



PARENT HANDBOOK

TABLE OF CONTENTS

PARAGRAPH	DESCRIPTION	PAGE
1	Mission	1
2	Policy	1
3	Philosophy	1
4	Programs	2
5	Child To Staff Ratio	4
6	Admission Criteria	4
7	Programs Offered	5
8	Payment Policy	6
9	USDA Food Service Program	8
10	Meals	8
11	Food Allergies	8
12	Reporting Suspected Child Abuse	8
13	Health Admission	8
14	Medicine	10
15	Discipline Policy	12
16	Child Guidance and Touch Policy	13
17	Biting Policy	13
18	Custody Dispute	14
19	Picking Up Children	14
20	Absences	14
21	Emergency Procedures	15
22	Quiet Time	15
23	Clothing	15
24	Personal Items	15
25	Birthdays	16
26	Field Trips	16
27	Parent Participation and Parent Advisory Board	16
28	Staff Training	16
29	Training and Curriculum Specialist	17
30	Complaints and/or Suggestions	17
31	Helpful Hints	18
32	Use of Volunteers	18
33	Child Accountability	18
34	Sanitation	19
35	Presence and Care of Animals	19
36	Smoking and Prohibited Substances	19



Welcome to

MCB Camp Pendleton

CHILDREN, YOUTH & TEEN PROGRAMS

1. MISSION

To provide quality childcare, youth, teen and family programs to support operational readiness, mission accomplishment, and retention of military and civilian families aboard Camp Pendleton.

2. POLICY

Children, Youth and Teen Programs (CYTP) offers programs that serves as a supplement to, not a substitute for the family. It is the responsibility of the parent to plan for childcare and make childcare arrangements that meet work schedules. Our programs are designed to reduce the stress of families who have the primary responsibility for the health, safety, and well-being of their children and help them balance the competing demands of family life and the Department of Defense (DoD) mission. CYTP provides access and referral to available, affordable, quality programs and services that meet the basic needs of children from six (6) weeks through 12 years of age, in a safe, healthy, and nurturing environment. CYTP shall provide parents with opportunities for direct participation in program activities.

3. PHILOSOPHY

Our philosophy is based on respect for all people, especially children. We strive to create an environment where we recognize the uniqueness of each individual and value each person's gift to life.

We are committed to providing quality programs where children, youth, and teens feel safe and loved. We promote a program to meet the needs of the total individual socially, emotionally, physically, and intellectually. We want to instill in each child, youth and teen, a feeling of competence, autonomy, and a positive self-concept.

4. PROGRAMS:

CENTERS:

San Rafael Child Development Center (CDC)

725-8405

Building 2052

Services:

- Full Day Care
- Before and After School Care
- Full Time School Age Summer Program
- Hourly Care (based on space availability)

Ages:

- 6 weeks to 5 years in full day care
- 5 years through 12 years in before and after school care*
- 6 weeks through 12 in hourly care

Courteau CDC

725-5113

Building 15061

Services:

- Full Day Care
- Hourly Care (based on space availability)

Ages:

- 6 weeks to 5 years in full day or hourly care

Deluz CDC

725-9907

Building 120111

- Full Day Care
- Before and After School Program
- Full Time School Age Summer Program
- Hourly Care (based on space availability)

Ages:

- 6 weeks to 5 years in full day care
- 5 years through Kindergarten in before and after school care*
- 6 weeks through Kindergarten in hourly care

San Luis Rey Part Day/School Age Care (SAC)

763-6907

Building 17082

Services:

- 2, 3 & 5 Day Part-Day Programs (follows Fallbrook School District calendar)
- Before and After School Program
- Full Time School Age Summer Program

Ages:

- 3 years to 5 years in part day care
- 5 years through 12 years in before and after school care*

San Onofre CDC

725-7311

Building 51080

Services:

Full Day Care

Hourly Care (based on space availability)

5 Day Part-Day Programs (September - May)

Before and After School Program

Full Time School Age Summer Program

Ages:

6 weeks to 5 years in full day & hourly care
5 years to 12 years of age in before and after school care and hourly care*

**Priority for SAC spaces in the CDCs is given to children 5 years through 2nd grade.*

**In the event of severe weather that poses a safety concern, children enrolled in the SAC Program may be held at the center or school until the management team can determine it is safe to escort the children to or from the school. Parents will be notified, if this occurs, at the center and/or via telephone as soon as possible.*

Stuart Mesa CDC

725-9954

Building 310006

Services:

Full Day Care

Before and After School Program

Full Time School Age Summer Program

Hourly Care (based on space availability)

Ages:

6 weeks to 5 years in full day care

2, 3 & 5 Day Part-Day Programs (follows Oceanside School District calendar)

5 years through Kindergarten in before and after school care*

6 weeks through Kindergarten in hourly care

Fisher Children's Center

725-0845

Building 160101

Services:

Part Time & Hourly Care

Ages: 6 weeks through 5 years

6 weeks through 5 years

Administration Office

725-6308

Building 13150

Program Administrator 725-6308

Hours: Monday - Friday 0700-1700

5. CHILD TO STAFF RATIO

Age	Ratio
6 weeks – 12 months	4:1
12 months – 24 months	5:1
24 months – 3 years	7:1
3 years – 5 years	12:1
5 years – 12 years	15:1

6. ADMISSION CRITERIA

Children six weeks to five years of age may register for our Full Day Care programs. Children attending school between the ages of five to twelve years may register for the Before and After School Program SAC. Children ages three to five years of age may register for the Part-Day Program.

a. Eligibility

The status of the sponsor determines eligibility of children enrolled in USMC CYTP. Eligible patrons (sponsors) include military personnel; DoD civilian personnel paid from APF's and NAF's; reservists on active duty or during inactive personnel training; DoD contractors and retirees provided there is not a waiting list.

b. Immunization Record

A current immunization certificate must be presented when registering for all programs. The child will not be admitted without an immunization record indicating all required immunizations have been met as outlined in the immunization schedule. An immunization schedule shows which shots your child must receive before entering into the program.

Any requests for variations to this policy will be reviewed on a case by case basis. Documentation from a physician with signature and stamp will be required to waive any immunization requirement. All children six months of age and older, who attend United States Marine Corps (USMC) CYTP, are required to receive the influenza immunization annually, unless documentation for exemption is in participants file. See reference MARADMIN 192/14.

c. Registration

Enrollment forms must be filled out for each child. There is an annual registration fee per family that is assessed each fall at the beginning of the new school year. The annual registration fee is prorated throughout the year.

d. Sponsor Consent Form

The sponsor consent form permits the program to provide emergency care when it is required and the sponsor is not available. Each sponsor is required to have three emergency contacts that are local and able to reach the site within one hour.

If the emergency numbers are not kept current and correct, the patron can be refused service until proper emergency numbers are obtained.

e. Family Care Plan

CYTP does not require or maintain a copy of patron's Family Care Plans. Single and Dual Military parents should partner with their command to develop and maintain a Family Care Plan, or Special Power of Attorney for Childcare prior to placement. The Special Power of Attorney for Childcare is renewed annually (if needed).

7. PROGRAMS OFFERED

All programs offered at CYTP are designed to enrich your child's social, cognitive, emotional, physical, and intellectual growth and development. The programs offered meet the basic needs of children in a safe, healthy, and nurturing environment.

a. Special Needs Children - We accept children based on our ability to build on their strengths and capabilities. We work in conjunction with various base and local agencies in order to best serve your child. Every effort will be made to provide childcare services to families with special needs children. Prior to admission, a notification of enrollment in the Exceptional Family Member Program (EFMP) and a statement from a physician or specialist licensed or certified in the area of the child's disability must be submitted. This statement should specify the following:

- the particular nature of disability
- special requirements such as medication, appliances, communication aids, or self-care assistance
- accommodations that the facility must make to serve your child

Before your child is accepted for care, an Inclusion Action Team (IAT)/Special Needs Evaluation Review Team (SNERT) meeting will take place with the appropriate staff. You may also have a knowledgeable professional accompany you to this pre-admission conference. The purpose of this meeting is to define the specific needs of your child, determine the ability of CYTP to meet the needs of the child, to determine appropriate age group assignment, and to plan a developmental program that meets your child's needs and abilities. For children requiring specialized care beyond the capability of the program, or if it is determined that the program cannot meet the needs of your child, CYTP will provide a referral to an appropriate civilian agency.

b. Full Day Care - The CDCs are open twelve hours a day. Your child may attend five days a week between the hours of 0600 – 1800, Monday through Friday. The center is closed for all federal holidays, in addition to closing at 1200 on Christmas Eve. There may be additional days of closure based on decisions by the Commanding General or higher authority.

c. Part-Day - This program is available to children from the ages of three years through pre-Kindergarten. This program follows the Fallbrook District/Oceanside

calendar. A late fee is charged for children who are not picked up at the end of the Part-Day session.

d. Before and After School - This program accepts children who are in elementary school. San Luis Rey has bus service to and from Mary Fay Pendleton Elementary School, which is provided by the school district. Stuart Mesa will walk all school age children (K-1st graders) to and from Stuart Mesa Elementary School. Transportation will be provided by the school district to and from San Onofre Elementary for children enrolled in our program. Onsite care will be provided at the San Onofre Elementary from 0600 until the start of school. If you are picking your child up from school, please notify the front desk staff so that child is accounted for during the transition from the school to the center. A child suspended from school or sent home due to illness will not be allowed in the program until the time period of suspension has elapsed or the child is well enough to return to school. If the child is suspended from the bus, admittance into the center for Before and After School care will be determined on a case by case basis.

e. Hourly Care - This care is available for children from ages six weeks through 12 years of age. Children in this program receive the same developmental care offered to full time children. Care is offered on a space available basis and advance reservations are required. All of the CDCs offer hourly care on a space available basis. The Fisher Children's Center offers hourly care for children ages 6 weeks through 5 years of age, who not enrolled in school. Hourly care children may be at the center a maximum of 85 hours per month. Reservations are required.

Payment for care must be made at the time of service except for volunteers of certain organizations who have made arrangements with CYTP. For an additional fee, depending on the time of day that hourly childcare services are scheduled, either breakfast, lunch, or snack will be served daily. These meals meet all USDA requirements for children ages 12 months through 12 years of age. Parents must provide baby food, formula, diapers, and wipes for children six weeks to 12 months of age. Reservations must be made in advance in order to use this program. Cancellation of the reservation is a necessary courtesy. Charges apply if cancellation is not received 1 hour prior to reserved time.

Reservations for care may be made by calling the centers.

8. PAYMENT POLICY

A **NON-REFUNDABLE** deposit is required at the time of acceptance for all of our programs. This deposit will hold your child's space in a center/program for a maximum of two weeks. After the two week period ends, payment will be due whether or not your child attends. This deposit (minus the registration fee) is applied to the first payment. The **registration fee** is assessed per family, rather than assessed by each child. The registration fee is assessed each fall, and is prorated throughout the year for families that enroll in the program beyond the fall.

CDCs and SAC programs operate on a weekly billing cycle. Payment is due each

Monday. Families receive a two day grace period for payment. On the third and fourth days, a \$10.00 late fee is assessed if payment is not received by Thursday or Friday. Payments not received by close of business (COB) on Friday will result in disenrollment from the program.

A two week written notice is required for permanent withdrawal from the center. Without a written notice, no refund will be given for prepaid childcare and you will be charged for the next two weeks. A standard letter for withdrawal is available at the reception desk.

When school age children are on winter, spring or summer break, program patrons will be charged the full time rate at your appropriate fee level, if any care is provided during any portion of the break. If you do not utilize our services at all during those periods, you will be charged your regular before and after school rate. The half-day kindergarten rate may only be used when your child attends a summer school program that services Camp Pendleton.

All payments are due in advance for care provided. Patrons with extenuating circumstances may write a letter to the Children, Youth and Teen Programs Administrator for review of their case. This process should begin with your center director. The individual sites cannot extend credit. Payment must be made, as scheduled, even if the child is not using the program. A current fee schedule is available at the front desk. All of our sites operate on a check, debit/credit, or money order only payment system. Enrollment in automatic billing is highly recommended. Please see a front desk staff member for more information. No cash payment will be accepted.

Upon written verification of authorized emergency leave from their unit, TAD orders, or Court ordered alternate parental custody, single active duty military patrons with children regularly enrolled in the program will not be required to pay to maintain the regularly enrolled status during the time allotted for these instances. Children may not be brought to the program during this time. Documentation must be provided to management for verification.

a. Dishonored Checks

The service charge for each dishonored check will be \$35.00 and must be paid in addition to the redemption of the dishonored check. The regulations as set forth in BO 7000.12B will be in effect. If you have any questions regarding dishonored checks, please call MCCS Financial Management Division at 725-9046 for assistance.

b. Late Fee

Patrons will be charged \$5.00 per quarter hour, per child beginning at 1800 for all sites. Late fees are due the day they incurred. If the site is not notified, the proper authorities will be called to pick up the child after 30 minutes if the parents or any of the emergency contacts cannot be reached. Late fees are due prior to the child being re-admitted to the program. Part day patrons will be charged the late fee rate starting at 12:00

9. USDA FOOD SERVICE PROGRAM

CYTP participates in the United States Department of Agriculture Child Food Service Program. This program is designed to guarantee nutritious meals to all children in the CDCs. Parents complete a Child Care Food Program Form during registration in support of our participation in the USDA program. . Monthly menus are posted in advance in the site and parents may refer to them at their convenience. No outside food will be allowed to the center, this includes birthdays and farewells. This institution is an equal opportunity provider and employer.

