



CHILD AND YOUTH PROGRAMS

PARENT AGREEMENT & HANDBOOK

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MISSION STATEMENT

The Child and Youth Program (CYP) aboard Camp Pendleton and MCLB Bartow, supports military readiness by contributing to the wellbeing of families through quality affordable childcare in centers and home-based settings as well as recreational programs for youth.

PHILOSOPHY

Our philosophy is 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 and youth 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 and youth a feeling of competence, autonomy, and a positive self-concept.

PROGRAM POLICY

The Child and Youth Programs (CYP) is a supplement and not a substitute for the family. It is the responsibility of the parent to plan for childcare and make childcare arrangements to 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, while helping them balance the competing demands of family life and the DoD mission. CYP provides access and referrals to available, affordable, quality programs and services that meet the basic needs of children, (from birth through eighteen years of age), in a safe, healthy, and nurturing environment. CYP shall provide parents with opportunities for direct participation in program activities.

PARENT – PROGRAM AGREEMENT

The purpose of this agreement is to create a set of mutual terms for childcare arrangements. **Please initial each page of this agreement.** It is your responsibility to let us know of any changes of address, telephone numbers as well as emergency contact numbers. Parents are welcome to visit at any time.

HOURS AND DAYS OF OPERATION

Childcare services will begin on _____, 20____. The hours of operation are 0600 – 1800, MONDAY - FRIDAY. **Extended care hours 0500-0600/1800-1900 based on reservations only for Camp Pendleton.** The hours of operation are 0545-1745, Monday-Friday for MCLB Barstow.

The sites are closed on Saturdays, Sundays, and the following holidays:

- | | | |
|------------------------|------------------|------------------|
| New Year's Day | Memorial Day | Veteran's Day |
| Martin Luther King Day | Independence Day | Thanksgiving Day |
| President's Day | Labor Day | Christmas Day |
| Columbus Day | | |

to include ½ day on Christmas Eve and other days as determined by the Commanding General or higher authority. Credit for care is not given for federal holidays. These days are calculated in your annual fees.

CYP CONTACT NUMBERS

CYP Resource & Referral Office.....760-725-9723
Family Child Care Office.....760-725-7631

Child Development Centers

Barstow Child Development Center.....760-577-6287
Browne Child Development Center.....760-725-8405
Courteau Child Development Center.....760-725-5113
DeLuz Child Development Center.....760-725-9907
San Onofre Child Development Center..... 760-725-7311
Stuart Mesa Child Development Center.....760-725-9954

School-Age Care Programs

Abby Reinke School Age Care.....760-763-0653
Barstow School Age Program.....760-577-6617
San Luis Rey School Age Care760-763-6907
San Onofre School Age Care.....760-277-3167

Youth Programs

Abby Reinke Youth and Teen Program.....760-763-0653
DeLuz Youth and Teen Program.....760-725-5608
San Onofre Youth and Teen Program.....760-725-7311

1. DESCRIPTION OF SERVICES

CHILD DEVELOPMENT CENTER (6 WEEKS THROUGH 5 YEARS OF AGE):

Children's learning occurs through experiences and interactions with the world around them. The early years are truly learning years. Every moment is an opportunity to learn, to practice social skills, and to gain knowledge about the world. The early years lay the foundation for all later learning in life. Curriculum goals and developmental plans are based on regular, documented observations and assessments of each child's level of development. The assessments and observations recognize each child's strengths and interests, while respecting the diversity of their culture and family values. Our Child Development Centers (CDC) use the Creative Curriculum Gold as the basis for lesson planning. Lesson plans are posted in each child's classroom and are readily available for parents to see. If you would like a copy, please speak directly to your child's teacher.

Our programs are child initiated and teacher supported, with an emphasis on active participation through individual and small group learning experiences. Children's learning is the most meaningful when their play is self-directed. The CDC classroom staff and Family Child Care (FCC) provider's activity centers, which are learning areas that allow children the opportunity to explore, create, imagine and experience their environment. Teachers are readily available to facilitate learning and provide nurturing encouragement to each child. The goal of each activity is to promote further development and prepare your child for age appropriate learning.

FAMILY CHILD CARE (6 WEEKS THROUGH 12 YEARS OF AGE)

Family Child Care (FCC) offers an alternative to center based childcare. FCC Providers are trained, certified, and monitored to provide quality care in an in-home childcare environment. FCC Providers offer activity centers, which are learning areas that allow children the opportunity to explore, create, imagine and experience their environment. Homes are equipped with materials that meet every child's needs. Childcare hours, services, and availability can be tailored to meet a family's needs.

SCHOOL AGE CARE PROGRAM (KINDERGARTEN THROUGH 12 YEARS OF AGE)

Before and After School Care is available for children in kindergarten through twelve years of age, who attend any of the elementary schools on Camp Pendleton. Full day programs or "camps" are available during school breaks and "in" service days. The School Age Care Programs are affiliates of the Boys and Girls Club of America (BGCA). These programs provide leisure activities that include homework assistance, arts and crafts, games, and outdoor activities. On occasion, field trips are also planned activities that your child will engage in. Moreover, all programs take into the desires of the participants and strive to respect their cultural diversity and familial values.

YOUTH AND TEEN PROGRAM (13 THROUGH 18 STILL IN HIGH SCHOOL)

Provides variety of recreational and leisure activities for Teens ages 13 through 18 still in high school. The Youth and Teen Program is Boys and Girls Club (BGCA) affiliated. Clubs and activities offered through the Youth and Teen Centers promote character and leadership, mentoring, homework assistance, age appropriate life skills, and the arts. Open Recreation hours are from 1400-1800. Teens who are inbound or outbound and would like to become more acquainted with the Youth and Teen Center, can get connected through the Youth Sponsorship Program. Teens will be paired with a "Youth Sponsor" to help with the transition process.

RESOURCE & REFERRAL

The Resource and Referral (R&R) Office provides childcare information, referrals, and assistance in locating appropriate, affordable, and accessible childcare to military personnel and DoD employees. R&R may provide information regarding off base childcare availability. For more information on CYP or for placement of your child(ren), call Resource & Referral at 760-725-9723.

CENTRAL REGISTRATION

Patrons desiring to use full-day childcare, hourly care, part-day programs, Family Child Care, or School Age Care programs, must create an account and request care at www.militarychildcare.com. Once a childcare space is offered and accepted, patrons complete registration and enrollment at CYP Resource and Referral Office. Annual registration is renewed at the beginning of each fiscal year and requires a \$40 annual registration fee per family.

EMERGENCY CARE

Emergency care is available generally on a short-term basis for military families in crisis. Criteria for eligibility varies to include medical emergencies and incapacitation of a family member. Resource and Referral is the central point of contact for emergency care.

FINANCIAL HARDSHIP AND UNUSUAL CIRCUMSTANCES

Families can request exceptions based on hardships or extenuating circumstances. To begin the process for hardship requests, the family must submit a written request, a command endorsement letter from the sponsor's Commanding Officer, along with supporting documentation detailing their circumstance to the center Director or the CYP Resource & Referral office. Once received, the program Director will initiate an Action Brief, which is forwarded to the Family Care Branch Manager and Marine and Family Programs Director for consideration.

PROCESS: Patrons who choose to request an Action Brief must have their finances reviewed by a financial counselor or certified financial professional. Requests for hardships must be submitted to the program Director or the CYP Resource & Referral Director, Bldg. 13150, Room 130. Requests must include the following:

1. A letter to the Family Care Branch Head from the parents, explaining the need for the waiver. The sponsor's Commanding Officer must endorse this letter.
2. Budget worksheet validated by a certified financial counselor.
3. Most recent LES of sponsor and spouse.

The request shall be routed through the chain of command for a decision. Full payment is due until the Action Brief waiver has been approved. Therefore, submissions for financial hardship waivers are time sensitive. Please allow sufficient response time to preclude termination of services in those cases where a request would be not granted. Even if a hardship waiver has been requested, services may be denied until approved. Contractors and space available patrons in Category 9 are not eligible for fee waivers, multiple child discounts or fee assistance. The family's program director or the R&R Director will contact the patron upon receiving the final decision. If approved, childcare fees will be reduced effective the date when the request was approved by Family Care Branch Head unless otherwise listed. In addition, any credits will be applied to the patron's account.

