



ELMENDORF-RICHARDSON
FORCE
SUPPORT SQUADRON



Joint Base Elmendorf - Richardson
Parent Handbook

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Dear Parents,

Welcome to the JBER Elmendorf-Richardson CHILD DEVELOPMENT PROGRAM. We look forward to working with you and your child(ren) in one of our Child Development Centers (CDC) or Part Day Preschools in the coming months.

We realize the importance of the trust you have placed in us to care for your child (ren) and we take this responsibility very seriously. It is our hope that we can work together to provide the very best care for your child (ren).

We believe that you, as the parent, are your child's first and primary educator. We hope you will observe and visit the classroom often and share your inputs with your child's caregivers, read the weekly activity plans posted in each room and read the monthly newsletter. The caregivers, in turn, will share your child's accomplishments with you. If you have a concern, please feel free to bring it to our attention. We will also seek your input in dealing with any concerns we might have.

Our goal at the JBER Child Development Program is to provide a developmentally appropriate program of the highest quality in an environment that is both nurturing and stimulating. With all of us working together, we feel confident we can meet your child's individual needs.

Please read this handbook carefully so you will be familiar with the policies and operating procedures contained within. AFI 34-248 and the National Association for the Education of Young Children (NAEYC) Accreditation Criteria are the guidelines we follow.

Please contact the Sitka CDC at 552-6403; Denali CDC 552-8304; Katmai CDC 552-5113; Talkeetna CDC 384-0686 and Kodiak Part Day Program/Hourly care at 384-1510 if we can be of any assistance.

Child Development Philosophy and Goals

Philosophy (2.A.01)

The practices of JBER Elmendorf-Richardson Child Development Programs are based on current knowledge of child development and early childhood education. We are responsible for supporting the development of the whole child, meaning all areas of development are considered inter-related and equally important. Our program acknowledges that children learn through active, hands-on involvement with their environment, peers and caring adults. We respect each child’s unique interest, experiences, abilities and needs, thus allowing us to be responsive to and appropriate for each child. Children are valued as individuals, as well as part of a group. Likewise, our program respects and supports the ideals, cultures and values of families in their task of nurturing children. We advocate for children, families and the early childhood professionals within our programs.

We believe that “play is a child’s work” and that children learn best by actually “doing”. Activities are planned on the weekly activity plans and are based on a child observation. Caregiving staff observe children and determine activities that will benefit the individual child by using developmentally appropriate practices.

Parents are encouraged to participate in class activities, field trips and the Parent Advisory Board. Parenting workshops are offered by the Military Family Life Consultants at the centers. Local information in the Anchorage community is also available.

Mission- To assist DoD military and civilian personnel in balancing the competing demands of the accomplishment of the DoD mission and family life by managing and delivering a system of quality, available, and affordable programs and services for eligible children and youth birth through 18 years of age.

Goals

- Foster positive identity and sense of emotional well being
- Enhance social skills
- Encourage children to think, reason, question and experiment
- Promote language and literacy development
- Build physical development skills
- Support sound health, safety and nutritional practices
- Advance creative support expression, representation and appreciation for the arts
- Develop initiative and decision-making skills

National Association for the Education of Young Children (NAEYC) Accredited

All five child development centers are accredited by NAEYC. NAEYC meets the highest quality of Early Childhood Program Standards and Accreditation Criteria. Parents play an active role in the accreditation process. We look forward to partnering with you to provide high quality care for your child.

Hours of Operation-- Monday through Friday

	Katmai	Denali	Sitka	Talkeetna	Kodiak
Hours	0600-1730	0600-1730	0600-1730	0600-1730	0830-1600
Front Desk	552-5113	552-8304	552-6403	384-0686	384-1510

Holidays

The centers will be closed on the following federal holidays.

- | | |
|---------------------------------|-------------------------------|
| January New Year’s Day | September Labor Day |
| | Martin Luther King Day |
| February Presidents’ Day | October Columbus Day |
| May Memorial Day | November Veteran’s Day |
| July Independence Day | December Christmas Day |

**If the President declares a federal holiday during the year, that day will also be observed.*

**PACAF Family Days, the CDC will close and the parents will receive a fee credit for that day. The Child Development facilities will assist parents in finding alternative child care for working parents. One center will accommodate working parents solely if there is a need for child care on these days, Talkeetna CDC, Denali CDC and Sitka CDC will rotate being open. If there are low numbers of children requiring care, the centers may be closed completely and child care will be offered at a licensed family child care home. If the need for care is greater than what can be accommodated in Family Child Care, a facility will open to provide child care to support parents.*

**Part Day Preschool will follow the same schedule as above. The Part Day program will be closed on all PACAF family days as well as the Federal holiday. Fees are prorated and refunds will not be granted.*

**Changes to opening and closing hours may occur with Mission Support Group Commander’s approval. A 30 days written notice to parents will be given.*

Emergency Procedures for Weather and Catastrophes

In the event of base closure due to inclement weather, Child Development Program Facilities will be closed. If children are in the facility, parents will be notified by phone and facility will remain open one hour so all children can be picked up. If the child is not recovered within one hour of facility closure, Security Forces will be notified for assistance in locating the parents. Sponsor's leadership will be contacted to ensure safety of the child until such time as the parent, emergency contact or guardian is able to reclaim the child.

Tune in to the JBER Facebook page and you center's Facebook page for delays, closures and late reporting.

Types of Care Offered

The following types of care are available at the JBER Child Development Centers. Specific fees are charged based on the total family income.

Hourly Care – Hourly care within the CDC's is on a space available basis. Customers needing hourly care should call their desired center between 0800-1600. If there are spaces available they may then reserve that space. Registration paperwork and immunizations required before care can be given. All fees must be paid each day care is provided, current hourly care fees are \$5.00 per hour. Hourly care within the Kodiak Part Day Program provides 22 spaces for 6 weeks to 12 years of age. These spaces may be reserved up to two weeks in advance at Kodiak CDC from 0730-1600. A priority is given to respite care in room 14.

Full Time Care – Consist of 50 hours of care per week Monday through Friday. Fees are based on total family income. Parents must complete an income verification form to determine their fee category. If this form is not completed, we must assess fees at the highest category. In the case of a hardship or significant financial changes, fee adjustments may only be made by a request through the Child Development Center Director and when necessary approved by the JBER Mission Support Group Commander. Fees are due on the first day care is provided. Fees maybe paid weekly, bimonthly or monthly. Parents are required to have a credit card on file that will be automatically charged if fees are not paid on time. The weekly rate of care will be updated annually as mandated by DoD. Each year, parents are required to fill out a new income verification form.

Part Day Preschool Program – This program is designed for families not requiring full-day care services. The Part Day Preschool Program is for children 3 to 5 years old. Children must turn 3 years old NLT 1 Sept and must be able to use the toilet independently. Preschool Program class options are Monday –Friday 3 hours per day. Monday, Wednesday, Friday- 3 hours per day or Tuesday, Thursday-3 hours per day. Classes are held at Kodiak Part Day Program. Fees for this program are based on total family income. The Part Day Preschool Program is closed on all PACAF Family Days and Federal Holidays.

Alternative Child Care Opportunities

Airmen Child Care Opportunities

Give Parents a Break - This respite care program known as “Give Parents a Break” (GPAB) is sponsored by the Air Force Aid Society and is offered on the 1st Friday night of the month and the 3rd Saturday of the month. This program is offered free to families who are referred by base agencies, parents will need to contact Katmai Child Development Center to make a reservation. Reservations need to be made by noon the Wednesday before GPAB is scheduled. GPAB is held at Katmai CDC.

Extended Duty Child Care - This program takes the financial burden off families. Due to long operational hours. Personnel who are tasked with extra work hours or have just returned from an extended TDY assignment may qualify for the Extended Child Care Program. This program is designed to assist families in finding and supplementing their regular child care, at no cost to the families. This program is run through the Family Child Care office at 552-3995/4664.

Returning Home Care - Returning home care is available for individuals returning from deployments through the Family Child Care program. Service members are entitled to 16 hours of free child care, in a licensed Family Child Care Home, within 30 days of their return home. For more information call 552-3995/4664.

Volunteer Care - Air Force individuals who volunteer for non-profit agencies on base are eligible for free child care during the hours they volunteer. This program is offered in a Family Child Care home and is completely free to patrons. Individuals who wish to utilize this program must be registered with Military & Family Support Center. Volunteer's schedules must be coordinated through Military Family Support. For more information on volunteer opportunities call 552-4943.

PCS Care - Families who are new to JBER or within 30 days of leaving are eligible for 20 hours of free child care in a Family Child Care home. To obtain your Certificate of Eligibility, contact Military & Family Support Center at 552-4943.

Soldier Child Care Opportunities

Give Parents a Break - Through Army Family Covenant (AFC) reimbursement, Outreach Services offers a limited number of hours of free respite care per month depending on a Soldiers Mission level. The hours may be used through scheduled Give Parents a Break blocks, during a variety of programs, please call 384-7483 for upcoming schedules and more information.

Family Readiness Group (FRG) Meeting Care - FRG groups coordinate meetings/events child care through Outreach Services Program Manager. All Families attending meeting/event will receive free child care during the scheduled time. FRG/Family Support Readiness Support Assistants will provide information to families about signing up for care.

Military and Family Center classes - Classes provided by ACS to include pre-deployments/redeployment meetings and volunteer training programs have child care provided by Outreach Services. Participants receive this service free. Reservation can be made on a first come first serve basis by calling Central Registration at 384-7483.

Army Family Covenant (AFC) Child and Youth Benefits:

Department of Army provides extra benefits for eligible Army families while spouse is deployed. To qualify patrons must provide deployment orders to Central Registration to begin benefits.

1. All Army patrons receive free registration/membership fees.
2. Survivors of Fallen Warriors (*dependents are eligible until 18 years of age*):
 1. 16 hours of free hourly respite care monthly
 2. \$2.00 rate for hourly care beyond the free respite care hours. Not to exceed 20 hours per week.
 3. Free hourly care for support group meetings during SOS period.
 4. 40 hours bereavement/notification care valid from notification to 4 weeks after burial.
 5. Category 1 patrons receive full day care for part day fees.
 6. Up to \$300.00 Instructional classes per deployment per youth/child.
 7. Up to \$100.00 sports fees per deployment per child/youth.
3. Wounded Warriors in Transition (AW2, WT, WT nonmilitary attendant, WT child staying with custodian (#excluded), dependents geographically separated from WT (* excluded):
 1. Free hourly care during mandatory deployment meetings.*
 2. Free hourly care for FRG meetings.
 3. \$2.00 rate for hourly care beyond the free respite care hours. Not to exceed 20 hours per week.
 4. 16 hours free hourly respite care per month.
 5. Free hourly care for support group meetings during AW2/WT period.

6. Unlimited free hourly care for medical appointments during AW2/WT period. #*
 7. Category 1 patrons receive full day care for part day fees.
 8. Up to \$300.00 Instructional classes per deployment per youth/child.
 9. Up to \$100.00 sports fees per deployment per child/youth.
4. Deployed Soldiers 180 days or more. Benefits begin 30 days prior to deployment and remain active until 90 days after redeployment:
 1. Free hourly care during mandatory deployment meetings.
 2. Free hourly care for FRG meetings.
 3. 16 hours of free hourly respite care monthly.
 4. \$2.00 rate for hourly care beyond the free respite care hours. Not to exceed 20 hours per week.
 5. Free hourly care for support group meetings
 6. 20% reduction to fees for regularly scheduled full day or part day services
 7. Up to \$300.00 Instructional classes per deployment per youth/child.
 8. Up to \$100.00 sports fees per deployment per child/youth.
 5. Temporary change of station (TCS), permanent change of station (PCS) unaccompanied tour, TDY 90 – 179 days. Benefits are during designated TCS, PCS or TCY only. Warriors in Transition (WT) Cadre.
 1. Free hourly care during mandatory deployment meeting.
 2. Free hourly care for FRG meetings.
 3. 5 hours of free hourly respite care.
 4. \$2.00 rate for hourly care beyond the free respite care hours. Not to exceed 20 hours per week.
 5. Up to \$150.00 Instructional classes per designated support period per child/youth.
 6. Up to \$50.00 sports fees per designated support period per child/youth.

Child Development Program Procedures Eligibility

- Eligible patrons to the JBER Child Development Programs include:
- A. All warrior in Transition military members, deployed military members, single and dual active duty military, to include Coast Guard, Navy, Marines and Canadian Air Force who are assigned to or living on Joint Base Elmendorf Richardson (JBER) who require full-time care.
 - B. All single and dual DoD civilians as well as active duty military who are married to DoD civilians assigned to or living on JBER. A DoD civilian is any government employee to include NAF and AAFES.
 - C. All military branches' active duty military with working spouses or spouses who are enrolled in school full-time assigned to or living on JBER who require full-time care. Full-time civilian employment is considered 32 hours per week and school full-time is at least 12 undergraduate credit hours or 9 graduate credit hours.

- D. DoD contractors with working spouses and military members who do not fall into Category A, B, or C above.

Admission of children with physical or mental disabilities or children requiring special diets, special procedures or other special attention must be approved by the CDC Director with the coordination of the child's physician and the program's medical liaison. In some cases, the Mission Support Group Commander must also concur. A physician must document the child's specific needs before a decision can be made. A conference with the CDC medical advisor will then be held to evaluate the child's ability to function in a group setting. Each situation will be assessed on a case-by-case basis. The recommendation from the Special Needs Assessment Program (SNAP) must be completed prior to the child entering into care.

Registration and Enrollment Procedure

Registration for the Child Development Centers is handled through Military.com. You will be contacted by the center when a space is available, parents have 24 hours to accept that space and come to the designated center to begin the formal registration process. After the space has been offered the parent has 48 hours to attend a mandatory orientation, complete all registration paperwork and pay a \$50.00 deposit to secure the space. The \$50.00 will be applied to the first week's child care fees. To complete the registration process the following forms are required and are included in your registration packet:

5.A.01b, 5.A.01h

1. Child's current immunization record: All children must receive immunizations recommended by the American Academy of Pediatrics in accordance with prescribed immunization schedules and in accordance with local policy. You are required to update this form whenever changes occur. If the child is overdue the parent must show proof of an appointment. If the child is behind in the immunization schedule the CDC will use the catch-up schedule until the child is caught up on all immunizations.
2. Sponsor's most recent LES and spouse's, if applicable, or most recent pay statement. If the spouse is a full time student their school registration/schedule is required.
3. The USDA Form (Application for Free and Reduced Price Meals for Child Care Centers.) This record of family income is required by the USDA as documentation of enrollment of children in the program. This information will be updated at least annually or when otherwise required by USDA or the Child Development Center. This form is included inside the packet and it must be completed by the child's parents.

5.A.01g

4. Special needs -- Submit written notification from a doctor of any special care, allergies or medical problems or conditions that your child may have including food allergies. A list of substituted acceptable foods must be submitted at this time as well. This allows the CDC to prepare meals and snacks for your child that can be served at the same time as the other children. If any medical problems or allergies are annotated, that you do not have a doctor's notification for, CDC's desk staff will supply you with a form that must be filled out by a doctor and returned to the center before care is offered. The information will be forwarded to the medical advisor and a Special Needs Review Board will review the information and approve accommodations. If special foods are required parents may be responsible for purchase of food.
5. Consent to post allergy information is part of the enrollment process. The information will be posted in the kitchen area to provide a safe food prep, on the designated food cart assigned to the room the child is enrolled in and posted in the room where care is provided for the child. The consent to post includes - name, photo, allergy and substitutes to ensure a safe environment for the child.
6. If applicable, a copy of divorce, legal separation or custody papers.
7. Air Force Standard Business Practices requires parents to have a credit card/debit card on file. You will continue to make payments on your account each week or as stated in your payment agreement. In the event that you do not make payment on your account by the close of business on the third business day of the week, the credit/debit card on file will be charged for the full amount owed. The appropriate authorization forms are available at the front desk in each of the respective facilities. Payment of child care fees is due in advance of care (weekly, bimonthly or monthly).
8. Parents must verify their income annually on DD Form 2652.

5.A.01a, 5.A.01c, 5.A.01d, 5.A.01f

9. Health Insurance Information must be provided on the Health Assessment Form. This form must be completed within the first six weeks of care. Must list the individuals authorized by the family to have access to health information about the child.
10. Photo/Video Release Form

5.A.01e

11. AF FORM 1181 - People (other than the sponsor or spouse) who are authorized to pick up your child from the center must have written

consent on the child's AF Form 1181. Children will not be released to anyone under 14 years old. Picture identification will be required of anyone who is picking up your child unless that person is known and recognized by the front desk clerk or caregiver in charge of your child. The child will not be released to anyone not listed in writing by the parent or guardian on the AF Form 1181. Three emergency contacts are required and must be kept updated.

12. DA Form 7625-1 Army Child, Youth & School Services Health Screening Tool.

Waiting List

Waiting lists for the Child Development Centers are maintained by Military.com. There are three separate wait lists: (1) Active – families who need child care now, (2) Preference for Care - families who have been afforded an initial slot but have a different preference for child care or have sibling in different facilities and (3) Inactive – unborn children, families not on station, and families not needing immediate care.

When a vacancy occurs in a CDC, directors will transition internal children from one age group/classroom to the next. After transitions have been accomplished, the Preference for Care list will be used to co-locate siblings within the same center or make facility adjustments. After exhausting the first two lists, the Active waiting list will be used to fill vacancies.

To register for the Active waiting list, a DD Form 2606, Request for Child Care, needs to be completed by the patron. This form must be updated every 2 months by the parent. The waiting list for full-time care is maintained by age group. This list is compiled by priority on a “first come, first serve” basis. Waiting time varies as to age groups. Placement on each list will vary from month to month as the waiting list is updated. As children get older and move up from one age group to another, they will be placed on the new age group's waiting list according to the date that the application was submitted. When notified of a space in any center, parents have 24 hours to accept. If a response is not received within 24 hours, child will be removed from the waiting list. Once a CDC slot has been accepted parents have until the end of next two business days to go to complete registration paperwork. A \$50.00 deposit is given to the desk clerks at the assigned center along with the registration packet. The \$50.00 deposit will be applied to the first week's fees. Parent orientation is required. If space is declined the child will be removed from the Active waiting list and may be placed either on the Preference for Care or Inactive waiting list.

Daily Sign In/Sign Out Procedures

Before proceeding to the classroom, children will be signed into the center utilizing the customer computer located at the front desk with a key fob issued

at enrollment. Two key fobs will be issued to each family. If a key fob is lost the first replacement key will be free. In the event another key fob is lost a charge of \$5.00 will be applied to the account. Parents are required to provide a telephone number where they can be reached while their child is in the center and annotate any special instructions concerning their child's stay at the center.

Parents must escort their children to and from their classrooms and sign the child in and out on the AF Forms 1930 located in each room. Parents are permitted access at all times to areas where their child receives care and are highly encouraged to spend time in their child's room.

Parents must be escorted to all other areas of the building. Due to fire regulations and accountability the parents are required to sign their child out in the room first then at the front desk as they exit the building.

10.B.08

Orientation/Transition

Children and families will attend an orientation before starting care at the Child Development Centers. The program policies will be shared in writing and verbally. To ensure communication goals are successful the information can be provided for families in a language they use and understand. Please let our staff know if you have a preference in the language used. The orientation will cover the items below:

- Program's philosophy, curriculum goals and objectives
- The program's commitment to welcome children and families
- Guidance and discipline
- Communication with families-translation
- Individualized Family Service Plans, Individualized Education Plans
- Health and safety precautions
- Families and staff negotiating difficulties and differences
- Payments, meals, snacks and sleeping arrangements
- Confidentiality of child and families
- Field trips, safety precautions and transportation

The CDC's desk staff will contact parents when an opening to transition each child is available. When transitioning children from one classroom to the next age appropriate classroom, parents will be notified in writing as to when the permanent change will take place. No child will move without parent notification. Children are moved to their new rooms according to birth date, their developmental readiness to move, and available space. The child is gradually transitioned over a 1 week period. The visits to the new room increase in length until the child is accustomed to the new routine. At the end of the transition period, the child is permanently assigned to the new room. Parents are encouraged to take a short orientation of the new room to meet the caregivers.

Attendance

Parents who would like the opportunity to earn a fee credit (based on family's category hourly rate) must notify the CDC prior to 0730 on the day their child(ren) will not be in attendance during a specific block of time that day (i.e. doctor appointments, vacations, late arrivals, early pick-ups, etc.). If their slot can be filled with an hourly care child during the coordinated absence, the full-time parent will receive a credit during the next weeks' fees based on the number of hours utilized by the hourly patron. If no prior coordination has been accomplished, then the spot will be held for the full-time child and no opportunity for a fee credit will be granted.

Rest period is between the hours of 1200 and 1430. If your child will be arriving during those times, you will need to be able to stay with your child until he/she is settled and resting on his/her mat in order not to disturb the already resting children. If this is not possible, you will need to bring your child after rest time.

Parents will notify the CDC desk clerk if their child will be out for the day and advance notice if the child will be out for an extended period of time. Two weeks written notice is required if a child's contract is to be terminated. Parents, including those enrolled in the Day Care Assistance Program (DCAP), shall be responsible for payment of fees when the child is absent from the center to include vacation time. Parents may request credit consideration if the child is absent for more than 5 days and the absence is due to the child's diagnosed chronic/serious illness or extended hospitalization. Approval is handled on a case-by-case basis through the Center Director, Flight Chief to the 673d FSS Commander and possibly to the 673d Mission Support Group Commander. If a child is absent from the program for a week or more without prior notification to the Child Development Center, the child will be dropped from full day care status and fees for those weeks will be payable.

Termination/Suspension of Enrollment

All patrons must give a 2-week written notice when care is terminated. The Child Development Centers, after 30 days from enrollment the center director will terminate care unless spouse has obtained *Full-time employment (i.e at least 32 hours per week) outside the home *Spouse enrolled in school full-time (at least 12 undergraduate credit hours or 9 graduate credit hours) are considered employed as long as they show proof of enrollment. 30 days after employment has been obtained, combined family income based on both pay statements will be used to determine the fee category.

In the event that you do not make payment on your account by the close of business on the second business day of the week, the credit/debit card on file will be charged for the full amount owed. If for any reason the back-up payment authorization cannot be used, parents will be notified and assessed a \$10.00 late fee PER DAY up to the 4th working day of the week. After that time care will be denied. For example: If payment is due on Monday, 1st business

day, parents have until close of business Tuesday, 2nd business day, to make payment. If payment is not received, their credit/debit payment authorization will be used. If for some reason late payment authorization could not be used, a late fee of \$10.00 will be assessed on Wednesday, 3rd business day and every day after until the 4th business day. If payment is not received by Friday or 5th business day, care will be denied. Fees not received in accordance with the above schedule could result in the patron's child/ren being terminated from the program.

Termination of care will occur immediately for any parent failing to comply with the programs policies.

Children who are unable to adjust to the programs environment will be referred to the Inclusion Action Team to access reasonable accommodations taking into account that interferes with child/youth learning, development and success at play, is harmful to themselves, other children or adults or puts a child/youth at high risk for social problems or school failure. Termination of enrollment may occur if accommodations cannot provide a safe environment.

Supporting Families with Special Needs

7.B.04

It is the policy and goal of Air Force CYP to make reasonable accommodations which support inclusion and participation of children/youth with and without disabilities. CYP programs must be designed to reasonably accommodate and be inclusive of children/youth (entering or already enrolled in the program), including those with identified disabilities as well as special learning, medical and developmental needs. CYPs must follow the most recent AF CYP Inclusion Action Team Instructional Guide. When the program staff suspect that a child has a developmental delay or other special need, this possibility is communicated to families in a sensitive, supportive, and confidential manner and is provided with documentation and explanation for the concern, suggested next steps and information about resources for assessment. Before sharing information about a child with other relevant providers, agencies, or other programs, staff obtain written consent from the family.

7.C.08

Required Immunizations

Your child is required to have all current immunizations in order for your child to be enrolled and to continue to receive care. You will be asked to update your records periodically. If your child receives an immunization, please bring proof of the vaccination for documentation.

Air Force requires the seasonal flu immunization in order to be enrolled in

the CDC. Flu immunizations are required for children 6 month and above. Children's immunizations shall be current prior to enrollment. If the child is on the catch up schedule documentation from the immunization clinic must be submitted. No credit for days missed will be permitted. 673d Medical Group will alert the CDC if a vaccine is not available and exceptions will be made on a case-by-case basis.

Exclusion/Inclusion Policy

In determining whether a child should be excluded from the JBER Child Development Centers, the following policy has been established in accordance with Caring for our Children: Health and Safety Guidelines for Out-of-Home Care as recommended by AFI 34-248, Chapter 11, Managing Infectious Diseases in Child Care and Schools and the Child Development Center Medical Advisor:

1. Symptoms and signs of possible severe illness that could result in exclusion include, but not limited to, the following:
 - a) Appears sick, child not able to participate comfortably in activities
 - b) Inexplicable irritability or persistent/uncontrollable crying, greater need for care than staff members can provide without compromising their ability to care for the other children.
 - c) Fever greater than 101° orally, 100° axillary, see MIDCCS page 55
 - d) Vomiting or Diarrhea (2 or more in the last 24 hours)
 - e) Rash with fever or behavioral changes, until a physician has determined that the illness is not a communicable disease.
 - f) Uncontrolled coughing (asthma and/or infection), difficulty breathing, wheezing and/or unusual respiratory signs for the child
 - g) Persistent abdominal pain
 - h) Any illness that results in a greater need for care than the regular child care staff can provide without compromising the health and safety of the other children in care
 - i) Impetigo: open red round lesions under nose or on face may be yellow crusted
2. A child may return to the program only when their presence will not compromise the health and safety of the other children. The Child Development Program and Family Child Care and/or Air Force policy (instruction listed above and supplemental Caring for Our Children: Health and Safety Guidelines for Out-of-Home Care) can override a doctor's authorization to readmit children into the center. If consult with the child's health care provider is required, this can be accomplished either via clinic visit with physician/nurse or telephone triage consult with pediatrician/nurse. Where specified below, an admission approval slip from the child's health care provider must be physically provided or faxed to the program. When a child is excluded from the program, the child will be eligible to return when:
 - a) Fever: fever free, without the use of fever reducing medication
 - b) Vomiting or diarrhea subsided

- c) Strep throat or other streptococcal infection: 24 hours after the initial antibiotic treatment
- d) Scabies: treatment has been completed
- e) Lice: after the first treatment has been started
- f) Ringworm or impetigo: after the first treatment has been started
- g) Mouth sores (with or without drooling): have been determined as noninfectious by a health care provider
- h) Pertussis: antibiotic treatment has been given for 5 consecutive days
- i) Chicken pox: all sores have dried and crusted
- j) Impetigo: As long as the lesions are covered, the child can return once treatment has started.
- k) MRSA: when exclusion criteria are resolved. See MIDCCS
- l) Other: able to participate in regular activities without any activity restrictions or signs of lethargy

3. Parents are not required to take their child to the doctor for a fever or any other illness. However, the parents are required to abide by the requirements listed above.

