.

All CYS staff/providers/parents are required by law to report all suspected child abuse to the Military Police. Reports are handled confidentially.

Aberdeen Proving Ground's CYS has many policies in place to minimize the potential for child abuse. They are as follows:

- (a) rooms may not be totally darkened.
- (b) child/ adults ratio will be maintained at all times in activity rooms.
- (c) no unauthorized visitors are allowed; authorized visitors wear badges
- (d) daily sign-in/sign-out procedures for drop-off and pick-up of children are used.
- (e) attendance records maintained by the staff.
- (f) only authorized persons may pick up children.
- (g) Touch and Discipline Policies are in effect.
- (h) staff wears nametags.
- (i) TACS/TAPS and Center Administrative Staff spends time in classrooms for observation and program oversight.
- (j) a monitoring system is present.
- (k) an "Open Door" policy is in effect for parent visitation.

SECTION FIVE

TRANSPORTATION/FIELD TRIPS

Children attending classes at designated Harford County Schools will be transported to and from school in Harford County buses. If the post is closed and/or has a delayed opening and schools are in session, parents are responsible for transportation to and from school.

Field trips will be taken to enhance program activities. Parents will sign a permission slip for each field trip.

Licensed staff provides mini bus service for local field trips with vehicles provided by CYS. Chartered buses will be used when field trips are more than 1-1/2 hours away (driving time) from APG. Rude behavior or activities jeopardizing the safe operation of any type of bus (school, chartered or mini) will not be tolerated. The use of tobacco and alcohol products is prohibited. Any infractions will be written up by the vehicle operator and reported to the staff in charge, Facility/Program Director, the parent(s) and CYS Coordinator.



When field trips are on the installation (i.e., bowling, swimming), School-Age/Middle School/Teens (SAS/MS/T) may walk to and from the activity. If the Open Rec MS/T program has low enrollment, the 15 passenger bus may be used for local trips off-post.

Parents are required to provide transportation to all sports practices and games.

PETS

Due to allergic and medical reasons, no pets are allowed in any CYS program.

CLOTHING

Since children come to the CYS programs to participate in active play and experiment with many kinds of materials, the clothing they wear is important. Aprons are provided for painting and water play. Sneakers or soft-soled shoes are recommended; sandals, open-toed shoes and jellies are unacceptable. For safety purposes, the toes and heel must be enclosed within the shoe.

The children go outside daily (weather permitting). Clothing should be appropriate for the weather – mittens, gloves, hats, boots, long pants, or other leg coverings for cold weather; shorts, lightweight clothing in hot weather.

Young children need to have a complete change of clothing (underwear, socks, shirt and pants) in the CDC at all times. All articles of clothing must be marked with the child's name.

Below is a general listing of appropriate/inappropriate attire for children/youth (as well as CYS staff):

CULOTTES & WALKING SHORTS

- Shorts must reach fingertips with arms extended

STRAPS ON SLEEVELESS TOPS

- appropriate supportive undergarments must be worn & covered by shirt

THE FOLLOWING ATTIRE IS INAPPROPRIATE

- Spandex & biker shorts
- Midriff tops, crop tops, or low cut tops
(back or stomach must not be visible during activities)
- Backless tops or dresses
- Skin-tight clothing (pants/shorts/skirts/tops)
- Clothing with drug/alcohol/cigarette logos
- Clothing with inappropriate messages (profanity, violent, or gay/racial slurs)
- Clothing with inappropriate images/graphics



- Mini-skirts or short shorts
 - Open-toe or open-heel shoes
 - Flip-flops, thong-style sandals or “Crocs”
 - Undergarments intentionally on display
- (Pants/shorts/shirts worn extra low so that underwear is exposed)

The safest shoe for your child to wear while in our CYS program is: **SNEAKERS**

If your child is dressed inappropriately, you will be called to either bring the proper attire for your child to change, or remove your child from the facility.

Although beads and colorful hair clips in a child's hair can be very pretty, they have become a safety issue in many child care centers. When these items fall out, they present a choking hazard to small children. To ensure the safety of all young children, children under the age of four (4) will not be permitted to wear beads or small clips in their hair.

