



673rd Warfighter and Family Services Youth Programs Parent Handbook



BOYS & GIRLS CLUBS



Welcome to 673rd Youth Programs!

I would like to extend a warm and friendly welcome to JBER 673rd Youth Programs. We understand there are many options for your youth's activities in the local community and we are pleased that you have selected us. We feel we present the best quality comprehensive programming for any youth between the ages of 5 to 18 years old. Youth Programs strives to accommodate our military Families by providing healthy, safe and enriching environments for your children so that you can accomplish your military mission with peace of mind knowing your children are safe.

Youth Programs are comprised of five distinct areas: School Age, Sports, Teen and Youth Centers, and Instructional Programs. We are affiliated with Boys and Girls Club of America and 4-H. We have combined their curriculums with our mandatory Department of Defense programming, which provides a variety of activities to enhance social, cultural, educational and creative abilities of young family members.

This handbook is designed to give you basic information and answer most commonly asked questions about our Youth Programs.

We believe that we have developed a comprehensive program that will give your youth opportunities to explore, learn, play and just have fun during their leisure hours.

TAMRA DE BENEDETTO

Chief, Warfighter and Family Services Flight

Youth Programs' Vision, Mission and Goals

Vision

Expand and enhance opportunities for youth to learn life-long skills.

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

1. Recognize Youth Accomplishments
2. Plan and Implement Joint Youth Programming
3. Create support system of Youth Programs Staff for Teens and Youth
4. Youth/Teen programs will operationally and financially meet Air Force mandates

GENERAL INFORMATION

There are four youth facilities located on Joint Base Elmendorf-Richardson that host the youth programs; Illa and Ketchikan School Age Programs along with Kennecott and Two Rivers Youth & Teen Centers. Within the youth organization, there are specialized programs to meet the needs of all of your children ages 3 years to 18 years. School Age Programs offers before and after school care, winter, spring and summer camps. The youth center offers educational support, core programming, open recreation, field trips and organized BCGA and 4-H activities. The Teen Center Programs are located at Kennecott and Two River's Youth Centers offer leadership development, employment skills, and service opportunities. Youth Sports and instructional programs are hosted in various locations throughout our joint base.

Program Eligibility

Dependents of active duty military members, DoD civilian employees and others authorized per AFI 34-249.

<u>Program</u>	<u>Age Eligibility</u>
Illa and Ketchikan SAP	5-12 years (must be in kindergarten)
Kennecott Youth/Teen Center	9-18 years
Two Rivers Youth/Teen Center	9-18 years
Youth instructional Classes	Infant to 18 years
Youth Sports	5-18 years

Membership

All youth activities require a valid Youth Programs Membership. In addition to the membership fee, the parent or guardian must complete a Youth Activities Application (AF Form 88) and/or applicable registration forms. Membership must be renewed annually.

Non-members may use Youth Programs facilities as a guest for a maximum of 5 visits prior to becoming a member. Guest passes are not valid during school holidays/breaks or special events; additional non-member rates will apply for these activities.

Fees

Each Activity within the Youth Programs has established fees and charges for services which have been approved by the Wing Commander during the NAF council meetings.

Fees may be paid in person at any Youth Program facility. Monthly payments for School Age Care will be set up as recurring transaction using the Orbital system. Payments for non-recurring activities may be made in person or over the phone using a credit card. At no time will the programs retain credit card information, therefore for non-recurring payments a call must be made each time payment is rendered.

Computer Contract

All facilities have state-of-the art computer labs. This means youth have direct internet link with uncensored access to all internet sites. This advance in technology is a wonderful opportunity for our youth, but can also allow youth to visit non-appropriate sites or view adult picture

advertisements while surfing the net. Parents and youth need to understand the need for children to be responsible for their own internet viewing.

A computer contract has been designed to ensure parental permission to utilize the computers. Youth will not be allowed to use the computers or WIFI with their own devices, unless they have a signed computer contract. With all privileges there are consequences for misuse. First offense for visiting an inappropriate site or misusing the equipment/internet results in a warning and parent notification. Second Offense results in 1 week suspension of computer/internet privileges as well as parent notification. Third offense results in 30 day suspension of computer/internet privileges and parent notification. Once the suspension has been served the youth may re-apply for computer/internet privileges and parents must sign a new computer contract.

Parent Involvement & Communication

There are several ways to become involved with Youth Programs. Continuous Quality Improvement Teams meet quarterly and are designed for School Age Program parents to provide valuable feedback about your child's care and assist in developing new and interesting activities & programs. The Youth Parent Advisory Board (Y-PAB) is for interested parents of teens and youth to assist, advise and guide the Youth Activities Directors to develop the best possible programs.

Youth Programs has an open door policy and appreciates your feedback and suggestions.

Tobacco Policy

The use of all tobacco products are prohibited in the Youth Program facilities and surrounding areas. This includes smokeless and electronic products. Please extinguish all smoking materials prior to arriving at the centers.

