



UNITED STATES ARMY  
**CHILD & YOUTH SERVICES**

# PARENT HANDBOOK

**ABERDEEN  
PROVING  
GROUND, MD**

**U.S. ARMY  
GARRISON**

**DIRECTORATE  
OF FAMILY &  
MORALE  
WELFARE &  
RECREATION**

**CHILD & YOUTH  
SERVICES  
DIVISION**

**DECEMBER 2025**



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## SECTION ONE

December 2025

Welcome to Aberdeen Proving Ground (APG) Child and Youth Services (CYS). We are happy that you have chosen our program to assist you with your childcare and recreation needs.

This handbook is designed to provide an overview of our programs and policies. Child and Youth Services is regulated by Department of Defense (DoD). All programs follow Department of Defense Instruction (DoDI) 6060.02 and 6060.04; IMCOM Regulation 608-10-1; AR 215-1; AR 215-3; Annual DoD Fee Policy and any other adjusted or developed policies.

When concerns arise, please talk with your program director to resolve the situation. The program managers value your concerns as they want to ensure you are comfortable when dropping off and picking up your child. 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 is an important part of our early childhood program. Here at APG, CYS incorporates Center on the Social and Emotional Foundations for Early Learning (CSEFEL) Pyramid Model. Staff focus on building positive relationships and using social/emotional teaching strategies when working with children and youth.

Our CYS center-based programs and our school-age/youth programs are nationally accredited through The National Association for the Education of Young Children (NAEYC) and The Council on Accreditation (COA), respectively. Many of our staff members have achieved post-secondary education and/or are working on receiving their Child Development Associate (CDA) Credential. The APG CYS program understands the importance of keeping children safe and out of harm’s way. The staff is trained in various areas of early childhood development; however, that does not guarantee accidents/injuries will not occur. The programs go to great lengths to address injuries and work to put practices in place to reduce accidents/incidents. Parents will be notified when an injury occurs. In cases where the injury could be life-threatening, the program will call 9-1-1 for assistance.

We thank you for partnering with APG CYS 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,

*Donna C. Jacobs*

DONNA C. JACOBS  
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 War, 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 child care 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 and enhance RESILIENCY by providing positive growth and development support for children of Soldiers.

## ~~ CHILD AND YOUTH PROFESSIONAL (CYP) ~~

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.

## ~~ OPEN DOOR POLICY ~~

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



## SECTION TWO

### ~~ CYS PROGRAMS ~~

#### *WEBSITE*

For more information regarding APG CYS, please visit our website at:  
[http://www.apgmwr.com/family/youth\\_services.html](http://www.apgmwr.com/family/youth_services.html).

#### *CHILD DEVELOPMENT CENTERS*

The Aberdeen Area (AA), Edgewood Area (EA), and Bayside (BA) Child Development Centers (CDC) offer a variety of care options for children six weeks to five years of age. Our centers are accredited by the National Association for the Education of Young Children (NAEYC) and certified by the Department of War (DoW). Our staff is trained in early childhood education and committed to providing you and your family with 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 childcare.

The AA CDC is in Building 2485 Carbine Road (APG North) and the phone numbers are 410-278-5748/3487.

The BA CDC is in Building 2521 Bayside Drive (APG North) and the phone number is 410-278-4683.

The EA CDC is in Building E1901 Scully Road (APG South) and the phone numbers are 410-436-2077/2692.

**\*\*The hours of operation for all three centers are 0630-1730 (6:30 a.m.-5:30 p.m.), Monday through Friday and are closed on Federal Holidays, Garrison Commander-approved closings, and CYS Training Days (two times per year – usually October and April).**

#### *SCHOOL-AGE CARE*

The School-Age Care (SAC) program (located within the Aberdeen Area and Edgewood Area Youth Services, respectively) provides before- and after-school care 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 is certified by the Department of War (DoW).

The AA YS SAC program is in Building 2522 Bayside Drive (APG North) and the phone numbers are 410-278-9061/4995.

The EA SAC program is in Building E1902 Scully Road (APG South) and the phone numbers are 410-436-2862/2098. The EA SAC is a summer only program.

