



U.S. Army Child, Youth
& School Services

Fort Sill Child, Youth & School Services



“Serving children and Families is our business”

Parent Handbook

25 February 2011

PARENT HANDBOOK

Letter from the Child, Youth & School Services Coordinator

Dear Parents:

Welcome to Oklahoma, the Fort Sill Community and Family and MWR Child, Youth & School Services (CYS Services). We hope this handbook will answer most of your questions, but please contact us at any time should you need additional information. Fort Sill Child, Youth & School Services believes that open, continuous parent – staff/provider communication is vitally linked to the success of our programs. The Director of Family and MWR along with the CYC Services Coordinator encourage you to share your comments and ideas with us as part of our open door policy. We ask that you make every effort to stay involved with your child's program. Please take the time to read this CYC Services handbook, write down any questions you may have, and then contact a program director to address your questions or concerns.

Your child is entrusted in our care during his/her formative years. It is those formative years in which basic skills and feelings about self and the surrounding world are developed. Our primary goal is to provide a safe and nurturing environment that fosters positive self-esteem through purposeful play, exploration, and a feeling of success. Our common bond is your child, and we look forward to this special partnership. Please keep the CYC Services staff/provider informed about important family issues or concerns. Daily communication assists our program in providing the best care for your child. If you have a family member deployed or deploying in the future, please inform our staff/provider. The more information you provide the better we can serve you and your child.

We encourage you to visit your child at any time. Children especially appreciate parents sharing their time by staying for breakfast or dropping in for a snack or lunch. CYC Services encourage our families to share their thoughts, ideas and concerns through our CYC Services open door policy. Also, parents may volunteer within our CYC Services programs and receive credit for parent participation which results in discounted fee options. Please consider volunteering to share a special skill or talent. Talk to your provider or room/group lead and ask how you can get more involved. Another very important avenue for involvement is the Parent Advisory Council (PAC). This is a forum to discuss program changes, share your ideas, and update parents on program changes/upcoming events. Each center/program has a PAC representative. We invite all parents to attend PAC meetings.

Thank you for choosing Fort Sill Child, Youth & School Services. We look forward to getting to know you and your child!

Sincerely,
Arleen V. Montero

Welcome to the Fort Sill Child Youth & School Services (CYS Services) Programs!

Child, Youth & School Services offers a variety of programs for children ages 4 weeks to 18 years of age. The CYS Services curriculum is based on the most recent principles of child growth and development and is designed to provide opportunities for your child(ren) to participate in a variety of developmentally appropriate activities and learning experiences.

MISSION

Fort Sill Family & MWR and Child, Youth & School Services' mission is to support readiness by reducing lost duty time due to conflicts between parental responsibilities and unit mission requirements. Child, Youth & School Services offers child care services as a supplement to, not as a substitute for, the Family as a primary agent for the care and development of the child.

PHILOSOPHY

The beliefs of Fort Sill Child, Youth & School Services programs are inline with the philosophies and values of the Department of Defense (DOD), National Association for the Education of Young Children (NAEYC), National Association for Family Child Care (NAFCC), National After School Association (NAA) and Council on Accreditation (COA). CYS Services believes our patrons are entitled to high quality child care programs that provide safe, nurturing environments which promote physical, social, emotional and cognitive development of children 4 weeks to 18 years of age while responding to the needs of individual Families.

OPEN DOOR POLICY FOR PARENTS

Director, Family & MWR as well as Coordinator and Program Director, Child, Youth & School Services believes that parental involvement in all aspects of children's education and care is vital to healthy development. Parents are encouraged to visit their child at anytime. No parent will be denied access to his or her child during program hours unless court ordered (i.e., restraining order or other legal documentation).

If parents want to eat breakfast, lunch, or snack with their child at either the center or provider's home, they are asked to let staff/provider know each morning to ensure food is prepared accordingly. Parents may also choose to pick up their child from the center/provider and take them out to lunch.

Parent volunteers are encouraged to participate in all CYS Services programs as well as field trips offered throughout the year.

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GENERAL REGISTRATION

1. Eligibility. Active duty military personnel, Department of Defense (DoD) civilians paid from both non-appropriated funds and appropriated funds, reservists on active or during inactive duty training, and DoD contractors are eligible to use services in Army operated or sponsored child, youth and school services programs.

2. Priority for care of 4 weeks and teens up to age nineteen.

a. Active duty military, reservists on active duty, or DoD civilian personnel who are single parents or in two-parent families where both parents are Soldiers or are employed full time outside the home.

b. Active duty military, reservists on active duty, or DoD civilian personnel whose spouse is a full-time student or is employed within the home.

c. Other active duty military, reservists on active duty or during inactive duty training, or DoD civilians, DoD contractors, international students assigned to Fort Sill and other Family and MWR eligible patrons.

3. Exceptions will be considered on a case-by-case basis.

CYS Services registration requirements must be completed prior to receiving services. The new registration, annual registrations or enrollment process begins at the Parent Central Services Office (PCS) located at 4700 N. Mow-way Road. Parents may register their children at this location by appointment basis or walk in. Appointments are available Monday, Tuesday, Thursday and Friday 0800-1500. Patrons can contact PCS by email: fortsillcer@conus.army.mil.

Parents/Guardians will receive a registration packet to facilitate admission into the appropriate program. This process will equip CYS Services staff/providers with information regarding the health and well being of your child. Program fees are subject to change, depending on the requirements determined by the Department of Defense and Army Fee Policy, but are revised not more than once a year. Program fees for FCC homes are negotiated between the FCC provider and the patron.

All required immunizations must be up to date prior to attendance. A health assessment must be completed within the first thirty (30) days of attendance or as determined in the initial PCS visit.

General registration forms that must be completed prior to admittance include the following:

- CYS Services Registration Form (*Verbally completed during the interview process*).

- Application for DOD Child Care Fees (*DD Form 2652*).
- CACFP Family-Size and Income Application (*USDA*.)
- Army Child, Youth & School Services Health Screening Tool (*DA Form 7625-1*).
- Child, Youth & School Services Health Assessment (*must be completed within 30 days of registration or as determined during the initial PCS visit*).
- After registering for the first time, health assessments are only valid for 3 years unless there are some medical changes.
- Youth sports physical are valid for 1 year. Must be current during the sport the child is participating and/or practicing
- Sponsor and Spouse LES/Pay Voucher.
- Sponsor's Social Security Number. [Needed for child tax credit, USDA funding, medical services identifier. Parton Privacy is protected]
- Immunization Records (*must be up-to-date*).
- Family Care Plan (*DA Form 5303—front and back; must be completed within 30 days of registration*).
- Internet Permission Agreement Form.
- Hold Harmless/Medical Release/Photography Consent/Swimming.
- Statement of Acknowledgement and Understanding.

A copy of the child's immunization records will be made at the time of registration.

The Family Care Plan (FCP) for all single/dual military parents is required by AR 600-20 and AR 608-10. A copy may be obtained from your unit personnel clerk and provided to CYS Services within 30 days of registration. The FCP must be updated annually.

Fort Sill Child, Youth & School Services abides by the Special Needs Accommodation Process. Any child/youth wishing to participate in CYS Services programming with Special Needs, to include an IEP/Dietary Restriction/On-going medications, asthma, allergies, etc., must be arranged through PCS to attend a Special Needs Accommodation Process (SNAP) Team meeting before participation in a CYS Services activity. To avoid any delays in care, parent must provide all documentation requested by the PCS prior to the SNAP meeting. Meetings are held weekly. Please call 442-3927 for more information.

Additional OS services include: Resource and Referral for on and off post childcare, Kids on Site for overflow CDC/FCC hourly care, weekly playgroup, Installation Child and Youth Annual inspection, and Parent Education programs.

FAMILY ORIENTATION

After parents have completed the enrollment process with Parents Central Services, an appointment will be scheduled with the appropriate program (full day/part day/before/after school) to complete additional paperwork required by the activity. After completion of this process, if signing up for space available hourly care parents may request a tour of the facility. Parent visits to Family Child Care Homes may occur

before or during the contract process. Additionally, parents are encouraged to read the ***Parent Handbook*** before their child or children are in attendance.

CYS Services programs do not require an appointment to visit each facility or FCC homes. Due to FCC hours of operation, parents or potential patrons may want to contact the FCC provider in order to be abreast of their operating hours. In addition, potential patrons may tour the programs at any time during hours of operation. Escorted by program staff, parents and potential patrons are instructed to sign the visitor log and take a visitor pass that must be worn during their time in the facility. Parents and visitors will sign out and leave the visitor pass with the front office when their tour is over. When visiting our Family Child Care homes, visitors will be required to sign in/out as well.

SYSTEM FOR MONITORING CHILDREN'S ARRIVALS AND DEPARTURES

The Department of the Army uses CYMS (Child and Youth Management System) for records management. The CYMS assists staff in monitoring children's arrivals and departures. An identification card is issued to each child enrolled in the program. This identification card is used to "swipe" children in and out of the system. When the CYMS is not available, the identification card and parent/emergency designee identification is used to provide safety for child/youth arrival and departure.

In addition, a sign in/out sheet is maintained along with an hourly count sheet to ensure that ratios are met according to AR 608-10. The sign in/out and hourly count sheets also account for the number of visitors, staff, providers, and children during fire drills and other emergency evacuations.

School Age Center and Youth Center Staff may utilize a PA (Public Announcement) System and walkie-talkies to communicate during arrivals and departures, transitions, etc.

STAFF TRAINING

Fort Sill Child, Youth & School Services is committed to high quality training for its entire staff.

Entry into the Child & Youth Program Assistant positions and as Family Child Care providers requires completion of specified training on a predetermined timetable. Monitored and guided by each program's Training Specialist, staff and providers are required to complete training that includes a general program introduction, child guidance, child growth and development, nutrition and health awareness, first aid, CPR, and child abuse identification and prevention with annual updates on each of these training subjects. In addition, there are other training opportunities which staff and

providers can “fine-tune” their knowledge, skills and abilities. Throughout the year, they may attend in-services, conferences, agency trainings, and installation specific trainings.

Training of CYS Services personnel and providers occurs at all levels and works to continually provide updated, efficient, and effective services to the Families in our community.

PROVIDING PROGRAM INFORMATION FOR FAMILIES

Families are given information regarding the programs in the following ways:

- Parent Bulletin Boards: posted on the bulletin boards are the weekly/monthly menus, meal schedules, parent meeting dates, and various fliers with additional program information.
- Parent Meetings (i.e., regular parent meetings and parent advisory meetings).
- Daily conversations with parents during drop off and pick up of children.
- Parent/Teacher and Parent/Provider Conferences (i.e., formal and informal).
- Planned Activities.
- Memorandums, Letters, and Notes to Parents.
- Parent Newsletters.
- Monthly Program Calendars.

WAYS FAMILIES CAN PARTICIPATE IN THE PROGRAM

Families are encouraged to participate in the programs in the following ways:

- Volunteering in FCC homes.
- Volunteering to assist with field trips, etc.
- Volunteering to assist with various programs offered through the partnership with 4-H (i.e., Rocketry, Gardening, etc.)
- Activities are provided for Families and children regarding safety (i.e., Water Safety, Weather Safety, Fire Safety, etc.)
- Month of the Military Child events.
- Families are invited to be a part of our overall CYS Services program. For a list of programs, please see your program director or the Parent Central Services (PCS) Office.
- **Attend parent meetings**—at these meetings staff/providers will discuss changes in program policy and procedures, request input, discuss surveys from Families participating in the program, and discuss accreditation process and parents’ roles within the process.
- Parent Advisory Council meetings.