Use of Alcohol and Illegal Drugs

Alcoholic beverages or stimulants will not be brought to any Youth Program facilities. Persons suspected of indulging prior to coming to a facility will be denied admittance and their parents notified. Youth will not be released to parents or patrons who appear to be under the influence of alcohol or drugs while on premises. Security Forces will be contacted immediately.

Medication Administration

Youth or teens attending any youth program activities must administer their own medication. Special consideration can be arranged with the Director for youth in special circumstances. No illegal drug use is acceptable.

Illness/Injuries and Accidents

If your youth becomes injured or sick while involved in Youth Programs, staff will contact the parents to pick up their child. We will do our best to isolate the youth until the parent arrives. If a youth is involved in a serious accident, staff will call the proper emergency medical service to provide first aid. We will contact parents or the emergency contact.

Because many childhood illnesses are contagious, please do not send your child to Youth Program activities if they exhibit signs of illness. Temporary exclusion is recommended when the illness prevents the child from participating comfortably in activities and/or results in a greater need for care than the program staff can provide.

The following symptoms require temporary exclusion in accordance with The American Academy of Pediatrics Managing Infectious Diseases in Child Care and Schools:

- 1) Appears sick; inexplicably irritable, persistent crying, lethargy or difficulty breathing
- 2) Fever greater than 101° orally, 100° auxiliary AND is accompanied by behavior change or other signs/symptoms of illness
- 3) Diarrhea - defined by more watery stools or decreased form (2 or more above what is normal for the child)
- 4) Blood or mucus in the stools not explained by dietary change, medication, or hard stools
- 5) Vomiting (more than 2 times in 24 hours) unless determined to be caused by a non-communicable condition and the child is not in danger of dehydration
- 6) Abdominal pain that continues for more than 2 hours or intermittent pain associated with fever or other symptoms
- 7) Mouth sores with drooling; unless the child's physician or health authority states that the child is noninfectious
- 8) Rash with fever or behavioral changes, until a physician has determined that the illness is not a communicable disease
- 9) Tuberculosis, until the child's physician or local health department states the child is on appropriate treatment and can return
- 10) Impetigo; until 24 hours after treatment has been started

- 11) Streptococcal pharyngitis (strep throat or other streptococcal infection) until 24 hours after treatment has been started
- 12) Head lice or nits; until after the first treatment (exclusion is not necessary before the end of the program day)
- 13) Scabies; until after treatment has been given
- 14) Chickenpox (varicella) until all lesions have dried or crusted
- 15) Rubella; until 6 days after the rash appears
- 16) Pertussis; until 5 days of appropriate antibiotic treatment
- 17) Mumps; until 5 days after onset of gland swelling
- 18) Measles; until 4 days after onset of rash
- 19) Hepatitis A; until 1 week after onset of illness or jaundice or as directed by the health department
- 20) Any child determined by the local health department to be contributing to the transmission of illness during an outbreak

Emergency Procedures for Weather and Catastrophes

In the event of base closure due to inclement weather, Youth Program Facilities will be closed. If youth are in the facility, parents will be notified by phone and facility will remain open one hour so all youth can be picked up. If parent, legal guardian or emergency contact does not pick up the youth in one hour, then Military Police/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.

In the event that Youth Program facilities have been damaged and youth need to be removed, youth will be transported to a designated safe haven in accordance with the Facilities Disaster Preparedness Plan.

Tune in to your programs Facebook page for delays, closures and late reporting.

Lost or Missing Youth

When youth go on sanctioned field trips, Youth Programs' staff maintains a roster of all participants, along with permission forms containing emergency contact information for parents or other emergency contact designees. In the event that a youth is lost or missing from the program, the parents are immediately notified. The Security Forces are also notified with the following information: youth's name, description of the youth and his/her clothing, and last location of the youth. Every attempt shall be made to locate the whereabouts of the lost or missing youth. If off-base, youth staff will coordinate with appropriate off-base personnel to assist with locating the missing youth.

High Risk Activity Supervision

All youth are supervised in a safe manner when participating in high-risk activities. A "high-risk" activity is any activity where there is a greater potential for injury to youth. Staff/youth ratios will be adjusted to reflect the level of supervision needed for such activities. All equipment, material and facilities used by youth will be in good repair, of safe design, and properly installed. Potentially hazardous items, such as archery equipment, hand and power tools, electrical hot plates, wood burning tools, knives for carving, etc will be used by youth only when adult supervision is provided. Such potential hazardous items, whether or not intended for use by youth, shall be stored in locked areas or with other appropriate safeguards, or shall be removed from the premises. Prior to the use of these items, staff will instruct and demonstrate the proper use of said items and develop with youth a list of safety guidelines. Youth will be required to follow safety guidelines at all times while participating in high-risk activities. Youth who fail to follow safety guidelines will lose the privileges of using high-risk items or participating in high-risk activities.