10. MEALS

Breakfast, lunch, and a snack are served daily. All meals meet all USDA requirements for children ages 6 weeks through 12 years of age in the CDCs. For parents of children ages 6 weeks through 11 months who opt out of our USDA food program, baby bottles and unopened baby food containers must be clearly labeled with the child's first and last name, the contents of the bottle, the amount, and the current date. For parents of children 6 weeks through 11 months of age who do enroll in our USDA food program, parents must provide a clean set of bottles daily.

11. FOOD ALLERGIES

Any known food allergies or medical restrictions for your child's diet must be recorded on the appropriate food allergy form (available at the front desk) and be accompanied by a signed and stamped doctor's note stating the specific food restriction, requirement or allergy. If the special dietary need can be accommodated, the center staff will be notified accordingly. Every effort will be made to accommodate dietary needs associated with a documented food allergy; however, **food preferences** shall not be accommodated.

12. REPORTING SUSPECTED CHILD ABUSE

The law in California (Section 11165-11174 of the Penal Code, effective 1/1/81 and amended 9/11/81) requires that individuals/organizations working with families and/or children must report any suspected child abuse. The CYTP staff are mandated reporters, and will make these reports to the appropriate sources. Child Abuse Hotline/Child Protective Services (CPS), 1-800-344-6000, Counseling Services/FAP 760-725-9051, Provost Marshall 760-725-3888, or the National Child Abuse Hotline 1-800-422-4453, DOD Child Abuse and Safety Violation Hotline 1-877-790-1197.

13. HEALTH ADMISSION

The program director will grant admission to well children only. Children are screened upon arrival by the primary caregiver. Any symptoms of illness will be reported to the program director.

Children with signs or symptoms of illness will be removed from the classroom and placed in a designated area near the front desk, where the child will be comfortable. The child will be supervised and observed for new or worsening symptoms. The parent(s) will be notified and asked to pick up the child as soon as possible. The parent or emergency contact (if the parent is unavailable) must pick up the child within one hour from initial phone contact if illness symptoms include:

- Fever of 101 degrees Fahrenheit or higher or symptoms of a fever, such as flushed appearance or shivering and the child looks ill.
- Severe vomiting and/or diarrhea.
- Vomiting more than 2 times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
- Abdominal pain that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- Diarrhea that is not contained in the diaper and toilet trained children if the diarrhea is causing “accidents”. Diapered children with diarrhea if the diarrhea frequency exceeds two or more stools above normal for the child. Infectious diarrhea may require more specific exclusion criteria. Please let management know if the child’s medical provider informs you the child has diarrhea with *E. Coli*, *Shigella*, or *Salmonella*.
- Blood or mucus in the stools (unless associated with a condition such as chronic constipation).
- Behavior changes such as not comfortably participating in activities as determined by the management of the CDC.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of the other children.
- The illness poses a risk or spread of communicable disease.
- Appearing or acting more than mildly ill, such as excessiveness sleepiness, irritability, persistent crying.
- Mouth sores with drooling.
- Infectious symptoms including a rash, blisters, lesions, weeping skin rashes, boils, head lice/nits.
- Red or pink conjunctiva (the whites of the eyes) with white or yellow eye mucus.
- Complaints of persistent pain.
- An injury that may require medical attention, such as a cut that does not hold together after it is cleaned.
- Venomous bites or stings with spreading local redness and swelling.

Please notify management when a child contracted a communicable illness.

Re-admittance into the program/center is dependent on the health condition of the child. If the illness is contagious, the parent must notify the program. A medical provider’s statement is needed indicating the child is no longer infectious and the child is medically cleared to return to care. The program director will have final authorization for re-admittance to the program/center.

WHEN EMERGENCY MEDICAL SERVICES MAY BE CALLED:

Emergency Medical Services (usually 911), as well as notifying the parent(s), may be called immediately for concerns such as the following:

- Management believes a child needs immediate medical assessment and treatment.
- Severe respiratory distress, skin or lips that look blue, purple or gray.
- Rhythmic jerking of arms and legs and loss of responsiveness, any child who is known to have seizures and who has a seizure.
- Fever in association with abnormal appearance, difficulty breathing, or a problem with circulation indicated by an abnormal skin color, such as looking exceptionally pale, having a bluish skin tone, or having skin that is exceptionally pink.
- Unconscious, unresponsive or decreasing responsiveness.
- After a head injury, decreasing level of alertness, confusion, headache, vomiting, irritability, difficulty walking.
- Severe stiff neck (limiting child's ability to put his or her chin to chest) with headache and fever.
- Signs of severe dehydration with sunken eyes, lethargy, no tears and not urinating.
- Suddenly spreading purple red rash.
- Vomiting blood or a large volume of blood in the stools.
- Symptoms of a severe allergic reaction.
- When Epipen/Epipen Jr/Epinephrine, Glucagon, or Diastat medication is administered.