5.A.05

4. Staff will provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability and control measures that are being implemented at the program and that families should implement at home. The program documents cooperative arrangement with Public Health and obtains advice when outbreaks of communicable disease occur.

Medications

Only doctor prescribed, oral, drops or cream medication in its original container and labeled with the child's full name, date, and dosage, storage information, prescribing physician, and directions for administration will be administered. No over-the-counter medicine (e.g. aspirin, Tylenol) will be administered unless prescribed by a physician. Medication will only be given if needed more than two times daily. Parents must complete an authorization form (AF Form 1055) each day that medication is to be administered. These forms will be maintained on file at the Center for one year.

The center will not administer any over-the-counter medications, including aspirin and aspirin- like products, antihistamines, decongestants and cough syrups without written permission/direction of the child's Primary Care Manager (PCM) and direction for their application and stop date is noted on the permission form. (Exceptions: sunscreen, lip balm, lotion, and insect repellent, and diaper ointments) there will be no medications given without a stop date. All medication will be kept in a locked container.

Diaper ointments, creams, and salves are only to be applied for treatment purposes, not preventative measures. Baby powder and similar powders are not authorized for use in the CDC. Diaper ointments and creams can only be kept at the centers during the treatment periods.

5.A.07b.c

The CDCs will provide a sunscreen that says “broad-spectrum” on the label - that means it will screen out both Ultraviolet A (UVA) and Ultraviolet B (UVB) rays with a Sun Protection Factor (SPF) of at least 15. Sunscreens will not be used with infants under 6 months of age. Infants younger than 6 months of age will be kept out of direct sunlight, using shade under a tree, umbrella or canopy. Sunscreen should be applied liberally enough to all sun-exposed areas so it forms a film when initially applied. Sunscreen is applied to areas commonly neglected, like the ears, face, hands, neck and feet. It takes 20-30 minutes for sunscreen to be absorbed by the skin, so it should be applied at least 30 minutes before going outdoors. Sunscreen will be reapplied every 2 hours. Sunscreen wears off after swimming, sweating or just from soaking into the skin. Preschoolers attending the Child Development Center may apply sunscreen to their arms and legs; however, an adult should apply sunscreen to their face and other areas of their skin. Children should be reminded to wash their hands after application.

Insect repellent is not to be used for infants under 2 months of age and is to be used sparingly on children/youth. The American Academy of Pediatrics recommends insect repellents used on children over 6 months of age; have 30% DEET or 5 to 10% picaridin repellent; and are applied once per day, before going outdoors. Off Skintastic products have been approved by JBER Medical Advisor and will be supplied by the center. Products that include DEET plus a sunscreen will not be used, because sunscreen needs to be applied frequently while DEET should be applied only once a day. Insect repellents will only be applied to exposed skin and or clothing, not under clothing. Insect repellents will not be used over cuts, wounds or irritated skin. It will not be applied to eyes or mouth, and applied sparingly around ears. When using sprays, the CYP personnel will spray it on their hands first and then apply to face. Children/youth will not handle insect repellent and it will not be applied on the hands of children/youth. Just enough insect repellent will be used to cover exposed skin, heavy applications do not work better, after returning indoors children and staff will wash treated skin with soap and water.

All medications will be stored IAW AF directives and/or base medical directives.

Payment Records

When preparing your taxes, you will need our tax ID number. It is the responsibility of the parent to track the child care fees paid for the year.

Field Trips/Supervision/Transportation

Parents must complete permission slip forms for field trips. Children must be directly supervised during field trips. Children under 5 years of age and under will wear apparel (e.g. shirt, wristbands, labels) to identify program/facility and phone number in case the child is lost. To protect children's identity, names will not be displayed. Only approved transportation will be used and event fees will be covered by the program.

3.C.02

Teaching staff supervise infants and toddlers/twos by sight and sound at all times.

3.C.04

Teaching staff supervise preschool children primarily by sight, supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight (using the toilet independently.)

Exercise Procedures

When deemed appropriate, the 673d Mission Support Group Commander may open the center or extend the hours of operation during exercises. Extended exercises care hours are 0530-1900. Patrons using the center during exercises must pay category hourly fees and charges for all care exceeding normal hours of operation, (0600-1730). If exercise extends over the weekend a reservation system will be used. Parents will be charged for hours reserved if not cancelled.

Family Day Policy

PACAF Family Days are earned by Joint Base Elmendorf-Richardson personnel; however, due to mission requirements, many military members are required to perform duties on these special days. Since many of these people rely on child care provided by the Child Development Centers these programs will assist families in arranging alternative child care. If the need for care is greater than what can be accommodated in Family Child Care, a facility will open to provide child care to support parents.

Parents who must report for duty on these days will be required to make a reservation so the Child and Youth Programs can arrange appropriate child care. Contract hours can be used for those parents required to work while all other contract holders will be credited for the reduced hours.

Injury Policy

Every effort is made to eliminate safety hazards and avoid accidents; however,

children do get hurt. When this occurs, the following procedures are followed:

1. Minor cuts, scrapes and bumps are attended to at the center. Parents are notified on the AF Form 1187, Incident Report, which states the nature and cause of the injury. This form will be kept on file after a parent signature is obtained.
2. Parents will be contacted by phone of any injury the staff is concerned about.
3. If a more serious accident has occurred, medical attention will be administered by staff, with immediate attention to loss of blood or broken bones; in this case, parents will be notified immediately and will escort their own child to the hospital. If the situation is of a more serious nature and/or life threatening, emergency medical help will be summoned first and the parents notified second. If it becomes necessary to seek medical attention, the parents will always be notified. If the parents are not available, then the emergency contact person will be contacted. If no one can be reached, the Child Development Center staff will transport the child via ambulance to a hospital along with the necessary documentation for treatment (AF Form 1181). Throughout this time, every effort will be made to reach the parents.

Children's Dress Requirements

We plan a very busy and active day at the Child Development Centers. Please dress your child in play clothes. We request that sturdy, closed-toed shoes (tennis shoes) be worn so your child can enjoy our playground equipment. NO open-toed shoes, i.e., sandals, jellies or flip flops. Closed toe sandals may be worn in warm weather as long as socks are worn. Hard sole shoes must be worn at the center at all times. We will try to take the children out every day, so dress them appropriately for the weather conditions. Children will not be taken outside in sleet, rain, heavy snow, freezing rain or high winds. All children should have a change of clothes available at the Child Development Center. If there is a need to put clothes from the CDC on your child, please wash and return them as soon as possible. We cannot be held responsible for items brought from home such as jewelry, toys, etc.

Outside Temperature Policy

Children will have varied opportunities and be provided equipment to engage in large motor experiences. Toddlers/Twos are provided a minimum of 60 minutes of moderate to vigorous physical activity each day (30 minutes in the morning, 30 minutes in the afternoon). Preschoolers and Kindergartners are provided a minimum of 90 minutes of moderate to vigorous physical activity each day (45 minutes in the morning, 45 minutes in the afternoon). The moderate to vigorous play will be conducted outdoors. Nevertheless, some weather conditions make outdoor play hazardous. Children will not be taken outside when the temperature with the wind chill is below 15 degrees For when the heat index is above 90 degrees F. Parents are responsible for providing

their children with appropriate gear daily. Rational: Outdoor play is not only an opportunity for learning in a different environment; it also provides many health benefits. Generally, infectious disease organisms are less concentrated in outdoor air than indoor air. Light exposure of the skin to sunlight promotes the production of vitamin D that growing children require. Open spaces in outdoor areas encourage children to develop gross motor skills and fine motor play in ways that are difficult to duplicate indoors. **5.A.07** Child should wear clothing that is dry and layered for warmth in cold weather.

Diaper Supplies

Diapers and diaper wipes are supplied by parents of children requiring these items. Parents will be notified when an item is needed. Please check your children's cubbies to see when supplies are low.

Food Service

5.B.01

JBER Child Development Program participates in the USDA Child and Adult Care Food Program. The food is prepared, served and stored in accordance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines. If your child has an allergy to a specific food, you must provide the center with a doctor's note stating which foods may be substituted for the foods eliminated. No food will be brought from home to be eaten in the center.

Special parent breakfasts and snacks are scheduled at special times during the year but parents are invited to share meals and snacks with their children at any time. Please let the classroom or front desk personnel know when you plan to eat with your child so that extra portions will be sent to the classroom.

Weekly menus and mealtimes are posted on the parent bulletin board. If your child is brought in after these mealtimes, please ensure that he/she is fed before arriving at the center.

5.B.04

For all infants and for children with disabilities who have special feeding needs, program staff keep a daily record documenting the type and quantity of food a child consumes and provides families with that information.

There has been a growing concern in recent years about the amount of sugar and fat consumed by young children in America. Studies have shown that eating habits established early in life, whether good or bad, can have a lifetime effect. Foods high in fat and/or sugar do not promote good nutrition habits that we strive to teach the children who attend.

We know the biggest impact of this policy will be the celebration of birthdays and holidays. We have taken this into careful consideration and have come up with healthy alternatives to sugary treats. Each room will acknowledge each child's birthday. If parents would like, they may come in during lunch to eat with their child or they may stop by to read their child's favorite story to the class. We do not place an emphasis on celebrating holidays here at the center since holidays are unique and individual to each family. We ask that no candy, cupcakes, cakes etc., be brought in during holidays but would suggest the donation of seasonal arts and crafts supplies.

Since the center receives funds from USDA for food served, we must advertise the following nondiscriminative statement:

The Child Development Programs participate in the USDA Food Program. We provide breakfast, lunch and snacks to enrolled children at these sites at set mealtimes. All parents are required to complete an application for category assessment of paid, reduced or free meals. All Child and Adult Care Food Program guidelines are followed to ensure only creditable, nutritious foods are served and portion sizes are adequate for the age groups being served. A dietician approves the menus to ensure they meet all USDA guidelines. Weekly menus are posted on the parent's bulletin boards and any food substitutions are annotated on the weekly menus. Children enrolled at these sites are served all prepared meals and snacks. If any children have allergies, parents are required to annotate the allergies on the AF Form 1181, and a dietary statement must be completed by a physician or medical expert listing the allergies and the substitute foods to be served. The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department (Not all prohibited bases will apply to all programs and/or employment activities) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination complaint Form, found online at <http://www.ascr.usda.gov/complaint.filing.cust.html>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter to us by mail at U.S Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contract USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). The State of Alaska is an equal opportunity provider and employer.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer."

Guidance Policy/Challenging Behaviors

Discipline within the CDC will be of a positive nature and will be administered through the use of redirection and positive reinforcement. All disciplinary actions will be geared toward developing a positive self-concept, self-control, and respect for the rights of others.

1.E.01

For children with persistent, serious, challenging behavior, teachers, families, and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success. Definition of challenging behaviors: "(1) interferes with children's learning, development and success at play, (2) is harmful to the child, other children, or adults, or (3) puts a child at high risk for later social problems or school failure." (Kaiser & Rasminsky, Challenging Behavior in Young Children (2nd Ed.). Pearson Education Inc. 2007, p.8). Should a child repeatedly behave in a way that is detrimental to themselves or other children, or adults, the staff will inform the Director and Training and Curriculum Specialist. The management team will initiate an Intervention Plan which will begin with a meeting with the Training and Curriculum Specialist and the parents. The intervention plan is a step-by-step process which includes several observations, a Daily Tracking Log of the behavior, and periodic meetings between the parents and management team. The plan is flexible and designed to meet the needs of the child. **1.E.03** The staff will observe children who have challenging behavior. They identify events, activities, interactions, and other contextual factors that predict challenging behavior and may contribute to the child's use of the challenging behavior. The staff will focus on reducing the challenging behavior, teaching the child social, communication and emotional regulation skills. The staff will also use environmental modifications, activity modifications and adult or peer support. If the decision for disenrollment is made between the Director, Program Training and Curriculum Specialist and Flight Chief, a letter of disenrollment will be issued to the parents. At the time parents are given the letter, the CDC director will assist the parents in finding alternate child care.

Parents are required to follow center approved guidance methods while in child development program facilities

Discipline within the CDC will be administered by staff members and may not be delegated to older children or peers. Staff will not strike a child in any way, i.e. slapping, spanking, hitting. Staff will not forcefully handle a child in any way, i.e. twisting, grabbing, shaking, jerking, or squeezing. Verbal threats, belittling and/or yelling at the children will not be tolerated. Caregivers may not withhold any normal body requirements from children as a form of discipline, i.e. water, food, and/or toilet use. Children will never be locked, shut and/or left alone in a room, bathroom, or closet at any time as a means of discipline.

Program assistants will guide children's behavior in a consistent way based on an understanding of individual needs and the behavior of children at varying developmental levels. Simple understandable rules will be established so that

expectations and limitations are clearly defined.

A child will not be punished for lapses in toilet training or refusing food.

Children are expected to be considerate of others and to maintain materials properly. Each child is treated with warmth and respect and helped to express their feelings appropriately. Under NO circumstances will corporal punishment be used.

The center's policy on discipline consists of guiding young children in making the right choices. We will only use the following techniques in promoting appropriate behavior.

1. Positive Reinforcement - praising and recognizing appropriate behavior through verbal and physical reinforcement. For example, "You are really sharing the Legos today, Susie. Great work!" In some cases, a hug or a wink will be used to communicate to the child that they are doing a good job.
2. Redirection - moving a child that is displaying inappropriate behavior in one area or activity to another area in which the behavior is acceptable. For example, "Mary, we do not throw blocks in our room because they may hurt someone. Let's go throw the Nerf ball over here."
3. Separation - teacher and child conference. This is a one-on-one interaction meant to communicate to the child the appropriate behavior he or she should be exhibiting.

Parents will be notified and requested to attend a meeting with the room's staff when a child exhibits inappropriate behavior such as biting, using abusive language, excessive crying and all types of uncontrollable behavior (tantrums, throwing objects, hitting staff members, etc.) If these types of behavior problems persist, parents will be informed that a behavior intervention plan has been initiated. Once all steps have been followed and if the child's behavior still hasn't changed parents may be asked to find alternative care for their child.

Parents are discouraged from using corporal punishment while in the center. All staff members are mandated reporters of suspected child abuse and neglect. Staff viewing any suspected abuse or neglect will report it to the proper officials. Parents are subject to the same guidance policies while on the CDC premises, which includes the grounds and the parking lot.

Military Family Life Consultants

JBER has five Military Family Life Consultants Child Psychologist (MFLC) assigned to their child and youth programs. Consultants are available to assist staff, children and parents with a variety of behavioral and societal issues. MFLC's are located in all facilities and parents can make consultation

appointments or visit with them at any time. Telephone numbers are available in all classrooms.

Toilet Learning

The CDC staff will assist parents as much as possible in training children 2 years and older. Children must show definite signs of interest and have the ability to remove clothes and communicate with the caregiver. Children should be left in disposable diapers until accidents are very infrequent; thereafter, an ample supply of underpants with multiple changes of clothes and shoes must be provided by the parents. The management and training staff have agreed the use of pull-ups is counter-productive for pottting training in a group setting and will not be used. Staff members are not responsible for cleaning or laundering soiled clothing. Potty chairs may not be brought to the center. Because of supervision and facility limitations in preschool classrooms and to ensure proper sanitation procedures, it is standard practice for children to be independently toileting prior to transitioning to preschool. The program has developed a toilet learning information guide. These guidelines are available in the one and two year old classrooms and with the Director or Training & Curriculum Specialist.

Staff Qualifications

The key to maintaining excellence at a child development center is the adults who work directly with the children. These professionals are dedicated to the well-being of your child. Before employees work in the classroom, they undergo an intensive New Employee Orientation which includes safety and emergency procedures, sanitation and health practices and guidance techniques. Then prior to employees working alone with the children, they must have a physical, all immunizations and secure a local and national agency background check. The new employee is then assigned to work with an experienced caregiver in each age group. After all these steps have been accomplished, the new employee will be given the responsibility of a group of children. Training is an on-going process. The staff receives individualized training in child growth and development, classroom management, curriculum planning and professional and personal development. These training sessions are conducted by the Training and Curriculum Specialist. All classroom staff is required to complete the Air Force Program Assistant Certification Training (PACT). PACT comprised of 15 modules covering topics such as creativity, social development, guidance and discipline, child abuse identification and reporting, promoting self- esteem, etc. The PACT program is self-paced and takes 12-18 months to complete. The staff is also trained in basic first aid and CPR. Professional conferences and workshops are another means by which our staff continues to grow professionally.

Get to know the people who care for your child. Find out what your child did during the day. Let your child introduce you to their favorite playmates and show you their favorite learning centers. Let the caregivers know about such

things as TDY/Deployment, illness, visiting relatives or other events that might affect your child's behavior and mood changes. The more the caregiver knows about your child the better they can meet your child's needs.

Parent Responsibilities

The Child Development Program is established as a service to parents and children. To provide this service, cooperation between parents and center staff is essential. The following guidelines have been compiled and are based on past experiences:

1. It is essential that a valid telephone number be given at the time the child is signed in. The location of the parent is required in the event of an accident or serious illness. If a parent cannot be contacted, arrangements must be made by the parent for someone (an emergency contact) to act on their behalf. The telephone numbers are necessary for the acceptance of a child. Be sure that the emergency contact is able to transport your child, if necessary.
2. Remember to update your child's permanent records with new shots, change of address, change of phone numbers and any other information, as necessary.
3. Bring a full change of clothing including socks and shoes, diapers, bottles, etc. daily. Additional changes of clothing may be needed if your child is in the process of toilet learning. Do not send your child to the center with toys, candy, packed lunches or other objects. If your child requires a nap time "cuddly" toy please consult with your child's caregiver. The CDC is not responsible for lost/damaged items but will make every effort to keep items safe.
4. If your child has an "accident" and does not have a change of clothes, we will use CDC clothes. If CDC clothing is not available; parents will be contacted to bring in clean clothes. Clothing donations are greatly appreciated.
5. Parents are responsible for the child's safe arrival and departure from the facility. Children must be escorted in and out of the center and signed in/out by parents. Children will not be allowed to enter or leave the building without adult supervision. Parents will sign in at the front desk with their key fob and proceed to the room. The parent is also required to sign in on the AF form 1930 in the classroom. Due to fire regulation the front desk and the room will cross check the accountability to ensure every child is accounted for in an emergency. At the end of the day the parent will sign out in the classroom first and the use their key fob at the front desk as they exit the building, this will ensure 100% accountability of who is in the building.

6. One of the most important elements for your child's total learning experience is the encouragement and reinforcement he/she gets from you and others for tasks he/she has completed. If your child brings home a drawing or handcraft, regardless of how simple or artless it might appear to you, make him/her feel good about it, discuss it and display it. Your positive reinforcement for the work your child produces builds self-esteem and gives him/her necessary confidence to be creative in working on future projects.

7.C.01, 7.C.02, 7.C.03, 7.C.04

7. Families are encouraged to regularly contribute to decisions about their child's goals and plans for activities and services. Families are encourage to raise concerns and work collaboratively with the staff to find mutually satisfying solutions. The program staff are encouraged to support families to make the primary decisions about services that their child needs and encourages families to advocate to obtain needed services. Different techniques to negotiate difficulties that arise in the interactions will be explored to meet the common goal for the child.

Parent Participation/Communication

Parent participation is a major part of our program and is highly encouraged. Each parent is welcome to accompany children on field trips and to participate in classroom activities whenever possible. Field trips are scheduled in individual classrooms and approved by the Training and Curriculum Specialist and the Director. Children who arrive after the classroom has left or cannot attend the field trip will be placed in another classroom (if a space is available) until their classmates return. If space is not available, your child will not be able to attend the CDC until their class returns from the field trip.

We encourage parents to become involved in all of our programs. The experience can be very rewarding. We always welcome additional assistance with art experiences, field trips, toy repair, guest briefings classroom volunteers and activity suggestions. Each time a parent volunteers their time is recorded on a volunteer sheet.

7.A.13

The Child Development Program has a Parent Advisory Board (PAB) which is composed of parents of children attending the program. The purpose of this board is an advisory function, providing recommendations for improving services. The PAB members also volunteer to assist with monthly events and activities held in the centers. Parents have opportunities to volunteer monthly. When parents are involved in the program in meaningful ways, everyone benefits. Parents feel that they are a part of the program which will help them extend and reinforce learning at home. Caregivers benefit when parents share their knowledge about their children and contribute to the program by

donating their time and resources to enrich the curriculum. Children benefit the most when the significant adults in their lives are working together to give them the support and guidance they need to grow and develop. Trust in their center environment is more easily established when children see that their two worlds are linked together closely. The PAB meets monthly and all parents are welcome to attend. Information about these meetings is posted in all facility newsletters and on parent information boards.

An important part of our curriculum is science and nature. Part of that is developing a respect for our earth through recycling. Parents are encouraged to bring in recyclable items such as; plastic bags and items such as paper towel tubes, wrapping paper tubes, and clean food containers (milk cartons, cereal boxes, etc.) These items are used in arts and crafts projects, dramatic play centers or for wrapping up soiled clothes and diaper disposal. The more you help, the better off we all are.

7.A.07

The program staff ensures that all families, regardless of family structure; socioeconomic, racial, religious, and cultural backgrounds, gender, abilities, or preferred language are included in all aspects of the program, including volunteer opportunities. These opportunities consider each family's interests and skills and the needs of the program staff.

7.A.11

Families may visit any area of the facility their child is in at any time during the program's regular hours of operation.

7.B.02

The program staff provides information to families in a language the family can understand. This information will include program policies and operating procedures.

Formal parent-conferences are scheduled twice a year. Once in the fall and again in the spring. Conferences are also offered on an as-needed base. Informal conferences occur daily at drop off - pick up times.

Child Abuse Prevention

The Child Development Center plays a key role in the community child abuse detection and prevention programs. By law and regulation, our staff members are required to report observed marks, injuries or unusual behaviors to the center Director. If the problems could be related to abuse or neglect, the staff member is required to report the information to the Family Advocacy Office. Parents cannot and will not be notified before this action is taken. It

is the responsibility of the investigative agency to examine the child, contact the parents and determine what course of action should be taken. Strict confidentiality is required on the part of child development staff.

We ask you to be understanding of our role in this process. Not only must we report all cases but we would rather report a case and have it turn out to be unfounded than to hesitate and allow a truly abusive situation to continue. To avoid any confusion or misunderstanding, be sure to point out to the staff any existing cuts, bruises, bumps or injuries when your child first arrives at the center each day.

Every measure is taken to assure the safety of your child. The following procedures will be followed:

- All children may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in CYP.
- Children will not be left alone at any time. Infant and Toddlers will be supervised by sight and sound at all times.
- Staff working alone will be monitored closely.
- Bathrooms in classrooms will possess half doors and half partitions for easy viewing by staff.
- All staff receives annual child abuse prevention training.
- All staff must possess an IRC/NACI security clearance.
- The staff must be trained annually in acceptable discipline methods.

If you suspect any child abuse or neglect, in any way, in the Child Development Center Program, report it immediately to the Director. All suspected cases of child abuse and neglect are reported to the Family Advocacy Officer and HQ PACAF within 24 hours.

There is a Department of Defense national hotline for individuals to report suspected child abuse or safety violations at military Child Development Centers or Family Child Care Homes. The hotline is housed in the Office the Deputy Assistant Secretary of Defense (Family Support, Education, and Safety) Office of Family Policy and Support. The telephone number is 1-877- 790-1197

Alcohol, Drugs, and Tobacco Product Policies (9.D.06)

Smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal/illicit drugs (including marijuana) are strictly prohibited in the sight or presence of children/youth participating in any CYP program or sponsored activity. This includes outdoor CYP activity areas and FCC homes.

CCTV

All children may be subject to closed circuit video monitoring and recording as part of their participation/ enrollment in CYP.

Quick Reference Numbers

Flight Chief, Warfighter and Family Services Tamra DeBenedetto	384-2291
Child Development Program Manager	384-2282
Sitka Child Development Center - Tina Roberts	552-6403
Talkeetna Child Development Center - Kirsten Scott	384-0686
Kodiak Part Day Program - Stacey Dougherty	384-1510
Outreach Services Program - Loretta Morgan	384-1014
Family Child Care Program - Connie Nicholson	552-3995
Youth Programs - Lori Jarvis	
Ketchikan School Age Program - Carla Davis	552-5091
Illa School Age Program - Kristy Griffin	384-1068
Kennecott Youth Program - Carla Davis	552-2266
Two Rivers Youth Programs - Lori Jarvis	384-1508
8.A.01	
Department of Defense Child Abuse Safety Hotline	877-790-1197
<i>Other Frequented Phone numbers</i>	
Women, Infant and Children Program	343-4668
Day Care Assistance	343-6700
Anchorage School District	742-4000
Mat-Su School District	746-9200
FOCUS Birth to Three	279-1100

7.C.05

Program staff will provide families with information about programs and services from other organizations. Families will be supported and encouraged to negotiate health, mental health, assessments and educational services for their children.

7.C.06, 7.C.07, 7.C.08

The Child Development Centers have established partnerships with early education programs, FOCUS, Behavior Matters and the Anchorage School District to help prepare and manage the transitions between the programs. The staff at the Child Development Centers are here to assist in connecting families to the services needed. General information is available regarding enrollment procedures and practices, visiting opportunities and program options. Please contact your center director for more information about community services that might be right for you. Before sharing any information about a child with other relevant providers, agencies, or other programs, the Child Development Centers will obtain written consent from the family.