- Parents can attend various trainings that are sponsored by CYS Services. Such trainings include child abuse prevention and intervention, family violence, etc.

STAFF AND FAMILY COMMUNICATIONS

Staff members and providers communicate on a daily basis with Families at arrival and departure. In addition, their communication with Families includes:

- Telephone calls.
- Incident reports.
- Behavior reports.
- Daily discussions with staff/providers regarding their children's activities.
- Parent meetings.
- Parent Conferences.

STAFF OR PROVIDER/FAMILY CONFERENCES AND MEETINGS

The CYS Services staff/providers have received trainings on "How to Conduct a Parent/Teacher Conference," "Types of Parent/Teacher Conferences: Formal or Informal," "When a Conference Is Needed," "How to Prepare for a Conference," etc. Presently, parent/teacher conferences may be conducted formally or informally and are scheduled as needed.

EMERGENCY DESIGNEES

Parents/Guardians **must** furnish the names and phone numbers of two (2) local emergency designees (i.e., military sponsor, relatives, friends, and trusted acquaintances of the family) who may be contacted if:

- Child(ren) are not picked up by close of business
- An emergency situation should arise (i.e. illness, injury, urgent behavioral problems, etc.)
- The parents/guardians cannot be reached

To prevent any delays in picking up children, it is very important to keep this list of emergency designees up-to-date and make changes as they occur. In the event the parents or emergency designees cannot be reached, other appropriate authorities will be contacted.

Children will not be released to siblings or other children under the age of 13 years. This does not apply to 7-12 grade children in Youth Center who may come and go on their own recognizance. Parents must pick up children from their program area, and

must present an Identification Card to the front desk/provider at the time the child is picked up.

TRANSPORTATION TO/FROM SCHOOL

The Lawton Public School System provides buses for transportation both to and from selected schools. Transportation is provided to and from the School Age Program and from the Middle Schools and High Schools to Youth Center. Any concerns you or your child may have relating to the school bus (schedules, disruptive behavior of children, arrival or departure times) must be discussed with the school principal and the Lawton Public School Transportation Center. SAC and YC have no authority to address school bus problems. For more information, contact the LPS Transportation Center, 248-3255. Transportation to and from FCC homes is discussed during the contract process and is determined by the FCC provider.

HOURS OF OPERATION (subject to change)

Facility	Hours of Operations		Address
Parent Central Services	0730 – 1600	Mon - Fri	4700 Mow-way Road 580-442-3927
Family Child Care Office	0730 – 1600	Mon - Fri	4700 Mow-way Road 580-442-2470
School Liaison Office	0730 – 1600	Mon - Fri	4700 Mow-way Road 580-442-4190/4266
Tincher Child Development Center	0530 – 1730	Mon - Fri	4122 Bragg Road 580-442-2320
Grierson Child Development Center	0730 – 1630	Mon - Fri	4123 Bragg Road 580-558-4306
Cooper Child Development Center	0530-1730	Mon - Fri	4125 Bragg Road 580-558-5735
School Age Center	0530 – 1730	Mon - Fri	6599 Lucas Road 580-442-2844
Youth Center	1430 – 1900	Mon - Thurs	1721 Macomb Road
	1430 – 2200	Friday	580-442-5959
	1400 – 2200	Sat	
(Lawton Public School Breaks)	0700 – 1200	Camps Only	
	1200 – 1900	Mon-Thurs	
	1200 – 2200	Fri	

Family Child Care home hours of operation are determined by the provider.

Hours of operations of centers are subject to change.

CLOSING TIME/LATE PICK-UP FEES: Children are to be picked up by closing time scheduled at each facility. Parents of children who have been left at the center past

closing time will be charged a late pick-up fee of \$1.00 for every minute or fraction of a minute (maximum charge of \$15.00 per facility). CYSS staff will attempt to contact parents and/or emergency designees within 30 minutes past the facility closing time, and then the Military Police will be called. Military Police will assume custody of the children and coordinate placement IAW established procedures. Parents are encouraged to contact the program if they are running late to prevent the call to Military Police. Family Child Care closing hours and fees are determined by the FCC provider. Patrons are encouraged to stay abreast of their FCC home contracts/fee obligations.

CENTER CLOSINGS

The Child, Youth & School Services childcare facilities are CLOSED Sunday, all Federal Holidays, and some training holidays. Notification of such closings may be provided during the contract process or by program specific parent letters. Notification of closings is usually posted 20 to 30 days in advance at each facility. FCC closings are determined by the provider and are reflected during the contract process.

RATES AND FEES

The Military Child Care Act (MCCA) requires DOD establish fee categories that are uniform throughout DOD. Fees are based on a household's Total Family Income (TFI) and apply to all CYS Services programs. The Application for DOD Child Care Fees (DD Form 2652) must be completed to determine which fee category for each household. A multiple child reduction (MCR) is applied automatically to School Age children who have siblings at Fort Sill Child Development Center or Families who have more than one child enrolled in specific programs. The MCR is applied to the least expensive type of care. FCC home fees are the same as CDC and SAC.

FEES AND CHARGES ARE SUBJECT TO CHANGE. PATRONS WILL BE NOTIFIED OF CHANGES 30 DAYS PRIOR TO EFFECTIVE DATE.

PAYMENTS

The Application for DoD Child Care Fees (DD Form 2652) must be completed by the parent or guardian prior to care. Payment is due prior to receiving care. All fees must be paid in advance of care. Late Payment Fees is \$5.00 per enrolled Child per payment cycle. Billing cycle is bi-monthly 1st and 15th of each month, except when first taking a space in a Center. Full payment for Full Day/Part Day is due within 5 business days of the billing cycle. SKIES Instructional program is billed on the 1st of each month and also is required to be paid under same guidelines. All changes to payment and attendance schedules are final. Payment within the FCC program is defined in the contract between provider and patron.

REFUNDS

Refunds are **not authorized** for child absences less than two weeks. CYS Program closures due to inclement weather, staff training, or special installation circumstance determined by Commander. Any withdrawal from a SKIES Instructional Class or Youth sports are not authorized.

Refunds are **authorized** for program closures for repair or renovation and an alternate care setting is not provided. Unexpected prolonged child absence due to Family emergency or extended illnesses. Also, withdrawal from a Youth Sport occurring before the midseason of the Sport and regularly scheduled Child Care Program upon receipt of PCS orders.

HARDSHIPS

Patrons facing long or short-term financial difficulties that affect their ability to meet established child care fees or schedules may request evaluation as a special circumstance/ hardship case. All special/hardship cases must be coordinated through the CYS Services and ACS staff and approved in writing by the Director Family and MWR.

a. Hardship provisions may include deferred payments schedule, permanently or temporarily reduced fees, or payments review. CYS Services must provide information (TFI and reason for consideration) to DA concerning special/hardship waivers granted. Family names will not be reported.

b. CYS Services personnel are not authorized to make independent determinations to adjust payments schedules. In case of lost paycheck or other similar/one-time issue program directors, consulting with the CYS Services Coordinator, may make appropriate adjustments to pay schedules. An agreed upon adjusted payment schedule will be documented in memo.

c. Patrons applying of hardship determination must follow procedures outlined in CYS Services Hardship SOP. Patrons are expected to make all payment in accordance with fee policy guidance until the claim for special circumstance/hardship is determined.

CREDIT LEAVE

A 2-week Leave/Vacation Fee Credit for each enrolled Child has been scheduled Child Care Programs.

Leave/Vacation Fee Credits must be taken in a minimum of one week increments. (i.e., at SAC, LPS Fall Break is not considered a week). A week is five (5) consecutive days (i.e., Monday through Friday, Wednesday through Tuesday, Thursday through Wednesday, etc.). Non-consecutive days may not be combined to make one week. In

addition, if a Federal Holiday falls during the week you planned for credit leave, it will be counted as one of the five days. Fees will not be 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 Credit begins at the time of Child registration and concludes at the time of re-registration for the following.

Credit leave **must be requested in writing at least 2 weeks prior to absence.**

Credit leave for pre-paid monthly fees may be granted on a case-by-case basis. Examples would be a long terms illness (with a doctor's statement) or immediate family emergency due to death or a major automobile accident.

If the two (2) weeks of credit leave have been used for the year, exceptions may be granted for hardship on an individual basis. Requests must be submitted in writing to the CYS Services Coordinator.

Additionally, refunds are not authorized if leave is not taken, and leave cannot be accumulated from year to year.

TERMINATION OF SERVICES

CYS Services programs require ***two (2) calendar weeks written notice for termination of contract.*** If not received, CDC and SA will charge the parent a non-cancellation fee and FCC providers may charge fees as designated in the contract agreement.

- Refunds will be given according to CYS Services Fee Policy.
- ***The non-cancellation fee may be up to or equal to the cost of two weeks care.***
- ***Credit leave will not be used in place of two weeks notice.***

Exceptions to the policy are made on a case-by-case basis and according to CYS Services Fee Policy.

HOLIDAY POLICY:

At CYS Services we believe holiday celebrations are valuable in the life of every child. We also believe that the holidays become increasingly more important to a child as his/her social, emotional and intellectual base grows. The attitudes of significant adults in a child's life and environmental climate work in concert to make a child feel important. Seemingly unimportant events can become celebrations if adults and children choose to make the events special. As a child development service center serving children ages 4 weeks to 12 years, we will always consider whether the celebration of an event is developmentally appropriate for the children.

BIRTHDAYS: Birthdays are a significant "holiday" for each child. At CYS Services we discourage the use of foods as the main focus and encourage the children to celebrate birthdays by creating a card, picture, letter, decorations, etc., for each other. Each room chooses a day during the month to recognize all children celebrating their birthdays that month. The celebration may include a cooking activity or creating decorations for the room. Parents are requested to contact their FCC provider for direction on birthday celebrations.

CDC or FCC homes will supply all items needed for the birthday celebration. Remember the use of cameras and video recorders must have prior approval by CDC management or FCC provider.

CYS SERVICES DISCIPLINE GUIDELINES AND TOUCH POLICY

1. CYS Services Disciplinary Guidelines:

- a. CYS Services staff will discipline in a consistent way based upon an understanding of individual need and behaviors of youth at varying ages. Simple, understandable rules will be established, so that expectations and limitations are clearly defined.
- b. Discipline will be constructive in nature, including such methods as diversion, separation of children and youth from situations, praise of appropriate behavior, time-out or gentle physical restraint.
- c. Shaking, pinching, pushing or other corporal punishment may not be used to punish children or youth.
- d. Children and youth may not be humiliated or given verbal abuse. Discussion of behavior and corrective measures must be performed out of hearing, and preferably out of sight of other children and youth.
- e. A child or youth may not be deprived of program components, unless suspended by the Program Director, but may be restricted from use of specific equipment or participation in a specific activity.
- f. Use of "time out" will not exceed one minute per year of age.
- g. Discipline policies will focus on modifying child and youth behavior within the existing environment, rather than suspending the child or youth. When this is not possible, the Program Director will contact the parents in writing to notify them of the suspension and the length of time of suspension.

2. CYS Services Touch Policies:

a. Appropriate touching involves:

(1) Recognition of the importance of physical contact for the child or youth's healthy growth and guidance.

(2) Adult respect for personal privacy and space of children and youth.

(3) Responses affecting the safety and well being of children and youth, e.g., holding the hand of a child or youth when crossing a street, and during a temper tantrum or fight, holding the child or youth gently, but firmly during a temper tantrum (soft restraint).

(4) Appropriate touching includes hugs, reassuring touches on the shoulder, and touches expressively appropriate to instruction, such as those instances where hands-on guidance is needed (including, but not limited to, swimming instruction, where one might require a steadying hand on the back; voice instruction, where one might require a hand placed above the diaphragm; or gymnastics instruction, where one might require steadying hands on the trunk of the body.)

(5) Staff /Provider may touch the genital areas of a child in a manner and to the degree necessary for diapering and/or assisting the child in proper toilet procedures. Should a child's genital area need to be checked for some reasons other than diapering/toileting (i.e., injury, child complaint), another staff member will be present as a witness. In such instances, the staff member assisting the child should be of the same gender. The complaint/injury must then be documented, signed by the staff/adult, and discussed with parents by the Program Manager.

(6) Appropriate touching, such as hugging, appropriate hand holding, the rocking of infants, or assisting in physical activities relating to instruction will occur in the normal interactions of staff/provider/adults and children. However, children's preferences for these types of contact will be considered. Whenever possible ask the child before touching (i.e., "Could you use a hug?"). Tell children before touching what you have to do (i.e., "I'm going to change your diaper now," "I'm going to help you get dressed," or "I'm going to move you to a quiet area.").

(7) The type and degree of physical contact between the provider/staff/adult and child may not violate legal or moral standards of society. The physical contact may not be against the desires of the child unless circumstances for the good of the child warrant the physical contact despite the child's wishes. Use of appropriate lifting techniques must be followed at all times.

b. Inappropriate touching:

(1) Involves coercion or other forms of exploitation of the child or youth's lack of knowledge and experience.

(2) Involves satisfaction of adult needs at the expense of the child or youth.

(3) Violation of cultural taboos and legal statutes against sexual contact between adults and children and youth.

(4) Attempts to change a child or youth's behavior when applied with adult physical force.

(5) Reinforces concept with children and youth of "striking out" to respond to a problem.

(6) Examples of inappropriate touching include forced good-bye hugs or kisses, corporal punishment, slapping, striking, prolonged tickling, fondling or molestation.

(7) Physical restraint will not be used unless it is necessary to prevent injury to self or others. Physical restraint may not be used for temper tantrums, except when the child/youth is out of control (e.g., banging head on floor). Physical restraint may be used only when it is necessary for the safety of the child or caregiver. CYS Services personnel/providers will attempt to call for help before restraint is used on a child/youth.

(8) Inappropriate touching will be grounds of immediate closure of the FCC home or removal of a CYS Services staff member, contract employee, or volunteer.

3. SA/YC Touch Policies:

a. Staff shall role model appropriate touch at all times and immediately will report any incidents of observed inappropriate touch to the supervisor in charge.

b. All staff and volunteers will:

(1) Recognize the importance of physical contact to school age and middle/school youth and teen development.

(2) Act respectfully of personal privacy and space of school age and middle/school youth and teens.

(3) Appropriately respond ensuring the safety and well-being of the youth (i.e., holding youth gently but firmly when actions could be harmful to themselves or others).

(4) Always ask for permission before touching a youth. If the answer is 'NO', do not touch the youth. If they say 'YES', describe what you are going to do before touching.

(5) Never touch youth's breast, buttocks, or groin area.

c. Inappropriate touch is grounds for immediate dismissal of a volunteer or an employee from CYS. All employees and volunteers will acknowledge that they have read and understand the Touch Policy. All employees and volunteers will acknowledge that they understand the consequences of not following the policy.

d. If any SA or YC employee or volunteer is suspected of inappropriate touching of a young person the SA or YC personnel or volunteers will be removed from working in the presence of young people, pending investigation. (If substantiated, appropriate personnel action will be initiated to separate employee.)

e. The following is considered APPROPRIATE:

(1) Hugs initiated by youth or in comforting a youth. Recommend hugs be from the side and not the front of the body.

(2) Reassuring touches on the shoulder.

f. The following is considered INAPPROPRIATE:

(1) Coercion or other forms of exploitation of youth.

- (2) Any touch that satisfies an adult's need.
- (3) Any touching on or around the youth's breasts, buttocks, or groin that is in violation of laws or social taboos against sexual contact between adult and child.
- (4) Forced hugs for good-bye.
- (5) Corporal punishment (spanking or hitting of any kind).
- (6) Slapping or striking at a youth.
- (7) Prolonged tickling.
- (8) Fondling or molestation.
- (9) Any physical contact not welcome by the youth.
- (10) Any physical force used to control or change behavior.

CHILD ABUSE AND NEGLECT

We train all staff/providers in procedures of identifying and reporting suspected cases of child abuse and/or neglect. We report all incidents of alleged child maltreatment to the Military Police. If you suspect child abuse/neglect or safety violations, report them to any of the following:

1. Fort Sill Family Advocacy Program.....442-6801
2. Fort Sill Safety Office (Force Protection).....442-4215
3. Fort Sill Directorate of Family and Morale, Welfare and Recreation.....442-3113
4. Department of Defense (DOD) Hotline.....800-336-4592

DOD child abuse hotline posters are posted throughout the facility. Parents should become familiar with their locations and the information.

HEALTH AND MEDICATION

Children accepted for care in CYS Services programs must have the following before we can provide care:

- A health assessment completed by parents and medical support personnel within 30 days following enrollment or within time designated at initial PCS visit. Your assessment must be completed on FS Form 589, CYS Services Child Health Assessment.
- Current documentation or record of all age appropriate immunizations.

Care will not be provided until immunizations are current. If a child who is receiving care in a CYS Services program requires a vaccination update, and the vaccination is not received by that date, care may be denied.

For everyone's protection, we are unable to admit a child with a suspected contagious disease. Some of the symptoms that will exclude a child from care are:

- Fever in excess of 101 degrees.
- Inability to participate in daily activities.

- Impetigo - Red oozing erosion capped with a golden yellow crust that appears stuck on.
- Scabies - Crusty wavy ridges and tunnels in the webs of fingers, hand, wrist, and trunk.
- Ringworm - Flat, spreading ring-shaped lesions.
- Chickenpox - Crops of small blisters on aired base that become cloudy and crusted in two to four days.
- Head Lice - (nits) Whitish-gray clot attached to hair shafts.
- Culture-proven strep infections that have been under treatment for less than 24 hours.
- Conjunctivitis (pink eye).
- Persistent cough, severe diarrhea or vomiting.
- Symptoms of other contagious diseases such as measles, mumps, hepatitis, and strep infection.

If your child becomes ill, has diarrhea, or is injured and needs medical care, CYS Services ask that you to pick him/her up immediately. If you or your designee(s) are unable to pick up your child, we will notify the appropriate authorities. **Care will be terminated if parents (or designees) do not pick up their child/(ren) within 1 hour of being contacted.**

If your child has been absent or sent home from any CYS Services program with symptoms of a contagious disease, they may be readmitted if the following appropriate conditions exist:

- Child does not require additional staff to care for him/her.
- Fever has been absent for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- Lesions from impetigo are no longer weeping.
- Scabies or lice are under treatment and child is nit free.
- Pinworm - treatment has occurred 24 hours before readmission.
- Chicken Pox lesions are crusted, usually five to six days after onset.
- Conjunctivitis has diminished to the point that the eyes are no long discharging.
- The appropriate number of doses of antibiotics has been given over a 24-hour period for known strep and other bacterial infection.
- The child has completed the contagious stage of illness or the child's physician has approved readmission AND the above criteria are met.

IMMUNIZATION REQUIREMENTS

OKLAHOMA IMMUNIZATION REQUIREMENTS

- <http://www.health.state.ok.us/program/imm/>

OTHER RECOMMENDATIONS FOR SCREENING

- A yearly sports physical prior to participation in athletic events (call 458-2000 for appointment if not provided by public school department)
- A “well-baby” visit prior to immunizations for 4-5 year olds (call 458-2000 for appointment)

WHERE: Reynolds Army and Community Hospital (RACH) Immunization Clinic

WHEN: Monday-Friday 0730-1600

REQUIRED PAPERWORK:

Shot record and military ID

POINTS OF CONTACT:

Immunization Clinic at 458-2361

REPORTING OF COMMUNICABLE DISEASES

To provide parents, CYS Services personnel/ FCC providers, and health consultants with essential information that may impact the health of children receiving care, all parents are required to notify the CYS Services staff if a child has a communicable disease. CYS Services will then notify the parents of children in the programs and the Community Health Nurse. Reportable communicable diseases include, but are not limited to:

- Hepatitis
- Mumps
- Measles
- Head Lice
- Giardiasis
- Shigella
- Salmonella
- Chicken pox
- Conjunctivitis

ADMINISTRATION OF AUTHORIZED MEDICATIONS

The following procedures apply to the administration of medication by CYS Services personnel/FCC providers:

- CYS Services requires written permission on DA Form 5225-R, CDS Medical Dispensation Record, from the parent or legally designated guardian.
- Medication is given at 1200 ONLY. Only the Army Public Health Nurse at the Fort Sill Reynolds Army and Community Hospital, grants exceptions on a case-by-case basis.
- CYS Services/Providers will administer only medications listed on the Approved Medication list provided by the Community Health Nurse. The Army Public Health Nurse must approve an exception to policy for any medications not on this list.
- CYS Services personnel/Providers are not allowed to administer PRN (as needed or when required) medication. All medication must be in the original container with a childproof cap and the hospital/pharmacy prescription label with the physician's name, symptom specific instructions, dosage, medication name, child's name, and expiration date.
- Over-the-counter medication will not be administered unless it is ordered by the physician and meets all the above-mentioned criteria.
- Eye and ear medication may be administered by trained CYS Services staff and Providers.
- The prescribed dosage will not be altered or added to foods.
- CYS Services/Providers will only administer medication to your child after you or your physician has given the first dose.
- Children must be on oral medication 24 hours before CYS Services staff/Provider will administer a dose.
- Sunscreen and lip balm may be used on children in any program. Patron shall provide written request, with instructions for use. Sunscreen and lip balm must be in original container, labeled with child's first and last name. Please provide a separate container for each child.

INJURY/ILLNESS

Parents/Guardians of a child who is seriously injured or becomes ill while participating in a CYS Services program will be notified immediately. Once notified, parents/guardians are expected to immediately pick up their child and seek additional medical attention if required.

In case of injury/illness CYS Services staff/Providers will administer first aid and, if necessary, call 911 to transport the child to the RACH Emergency Room. CYS Services personnel/Provider will accompany and stay with the child until treatment has been completed and/or the parents/guardians have arrived at the hospital.

In the event of serious injury or illness and the parents or emergency designees cannot be reached, the Military Police (MP) will be contacted to assist in locating the parents or guardian. If the MP's are unable to assist in locating the parent or guardian, Commanders will be notified, as well as the post Juvenile Office and Social Work Services.

A Child, Youth & School Services Injury or Incident Report (FS Form 281) and/or Fort Sill Illness Control Data (FS Form 327a) will be completed by staff/providers. CYS Services or FCC provider will retain the original copy in each child's records and the parents will receive a copy.

SAFETY

The Department of the Army Space Census and the Fire Marshal determines the maximum number of children the center and FCC homes can accept. Each room/home has a posted capacity. These numbers are displayed in each activity room throughout the facilities as well as FCC homes. CYS Services staff and FCC providers abide by AR 608-10 child/staff ratios to provide an overall safe CYS Services program. In addition, CYS Services staff and FCC providers are trained on proper evacuation procedures. Evacuation procedures are posted within each facility or FCC home.

SNACKS AND MEALS

The Fort Sill Child, Youth & School Services Programs provides meals and snacks at no cost to the parents. Partial reimbursement for meals is received from the Oklahoma State Department of Education; United States Department of Agriculture (USDA); Child and Adult Care Food Program (CACFP).

CYS Services follows the USDA National Research Council's recommended dietary allowances and Department of the Army Regulations and Guidelines in planning all meals. We coordinate all aspects of our food program with the CYS Services Nutrition Specialist in accordance with USDA and the RACH dietician guidelines.

Please inform Parents Central Service of any food allergies or sensitivities your child may have *prior* to receiving care. If allergies or sensitivities are diagnosed while your child is attending CYS Services programs, please provide the information to your program director, FCC provider, or the PCS office. CYS Services programs require an allergy statement and action plan for each child.

Children entering the room or arriving at an FCC home after the start of the scheduled snack/meal time are served if the children in their group are still eating and there is food available. Special meals or snacks will not be prepared unless there is a request in writing from a doctor or a clergyman. ***Outside food and drinks are prohibited in FCC, CDC, and SAC programs.***

CDC snacks/meals are served as follows:

- Breakfast 0830
- Lunch
 - Infants and Toddlers 1115
 - Preschool 1130

- Afternoon Snack 1430
- Late Snack 1730

SA snacks/meals are served as follows:

Before and After School Program

- School Days Breakfast 0730-0830
- School Days Afternoon Snack 1600-1630

School Vacation Days & Summer Day Camp

- Breakfast 0830-0900
- Lunch 1130-1200
- Afternoon Snack 1430-1500

YC snacks/meals are served as follows:

- Afternoon Snack 1500-1600

FCC Homes:

- Due to the flexibility of hours in Family Child Care Homes, snack/meal information is will be provided to patrons.

AUTHORIZED YOUTH RELEASE

Only those individuals listed on the CYS Services Registration Form (i.e., sponsor, spouse, emergency designees, and youth release designees) including the parents or guardians will be authorized to pick up a child.

Individuals other than parents or guardians picking up a child must report to the registration office, sign-in on the visitors' log, and present ID to the office staff for verification before they will be allowed to take a child with them. The office staff will give them a note indicating that the child can be released to the individual. A child will not be released to someone he/she does not know. A child will not be released to siblings under the age of 13. If a child is picked up by a sibling, they **MUST** be listed as a member of the household or an emergency designee.

INCLEMENT WEATHER

EARLY CLOSINGS: The Lawton Public Schools do not dismiss school early because of inclement weather. Child Development Centers, School Age Center, and Youth Center will contact parents to pick up their children as soon as possible whenever post operations are being closed early due to severe weather. Minimum staff will be maintained and center will remain operational until all children are picked up.

DELAYED OPENINGS: Child Development Centers and School Age Center will maintain normal hours of operation with a minimum number of staff until all non-essential personnel are to report to work.

POST CLOSINGS: Child Development Centers, School Age Center and Youth Center are closed when post is closed to all personnel.

Family Child Care home closings are determined by the provider. Patrons are requested to keep abreast of individual provider hours of operation and closing policies.

CYS SERVICES ROSTER

CYS Services Coordinator Bldg 4700 Mow-Way Rd 442-5197									
CYSS Administrative Assistant 4700 Mow-Way Rd 442-4932			Mailing Address CYS Services P O Box 33307 Fort Sill, OK 73503				CYSS Program Operations Specialist 4700 Mow-Way Rd 442-4933		
Tincher Child Development Center 4122 Bragg Rd	School Age Center 6599 Lucas Rd	Youth Center 1721 Macomb	Family Child Care 4700 Mow-Way Rd	Parent Central Services 4700 Mow-way	School Liaison Officers 4700 Mow-Way Rd	Grierson Child Development Center 4123 Bragg Rd	Youth Sports 1721 Macomb	Cooper Child Development Center 4125 Bragg Rd	Specialist Programs Bldg 4700
Director 442-2528	Director 442-5952	Director 442-5959	Director 442-2470	Director 442-2130	SLOS 442-4831/3190	Director 558-4301	Director 442-5926	Director 558-5737	Functional Technologist Specialist 442-9471
Assistant Directors 442-2471/2295	Assistant Director 442-2844	Assistant Director 442-5324	Administrative Assistants 442-3488/0645	Administrative Assistants 442-3927	Administrative Assistants 442-4756	Assistant Director 558-4303/4302	Assistant Director 442-5926	Assistant Directors 558-5736	SKIESUnlimited Instructional Specialist 442-4831
Administrative Assistants 442-2320	Administrative Assistants 442-2844	Administrative Assistants 442-6745				Administrative Assistant 558-4305		Administrative Assistant 558-5734	Food Nutritionist Specialist 442-9476
Training Curriculum Specialist 442-2480	EDGE! MWR Partnership 442-2844	Training Curriculum Specialist 442-5959	Training Curriculum Specialist 442-8340	Training Curriculum Specialist 442-8340		Training Curriculum Specialist 558-4304		Training Curriculum Specialist 558-5735	
	Training Curriculum Specialist 442-2758	HIRED Specialist 442-5407							

FORT SILL HOME ALONE POLICY

Department of the Army
12
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
13 January 2010

***Fort Sill Regulation 210-**

Installation
FORT SILL OUT-OF-SCHOOL HOME-ALONE POLICY

Summary. This publication establishes policy and guidelines for leaving children unattended at home, IAW Army Regulation 608-18, Family Advocacy Program.

Applicability. This publication pertains to all Army personnel assigned to and/or residing on Fort Sill.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Family, Morale, Welfare and Recreation (DFMWR) 4700 Mow-Way Road Ste 100, Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is Army Community Service (ACS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to ACS.

Distribution. This regulation is distributed solely through the Directorate of Human Resources, Administrative Services Division Homepage at <http://sill-army.mil/dhr/Admin Svcs Div/ Index.html>.

*This regulation supersedes USAFACFS Regulation 210-12, 15 September 2003.

Chapter 1 Introduction

1-1. Purpose. To establish policy and guidelines for leaving children unattended at home IAW Army Regulation 608-18, Family Advocacy Program.

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403

Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website at (<https://www.arims.army.mil>).

Chapter 2 Responsibilities

2-1. Sponsors. Sponsors are responsible for the health, welfare, and safety of minor family members at all times. Sponsors are responsible for ensuring family members comply with the provisions of this policy. A continuum of age appropriate supervision options is available both on and off post. Child and Youth Services is able to assist parents seeking regular supervision for their children.

2-2. Law Enforcement. Following are examples of actions taken by law enforcement personnel when a child is found unattended.

a. Police consider an **infant** found unattended to be in imminent danger and will take infant into protective custody.

b. When a child is found unattended by police outside of above policy, the police will contact a parent and request immediate care for the child. If police cannot locate a parent or parent is unable or unwilling to provide immediate care for the child, the police will take the child into protective custody.

CHAPTER 3 POLICY

3-1. Policy.

a. In all cases, interpretation of this regulation should be made in favor of the child's safety.

b. Where grade in school is identified in this regulation as a delineator, children will be deemed to be in that grade until the successful completion of the school year. During the summer months, after the successful completion of a school year, children will be deemed to be in the supervision category of the grade they will assume in the fall.

c. The age that a child may be left unattended is determined by the environmental conditions, age, and abilities of the child. Individuals should refer to the enclosed Age Matrix for minimum standards for use in making decisions involving safety and proper supervision of children. The enclosed guidelines are applicable only if the child has no physical or mental disabilities, if the conditions are not chronic, and the environment is safe.

d. A “supervisor” is any person 13 years of age or older who is in a supervisory role and can provide adequately for a child’s welfare and safety in all circumstances deemed appropriate.

e. Outdoor Play.

(1) Preschool age children require close supervision; keep them under direct visual or auditory contact. They may play in appropriately designated safe areas but must have immediate access to adult supervision. The person supervising must be able to respond to any emergency or threatening situation. Do not leave children in this age group alone at any time. *NOTE: Immediate access is defined as within eyesight or hearing distance and ability to respond within 30 seconds.*

(2) You can allow elementary School age children (1st through 6th grade) to explore their environment but afford them protection and they must have access to adult supervision. *NOTE: Access is defined as having ability contact a verifiable, prearranged, responsible adult in case of emergency and the sponsor knowing the location of the child.*

f. Children left alone in quarters.

(1) Never leave preschool age children (birth through Kindergarten) alone. Keep them under close supervision with direct visual contact. Make periodic checks on sleeping children.

(2) Do not leave elementary school age children (1st through 4th grade) unattended in quarters.

(3) You may occasionally leave elementary school age children (5th and 6th grade) unattended, in quarters for a maximum of 3 hours during the day, if the child has constant access to a responsible adult, is not caring for younger children, and demonstrates the ability to be responsible and mature. However, do not place children in this age group in self-care on a regular basis.

(4) You may leave JUNIOR HIGH/MIDDLE SCHOOL age children unattended in quarters for up to 6 hours and he/she may care for younger children if they have access to a responsible adult. If there are too many children, if the responsibility is too great, or if they are not responsible, reliable, or mature, do not leave them unattended.

(5) You may leave HIGH SCHOOL age children (10th through 12th grade) unattended and he/she may care for younger children if the sponsor is in the local area and unless the length of time is too long, there are too many children, or the teenager is not responsible, reliable, or mature. *NOTE: Local area is defined as an area or location that is no more than 1 hour away by car.*

(6) Children left unattended in quarters must know where their parent is and how to get in touch with them. They must know when and how to call the police, ambulance, and other emergency numbers. They must have another responsible adult besides their parent that they can call or have access to. Ensure they are aware of the Fort Sill guidelines and their responsibilities if they are watching younger children.

Chapter 4 Special Provisions.

4-1. Special Provisions

a. Children who meet the criteria for the Exceptional Family Member Program, as defined by AR 608-75, require special supervision. Parents may modify these guidelines in accordance with their children's special needs.

b. Children who are in the care of a certified Family Child Care (FCC) provider, who has entered into a contract with the children's parents for such care, will be supervised by the FCC provider in accordance with guidelines set forth in AR 608-10, AR 608-18 and local procedures.

c. A motor vehicle is always considered an unsafe environment. Some situations may make it impractical or unsafe to not leave children in a vehicle such as when changing a flat tire along the highway or when putting fuel in a vehicle at a station. In these situations do not leave the vehicle running and do not allow children access to the ignition key. Parent must be able to observe the children at all times and be able to react if the child tries to get out of the vehicle or has some other health or safety need. Parent will not be out of the car for longer than necessary.

d. Playgrounds, parks, basketball courts, and similar locations. These places are not safe environments for preschool or elementary school age children. Preschool age children must have immediate adult supervision. Elementary School age children should have constant access to a parent, guardian or other person responsible for their well-being. Do not leave children in these areas for more than an hour during the day, and you or a responsible adult should check on them frequently during that hour.

e. A swimming area is always considered an unsafe environment. Swimming areas present extreme hazards to children. You should never leave preschool, kindergarten, and elementary school age children unattended in a swimming area.

f. Elementary school age children may walk to and from school by themselves or in groups, by a pre-arranged route and with their parent's permission.

APPENDIX A References

Section I Required Publications

AR 608-18
Family Advocacy Program

AR 608-75
Exceptional Family Member Program

AR 608-10
Child Development Services

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

APPENDIX B Age Matrix

1. Parents are responsible for the welfare and safety of children in the military community.

2. Each child is unique. Personality, environment, developmental progress, and maturity level are factors used to determine when children are ready to accomplish activities with little or no supervision. The following are minimum community standards, and under no circumstances you reduce these guidelines. Parents are still required to assess their child and, if necessary, raise the age limits.

Age of Child	Left Home Alone	Left Alone Overnight	Play Outside Unattended	Left in Car Unattended	Child Sit for Siblings	Child Sit for Other Children
Newborn through Age 3	NO	NO	NO	NO	NO	NO
Pre-Schooler through Kindergarten	NO	NO	YES: in designated safe area with immediate access (visual sight or hearing distance) to adult supervision	NO	NO	NO
1 st through 4 th graders	NO	NO	YES: with access to emergency supervision and sponsor knows location of child	NO	NO	NO
5 th through 6 th grade	YES: with ready access to adult supervision; Limit – 3 hrs	NO	YES: with access to adult supervision	YES: with keys removed and handbrake applied	NO	NO
Junior High 7 th through 9 th grade	YES: with access to adult supervision; Limit – 6 hrs	NO	YES: with access to adult supervision	YES	YES	YES: may not sit overnight
High School 10 th through 12 th grade	YES	YES: with sponsor in local area and access to adult supervision	YES: with access to adult supervision	YES	YES	YES

Glossary

Section I Abbreviations

ACS

Army Community Services

ASD

Administrative Services Division

AR

Army Regulation

ARIMS

Army Records Information Management System

D,FMWR

Directorate of Family, Morale, Welfare and Recreation

DHR

Directorate of Human Resources

FCC

Family Child Care

Section II

Terms

This section contains no entries.

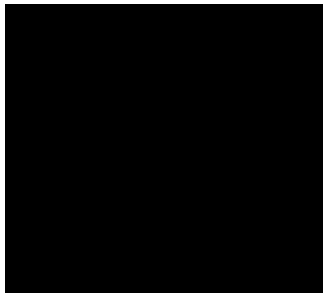
Section III

Special Abbreviations and Terms

This section contains no entries.

RAYMOND P. LACEY
COL, FA
Garrison Commander

IMWE-SIL-MW



JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Internet

APPENDIX

PROGRAM SPECIFIC INFORMATION

CHILD DEVELOPMENT CENTER

I. Learning Environment Goals: We believe young children learn best by active exploration, self expression and collaboration, which is why we have incorporated the Creative Curriculum by Teaching Strategies. Our environment is designed to facilitate maximum learning and includes a wide variety of activities and experiences that promote fine motor, gross motor and social and emotional development. Activities provided also promote the development of pre-reading, pre-writing, pre-math, conflict resolution, and listening and language skills. Our staff works with the individual child to promote development in all areas.

a. The Creative Curriculum® provides our staff with a clear and concrete way to apply child development and learning theories to their everyday work with preschool and kindergarten children. Its underlying philosophy draws from widely accepted research and theories of child development and learning. While other developmentally appropriate curriculum models rest on these same theories, The Creative Curriculum applies them to an environmental framework that focuses planning around indoor and outdoor interest areas and clearly defined logical goals and objectives. Because of its practical approach, our staff finds it easy to understand and implement.

b. Using the Creative Curriculum® Our staff is able to meet the needs of children with a broad range of abilities—a strong selling point with special educators. Children with different learning styles and needs are able to function together in a well-organized environment. The Developmental Continuum helps our staff focus on the sequence of development of skills and learning to help all children grow develop.

c. How will the Creative Curriculum help children prepare for school?
When the National Association of State Boards of Education (NASBE) prepared its report on school readiness, it interviewed more than 100 Head Start, child care and kindergarten teachers to discover the key factors in early school success (1992). Teacher identified characteristics such as self-confidence, ability to cooperate with peers and adults, strong self-esteem, curiosity, eagerness to ask and answer questions

and the ability to use materials appropriately and creatively. Teachers did not talk about WHAT children had learned, but rather valued the competencies associated with being a good learner. The Creative Curriculum emphasizes the development of social competence, learning through play, fostering independence, self-confidence and self-esteem. Given our foundation of holistic learning, The Creative Curriculum for Preschool, 4th edition goes on to address content very specifically. The Creative Curriculum explains how to teach content in ways that respect the developmental stages of preschool children and defines the body of knowledge included in each content area and the process skills children use to learn that content.

Literacy-*vocabulary and language, phonological awareness, letters, words, print, comprehension, books and other texts.*

Mathematics-*numbers, patterns and relationships, geometry and spatial awareness, measurement, data collection, organization and representation*

Science-*the physical properties of objects, living things and the earth and the environment*

Social Studies-*how people live, work, get along with others, shape and are shaped by their surroundings*

The Arts-*dance, music, dramatic playing, drawing and painting*

Technology-*tools and their basic operations and uses*

Process Skills-*observing and exploring; problem solving; and connections, organizing, communicating and representing information*

With an understanding of content and how children learn it, our staff can expand the opportunities they offer children to acquire knowledge and understand concepts. They can make a direct link between the preschool curriculum and what children will learn in elementary school. When the content of the curriculum is taught with the children's developmental stages in mind, children are more likely to be successful learners who feel excited about and challenged by what they are learning.

d. What does the Creative Curriculum® say about teaching children the alphabet and academic subjects? Children learn best when they can be active and when they understand what they are learning. Academic subjects such as literacy, math, science and social studies are specifically addressed in The Creative Curriculum. Emerging literacy is the growing ability of a child to construct meaning from print. Therefore, in the Creative Curriculum classroom, it's not only appropriate but also important to have the alphabet posted in the classroom. Teachers should encourage children to sing the alphabet song and otherwise interact with the alphabet in meaningful ways, but we expect that there will be no flash cards, drills, worksheets or rote memorization.

The Creative Curriculum helps our staff create a print rich environment so that children make their own connections between spoken words and letters in different ways throughout the day. It describes how children learn letters and develop literacy skills—speaking listening, reading and writing—as part of many everyday activities.

Parent involvement is encouraged.

II. Our CDC offers an hourly care program for ages 6 weeks through Preschool age. Hours of operation are 0730-1600 Mon-Fri, or designated hours. Reservations can be made up to 2 weeks in advance at the CDC or by calling 442-2320.

Hourly care fees are implemented according to Department of the Army and Department of Defense guidance.

III. INFANTS AND PRE-TODDLERS

(6 WEEKS - 18 MONTHS)

The infant and pre-toddler areas at the CDC are for children still in diapers. Bring extra clothing in case of accidents. Please mark all clothing and bags with the child's full name. Potty learning is not initiated until the child is developmentally ready.

Infants should be clean and dry when brought to CDC full day and hourly programs or FCC home. We check babies every hour and change when necessary. Please bring a sufficient supply of disposable diapers, wipes and bottles. We are unable to use cloth diapers unless the baby is allergic to disposable diapers. If your child requires cloth diapers, you must present a physician's statement to be placed on file at the CDC or with the FCC provider.

Please label all bottles, jars of food, blankets, clothing, and diaper bags. It isn't necessary to bring your child's toys, and please don't bring any item of monetary or sentimental value. We are not responsible for any items left or lost.

Infant activities include play with soft, washable toys, which are safety approved, crawl areas, and areas for active play. All children 12 months and under will nap in cribs at the centers.

Children age 12 months and older rest on mats in the CDC. You can make special arrangements with the CDC or FCC provider if you wish to bring a special blanket or toy for your child to use during naptime.

All children, including infants and toddlers in the CDC and the FCC homes participate in activities such as, art, story time, music, exercise, and creative play. All children should dress in appropriate play clothes for these activities.

Outdoor play is an important part of your child's day. Dress your children for the appropriate weather conditions. All children will go outside, weather permitting. If you have a doctor's statement that your child is to stay indoors, you must make special arrangements with the CDC Director or FCC provider.

IV. TODDLERS

(18 - 36 MONTHS)

The toddler area is for children still in diapers or training pants. Program Assistant/Technicians and FCC providers will assist in potty learning. Bring extra clothing in case of accidents. Please mark all clothing and bags with the child's full name.

Toddlers participate in activities such as arts, story time, music, exercise, and creative play. All children should dress in appropriate play clothes for these activities.

Outdoor play is an important part of your child's day. Dress your children for the appropriate weather conditions. All children will go outside. If you have a doctor's statement that your child is to stay indoors, you must make special arrangements with the Center Director or provider.

The children rest on mats during naptime. After 30 minutes children who are not asleep will be engaged in quiet activities. You can make special arrangements with the CDC Director or FCC provider if you wish to bring a special blanket or toy for your child to use during nap time; however, please don't bring any items of monetary or sentimental value. We are not responsible for any items left or lost.

V. PRE-SCHOOL AGE & KINDERGARTEN CHILDREN

(3 - 5 YEARS)

It is preferred that children enrolled in CDC Pre-School Age programs are toilet trained, but is not required. All children must have a change of clothing. Please mark these clothes with your child's full name.

Children participate in various activities such as exercise, outdoor activities, art, music, reading and math readiness skills, story time, and creative play. All children should dress in appropriate play clothes for these activities.

The children play outdoors whenever possible. Dress your children for the appropriate weather conditions. If you have a doctor's statement that your child is to stay indoors, you must make special arrangements with the CDC Director or FCC provider.

The children rest on mats during naptime. Children don't have to sleep but are expected to rest quietly. After 20-30 minutes children who are not asleep will be engaged in quiet activities. You may bring a special blanket or toy to use during naptime; however, please don't bring any items of monetary or sentimental value. We are not responsible for any items left or lost.

PROGRAM SPECIFIC INFORMATION

SCHOOL AGE CENTER

I. ACTIVITIES AND LEARNING EXPERIENCES

Fort Sill School Age Center (SAC) offers a wide variety of activities for the children and youth in our program. It is important for your child to have comfortable clothing and shoes. They will also need socks for bowling. During the summer months, they will need a water bottle, hat and sunscreen.

We realize that play is important to all children and we will provide your child with a wide variety of play opportunities. Therefore, your child may not play with personal toys/games while in the center. Please do not permit him/her to bring these items to SAC. The use of personal toys/games often causes problems between children. In addition, personal toys can easily be misplaced or broken, and **SAC will not be responsible for lost or damaged toys/games**. If your child brings a toy/game to SAC or school, it must remain in his/her book bag while at SAC. Our staff will tell you in advance if we offer an activity that gives your child the opportunity to bring these items from home to share with his/her group.

A staff member with the assistance of the School Liaison Office works with the area schools to provide maximum assistance in completing school assignments, and monitors children's progress in finishing homework correctly. This service is offered Monday through Thursday during the school year. We want children to have the opportunity to complete their homework while they are with us. This will allow them to spend more quality time with their Families in the evening. A child's excitement about his/her school work is usually directly related to the importance that his/her parents place on it. For many of our parents, this homework room has been rated as one of the most important services we provide. Since one of our main objectives is to permit children to make their own choices; we will never force a child to go to the Homework Room. If this is an activity that you want your child to participate in, we ask that you encourage your child to make that choice.

This leads to a unique element of this program—Choices. Children learn that they can make appropriate or inappropriate choices, and that there are consequences for each. When children make poor choices, SAC staff will redirect children by talking with them about their choices and what they needed to do to make better ones. Parents will be

informed of the incident and encouraged to discuss their child's choices with them as well.

Our curriculum prepares children for a lifetime of learning. At SAC you will see program areas, which invite children to explore, play and learn through discovery.

Children are provided choices of activities in a well-planned environment that includes music and drama, creative construction, arts and crafts, language, science and discovery, sports and fitness, cooking and nutrition, computer literacy, and much, much more.

Our daily schedules are designed to provide balanced experiences for the children in our care. This balance reflects quiet and active, indoor and outdoor, individual and group, and gross and fine-motor activities.

Every activity in our program contributes to the growth and development of your child. Explanations of specific activities and their intent can be obtained from the Training and Curriculum Specialist, the School Age Director and the Assistant Director.

II. ANIMALS IN CHILD & YOUTH PROGRAMS

As part of your child's learning environment, and to provide developmental experiences, animals may be maintained and cared for in the CYS Services facilities. With the exceptions of fish, all animals must have current vaccinations and cleared by the post veterinarian clinic (documentation is on file for each animal). Animals brought into the centers or child care homes for presentations are expected to have current vaccinations and documentation available.

III. RATES AND FEES

MONTHLY FEES: Based DOD fee policy

WEEKLY RATE: The weekly rate applies to summer day camp and during those school vacation days.

INTERMITTENT (HOURLY) CARE: School Age Center offers Intermittent (Hourly) Care services.

Hourly care fees are implemented according to Department of the Army and Department of Defense guidance.

IV. TRANSPORTATION TO/FROM SCHOOL

The Lawton Public School System provides buses for transportation to and from Geronimo Road Elementary, Sheridan Road Elementary and some of the local area schools. Any concerns you or your child may have relating to the school bus

(schedules, disruptive behavior of children, arrival or departure times) must be discussed with the school principal and the Lawton Public School Transportation Center. SAC has no authority to address school bus problems. For more information, contact the LPS Transportation Center, 248-3255.

Oklahoma 4-H Mission...

The mission of the 4-H Youth Development Program is to provide Oklahoma youth, Families, and communities with educational programs which will create environments for diverse audiences of youth and adults to reach their fullest potential. In support of this mission we will:

- Provide community based experiential learning through clubs, school enrichment, special interest programs, and mass media.
- Help youth develop skills that will benefit them throughout life.
- Foster leadership and volunteerism for youth and adults.
- Build internal and external partnerships for programming and resource development.
- Strengthen Families and communities.
- Use research-based knowledge and the land grant university system and other sources.



Oklahoma 4-H Vision...

Oklahoma is a national leader in developing youths' abilities to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society. Through 4-H youth development education, youth will:

- Feel valued and empowered as a resource in the community.
- Practice effective problem solving and decision making skills.
- Be environmental stewards. Demonstrate positive character and ethical behavior.
- Appreciate human differences. Have a strong sense of community and social responsibility.
- Contribute to positive relationships with Families, peers, and community.
- Demonstrate communication and leadership skills.
- Value lifelong learning.
- Feel the personal pride that comes from achievement.



PROGRAM SPECIFIC INFORMATION **YOUTH CENTER**

THE YOUTH DEVELOPMENT STRATEGY

Successful Character Development

Fort Sill Youth programs and services promote and enhance the development of boys and girls by instilling:

A SENSE OF COMPETENCE;

A feeling there is something every boy and girl can do and do well.

A SENSE OF USEFULNESS;

An opportunity for doing something of value for other people.

A SENSE OF BELONGING;

A setting where young people know they “fit in” and are accepted.

A SENSE OF POWER OR INFLUENCE

A chance to be heard and to influence decisions.

When this strategy is fully implemented, self-esteem is enhanced and an environment is created which helps girls and boys achieve their full potential.

WHAT KIDS NEED TO SUCCEED **Outcomes, Expectations and Goals for Young People In** **The Fort Sill Youth Center**

POSITIVE SELF-IDENTITY: Youth must have a healthy self-concept, a strong belief in their own self-worth and a sense of hope about their future. They are capable at setting and attaining goals, and confidently making the necessary decisions to achieve their life plans.

COMPETENCIES: Youth must have the knowledge, skills, strategies, and attitudes necessary to have a positive foundation for success. Youth become competent by mastering tasks that demonstrates to them that they can do things well. They develop competence in the following areas:

EDUCATIONAL: Youth must be proficient in basic educational disciplines and have the capacity to utilize technology. Having graduated from high school, they are motivated to pursue learning opportunities throughout their lives.

EMPLOYMENT: Youth must have the skills and attributes to be successful in the work force. They are motivated to constantly develop new abilities and hone existing skills to maintain a competitive edge.

SOCIAL: Youth must be able to develop and sustain positive relationships with others.

EMOTIONAL: Youth must be able to recognize, reflect on, and appropriately express their emotions, manage stress and cope with both positive and adverse situations.

CULTURAL: Youth must have an understanding and respect for their own cultural identity and for the cultures of others. They are able to contribute in a multicultural society and demonstrate tolerance for the differences among people.

COMMUNITY AND CIVIC INVOLVEMENT: Youth must have a sense of belonging to their community, Family, and/or group, and are willing to take civic responsibility. They work closely with others to contribute to the greater good.

HEALTH AND WELL-BEING: Youth must live healthy lives, take part in regular fitness activities, access health care resources, and engage in positive behaviors. They use sound judgment about personal safety, nutrition, and avoidance of alcohol, drugs, and premature sexual activity.

MORAL COMPASS: Youth must have values enabling them to develop positive relationships with others. These values include honesty, a sense of justice and fairness, respect, caring and spirituality.

Youth Center must engage youth in activities that are fun and enjoyable while supporting development of the capacities described above. This is accomplished through center programs and in discussions between staff and center members. Youth Centers cannot achieve these goals without caring, capable staff and volunteers who build relationships with young people and influence their ability to succeed in life.

YOUTH CENTER CORE CHARACTERISTICS

What Sets Youth Centers Apart

Fort Sill Youth Center:

Is for boys and girls 6th through 12th grades, Middle School and Teens (MST). Youth centers satisfy the age-old desire of young people to have a “center” of their own, a place to go.

Has full-time professional leadership, supplemented by part-time workers and volunteers.

The center helps guide girls and boys who may be in danger of acquiring, or who have already acquired, unacceptable habits and attitudes.

Makes sure that all girls and boys can afford to belong and even the least interested will not be deterred from joining.

Is for girls and boys of all races, religions, and cultures.

Is building-centered. Activities are conducted in the warm, friendly atmosphere in facilities especially designed for youth programs.

Has a varied and diversified program that recognizes and responds to the collective and individual needs of girls and boys.

Is guidance-oriented. Centers emphasize values inherent in the relationships between young people, their peers, and adult leaders. They help boys and girls make appropriate and satisfying choices.

CORE PROGRAMS

Vehicles for Development

Fort Sill Youth Center provides diverse activities that meet the interest of all youth. Core Programs engage young people in activities with adults, peers and Family members that enable them to develop self-esteem and to reach their full potential. Based on physical, emotional, cultural and social needs and interest of girls and boys, and recognizing developmental principles, Youth Center offer program activities in four areas:

❖ Life Skills, Citizenship and Leadership

Character and Leadership Development...empowers youth to support and influence their center and community. It allows them to sustain meaningful relationships with others and develop a positive self-image. Participation in the centers program management creates opportunity for youth to learn about the civic and democratic process involved in making decisions for large groups of people. Youth councils, community service projects, and work force preparation teach youth to have respect for their own and others' cultural identities.

❖ Mentoring, Intervention and Support Services

Education and Personal Development...enables youth to become proficient in basic educational disciplines, to continue to learn from everyday situations and embrace technology to achieve success in a career. Boys and girls will have opportunities to attend training that teach conflict resolution skills and peer mediation. They establish youth juvenile boards, which govern the appropriate and inappropriate behavior that is

displayed in the youth centers. Substance abuse prevention, education and health counseling and personal safety programs are skills every young person needs in today's world.

❖ Sports and Fitness

Health and Life Skills...develops young people's capacity to engage in positive behaviors that nurture their own well being. It teaches them to set personal goals and live successfully as self-sufficient adults. Sports and Fitness fosters dedication and stick-to-itiveness. Young people learn the importance of teamwork as well as the value and strength a common goal can play in a person's life.

❖ Arts and Leisure Recreation

Arts and Leisure Recreation...enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing and creative arts. Positive uses of leisure time can open doors to life long recreational avenues. Youth learn an appreciation for the environment, different cultures, and social skills. Recreation and the arts are skills for stress and anger management, as well as relaxation and enhancing daily life.

ACTIVITIES AND LEARNING EXPERIENCES

The purpose of Youth Center programs is to promote positive youth development through the provision of opportunities for young people to develop the skills they will need to become successful and contributing members of our communities. In an effort to encompass the range of skills necessary for positive youth development, Youth Center provides programs that are inclusive of four core service areas.

- **Sports & Fitness**
- **Leisure & Recreation**
- **Life Skills & Leadership**
- **Mentoring, Intervention & Support Services**

The split into four core service areas is to emphasize that youth are encouraged to develop a variety of skills. Taken together, the four core service areas can be thought of as the road map to our destination of positive youth development. Many skills fit into more than one core service area. Such overlap is to be expected and encouraged! It is important to remember that the four core services are as are only a map – they are not programs in and of themselves.

Sports & Fitness	Leisure & Recreation
<ul style="list-style-type: none"> • Large and fine motor skills • Nutrition • Disease prevention • Stress management • Teamwork 	<ul style="list-style-type: none"> • Healthy lifestyle choices • Lifelong learning • Social skills • Communication • Creativity

<ul style="list-style-type: none"> • Cooperation • Communication • Leadership • Sharing • Responsibility • Respect • Goal setting 	<ul style="list-style-type: none"> • Self-discipline • Self-motivation • Openness to new experiences • Fun
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Life Skills, Citizenship & Leadership	Intervention, Mentoring & Support
<ul style="list-style-type: none"> • Decision making • Problem-solving • Resource management • Social skills • Critical thinking • Goal setting • Respect • Character • Responsible citizenship • Long-term planning 	<ul style="list-style-type: none"> • Role modeling • Conflict resolution skills • Managing feelings • Academic achievement • Interpersonal skills • Communication • Group dynamics • Empathy

Our program practices prepare every MST for a lifetime of learning. At YS you will see areas, which invite youth to explore, play, and learn through experience and discovery.

Youth are provided choices of program activities in a well-planned environment. They will find opportunities for drama, creative construction, art, language, science, fitness and athletics, cooking and nutrition, computer literacy and much more.

Our daily schedules are designed to provide balanced experiences for the MST in our program. This balance reflects quiet and busy, individual and group, and large and small.

At YS, our staff is dedicated to providing a rich curriculum, which encourages curiosity, problem solving, self-discipline, and self-confidence. Every MST is provided opportunities to participate in programs and activities that will result in a feeling of successful.

Every activity in our program contributes to the growth and development of your MST. Explanations of specific activities and their intent can be obtained from the Lead Program Assistant, the Youth Development Director or the Youth Center Director.

Child/Youth Grievance Procedures **ASP-PS13**

Fort Sill Child, Youth and School Services goal is to provide a positive experience for children/youth. The Fort Sill Child, Youth and School Services Grievance Policy & Procedures are designed to provide support so children/youth can present an issue for review and resolution. Grievances or concerns may be presented on issues related to program services, physical/verbal abuse by adults or peers, safety and any other issues that may affect a child/youth's well being while participating in our programs.

The Fort Sill School Age (SA) Center and Youth Center (YC) requests cooperation from children/youth in complying with this policy so every effort can be made to resolve grievances in a reasonable and effective manner. All information pertaining to a grievance is confidential and involves only those directly involved.

The following are grievance procedures children/youth can take in the event an issue needs resolution:

1. Discuss your concern with the individual involved, if possible and if you are comfortable in doing so. If this is not possible then,
2. Discuss your concern with the Facilitator or Lead Caregiver.
3. If you are unable to resolve the grievance at this point, you are encouraged to inform the Assistant Director of the matter, so that the situation can be resolved immediately.
4. If you are unable to reach a resolution by discussing the issue with the Assistant Director, you may discuss the matter with the Center Director.
5. Parents/guardians will be notified of all complaints or issues resulting in a child/youth complaint.

