**Holloman AFB**

**Child Development Programs Parent Handbook March 2020**





**Awesome kids, doing awesome things!**

****

**Table of Contents**

1. Mission Statement Page 5
2. Philosophy Page 5
3. Goals Page 5
4. Eligibility Page 5
5. Hours of Operation Page 6
6. Holidays Page 6
7. Emergency Closure Procedures Page 7
8. Programs Page 8
   1. Child Development Center
   2. Part Day Enrichment
   3. Give Parents a Break
   4. Family Child Care Page 9

9. Parking Page 10

10. Alcohol/Drug/Tobacco Policy Page 10

11. CCTV Page 10

12. Reservation Policy Page 10

a. Hourly

b. Full Day

13. How to Request Child Care Page 11

14. Admission Policy Page 12

15. Dismal/Removal Policy Page 13

16. Releasing Children from Care Page 13

17. Fees and Charges Page 13

18. Fee Waivers Page 14

19. Children with Special Needs Page 14

20. Health Policy Page 15

21. Teething Page 16

22. Biting Page 16

23. Things from Home Page 17

24. After Hours Page 17

25. Transitions Page 17

26. Toilet Training Page 18

27. Rest Periods Page 18

28. Transportation of Children Page 18

29. Meals and Snacks Page 18

30. Special Diet Requirements Page 19

31. Administering Medications Page 19

32. Guidance Policy Page 20

33. Touch Policy Page 23

34. Child Abuse Prevention Page 23

35. Withdrawal from Care Page 25

36. Inspections Page 25

37. Staff Requirements Page 25

38. Parents Can Help! Page 27

39. Paly is Child’s Work Page 28

40. Parent Advisory Board Page 30

41. Weather Policy Page 31

Attachment 1: Immunization Schedule

Attachment 2: Local Community Child Care resources

Attachment 3: Additional Family Resources

**CHIEF, CHILD AND YOUTH SERVICES**

Bldg 224 Mon-Fri 0730-1630

Office: 572-3417

Kristine Galloway (acting)

### CHILD DEVELOPMENT CENTER

BLDG 648/650

Mon-Fri 0630-1730

Nights and Saturdays as scheduled Exercises -As Directed

572-7505/7551

Kristine Galloway – Director

Martine Lynch – Assistant Director Bldg 648

Elainia Bryant – Assistant Director Bldg 650

**Child Development Center**

**is CLOSED on all Federal Holidays and Goal/Family Days.**

All Directors and Assistant Directors have an open door policy for parents and staff to express concerns or suggestions at any time.

**WELCOME**

Welcome to the Holloman Air Force Base Child Development Center (CDC). We operate within the guidelines of DoD and AF Instructions (AFI 34-144) and policies/checklists, accreditation standards of the National Association for the Education of Young Children (NAEYC) for the CDC. We also use *Caring for Our Children* (4th edition) and *Managing Infectious Diseases in Child Care and Schools* (American Academy of Pediatrics publications). This handbook should answer the majority of your questions about our services and inform you of our policies and procedures. Each program may supplement this consolidated handbook with specific information about their individual programs for additional clarification. Programs are not meant to substitute, compete, or diminish the role of the parents, but act as a support system to the family. Our programs are designed to provide a meaningful service by creating a stimulating, enjoyable, and safe environment for children. Our aim is to make both you and your child happy, comfortable, and encourage involvement in the various aspects of your child's program. We look forward to seeing you! You are a welcomed visitor at all times.

**Mission Statement**

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.

**Philosophy**

The practices of the Air Force 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 to be interrelated and equally important. Our programs acknowledge that children learn through active hands-on involvement with their environment, peers and caring adults. We respect each child’s

unique interests, experiences, abilities and needs. Children are valued as individuals as well as

part of a group. Likewise, our programs respect and support the ideals, cultures and values of the children, families and child and youth professionals within our programs.

###### **Goals**

\* Foster positive self-concept and sense of emotional well-being.

\* Enhance social skills.

\* Encourage children to think, reason, question and experiment.

\* Promote language and literacy.

\* Support sound health, safety and nutritional practices.

\* Advance creative expression, representation and appreciation for the arts.

\* Providing a multicultural/anti-bias oriented environment where children are aware

of and comfortable with individual differences.

\* Develop initiative and decision making skills.

\* Encourage parent participation in all aspects of our program.

###### **Eligibility**

Children of all active duty military, DoD civilian personnel (APF/NAF), DoD contractors, and ANG/Reservists are eligible to use Child Development, School Age/Youth Center, and FCC Programs. Single/dual active duty, ANG/Reservists on active duty, and DoD civilians whose spouse is employed and residing at Holloman Air Force Base are given a higher priority than other groups for enrollment.

Enrollment may be terminated within 30 days when a spouse is no longer employed or attending school and there is a list of higher priority eligible children waiting to enroll in a full time program. Children 6 weeks through 5 years old are eligible to use the Child Development Center. Children 5 -12 years old are eligible to use the School Age Program. Decisions regarding eligibility in special circumstances will be handled on a case-by-case basis.

.

Note: MilitaryChildCare.com is the online platform used by AF child care facilities to request care. Parents are able to go online and request care for any base as soon as they are made aware of a pending change of duty station, new baby in the family, or any other unique need to each family situation. MCC.com is the owner of the platform, the CDC are customers, the same as the parents. The priority placing system is controlled by the program, not each child care center.

##### **HOURS OF OPERATION**

The Installation Commander approves each program’s hours of operation. The hours of operation are based on utilization and the needs of the majority of the base populace.

Parents should be aware of these hours of operation. The hours are posted at the facility and a late fee will be charged for children remaining in the center past the posted closing times. There is a 5 minute grace period at manager’s discretion. Repeat offenders will not be tolerated.

**Note:** Children cannot be signed into the centers prior to the scheduled opening times. Normal hours of operation: 0630-1730, Mon-Fri

###### **HOLIDAYS**

The activities offered must be developmentally appropriate for the ages of the children in the program. **NOTE:** Since the children in the Child Development Program are five years of age or less and have limited ability to understand abstract concepts, such as sharing and giving thanks, and have limited ability to differentiate fantasy from reality, there are very few aspects of the seasonal holidays that are developmentally appropriate.

Seasonal decorations must be limited to activities suitable for presentation within the curriculum. Activities may include creating decorations to limit the use of commercial decorations. Holidays will not be used as the primary activity to teach cultural diversity. Holiday activities are used as part of other activities.

Activities introducing traditions and holidays of every culture group represented in the classroom shall be planned. Staff will avoid treating some holidays as regular and others as unusual. Respect for every cultural group's traditions is demonstrated throughout the activities and celebrations. Parents are encouraged to share family cultural traditions with their child’s classroom throughout the year.

Staff is sensitive to families whose beliefs do not permit participation in holiday celebrations. Parents are consulted to develop alternatives for their children within the activity room. Alternative activities are planned and offered to children who do not desire participation in holiday activities.

The CDC will be closed on the following Federal Holidays:

**Jan** -New Year's Day **Sep** -Labor Day

Martin Luther King Day **Oct** -Columbus Day

**Feb** - Presidents' Day **Nov** -Veterans' Day

**May** - Memorial Day Thanksgiving Day

**Jul** -Independence Day **Dec** -Christmas Day

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

**Goal or Family Day Policy**: Goal or Family Days are earned by all personnel in the 49th Wing. The CYP programs will be closed for all Goal/ Family Days.

**Emergency Closure Procedures**: In the event of base closure due to inclement weather, all programs will be closed. If children are in the facilities, parents will be notified and the facility will remain open until all children are picked up. There are no refunds for these days.

In the event that the facility is damaged or has to evacuate, children will be removed and transported to a designated safe haven IAW the Installation Emergency Preparedness Plan IEMP 10-2 (in coordination with the Fire Department). Children will shelter in place in the event of an active shooter incident. Evacuation will be implemented prior to a natural disaster if possible. Staff will remain with children until the situation is secure. *Parents will be notified as soon as possible; care for the children comes first. Contact will be made utilizing the daily attendance sheets (DD1930 and DD1182), using the contact information left by parents when checking in each morning.*

In the event of a worldwide, or even base wide, catastrophic event that is limiting for all base personnel and instigates base wide closures of facilities or a reduction of allowed people in a set space, the Child Development Centers will follow all guidance set forth by base leadership.  The Child Development Centers will follow guidelines set for re-opening and allowed attendance in the programs.  All mission essential personnel will need to identify themselves and work with their leadership to ensure admittance to the facilities.  Any family not attending due to catastrophic events will not lose their child care.  The Child Development Centers will follow advice provided through Air Force Services Head Quarters, if available, and the local installation leadership guidelines regarding fees and payments when not in attendance, due to circumstances beyond control.



**PROGRAMS**

CHILD DEVELOPMENT CENTER

The Child Development Center program has been Nationally Accredited by the National Association for the Education of Young Children (NAEYC). We use the AF Creative Curriculum in our program. Care for children ages 6 weeks through five years is available on a full time or hourly basis. A dedicated and professional staff develops individually based goals and activities for the children in each classroom. Ratios have been established for each age group to ensure individual needs are met.

* + - * 6 weeks - 12 months 1 staff per 4 children (maximum 8 children per room)
      * 1 year olds 1 staff per 5 children (maximum 10 children per room)
      * 2 year olds 1 staff per 7 children (maximum 14 children per room)
      * 3 - 5 year olds 1 staff per12 children (maximum 24 children per room)

**Note:** Children attaining a higher age category will be involved in a transition phase to the new age group. Children will be considered for transition1 month prior to their birthday. Children enrolled in the CDC and preparing for Kindergarten will be involved in a transition program to acclimate them to the fall School Age program. Contact the CDC/Youth Director for additional information. The CDC will assist in facilitating the transition of all kindergarten aged children to the School Age Center when the space is available, during the summer months prior to starting kindergarten. Parents do not need to request School Age care on MCC.com for this transition.

**Additional Child and Youth Programs**

**Part Day Enrichment** is for children ages 3-5 years who are fully toilet trained. The Creative Curriculum is the same that is offered in the full day program for ages 3-5.

**Give Parents A Break** is sponsored/funded by Air Force Aid Society through the Airman & Family Readiness Center. This program offers eligible parents a few hours break from the stresses of parenting. Active duty families eligible for the program include those where a parent is feeling unique stress due to: military member deployed or TDY, having a child with special needs, emergency situation, unique circumstances or hardships, or a family recently moving to the base. If care is provided on a day full day care is scheduled, children must be taken out of the CDC/SAC program for 1 hour prior to returning to any evening care. Contact the CDC for additional information.

**Parents Night Out** is offered on the same afternoons/evenings as GPAB. This is a 4 hour block of care, paid in advance in conjunction with GPAB

**Family Child Care**

HAFB FCC providers strive to offer quality child care in a home environment that promotes each child’s development. FCC providers living in Soaring Heights Communities on Holloman AFB are AF-certified to provide child care in their home. AF-certified FCC providers living in Alamogordo must be licensed by the state of New Mexico and meet the same requirements as AF-certified providers on HAFB. All AF-certified FCC providers meet Department of Defense requirements for in-home child care. The Holloman AFB FCC Coordinator visits each FCC home at least once a month to ensure compliance with these guidelines.

**Requirement to Become Licensed**: Per AFI 34-144, anyone who lives in privatized housing and provides childcare services for more than 10 hours per week on a regular basis must be approved by the 49th Mission Support Group Commander. Individuals interested in becoming AF-certified should contact the FCC office at 572-5848.

**The Child and Adult Care Food Program:** FCC providers participate in the USDA Child and Adult Care Food Program. This program requires all children be offered the same meals without discrimination. Any person who believes that they have experienced discrimination in any USDA-related activity should write to the Secretary of Agriculture, Washington, D.C. 20250.

## **Available Child Care Programs:**FCC providers may care for children of AD/retired military, DoD/NAF civilians, and DoD contractors. Additionally, the following options are available for active duty military: Extended Child Care Programs (Extended Duty Care, Supplemental Child Care, Pre-Deployment Child Care, Deployment Child Care, Returning Home Care), Child Care for PCS, and Child Care for Volunteers, EFMP and Subsidy Care.

**Children with Special Needs**: While FCC providers may care for children who have chronic health problems, developmental delays, and children who are HIV-positive, medical screenings are required to ensure the provider is properly trained and equipped to provide these services. Individuals with chronic health concerns, including those who are HIV-positive, may be approved as FCC providers*.*

**The FCC Business**: AF-certified FCC providers are private business owners. While AF has oversight over the fire, health, safety, and developmental aspects of their programs, AF does not have jurisdiction over their professional business practices. When selecting an FCC provider, please be sure to inquire about the following: What are their rates? Are there additional fees? Do they give parents a copy of the signed contract? Do they provide receipts for payment? Do they charge tax? (This is allowable, but not every provider chooses to do so.) Do they provide the tax ID and EIN so parents may claim the Dependent Care Credit on their taxes? Ask for references! As a parent, you may ask to see the results of your (prospective) provider’s three most recent inspections. Please call 572-5848 for more information.

-9-

**Parking**

Each center has an adjacent parking area, and there is a large parking area to the north of Bldg 648 for overflow. Please do not park on Patterson Dr. or block the parking areas and street in any way. There is handicapped parking in all areas. The facilities follow base policy regarding idling vehicles – please do not leave your vehicle idling while picking/ dropping off your child(ren). This poses a safety issue for children in the parking areas.

**Alcohol, Drugs, Tobacco Policy**

At no time are alcohol, illegal drugs, or tobacco products authorized for use within the facilities. Children will not be released to parents/guardians who are suspected of being under the influence of illegal products (such as after GPAB/Parents Night Out).

**Closed Circuit Television Monitoring**

Your child may be subject to CCTV monitoring and recording while in the CYP facilities.

**RESERVATION POLICY** **for:**

**HOURLY CARE**

Hourly care may be reserved by telephoning the Child Development Center (572-7505) or CDC West (572-7551) 24 hours in advance or on the same day care is needed. Parents are responsible for making hourly care reservations. Space is approved on a space available, first-come, first-served basis. The space is held for one-half hour after the reserved time begins. If parents fail to show in that allotted one-half hour, the space may be given to the next family in need of childcare. Parents may change reservation time’s up to one hour in advance of thier reserved time. Failure to cancel a reservation will result in a charge for 2 hours. Payment for hourly care is due on the day of care.

**FULL DAY CARE**

Weekly care may be reserved by completing a contract agreement at the CDC. These programs may have a waiting list depending on the child’s age. Detailed contracts are available at each center outlining policies that apply. Advance payment is required at the CDC and is due as required by the contract. A weekly service charge is imposed for delinquent payments; repeated delinquent payments may result in the loss of the reserved space. Since fees are calculated based on consistent, year-round usage, periods of care not used are not reimbursable or prorated due to a holiday, illness, nor vacation or program closure. Children that are absent from the center for extended periods of time due to parents' personal reasons, i.e. vacations, without terminating their contract, will be charged upon their return for the time period they would have been present. Any day your child will not attend the program, we request you notify the respective program so the desk clerks will not call you when your child does not come in at their normal time.

-10-

A parent orientation provides parents new to our program an opportunity to meet the respective Director and their child's provider, tour the facility and review their contract. The individual classroom teachers, Director, or other program staff, as necessary, will detail policies and procedures of the Child Development Programs. The Director and Flight Chief have an open door policy for any concerns, suggestions, or questions. Please contact the respective Director first.

**How to REQUEST CHILD CARE**

MilitaryChildCare.com is the online platform used by AF child care facilities to request care. Parents are able to go online and request care for any base as soon as they are made aware of a pending change of duty station, new baby in the family, or any other unique need to each family situation. MCC.com is the owner of the platform, the CDC’s are customers, the same as the parents. The priority placing system is controlled by the program, not each child care center.

Unmet Need: This list is maintained for children whose parents are unable to work because quality and affordable childcare is not available. Spaces offered may be in the Child Development. If parents refuse care in the program, the child's name will be removed from the unmet need list. If you are called when there is a space available for your child, you will have 24 hours to respond. If you haven't responded within 24 hours or you refuse services, you will be removed from the waiting list. You will be expected to begin care within 2 weeks from your acceptance unless otherwise authorized by the program Director. The waiting list is prioritized IAW AF, AETC, and base policies.



-11-

##### **ADMISSION POLICY**

REGISTRATION (Admission) for CDC

1. **Initial:** Upon enrollment, a parent or sponsor must present the following:

* Child's immunization record. Immunizations received after initial admission must also be verified by providing the CDC with an updated immunization record. If your child has not received the required immunizations, he/she will not be admitted in the centers (this includes hourly care). Flu shots are mandatory for all enrolled children. There may be a waived time period, dependent on immunization availability at the Medical Group.
* Completed and signed AF Form 1181, Air Force Youth Flight Program Patron Registration.
* DD Form 2652, Application for DoD Child Care Fees
* Current Leave & Earnings Statement (LES), pay stub, or income tax return for both parents is required to calculate Total Family Income and fee category.
* USDA Food Program Application.
* Credit Card Authorization. Credit cards are run each Wednesday if parents have not paid their bills.
* Photo/Video Release Form

**Note:** The child's AF Form 1181 is kept at the center and updated annually or as needed for additional or new information regarding the child. Additionally, the CDC requests your email address to keep you up to date on the program happenings.

2. **Annual**

* Completion of AF Form 1181 and AF Form 2652 to update information and complete a new payment contract.

1. **Daily**

* Desk sign in/sign out. Each day a child is present, the parent signs the child in/out at the front desk of the CDC. The AF Form 1182, Child Care Center Register will be used. The child is signed IN with the time noted and signed OUT with time noted and a legible parent signature.
* Classroom sign in/sign out. Each day a child is present, the parent must accompany the child to his/her room and sign AF Form 1930, Daily Attendance Record. At the end of the child's stay at the center, parents go to the appropriate room, sign the AF Form 1930, and pick up their child.

VERY IMPORTANT:**Signing in and out at the front desk and the classroom is the staff's primary way to account for children's safety in case of an emergency that may result in the evacuation of the building.**

-12-

**Note:** Each facility has a single point of entry for security purposes. When visitors are in that facility, they must sign into the front desk, obtain an ID badge and be escorted while in the facility. If a person other than a legal guardian is picking up a child, they must check with the front desk to confirm authorization. The desk clerk will ask for ID prior to allowing the child to be picked. The individual must be authorized on the AF 1181.

**GROUNDS FOR DISMAL/REMOVAL**

Use of the Child Development is a privilege. This privilege may be denied to a family for, but not limited to, the following reasons:

* Children too ill to participate in everyday activities
* Failure to provide required information, immunizations, emergency contact/numbers (before the established deadlines)
* Children presenting severe behavior problems
* No telephone number or inability to reach parent or designated responsible adult
* Consistent failure to observe closing hours
* Consistent failure to pay for the contracted service. Commanders and First Sergeants may be contacted for assistance prior to taking other steps to obtain payment.
* Failure to follow program rules and policies
* Inappropriate parental guidance techniques while at the center (i.e. spanking)
* Inappropriate language or behavior to program personnel.

**Releasing Children from Care:** Only individuals whom parents designate on the AF Form 1181, with proper identification, will be allowed to sign children in/out of the program. Children may not leave the center or be released to older siblings under the age of 14 unless authorized in writing by the parents. Divorced or separated parents who do not have legal custody of a child may not pick up a child unless authorized by the legal parent/guardian. Children will not be released to parents who appear to be under the influence of a drug or alcohol, or in any way a threat to themselves or the child's welfare. SFS will be notified to determine the parent’s sobriety or fitness to drive. SFS will be notified if parents do not pick up their children 30 minutes after closing.

##### **FEES AND CHARGES**

**ENROLLMENT FEES**

The Military Child Care Act of 1989 (Public Law 1809, Section 1504) requires that the DoD establish uniform fees for child care based upon total family income (TFI). It is not required that families provide income verification; however, if verification documentation is not provided, the family will be placed in the highest fee category.

Verification documentation is only required for placement in a lower fee category.

To calculate total family income, a copy of the service member's, spouse's, and any

-13-

other adult (18 years of age or older) income-earning member of the household's most

recent LES/pay stub must be provided at the time of enrollment.

All fees should be paid as contracted before the week(s) of service. This could be weekly, bi-monthly or monthly. Fees are due no later than the second business day of the week that care is provided. If a late payment fee is assessed, it is $5.00 per family per day. All payments will be charged via the Orbital or automatic payment process.

Fees are based upon the normal operational hours of care per day. (See individual contract for specific fees). There will be not rebates for severe weather, vacations, illness, holidays, or suspensions.

If full payment is not received 15 calendar days from the original payment due date, your contract will be terminated.

*Scheduled* extended CDC operation hours: An hourly rate based on the family category fee rate will be charged for each child that remains in the CDC centers past the normal closing time, when scheduled for mission reasons such as an exercise.

**FEE WAIVERS**

Parents may submit a letter with documentation and justification for a CDC fee waiver. Prior to requesting a waiver, parents should pursue all avenues to obtain financial assistance (Airmen and Family Readiness, Unit Commander/First Sergeant, Child Care Aware, or other on/off base agencies). The Mission Support Group Commander may temporarily adjust individual family fees (based on hardship or other special circumstances) on a case-by­case basis. Parents must submit a waiver request explaining their reasons for the request. The Director will then forward the request to the Mission Support Group Commander for approval/disapproval. Parents should solicit the CCA - (information is available at CDC, SAC, and Youth Center) prior to requesting a fee waiver. If parents qualify, this state agency may assist parents to meet their childcare fee obligations IAW their established income category.

###### **CHILDREN WITH SPECIAL NEEDS**

AFI 34-144, Child Development Centers, Attachment 1, defines children with "special needs" as those with a "...physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment." CDCs are authorized to accept these children under certain conditions, provided they can meet the needs of the child. The Medical Advisor will determine a child's special need and type of care. A child with special health problems or special needs will be admitted with the written concurrence of the Medical Advisor. A written plan of care developed jointly by medical personnel, special education professionals, staff, and parents must be on file and followed for each child or youth designated as having special needs. Staff caring for special needs children must receive specialized training prior to providing care. Every effort will be made to meet the needs of the child in a timely manner. Any information on special health, physical, or diet requirements (must be a medical statement) must be specified and documented in the child's records.

-14-

* **Note:** If a child requires specialized medical attention; such training will be provided to those staff primarily involved with that child. The centers will ensure that a specially trained care staff is available when this child is present in the facility.

###### **HEALTH POLICIES**

Caregivers will visually check each arriving child for signs of illness. If your child has a fever of above 101 degrees, appears unhealthy, or has symptoms of a communicable disease, he/she may be refused admittance or be required to bring a note from a doctor stating that the child is well enough to participate in all activities and is not contagious. If a child develops signs of illness after being admitted, the parents will be contacted, asked to pick up the child within half an hour, and must comply with the flight inclusion/ exclusion/dismissal policy. Children unable to participate in activities should be kept at home until they are well enough to be involved in all aspects of our program. It is very important to inform us if your child comes down with a communicable disease and has attended the Child Development Center at any time during the incubation period. When necessary, we inform the parents of other children who were exposed to the illness so they can be alerted to symptoms in their own child. Some conditions merit exclusion from programs due to contagious infections, such as strep, because they render the child unable to participate in the usual program activities or require a program worker to spend extra time caring for that child; causing inattention to the other children. Some examples from *Managing Infectious Diseases in Child Care and Schools* regarding conditions that require exclusion from our programs are:

* Any illness that renders your child unable to participate comfortably in daily activities
* Fever from unknown cause above 101 degrees, child may require medical assistance
* Lethargy, irritability, persistent crying
* Difficulty breathing, persistent cough
* Diarrhea - Parents will be notified after the second loose stool and discharged after the third. (Not to be confused with exclusion due to a stool that is not contained in the diaper - that would require parents to pick up after the 1st one)
* Vomiting - 2 or more times in the past 24 hours unless it is determined to be due to a non-communicable condition and there is no danger of dehydration
* Mouth lesions that cause a child to drool or be unable to drink or eat
* Rash with fever unless it has been determined non-communicable
* Impetigo - until on antibiotics for 24 hours; a doctor's note may be required
* Strep tonsillitis-pharyngitis - until on antibiotics for 24 hours and no fever for 24 hours.
* Head lice - until after first treatment
* Scabies - until after the treatment has been completed
* Chickenpox - may return sooner if all the lesions have scabbed and are dry. Lesions on the scalp, palm, and soles do not usually scab.
* Ring worm - may return once treated and covered

-15-

**Note**: Children that are sent home due to symptoms that would exclude them from group participation may return the next duty day if they are not exhibiting those symptoms that cause them to be excluded, unless otherwise indicated on the exclusion form.

Not all illnesses require medical intervention, nor do they require medication. If any condition is persistent, lasting over 72-96 hours, parents are advised to seek a medical opinion. This can alleviate the spread of many childhood illnesses, ensuring the health of both the children in the center, their families, and the adults who care for them.

In order to help prevent the spread of illness throughout the center, we ask that all children and staff wash their hands upon entering and exiting the classrooms. This will cut down on the spread of germs and help us provide a healthy environment for your child.

Outdoor play is very important for children. Each classroom is scheduled to go outside twice a day, weather permitting. Please dress your child according to the weather. Shoes must be suitable for running and climbing and completely enclose the child's foot. Open toed sandals are not permitted in CDC programs. Children will only be kept inside during inclement weather, situations involving air quality, sleet, hail, thunderstorms, extreme temperatures, etc. With your written permission, sunscreen and bug spray approved by the medical advisor will be applied to your child prior to outdoor activities.

**High Risk Activities**

There are established ratios when dealing with children of various age groups in the CDC. During specific activities, i.e. working with tools, swimming, outdoor adventures, ratios are reduced to increase the safety of the children.

**TEETHING**

Teething does not cause true fever (> 100.4 degrees F), but there may be loose stools and some irritability.

**BITING**

Biting is bothersome but is natural in the developmental milestones of most toddlers. It usually is self-limited and does not require intervention. In the event that a child is bitten and the skin is broken, the parent will be notified to determine if medical attention is necessary. Children who bite will receive positive reinforcement of positive choices and behavior, redirection, and behavior modification. Every attempt will be made to work with the parents of the biting child to change the behavior pattern. In some cases the child may be temporarily removed from the center until the child outgrows the behavior. In general, there is no specific minimum or maximum number of bites prior to removal from the program (case by case). Biters do not

present a true public health hazard.

**THINGS FROM HOME**

1. Please bring disposable diapers, wipes and infant formula (if CDC formula is not indicated as a preference) daily.

* Formula in a factory sealed, unopened, labeled canister (if formula from home is used)
* Non-glass bottles (6-10 bottles depending on feeding per day; 2 sets)
* Diapers and wipes are provided by parents. Staff will advise parents when replacements are needed.
* A comfortable area will be provided for nursing mothers if they choose to come to the CDC.

1. All children are prone to accidents that may soil their clothing. Please bring a few **EXTRA SETS OF CLOTHING** (including underwear, socks, and shoes) for your child. Be sure to label all clothing with child's name. Younger children may require more than one change of clothing.
2. CDC: **No TOYS from home.** Children are not permitted to bring toys from home except on Show & Share days. Sufficient toys are provided in each classroom that are developmentally appropriate.

The CDC **is not be responsible for items brought from home** that are lost or broken or clothing that is lost or damaged. Please label all clothing.

**AFTER HOURS**

When children are left at the center after the close of operation, the staff will make every attempt to contact the parent or emergency contact by phone. If these attempts are unsuccessful, the sponsor's unit will be contacted. Security Forces may be contacted for assistance in finding the parents or finding temporary placement for the child if they are not picked up within 30 minutes of closing. **A late fee of $1.00 per minute, per family will be incurred.** A 5 minute grace period is allowed, however consistent abuse of not picking up children on time will not be tolerated.

**TRANSITION:** (CDC/SAC)

Individual needs, age, and developmental readiness of the child determine transition time to a new classroom. When children transition from one room to another room, temporary visitation in the new room may occur daily for a determined amount of time to ease the child and parent into the new environment. A child may begin transition, if ready, l month prior to their next birthday. Contact the CDC for their specific transition policy. The CDC transitioning to School Age program.

-17-

###### **TOILET TRAINING**

Toilet training is a major milestone in your child's life! We will support you in this endeavor. Parents and staff must work together to ensure your child’s success. Our goal is to be consistent in working together. Children should have successful toileting experiences at the center. Some children have difficulty toilet training in pull-ups because of its similarity to a diaper. If this becomes a problem, the caregivers will ask you to begin using underwear/training pants only.

Toilet training should not be rushed. When the child begins to show signs of readiness (i.e., wakes up dry after nap, seems to be aware of bodily functions), toilet training should be initiated. If your child does not show an interest in toilet training, the training should be postponed until an interest is shown.

Each child should have several changes of clothes each day in case of accidents. Wet or soiled clothing will be placed in a plastic bag and tied. For health reasons, dirty garments will not be rinsed, washed, or dried by caregivers. All clothes brought to the centers should have a label with the child's name for identification.

###### **REST PERIODS**

Rest periods or naps are scheduled following lunch and after 2000 hours during special openings. Hourly care patrons who do not want their children to rest should take this into consideration when scheduling their childcare. During naptime, children are requested to sit/lie quietly on sleeping mats/cots with a book until children desiring rest are asleep.

Then, they may engage in quiet activities at a table or activity center until the other children awaken.

###### **TRANSPORTATION OF CHILDREN**

CDC children are only transported away from the facility for emergency situations. All other travel out and about the facility is by buggy or walking. All staff authorized to transport children have a valid driver's license and have passed a driving record/background check. Children are required to wear seat belts at all times when a vehicle is equipped with such.

A signed permission slip is required when going off the installation for field trips. All on-base field trips require authorization on AF Form 1181, Youth Flight Program Registration. If a child is reported missing from a field trip, parents will be notified immediately, in conjunction with a search for the child.

###### **MEALS AND SNACKS**

The CDC programs participate in the United States Department of Agriculture (USDA) Child and Adult Care Food Program. Nutritious foods are provided for all children during meal/snack times at no additional charge.

-18-

Only food prepared at or for the programs is served. Parents and staff are not permitted to bring in food. All Child and

Adult Care Food Program guidelines for the preparation of balanced, proportioned, nutritional meals/snacks are followed. A Child Development Specialist at Headquarters level or an Air Force dietitian approves program menus. A weekly menu is posted on the parent's bulletin board. Menu changes may occur occasionally and are noted daily on the main menu. All children signed in at the centers are served meals and snacks (except for infants not on solid foods yet) prepared in the centers. This requirement also applies to foods for special celebrations, i.e. birthdays.

CDC children eat in their rooms with their caregivers in a family-style setting. Children are encouraged to serve themselves and are encouraged to try all the food. Caregivers model good table manners. Parents are invited to join their child for breakfast, lunch, or snack at any time.

**Infant feeding:** Parents are requested to bring in 6-10 plastic bottles (to include with each bottle lids and nipples) at the start of care. Staff will return the used bottles to you at the end of each and parents then return a clean set of bottles for use each day. This will permit staff to ensure infants are fed in a timely manner each day.

Each bottle will be labeled with child's name, formula the child drinks, and any other special information, i.e. oz. provided for each feeding.

The CDC offers 2 types of formula (one is a soy milk and regular formula). Parents that do not want to use the CDC formula will be required to provide their own formula.

Parents that nurse can bring prepared bottles/bags directly to the room. Mothers that desire to visit the CDC during feedings are welcome; there is a designated area for your comfort.

**SPECIAL DIET REQUIREMENTS**

Parents are reminded not to bring any food items into the program per USDA Child and Adult Care Food Program regulations. If your child requires a special diet, you should contact the Director. A Food Substitution Form must be completed by a doctor for each child. We will work with you to satisfactorily meet your child's special dietary requirements.

###### **ADMINISTERING MEDICATIONS**

In accordance with AFI 34-144, Child Development Centers, Youth Programs, and Family Child Care programs, and the Medication Policy, programs will adhere to the following guidelines when administering medication:

*Only medications prescribed by a medical authority will be administered.* Prior to administering medication, the parent or guardian must complete AF Form 1055, Youth Flight Medication Permission, and the parents must give daily written permission.

-19-

Prescription medication shall be in the original container, stored according to instruction, labeled with specific child's name, name of medication and dosage strength, along with instructions (to include a start and stop date) for use and the physician's name and date of prescription. The prescription must be current (within the year). No "over-the-counter" medications, including aspirin-like products, Tylenol, antihistamines, or cough syrup will be administered unless a medical authority has prescribed them for a particular child. This includes Orajel. If an over-the-counter medication is prescribed, the guidelines below are required in order for staff to administer medications:

* Only sunscreen and bug repellent approved by the medical advisor will be used in the program and will be applied with parental permission each year.
* Medications will only be administered by trained staff members.
* Tylenol will only be given with a medical prescription.
* The parent will administer the first dose of any new medication.
* The center will not give medication on an "as needed" basis.
* Medication times will be as follows: If the medication schedule is twice a day, the center will not administer the medication. It should be administered at home. If the medication schedule is three times a day, the medication will be administered at 1430-1500. If the medication schedule is four times a day, the medication will be administered at 1030-1100 and 1430-1500. Medications will only be administered at the above times, Monday through Friday. Special situations will be taken into consideration.
* Children will be on oral medication at least 24 hours before being administered in the center.
* Diapering ointments will not be applied as preventative. They will only be used to aid in curing a rash.

**Note:**

* Only designated and trained staff administer medications
* If a child requires specialized medical attention; such training will be provided to those staff primarily involved with that child. The centers will ensure that a specially trained care staff is available when this child is present in the facility.

##### **GUIDANCE POLICY**

Each center provides a caring environment that encourages growth in self-control and respect for the rights of others. A child's attempts to learn, participate, and respond to people and activities in the center are respected as an important part of his/her overall development. Children are protected from hurting themselves and others. Guidance should be a process of teaching and learning which allows socialization to take place. Adults are the models for children. We practice techniques that are fair, consistent, and respectful of children and their needs on a case by case basis.

-20-

In this way, a child will know the importance of similar behavior in their own life.

This policy complies with all federal and state civil rights laws. Children will not be discriminated against based on race, color, religion, sex, or national origin. The policy develops self-control, positive self-image, and respect for others.

**The following children's behavior is considered inappropriate in the CDC:**

* Intentionally causing physical harm to another child or adult by hitting, biting, kicking, throwing, or any other physical action.
* Use of inappropriate language, spitting, or other forms of verbal abuse or degradation by children directed at other children or adults.
* Repeated refusal by a child to comply with center or classroom rules and/or failure to listen to caregivers.
* Behavior that is potentially harmful to themselves or others.

**Acceptable guidance techniques include:**

* Redirecting the child to another activity.
* Planning ahead to prevent problems.
* Encouraging appropriate behavior.
* Having consistent, clear rules that are developed in conjunction with children and discussed with them to make sure they understand.
* Describing the situation to encourage children's evaluation of the problem rather than imposing a solution.
* Applying logical and natural consequences in problem situations.

**Unacceptable guidance techniques include:**

* Humiliating or frightening punishment is strictly forbidden. This includes physical punishment such as spanking, slapping, hitting, pinching, or shaking.
* Verbal abuse, threats, or derogatory remarks about the child or family.
* Restrictions or confinement by physical means.
* Withholding of meals/snacks to change behavior.

Occasionally, there are children who have difficulty adjusting to large groups.

Should a child repeatedly behave in a way that is detrimental to himself/herself, other children or adults, the caregiver will bring the problem to the attention of the Director/Coordinator or designee. At this time, parents will be contacted to discuss the problem. After documented attempts have been made to work with the child on these challenges, the Director/Coordinator or designee may suggest professional guidance or temporary removal from the program. (Example: repeated incidents of biting or any other behavior considered inappropriate in the center without any signs of progress). If a child is removed from the center, families will be referred to the FCC Program for assistance in

-21-

obtaining care either in an FCC home or at a local off installation home or center. Parents are required to follow the center's approved guidance methods while in the center.

**NOTE:**

* When inappropriate behavior cannot be controlled, the CDC reserves the right to contact the parents immediately. This may result in immediate removal from the center.
* Parents contacted to assist staff with the behavior of their child may not discipline them inappropriately while in the CDC or on the CDC grounds. Ex: spanking, raising their voices. If, after extensive conferencing and documentation, a child is asked to leave the Child Development Center due to behavior that cannot be changed via redirection or positive guidance techniques a two week notice will be provided to parents to allow time to arrange for alternate care. If a child is temporarily suspended from either program, the parents will be provided a list of alternate care options
* Parents not in agreement with the center's decision to have their child removed from the program may request a review using the following chain:

1. Child and Youth Services Flight Chief
2. 49 FSS Panel: (Chaired by FSS Commander) consists of clinic representatives (Pediatrics and Family Advocacy), Child and Youth Services Flight Chief, CDC or Youth Director, or their designee.
3. 49 MSG/CC has final decision authority (during this period of review, the child may be temporarily removed from the center, pending final decision).
4. If results of the review process determine that the child may return to the

center, a probationary period will be established. The panel (during this period of review, the child may be temporarily removed from the center pending final decision) will then have final authority to determine continuation or removal from the program based upon the results of the probationary period.

* The Child Development Center has written guidance policies that all staff have read and signed. All violations of the guidance policy by staff are reported in writing to the Director and by the Director to the Flight Chief. Staff who violate the child guidance policy are not permitted access to children until retrained. They may be assigned to a position outside of child development or youth, or have their employment terminated.
* Our programs strive to maintain a quality program to meet the needs of the children enrolled and provide training to staff in order for them to expand their experience and education level. One way is to utilize consultants to observe the classroom and make recommendations for improvement to the Directors. Consultants may consist of representatives from Pediatrics, Family Advocacy, Child/Youth Behavioral Military Life Consultants (CYB/MFLC) or outside experts. Parental consent for the use of consultants in the CDC will be annotated on the annual contracts. This may be accomplished using the following:

-22-

1. Individual centered consultation - working with the teacher to develop a plan that will enable the teacher to better respond to particular individuals in the classroom environment for smoother transitions between activities, reduce potential situations that may cause stress between children and help orchestrate the curriculum delivery. Parents will be invited to be part of this process and an Individual Education Plan (IEP) would be developed and used by the teacher.
2. Teacher centered consultation - working with a teacher to enhance their performance in delivering services to a particular individual or group. The focus is on the teacher's skills, knowledge, ability, and/or objectivity. This will better prepare the teacher to meet special needs of children within a particular childcare environment.

3. Program centered administrative consultation - working with the Director and Training & Curriculum Specialist to resolve problems related to an existing program.

##### **TOUCH POLICY**

Positive physical contact is a significant part of the CDC approach to child care. Positive physical contact is essential to a child's emotional/social growth. Warm, positive adult relationships help children develop a sense of trust and security in the world and directly affect children's self-esteem. Appropriate touching is touching that creates a positive emotional/social growth in the child and affects the safety and well­being of the child. Appropriate touching includes hugs, holding hands while crossing the street, lap sitting, reassuring touches on the shoulder or hand, and naptime back rubs for a tense child.

Inappropriate touching is touching that creates an improper/negative emotional effect on the child and is a touching that violates the law and societal norms. Inappropriate touching may involve coercion or other forms of exploitation of a child solely for the satisfaction of adult needs or attempts to change a child's behavior with adult physical force, often applied in anger and physically striking a child to solve a problem. Inappropriate touching includes forced kissing, corporal punishment, slapping, pinching or striking, prolonged tickling, fondling, or molestation. Staff are trained on appropriate touch policies. Adults engaging in inappropriate touching are reported to the Family Advocacy Office for investigation and may be removed from working with children.

##### **CHILD ABUSE PREVENTION PROGRAM**

The child and youth programs have taken steps to protect children from abuse and neglect and to support children, parents, staff and providers. The Air Force ensures protection through the following policies:

If you or anyone else suspects child abuse or neglect in any way, in any Child/Youth Services Flight program, report it immediately to the Director/Supervisor. All suspected cases of child abuse and neglect are reported to the

-23-

Family Advocacy Office at 575-572-7061 or the DoD Hotline at 1-877-790-1197.

There is a Department of Defense (DoD) Child Abuse and Safety Hotline for individuals to report suspected child abuse or safety violations at military Child Development, Youth Centers, or Family Child Care homes. The hotline is housed in the Office of the Deputy Assistant Secretary of Defense (Family Support, Education, and Safety), Office of the Family Policy and Support.

The entire staff is trained in identification of child abuse and procedures to be followed in reporting suspected cases; they are mandatory reporters. The following precautions are taken to minimize the potential for child abuse to occur:

* All volunteers and visitors (such as guests, base support personnel) are required to sign in and out when entering the facility.
* No staff member or volunteer may take a child from the center unless it is for emergency medical treatment or as part of a group activity such as a field trip with the parent or guardian written permission.
* All visitors are escorted while visiting the building or program.
* Friends or family members of staff may not be present in activity rooms or staff break room unless approved as volunteers (regular volunteers may not work at the center until local background checks are completed and they have completed mandated child abuse and child guidance training) by the Director/Coordinator and their participation is noted in advance.
* Night care at the Child Development Center will be scheduled near the main entrance for ease of supervision.
* All personnel in the child and youth programs undergo background checks. This helps ensure that the applicant is free of any incidents or characteristics that would indicate that the applicant would not be suitable to work with children. The screening would detect incidents of child abuse and/or neglect, violence in the household, drug dependency, and other similar characteristics of non-suitability. Personnel also receive a National Agency Check that screens them for criminal activity for the past seven years.
* All suspicions of abuse are reported to Family Advocacy. At the point of referral, the FAO, receives the allegation and determines whether the allegation meets the “reasonable suspicion of maltreatment” threshold. If yes, the FAO will notify Child Protective Services (CPS) where available, OSI, and Security Forces Squadron (SFS). If an employee is the alleged offender, and if directed to by proper authorities, the employee alleged in the incident will be removed from working with children for an undetermined time period. If not, FAO will advise the caller that the incident should be handled administratively (possibly as a breach of the positive child guidance policy or child supervision policy). Immediate retraining will occur to correct the breach of policy.

-24-

**WITHDRAWAL FROM CARE**

Parents must provide the Child Development Center at least TWO WEEKS ADVANCE WRITTEN NOTICE if the contract is to be terminated. Emergency situations (i.e. emergency leave, TDY, etc.) will be handled on a case-by-case basis and approved by the Director. If two (2) weeks’ notice is not given, the child(ren) will be dropped from regular status and fees will be collected. If fees are not paid, the Director may contact the sponsor's Commander or First Sergeant for assistance in collecting fees or bill collection procedures will be initiated.

A two week notice is not required for children transferring from the CDC program to the SA program when they enter Kindergarten. Parents do need to notify both programs that they intend to remain in the base child care system vs enrolling them in a different before/after school program.

##### **INSPECTIONS**

The Military Child Care Act of 1989 and current Department of Defense and Air Force policy require four (4) unannounced inspections of Child Development Programs (CDC, SAC, and YC) per year. These include comprehensive fire, safety, & health, multi­disciplinary, and higher headquarters inspections. (The multi-disciplinary team includes individuals with expertise in each of the areas of the standards and parents from all programs offered). Facilities are certified by the Air Force Civil Engineering Center (AFCEC) to ensure they are compliant with all federal requirements for child care use. Additionally, we have frequent inspections from military public health, fire, and safety throughout the year. Task-certified individuals at the centers accomplish daily/monthly health, safety, and playground inspections. The Flight Chief makes regular checks on all programs, activities, personnel, and equipment. These inspections ensure the program’s high quality of care is maintained.

**STAFF REQUIREMENTS**

The key to maintaining excellence in the child and youth programs is staffing these programs with well-trained personnel. These professionals are dedicated to the wellbeing of your child. They must pass a physical, receive food handler certification, and undergo an Installation Records Check through Security Forces and a National Agency Check. All staff are required to have the Tier 1 background completed before being allowed to work with children. They must participate in a briefing that includes safety and emergency procedures, sanitation and health practices, and positive guidance techniques. Child abuse identification, prevention and reporting procedure training is completed during orientation and is mandatory annual training each year while employed in Child and Youth Programs. The new employee is then assigned to work with an experienced caregiver in each age group.

-25-

When the background checks are returned, the new caregiver may be given the responsibility for a group of children.

Staff training at CDC programs is an on-going process. The Air Force has developed 15 comprehensive and developmentally appropriate modules for CDC staff to enhance the caregivers' skills and ensure competency with specific ages. The 15 primary titles of the Virtual Lab School (VLS) modules include: (module information is tailored for the caregiver’s work environment, ex: infant, toddler, family setting, and school age, etc.)

1. Safe Environments
2. Healthy Environments
3. Learning Environments
4. Physical Development
5. Cognitive Development
6. Creative Expression
7. Self and Cultural Understanding
8. Social Emotional Development
9. Promoting Social Development

I0. Positive Guidance

11. Family Engagement

12. Professionalism

13. Communication and Language Development

14. Child Abuse Prevention

15. Child Abuse Identification and Reporting

Some CDC staff members have also achieved the Child Development Associate (CDA) credential. Additionally, the staff participates in training each month that is focused on child growth and development, classroom management, curriculum planning, or professional and personal development. The Director, Training and Curriculum Specialist, outside resource personnel, or staff members who have a particular area of expertise conduct these training sessions. The staff is also trained in First Aid and CPR (CDC are required to have pediatric first aid).



-26-

**PARENTS CAN HELP TOO!**

Communication between parents and the staff enhances the care of your child. It's important that you give the desk clerk and/or the caregivers as much information about your child as possible. Any suggestions or concerns should be brought immediately to the attention of the respective Director.

Parents are welcome and encouraged to visit and participate in the classroom activities and special events. Information on upcoming events is posted at the front desk, parent bulletin board, and in the classroom. With an email address on record, information can be sent to parents.

If you think separation might be difficult for your child, we recommend that you visit with your child on several occasions before you leave your child with us. Then, if possible, plan to leave your child for only short periods of time. All children are anxious when they are separated from their parents. It's important to make that separation as pleasant as possible for your child. Let's work together to make this a positive experience!

Get to know the people who care for your child. Let the caregiver know about such things as a TDY, illness, visiting relatives, or other events that might affect your child's behavior. Find out what your child did during the day and let your child introduce you to favorite playmates or show you favorite learning areas or centers.

A daily schedule is posted in each CDC along with a weekly lesson plan. The plan is used by the caregivers to ensure the children have a variety of rich experiences. We encourage you to read the plan, be aware of the things your child is doing and talk about them at home. This will help reinforce your child's learning and make the adjustment from your home to the program easier for your child.

Your child should be dressed in play clothes. Although the children wear smocks for the messier projects, spots of paint or other stains may appear on clothes. Children are often uncomfortable or upset if their clothes are wet or soiled in an accident, during mealtime, water play, etc. Due to sanitation regulations, the Child Development Center will not wash children's clothes that become soiled during the child's day at the center. An extra set of clothing should be brought for your child. Children are scheduled for outdoor activities every day and should be dressed appropriately for the weather. The centers are not responsible for lost or damaged clothing.

-27-

Remember: **Play IS a Child's Work.**

All clothing should be easy for your child to put on or take off with minimal help. This encourages your child to develop feelings of confidence and independence. Older children should be able to take care of their own toilet needs without depending on the staff to undo pins, difficult fasteners, or suspenders. All CDC children, excluding infants, must wear shoes (sneakers or closed-toed shoes. **No sandals, jelly shoes, or flip-flop types of footwear are permitted, Exception: Water/Pool Activities).** This is a safety precaution in order to help prevent stubbing of toes on learning center materials used on the floor, and in the event of emergency evacuation of the building. In the center, sandals are a tripping hazard and we discourage children wearing them for safety and health reasons. Remember to label everything brought into the center. We make every effort to keep a child's belongings together, but sometimes items are misplaced or given to the wrong child. Children or caregivers may inadvertently place belongings in the wrong bag or cubby. If the child's name is permanently marked on each article, items can be found more readily and returned to the owner.

Only disposable diapers are used in the center. Please bring plenty! If your child is being potty-trained, several changes of training pants, plastic pants, and clothing should be included in their bag.

We understand that for some children, a "security" possession (special blanket or stuffed toy) may be needed during rest periods. If your child needs such a possession, please be sure to clearly label the item with your child’s name. We do not assume responsibility for the loss of any personal item. Toys from home are very special to each child. We ask that parents use discretion when their child asks to bring a toy for a Show and Share day. Guns or any type of weapon, Ninja Turtle and Power Rangers figures or toys that promote violence as well as video games representing violence are not appropriate.

We have a **Lost and Found** box where all unclaimed items are placed. Please check for missing items periodically. As a rule, we try to clear this box once a week. Items which appear to be of some value will be left in the box for an additional week. All other items not claimed will be appropriately donated.

Please check with your child each day to see if there is any "work" to take home. These projects are important to your child's development. Take the time to look at and discuss the projects with your child. Try to understand the effort involved, not just the end result. The process involved in doing the project is more important than the finished product. Find a special area in your house to keep these projects, such as on the refrigerator door or in a book. By keeping these projects, you can compare later "work" to see how your child is progressing.

-28-

Parent conferences are held at least annually to discuss your child's progress and challenges. During this time, parents and staff establish goals for each child. Anytime you would like an additional conference, contact your child's caregiver. If parents decline, they will be asked for a written statement that they declined the conference.

The Training and Curriculum Specialist (T&C) provides various training to staff throughout the month. Specific trainings for parents are usually coordinated with the Parent Advisory Board. Contact the CDC Director, administrative staff, or the Parent Advisory Board members for dates, times, and locations.

Field trips are an integral part of our programs for children 3 years old and up. The children may be taken to different facilities on base, such as a nature walk, the Bowling Center, Fitness Center, Pool, Library/Community Center, or off base to an event in town. Parents are responsible for signing the permission slips that allow their children to attend the trips. Keep in mind that parents and volunteers are always welcome to assist the center staff on these trips.

IAW Air Force policy, smoking (please extinguish all smoking material before arriving at the centers/sports fields), use of alcohol, or illegal drugs is not allowed in or around facilities used for child care or around youth sports fields. For the safety of children, parents under the influence of drugs/alcohol will require an individual to assist them if driving. Security Forces may be called for assistance.

For children’s safety, we would encourage parents not to leave children under 10 years in the car while retrieving children from the CDC programs. This is IAW DoDI 6060.02, enclosure 2, para 3.q. which requires all installations to develop guidelines to address the ages and circumstances under which a child under the age or 13 can be left alone without adult supervision. Please turn off the vehicle engine. Vehicles have been known to engage and could cause damage to the facility and place children in harm's way.

-29-

**Wanted: Interested Parents**

**PARENT ADVISORY BOARD**

The Child and Youth Services Flight has a Parent Advisory Board, which is composed of parents of children attending the various programs. The Board encourages active parent participation, supports parent education and serves as an advocate for children.

The purpose of this board is to increase parent involvement in the Child Development, and Youth programs. When parents are involved in the program in meaningful ways, everyone benefits. Parents feel that they are a part of the program and learn about the program and the staff’s goals, 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's environment is more easily established when children see that their two worlds are linked closely together.

The Board meets quarterly. Watch for notices at the respective facility. You can be involved in the program in many ways. You can share a particular interest, skill or even an aspect of your cultural heritage. You can plan and implement a special cooking, science, art, or other activity with the children. You can also come in and read a story to the children, or you can offer support to the caregiver by helping prepare materials.

Parents are welcome in the programs at any time.

*This Parent Handbook is the primary guide for parent information for our program. The Director may supplement this handbook to provide more specific information on the various programs within their centers that may occur throughout the year. Any additional information requiring changes will be made by policy letter and incorporated in the parent handbook revision next year.*

-30-

**WEATHER POLICY**

•If the temperature is 80-89 degrees, including heat index; play must be stopped every 15 minutes to ensure children/youth drink plenty of water to hydrate.

• If the temperature is 90 degrees plus (Black Flag), play will be cancelled.

• Play will be cancelled if temperature is below 32⁰ F, including wind-chill factor.

• Children must be dressed appropriately for weather. It is the parent’s responsibility to make sure their child is dressed appropriately for the weather, including footwear.

**AIR QUALITY**

The Director is responsible for calling Bioengineering to check the air quality index (AQI) to determine whether or not the air quality is safe for outdoor play. AQI may also be checked at <https://www.env.nm.gov/air/>. AQI is divided into six categories; each category corresponds to a different level of health concern. The six levels of health concern and what they mean are:

a) “Good” AQI is 0 - 50. Air quality is considered satisfactory, and air pollution poses little or no risk.

b) “Moderate” AQI is 51 - 100. Air quality is acceptable, however, for some pollutants there may be a moderate health concern for a very small number of people. For example, people who are unusually sensitive to ozone may experience respiratory symptoms.

c) “Unhealthy for Sensitive Groups” AQI is 101 - 150. Although general public is not likely to be affected at this AQI range, people with heart and lung disease, older adults, and children are at a greater risk from exposure to ozone and the presence of particles in the air.

d) “Unhealthy” AQI is 151 - 200. Everyone may begin to experience some adverse health effects, and members of the sensitive groups may experience more serious effects.

e) “Very Unhealthy” AQI is 201 - 300. This would trigger a health alert signifying that everyone may experience more serious health effects.

f) “Hazardous” AQI greater than 300. This would trigger a health warning of emergency conditions. The entire population is more likely to be affected.

-31-



ATTACHMENT 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NM State-Licensed Child Care Centers** | **Ages Enrolled** | **State Assist?** | **Business Hours** | **Phone** | **Address** |
| Bethel Baptist Tots | 18 mos-5 yrs | No | M-F: 08:30am-2:30pm | 575-437-5239 | 1316 Scenic Dr |
| Children’s House CDC | 6 wks-4 yrs | Yes | M-F: 6:00am-6:00pm | 575-434-3218 | 2598 Medical Dr |
| Children’s World CDC | 6 wks-12 yrs | Yes | M-F: 6:00am-6:00pm | 575-434-3150 | 2103 E 1st Str |
| Cornerstone CDC | 3-5 yrs | No | M-F: 8:00am-3:30pm | 575-434-0106 | 2201 15th St |
| Enriched Kids After School Program | 5-14 yrs | Yes | M-F: 2:30-6:00pm | 575-571-7734 | 400 S Washington Ave |
| Full House | 6 wks-12 yrs | Yes | M-F: 6:30am-6:00pm | 575-434-1572 | 1815 N Florida Ave |
| Full House Too | 6 wks-12 yrs | Yes | M-F: 6:30am-6:00pm | 575-434-5179 | 211 Florida Ave |
| HELP NM CDC - Alamogordo | 3-4 yrs | Yes | M-F: 8:30am-5:00pm | 575-434-6313 | 1800 1st St |
| Kids Planet Two | 6 wks-13 yrs | Yes | M-F: 6:00am-6:00pm | 575-489-6254 | 1301 N Florida |
| Little Saints Preschool | 3-5 yrs | No | M-F: 8:00am-3:15pm | 575-437-7821 | 1000 E 8th St |
| St John’s Day School | 2-12 yrs | Yes | M-F: 6:00am-6:00pm | 575-434-2755 | 1114 Indiana Ave |
| Zia Therapy Center | 6 wks-6 yrs | Yes | M-F: 7:00am-5:30pm | 575-439-4900 | 900 1st St |
|  | | | | | |
| **NM State Licensed FCC Homes** | **Ages Enrolled** | **State Assist?** | **Business Hours** | **Phone** | **Address** |
| Teresa Compary | 6 wks-12 yrs | Yes | M-F: 7:30am-5:00pm | 575-437-4042 | 3016 Los Robles |
| Laurine DiPaolo | 6 wks-12 yrs | Yes | M-F: 6:00am-6:00pm | 575-434-5895 | 2316 Pine Dr |
| Deborah Hernandez | 6 wks-12 yrs | Yes | M-F: 7:00am-5:30pm | 575-443-0284 | 1805 Mountain View |
| Ricardo Hernandez | 6 wks-12 yrs | Yes | M-F: 3:00am-1:00am | 575-434-2924 | 609 Montlake Terrace |
| Charlene Joseph | 2-12 yrs | Yes | M-F: 7:30am-5:00pm | 575-446-8436 | 811 Arapaho Tr |
| Nanette Marcum | 10 mos-4 yrs | Yes | M-F: 6:00am-9:00pm | 575-443-6045 | 1001 Mescalero #26 |
| Kelly Preciado | 2-12 yrs | Yes | M-F: 7:30am-5:30pm | 575-551-4810 | 2803 Sunrise Ave |
| Robin Rodriquez | 2 mos-12 yrs | Yes | M-F: 6:30am-5:00pm | 575-491-5702 | 5980 Hwy 54 S |
| Carla Smith | 6 wks-12 yrs | Yes | M-F: 5:00am-9:00pm | 575-415-8227 | 1302 Iowa |
| Beverly Stokes | 6 wks-12 yrs | Yes | M-F: 6:00am-6:00pm | 575-439-1391 | 614 Madison Ave |
| Priscilla Weber | 8 wks-13 yrs | Yes | M-F: 6:00am-5:00pm | 775-293-3014 | 2009 Aspen Dr |
| Summer Vazquez | 1-12 yrs | Yes | M-F: 6:45am-5:30pm | 575-312-8719 | 242 Eagle Court |

**Please Note!** The Holloman AFB FCC program provides the lists below as a courtesy to our families. These state-licensed centers and homes are NOT affiliated with Holloman AFB child care programs. Additionally, the AFAS Child Care for PCS program may NOT be used in none-AF-affiliated state-licensed programs! Please contact the Holloman AFB FCC program @ 575-572-5848 for more information on AF affiliation.

For information on licensed Centers or Family Child Care homes in the Alamogordo area, please contact the Child Care Licensing Bureau @ 575-434-9770

For information on the Child and Adult Care Food Program in the Alamogordo area, please contact the Community Action Agency @ 575-523-4085, ext 119

For information on child care financial assistance, please contact the NM Child Care Bureau @ 575-434-9770

**ATTACHMENT 2**

**Additional Family Resources**

**Zia Therapy Center 575-439-4900**

**Alamogordo Public Schools 575-479-6122**

**Airman and Family Readiness Center 575-572-7754**

**DoD Child Abuse & Safety Violation Hotline 877-790-1197**

**Family Advocacy Office 575-572-7061**

**ID Child Abuse reporting Hotline 888-767-2445**

**Military Family Life Consultant 575-201-8525**

**Military One Source 800-342-9647**

[**www.militaryonesource.com**](http://www.militaryonesource.com)

**New Parent Support Program 575-572-7061**

**TriCare Behavioral Health Care 888-874-9378**

**ATTACHMENT 3**