**\*\*The operating hours during the school year for SAC are Monday through Friday, 0630-0845 (6:30 a.m.-8:45 a.m. and 1530-1730 (3:30 p.m.-5:30 p.m.). During school-out days, spring vacation, vacation breaks and the summer camp program, the hours are Monday through Friday, 0630-1730 (6:30 a.m.-5:30 p.m.).**

#### *MIDDLE SCHOOL/TEENS*

The Middle School and Teen (MS/T) program provides before and after school, evening and weekend options for children in sixth through 12<sup>th</sup> 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 can enjoy the Open Recreation Program at the Aberdeen Area Youth Services (AA YS).

The AA YS is in Building 2522 Bayside Drive (APG North) and the phone numbers are 410-278-9061/4995.

The operating hours are: 0630-0745 (6:30 a.m.-7:45 a.m.) during the school season; 1430-1730 (2:30 p.m.-5:30 p.m.) after school; and 0630-1730 (6:30 a.m.-5:30 p.m.) during non-school days.

#### *YOUTH SPORTS AND FITNESS*

The Youth Sports and Fitness program provides support for children 2-1/2 to 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) safety. For more information on our youth sports programs, call 410-306-2297. The sports office is in Building 2503 (2<sup>nd</sup> floor) Advanced Tactics Road (APG North).

### *SCHOOL LIAISON OFFICER (SLO)/SCHOOL SUPPORT SERVICES*

The School Liaison Officer (SLO) is a key component of CYS. The SLO is in the AA YS, Building 2522 Bayside Drive (APG North) and serves as a liaison between the Military community and the local public school system. Tutoring information is also available. Call 410-278-1917 for more information.



## **SECTION THREE**

### **~~ PARENT CENTRAL REGISTRATION SERVICES ~~**

Parent Central Services provides a one-stop registration office for all CYS programs. Parent Central offices are located on the second floor in Building 2503 Advanced Tactics Road. Office hours are Monday through Friday 0800-1630 (8 a.m.-4:30 p.m.) by appointment only. To make an appointment, call 410-278-7571/7479/1233. Parent Central is closed on all Federal Holidays, Garrison Commander-approved closings, and CYS Mandatory Training Days (two times per year – usually October and April).

### **~~ 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(s)/guardian(s) to review the child's relevant medical history prior to the child's placement. The MIAT team members include Army Community Service (ACS), Child and Youth Services (CYS), and Army Public Health Nurses (APHN). 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 be appropriate or able to meet your child's needs, then staff will work with the parent(s)/guardian(s) to assist with alternative care.

### **~~ PARENT INVOLVEMENT ~~**

Under IMCOM Regulation 608-10-1, CYS programs are offered as a supplement to your childcare need, not as an entitlement or substitute. 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. 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. Individual issues need to be addressed with the program director. Special training may be conducted at some PAB meetings. For more information, contact the Outreach Services Director at 410-278-1233.

As the child's primary and first teacher, we acknowledge you know your child best. We want to use your expertise for your child to help them grow and learn at school. There are many ways you can share milestones, observations, and any other exciting life moments with your child's teachers. We are happy to discuss these verbally at drop off or pick up if you have the time to share. We also have SmartTeach- our online documentation program that generates checkpoints and conference forms. By sending it as an observation through SmartTeach, staff can utilize parent observations in individualized planning, lesson plan activities, checkpoints, and much more! Classrooms also have a notebook or basket to share the child's progress where you can leave a note to share with your child's teachers. Be sure to connect with your child's lead about the process of sharing your observation to support our child assessment process.

Parents are one of our program's most valuable resources. 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 guidance and policy.

Parents are invited to visit at any time to share talents or hobbies and can be arranged by contacting your child's Room Lead or Facility Director. Please take every opportunity to share these experiences. Conferences regarding your child are offered twice per year. A Training Specialist is also available to discuss your concerns and your child's needs when you have concerns. The CYS Chain of Command is as follows:

- ❖ Your child's assigned Child and Youth Professional (CYP)
- ❖ Your child's Lead CYP or Supervisory Program Specialist (SPS)
- ❖ Assistant Director or Training Specialist
- ❖ Director/Facility/Program Manager
- ❖ CYS Coordinator
- ❖ Director of Family and Morale, Welfare and Recreation (DFMWR)
- ❖ Deputy Garrison Commander
- ❖ Garrison Commander

As a partner in helping your child grow and develop, families are encouraged to have open communication with both the classroom staff as well as the building's management team. Should a difficulty arise, that families would like to provide feedback about, the classroom staff are receptive to all questions, comments, and concerns. Should the classroom staff be unable to or fail to meet your needs, please escalate through the chain of command by phone call, email, scheduled meetings, or informal meetings at drop off/pick up. Next to support you would be the Supervisory Program Specialist (SPS), then the Assistant Director, and finally the Center Director, also in the most convenient way for you to connect. If your needs are not met at any of these levels, please reach out to the CYS Coordinator, Donna Jacobs, for support with the matter. Her contact information is 410-278-2223.