14. MEDICINE

Medicine will be administered only to children regularly enrolled in a CYTP Program, and only by trained staff that may include, but not be limited to the CYTP Administrator, Program Director or manager, Assistant Director, Training and Curriculum Specialist. The medication must be prescribed by a physician, and there must be no other reasonable alternative to the medical requirement for the child. The aforementioned staff members will not accept nor administer any form of medication without the thorough completion of the Authorization to Dispense Medication form.

The CYTP adheres to a strict medication policy for the safety, health and well-being of the children. For safety reasons, only prescription medication in the proper form and prescribed by a physician, nurse practitioner, physician assistant, or military equivalent, will be accepted. The prescription medication must be on our list of approved medications. All prescription medication must include:

- Medicine in the original container and original packaging.
- Containers for pills must have a child proof cap.
- Containers will be clearly labeled with a pharmacy printed label. The pharmacy printed label will include the child's first and last name, name of the medication, amount or dosage of medication, strength of the medication, date of prescription, the physician's name who ordered the medication, specific instructions for

administering the medication, including the frequency of administration.

- If any special storage instructions are required, such as keep refrigerated, the label should include special storage instructions.
- The prescription instructions must be understandable and complete. If there is a discrepancy between the pharmacy label and the medication, the discrepancy must be corrected.
- If additional information is specified in the prescription label, the additional information must be provided.
- For the CYTP, prescription medications that are available over the counter (such as Tylenol/acetaminophen, Motrin/Ibuprofen or Benadryl/Diphenhydramine) cannot be accepted in the over the counter form. These medications are considered prescription medications per the list of prescribed medications that is approved for administering within Camp Pendleton CYTP. These medications must be prescribed by a physician with a pharmacy printed label with the information as specified above.
- The medication must have a proper measuring device, if applicable.
- No eye, ear, or nose medications of any type will be administered.
- No “as needed” medications can be given. This does not apply to rescue medications, for example, Epi-pen and albuterol inhalers, for medically necessary medications on the approved medication list.
- The first 48 hours of any oral/by mouth medication must be administered by the parents.
- Tylenol and like products (Ibuprofen/Motrin) will only be administered following immunizations, and with prescription requirements. This must be accompanied by current immunization record. Tylenol or like products (Ibuprofen/Motrin) can be administered for a medical diagnosis such as migraines or febrile seizures contingent on completion of a Inclusion Action Team/ Special Needs Evaluation Review Team meeting.
- Tylenol or like products (Ibuprofen/Motrin) will not be administered at the CYTP program for pain following outpatient or surgical procedures, as the child in pain meets CYTP exclusion criteria. Tylenol or like products will not be administered prophylactically for pain following outpatient or surgical procedures.
- Epi-pens and asthma/allergy medications on as needed basis will be administered contingent on completion of an Inclusion Action Team/Special Needs Evaluation Review Team meeting.
- Children prescribed a life-saving medication that is listed on the CYTP Physician’s Statement, such as albuterol, Epi-pen, Diastat must have the medication on site, and the medication meets all CYTP requirements, in order for the child to remain in care.
- Medication must not be expired.
- Medication that needs to be administered once or twice per day will be given by the child’s parent/guardian at home. Medication that is prescribed to be administered three times daily, with an AM, afternoon and PM dosing, the parent will give the AM and PM dosing, and the CYTP program will give the afternoon dose.
- Parent(s) must sign in the last time the prescription medication was given at home so as not to exceed the prescribed frequency.

- The prescription medication administered at the CYTP site will be administered within one half hour of the time that is listed on the medication log for scheduled medications (such as antibiotics). This means that the medication can be given one half hour before the medication is due and one half hour after it is due to administer the medication in order to be on time with the medication administration. This one half hour time frame does not apply to as needed medications. For example, Benadryl or diphenhydramine prescribed for hives/itching due to an allergic reaction is prescribed every 4 hours, the CYTP cannot given the Benadryl/diphenhydramine one half hour earlier; 4 hours must go by before another dose can be given.
- Most prescription medications (except, for example, time limited antibiotics or anti-fungal medications) will require an Inclusion Action Team/Special Needs Evaluation Review Team meeting.
- Children in hourly care at Fisher Children’s Center may have prescription medication administered, as long as Fisher Children’s Center requirements and the above specifications are met.
- Children in hourly care at our CYTP sites other than Fisher Children’s Center can have life-saving medication such as albuterol, Epi-pen, Diastat administered with the above specifications met. No medications other than life saving medications will be administered to children at hourly care at other CYTP sites than Fisher Children’s Center.
- No “over the counter” medications will be accepted unless on the list of approved over the counter medications. Substitutions for over the counter medications, such as those that say “compare to the active ingredients in”, cannot be accepted. Each over the counter medication, such as diaper rash ointment, must be provided for each individual child and cannot be shared with siblings. No spray sunscreen. “Over the counter” medication must be in the original container/packaging.

15. DISCIPLINE POLICY

The purpose of discipline in CYTP is to instruct children in proper conduct and to teach them to develop their own inner controls so that they can live according to established standards of behavior in our society.

The techniques of discipline must be fair, consistent, and respectful of children and their individual needs. Acceptable discipline techniques include: setting fair and consistent standards, clearly defining expectations, redirecting the child to appropriate activities, temporary removal of the child from a stressful situation, limiting the child's participation in certain activities and contacting the child's parents. Time-outs are not utilized.

Children are expected to adhere to rules and regulations. A meeting with management will be required to discuss placement for children with documented chronic behavior problems.

Humiliation or frightening punishment is strictly prohibited. This includes: physical punishment such as spanking, slapping, hitting, pinching, or shaking. This also includes verbal abuse, threats, or derogatory remarks about a child or his/her family. There is no

restriction or confinement by physical means. Since the child's behavior is the ultimate responsibility of his/her parent(s), parent(s) are expected to see that their child conforms to acceptable standards of behavior within the program.

The following behaviors are considered inappropriate and unacceptable in the Pendleton CTYP:

- a. Causing physical harm to another child or adult by hitting, biting, kicking, throwing, or any other physical action.
- b. Use of inappropriate language, spitting, or other forms of verbal abuse or degradation by children directed at other children or adults, to include bullying.
- c. Repeated refuses by a child to comply with center or room rules, and/or failure to listen to instruction by caregivers.
- d. Children's behavior which is potentially harmful to themselves such as running out of classroom.
- e. For school age care children who walk to and from school, the inability to remain with the group.

Failure to conform to these standards may result in the child's removal from the facility/program. Children removed from one facility for inappropriate behavior may not be admitted to any CYTP for 30 days. Parent participation in behavioral IAT/SNERT meeting will be required for chronic on-going behavior challenges as listed above in items a-e, noted above. Temporary suspension may be assigned to children exhibiting aggressive behavior, until meeting with CYTP Administrator, IAT members and Community Counseling Center staff member is conducted to assess child's needs, support resources and the program's ability to meet the child's needs and maintaining the safety of others in the program.

ESSENTIALS FOR EFFECTIVE DISCIPLINE

Establish Trust, Avoid Power Struggles, Communicate, Build Self Esteem, and Understand How Children Learn.

16. CHILD GUIDANCE AND TOUCH POLICY

The CYTP Touch Policy is based on the premise that positive physical contact with children is absolutely necessary for their healthy growth and development. Based on this premise, individuals involved in direct care will provide positive physical contact (appropriate touch) and refrain from inappropriate touch. Children will always have the option to refuse touch except in case of danger to other children or the child himself/herself.

17. BITING POLICY

Biting is a normal developmental occurrence among young children, especially in group childcare situations. It sometimes results from teething pain, but often is the result of frustration and the child's inability to communicate that frustration verbally.

Discipline, not punishment, must be appropriate to the age level of the child, and it must be immediate. Diversion and re-direction to other activities can be the most effective strategy.

Children biting in the CDCs or the home can be very frustrating, but it is important to remember that they are children. Our goal is to help them learn to control their frustration and channel it in more appropriate ways. Each case will be handled individually and in coordination with the child's parents and management. Only as a last resort will a child be sent home for biting and then it is only to break a cycle, not to punish a child.

18. CUSTODY DISPUTES

Custody disputes are not the responsibility of the CDC staff. A parent who has legal and physical custody of a child and wishes to disallow the other parent from picking up their child must provide a copy of the court order to the program for their files. If the other parent attempts to take the child from the program, PMO and the admitting parent will be notified. In the event of physical force, however, the staff will not endanger other children or staff members to prevent the parent from taking the child from the premises.

19. PICKING UP CHILDREN

All patrons picking children up from the programs must check in and out at the reception desk by using their CYMS swipe (if applicable) and show a government issued photo ID. Children will not be released to any other person without written permission from a parent/legal guardian. The person picking up the child must be 18 years of age or older. Names must appear on the Emergency Release Card or Additional Pick Up card. Emergency contacts must reside within a one-hour commuting distance of your child's center. You will be asked to show your ID every time you or your designated person arrives to pick up your child both at the front desk, in the classroom, and at the elementary schools if your child is in our care at that time. We understand that this may seem unnecessary; however, your child's safety is our number one concern. No child will be allowed to stay for care without a valid contact number. There are no exceptions to this policy.

Everyone entering a CYTP facility must show a valid, government issued photo ID. Parents or guardians will not be required to sign-in upon entry; however, all other individuals will be required to sign in the Guest Log as a guest and show a valid picture ID. This includes dropping off at the elementary schools as well.

20. ABSENCES

If your child is absent for any reason, such as vacation, emergency leave or illness, please notify the Program. The full rate is due and payable regardless of attendance.

21. EMERGENCY PROCEDURES

As a part of fire prevention, fire inspections are conducted monthly. Fire and earthquake drills are done on a regular basis as a way to better prepare for an actual emergency. All facilities are equipped with emergency relief kits.

22. QUIET TIME

Quiet time is provided daily from 1200 - 1400 for all full day programs. All children are required to start quiet/rest time on their cots to allow the opportunity for all children to rest. If a child does not wish to remain on their cot during this time, they will be provided a quiet activity such as looking through a picture book, drawing or quiet table activities. Individual cots/mats are provided by the center for each child. All children, **other than infants**, are allowed to bring from home a blanket, soft toy or any other appropriate item that makes them feel more comfortable while resting. Parents are asked to clearly mark these items. Blankets brought from home should be taken home each Friday to be washed.

23. CLOTHING

Children should wear comfortable play clothes, which may get dirty during indoor and outdoor activities. The children have opportunities to participate in art, sand and water, sensory, science, and gardening experiences. They create and explore with paint, glue, markers, colored water and ice, shaving cream, pudding, Jell-O, and sand. While these items are nontoxic and generally washable, they can be very messy. Caregivers make every effort to have the children use smocks when appropriate, but their clothing can get soiled. Every child must be allowed to participate in all of the different activities and cannot be excluded from these developmentally appropriate experiences.

Children must be fully clothed when brought to the site, which should include socks, shoes, pants, shirt, underwear, and a jacket when the weather warrants. Sandals, to include flip-flops, jelly shoes, etc., are a safety hazard and may not be worn at the sites. Shoes must be close-toed and have supportive back. The foot must be fully enclosed to include the heel. No sling backs or straps. Parents must furnish disposable diapers and baby wipes.

Children must have at least one extra change of clothing or more if requested by center management (to include underwear and socks) in case of accidents or bad weather. Please label all items of clothing. Soiled clothing will be returned to the parent.

24. PERSONAL ITEMS

CYTP will not be held responsible for personal items of children that are brought to the center/program. Please refrain from bringing personal toys, books, coins, money, candy, food, gum, valuables, etc.

25. BIRTHDAYS

Birthdays are an especially important time in a child's life. To help your child celebrate, the centers have a designated day to celebrate the birthdays for that month. A birthday treat will be served at afternoon snack time and all children who have a birthday in that month will be acknowledged.



26. FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and may be taken periodically to nearby locations. CYTP will provide the required responsible adult supervision for these excursions. Parents will be notified prior to the field trip to give signed permission for their child to participate as well as encouraged to volunteer as chaperones.

27. PARENT PARTICIPATION AND PARENT ADVISORY BOARD

Upon enrollment, you will receive a parent orientation. Parent conferences are scheduled annually, or upon request. Special events are planned monthly. Parents are encouraged to participate in the activities that are planned throughout the year. Parents are a very important part of the programs offered by CYTP, and we look forward to any input, ideas and time you would like to share. The classrooms are always open for parents to visit.

In an effort to encourage parent involvement, a Parent Advisory Board (PAB) has been established. The PAB acts in an advisory capacity, providing recommendations for expanding and improving services, and does not engage in the management and operation of the CYTP. Announcements regarding upcoming meetings are generally published in the monthly newsletters and posted at the sites.

28. STAFF TRAINING

Regularly scheduled staff training is required of all staff, and the following training standards and requirements are set forth by Marine Corps Order:

- CPR
- First Aid
- Child Abuse Identification, Prevention and Reporting
- Basic Child Care (to include: Child growth and development, age-appropriate activities, and discipline techniques)
- Fire Safety
- Nutrition
- Blood Borne Pathogens

- Right To Know (Hazmat training)
- Sanitation: (to include: proper hand-washing procedures for all staff/children, and visitors, diapering procedures, protective barrier in infant rooms, sanitizing of toys with bleach and water solution)

In addition, each staff member must successfully complete the following DoD required training:

- Keeping Children Safe
- Promotion Good Health and Nutrition
- Creating and Using an Environment for Learning
- Promoting Physical Development
- Promoting Communication
- Promoting Creativity
- Promoting Cognitive Development
- Building Children’s Self-Esteem
- Promoting Social Development
- Providing Positive Guidance
- Working with Families
- Being an Effective Manager
- Maintaining a Commitment to:
 - Professionalism
 - Baby Signs
 - Second Step (a violence prevention program for children ages preschool through school age)
 - Conscious Discipline
 - Food Friends

29. TRAINING AND CURRICULUM SPECIALIST

The CDCs and SAC program have a full-time, professionally qualified Training & Curriculum Specialist on staff. It is their responsibility to provide our caregivers with training, guidance, and resources to meet your child's needs in an interesting and meaningful way, whether in the classroom or on the playground. Each caregiver is encouraged to draw from these resources each day.

30. COMPLAINTS AND/OR SUGGESTIONS

Complaints and/or suggestions will be discussed with the Director, Assistant Director or Site Manager of your program or center. If no remedy can be found, you may contact the CYTP Administrator at (760)725-6308.

*CHILDREN, YOUTH AND TEEN PROGRAMS
BOX 555020*

*MARINE CORPS BASE CAMP PENDLETON
CAMP PENDLETON, CA 92055-5020*

Patrons using profanity or disrespectful conduct in CYTP Programs will not be tolerated and may result in voidance of the agreement and permanent suspension of CYTP services. Disrespectful conduct will be considered as behaviors which cause a hostile or toxic work environment for the staff.

Children, Youth and Teen Programs have an open door policy for parents. You are encouraged to discuss your suggestions and/or concerns with program management.

31. HELPFUL HINTS

- Make a visit to the center or site with your child. Let your child play a few minutes while you are there.
- Don't leave without saying good-bye to your child.
- Mark all of your child's belongings with their name. Be sure to use the last name. Remember to talk to the Director or the Assistant Director if you have any concerns.
- Keep all your child's records at the site up to date to include new phone numbers, change of address, and emergency contact person.
- Children should be picked up promptly to avoid a late charge.

Your child's emotions are similar to those of an adult in that we all miss people we love when we are away from them. During the first few days in a new situation, give your child extra time, personal contact and love.

32. USE OF VOLUNTEERS

All regular scheduled volunteers shall complete eight hours of orientation training including child abuse prevention, identification, and reporting procedures. In addition, the volunteer will complete four hours of observation before working with children and youth, and working towards completion of the DoD modules for the age group they are working with.

33. CHILD ACCOUNTABILITY

Direct care staff shall directly supervise children by sight and sound at all times, even when children are in sleeping area. Effective and active supervision of children involves:

- Knowing the whereabouts of each child at all times
- Scanning play activities and circulation
- Standing in a strategic position
- Being aware of potential safety hazards
- Establishing clear and simple rules

- Knowing each child's abilities
- Focusing on the positive rather than the negative and teaching a child what is safe for the child, and other children

34. SANITATION

Universal precautions should be employed to prevent infection via blood-borne pathogens. OSHA recommends Body Substance Isolation during the provision of first aid care and during the cleaning, or handling of body fluids, or times that may contain body fluid. Individuals providing first aid care must avoid contact with all body fluids by using barriers such as gloves, masks, smocks and or any other protective devices.

35. PRESENCE AND CARE OF ANIMALS

Animals shall be approved by the base veterinarian or safety officer. Providers shall inform parents in writing before enrollment of the presence of any pets and before a new pet is acquired.

36. SMOKING AND PROHIBITED SUBSTANCES

All tobacco products are prohibited in Department of the Navy Facilities. This includes all smokeless tobacco products and electronic nicotine delivery devices (see SECNAVINST 5100-13). If you smoke in your car, it must be away from the sight of the children. Cigarette butts are to be disposed away from the building and not discarded in the parking lots or sidewalks.