Staff

All Youth Program staff members are highly trained professionals, dedicated to providing quality programs for the youth of Military and DoD personnel. Youth and Teen Center staff are mandated to complete Youth Developmental Modules, Boys and Girls Clubs' Program Basics, and Commitment to Quality. All staff receive training in Medic First Aid and CPR. The staff uses BGCA's "Back Pocket Program Hints" as an activity guide and Youth Development Outcome Measurement Tool Kit as a final evaluation step in their training.

Child Abuse Prevention and Reporting

All Youth Program staff, coaches, instructors and volunteers are mandated reporters and are held liable if aware of an instance of child abuse or neglect and failed to report. All are trained within

5 days of reporting to work and annually thereafter on proper identification and reporting child abuse and neglect.

Discipline and Guidance

We help youth respect themselves and others and to be responsible for their actions. Positive guidance techniques used by the staff include role-modeling, problem solving, redirection, choices, sensitivity and exploration of feelings, communication and consistency. Staff, coaches, instructors and volunteers receive initial training and annually thereafter on proper guidance, discipline, appropriate/inappropriate touch and proper procedures for calling Family Advocacy and/or Security Forces if applicable.

Standards of Conduct:

Respect Yourself

Respect Others

Respect Equipment

Youth Programs staff is authorized to suspend youth from the use of the center. Youth may be suspended until a parent conference with the staff and/or Youth Director has been held for failure to comply with the rules. In the event that a youth is unable to participate in Youth Program activities due to disciplinary concerns, termination of membership will be elevated to the Mission Support Group Commander for approval/disapproval.

Medical Emergencies

Every attempt by the staff to prevent a medical emergency is necessary for a safe environment for youth. However, in the event of a medical emergency our first action is to care for the victim, notify the parent, and notify the chain of command of the medical emergency and procedures taken. To ensure that proper care is provided to the victim(s) it is required for all staff members to receive Medic First Aid and CPR training within the first six months of employment.

CCTV Surveillance

Children & Youth participating JBER Youth Programs, including Teen, School Age Care, Sports & Instructional Programs may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in Child & Youth Programs (CYP).

Welcome to School Age Program

School Age Programs are a full service child care program for children 5-12 years of age providing service before and after schools hours. The School Age Program adjusts to a full day program during winter, spring, and summer breaks, in-service days, and school snow closure. The School Age Program offers a wide range of physical as well as quiet activities. A gross motor activity area is available in the center and outside activities are a daily choice weather permitting. Power Hour homework, library and computer lab is available with trained tutors. An elaborate science, theater and arts programs are offered as well as interesting and fun field trips. There is something available for all ages and interests.

Philosophy and Goals

The 673rd School Age Programs are designed to create a healthy, safe and enriching environment for school age children. The program operates under the belief that each child is unique and should be treated with respect. The overall objective of the program is to facilitate and enhance each child's cognitive, social, emotional and physical development. This will be accomplished by implementing purposeful activities and interest areas from which each child may choose to explore. Enrichment and learning through play and hands-on activities will be our emphasis. We will accommodate each child's uniqueness by providing activities based on diverse learning styles. By meeting the needs of each child, it is our goal to promote each child's self-esteem and instill in each child the desire to reach his/her fullest potential. It is our hope that participation in this program will contribute to each child growing and living a successful life.

Hours of Operation

Illa School Age Program (JBER Richardson)

Monday through Friday 0600-1730

Ketchikan School Age Program (JBER Elmendorf)

Monday through Friday 0600-1730

JBER School Age Programs are closed on Federal Holidays and PACAF Family Days. Announcement of closures will be posted at the facility. Credits/reimbursements are not given for Federal Holidays, illness, inclement weather and down days.

Exercise/Training Day hours at both facilities are based on the need for care as notified by the MSG/CC. Advance reservations are required for training days and exercise care. Additional hourly care charges will apply, failure to cancel reservations in advance will result in charges for

the requested hours of care. Depending on the number of youth needing care, parents may be referred to Family Child Care.

Registration

Registration packets are available at the School Age Program. All registration forms must be updated annually. The following forms must be complete prior to enrollment in this program:

- 1) Youth Flight Program Registration (AF Form 1181)
- 2) Applications for Department of Defense Child Care Fees (DD Form 2652) Parents must submit a copy of their most current LES or pay stubs. If LES or pay stubs are not provided, highest fee category will be charged.
- 4) USDA Food Program forms
- 5) School Age Program Contract
- 6) Medical care plan for food allergies, medications and special needs

Fees and Refund Policy

School Age fees are based on total family income and are mandated by DoD. Parents enrolled in the School Age Program must have a credit card on file as payment backup. School Age fees will only be adjusted annually, however if financial circumstances change during the year, parents may request a hardship waiver according to flight directives.