Child, Youth and School Services Parent/Guardian Grievance Policy **ASP-PS 13**

Purpose

The Child, Youth and School Services (CYS Services) grievance policies exist to provide parent/ guardians the opportunity to voice their concerns regarding program services. Parent/Guardians have placed their confidence in the high quality care provided by Fort Sill SA/YC and therefore, have the right to comment on services, actions, or issues that may occur with their child(ren) and the program. The parent grievance policy is a formal recognition process that supports parents'/guardians' rights.

Definitions

A grievance occurs when a parent files a verbal or written complaint regarding an action or issue that occurred within the SA/YC program. The concept of a parent grievance proposes that each parent has "rights" with Fort Sill CYS Services programs to share their perspectives regarding child care services.

Grievance Review Procedures:

Parent/ Guardians can make a formal complaint/grievance with the following:

- SA Facility Director or YC Facility Director
- SA Assistant Director or YC Assistant Director
- CYS Services Coordinator
- Family & MWR Director
- Garrison Commander

Parent/ Guardians may also complete an Interactive Customer Evaluation (ICE) form online regarding their concerns about the CYS Services program services. The ICE website is: <http://ice.disa.mil>.

A review of the formal complaint will be reviewed by the SA/YC Director and SA/YC Assistant Director immediately or within 24 hours of the initial verbal or written complaint. The SA/YC Director and SA/YC Assistant Director will work with the parent/guardians to resolve the issue to ensure that continuity of services is maintained.

First, if the parent/guardian is not satisfied with the decision of the SA/YC Director and SA/YC Assistant Director; the parents/guardians may contact the CYS Services Coordinator for further support. Second, if parents/guardians are unable to resolve the issues and receive a satisfactory verdict, the parents/guardians may contact the Family & MWR Director to address their concerns. Finally, if the parent/guardian is still not satisfied with the decision of the Family & MWR Director then they may decide to take it to the Garrison Commander.

PROGRAM SPECIFIC INFORMATION

FAMILY CHILD CARE (FCC)

The Army FCC Program is a childcare option provided on and off post by authorized Military Family Members as independent contractors. FCC providers and their homes meet specific requirements and are certified by the installation. FCC providers pass stringent background checks and inspections and complete an extensive training program, to include oversight for activities and curriculum. FCC Homes are regularly visited and inspected by FCC staff, Child, Youth & School Services (CYS Services) inspection teams, and installation representatives to include fire, safety and health proponents.

FCC Homes have unique qualities making them the preferred child care choice for some Military and Department of Defense (DOD) Civilian Families. Homes provide flexible hours and a comfortable familial setting. Most homes offer full-day, part-day, and hourly care. Special services may include 24-hour and long-term care during mobilization and training exercises, evening and weekend care, and care for special needs children and newborns. The Army FCC Program is a quality partner in the larger Army child care system and provides nearly one third of all available child care spaces.

There are three types of FCC homes at Fort Sill:

- * Multi-age homes are allowed to have six children in care, ranging in age from 4 weeks to 12 years. A provider's own children under the age of 8 will count in her ratio. Only two of those children may be under the age of 2 years. Hours of services vary by provider with some providers offering extended hours and weekend care.
- * Infant/Toddler homes may have three children from 4 weeks to 3 years, and the provider's own children under the age of 8 will count in her ratio.
- * School-age homes may have eight children between the ages of 5 to 12 years; with the provider's own children under the age of 12 years counting in their ratio.

Army FCC Online is a database of FCC providers locally and at other installations with Army FCC programs. This website has information about each provider's family, their backgrounds, their play and dining areas, in addition to photos of the provider and the different areas of their homes. The provider profiles can only be accessed through the

Central Enrollment Registry, which is located at 4700 Mow-Way Road. There is a public website at www.armyfcc.com where a listing of installation profiles is available for viewing. These profiles give basic information about each program, including phone numbers and points of contact, which can be helpful if you are PCS'ing to a new installation.

The National Association of Family Child Care (NAFCC) is the accrediting agency for FCC providers. NAFCC accreditation recognizes providers for the high quality care they offer children and their Families. For children, accredited homes offer safe inviting spaces and warm nurturing care. For parents, accreditation is an indicator of responsive, stimulating child care that offers educational activities designed to meet the needs and interests of young children.

I. Family Child Care providers offer:

Developmentally appropriate child care, not custodial care; full time, part-time, and hourly care. Providers may also offer extended care, 24-hour care, or long-term care during deployments or training exercises.

Family Child Care providers are enrolled in the USDA Child Care Food Program, which means your child will be fed meals that are nutritionally balanced, with no additional cost to you.

Family Child Care providers receive on-going training, administrative support, and access to a number of resources.

II. RATES FOR FCC HOMES:

FCC providers are private contractors with the government and parent fees are paid directly to them. Patrons will enter into contracts with the providers. FCC Providers charge patrons according to the CYSS Fee Policy. Army Fee Equity Subsidy pays the provider the differential between the Fee Category of each patron and Category 5. Any FCC patron who qualifies for Category 6 will pay Category 5 rates. Children regularly in attendance over 25 hours per week are considered full time. Children in care less than 25 hours per week will be charged part time rates.

III. FCC REFERRAL POLICY:

Child care slots in FCC homes are referred out through the PCS office.

PROGRAM SPECIFIC INFORMATION

TEAM SPORTS

PHILOSOPHY: All youth sports and activities will emphasize a positive learning experience, age appropriate participation, fundamentals, maximum participation and physical conditioning of your youth rather than winning and losing. The program will let the youth gain experience in a variety of positions on the team and encourage the participants to be involved in making decisions and also build self-esteem and develop a life-long fitness routine. The sports program supports the Character Counts! Philosophy of Victory with Honor and good sportsmanship will be required from youth as well as spectators. All participants will receive a t-shirt, sports-themes award and Certificates of participation.

- ALL TEAMS ARE COACHED BY VOLUNTEERS. THESE COACHES ARE SUPERVISED BY THE YOUTH SPORTS DIRECTOR AND MUST HAVE COMPLETED SUCCESSFUL BACKGROUND CLEARANCES.
- CHILD/YOUTH PARTICIPATING IN SPORTS (a sport physical will be required before registration and must be current at time of registration and remain valid through the completion date of chosen sports).
- ALL SPORTS ACTIVITIES WILL BE CANCELLED DURING A TORNADO WATCH

SPORTS CALENDAR:

Sports	Ages	Registration	Season
Baseball	3yrs-6th Grade	March	April - June
Basketball	3yrs-6th Grade	November	Jan - March
Basketball Camp	3yrs-6th Grade	March	Spring
Cheerleading (football)	3rd-6th Grade	August	Sept - Nov
*Swimming Camp	6yrs-12th Grade	May	June
Football (Tackle)	8yrs-12yrs	August	Sept - Nov
Football (Fall Flag)	3yrs-10yrs	August	Sept - Nov
Football (Spring Flag)	3yrs-10yrs	March	April - May
Golf Camp	6yrs-14yrs	March	Spring Break
Golf Camp	6yrs-14yrs	October	Fall Break
Golf Camp	6yrs-14yrs	July	July
Health & Fitness Clinic	1st-6th Grade	August	August
SocPCS (Fall)	3yrs-5th Grade	August	Sept - Nov
SocPCS (Spring)	3yrs-5th Grade	February	March - May

*Swimming Camp-must know how to swim



SKIES Unlimited

Schools of Knowledge, Inspiration, Exploration & Skills

PARENT HANDBOOK



ABOUT SKIES UNLIMITED

What is SKIESUnlimited?

SKIES stands for Schools of Knowledge, Inspiration, Exploration, and Skills. The name *SKIESUnlimited* combines the acronym for “Schools of Knowledge, Inspiration, Exploration, and Skills” with the word “Unlimited” for the unlimited learning possibilities this exciting initiative offers children and youth. *SKIESUnlimited* offers instructional classes under four different service areas, or “Schools.” These Schools are:

School of Academic Skills, Mentoring & Intervention

School of Sports, Fitness & Health

School of Arts, Recreation, & Leisure

School of Life Skills, Citizenship, & Leadership

What are the benefits of instructional programs?

SKIESUnlimited instructional programs may range from the musical, the athletic, to the creative. These programs present an opportunity to build individual knowledge and leadership skills, practice social skills and experiment with various activities and programs. There are countless advantages when youth participate in instructional programs. Through the SKIES program, we focus on the following youth development outcomes:

*Respect for self & others

*Healthy relationships

*Self-motivation

*Goal-setting

*Coordination

*Discipline

*Teamwork

*Positive self-identity

*Creativity

*Personal Safety

*Appreciation for knowledge

Our Mission

To provide children and youth in the Ft. Sill community access to opportunities that expand their knowledge, inspire them, allow them to explore, and acquire new skills.

Our Philosophy

Young people spend as much as 80% of their waking time outside the classroom. When involved in instructional programs, they are less likely to engage in undesirable behavior. Instructional programs foster the development of critical life, leadership, and social skills, and promote the intellectual and social development of children and youth.

Our Goals

- To provide consistency and predictability within Child, Youth, and School Services (CYSS) instructional programming
- To make children and youth the focus of all instructional programming
- To ensure staff are quality champions and excellence is never compromised
- To offer two instructional programs year round in each of the four Schools which support child/youth growth and development

ABOUT THE PROGRAM

Is my child eligible to use the SKIESUnlimited program?

Active duty military personnel, retirees, APF and NAF DOD civilian employees, employees of Department of Defense contractors, and National Guard and Reserve personnel are eligible to use the SKIES program.

Are children with disabilities accepted into the SKIESUnlimited program?

Children with special needs may participate in the SKIES program on a case-by-case basis after a full assessment of the child's needs and a determination as to the program's ability to meet those needs with reasonable accommodation. For more information, contact the CYSS Parents Central Services Office at 442-3927/4756/4836.

What is the Dress Code?

Wondering what to wear? Most classes do not require a uniform. Verify with instructor if specific clothing is necessary for activity.

What is your Open Door Policy?

Parents are encouraged to view a class before making a decision to enroll their child. However, for the benefit of students and instructor, observation should be conducted by video monitoring or from a viewing area when available. It is the right of the instructor to ask parents and siblings to leave the classroom area if their presence may be disruptive to class. Only students are allowed on the instructional floor during class time. To find the best viewing or waiting area, please ask your SKIESUnlimited instructor prior to class.

How can I obtain a progress report on my child?

SKIES faculty are always willing to meet with parents individually to discuss their child's progress. Please talk to your child's instructor to schedule a convenient day and time.

What are the drop-off and pick-up policies?

Students are advised to arrive no earlier than 5 minutes before class time and are expected to depart the facility immediately following class, with the exception of time allowed for changing clothes, if required. Students who must change clothes (i.e., dance or gymnastics students) prior to class time are free to use the dressing room/restrooms provided. Children five and under must be accompanied by a parent or guardian while changing clothes. It is either the responsibility of the parent or designated CYSS staff to care for and dress children before and after class. Instructors are not responsible for dressing or caring for students before or after class.

What are your attendance and tardiness policies?

Students are asked to arrive on time for scheduled classes. Students arriving over ten minutes late for a group class may be asked to leave at the discretion of the instructor. Students who are over ten minutes late to a private lesson without giving prior notification may not receive a lesson, as the lesson will be treated as a no-show. The instructor will not extend private lessons past their scheduled time to give students their full 30 minutes when a student is tardy. Students who fail to attend class for a total of one month without notification to the instructor or Instructional Programs Specialist will be automatically withdrawn from the class. All tuition due will be collected and future billing suspended. Families will be required to re-register for the class if they wish to participate.

About Holiday Closings

SKIES classes are not conducted on the following federal holidays:

- a. New Year's Day

- b. Martin Luther King Day
- c. President' Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Columbus Day
- h. Veterans Day
- i. Thanksgiving Day
- j. Christmas Day

SKIES are not required to pro-rate tuition due to holiday closings.

About Inclement Weather Closings

Your child's instructor will attempt to contact you if inclement weather prevents classes from being conducted, however, classes will definitely not operate when the installation is closed or limited to essential personnel reporting for duty. Please make sure your contact information listed in CYMS is correct.

Contact Us

Our telephone number: 442-4831

Our fax number: (580) 442-4234

Business cell: (580) 917-4492

Director's e-mail: shirelle.womack@us.army.mil

ENROLLMENT and PAYMENT POLICIES

Before you Register

Before registering for a SKIES class, we encourage you to participate in one free trial class and visit with the instructor. It is not mandatory. Once you pay for a SKIES *Unlimited* class, no refunds will be made except for emergency circumstances.

How do I sign up?

Registration for all Child, Youth and School Services (CYSS) programs, including SKIES *Unlimited*, is completed at the CYSS ParentS Central Services Office. Registration is handled on an appointment basis to limit the waiting time. If your registration is up to date through CYSS, you can sign up online, <https://webtrac.mwr.army.mil/webtrac/sillcyms.html>.

CYSS Parents Central Services Office
Bldg 4700 Mow Way Road
Appointments
0800-1500 Mondays, Tuesdays, Thursdays, and Fridays
1300-1500 Wednesdays.
580-442-3927

About Tuition

For all on-going classes, you are required to pay monthly tuition upon registration. Tuition will be charged to your household account on the first of each month. Tuition will continue to be charged to your account until we receive notification of intent to withdraw. Registration is required the prior month before student begins class.

When are Payments Due?

For workshops or classes in which there is only a one-time payment, payments are due *prior* to the first day of class. For all on-going classes, payments are due by the **5th of each month**. A **\$5** late fee will be applied on the **5th** of the month to all outstanding balances.

If fees are not paid in full by the first of the following month, SKIES *Unlimited* will file a request to garnish the sponsor's pay in the amount owed to the program and the child will automatically be disenrolled from the program. Payments can be made at any CYSS payment location. Our SKIES faculty are not responsible for the collection of fees and financial arrangements.

What is the withdrawal policy?

All students who register for a class will be considered enrolled into the class and responsible for attending. Parents must notify the class instructor or IPS in writing at least two weeks in advance if student(s) will not be attending or will miss a class. Non-attendance is not considered as a form of withdrawal and fees will not be refunded due to non-attendance. Notice can be emailed to CYSS Parent Central Services online at fortsillcer@conus.army.mil.

Do You Prorate Fees?

No.

How do I obtain a credit or refund?

Credits or refunds should be requested in writing by the child's sponsor. Valid reasons accepted for refund/credits may be: unanticipated PCS orders, family relocation for a TDY or deployment that was not known about in advance, extended illness or serious injury, and other reasons submitted to and approved by the Instructional Programs Specialist. If your child is attending a program with a specified time frame (i.e. 6 weeks, semester, etc.), your enrollment is non-refundable.

What is your class attendance/cancellation policy?

Students are required to provide telephonic notice to the Instructional Programs Specialist or instructor in case of illness or emergency. Emergencies are defined as accidents, sudden death in the family, injury, etc. Students may receive a credit on their account or makeup lessons for emergency situations reported to the Instructional Programs Specialist.

For scheduled absences (i.e., travel, vacation, family affairs, school functions, minor illness, etc.) there will be no refund if a student misses less than two consecutive weeks of lessons. If a student wishes to receive a makeup lesson for scheduled absences, he or she must notify their classroom instructor at least 24 hours prior to the absence. Makeup lessons are not guaranteed for scheduled absences. Students who do not provide prior notification of an absence will be counted as a no-show and will not be eligible for a makeup lesson.

In the event that an instructor must cancel a class, families will be notified at least one week prior to the cancelled class. Makeup classes will be provided for all cancelled classes that put the minimum weeks of instruction received below four. Students unable to attend makeup classes when given at least one week's notice will not be eligible for a refund.

In the event of last minute cancellations, the instructor or Instructional Programs Specialist will attempt to notify all families using the contact telephone numbers listed in CYMS. Please make sure your contact phone numbers are accurate upon enrollment. Families unable to attend makeup lessons scheduled due to last minute emergencies (less than one week's notice) will receive a refund for the missed class.

ABOUT OUR SKIES FACULTY

We are proud of our faculty, their accomplishments and their commitment to providing a quality instructional program for the children of the Fort Jackson community. Each of our instructors has had extensive experience in their area of instruction. For updated biographies, please visit <http://www.sillmwr.com/skies.html>

Instructor Liability

SKIES*Unlimited* instructors are responsible for students *only* during the time they are in actual attendance in the class. SKIES*Unlimited* instructors are not responsible for children before and after classes, are not responsible for dressing or changing children for class, and cannot be held liable for children except during the scheduled class time.

Instructor Training

All instructors receive training on proper child abuse reporting procedures, earn first aid and CPR certifications, as well as undergo national and local background checks prior to instructing children on Fort Sill. All instructors receive guidance on appropriate forms of touch as well as ways to guide and discipline CYSS children and youth. Please contact any CYSS director for an updated CYSS touch policy or a list of approved methods of guidance and discipline used by CYSS.

Discipline

If a child's behavior becomes momentarily unmanageable, temporary removal from the group is our most effective tool. If a child develops a pattern of unacceptable behavior, we will contact the parents so that faculty and parents can work together to modify the behavior within the existing environment.

We reserve the right, however, to terminate services if we cannot successfully resolve the situation and the child's continued attendance is considered to be a threat to the child's safety or the safety of others or continually detracts from the quality of instruction provided to other children enrolled in the SKIES program.

VOICING CONCERNS Offering quality programming to children requires our SKIES faculty and parents to work together. However, even in the best of programs mistakes can happen. It is important that you report to the Instructional Programs Specialist at 442-4831 any issues concerning quality of the SKIES program.

PROGRAM SPECIFIC INFORMATION

EDGE!

The EDGE! (Experience, Develop, Grow & Excel). The edge framework provides (CYS) funded extracurricular enrichment in MWR program settings for children and youth as an alternative after-school enrichment program for school age, middle school and teen participants.

The EDGE! Program registration is through CYS services at 4700 N. Mow Way Road. The MWR Partnership Specialist works in collaboration with the following Garrison proponents to deliver the EDGE! Program. Business Operations Division (BOD), Community Recreation Division (CRS), Recreation Delivery System (RDS) Programmer, CYS Services (through the Instructional Program

Specialist (PS). The EDGE! Program offers a framework which includes four broad interest area specific packages, Art EDGE, Life EDGE, Adventure EDGE, Fit EDGE. The primary goal is to increase CYS Services in the support of the Army Family Covenant (AFC) while simultaneously increasing the customer base of the MWR activities.

PROGRAM SPECIFIC INFORMATION

HIRED

The HIRED! Apprenticeship Program provides 15-18 year old youth with meaningful, professionally-managed career-exploration opportunities in Morale, Welfare and Recreation operations. The HIRED! Apprenticeship Program offers valuable paid work experience and training to better equip each participant with the skills needed for a highly-competitive job market.

Army Family Covenant Discounts in CYSS

Effective 01 Apr 10

For family members of deployed sponsors (considered Mission Level 1), you can receive the following discounts (IMCOM EXORD 08-002 – 15 NOV 07, Subject: Operationalizing the Army Family Covenant), benefits available 30 days prior to deployment and up to 90 days after deployment:

- 16 hours a month of free child care per child.
- Free child care for mandatory deployment functions this does not count against 16 hours of free child care. Please forward requests at least two weeks in advance.
- Free child care during FRG business meetings this does not count against 16 hours of free child care. Please forward requests at least two weeks in advance.
- Cost of hourly care will be \$2.00 per hour per child.
- 20% reduction in the cost of full/part time care and camps. Multiple child reduction rates may apply.
- Up to \$300.00 for SKIES*Unlimited* instructional classes per deployment.
- Up to \$100.00 sports enrollments per deployment.

For family members of sponsors who are on an unaccompanied PCS, a TCS or a TDY for 90-179 days (considered Mission Level 2), you can receive the following discounts (IMCOM EXORD 08-002 – 15 NOV 07, Subject: Operationalizing the Army Family Covenant):

- 16 hours a month of free child care during designated eligible period (length of time sponsor is PCS, TCS or TDY)
- Free child care for mandatory deployment functions this does not count against 16 hours of free child care. Please forward requests at least two weeks in advance.
- Free child care during FRG business meetings this does not count against 16 hours of free child care. Please forward requests at least two weeks in advance.
- Cost of hourly care will be \$2.00 per hour per child.
- Up to \$150.00 for SKIES *Unlimited* instructional classes
- Up to \$50.00 for sports enrollment.

For family members of sponsors who are part of the Rear Detachment and Warriors in Transition Cadre (as identified on Rear D/Personnel Availability Report) (considered Mission Level 3), you can receive the following discounts (IMCOM EXORD 08-002 – 15 NOV 07, Subject: Operationalizing the Army Family Covenant):

- Free child care for mandatory deployment briefing and special openings related to GWOT this does not count against 5 hours of free child care. Please forward requests at least two weeks in advance.
- Free child care during FRG business meetings this does not count against 5 hours of free child care. Please forward requests at least two weeks in advance.
- 5 hours a month of free child care during support of designated mission
- Cost of hourly care will be \$2.00 per hour per child.
- Up to \$150.00 for SKIES *Unlimited* instructional classes per child.
- Up to \$50.00 for sports enrollments per child.

Copy of Soldier's orders for Mission Level 1, 2 and 3 must be given to Parent Central (PC) Services, Bldg 4700, to establish eligibility.

Family members of Wounded Warriors/Warriors in Transition will receive the following (IMCOM EXORD 08-002 – 15 NOV 07, Subject: Operationalizing the Army Family Covenant):

- 16 hours a month of free child care during designated eligible period (length of time sponsor is AW2 or WT)
- Free child care for mandatory deployment functions this does not count against 16 hours of free child care. Please forward requests at least two weeks in advance.
- Free child care during FRG business meetings this does not count against 16 hours of free child care. Please forward requests at least two weeks in advance.
- Hourly care fees reduced to \$2.00.

- Unlimited free hourly care for medical appointments.
- Category 1 fees for children/youth enrolled in regularly scheduled full/part day programs.
- Up to \$300.00 for SKIES *Unlimited* instructional classes per child per fiscal year.
- Up to \$150.00 for team sports per child per fiscal year.

Family members of Fallen Warriors will receive the following (IMCOM EXORD 08-002 – 15 NOV 07, Subject: Operationalizing the Army Family Covenant):

- 16 hours a month of free child care.
- Hourly care fees reduced to \$2.00.
- 40 hours for bereavement respite child care from the time of notification continuing for 4 weeks after burial.
- Category 1 fees for children/youth enrolled in regularly scheduled full/part day programs.
- Up to \$300.00 for SKIES *Unlimited* instructional classes per child per fiscal year.
- Up to \$150.00 for team sports per child per fiscal year.

Provide appropriate supporting documentation to PC Services in Bldg 4700.

All patrons eligible to use Army Child, Youth and School Services (CYSS) will receive registration and re-registration at no cost. All CYSS patrons will receive free hourly care to attend Memorial Services for Fallen Warriors.

Revised 4/1/10