EXTENDED CARE

Extended care hours provide the opportunity for service members to balance the competing demands of family life with the military mission. This mandated SECNAV initiative extends the hours of operations to 14 hours per day, Monday-Friday, however the child care time for any child in care shall not exceed 12 hours per day. A command endorsement will be required for patrons utilizing extended care hours. This endorsement must come from the Commanding Officer or the Executive officer. Regularly enrolled children utilizing our programs during the extended hours of 0500-0600 and/or 1800-1900 will be required to make a reservation. As we staff based on reservations, your child may be denied care. A fee may be imposed for a failure to cancel a reservation. Reservation must be made at least two weeks in advance. Per the established DoD SY 2019- 2020 Fee Policy, fees Based on 50 Hours of Care-CDC program fees include 50 hours of care per week and the United States Department of Agriculture (USDA) approved meals (breakfast, lunch and 2 snacks). Care that extends beyond 50 hours per week will result in additional hourly rates. All hours of care exceeding 50 hours will be charged an additional \$5.00 per hour.

HOURLY CARE

Hourly care is available at all CDC's upon space availability. Hourly care fees are \$5.00 per hour and is available for children from ages six weeks through twelve years of age. Children in this program receive the same developmental care offered to full time children. The ASYMCA Fisher Children's Center offers hourly care for children ages six weeks through five years of age and not enrolled in school, see center for hourly care charges.

INCLUSION

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 enrollment or once a special need is identified, the CYP Health Assessment Form (the NAVMC1750/4) which describes medical diagnosis and accommodations must be completed and signed by a physician or specialist and submitted to the program. The form should specify the following: the particular nature of disability, food allergies, special requirements such as medication, appliances, communication aids, or self-care assistance and accommodations that the facility must make to serve your child. Before CYP can enroll your child in care, an Inclusion Action Team (IAT) meeting will take place with the appropriate staff. You may also have a knowledgeable professional accompany you to this preadmission conference. The purpose of this meeting is to define the specific needs of your child, determine the ability of CYP to meet the needs of the child, determine appropriate age group assignment, and develop a plan 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, CYP will provide referrals to an appropriate civilian agency.

BEHAVIOR MILITARY & FAMILY LIFE COUNSELORS

Child and Youth Behavior Military and Family Life Counselors (CYB-MFLC) provide programs and services designed to meet the unique challenges faced by military families. The Department of Defense (DOD) offers this private and confidential (non-medical) counseling service to military service members, military families, and military service member's children enrolled in Child and Youth Programs. The CYB-MFLC support the centers and School Age Care sites by engaging in the activities in the classroom, providing direct interaction with military children and youth, provide behavioral interventions to enhance coping and behavioral skills, and provide outreach to military parents when there is a request for guidance and support. The counselor is available to accommodate appointments after hours and on weekends. Each facility has an assigned CYB-MFLC. Parents will be provided with a permission slip to authorize their child to participate in CYB-MFLC services.

CHILD DEVELOPMENT CENTERS (CDC)

Barstow CDC, Bldg 372 is open Monday through Friday, 0545-1745. Full time, Kindergarten, and Hourly care services are available. Breakfast, lunch, and P.M. snack provided. .

Browne CDC, Bldg 2052 is open Monday through Friday, 0600 to 1800. Full-time, Kindergarten, and Hourly childcare services are available. Breakfast, lunch, and P.M. snack provided. Kindergarten children are walked to and from North Terrace elementary school for Before and After School Care services.

Courteau CDC, Bldg 15061 is open Monday through Friday, 0600 to 1800. Full-time and Hourly childcare services are available for children ages 6 weeks through preschool. Breakfast, lunch, and P.M. snack provided.

Deluz CDC, Bldg 12011 is open Monday through Friday, 0600 to 1800. Full-time, Kindergarten, and Hourly childcare services are available for children who are six weeks through six years of age. Breakfast, lunch, and P.M. snack provided. Kindergarten children are walked to and from Mary Fay Pendleton Elementary School for Before and After School Care services.

San Onofre CDC, Bldg 51080 is open Monday through Friday, 0600 to 1800. Full-time, Kindergarten and hourly childcare services are available for children six weeks through six years of age. Breakfast, lunch, and P.M. snack is

provided. AM care is located in the multipurpose room at San Onofre School. Children in Kindergarten are bussed from San Onofre School to the CDC for PM Care.

Stuart Mesa CDC, Bldg 31006 is open Monday through Friday, 0600 to 1800. Full-time, Kindergarten, and Hourly childcare services are available. Breakfast, lunch, and P.M. snack provided. Kindergarten children are walked to and from Stuart Mesa Elementary School for Before and After School Care services.

SCHOOL AGE CARE (SAC)

(services may be modified based on COVID operations)

Abby Reinke SAC, Bldg 201019

Abby Reinke provides oversight of the Before and After School Care services for students who attend North Terrace, Santa Margarita, and Stuart Mesa Elementary School. Snack is served at each site in the P.M. During school breaks, all sites combine and provide care at Abby Reinke SAC Program. Children will need to bring a non-microwavable (peanut free) lunch during camps/breaks. Payments for all three sites can be made either at Abby Reinke or any CDC. Before and After School locations depend on the school the child attends. Care locations are listed below:

North Terrace Elementary School students receive Before and After School Care services at Abby Reinke SAC Program. Students are walked to and from the school for Before and After School Care. This program is for students in the 1st through 8th grade.

Santa Margarita Elementary School Before and After School Care services are provided on-site at the school in classroom 19 Services are available for students who are in Kindergarten through 8th grade (or twelve years of age).

Stuart Mesa Elementary School Before and After School Care services are provided on-site at the school in classrooms 30 and 32. Services are available for students in first grade through 8th grade (or twelve years of age).

Barstow SAC, Bldg 64 is open Monday through Friday, 0545-1745 and serves children in 1St -8th grade (or twelve years old). Hourly care services are available. Students are bussed to and from school. Snack is served in the PM. Camps are available during school breaks.

San Luis Rey SAC and Part Day Program, Bldg 17082

SAC is open Monday through Friday, 0600 to 1800. This program offers Before and After School Care, Hourly childcare, and Camps. Breakfast and P.M. snack are provided to school age children when school is in session. Breakfast, lunch, and afternoon snack provided on days of full operation. Transportation provided by the Fallbrook Union School District to and from Mary Fay Pendleton School.

Part Day San Luis Rey offers a Part Day Program 2 or 5 days a week for children ages three to five years of age. This program follows the Fallbrook School District calendar. A late fee is charged for children who are not picked up at the end of the Part day session. The Part Day Program closes during school breaks and federal holidays.

San Onofre School Age Program, Bldg 51570 Provides services for children in the 1st grade through 8th grade (or up to age twelve). Services are available Monday through Friday, 0600 to 1800. San Onofre offers Before and After School Care for students who attend San Onofre School. AM and PM care is located at the SAC Program where students are walked from the elementary to the program for after school services. Children will need to bring a non-microwavable (peanut free) lunch during breaks.

****If you are picking your child up from school, please notify the front desk staff so staff will not look for your child at the school or when the bus arrives. A child sent home due to illness would not be allowed in the program until child is well enough to return to school. If the child is suspended from school, they may not attend the program prior to the normal program schedule. If a child is suspended from the bus, parent must provide transportation to and from school, and the child may not attend prior to the normal bus drop off schedule.

YOUTH AND TEEN PROGRAMS

Abby Reinke Youth and Teen Center, Bldg. 201019 is available for Teens ages 13 to 18 years of age still in High School. Teen Programs hours are from 1400-1800 during the school year at from 1200-1800 during school breaks. P.M snack provided.

DeLuz Youth and Teen Center, Bldg. 14519T is available for Teens ages 13 to 18 years of age still in High School. Teen Programs hours are from 1400-1800 during the school year at from 1200-1800 during school breaks. P.M snack provided.

San Onofre Teen Center, Bldg. 51570 is available for Teens ages 13 to 18 years of age still in High School. Teen Programs hours are from 1400-1800 during the school year at from 1200-1800 during school breaks. P.M snack provided.

2. ADMISSIONS

ELIGIBILITY Services are available to all children six weeks through 18 years of age (still in high school) who are dependents of the following: active duty military personnel, Department of Defense (DoD) civilians, reservist on active duty or inactive duty training status, combat related wounded warriors, surviving spouse of military members who died from a combat related incident, those acting in loco parentis for the dependent child of an otherwise eligible patron, and (DoD) contractors stationed aboard Camp Pendleton. Please note retirees may be eligible for admission requirements when a waiting list does not exist and space is available.

REQUESTS FOR CARE All DoD CYP utilize an internet-based service, MilitaryChildCare.Com (MCC), to accept and process requests for childcare. Create an account through MilitaryChildcare.com and place a request for care for the location(s) you wish to access. Offers for childcare spaces are made according to the date of request were made and the priority placement criteria set forth by the Department of Defense. Childcare offers are emailed to the address provided to militarychildcare.com. It is important to check your email account regularly for emails from an MCC address or from a Resource and Referral employee.

The following documents are required for enrollment:

- Updated immunization records per child
- Sponsor's current LES/pay stub
- Family member's current LES/pay stub, or college schedule
- Power of Attorney (if military spouse is deployed)
- Single parents must submit NAVMC10922 (Application for BAQ) or a copy of the DEERS Verification Form.

NOTE: Either parent may register child(ren), however, **SPONSOR must sign forms in the CYP office to complete registration or a Power of Attorney must be presented.**

REGISTRATION

- Parent(s) must complete the following registration requirements before a child's admittance into a CYP program:
- Enrollment Form
- CYP Health Assessment Form
- Provide proof of age appropriate immunizations
- Provide current LES/pay stub or college schedule for both the sponsor and family member; failure to provide this information will result in fees being assigned at the maximum category*
- Emergency Contact Form; families must designate three individuals (within an hour distance) who may pick up their child in case of an emergency.
- Single parents must submit NAVMC 10922 or DEERS verification Form*
- Power of Attorney for Care of Children if sponsor is deployed.

When offered a full-time or part-day space at a Child Development Center or School Age Care program, a non-refundable deposit of \$50.00 will be due within 48 hours of enrollment. In addition, there is an annual registration fee of \$40.00 due

at the beginning of each new fiscal year. Annual registration fee is per family and is prorated throughout the year. **Fees must be paid prior to services and are due on the first day of attendance, regardless of the start date.**

CYMS CARDS Issue and Replacement Policies Upon completing registration with the Resource and Referral office, families will receive three CYMS (Children, Youth Management Systems) cards or key fobs at no cost. Family members must have their CYMS card/fob at all times to swipe in/out when using CYP services. If the CYMS card/fob needs to be replaced (due to loss or damage), there will be a \$12.00 charge for replacement. Replacement cards/fobs will also be required if families fail to check their child in with a card more than twice.

EMERGENCY CONTACT INFORMATION Families are required to provide three emergency contacts. 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 important contact numbers change frequently, then the emergency contact information should be updated accordingly. If emergency numbers are not kept current or correct, the patron can be refused service until proper emergency numbers can be obtained.

POWER OF ATTORNEY Sponsors are encouraged to obtain a "Power of Attorney for Care of Children" and providing it to a designee if planning to be out of the area for an extended amount of time or if going on a deployment.

WAITING LIST On September 1, 2020, the Department of Defense implemented a policy change to the childcare priority system. Families will be prioritized when they submit a request for care through militarychildcare.com. When there is not sufficient child care space to meet demand, children may be supplanted from care by families in higher priority categories, whose wait times exceed 45 days beyond the date care is needed. Families of children who are supplanted will receive 45 day written notices and may place a new request for care based on their original enrollment date. The updated DoD child care priorities are listed in the chart below.

Priority Legend
1A - Child Development Program Staff
1B.1 - Combat - Related Wounded Warrior
1B.2 - Single/Dual Active Duty
1B.3 - Single/Dual Guard/Reserve
1B.4 - Active Duty with Full-Time Working Spouse
1B.5 - Guard/Reserve w/ Full-Time Working Spouse
1C.1 - Active Duty w/ Part-Time Working/Seeking Employment Spouse
1C.2 - Guard/Reserve w/ Part-Time Working/Seeking Employment Spouse
1D.1 - Active Duty w/ Full-Time Student Spouse
1D.2 - Guard/Reserve w/ Full-Time Student Spouse
2A - Single/Dual DoD/Coast Guard Civilian Employees
2B - DoD/Coast Guard Civilian Employees w/ Full-Time Working Spouse
3A - Active Duty with Non-Working Spouse
3B - DoD/Coast Guard Civilian Employees w/ Spouse Seeking Employment
3C - DoD/Coast Guard Civilian Employees w/ Full-Time Student Spouse
3D - Gold Star Spouse
3E - DoD Contractors
3F - Other Eligible Patrons

Once enrolled, families who are unable to provide documentation that verifies status, will become Space Available and could be subject to disenrollment.

When a space is offered, an email is sent to the address used when the militarychildcare.com account was created. If the offer for care is not accepted within two business days, the request for care is deleted from the system, and a new request must be made. Upon accepting the space offered, registration for care is completed in the Resource and Referral office.

In the event that a family declines care at an installation where they have requested care through MCC, they will be removed from all current waitlists and must re-request care through MCC.

Families may request care in advance of needing care by signifying "date care needed" when making the request. Families must update their request and respond to emails from militarychildcare.com to keep their request active.

Expectant parents may request care for their unborn child by utilizing the "date care needed" feature on militarychildcare.com. It is recommended that families who will need childcare for their infant make a request for care as soon as reasonably possible.

TRANSFERS BETWEEN CDC. Patrons enrolled in a CYP program but wish to transfer to another program may utilize militarychildcare.com to place a "request for care" to the location that they wish to transfer their child. Children must be enrolled at the current site for a minimum of 30 days before becoming eligible for a transfer to another site.

PATRON FEES

Fees are based on the guidelines from the Department of Defense (DoD) Child Development Program Fee Ranges. Patrons must provide a current LES and/or pay stubs for use in computing the total family income. A current fee scale is available through the Resource and Referral office. The program verifies income annually. In order to provide consistency in programming among all of our activities, a "family" is defined as the following, **"a group of related or non-related individuals, who are not residents of an institution or boarding house, but who are living as one economic unit."** All DoD Contractors and Space available patrons will pay the unsubsidized Category IX childcare fee. Once enrolled, families will be required to update their status annually and provide documentation that verifies status. Families who are unable to provide updated documentation that verifies their status will become Space Available and could be subject to disenrollment.

When calculating TFI, military income includes all pay and allowances listed on a member's Leave and Earnings Statement (LES), except for Basic Allowance for Housing (BAH). TFI will also include the Basic Allowance for Housing Type II married with Dependents Rate (BAH-II) chart for all members, regardless of whether they live in government housing. For single military members, the BAH-II Married with Dependents Rate will be used in calculating TFI. For all dual military members, regardless of where they reside, the BAH-II Married with Dependents Rate of the senior member only, will be used to determine TFI.

TFI will be verified at the time of the annual registration using the Service Member/Civilian and spouses/domestic partners most recent pay stub or LES(s) except that BAH-II will be used in lieu of full BAH. Fees should not be adjusted more than once annually; however, fees for individual families may be adjusted on a case-by-case basis if there is a documented hardship.

Civilian sponsors who have children enrolled in a DoD subsidized program are required to receive a copy of the Notification for Civilian Sponsors Utilizing Installation Based Department of Defense Subsidized Child Development Programs During Tax Year 2021 letter. Civilian sponsors must register with the Third Party Administrator (TPA) contracted by DoD to administer the Defense civilian child care subsidy program.

Installation SAC fees are based on the number of program hours. SAC rates include all meals and snacks when provided. SAC fees must be reduced by 20 percent when meals and snacks are not provided during the full-day summer program.

Per MARADMIN 256/04, as a result of various inquiries regarding the inclusion of combat pay into the calculation for TFI, the following clarification is provided: family separation allowance, hardship duty pay, imminent danger pay, which are temporary and in part, reimbursed to families for the additional expenses incurred while the spouse/domestic partner is deployed should not be included in the calculation for the upcoming School Year 2019-2020.

In cases of divorced or legally separated parents, the parent with primary physical custody of the child/children is authorized to be the sponsor for childcare. If the sponsor is single, only his/her LES must be provided.

Full Day Care Per the established DoD SY 2019- 2020 Fee Policy, fees Based on 50 Hours of Care-CDC program fees include 50 hours of care per week and the United States Department of Agriculture (USDA) approved meals (breakfast, lunch and 2 snacks). Care that extends beyond 50 hours per week will result in additional hourly rates. All hours of care exceeding 50 hours will be charged an additional \$5.00 per hour.

Part-Day This program is available to children from the ages of three years through pre-Kindergarten. Fees are based on combined family income. Hours of care are from 0800-1200. This program follows the Fallbrook District calendar. A late fee is charged for children who are not picked up at the end of the Part-Day session.

Before and After School This program accepts children who are in elementary school. Fees are based on combined family income and the total number of service hours to operate Before School, After School, Before/After School Care and Full Day Camps. Fees will be reduced by 20 percent when meals and snacks are not provided by the SAC program.

Full Day Camps School age children utilizing any facility during any portion of the week during school vacations will be charged the full-day rate. During breaks, if children do not attend any days of the week, the parents will be charged their before/after school rate instead of the full day rate. This is only for school breaks, and does not apply to teacher in service days and other school closures. The full-day rate will be charged for those days. School age children suspended from school/bus will not be allowed in the center for full time care. They may attend their regularly scheduled time only. The hourly rate will be charged for occasional use.

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 CDC sites offer hourly care on a space available basis. Hourly care fees are \$5.00 per hour. An additional fee for meals served during hourly care (breakfast, lunch, or snack) will be added to hourly care totals. Meals meet all USDA requirements for children ages twelve months through twelve years of age. Parents must provide baby food, formula, diapers and wipes for children six weeks to twelve months of age and diapers and wipes for children over the age of twelve months who are not toilet trained. 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 must be a minimum of 2 hours.

***All programs are closed on federal holidays in addition to closure at 1200 on Christmas Eve. There may be additional days of closure based on decisions by the Commanding General or higher authority. Credit for care is not given for federal holidays. These days are calculated in your annual fees.**

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 annually 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.

CDC and SAC programs operate on a weekly billing cycle. Payment is due each Monday. (Payment is due the first business day of each week. 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.

When school-age children are on winter, spring or summer break, you will be charged the full time rate at your appropriate category if they use any portion of the break. If you do not utilize our services during those periods, you will be charged your regular before and/or after school rate.

All payments are due in advance for care provided and must be in the increment of the bill amount. Please ensure fees are paid prior to going on vacations. Patrons with extenuating circumstances may write a letter to the CYP 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. Automatic billing is highly recommended, please see front desk 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. Your child's status will only be maintained for the dates listed on the provided documents.

Dishonored Checks or Declined Auto-debit 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.

Late Fee Patrons will be charged \$5.00 per quarter hour per child remaining after 1800 unless a reservation has been made for extended care. Late fees are due the day they are incurred. The proper authorities will be contacted to pick up the child after 30 minutes if the parents and/or any of the emergency contacts cannot be reached. Late fees are due prior to the child's re-entry to the program. Part day patrons will be charged the late fee rate starting at 12:00.

DISENROLLMENTS

Disenrollment forms must be submitted directly to Resource & Referral by the patrons. Patrons are responsible to submit a signed standard disenrollment form to the CYP Resources & Referrals Office in building 13150 room 112. Patrons also have the ability to submit their disenrollment form by email to resources&referralscp@usmc-mccs.org. If written notice is not received, Auto Debit will not be stopped and no refund will be given for prepaid childcare.

CUSTODY DISPUTES

The center staff will not become involved in custody disputes. The sponsor must have primary physical custody for the child to be eligible for enrollment. For the child's protection, a copy of the court order granting custody must be on file at the CDC/SAC. Divorced or separated parents, who do not have physical custody of a child, may not pick up the child unless authorized in writing by the child's sponsor. If the non-custodial parent attempts to take the child from the center, the Provost Marshal's Office (PMO) and the admitting parent will be notified. In the event of physical force, the staff will not endanger other children or staff members to prevent the parent from taking the child from the premises. Non-custodial parents seeking information regarding the child may submit a request for information to the Assistant Chief of Staff, Manpower under the Freedom of Information Act.

DAILY ARRIVAL AND DEPARTURE PROCEDURES (CDCs AND SAC)

Patrons must use their key fob at the CYMS swipe machine located at the front desk upon drop-off and pick-up. Parents are required to accompany their child to his/her classroom and sign them in/out. SAC staff members receiving children from the school bus will swipe school-age children in.

Persons authorized to pick up a child must be listed on the enrollment form and must present valid photo identification before a child will be released. Photo identification will be requested at the front desk upon entry to the facility and will also be requested in the child's classroom prior to release of the child. Persons authorized to pick-up a child must be at least 18 years of age.

Please note that it is against Base Regulations to park in the fire lane, and at no time should a vehicle be left with the engine running. Vehicle Code Section 15620 prohibits children age 6 and under from being left unattended in a vehicle without the supervision of a person who is 12 years of age or older.

3. CHAIN OF COMMAND

PARENT COMPLAINTS OR CONCERNS Any concerns or problems should be brought to our attention immediately. We adhere to the philosophy that problems should be resolved at the lowest level possible. Our organizational structure is as follows:

Child Development Centers, School Age Care and Youth and Teen Program

- Program Lead Teacher
- Center Director or Assistant Director
- Administrator or Deputy Administrator
- Family Care Program Manager
- Deputy Director, Marine and Family Programs
- Director, Marine and Family Programs

Family Child Care (FCC)

- Family Child Care Monitor
- Family Childcare Director
- Administrator or Deputy Administrator
- Family Care Program Manager
- Deputy Director, Marine and Family Programs
- Director, Marine and Family Programs

CYP has an open door policy for parents. You are encouraged to discuss your suggestions and/or concerns with program management. Patrons using profanity or disrespectful conduct in CYP will not be tolerated and may result in voidance of the agreement and permanent suspension of CYP services. Disrespectful conduct will be considered as behaviors which cause a hostile work environment for the staff.

STAFF RATIOS

DoD-mandated staff to child ratios are maintained at all times in order to provide adequate supervision and ensure expeditious evacuation of all children in the event of a fire or other emergencies. The following staff/child ratios are in effect at all times for CDC, SAC and recreational programs:

(Staffing ratios for pre-school and school-age children are modified based on COVID operations)

Ages	Staff	Child	Ratio
6 WKS – 12 MOS	1	4	1:4
13 MOS- 24 MOS	1	5	1:5
25 MOS – 36 MOS	1	7	1:7
37 MOS – Kindergarten	1	12	1:12
1 st Grade – 12 YRS	1	15	1:15

Family Child Care Ratios allow 6 children at a time in each FCC Home with no more than 2 children under the age of 2 years. Providers must include their own children in the ratio if the children are under 8 years of age. An Infant only FCC Home may care for 3 children 6 weeks to 2 years of age only.

STAFF TRAINING

Regularly scheduled staff training is required of all staff and the following subjects must be kept current:

- CPR
- First Aid

- Child Abuse Identification, Prevention, and Reporting
- Basic Child Care (Child growth and development, age-appropriate activities, and discipline techniques)
- Fire Safety
- Nutrition
- Inclusion
- Blood Borne Pathogens
- Right To Know (Hazmat training)
- Sanitation: (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

4. DEVELOPMENTAL PROGRAM

TRAINING AND CURRICULUM SPECIALIST

The CDC and SAC program have a full-time, professionally qualified Training and 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 in the classroom or playground. Caregivers are encouraged to utilize the resources and knowledge of their Training & Curriculum Specialist in order to grow professionally, and ensure that they are following best practices for children’s optimal growth and development.

CDC CURRICULUM

Children are born natural learners whose curiosity about the world around them motivates them to acquire knowledge and develop skills. Children are learning and exploring their environment every minute of the day. Play, whether at home or within a group setting, becomes the means through which education occurs. Through play, children develop a foundation of skills needed to participate in formal academic learning. Our program is designed to promote child-initiated learning with hands-on experiences that encourage responsibility, decision- making, problem solving, self-reliance, self-esteem and respect for another person's ideas, cultural values and personal interests.

CYP uses The Creative Curriculum Gold to observe, assess, and plan for individual development based on the interests and needs of children. Creative Curriculum Gold uses classroom observations and assessments performed by teachers on each child to formulate a lesson plan promoting physical, intellectual, cognitive and social growth. Our curriculum creates a balance of both active and quiet activities. Outdoor experiences are planned for children of all ages as well.

Each classroom is designed to meet the needs of the age and developmental level of the children enrolled, while respecting each child's unique style of learning. A variety of diverse toys, equipment, and activities are available that will promote interaction between the children and the world which surrounds them. Teachers facilitate learning by guiding children to an activity/learning center and encouraging participation.

Teachers prepare lesson plans for each learning center based on the particular interests of the children and the established goals. The child is allowed to make choices when selecting an activity, thus learning valuable life lessons that will have long-lasting effects. Learning centers generally consist of: science area, block area, music area, art area, library area, table top toy area, water table, sand table and dramatic play area.

CDC DEVELOPMENTAL ASSESSMENTS Each child is assigned a primary teacher when he/she is enrolled in a CDC. The teacher assesses growth using a list of developmentally sequenced behaviors in four different skill areas (self & others, communication, cognitive or “thinking” skills, and motor skills). Combining knowledge of development with observations of a child's interests, the teachers develop activity plans that will promote individual growth and development. Formal Developmental Conferences are offered bi-annually to families. In addition, conferences may be also scheduled anytime at the request of the family or staff members.

CDC REST PERIODS/NAPS Rest periods or naps are scheduled for all full-day enrolled children from 1200-1400. Infants establish their own sleeping patterns. All children in the pre-toddler through preschool classrooms will have an opportunity to rest. Children are not required to sleep, but are encouraged to rest quietly during this time. After an initial quiet time, children who do not fall asleep will be offered quiet activities. Each child is assigned a crib or cot. Crib sheets are laundered daily; cot sheets are laundered weekly (more frequently if needed). Parents are encouraged to provide a blanket for their child (excluding infants), soft toy, or any other appropriate item that will provide them comfort during rest periods. Blankets should be taken home each Friday to be laundered. Per Marine Corps Order 1710.30, all infants must be placed on their backs to sleep. Any variation to this policy requires medical documentation. No soft items in crib to include blankets. Per REF, GENADMIN, USMTF, 2007

OUTDOOR PLAY Children should be dressed appropriately for the season regarding daily outdoor play and activities. Children will not be kept inside per request by family due to staff/child ratio requirements. Children too ill to participate in the normal daily activities should be kept at home. Outdoor play keeps children physically healthy and mentally well. When playing outdoors, children will, release energy, develop gross motor skills, discover different sounds, smells and textures. Flag conditions are implemented to reduce the risk of weather related health risks.

INCLEMENT WEATHER During inclement weather conditions and/or fires all facilities will remain open until directed to close. During such conditions, parents should maintain close contact with the program in preparation for worsening of conditions and changes in operational status. During heavy rain, parents may be asked to provide transportation to the school for SAC program walkers. SAC program walkers will remain on site at the school until it is safe to walk to the program. **FAMILIES MUST ENSURE TO PROVIDE AN ACCURATE PHONE NUMBER SO THE PROGRAM CAN KEEP FAMILIES INFORMED OF CHANGES.**

FIELD TRIPS AND PHOTOGRAPHS Field trips and nature walks are considered an important part of the CDC educational program and may be taken periodically to nearby places. CYP 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. Field trips are a regular part of the program for SAC and Summer Camp. Each family is asked to sign a release of liability and permission for their child to participate in the field trips. Advance notification of a planned trip is made to all patrons. Photographs of the children participating may be taken from time to time and may appear on our website, posters, as well as displayed in the centers. Your permission for taking and using photographs of your child without compensation is part of the agreement unless otherwise specified in writing.

PETS & PLANTS Pets and nonpoisonous plants are important components of the child development setting. Nonpoisonous plants are grown in activity rooms and playgrounds to enhance the physical environment. Pets may reside in the activity room or be an occasional visitor. All pets must have a veterinary certification indicating they are disease-free and have current shots. Pet visits may be arranged with your child's teacher. Please ensure to touch base with your site Director if you child has a pet allergy.

BIRTHDAY AND HOLIDAY CELEBRATIONS 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 cupcake will

be served at afternoon snack time and all children who have a birthday in that month will be acknowledged. When invitations are brought to the CDC for distribution, we request that all children be given an invitation.

Multi-cultural holidays are celebrated in the CDC. Parents are encouraged to participate in these holiday celebrations by engaging in special activities designed for parent-child interactions. If your child cannot participate in these events for any reason, please make plans to pick your child up from the CDC prior to the celebration.

TOILET TRAINING Child Development Center staff will partner with parents with toilet training after it has been initiated in the home. The child must be able to realize the sensation of the need to eliminate, have control of his/her bowels, and be able to communicate the need for toileting to the teachers. Parents should provide several complete changes of clothing. Should a child soil all his/her own clothing, parents may be notified to bring more clothing or center based donated clothing may be used when available. Teachers will encourage the child to toilet at regular intervals but will not restrain the child on the toilet. Due to sanitation requirements, the child may be placed in a diaper during nap until he/she gains bladder control during sleep. Parents who are preparing for this major milestone should discuss toilet training with the child's teacher and plan the transition from home to the CDC.

DIAPERS Only disposable diapers and wipes are permitted in the CDC. Should cloth diapers be needed, a physician's certification is required stating the period of time for which such diapers are necessary. Families are asked to leave a supply of diapers and a container of wipes at the center. Teachers will notify parents of the need for additional diapers.

CLOTHING AND PERSONAL BELONGINGS. Children should wear comfortable play clothes which may get dirty during indoor and outdoor activities. The children have opportunities to participate in art, sand & water, sensory, science and gardening experiences. They create and explore with paint, glue, markers, colored water & 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. We cannot exclude them in order to keep clothing neat. Having a child worry about dirty clothes can put a damper on an otherwise fun filled day. Children must be fully clothed when brought to the site, including socks, shoes, pants, shirt, underwear, and a jacket when the weather warrants. Sandals, to include flip-flops, jelly shoes, "Crocs", etc., are a safety hazard and may not be worn at the sites. Shoes must be close-toed and have a 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 as needed.

Precautions will be taken to safeguard clothing and/or personal belongings. However, CYP is not be responsible for lost or damaged articles. Children's names printed on the inside labels of their clothing and personal items is strongly recommended. Please ensure your child is dressed appropriately and has appropriate outer wear for the season.

In addition, CYP is not responsible for personal items of children. Please leave all toys, books, coins, money, candy, food, gum, valuables, etc. at home. Jewelry for young children is not allowed (bracelets, necklaces, charms, and earrings or the backings) may fall off and become a choking hazard. **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.

MONTHLY DRILLS 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.

DISCIPLINE Our programs strive to practice the principles of "Conscious Discipline." We believe that discipline is the continuous process of teaching a child to have control over his/her own behavior. Our goal is to aid the child in developing self-discipline and achieving socially acceptable behaviors. We believe that children learn best when they feel safe, feel loved and have the power to make choices. We believe that a parent or teacher's job is to make a child safe and the child's job is to try to stay that way. We will try to make each classroom a safe environment with fair and consistent limits where children can learn to make appropriate choices. Teachers are expected to use positive reinforcement of responsible behaviors and redirection of unsafe or otherwise unacceptable ones in guiding children's behavior. Because different cultures may vary in child rearing practices communication between teachers and parents is vital so that the home and the school work together in developing consistent behavioral expectations.

COOL OFF PERIOD If a child cannot be directed away from an unacceptable behavior and is unable to regain self-control, he/she will be given a "cool off" period. The child may be directed to a safe place where he/she can be helped in practicing calming activities or the child may be allowed to choose another area for solitary play. During this period of time, the child is allowed time to reflect on the occurrence and discuss it with the teacher before returning to group activities. Children will not be restrained. The child will be allowed to choose a quiet, solitary activity that assists him/her in recovering self-control.

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

- 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 refusals 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 receive care within any CYP for 30 days. Parent participation in a Behavioral Support Plan (BSP) will be required for chronic on-going behavior challenges as listed above in items a-e.

GUIDANCE TECHNIQUES The following techniques are used to guide children in developing self-discipline and self-control.

WE DO	WE DO NOT
Praise, reward, and encourage	Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish children
Reason with and set limits with children	Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse
Model appropriate behavior	Shame or punish children when toileting accidents
Modify the activity room environment in an attempt to prevent problems before they occur.	Deny food or rest as punishment
Listen to children	Relate discipline to eating, resting, or sleeping
Provide children alternatives to inappropriate behavior	Leave children unattended
Provide the children with natural and logical consequences of their behaviors	Place children in locked rooms, closets, or boxes as punishment
Treat children as people and respect their needs, desires, and feelings	Allow discipline of children by children
Ignore minor misbehaviors	Criticize, make fun of, or otherwise belittle children, parents, families, or ethnic groups
Explain things to children on their level	Use Cribs or high chairs for disciplinary purposes
Use a cool off period for children to regain self-control	Bind or restrain movement of mouth or limb
Stay consistent in our expectations while working with young children.	

It is the desire of the CYP staff to provide your child with the support that is necessary to be successful in his/her classroom environment. Establishing early pro-social classroom behaviors will promote future school success. In the event that the above positive guidance strategies and re-direction are not successful in changing a child’s challenging

behaviors, a parent conference will be called. Parents and staff will create a plan for the child's success. Every attempt will be made to work with the child to facilitate classroom success. In the event that the child's behaviors jeopardize the safety of him/herself and/or others, the management, staff and parents will work with the Behavioral Support Specialist on a support plan.

CYP staff will apply the following steps when the child displays aggressive, or out of control behavior.

Each day will begin again with step one (1).

1. First occurrence: Child will be redirected to other activities.
2. Second Occurrence: Child will be removed from the classroom/group and given the opportunity to calm down. Child will then be given the opportunity to rejoin the classroom/group.
3. Third Occurrence: A phone call to parents will be made. At this point the parents may choose to speak to the child over the phone, or come to the center to speak to the child in person.
4. Fourth Occurrence: Parents will be called and will have one hour to pick up. Child will be sent home for the day and may not return until the following day.

In order to maintain a safe classroom environment, when a child's aggressive or out of control behaviors jeopardize the safety of self, classmates or caregivers, step four may be implemented immediately without going through steps one through three.

Child & Youth Program has a responsibility to provide a safe environment to the we serve and to the caregivers we employ. If aggressive or out of control behaviors do not subside, alternate childcare options will be offered to the family which may include changing to another classroom, another CDC/YP or to Family Child Care. It is crucial that CYP personnel and parents work together to find a solution that will provide safety for all children/youth and caregivers. If a solution cannot be agreed upon, in the interest of safety, CYP personnel may contact their chain of command to request suspension or termination of child care services.

BITING 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 strategies. 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.

The name of a child who bites will not be released to other parents, as it serves no useful purpose. Families of children who bite will be notified and receive an incident/accident report as will the child who is injured. Families will be immediately notified if a bite requires medical attention beyond first aid treatment. In most instances, the biting will continue for a period of time and gradually lessen.

TOUCH POLICY Children need to be given affection and comfort from their teachers. The following touch policy was designed to provide this necessary contact between children and staff without unduly alarming parents or the child. The Child and Youth Programs 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.

Examples of Appropriate Touch Include, but Not Limited To:

- (1) Hugs, holding hands and lap sitting (age appropriate) as expressions of affection to build self-esteem or when the participant needs to be comforted.
- (2) Reassuring touch on the shoulder or back to show approval or provide support.
- (3) Naptime back rubs to relax a tense participant.
- (4) Diapering of infants and toddlers.
- (5) Assistance in toileting and dressing for participants when needed.

Examples of Inappropriate Touch Include, but Not Limited To:

- (1) Forceful holding of a participant with sufficient force to cause pain or as a way to change behavior.
- (2) Forced hugs and/or kisses.
- (3) Corporal punishment (punishment inflicted directly on the body).
- (4) Sexual exploitation (fondling or molestation).
- (5) Hitting or in any way physically assaulting a participant.
- (6) Prolonged tickling.

5. CHILD HEALTH & NUTRITION

The health and well-being of all children enrolled in CYP is a priority. Every effort is made to stop the spread of communicable diseases. Families are asked to assist staff members by not placing sick children in the CDC/SAC. CYP works collaboratively with the installation medical authority and health departments to notify families of confirmed or potential exposure to communicable diseases to which children in the center have been exposed.

CHILD HEALTH SCREENINGS Staff members will observe each child upon arrival and during the day for obvious signs of illness. Children who appear to be ill will be denied admission or requested to be picked-up by parent or emergency contact within one hour from initial phone contact. Child's return date to the program will be discussed with the program Director based on the current COVID restrictions and guidelines.

Criteria for denial of services are as follows (but are not limited to):

<p>Fever – infants under 4 months of age 100.4 degrees or higher (by any method*) regardless of signs of illness</p> <p>*CYP does not practice the method of taking rectal temperatures</p>	<ul style="list-style-type: none"> ▪ Recommended for immediate assessment by a health provider; within the hour if possible ▪ Doctor's note required to return for infants 2 months or less ▪ Infants 2-4 months do not require a doctor's note to return AND <p>Participant may return to care when they are fever free for 24 hours and without the use of fever reducing medications, such as acetaminophen (Tylenol) or ibuprofen (Motrin/Advil).</p>
<p>Fever - 4 months and older 101.0 degrees or higher axillary (underarm) AND symptoms of illness or behavior change</p>	<p>Participant may return to care when they are fever free without the use of fever reducing medications, such as acetaminophen (Tylenol) or ibuprofen (Motrin/Advil).</p> <p>Participant may return to care when they are fever free for 24 hours and without the use of fever reducing medications, such as acetaminophen (Tylenol) or ibuprofen (Motrin/Advil).</p>
<p>Diarrhea Loose watery stool that frequency exceeds two stools above child's norm, and/or</p> <ol style="list-style-type: none"> a) Diapered Children: two episodes not contained by diaper b) Toilet-trained children: Two episodes that cause soiling of pants or clothing. c) Any evidence of blood or mucus. 	<p>May return when frequency has returned to no more than two stools above normal and symptoms are at least as follows, prior to returning to care:</p> <ol style="list-style-type: none"> a) Diapered children: Stool is contained in diaper, even though it may remain loose/watery. b) Toilet-trained children: No longer soiling pants or clothing. c) Diarrhea containing blood will require a note from a health care provider to return to care
<p>Vomiting More than one episode in 8 hours OR One episode associated with fever, other signs of illness, or behavior changes.</p>	<p>No longer vomiting and child is eating and drinking normally.</p>
<p>Yellow/Green drainage from eyes Pinkeye/Conjunctivitis</p>	<p>Doctor's note required to return.</p>
<p>Rash Rash with fever or behavior changes Oozing, open wound Tender, red area of skin Unexplained rash</p>	<p>Doctor's note required to return</p> <p>If antibiotics are prescribed, must be on medication for 24 hours before returning to center.</p>

Impetigo Red, oozing sore capped with golden yellow crust	Doctor's note required to return. If antibiotics are prescribed, must be on medication for 24 hours before returning to center. Cover lesions if possible.
Chicken Pox	Return when all lesions have dried or crusted (usually 6 days after onset of rash).
Ringworm (other than scalp)	Return when treatment is started. Cover lesions for at least the first 24 hours.
Ringworm (scalp)	Doctor's note required to return.
Scabies	Doctor's note required to return.
Head lice	May return after treatment. Encourage parents to remove all nits. Some nits may be present upon return, but no live lice. Re-treat in 7-10 days.
Initiation of medications	Parents are asked to give initial doses of medications at home to assure response and observe for any adverse reaction.
Measles, mumps, rubella, pertussis, hepatitis A or other contagious illnesses	We will follow public health/preventive medicine guidelines.

ILLNESS In the event your child becomes ill while at the CDC/SAC, center personnel will contact you. We request that you pick up your child within the hour. When appropriate, a letter from the physician stating the child is free from communicable disease and may be readmitted to the center will be required. For some illnesses, the return date will be based on the current COVID restrictions and guidelines.

INJURY/INCIDENT REPORTS NAVMC 1750/6 Incident Report Form will be used to document non-serious incidents or accidents within Child and Youth Programs. A copy of the form will be provided to the parent/guardian and a copy will be retained in your child's file at the CDC/SAC.

MEDICAL ALLERGIES If your child has allergies or allergic reactions, please note this on your child's enrollment form. Parents are requested to provide a doctor's statement indicating all medical conditions that require special care with particular interest to severe allergic reactions to food, insects, latex, or other allergens that could result in the child experiencing anaphylactic shock. Failure to provide this information will absolve Children and Programs (CYP) from any and all liability and may render the staff unable to meet the child's medical needs adequately in an emergency.

WHEN EMERGENCY 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 to a child, Emergency Medical Services (usually 911) and parent(s) will be called immediately.

IMMUNIZATIONS No child may be admitted to a CDC/SAC without current immunizations as recommended by the American Academy of Pediatrics, except where religious beliefs preclude or clear medical contraindication exists. When a child cannot be immunized due to medical contraindication, parents must provide written documentation from the child's attending medical care provider providing the reason for the exemption, and the length of time the immunization(s) is contraindicated. This must be submitted annually. When religious beliefs preclude immunization, parents must compose a written statement annually that includes the specific immunizations requiring exemption. Failure to present documentation will preclude enrollment of the child or shall result in the disenrollment of the child until such time as certification is provided. Children who are not immunized may have their admission denied or delayed until all documents are reviewed by the installation medical authorities. In the event of an outbreak of a vaccine preventable communicable disease, children who are not vaccinated will be excluded from care until the outbreak is over. Influenza vaccinations are required, as appropriate, and by children attending CYP facilities during influenza season and while influenza immunizations are available in the local area and at the Naval Hospital.

MEDICATIONS Medicine will be administered only to children regularly enrolled in CYP and only by the Program Director or manager, Assistant Director, Training and Curriculum Specialist or a trained authorized staff member. The medication must be prescribed by a physician, and CYP makes every attempt to have parent, with consultation of healthcare provider, if necessary, adjust medication administration times to limit the amount of doses that CYP will need to administer. 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 will be administered as follows: The morning dose and evening dose, the parent will administer. The CYP program will give the afternoon dose. The aforementioned staff members will not accept nor administer any form of medication without the thorough completion of the Authorization to Dispense Medication form.

CYP 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.

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 by the physician.
- For the CYP, 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 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
- CYP does not administer "as needed" medications unless the medications are part of accommodations made for a participant's special need(s) and included in an ISP. If a medication is an ongoing "as needed" medication for a special need, the end date is the date of medication expiration. Epinephrine auto-injectors, albuterol inhalers and diastat medications on an as needed basis will be administered contingent on completion of an IAT. No "as needed" medication labels will be administered without completion of the CYP Health Assessment Form, Emergency Action Plan and completion of the IAT meeting.
- If the participant will require any medication for a period more than 30 days, the participant must complete the IAT process so that accommodations can be made and included in an ISP.
- Controlled Substances. These medications follow all previously listed procedures and additional control measures are established for administering and storing controlled substances via installation policies and procedures. The

policies and procedures address issues concerning who can administer, the policy for administration and storage, counting the controlled substance, and installation specific concerns.

- It is highly recommended, whenever possible, the first dose of medication be given to the participant under parental care at least one hour prior to admission into CYP, to see if the participant has any type of reaction. When a participant is prescribed antibiotics for a contagious illness, the participant must receive at least 24 hours of antibiotics prior to returning to the program.
- Children prescribed a life-saving medication, such as albuterol, Epi-pen, Diastat must have the medication on site, and the medication meets all CYP requirements, in order for the child to remain in care.
- Medication must not be expired
- 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 CYP 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, CYP cannot provide the Benadryl/diphenhydramine one half hour earlier; 4 hours must go by before another dose can be given.
- Over-the-counter medication (e.g. Tylenol, cold and cough) are not administered unless prescribed by a healthcare provider and administered from a prescription labeled container (with the exception of basic care items). These medications follow all previously listed procedures. Basic care items such as, Non-prescription topical ointments, non-aerosol sunscreens, non-aerosol insect repellent, diaper ointments/creams, lotions, lip balm, petroleum jelly, and lanolin may be administered with written parent consent.
 - (a) The basic care item contains the manufacturer's label and is labeled with the participant's name.
 - (b) Basic care items are used with parent provided instructions on the appropriate use which include appropriate dosage, area of the body, and time; however, parent's instructions do not exceed or directly conflict with manufacturer's instructions.
 - (c) These medications follow all previously listed procedures and must be nut free.
 - (d) Talcum powder is not used in CYP.
- CYP does not administer folk or homemade remedy medications or treatment
- Children in hourly care at our CYP sites other than ASYMCA 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 attending hourly care.

Parents can also sign the topical permission slip for sun screen, diaper cream, calamine lotion, eczema cream, insect repellent, and moisturizing lotion. These items need to be non-aerosol products. Products in this category should be nonprescription and have no label restrictions with respect to use in children. Powders, whether prescription or non-prescription, are not permitted. If you have any questions about medications call the CDC and ask to speak with the nurse.

SANITATION Universal precautions should be employed to prevent infection via blood-borne pathogens. OSHA recommends Body Substance Isolation (BSI) 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.

STORAGE OF CHEMICALS Safety measures are implemented to prevent participants from accessing hazards including chemicals. Chemicals, including bleach water solution, are locked in a space that is inaccessible to participants.

CHILD AND ADULT CARE FOOD PROGRAM The CDC and SAC Programs participate in the Child and Adult Care Food Program (CACFP) a Federal program that provides healthy meals and snacks to children receiving child care. Providers/Centers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of child care and making it more affordable for low-income families. All CYP facilities are nut free.

MEALS CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch	Snacks - Two of the five components
Milk Fruit Whole Grain	Milk Meat or meat alternate Grain One serving of a fruit and one serving of a vegetable	Milk Meat or meat alternate Grains Fruit or vegetable

MEAL SERVICE CYP is required to participate in the Child and Adult Care Food Program (CACFP). A well-balanced breakfast, lunch, and afternoon snack are provided. An income eligibility application must be completed annually for each child. Menus are prepared using CACFP guidelines. A monthly menu is posted in each classroom.

Children must be at the center during meal service as food may not be served later. Meals are served during the follow times:

Infants	On demand
Pre-Toddler – Pre-School	Breakfast 0800-0900, Lunch 1100-1200, and Snack 1400-1500
Kindergarten	Meal times vary based on site. Please discuss meals with your program manager
SAC	Meal times vary based on site. Please discuss meals with your program manager. *Additional snack served at 1700

- Family style dining is conducted in each classroom. Teachers sit and eat with the children to enhance social interaction and promote healthy eating habits. Children are encouraged to sample all foods, but are not forced to eat. Children participate in table setting, serving and cleanup.
- No food or beverage may be brought to the CDC/SAC with the exception of infant formula, breast milk, or unopened baby food.
- All meals and snacks served at any CYP facility must be consumed on site.
- The CDC offers a selected powder infant formula. Families who opt out of the USDA Food Program and do not accept the selected formula for their infant may continue to provide their own formula or breast milk. All formula or breast milk should be brought daily to the CDC in plastic bottles clearly labeled with the child's first and last name, contents of the bottle, the amount and the current date. Infants may be fed infant food beginning at six months of age. Families and staff work together to introduce new foods to infants and when transitioning from infant food to table food.
- Space is provided in the infant rooms for breastfeeding mothers wishing to nurse their children.
- If not completely consumed, staff will discard the contents of a bottle after one (1) hour, as reheating bottles is not permitted and poses a health and sanitation risk.
- Parents may bring a sack lunch for selected SAC and Teen Programs during School Holidays and Breaks. Please discuss whether this option is available with your program manager.
- Food allergies can be accommodated; however, food preferences shall not.

FOOD ALLERGIES Requested food substitutions based on medical needs shall be made only when supported by a statement from a recognized medical authority which includes recommended alternate foods. Parents are required to provide a completed Child Nutritional Program (CNP) Form 925 signed by a licensed healthcare professional, listing the child's food allergy(ies) and recommended substitution(s). Upon receipt of this information, the family may be referred to the Inclusion Action Team to develop an individual support plan (ISP) to provide accommodations.

FOOD EXCEPTIONS BASED ON RELIGIOUS BELIEFS Parents are asked to provide a written statement specifying, based on religious beliefs, the food or food component for which a substitute is required.

6. SERIOUS INCIDENTS

CENTER MONITORING & RECORDING Parents are invited to observe their children in real time over the monitoring system within CYP facilities. Requests to review recordings must be made through the facility director and Camp Pendleton's Freedom of Information Act (FOIA) representative. All requests must be made in writing and will need to be specific as to date and time of the recording to be reviewed. Decisions regarding all FOIA requests are made at the command level in accordance with SECNAVINST 5740.33F and not by CYP.

The request process can be time consuming; therefore, site management and the CYP Administrator will review recordings and provide feedback to families during the interim. Unofficial release of the information would violate the privacy of all others (children) appearing. A copy of the recording will be maintained until the issue is resolved or a minimum of one year. All other recordings will be maintained for a maximum of thirty days.

CHILD ABUSE IDENTIFICATION AND REPORTING Child abuse is defined as physical or sexual abuse, emotional abuse or neglect of a child by a parent, guardian, foster parent or caregiver. At a minimum, all incidents or suspected incidents of child abuse are reported to the installation Family Advocacy Program (FAP) office and the local Child Protective Services Agency (CPS). Reporting procedures remain the same regardless of whether the alleged or suspected offender is a professional, parent or other caregiver. Reporting agencies and phone numbers: Child Abuse Hotline 1-800-344-6000, Family Advocacy Program (FAP) 760-725-9051, Provost Marshall 760-725-3888, DoD Child Abuse and Safety Violation Hotline 1-877-790-1197.

To further promote the safety of all children enrolled in CYP, all staff members must satisfactorily complete a criminal history and background check. All CYP personnel complete a Childcare - National Agency Check with Inquiries (CNACI). Direct care and other personnel who are in process of having this check returned can be identified via a red shirt or smock. Once the check has been fully adjudicated per the Office of Personnel Management standards (by Human Resources professionals), direct care staff are permitted to wear a blue shirt or smock. Staff who are awaiting adjudication must work in line of sight supervision of CYP personnel with an adjudicated CNACI. The process for a CNACI to be returned and adjudicated can take approximately six months, but can vary.

CHILD ACCOUNTABILITY Direct care staff shall directly supervise children by sight and sound at all times, even when children are sleeping 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 to teach a child what is safe for the child, and other children

An internal action plan will be implemented to locate a child who is lost or who becomes separated from their group. Internal action plan includes remaining calm and keeping the remaining children assigned to the classroom together. If a child cannot be located on the premises, PMO will be contacted with the child's description. Parent or guardian will be informed of any situation involving a child who is lost or separated from their group, along with the steps that have been taken to locate their child.

CHILD REMOVAL ORDER (CRO) In accordance with MCO 1754.11, a CRO is designed for short-term placement of a child into a place of safety, and is more likely needed OCONUS where CPS is not available. When there is no suitable adult to protect a child victim, a CRO is issued by the alleged offender's commanding officer (or the Installation

Commander in cases where the family resides in government quarters or in which good order and discipline aboard the installation is threatened). When CPS has legal responsibility for removal of the child, they shall be contacted and given decision authority for the removal of the child(ren) per references (c) and (d). Refer to appendix F for additional details.

(2) Protection of Children. The Installation Commander shall issue a written policy setting forth the procedures and criteria for: (a) The removal of child victim(s) of abuse or other children in the household when they are in danger of continued abuse or life-threatening child abuse. (b) Safe transit of such child(ren) to appropriate care. When the installation is located OCONUS, this includes procedures for transit to a location of appropriate care within the United States.

7. FAMILY ENGAGEMENT

Effective programs are those in which parents are actively involved. The following is a brief list of involvement ideas:

- Observe your child within the program setting. Join him/her in an activity
- Daily contact with staff members
- Attend Parent Advisory Board meetings and provide input concerning the program
- Attend family/child activities
- Share your talent/skill/hobby with your child's class

COMMUNICATION Daily Activity Sheets are sent home each day at the Child Development Centers. This report contains information relative to meals, rest periods, diaper changes/ toileting, the child's moods, and other activities that have occurred during the day. Each classroom posts their day's activities. Weekly lesson plans and the daily schedule are also posted. Teachers are available daily for short chats regarding the classroom's activities. If a conference is desired, please notify the Center Director so that arrangements can be made for another staff member to substitute in the classroom. It is of utmost importance that there be adequate supervision at all times. Phone conferences can be arranged if necessary. Families are encouraged to talk with their child (ren) daily about their activities. Open communication between families and staff will promote a healthier environment for the child and a more satisfactory care arrangement for the family.

PARENT PARTICIPATION Parent participation is designed to encourage parents to take an active role in their children's early educational experiences. 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 many activities that are planned throughout the year.

Parents are a very important aspect of the programs offered by CYP. In an effort to encourage parent involvement, a Parent Advisory Board (PAB) has been established. The Parent Advisory Board (PAB) is established for all Child and Youth Programs to provide recommendations for the improvement of services and operations. 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 CYP. Announcements regarding upcoming meetings are generally published in the monthly newsletters and posted at the sites. We look forward to any input, ideas, time and talents you would like to share. The classrooms are always open for parents to visit or share talents and hobbies. The Family Care Program Manager and CDC Directors function as advisors to the PAB. Notification of PAB meetings will be posted at the CDCs for parent's convenience. For additional information on the PAB, please see your Center Director.

USE OF VOLUNTEERS All regular scheduled volunteers shall complete eight hours of orientation training including child abuse prevention, identification, and reporting procedures: 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. They are also subjected to the same extensive background checks as our caregivers.

SMOKING AND PROHIBITED SUBSTANCES All tobacco products are prohibited in DoN Facilities. This includes all smokeless tobacco products and electronic nicotine delivery devices 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.

DEATH OF A PARTICIPANT. In the event of the death of a child, the following steps will be taken by the Director:

- Discuss with parent or guardian what public facts they want shared surrounding the child's death.
- Connect family with available resources to include Community Counseling, FOCUS and MFLAC services.
- Provide factual information to employees including plans for funeral or services based on the family's wishes.
- Connect employees with resources to include the Employee Assistance Program.

(Please Complete Parent Program Agreement Next Page)

PARENT PROGRAM AGREEMENT

I hereby agree to comply with the rules and regulations of Camp Pendleton's and MCLB Barstow Child and Youth Program regarding fees, health, clothing, and other items specified in the Parent Program Agreement. I am aware of the scheduled holidays.

As indicated, I hereby agree to submit a signed disenrollment form directly to Resource and Referral **one month in advance** of withdrawal, should such an event occur. If written notice is not received, Auto Debit will not be stopped and no refund will be given for prepaid childcare.

I have read and understand the child abuse and discipline policy.

Signed _____
Sponsor *(If the sponsor is unavailable to sign, a Power of Attorney will be accepted.)*

Date: _____

Signed _____
(Parent or legal guardian)

Center Director/Manager Signature:

Date: _____

Child and Youth Program has an open door policy for parents. You are encouraged to discuss your child's developmental experience with the program staff.