#### **~~ 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 to receive a 10% reduction in 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.

#### **~~ ANNUAL RE-REGISTRATION ~~**

All children must be re-registered annually. The program will provide new forms for you. Any changes to your child's health will need to be updated by the doctor and provided to Parent Central at the time of re-registration. Fees will be determined at the time of registration.

Sports 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](http://www.apgmwr.com/family/youth_services.html).



### ~~ WITHDRAWAL ~~

Parents are required to provide a 30-day termination/disenrollment notice to withdraw from a full-day or before/after school care program. Patrons who fail to provide a 30-day termination/ disenrollment notice will be charged the applicable fees. Patrons who provide more than a 30-day termination/ disenrollment notice are eligible to receive a withdrawal discount of ten percent. The one-time reduction may be applied to the final (last full billing cycle) payment for full-day and before/after school care program. This reduction is not applied to Families transitioning to other on-post CYS programs (e.g., transitioning from CDC to SAC, etc.), Families being supplanted, and DoD contractors and specified space available patrons. The withdrawal form may be obtained from the Clerk at the front desk. Vacation credits may not be used in lieu of a 30-day notice.

### ~~ PAYMENTS ~~

Child care payment fees are based on Total Household Income (THI) which is defined as all earned income including wage; 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.

Effective November 2025 there will be a change in the billing process. All billing will only be processed bi-monthly. All billing will be processed on the 1<sup>st</sup> and 15<sup>th</sup> of every month. Each family will have the first five working days during the billing cycle to pay for the billing for that period. A late fee will be applied on the 6<sup>th</sup> day after billing has been completed.

#### FULL-DAY PROGRAM

(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 1700 (5 p.m.)
- ✓ Fees are payable in advance of services rendered.
- ✓ Child/youth 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 \$20.00 late payment fee will be assessed per enrolled child per payment cycle monthly. Denial of care will be initiated if fees are not paid.

(3) Bi-Monthly Payment: is due within the first five days of the Billing Cycle and the other half payment is made during the mid-month five-day grace period. A \$10.00 late payment fee will be assessed per enrolled child per payment cycle. Denial of care will be initiated if fees are not paid.

(4) Auto Debit is automatic Credit Card withdrawal of the monthly/bi-monthly childcare 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 business days of the billing date.

(6) 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. Parents are encouraged to retain all payment receipts for tax purposes.

(7) Fees are non-refundable.

(8) Parents leaving the Center with an outstanding debt will not be referred to another CYS program until the debt is cleared. If the debt is not paid within 30 days, the program will initiate the process to garnish wages to resolve the delinquent account.

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

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

(11) Please refer to CYS SOP #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-payments.

#### *VACATION POLICY*

Child Development Center Families may select a two- or four-week Leave/Vacation Fee Plan (which reserves your child's space) for each child enrolled in regularly scheduled childcare 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).

Children enrolled in the SAC program 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 through Friday). In the CDC/SAC Programs, fees are not charged during the time the child is absent, and the childcare space is reserved for the Family until the child returns.

Leave/Vacation Fee Plans begin at the time of child registration and conclude 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/SAC Program orientation for the parent and child.

#### *HOURLY RESERVE CARE*

Hourly Reserve Care is provided as an option for patrons who need intermittent care. Intermittent is defined as occurring at irregular intervals; not continuous or steady. Patrons who are using Hourly Care on a steadier basis will be referred to Parent Central Services to learn about how to request care through [MilitaryChildcare.com](http://MilitaryChildcare.com) for full-day options.

Due to the limited hourly spaces, patrons will be authorized up to eight hours of Hourly Care per week at APG. Hourly Care will be offered at the CDC in two 4-hour blocks. The first block is offered 0800-1200 (8 a.m.-12 p.m.). The second block is offered 1200-1600 (12 p.m.-4 p.m.). Hourly Care at the School-Age building will be offered before and after school and on school-out days.