There are no School Age fee refunds for vacations, illnesses, Federal Holidays or disciplinary suspensions. Parents may apply for reimbursement if their child has been in the hospital, however, proof of hospitalization will be required and approval is from the Force Support Squadron Commander.

Parent Orientation

Prior to first day of enrollment, new Families are required to have an orientation to the program. Parents are able to walk through the facility, meet the children's program assistants and review the contract. Newsletters are offered monthly and current information is posted on the parent information bulletin board. Mandatory orientation of all new parent's of kindergarten children takes place in the middle of August right before school starts.

Sign in and Release

All children must be signed in and out of the program daily on Air Force Form 1930. School Age staff will sign your children in and out of the program for school. We use these sign in sheets for accountability, safety and emergency evacuations; AF form 1930 will remain in the possession of your child's group leader. When other authorized individuals pick up your child, please inform them that they will be asked to provide proof of identification in order to pick up your child. Children ages 9 and older may sign themselves in and out of the program with parent permission.

Security of Children

The security of your child is our number one priority. As a courtesy please inform the program if your child is not attending that day or if your child left school early. An answering machine is available to leave messages. If we are not notified, we will call you to ensure your child's safety. Repeated occurrences of failing to notify the program may result in cancelation of your School Age Program contract.

Emergency contacts will be required to show identification when picking up child/children from the school age program. Children will not be released to anyone other than parent/guardian without prior written notification.

Medication Administration

School Age will accommodate your child's individual medical needs by administering medically prescribed oral medications. Medication must be in its original container with prescription label indicating the child's name, physician's name, medication title, dosage to be given and the time of day it is to be given. "As needed" medication are accepted for use only when there is an expiration date. An AF Form 1055 must be on file, completed by the parent, following a medical care plan. Parents must sign the medical form each day the medication is to be administered.

Family Input on Policies

Comment cards are available continuously and parent surveys are conducted annually soliciting parent ideas/suggestions, concerns and compliments. We take this feedback very seriously as our policies, procedures and programs are developed and changed based on information received from these surveys and comment cards. We thank you in advance for taking the interest in our program to provide feedback.

There are many ways that you can become involved in our program.

1. Stay and Play - this is probably the easiest way to get to know what your child is participating in. Play a game or make an art and crafts project with your child.

2. Come on a field trip - During the school break weeks we frequently take trips to local attractions. Plan the afternoon and come along! You are always welcome to accompany your child on trips.

3. Share a skill - If you have a skill or experience that you can share with a small group of children, please come forward and we can set up a time for you to share. We will buy the supplies while you provide the expertise which will allow the children to learn something new and exciting.

4. Advisory Boards – The SA Continuous Quality Improvement Board and the Youth Parent Advisory Board are perfect ways to become involved and to make a difference for children & youth.

Children with Special Needs

Our program makes every effort to serve children with special needs. To assist each child individually we ask that parents work closely with the School Age Program Director, Youth Director and installation medical advisor. The Medical Liaison, EFMP, Anchorage School District, School Age Program and Youth Director will jointly develop a written plan of care which will determine how best to care for each child. Staff training will be provided and environmental changes may be made if necessary to implement each child's plan of care.

Food Service

The School Age Program is required to follow USDA guidelines. This allows us to ensure a variety of menu options for your children and ensure quality. We also receive reimbursement funding which allows us to offer breakfast, snack and lunch without additional cost. One of the requirements of the USDA Food program is that no outside food or drinks is brought to the program or served. Weekly menus are posted on the parent information board.

Transportation of Children

Children are transported by bus, van or supervised walks. Children are never transported by personal vehicle. All staff authorized to transport children have valid driver's license and have passed a driving record background check. Children are required to wear seat belts at all times when in a vehicle.

A signed permission slip may be required for high risk activities or when going off the installation for field trips. All field trips require authorization on AF Form 1181, Youth Flight Program Registration.

Dress Requirements

We plan a very busy and active day in the School Age Program. We request that sturdy shoes (tennis shoes) be worn so your child can play in the gym, go outside on outdoor equipment or on field trips. No sandals or jellies allowed. Children coming into the program with opened toed shoes will be sent home. We will take children outside everyday so please ensure your child has appropriate clothing for the Alaska's changing weather conditions. All extra clothing, coats and hats should be labeled with your child's name. The School Age Program has a variety of clothes for accidents that occur in the program while your child is here. We just ask that you return the clothes to us clean. Thank you.

We keep a small supply of sanitary items for girls. Please inform your child that these supplies are available, they just need to ask their program assistant for help.

Welcome to the Youth Sports Program

The 673rd Youth Sports Program has been developed and organized to provide a recreational age appropriate sports environment. Each sport supports youth development enhancing the emotional, physical, social and educational well-being of each participating youth while also providing a fun-filled experience with positive role models that serve as coaches, assistant coaches and team parents. Our Youth Sports program is affiliated with the Boys and Girls Clubs of America (BGCA) and as a result focuses on the BGCA *Youth Development Strategy*. Strategy states all participating children will have a positive experience that contributes to a positive sense of self-esteem by assuring youth develop a sense of competence, a sense of usefulness, a sense of belonging and a sense of influence.