FOOD AND NUTRITION

Aberdeen Proving Ground CYS participates in the United States Department of Agriculture (USDA) Child Adult Care Food Program (CACFP). Based on USDA nutritional guidelines all CYS programs provide meals that include full-strength juices, meats, fresh fruits and vegetables. These foods provide the highest nutritional value for your child's health.

In addition to the highest nutritional standards, the USDA CACFP provides financial support to our child care programs in the form of a partial food cost reimbursement based on the completion of your parent application and number of meals served.

Meals and Snacks

There are no separate charges for meals and snacks served in the CYS programs. Breakfast, lunch (during full-day care) and afternoon snack are served daily (see Program Director for times). All children are enrolled in the USDA Child Care Food Program. Children are served nutritious meals and snacks. Menus are posted in each program location. All sponsors are required to complete the Confidential Application for Free or Reduced Price Meals at the time of registration and annually.

The SAC, MS/T and CDC programs will supply lunch on days when there is no school and during the summer program.

Please indicate on the Health Screening Tool at registration and the child's Health Assessment any food alternatives, allergies, or special dietary needs of your child. A physician must complete all appropriate forms and a special diet statement



if indicated. The CYS program will make every effort to meet the special food needs of your child. If a food requirement cannot be supplied, the parents will be asked to supply the food alternative. The CYS facilities are not responsible for allergies not documented by a physician.

NO FOOD IS TO BE BROUGHT FROM HOME INTO ANY CYS PROGRAM BETWEEN THE HOURS OF 0600-1800. (Note: After 1800, Open Rec youth, MS/T may bring food in from outside sources, i.e. Burger King, Shopette).

Formula Requirements

Program Staff will not mix formula brought from home. All bottles must be prepared in plastic bottles with lids and labeled with the child's name and date. Bottles must contain formula, milk, or 100% fruit juice. The parents must prepare a separate bottle for each feeding. Per USDA requirements, the CDC will provide one brand of formula for infants aged six weeks through 12 months. Parents are required to furnish a sufficient number of clean, ready-to-use bottles. The staff will pour ready-to-feed formula into the bottles for that day. Parents who choose for their infants not to receive the formula provided by the Center must have bottles furnished with formula from home and all guidelines adhered to.

Birthdays and Special Occasions

We recognize how special birthdays are to young children and their parents. We want to help you make this day special for your child. However, only food prepared at or for the center is served for meals, snacks and special events, such as birthday parties. **OUTSIDE FOOD AND ITEMS SUCH AS GOODY BAGS WILL NO LONGER BE A PART OF BIRTHDAY CELEBRATIONS.** This guidance has been set to ensure the safety of the children by ensuring they do not receive items that may be a choking hazard or cause an allergic reaction. Other ways of participating in non-food celebrations include singing the birthday song, decorating your child's cubby, or making a birthday crown for your child to wear during the day. For children in the Pre-School and Pre-K Strong Beginnings classrooms, the children can choose which helper they would like to be for the day. **NO BALLOONS OR CANDLES ARE PERMITTED IN ANY CYS PROGRAM!!**

SECTION SIX

PARENT GRIEVANCE PROCEDURES

Parents are encouraged to talk with Program Staff to clarify any problems and answer any questions that may arise. The Director, Assistant Director or TACS/TAPS are available throughout the day to talk with parents or answer any



questions. In the event problems are not able to be resolved within the Center, the CYS Chain of Command (page 8) will be followed until resolution of the problem is reached.

TELEPHONE DIRECTORY

Coordinator	Bldg 2503	410-278-2223/7576
Central Registration	Bldg 2503	410-278-7571/7479
Parent Central/ Outreach Services	Bldg 2503	410-278-2572/1399
School Liaison Office	Bldg 2503	410-278-2857
Nurse Specialist	Bldg 2503	410-278-1772
Youth Sports	Bldg 2503	410-306-2297
SKIES <i>Unlimited</i>	Bldg 2503	410-278-4589
Hired Program	Bldg 2503	410-278-3250
Family Child Care	Bldg 2503	410-278-7477/7140
Aberdeen Area CDC	Bldg 2485	410-278-5748/3487
Bayside CDC	Bldg 2521	410-278-4683
Aberdeen Area YS	Bldg 2522	410-278-9061/4995
Edgewood Area CDC	Bldg E1901	410-436-2077/2692
Edgewood Area YS	Bldg E1902	410-436-2862/2098