Patrons may call a program up to one week prior to care being requested. There may be no availability if patrons wait to request care 24 hours prior to or the day care is needed. The program cannot guarantee Hourly Care spaces are available when you call to set up a request for care.

Fees for Hourly Care are based on a flat rate and are due on the day of service. Hourly Care rates will follow DoD guidelines for: Child Development Center patrons, \$8.00 per hour; School-Age Care patrons, \$8.00 per hour. See Army CYS Garrison Fee Chart for additional hourly fees and information.

### **~~ RECEIVING/RELEASING CHILDREN ~~**

Parents are responsible for escorting their child into their facility and swiping their child's identification card into the computer at the Front Desk. Upon entering the classroom, the parents will sign their child in, wash child's hands, and release their child to the CYS staff.

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 their 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 ID upon arrival. Children are not to be released to anyone less than 13 years of age.

Emergency designees must be in the local commuting area and must be able to pick children up within 60 minutes of contact, if not sooner.

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 1730 (5:30 p.m.), the following procedures will be followed:

1. Parents will be called at 1730 (5:30 p.m.)
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 1745 (5:45 p.m.) or designated time of closure, 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: will assess late fees and communicate with parents at the time of pick-up and a late fee will be charged to their account. Child Development Centers and School-Age Care programs are authorized to charge a late pick-up fee of \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. After 15 minutes, the charge is \$8.00 per child/per site for the next 45 minutes. Emergency procedures will be followed when the child(ren) is left at the program one hour after closing the program.

Late Pick-Up Fees are not charged for approved Mission-Related Circumstances or specific arrangements are made to extend their childcare prior to pick-up.



## **SECTION FOUR**

### **~~ IMMUNIZATIONS/ILLNESS ~~**

In accordance with IMCOM Regulation 608-10-1, section 10-3, children must have documented age-appropriate immunizations. 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 signs of fever will be closely screened and may be denied admission. No child will be admitted with a suspected contagious disease or 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. During flu season children exhibiting temperatures over 100 °F with one other symptom, will be excluded from care. You must inform the Director/Assistant Director/Program Manager or Room 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 and caregiver/staff member 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.

**When a child is on medication, parents are responsible for discussing the instructions with the staff. Even when the program is not administering the medication, there could be warning instructions on the medication to keep the child out of direct sunlight. Clear and open communication between the parents, management and caregiving staff will ensure the best possible care for your child/ren when they are in our care.**

Medication must be:

- ✓ **labeled with a pharmacy label.**
- ✓ **in the original container with a childproof cap and proper measuring cup/syringe.**
- ✓ **dated with the physician's name and instructions for use.**
- ✓ **labeled with the child's name, name of medication, and dosage strength.**
- ✓ **labeled with instructions that include amount of dosage, starting date/end date.**

Medication will not be administered in the hourly program (except for emergency situations requiring rescue medications – i.e., inhalers or Epi-Pens).

The Middle School participants will be allowed to self-carry and administer their own asthma inhalers, epinephrine auto-injectors, and oral antihistamines listed on their Medical Action Plan as prescribed by a physician. Staff will be responsible for documenting medication use on DA Form 5225-R.

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.

Antibiotics, antihistamines/decongestants, and anti-infective fungal ointments are the only categories of medication that can be routinely administered by authorized CYS personnel. Other prescribed medications might be approved for administration only after obtaining approval from the Army Public Health Nurse at Kirk. No medication will be administered by CYS personnel without review/authorization from the Center/Program Director.

Medical Action Plan (MAP): Maintaining the health and safety of every child/youth participating in all CYS programs is of utmost importance. If the child/youth have a medical diagnosis such as allergies or asthma, that may require him/her to take medication while participating in CYS programs, the parent/guardian will be asked to submit a Medical Action Plan (MAP). The MAP is completed by the health care provider to ensure CYS staff are aware of the proper medication and necessary courses of treatment for the child/youth. The MAP is valid for one year based on the date signed by the health care provider.