Our sports program is a community effort. Our volunteer coaches are the heartbeat of our program. Our staff and faithful volunteers have applied a lot of energy and effort to our very successful sports program. Youth Programs has made a commitment to ensure all volunteers working in key leadership roles with youth are certified by the National Youth Sports Coaches Association (NYSCA). This certification program is not meant to be a determination of whether a volunteer is an expert coach in a particular sport. The NYSCA certification program provides volunteers an awareness of the current philosophy spreading across our nation: to provide a safe, positive environment for youth involved in out-of-school sports leagues. The NYSCA program works to "sensitize" coaches to their responsibilities when working with children in sports and hold them accountable to the NYSCA Coaches' Code of Ethics. In addition, parents are required to review and sign the NYSCA Parents' Code of Ethics.

It is the desire of 673rd Youth Sports Program to provide an opportunity for all children to participate in sports if it is their desire to do so. Sports, by definition, are competitive; however, our program stresses safety and FUN, as well as the basic skill building and good sportsmanship of each participant.

Thank you for your interest, participation and continued support of our community program. Best wishes for a fun and successful experience in our program!

Philosophy and Goals

The 673rd Youth Sports program is developed and organized to provide an age appropriate recreational sports environment. Each sport supports youth development, enhancing emotional, physical, social, and cognitive development, while providing a fun experience. The program's objectives, policies, and procedures are a direct result of community input from youth, parents, coaches, and league administrators.

Goals:

- Provide all military youth with opportunities for participation, fun, and enjoyment.
- To provide opportunities to the military youth for the development of lifetime leisure skills.
- To assist military youth with physical development by:
 - Teaching fundamental and safe sports skills appropriate for their age.
 - Improving their physical condition.
 - Teaching sound health habits.
 - Providing safe playing areas and proper equipment.
- To help military youth develop psychologically by:
 - Fostering the development of self-worth and personal identity.
 - Providing the opportunity to express and control emotions.
 - Creating a learning environment.
- To help military youth develop socially by:
 - Learning cooperation and sportsmanship.
 - Providing opportunities to learn independence and the important of teamwork.
 - Providing all youth with opportunities to develop leadership skills and initiative.

NYSYA Coaches' Code of Ethics

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

I will do my best to provide a safe playing situation for my players.

I will promise to review and practice basic first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

I will use those coaching techniques appropriate for all of the skills that I teach.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

© National Alliance for Youth Sports

NYSYA Parents' Code of Ethics

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics:

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.

I will place the emotional and physical well-being of my child ahead of my personal desire to win.

I will insist that my child play in a safe and healthy environment.

I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.

I will remember that the game is for youth - not adults.

I will do my very best to make youth sports fun for my child.

I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.

I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.

I will read the National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

Program Organization

1. The Youth Sports program is the responsibility of the Youth Programs Director and the Youth Sports Director. The Sports Council (sub-body) will be considered an extension of the Youth Center staff and will be treated and supported as such. They will coordinate and assemble base resources through the Youth Center in support of respective league and division matters.
2. The 673rd Youth Sports program inter-leagues with the Alaska District 01 Little League during the baseball season.
3. Teams will have no returning players. There will be no player trading once teams have been formed.
4. At parents' request, sibling combinations will play on the same teams. All reasonable requests by spouses of deployed active duty members will be honored.
5. A waiver must be obtained from the Youth Sports Director if a parent wishes to move a child to a higher age. If the Youth Sports Director approves the waiver, the child will remain on the new team for the remainder of the season.
6. Teams and leagues shall be organized according to age. A maximum of a two-year age division will be used except in cases of low enrollment.
7. Parent head coaches may automatically be assigned their son/daughter, however, the number of coaches allowed this privilege per team shall be determined at the beginning of each season for each respective sport.
8. No coaches, including assistants, shall change teams for the duration of the season unless specifically approved by the Youth Sports Director.
9. Once teams have been formed, assignment of remaining players shall be made only by the league administrator and/or the Youth Sports Director.

The number of players on a team roster will be determined by the number of players registered and by the Youth Sports Director; however, the number of players shall match between teams as much as possible. Player assignment will be based primarily on the relative strength of the teams, with the objective of keeping the teams as equally matched as possible.

10. Normally, new coaches will be assigned in an assistant status.
11. The Youth Sports program will initiate and obtain a completed Installation Records Check on all managers, coaches, and officials.

12. A \$10.00 late registration fee will be assessed after the end of the registration period. New PCS individuals showing orders will be waived this fee and be evaluated by the Youth Director or Sports Director on a case-by-case basis.

13. Army Families that qualify in Mission level 1, 2 or 3 may have discounted fees.

Positive Points

Everyone Plays – Any eligible child can register and be assigned to a team, regardless of athletic ability. No registered child is ever excluded from participation!

Playing Time – Any eligible child is guaranteed equal playing time. Our philosophy upholds the old adage, “It is better to play on a losing team, than sit on the bench of a winning team.”

Safety – Playing rules, equipment, and playing fields/areas are scaled to maximize safety and performance. The Youth Sports director, all coaches, and all umpires are responsible for ensuring the safety of equipment and playing fields prior to each game and practice.

Program Safety & Risk Management

1. All coaches must complete CPR and First Aid training.
2. Players will only wear protective equipment issued by the Youth Center. Equipment bought by individual players is not authorized unless inspected and approved by the Youth Sports Director.
3. Any player receiving an injury requiring a cast or splint will be placed on the injured list and not allowed to participate for the remainder of the season unless a written consent from the doctor is received by the coach and league administrators.
4. Once a player is removed from a game because of injury or illness, he or she will not be allowed to play if doubt exists as to the nature and extent of injury and/or illness. The game official will determine if the player is able to reenter the game.
5. In accordance with Air Force regulation, youth participating in a youth sports league must have a youth sports physical at least annually.
6. Individual game safety rules will be published in the by-laws prepared for each sport.

Program Conduct and Discipline

All coaches, parents, and players must establish and maintain the highest standard of behavior and integrity. The 673rd Youth Sports program provides a drug, alcohol, and tobacco-free environment. In addition, our program provides a profanity, and violence-free environment. Any violation of the NYSCA Code of Ethics will be addressed and, if appropriate, disciplinary action will be pursued.

Coaches – each coach signs the NYSCA Coaches’ Code of Ethics. If the coach does not honor this code, he or she will be counseled and possibly lose coaching privileges. Any coach dismissed from a game for unsportsmanlike behavior will be disqualified for the remainder of that game and the next official game in which that respective team participates.

Parents – each parent signs the NYSCA Parents’ Code of Ethics. This pledge specifies what is expected of all parents. Parents who break the code of ethics can and will be asked to leave the practice/playing area. The playing area is considered any surrounding area, which could be considered close enough to possibly cause further disruptions. Repeated violations will result in permanently being barred from attending sporting events.

Players – each player signs the NYSCA Players’ Code of Ethics. The coach will review the code of ethics with players. If a player breaks the code of ethics, the following disciplinary actions will be taken:

First Offense – the player, with his or her parents, will be counseled with the Youth Sports Director present.

Second Offense – the player, with his or her parents, will be counseled and provided notification that an ensuing incident will result in the player being benched for one game.

Third Offense – a conference with the player, parents, coach, and Youth Sports director will be held. The Youth Sports Director will determine the proper action after counseling with the Youth Programs Director.

Welcome to the Teen Program

The Teen Programs are engineered around the Boys and Girls Clubs of America (BGCA) and 4-H Curriculum. Programs exist that promote character development, educational and career opportunities, health and life skills, plus the arts and creative expression. We have created the perfect “Hang Outs” for teens to relax, socialize with friends, surf the net, learn a new skills, develop their leadership qualities or just play some recreational games. Looking forward to hanging out on Saturdays? In addition to published hours both Teen Programs open for special evening & weekend events and activities.

Hours of Operation

Kennecott Teen Center

Administrative Hours

Monday-Friday	0930-1730
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School Year

Monday-Thursday	1400-2000
Friday	1400-2200

Summer

Monday-Friday	1200-2000
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Two Rivers Teen Center

Administrative Hours

Monday-Friday	0930-1730
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School Year

Monday-Thursday	1400-2000
Friday	1400-2200

Summer

Monday-Friday	1200-2000
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Keystone Club

The Keystone Club allows youth to build character, leadership, and decision making skills. The Club consists of a small group of teens that are able to plan and implement their own activities in six core areas; service to club and to the community, leadership development, education, career development, and social recreation for club members 13-18 years of age. The JBER Keystone Clubs are chartered through Boys and Girls Clubs of America.

The Club has its own officers, who carry on the business of the Club, and an adult advisor, who provides the necessary support and guidance that the club requires.

The general purpose of the club is to create and maintain high standards of health, education, character and citizenship. Keystone Club promotes:

- Leadership and citizenship training
- Service to the Club and Community
- Good Will and understanding between groups and individuals
- Cooperation with local and national Boys and Girls Programs
- Fellowship through a diversified program in which every member has a voice

Teen Council

The Air Force Teen Council (AFTC) is a network of teens working to resolve issues and voice concerns to the highest levels of AF leadership on behalf of teens locally and worldwide. The goals of the Air Force Teen Council are to:

- Increase and improve communication between Air Force teens and Air Force Leadership
- Cultivate an environment of civic leadership among teen members
- Increase relevancy of Youth Programs in teens' lives
- Initiate change which will improve quality of life for AF youth and teens

Congressional Award

The Congressional Award is a national character developing program where teen age youth establish and achieve personal goals in physical development, leadership, community service and exploration. Program awards include bronze, silver and gold levels. This is a noncompetitive program open to young adults ages 14 to 23 years old, United States citizens regardless of prior or current achievements, life circumstances, physical or mental abilities. This is an excellent way for teens and young adults to be recognized for their efforts.

Military Youth of the Year

PACAF and Boys & Girls Clubs of America recognize youth throughout the year for their accomplishments. Each Military affiliated Boys & Girls Club selects one outstanding youth as their **Military Youth of the Year**. This outstanding youth has the opportunity to participate in

several levels of competitions; local Installation, State, Regional, Pentagon and Nationals. The Military Youth of the Year will vie for the national title along with the other 6 regional finalists. There are several incentives and awards along the way with the national winner receiving a four (4) year college scholarship.

Job Shadow

Youth Programs partners with the School Liaison Program to provide job shadow opportunities for high school students. JBER jobs provide a diverse listing of shadowing possibilities. Student-interest surveys help guide placement with a mentor. Students spend a day with employees to learn about a job and get “hands-on” experience when possible. Students learn characteristics of good employees and the importance of training and education e.g., completion of high school, seeking of a college degree or alternative training, as they consider options to their career goals. Employees answer questions, provide career-related feedback and discuss the student’s interests/goals. The objective of the Job Shadow is to assist students in gaining experiential knowledge and understanding needed to make informed decisions about education, career, and training related issues.

Welcome to the Youth Center (ages 9-12)

673rd's Youth Centers are recreational facilities designed especially for youth between the ages of 9 to 18. Gymnasium/multi-purpose court, lounge, games area, skills area, cyber café and snack bar makes an exceptional area for kids to relax, socialize with friends, surf the net or play a recreational game. The Youth Center serves as a popular place to meet friends after school.

Youth Center's core programming utilizes the Boys and Girls Clubs of America (BGCA) and 4-H curriculum. Programs are varied to promote character development, educational and career opportunities, health and life skills, plus the arts and creative expression. Staff members are equipped with tools and program support to develop, plan, implement, evaluate and improve programs and maximize their ability to serve young people.

Hours of Operation

Kennecott Youth Center

Administrative Hours

Monday-Friday 0930-1730

School Year

Monday-Friday 1400-1800

Summer & Winter Break, School Closures

Monday-Friday 1200-1800

Two Rivers Youth Center

Administrative Hours

Monday-Friday 0930-1730

School Year

Monday- Friday 1400-1800

Summer & Winter Break, School Closures

Monday-Friday 1200-1800

Sign in and Release Policy

The Youth Center is a free flowing facility where youth may come and go in a relaxed atmosphere. When youth enter the facility they must sign themselves in using their swipe card kiosk at the front desk, and sign themselves out when they leave.

Standards of Conduct:

Respect Yourself

Respect Others

Respect Equipment

Youth Programs staff is authorized to suspend youth from the use of the center. Youth may be suspended until a parent conference with the staff and/or Youth Director has been held for failure to comply with the rules.

BGCA

As affiliate members of Boys & Girls Clubs of America, JBER Youth Programs offer tested, proven and nationally recognized programs in five core program areas – Character and Leadership Development , Education and Career Development , Health and Life Skills, The Arts and Sports, Fitness and Recreation and Specialized Initiatives.

Torch Clubs

Torch Clubs are charter small-group leadership and service clubs for boys and girls ages 11-13. A Torch Club is a powerful vehicle through which Club staff can help meet the special character development needs of younger adolescents at a critical stage in their development. Torch Club members learn to elect officers and work together to implement activities in four areas: service to Club and community, education, health and fitness and social recreation. Each year, Torch Club members from all over the country take part in a service-learning experience through the National Torch Club Project. All Torch Clubs maintain an up-to-date charter with Boys and Girls Clubs of America.

National Fine Arts Exhibit Program

This year-round program encourages artistic expression among Club members ages 6-18 through drawing, painting, printmaking, collage, mixed media and sculpture while providing opportunities for members to create artwork for display in a local exhibit. Up to 37 pieces of art (one piece per

age group/category and one for the Group Project category) are selected from a Club's local exhibit and sent to one of seven regional judging events and exhibits. At each regional judging, 37 pieces of artwork are chosen and sent to BGCA National Headquarters for judging and selection for the National Fine Arts Exhibit. The artworks are displayed throughout the ensuing year at BGCA events, including the National Conference

Power Hour

Power Hour: Making Minutes Count helps Club members ages 6-18 achieve academic success by providing homework help, tutoring and high-yield learning activities and encouraging members to become self-directed learners.

Project Learn

Project Learn reinforces and enhances the skills and knowledge young people learn at school during the hours they spend at the Club. This comprehensive program strategy is based on Dr. Reginald Clark's research showing that students do much better in school when they spend their non-school hours engaged in fun, but academically beneficial, activities. Through Project Learn, Club staff use all the areas and programs in the Club to create opportunities for these *high-yield learning activities*, which include leisure reading, writing activities, discussions with knowledgeable adults, helping others, homework help and tutoring and games like Scrabble that develop young people's cognitive skills. Project Learn also emphasizes parent involvement and collaboration between Club and school professionals as critical factors in creating the best after-school learning environment for Club members ages 6-18.

Triple Play's Healthy Habits

Designed to incorporate healthy living and active learning in every part of the Club experience, Healthy Habits emphasizes good nutrition, regular physical activity and improving overall well-being. Triple Play, BGCA's comprehensive health and wellness initiative, strives to improve the overall health of members, ages 6-18, by increasing their daily physical activity, teaching them good nutrition and helping them develop healthy relationships.

4H Club Programming

Sponsored jointly by the U.S. Department of Agriculture and the Cooperative Extension Service, Alaska 4-H is the educational youth development program of the University of Alaska Fairbanks.

Led by adult volunteers, with assistance from Extension 4-H Youth Development agents, local 4-H clubs are part of the national 4-H system and can draw upon those resources as well as those offered by the University of Alaska and other public and private sector agencies and businesses. Club activities are limited only by imagination; current offerings include Sewing Club, Cooking Club, Sport Fishing Club, Hiking Club, Robotics, Reading Club, Scrapbooking Club, Photography Club, Drama Club, and Creative Writing, just to name a few.

Instructional Classes

Experience, develop, grow and excel with the JBER Youth instructional Programs. We serve all youth infant – 18 years of age, offering classes including martial arts, Tae Kwon Do, tumbling, Kindermusik, acting, Irish Dance, Hula, Ballet, Hip Hop, paintball, archery and gymnastics, just to name a few. We offer opportunities for the whole family including, rafting, four-wheeling, fishing, water craft and a multitude of “Get Away” Adventures.

Our program recitals are hugely popular events which showcase all that our participants have learned and provide the opportunity for our youth and instructors to share with our community.

All instructors have current background investigations and receive annual training in child abuse prevention and reporting, appropriate touch and positive guidance. Fees vary depending on the classes.

Our Youth Instructional Program is an excellent avenue for volunteers; if you have a hobby or talent you would like to share please let us know.

Facility Utilization Policy

The Youth Centers are primarily for youth programs and functions; however, the Youth Center can be reserved for private or Unit functions on a space available basis. Reservations can be made at the front desk operations at each facility. Facility usage agreements will be required.

Helpful Telephone Numbers

Kennecott Youth Programs (JBER Elmendorf)

Kennecott Youth & Teen Programs	907-552-2266
Ketchikan School Age Program	907-552-5091
Youth Sports	907-552-5308

Two Rivers Youth Programs (JBER Richardson)

Two Rivers Youth & Teen Programs	907-384-1508
Illa School Age Program	907-384-1068
Instructional Programs	907-384-1508

Other Important Numbers & Community Resources

Youth Programs Manager	907-384-2321
Warfighter & Family Services Flight Chief	907-384-1508
Family Advocacy	907-580-5858
School Liaison Specialist	907-384-1505
DoD Child Abuse and Safety Hotline	877-366-4592
Child Development Central Registration	907-384-7483/7484
Military Family Life Consultant	907-317-4448
Exceptional Family Member Program	907-384-0025
Anchorage School District Information	www.asdk12.org
Anchorage School District Early Intervention	907-742-2655
Stone Soup Group	907-561-3701
THREAD	907-563-1966

A complete listing of community resources is available at all Youth Program facilities

Key Personnel



Joint Base Elmendorf Richardson Youth Programs Contact Information



JBER Youth Programs Manager: Lisa Dalton
907.384.2321
lisa.dalton@us.af.mil

Kennecott Youth & Teen Center

Program Director: Carla Davis
Office: 907.552.2266
Location: Bldg 6104 Carswell Ave
JBER Elmendorf

Sports & Fitness Program

Program Director: Paul Caron
Office: 907.552.2266
Location: Bldg 6104 Carswell Ave
JBER Elmendorf

*Located in the Kennecott Youth Center

Ketchikan School Age Program

Program Director: Carla Davis
Office: 907.552.5091
Location: 7163 11th Street
JBER Elmendorf

Two Rivers Youth & Teen Center

Program Director: Lori Jarvis
Office: 907.384.1508
Location: Bldg 297 6th Street
JBER Richardson

JBER Instructional Programs

Program Director: Andy Curts
Office: 907.384.1508
Location: Bldg 297 6th Street
JBER Richardson

*Located in the Two Rivers Youth Center

IIIa School Age Program

Program Director: Kristy Griffin
Office: 907.384.1068
Location: Bldg 36100 Grady HWY
JBER Richardson