Rescue Medication: All rescue medication, such as Albuterol and Epinephrine, must always be on site with children. All medication must be in its original container with the pharmacy label attached to the package or medication. Children who require Epinephrine must have two Epinephrine Auto-injectors on site. Services will be denied if medication is not in the program or expired. **CHILDREN MAY NOT BE PRESENT IN ANY PROGRAM WITHOUT THEIR RESCUE MEDICATION.** When a child is already enrolled in the CYS program and becomes newly diagnosed with a medical condition requiring Albuterol or Epinephrine, the family will have 14 days to obtain the MAP. The child may remain in care if the emergency medication is present and CYS Staff have been trained on the medication.

#### ~~ TOUCH POLICY ~~

Aberdeen Proving Ground's CYS 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 through kindergarten/age 5) are allowed in the CDCs. 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 the child requests that the activity stops.
- ✓ children who bite/hit will not be responded to by being bitten/hit by an adult 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. The Director will inform the CYS Coordinator of any child who consistently displays unacceptable behavior. The Program Director and the Training Specialist will meet with parents and the Room Lead to discuss methods to change inappropriate behavior.

Using the Operational Guidance for Behavioral Support from IMCOM G9 CYS, a behavior plan will be developed for a child with consistently inappropriate behavior. If the inappropriate behavior continues, other childcare arrangements may need to be looked for if the child or youth cannot be safely supported by CYS. 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 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 Family Advocacy Program Hotline number (APG) is 410-652-6048. The local Child Protective Services Office number is 410-836-4713. The Department of Defense Child Abuse/Safety Violation Hotline telephone number is 1-877-790-1197. Child Abuse posters can be found in every facility of Child and Youth Services.

All CYS staff/providers/parents are required by law to report all suspected child abuse to the Military Police within 24 hours of suspected abuse. 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:

1. rooms may not be totally darkened.
2. child/adult ratios will always be maintained in activity rooms.
3. no unauthorized visitors are allowed; authorized visitors wear badges.
4. daily sign-in/sign-out procedures for drop-off and pick-up of children are used.
5. attendance records maintained by staff.
6. only authorized people may pick up children.
7. Touch and Discipline Policies are in effect.
8. staff wear nametags.
9. Training Specialists and Center Administrative Staff spends time in classrooms for observation and program oversight.
10. a monitoring system is present.
11. an "Open Door" policy is in effect for parent visitation



## SECTION FIVE

### ~~ OUTDOOR PLAY ~~

All CYS programs will provide outdoor play daily – weather permitting. Management and staff will reference the Healthy Child Care IOWA WeatherWatch chart. This chart provides guidance on when it is safe for children to be outdoors. Managers or Training Staff will physically check the air temperature, surface playground and equipment by touching with their hand in addition to using the Milwaukee Infrared Temp-Gun before opening any playground for use. Programs listen for public service announcements that advise people to stay indoors due to weather conditions that could be hazardous. When the temperatures indicate the weather is not permissible for children to be outdoors, the staff will continue to provide child-appropriate activities within and around the facility. Activities could include a walk around the facility within shaded areas, story time in the hallway, or active play within the gross motor area of the facility.

### ~~ TRANSPORTATION/FIELD TRIPS ~~

Children attending classes at Harford County Schools will be transported to and from school on Harford County buses. If the post is closed 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 participation and permission slip for each Field Trip both on- and off-site.

Licensed staff provides minibus 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, and parent(s)/guardian(s), and CYS Coordinator.

When field trips are on the installation (i.e., bowling, swimming), School-Age/Middle School/Teens (SA/MS/T) may walk to and from the activity, weather permitting.

Parents are required to provide transportation and remain on-site for all sports practices, games and camps.

### ~~ CLOTHING ~~

Children participate in active play and experiment with many kinds of materials; therefore, 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, jellies, and CROCS are unacceptable.** For safety purposes, the toes and heel must be fully enclosed within the shoe.

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



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 for hot weather.

Young children need to have a complete change of clothing – several sets – (underwear, socks, shirt and pants) in the Center always. All articles of clothing must be marked with the child's name.

If your child is dressed inappropriately, you will be called to either bring the proper attire for your child to change or ask that they leave the program for the day.

Hair beads have become a safety issue in many childcare centers. When these items fall out, they present a choking hazard to other children. To ensure the safety of all young children, children under the age of four will not be permitted to wear beads in their hair. Children will not be allowed to wear necklaces or other jewelry which could cause constriction around the neck or become a choking hazard if broken and/or fall apart.

### **~~ FOOD AND NUTRITION ~~**

The APG CYS program 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 childcare 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 snacks 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 Center is not responsible for allergies not documented by a physician.

Due to the safety of all children, no food is to be brought into the programs without proper approval from the Program Directors and the CYS Coordinator.

#### ***FORMULA/BREAST MILK REQUIREMENTS***

Program Staff are not authorized to 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 or breast milk. 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 enough 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 or breast milk from home and all guidelines adhered to.

Due to breast milk having a short shelf life unless it is frozen, it is important that we utilize the supply in the proper order. All bottles must be labeled correctly, using the labels provided, to ensure staff can complete bottle accountability procedures. On the label, the section where parents fill out the date/time expressed and date/time frozen allows staff to know which milk needs to be used more quickly than others. If the parent prefers which bottle the child receives first, write on the bottle label the number or order you would like for them to be fed- first, second, third, etc. All bottles must be taken home at the end of the day. We do not save bottles overnight.

#### ***BIRTHDAYS AND SPECIAL OCCASIONS***

We recognize how special birthdays are for 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.

This guidance has been implemented 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 a child development center.

#### **~ ~ FACILITY CLOSINGS/EMERGENCY RESPONSE PLAN ~ ~**

All programs are closed for business whenever APG is closed. This includes Federal Holiday closings, Commander-approved closings (the day before a Federal Holiday; CYS Training Days – usually twice a year, October and April); announced closings due to inclement weather, and security closings.

Please listen to emergency radio broadcasts for additional information (WAMD-97 AM; WBAL-1090 AM; WYYY-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 15 minutes after the designated closing.

Should a child become injured during their time at the center, their injury will be documented on an accident report for you to sign when you pick up. Injuries that involve the head and neck also require a courtesy call to parents. Parents will be verbally told about the injury over the phone so they can make the decision about the care their child may need based on the injury to the head or neck. Accident reports will always be available at pick up for you to sign and get a copy of if you would like a copy.

Fire drills are conducted monthly in each center. If you are in the building when the fire alarm sounds, exit the building with your child's class or the front desk staff. You may not leave until the fire drill is complete. If there is a fire emergency, children will be evacuated to the second meeting point listed on the evacuation plan of the center. At that time, parents will be called to pick up their children from that location. If there is a building or system failure causing our center to not be safe for children (ex: no running water, no A/C or heat, etc.), the center will be closed and pick up requested immediately. The center will remain closed until issues are fixed and it is safe for operation. Should any other events take place, management will explain procedures during that event (i.e. lockdown/shelter in place, or relocation for any other reasons).

**~~ PARKING/UNATTENDED CHILDREN IN VEHICLES ~~**

Parking lots are provided at all APG CYS facilities. Patrons are not authorized to park in the emergency lanes 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 receive a ticket issued by the APG Police. Illegally parked cars will be ticketed by Garrison Police.

Parents, please protect **our** children. **Idling vehicles in parking areas are not permitted.** TURN OFF YOUR ENGINE. DO NOT LEAVE CHILDREN UNATTENDED IN PARKED CARS. PLEASE DRIVE SLOWLY IN AND AROUND PARKING AREAS. Child and Youth Services management will call the APG Police if young children are left in the vehicle unattended. The police do monitor the no parking areas and the parking lot at random times throughout the day. They could issue a citation which would be the responsibility of the parent to pay.

**~~ CYS TELEPHONE DIRECTORY ~~**

|                                  |            |                             |
|----------------------------------|------------|-----------------------------|
| Coordinator                      | Bldg 2503  | 410-278-2223/7576           |
| Program Operations Specialist    | Bldg 2503  | 410-278-1399                |
| Outreach Services/Parent Central | Bldg 2503  | 410-278-7571/7479/1233/2857 |
| Youth Sports                     | Bldg 2503  | 410-306-2297                |
| Nurse                            | Bldg 2503  | 410-278-1772                |
| School Liaison Officer           | Bldg 2522  | 410-278-1917                |
| Aberdeen Area CDC                | Bldg 2485  | 410-278-5748/3487           |
| Aberdeen Area YS                 | Bldg 2522  | 410-278-9061/4995           |
| Bayside CDC                      | Bldg 2521  | 410-278-4683                |
| Edgewood Area CDC                | Bldg E1901 | 410-436-2077/2692           |
| Edgewood Area YS                 | Bldg E1902 | 410-436-2862/2098           |

NOTES: