

FORT DRUM CHILD, YOUTH & SCHOOL SERVICES

Parent Handbook



U.S. Army Child, Youth
& School Services

As of September 2011

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Visit Our Website
www.drummwr.com



Welcome to the Fort Drum Child, Youth & School Services (CYS Services)!

PURPOSE

The purpose of this handbook is to provide Families with a reference covering the policies and procedures of the Child, Youth and School Services program. Families are encouraged to ask questions and take an active part in the program and are welcome to come at any time to observe activities.

PRESCRIBING DIRECTIVE

CYS Services programs are required to operate in accordance with AR 608-10, AR 215, School Age Services Manual, the Department of Defense Instruction Manuals 6060.2/3, and the Military Child Care Act.

MISSION

The mission of CYS Services programs is to provide and professionally manage a system of safe affordable and quality care options for the children/youth of active duty Soldiers and other Department of Defense affiliated personnel in order to reduce the conflict between parental responsibilities and mission requirements.

GOAL

Our goal is to provide you with the best service possible and to provide your children with age appropriate, educational and recreational activities in the safest and most convenient manner possible. In addition,

- Facilitate self-reliance and reinforce Army values.
- Ensure availability of predictable programs and services for eligible children and youth ages 4 weeks to 18 years.
- Maintain affordability of child and youth programs for both patrons and the Army through operational efficiencies and seamless delivery.
- Establish and sustain CYS Services Program quality as a "Benchmark for the Nation" in accordance with statutory requirements, DoD policy and Army Standards.
- To provide programs which meet the requirements of the Military Child Care Act, Army Regulation 608-10, Army Regulation 215, and our accrediting bodies; National Associate for the Education of Young Children (NAEYC's), National Association for Family Child Care (NAFCC) and Council on Accreditation (COA) .



U.S. Army Child, Youth
& School Services

PHILOSOPHY

Each child in our care is a unique person with strengths, weaknesses, likes and dislikes of his or her own. A child discovers and learns through play. We offer each child a warm environment to socialize and grow with children of his or her own age, gross and fine motor activities, an opportunity to improve self-help skills, and to develop and nurture a positive self-image. Our programs create safe, secure environments where children have adequate supervision and are respected as individuals.

Pre-schoolers are offered an introduction to readiness skills through activities that are designed for each child's developmental level. Strong Beginnings Pre-K offers a more academically focused program providing Kindergarten readiness skills to children who will be starting Kindergarten in the upcoming year.

Our focus is on the child's needs. Each child will be encouraged to participate in all activities, but no one is forced to join. In this way we can provide opportunities for social, physical and emotional growth.

We welcome our Families to use our Open Door Policy and encourage frequent communication and visits to ease the stress between family and work responsibilities. We work to build strong partnerships with our families as we join them in support of the Military Mission.

ELIGIBILITY

Children ages 4 weeks through 12th Grade are eligible to participate.

A child must be a Family Member of active duty, retired or deceased military personnel. Children of DOD civilians and contractors employed at Fort Drum, or surrounding area, are also eligible to participate.

First priority is to active duty, WTU, I who are either single parents, or whose spouse is on active duty, attends school on a full or part-time basis or is employed.

PROGRAM DESCRIPTION

Child, Youth & School Services (CYS Services) is comprised of 5 delivery systems: Child Development Services (CDS), School-age Center (SAC), Youth Center (YC) and CYS Services Sports, School Liaison Services (SLO) and Outreach Services (OS)

- The CDS delivery system is comprised of facility-based care in the Child Development Center (CDC) and home-based care in Family Child Care (FCC) in government quarters. Full-day and part-day care and before/after school options are provided for children 4 weeks-Kindergarten age. Hourly care and extended hours care options are also normally available.
- The SAS delivery system offers before and after school programs, full-day programs during school vacation, school closures and summer camp for children 1st-5th (6th) grade.

- The YC delivery system offers regularly scheduled programming and open recreational options through the Middle School & Teen (MS&T) Program for 6th-12th graders
- Instructional programming through the School of Knowledge, Inspiration, Education and Skills (SKIES) for children and youth 3-18 years of age CYS Services Sports offers a comprehensive Youth Sports & Fitness Program (YS&F) for children and youth 4-18 years of age
- The OS delivery system provides Parent Central Services including, CYS Services Registration resource and referral, outreach care options (Kids On Site, Volunteer Child Care in Unit Settings, babysitting services)
- The School Liaison Services (SLO) provides assistance to military families of school-age children, K-12 and for children in the Strong Beginnings Program that will be going into Kindergarten.



OUTREACH SERVICES



The Parent Central Services office operates as a one-stop child/youth registration point for all delivery systems. Parent Central Services (PCS) is your first stop for information, registration and referrals.

Registration and program orientation is required for participation in CYS Services programs. Patrons must provide the following:

- child's up-to-date immunization record
- proof of family income (pay statements for all adults in the household)
- child's health assessment/physical
- 2 local emergency designees and telephone numbers
- Family Care Plan (applicable branch of service format) – dual or single military only

Once a space is accepted, a 10% non-refundable deposit is required to secure the space.

Families must attend a parent orientation prior to starting in the program. Check with Parent Central Services for specific times and dates for parent orientation at each program location.

Registration cannot be completed without all current, required information. (It is essential that **local emergency contact data be kept current at all times.**)

All registration information must be updated annually. Failure to do so will result in denial of program participation.

CYS Services registration is transferable to other Army installations.

Program fee sheets and descriptions of available discounts are available at Parent Central Services and facility front desks for Family review.

Childcare wait lists will be established when a particular age group has reached capacity. Priority is given in accordance with Installation Commander guidelines.

Families wishing to enroll their child/ren in a program with a wait list need to complete the wait list form with PCS. Families are responsible for notifying PCS every 90 days to update their status. Failure to do so will result in removal from the list.

Families expecting a child are encouraged to complete a waiting list form as soon as possible as infant care has a long waiting time for placement.

Families who notify the PCS Office when they deploy will be placed on the waiting list. Thirty days prior to returning the child will be moved to the Immediate Care list. Withdrawal forms are available at all sites.

Wait lists for School Age Services, Middle School & Teen programs, instructional programs, and sports programs are filled on a first come, first served basis according to grade and age.

Additional Outreach Services include:

- *Resource and Referral:* Assists Families in locating off post childcare options and information on childcare availability at other military installations.
- *Volunteer Services:* A central point of contact for volunteers within any CYS Services program.
- *Parent Education:* Outreach Services maintains a small parent resource library to assist parents with needed resource materials
- *Babysitter Referral Service:* Maintains teenage/adult referral list for Families interested in this childcare option. Training is done through SKIES.
- *Kids on Site KOS:* For special group functions where all parents remain on site. CYS Services staff or organization provides childcare. Cost is based on the number of staff contracted.
- *Volunteer Child Care in Unit Settings (VCCUS):* Participants are trained to provide childcare in a group setting, enabling units or other installation organizations to hold meetings/functions and provide their own childcare in approved sites.



Child Development Centers



It is our belief that a high quality early childhood program enhances the physical, social & emotional and cognitive development of young children while responding to their individual needs. The developmental activities at our Child Development Centers (CDCs) are structured to promote a child's positive self image by enhancing the social, cognitive and communicative skills.

The CDC philosophy is to provide quality child care based on developmentally appropriate practices. Goals include helping children become enthusiastic learners; encouraging children be active and creative explorers who are not afraid to try out new ideas and think their own thoughts; help children become independent, self-confident, inquisitive learners; and teaching children how to learn for life. Goals are built on skills in the areas of social, emotional, cognitive and physical development. The activities that support the goals are designed to make play fun and educational.

The Chapel Drive CDC is accredited by the National Association for the Education of Young Children (NAEYC) and offers Full Day care. The Chapel Drive Annex (Full Day care), Memorial (Part Day and Hourly care), N. Riva Ridge (Part Day Strong Beginnings, Pre-K and Kindergarten) and Po Valley (Full Day) are all working towards accreditation. South Riva Ridge will also work towards NAEYC Accreditation when they open in Summer 2011.

- Full day care program for ages 6 weeks to 5 years is designed to assist Families needing 6 or more hours of daily childcare.
- Before and After School Kindergarten program runs during the school year and full day camp during the summer.
- Part Day programs are available for children ages 2 to 5 years. These programs are designed for the non-working Families who want their child(ren) to socialize with other children and is available all year round.
- Part Day Strong Beginnings Pre-K is available for children who will be starting kindergarten the following year. This program is designed for the non-working Families who wish their child to socialize with other children and learn skills that will help them be successful in kindergarten.
- Hourly Care is available on a limited space available basis. Reservations can be made up to 30 days in advance. We also offer Hourly Care at the Guthrie Ambulatory Health Center for those families who have medical appointments **on post** and need child care. The maximum time for reservations at Guthrie is 3 hours.

- Hourly care is available for Families on Saturdays on a space available basis. In addition, once a month (except July & August), there is a Parent's Day or Night Out for all Families on a space available basis. Reservations are required
- Hourly care is available at Monti Fitness Center between 9am-3pm on a space available basis for Families while they use the facility. The maximum time for reservations is 2 hours.

All programs are closed on Federal holidays and weekends except as specified above, specific training holidays and organizational days. Special openings during evening hours can be arranged with a minimum of a two-week notice. Fifteen children must be in attendance for a special opening. For more information contact the CYS Services Deployment Specialist.

A Parent Advisory Council (PAC) is available to all Families who wish to volunteer their time to work in cooperation with the program to make improvements and develop new initiatives. It meets monthly in each location. Please see your director for more information regarding times and program specific questions.

Information is subject to change!



FAMILY CHILD CARE



Family Child Care is designed to meet the childcare needs of Families who prefer a small group setting in a home environment. Providers and their homes are certified through, and monitored by CYS Services, Family Child Care Office and installation proponents.

FCC offers the following:

- *Multi-age Homes* – provide full day, part day, and hourly care for children from 4 weeks to 12 years of age. Multi-age homes can provide care for up to 6 children and only 2 of those children may be under 2 years.
- *Extended Hours Program Homes* – offer care to Families working second shift, after hours, holidays and weekends.
- *Special Needs Care* – Children who may not be successful in a large group setting have thrived in FCC. Family Child Care's home environment, small group and ability to provide more personalized care may be perfect for children who find being in a large group a bit challenging.

Army FCC Online is a management tool for Family Child Care referrals. The website provides the FCC provider with an opportunity to showcase their program with Families/potential Families. In addition, ArmyFCC.com provides Families and potential Families with up-to-date information about Family Child Care Homes. There are two sections to ArmyFCC.Com. The public section describes the Installation FCC Program. This portion of the website is maintained by the FCC Director and can be reached by anyone with internet access at <http://www.ArmFCC.com>. The secure section describes each of the FCC Homes at the Installation and is made up of FCC Provider Profiles. Each FCC Provider Profile is meant to show Families and potential Families the excellence of each Family Child Care Provider and their program. Families and potential Families will only be able to access the secure section of the ArmyFCC.com website at home with a password from the FCC office, or at the CYS Services Parent Central Services office under guidance of trained Parent Central Services staff.

SCHOOL AGE CENTER



The SAC program believes in youth and the importance of supporting the Soldiers and their mission through their children. The SAC program provides age appropriate activities and events in four (4) service areas: 1) Sports and Fitness; 2) Mentoring, Intervention, and Support Services; 3) Leisure and Recreation; and 4) Life Skills, Citizenship, and Leadership.

BGCA/4H Clubs we participate in; Technology, Photography, Cooking, Sewing, Community Service, Fine Arts (i.e. Drama, Choir, Dance), Arts/Crafts(i.e. Jewelry Making, Clay Pottery), Smart Girls, Sports, Deployment Club and Woodworking.

Power Hour - Power Hour was conceived as a way to enable youth to develop the daily habit of completing homework and class preparation in a safe, quiet, allocated space with staff and volunteer encouragement and tutorial assistance.

The School Age Services program has formed a partnership with the Boys and Girls Club of America and 4-H Club. Through these partnerships we commit to helping youth of all backgrounds develop leadership skills, self-esteem and character. We strive to assist all youth to become responsible citizens by providing quality cultural, social, educational, physical, and recreational opportunities in neighborhood facilities, providing a safe place to learn and grow - while having fun.

The development of personal character is also instrumental in planning activities. Using the Pillars of Character from Character Counts!, staff plan various activities that give the youth an opportunity to grow and develop characteristics such as respect, caring, fairness, responsibility, trustworthiness, and citizenship.

The program includes meals, swimming, bowling, sports camps, instructional reading and math, environmental education and research trips through field trips, and a summer technology camp.

The program is accredited by the Council on Accreditation and offers programs to include:

Before/After School Program - Children enrolled in grades 1-6 are eligible to participate in the program. Bus service is provided by the local school system.

Summer Camp Program - Children enrolled in grades 1-6 (according to the grade just completed) are eligible to participate in the SAC Summer Camp Program. Hourly Care is provided on a space available basis.

SAC is open one Saturday every month from 12pm-4pm on a space available basis, see schedule at School Age Center. Special events are offered quarterly.

SAC programs are closed on federal holidays, specific training holidays and organization days.

Parent orientations are conducted for new parents on Thursday at 11 am.

A Parent Advisory Council is available to all Families who wish to volunteer their time to work in cooperation with the program to make improvements and develop new initiatives. Our Parent Advisory Council meets every 3rd Thursday of each month.

A Youth Technology Lab and Homework Center are available for youth. The programs are designed to help children and youth develop to their full potential by increasing technology literacy and skills, strengthen their homework ability, increasing participation in youth sponsorship opportunities and to learning how to use the Internet in a positive manner. Specific program learning objectives are targeted through the use of appropriate software and web exploration. During the school year, children can use the lab to do research on the Internet, type school papers, or run educational programs. A technology lab instructor and/or trained staff are designated to coordinate and facilitate the operations of the youth technology lab (YTL). A signed parent permission form must be on file for children/youth to utilize the YTL.



MIDDLE SCHOOL & TEEN PROGRAM



The Middle School & Teen (MS&T) program is a chartered affiliate of the Boys and Girls Club of America (BGCA) and a partner with 4-H Cooperative Extension. Programs are designed to provide out of school services and activities for middle school and teen youth in 7th-12th grades (SY 11/12 in grades 7-12). The programs are committed to meeting community needs and providing quality programming in the four core program areas of: sports, fitness and health; life skills, leadership and citizenship opportunities; arts, recreation and leisure activities; and academic support, mentoring and intervention services.

The MS&T Program is intended to be a place for young people to gather with their friends, make new acquaintances, and to have fun in a relaxed and supervised atmosphere. Torch Club and Keystone Clubs are BGCA Youth Leadership Programs as well as the Garrison Teen Council for MS and HS students respectively. Youth use these clubs to have their voice heard, to plan adventures, community services, and to deal with Youth program initiatives. In addition, Smart Moves is an ongoing training and education initiative to provide youth with prevention education on drugs, alcohol, eating disorders and gang involvement. Smart Girls and Passport to Manhood are gender based programs to help youth make smart choices.

Family support and cooperation are necessary for the successful operation of MS&T Program. Parents are encouraged to offer their services to assist the staff in the planning, preparation, supervision and chaperoning of the MS&T activities. There is a continuous need for Family volunteers to assist the staff in the program. A Parent Advisory Board is available to all Families who wish to volunteer their time to work in cooperation with the program to make improvements and develop new initiatives.

A Youth Technology Lab and Homework Center are available for youth. The programs are designed to help children and youth develop to their full potential by increasing technology literacy and skills, strengthen their homework ability, increase participation in youth sponsorship opportunities and to learn how to use the Internet in a positive manner. Specific program learning objectives are targeted through the use of appropriate software and web exploration. During the school year children can use the lab to do research on the Internet, type school papers, or run educational programs. A technology lab instructor and/or trained staff are designated to coordinate and facilitate the operations of the youth technology lab (YTL). A signed parent permission form must be on file for children/youth to utilize the YTL.

HIRED! Apprenticeship Program

The Hired! Program is a workforce preparation and apprenticeship enterprise designed to meet the employment and career-exploration needs of Army teens ages 15-18. Open to Military & DoD Civilian Family Members ages 15-18 currently enrolled in school, the HIRED! Program helps teens become productive members of society by offering skill development that enables them to successfully enter the workplace. These experiences may include, but are not limited to resume writing, job shadowing and apprenticeships. Workforce preparation provides teens the opportunity to explore career choices, to identify interests, and set goals related to the workforce. The HIRED! Program is offered 4 times a year-Fall, Winter, Spring and Summer. Prerequisite training is required prior to being accepted into the HIRED! Program. For more information, please call 772-0281.

RULES FOR MS&T PROGRAM

- If a registered MS&T participant brings a guest, it will be noted on the sign-in sheet. Visitors are allowed three visits before registration is required. If the guest is asked to leave because of disciplinary action, the host will also be asked to leave. Refunds, if applicable, will not be given due to suspension or in the event a youth/teen is directed to leave the program.
- The MS&T staff is not responsible for supervising the comings and goings of the youth signing in and out of the program. If an individual leaves and returns it is their responsibility to swipe in and sign the log again on the computer.
- Respect for others means that everyone is treated politely and courteously in a friendly manner. MS&T is no place for foul, offensive, or abusive language or gestures. The same applies to any MS&T activity outside the facility or at any other CYS Services location. Failure to respect others will result in possible suspension from the MS&T Program.
- The safety and well-being of everyone in the MS&T Program is of utmost importance. Unsafe activities such as play fighting, pushing, tripping, etc. which may lead to an accident and endangers the safety of others will not be permitted at any time. Running is only allowed in the gymnasium.
- Appropriate dress is a sign of respect for oneself and for others. Shoes, shirts, and appropriate clothing are to be worn in the MS&T Program. Clothing should be comfortable but in good taste. Swimsuits are not acceptable attire in the MS&T facility. Also not acceptable are halter tops, bare midriffs and backs, headgear (doos, rags, hats, picks, and bandanas), very short shorts, low cut and see through tops for girls. Skirts should be no more than 3 inches from the top of the knee. Shorts should be longer than fingertip length. Under clothing must be covered at all times. Individuals dressed inappropriately or with offensive messages on their clothing will not be allowed to enter. Note: Sagging pants and/or shorts are not permitted in the facility.
- The cleanliness and good order of the MS&T facility is the responsibility of everyone using the facility. Papers, cans and trash will be cleaned up and not thrown on the floor or left on the tables or windowsills. Members are required to clean up after themselves.

- The MS&T facility, its furniture and equipment are meant for the use of the Teens of the community. Anyone causing damage to the facility, furniture or equipment will be responsible for repair and or replacement. If the youth is unable to provide financial restitution, it becomes a parental or legal guardian's responsibility.
- Food and drinks are allowed only in the snack area. Food/drink will not be allowed in any other room in the MS&T facility. Anyone failing to respect this regulation will be asked to leave.
- Drugs, tobacco and/or alcohol are not allowed in the MS&T facility, the parking lot or in any outside area surrounding the building. Individuals with alcohol on their breath or appearing to be under the influence of drugs or alcohol will not be allowed in the MS&T facility. Families will be notified of the circumstances. This rule applies for all MS&T programs/activities wherever they may be. The Provost Marshal's Office will be notified of suspected offenders.
- MS&T ID fobs are to be used ONLY by the person whose name appears on the front of the card. If there is reason to believe that someone has given his/her ID card to another, all parties concerned will be asked for further identification. Any card used by someone other than the rightful owner will be confiscated.
- No one will be permitted to loiter or hang out in the parking lot. The Military Police will provide increased patrols and surveillance during evening hours when the MS&T program is open.
- Fights, whether physical or verbal shouting matches, will not be tolerated in the MS&T Program. This is cause for immediate removal and subsequent suspension from the program.
- The MS&T Program is not a place for public display of affection such as kissing, lap sitting, hugging, petting, etc. Failure to heed the advice of the staff or chaperones will result in a call to parents and those involved will be directed to leave the building and MS&T grounds.
- In the event a youth is directed to leave the MS&T Program, a call will be placed to the parent or legal guardian and a written report will be left for the MS&T Program Manager.
- The membership Fob must be presented by youth entering the MS&T facility. Youth entering the MS&T program must swipe and sign in. When a member leaves he/she must swipe and sign out. If a member returns on the same day he/she must swipe in again. Refusal to swipe/sign in properly will prohibit entrance into the MS&T Program.
- A registered MS&T member may bring guests to the MS&T Program. **Guests are individuals not eligible to join the MS&T.** The member's sponsor is responsible for their guest while in the facility. An additional fee may be accessed for special programs.
- The MS&T Program sponsors dances to provide the young people of the community the opportunity to learn, grow and develop social graces, qualities and characteristics in a supervised wholesome environment. Respect for each other and staff member's

is critical to the success of an event. Any indication of disrespect for another teen or staff member will result in removal of the offender from the dance.

- The MS&T Program reserves the right to refuse entrance to the dance. When alcohol/drug use is suspected, the individual will not be allowed to enter and the parents or MP's will be notified. Profane, abusive and offensive language will not be tolerated in the MS&T. Offenders will be asked to leave.
- Departure by a teen from the MS&T during a dance, midnight sports or other sports events is absolute. There is no re-admission for anyone who leaves the facility during the course of the event.

Teen Chain of Communication

The Teen Chain of Communication is used to bring issues and concerns that teens may have within the community to the Garrison Leadership. Teens that have concerns or ideas to enhance the quality of life for themselves and their peers should use the chain of communication to ensure their views are addressed.

The Garrison Teen Council

The Garrison Teen Council (GTC) is comprised of Middle and High School Students interested in improving the quality of life for themselves and their peers. The council meets monthly at a minimum to discuss issues affecting teens. Issues are then prioritized and resolved locally when possible.

Regional Teen Panel

The Regional Teen Panel (RTP) runs much the same way as the Garrison Teen Council except they review issues at the Regional Level. Issues that cannot be resolved at the Garrison level are elevated to the RTP for a possible solution.

Army Teen Panel

Army Teen Panel (ATP). The role of the ATP is to review and monitor the issues generated annually by Garrisons and Region. To do this the ATP relies on information provided by the RTP. Each year the ATP briefs the status of the Army issues to the highest level of Army Leadership.

FOUR SERVICE AREAS (and MS&T)

The four service areas are: Arts, Recreation, & Leisure; Life Skills, Citizenship & Leadership; Sports, Fitness & Health; and Academic Skills, Mentoring & Intervention.

Arts, Recreation, & Leisure - Fine Arts and Photography

Life Skills, Citizenship & Leadership

- Keystone Club - Keystone Clubs are chartered small-group leadership and service clubs for boys and girls aged 14-18. There are six service areas: Service to Club and Community; Education and Career Exploration; Free Enterprise; Social recreation; Unity; and Leadership Development.
- Torch Club - Torch Clubs are chartered small-group leadership and service clubs for boys and girls aged 11-13. There are four service areas: Service to Club and Community; Education; Health and Fitness; and Social recreation.
- Workforce Preparation - Job Ready! Prepares youth ages 15-18 to enter into and be successful in the world of work.
- Ultimate Journey - The Ultimate Journey is an Environmental Awareness program comprised of High-Yield Learning Activities. (SAC)
- Promise Passport - The Promise Passport Youth Community Service Program was developed to encourage Army Installation Youth Services programs to promote community service among youth.
- Youth of the Year - Boys & Girls Clubs of America's premier youth recognition program promotes and celebrates service to Youth Services, community and family; academic performance; moral compass; life goals, poise and public speaking ability. (14-18 years of age)

Sports, Fitness & Health –Intramural sports, Pick-up sports, Health activities

Academic Skills, Mentoring & Intervention

- Power Hour - Power Hour was conceived as a way to enable youth to develop the daily habit of completing homework and class preparation in a safe, quiet, allocated space with staff and volunteer encouragement, homework assistance and tutorial assistance.
- Project Learn, KNOW, and Goals for Graduation

PARTNERSHIPS



Fort Drum Youth Center is a member of the Boys & Girls Clubs of America. Therefore, as mentioned previously, many of our planned program activities follow the acclaimed Boys & Girls Club curriculum. The general focus of these activities center around five program areas: Character & Leadership Development, Education & Career Development, Health & Fitness, The Arts, and Sports, Fitness & Recreation.



Fort Drum Youth Center also provides programs developed by 4-H. Our 4-H Club offers youth activities in four program areas: Fine Arts, Photography, Youth Technology and Citizenship. Fort Drum Youth Center 4-H Clubs work closely with community 4-H clubs and supports annual 4-H displays at county and state fairs.



Fort Drum Youth Center is a proud participator in the Josephson Institute of Ethics CHARACTER COUNTS! Program. Army CYSS and CHARACTER COUNTS! are natural partners. Both organizations know that parents have the frontline responsibility for teaching values to their children, and both believe that other institutions, including schools, play a vital supporting role.

The Army promotes the Core Values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage. CHARACTER COUNTS! promotes values called the Six Pillars of Character: **Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.**





The School Liaison Services (SLS) provides access to a wide range of resources to facilitate military youth education transitions. Assistance is provided to military Families of school age children, K – 12. The School Liaison Officer (SLO) is the primary advisor for the Garrison Commander on local schools and youth education transition issues, communicating school and Family concerns and spearheading integration of military children into local school systems. In addition, the School Liaison Officer works in conjunction with CYS SERVICES and the local school community to address educational issues involving military children. Fort Drum is located in the Indian River and Carthage school districts.

HOME SCHOOL INFORMATION

Fort Drum offers a well organized group of parents to assist with the Home School process. The group is doing wonderful things here on Fort Drum. They offer weekly snack and chat meetings for the parents and children to get together and discuss best practices, trade expertise, and discuss issues or concerns that they may have about their children and their education. This gives the parents an opportunity to communicate and the children an opportunity to play and socialize together.

Depending on where you live, determines what school you register your children with for home instruction. You are required to submit a letter of intent to the Superintendent of that district prior to the start of school. All schools are different and have a variance in procedure, but the requirements are all the same. You submit the letter of intent with your Individualized Home Instruction Plan (IHIP). You will need to include a list of the syllabi, curriculum materials, textbooks or plan of instruction for each of the required NYS subjects. You will also have to submit quarterly reports to the school stating your accomplishments for the quarter and your intentions for the next quarter. The school will tell you exactly what they require in this report.

Fort Drum also has a well organized home school club. The Fort Drum Home school Club offers assistance through their e-mail which is as follows: fortdrumhomeschool@yahoo.com

There is also a group located in the Watertown area called LiFE, Learning is For Ever.

The point of contact is Kate Wilson 315-583-6305 or Marie Rainbolt 315-788-6472 and their website is as follows: <http://life.growingoaks.com>

You can also search the New York State Education Department Website at <http://www.emsc.nysed.gov/nonpub/homeinstruction.html> for general information and NYS regulations and requirements for Home Instruction.

For more information contact the School Liaison Office at 772-3214/1311.
For additional information check the School Liaison section on the www.drummwr.com website

YOUTH SPORTS AND FITNESS PROGRAM (YS&F)

The Fort Drum Child, Youth & School Services (FD CYS Services) Sports Program emphasizes safety, participation, fun, and good sportsmanship. All registered participants are evaluated, assigned to a team, issued a basic uniform and guaranteed a specific amount of playing time. The program is designed to provide all youth the opportunity to participate, develop fundamental skills and grow in an atmosphere of sportsmanship, citizenship and teamwork.

Children/youth ages 4 –12th grade are eligible to participate in the Youth Sports and Fitness (YS&F) Program. Tournament leagues and competitions are held throughout the year. Various sports camps are offered during the summer. Team sports include the following:

T-ball	Basketball	Cheerleading
Baseball	Soccer (Fall & Spring)	Football
Wrestling	Track Club	Lacrosse

Children/youth must be registered and have a current physical with CYS Services prior to participation in the Youth Sports and Fitness Program. Fees for participation in each sport or camp vary and are in accordance with DoD fee policy. A late fee is charged for registrations processed after the specified cut-off date. No refunds will be given. Coaches and Family meetings are held prior to the start of each sport.

Start Smart is a program that teaches young children the fundamentals of basketball, soccer, baseball, golf, and football. Instructors will emphasize the following skills; catching, throwing, running, kicking, and agility drills without the fear of competition.

PHYSICALS

Youth participants must provide a medical statement signed by a licensed healthcare professional. This medical statement must be current at the time of actual registration and remain valid through the completion date of the current sport. These requirements are a condition of participation and no child/youth will be authorized to play (**practice or participate in games**) until documentation of a valid physical is furnished. Your child will not be allowed to participate without a current physical. Please hand the physical to Parent Central Services only.

PHILOSOPHY OF YOUTH SPORTS

Fort Drum Youth Sports strongly believes in the benefits of participation in organized sports. Participation in sports has been proven to build self-esteem, promote team work, develop the body as well as the mind, and is an integral part of the maturation process. Therefore, the goal of Fort Drum Youth Sports is to provide this program and venue for young people of all backgrounds to participate and enjoy a variety of Sport programs while maintaining a safe, wholesome environment.

For more information please contact the sports office @ 315.772.6718

COACH CERTIFICATION

Coaches play an important role in ensuring that children and youth participating in Army youth sports programs have a positive and beneficial experience. Untrained coaches can unknowingly cause physical and/or psychological harm. Certification prepares them for the responsibilities of coaching and establishes minimum requirements for those entrusted to working with young athletes.

Requirements

- The Army has selected the National Alliance for Youth Sports (NAYS) as the certifying organization for Army Youth S&F Programs. The National Youth Sports Coaches Association (NYSCA) is the subdivision of the NAYS organization that is responsible for developing the coaches' certification training materials and managing the certification process.
- CYS Services Youth Sports Program is a sanctioned NYSCA Chapter, authorized to provide training in order to fulfill all requirements for NYSCA coaches' certification.
- Individuals who serve as Youth Sports coaches must complete all requirements to obtain and maintain NYSCA certification.
- Coaches must meet satisfactory background check requirements.
- Youth Sports will issue each coach a small first aid kit to include an instant ice pack. First aid kits must be located at each game site. First aid kits must be turned in at the end of the season.

Responsibilities

- Coaches must brief their families on the rules for their league and give them a copy of the rules. He/she must emphasize the important aspects of youth sports- maximum participation, the teaching of the fundamentals, skills and rules of the game and having fun.
- The coach must recruit an assistant coach and team parent. The assistant coach will be in charge in the absence of the coach. The team mom is responsible for setting up a drink and snack schedule for their games. Allergies of children will be taken into consideration when snacks are made. A team mom should arrange for the team pictures by calling the photographer.
- The coach is responsible for providing practice and game schedules to parents.
 - The coach is responsible for ensuring parents have his/her phone number and that of the coach. The coach must inform the parents of the uniform issue schedule.
- The coach is responsible for coordinating & notifying the families of possible end of season celebration activities (i.e., banquets, etc.).
- Coach must sign a Coach's Code of Ethics.
- Families are required to sign a Parent's Code of Ethics.

SKIESUnlimited

Schools of Knowledge, Inspiration, Exploration & Skills

SKIESUnlimited is the framework for the Army's Child, Youth & School Services instructional program. The name SKIESUnlimited combines the acronym for "School of Knowledge, Inspiration, Exploration & Skills" with the word "Unlimited" for the unlimited learning possibilities. This exciting program offers instructional programs for toddlers through adolescence.

There are four schools of instruction: Sports, Life Skills, Art, and Academics.

Child/youth ages are specific for each class/activity in the SKIESUnlimited Program. Children/youth who are Family Members of Military/DoD Civilians and Contractors are eligible to participate in the SKIES instructional programs. Various workshops, classes, and special events offered during the year include (but are not limited to) the following:

- Gymnastics
- Taekwondo
- Sports Clinics
- Dance & Movement Classes
- Babysitting & CPR Class
- Art Programs
- Book Clubs
- Outdoor Adventure Programs
- Sewing & Fashion Classes
- Swimming Lessons
- Ski & Snowboard Lessons

Babysitter Training and Referral Service: Plans training for teenagers in the Babysitter Course and Infant/Child CPR, as mandated IAW AR 608-10 and Parent Central Services maintains the referral list for Families interested in this childcare option.

Child/youth must be registered with CYS Services prior to participation in the SKIES Program. Participation fees for each class vary and are in accordance with DoD fee policy. Some classes are a one-time payment, and others are billed monthly. Most programs require a disenrollment form for each student.

RULES FOR SKIES PROGRAM

Participating children/youth and their siblings cannot be left unattended (without adult supervision). Families should not drop off their children/youth any earlier than 10 minutes prior to the start of class and must be present to pick them up at the time class ends.

All monies must be provided to CYS Services unless the instructor has items to purchase on the spot. An example is the purchase of Tae Kwon Do uniforms and/or music books.

For more information contact the SKIESUnlimited Office at 772-0629



U.S. Army Child, Youth & School Services

GENERAL INFORMATION

ACCIDENTS

CYS Services programs are constantly vigilant to ensure a safe environment for children/youth is provided in our programs. Unfortunately accidents do sometimes occur. In case of an accident CYS Services staff is trained to respond immediately. They have been trained and certified in First Aid and CPR by American Red Cross instructors.

The staff will use the following procedures:

- Ensure child/youth are safe first.
- If necessary, call for medical assistance and perform first aid measures.
- Parents are then notified immediately if the injury is serious or there is an injury to the head. If minor injuries happen, i.e. scrapes, bumps, bruises, parents are notified in writing when they arrive to pick up their child/youth.
- Documentation of all injuries is provided to parents in writing.

ADMISSION/RELEASE PROCEDURES

Daily Admission Procedures

- As part of the Child/Youth Management System (CYMS) Families will be issued three FOB's. After swiping in at the front desk, parents must accompany child to the designated care setting and sign them in at that time. In a FCC home parents must sign the child in/out with the provider. Youth may swipe themselves in and out at the MS&T Program.
- A basic exchange of information between staff/provider and Families will be a critical part of each day the child is in attendance. Please take time to do this both when dropping off and picking up your child.
- CYS Services has an Open Door Policy. Access to child activity areas is available to Families at all times when their child is in attendance.

Release Procedures

- If someone other than the routine person is picking a child up from the program we would appreciate communication regarding who is picking up and when. This will alleviate any confusion for the designee, staff and child.
- Child will be released only to parent/designee annotated on official registration forms.
- A child will not be released to siblings or other children under age 14.
- Release designee must have identification.
- Copy of custody agreements or a court restraining order must be on file if child access is denied to a specified parent or guardian.

- In instances where parent/designee appears to be under the influence of alcohol or drugs, or a child's well being appears to be threatened in any way, the Military Police will be called to monitor the situation.
- If a parent picks up his/her child from school because of an appointment or illness, he/she must notify the activity program office that the child will not be arriving on the bus.

CHILD ABUSE REPORTING

All CYS Services employees must meet satisfactory background checks and complete Child Abuse Recognition and Reporting Training prior to working with children. CYS Services employees are mandated by law to report any signs of child abuse or neglect.

If you ever suspect child abuse, child neglect or a safety violation in the CYS Services programs report it to the following:

- | | |
|--------------------------------------|----------------|
| ▪ Mandated Reporter Hotline: | 1-800-635-1522 |
| ▪ NYS Child Abuse Hotline: | 1-800-342-3720 |
| ▪ Fort Drum Family Advocacy Program: | 772-6929 |
| ▪ Fort Drum Social Work Services: | 772-3623 |
| ▪ Fort Drum Safety Office: | 772-4674/5352 |
| ▪ Fort Drum Military Police: | 911 |

COMPLAINT REPORTING

Families who have concerns regarding CYS Services programs are encouraged to report them to management immediately. Satisfactory resolution of problems occurs more quickly when facts are fresh. No concern is too minor to bring to our attention. Our goal is to meet the needs of children/youth and Families and by working together we can make CYS Services the best it can be.

Families are encouraged to follow the chain of command in reporting problems and concerns as follows: Program/Facility Director; Child Administrator, Child, Youth & School Services Coordinator; Director of Family, Morale, Welfare & Recreation; Deputy to the Garrison Commander; and Garrison Commander.

CONFIDENTIALITY

Confidentiality is of the utmost importance to the CYS Services program managers. To ensure confidentiality, all children's files are kept in locked cabinets and limit the individuals who have access. The only individuals who have access are CYS Services staff, regulatory personnel, investigative personnel, and others you have given permission and designated in writing.

CREATIVE CURRICULUM.NET

The CDC's and FCC use CreativeCurriculum.net which is an online curriculum-based system that integrates ongoing assessment of children's development with reporting, program planning, and family communication tools. It is linked with *The Creative Curriculum® for Preschool* and *The Creative Curriculum for Infants, Toddlers & Twos*, a comprehensive early childhood educational system that has been shown to promote the cognitive, language, social/emotional, and physical development of young children. It is an excellent tool used for program planning and for analyzing and documenting child progress.

DAILY PROCEDURES

Families of CDC or FCC children are asked to bring two complete changes of clothes for their children (to include socks). Accidents happen and it is less stressful and embarrassing for children if they have a fresh set of their own clothes to put on. All articles of clothing should be labeled with your child's name. Families of infants are required to provide disposable diapers and baby wipes (one diaper for each hour in care).

- Shoes/boots, clothing, including coats, hats, mittens/gloves, backpacks and any personal items must be clearly marked. The staff will not be responsible for lost items.
- Children/youth participating in CYS Services programs should not bring personal toys and games (game boys, CD players, etc.). These items are easily lost, stolen or damaged which creates a bad situation for the child/youth. CYS Services is not responsible for lost or stolen personal toys or games.
- Appropriate meals and snacks will be served. Food is served in accordance with USDA guidelines. Meals will not be "saved" for late arrivals. On "no school" days children/youth will be given breakfast, lunch and snack. Check program schedule for menus and meal and snacks times.
- All food is provided by the program (except when parent elects to provide infant formula, breast milk or jarred baby food until a child reaches 12 months). Food allergies or preferences for religious reasons must be documented on a Special Diet Statement and signed by a physician or cleric.
- Children/youth will participate in various activities. Some involve computers, games, blocks, Legos, homework center activities, dance, gym activities, cooking, outdoor activities, nature walks and outdoors sports. Children/youth may also engage in long term projects in arts and crafts, sports, community service and other areas determined by the children/youth's interest. The program provides field trips to various fun, historical and educational areas close to the community.

DEVELOPMENTAL ACTIVITIES (CDC/SAC/FCC)

The philosophy behind our curriculum is that young children learn best by doing and actively exploring the environment. Children learn at their own pace through active thinking and experimenting to discover how and why things work and by learning first hand about the world we live in. We select a wide variety of learning materials (toys, art supplies, equipment, etc.) for child choices.

Play is a medium through which your child learns and is the “work” of young children. Play provides the foundation for “academic” learning. Children need endless opportunities to explore, create and discover. When a child is playing he/she is learning.

DISCIPLINE POLICY

Discipline will be approached in a positive, consistent way. Discipline will be exercised with an understanding of individual needs and the child’s developmental level. Rules, expectations and limitations are to be simple and understandable.

Discipline will be constructive in nature using such methods as diversion, separation, gentle physical restraint and positive reinforcement. There will be no spanking or corporal punishment of any kind.

Biting, fighting, hitting, abusive or disrespectful language will not be permitted.

When a child/youth displays inappropriate behavior the situation will be discussed with the child/youth and instructions repeated. Brief separation is sometimes necessary to relieve undesirable situations. In cases of extreme acting up/out, or inappropriate behavior, parents will be notified. Frequent misconduct may result in suspension from the program. **In addition, if a child/youth is suspended from the public school they are not eligible to use the programs during the suspension period. Refunds will not be given for these suspension periods.**

Instances of Biting

In instances where a pattern of biting develops, the director or designee will consult with staff/providers to analyze the situation and form an action plan. Families with biting children may be referred to other agencies for guidance and assessment. Refunds will not be given for suspensions due to continuous biting. Removal of a child from the program will be considered only after consultation with the CYS Services Coordinator. Possible alternatives for childcare will be discussed at this time.

Behavior Management

Child Development Centers and Family Child Care

- The staff is trained in techniques of redirecting, role modeling, looking for causes of behavior and using appropriate encouragement and guidance following established procedures. Inappropriate behavior will be documented with an incident report and signed by the staff witnessing the incident and the supervisor. The parent must sign the report and, if desired, receives the original copy. A second copy is placed on file at the center.

- Recurring incidents will be brought to the attention of the Center management. The Director will be notified and observations will be scheduled within 48 hours. All observations and incidents will be documented on a tracking form and will be discussed with Families, as deemed necessary by management.
- If needed, the Director, parents, and staff will develop a behavior modification plan. If the Families are unwilling to participate, a two week period will be given to make alternative child care arrangements.

Middle School & Teen, School Age Center, SKIESUnlimited, Youth Sports & Fitness

- Our staff is trained in techniques which ensure a positive approach to managing behavior. This includes focusing on reinforcement of acceptable behavior. The following guidelines are followed when dealing with youth:
 - Developmentally age appropriate activities are planned jointly by youth and staff along with activity choices to ensure maximum interest and involvement for each participant.
 - Clearly established guidelines outline the consequences of inappropriate behavior. Guidelines will be screened and approved by program managers before they are implemented.
 - Staff is trained and encouraged to reinforce positive behavior to include small rewards and incentives of special privileges in return for desired or improved behavior.
 - Youth will be given leeway to choose the majority of the daily activities which allows for independent play opportunities. Some activities will be group oriented to ensure each child/youth benefits from learning to work within a group and problem solve with their peers. Youth will not be forced to participate in activities, but they should not disrupt the activities of others. Allowing youth to watch an activity if they choose, may result in them deciding to participate. This is a basic principle in behavior management. Due to supervision requirements, some activity areas may be closed until sufficient staff is available to staff multiple activity choices. The choice to participate in the activity will be left up to the youth.

Part of the CYS Services mission is to provide opportunities for youth to learn lifelong skills. Conflict resolution is critical skills for young people to learn to problem solve and negotiate compromise. This will help them when they become adults. In the MS&T programs, youth will be encouraged to talk over their issues with other youth and try to come to resolution, with staff acting as mediators.

Families will be informed when youth are consistently having problems following rules or when their behavior is of such a nature (hitting another youth; open defiance to the leader, support staff, or other youth, where the behavior results in a safety or potential safety hazard to the youth or other members of the group) that parental involvement is needed. A summarization of the incidents will be documented. Families will be furnished a copy as well as given information regarding actions taken, a staff behavior contract for modifying behavior in the future, and what actions could occur if behavior does not improve. To protect the privacy of youth members, incident reports will not list any other child by name.

The staff will use the following progressive method of behavior management dealing with routine discipline problems:

- Staff will initially attempt to talk with the youth and explain the nature of the problem and what expected behavior is.
- If this approach is not effective, the youth may be asked to step out of the activity to gain their composure and explore options of different ways to handle the situation should they be faced with it again. If an incident occurs which involves violence (physical or verbal) against another individual or is self inflicted, the youth will be removed immediately from the environment in order to protect themselves and others. Families will be called to assist with modifying this type behavior. Depending on the nature of the incident, the youth will be suspended by the program manager. Suspensions of more than one week are approved by the CYS Services Coordinator.
- In the event that redirecting is not effective, the youth may be counseled by the staff.
- If the above measures are not producing the desired results or behavior is out of the range of routine discipline, the following measures may be invoked:
 - A meeting will be conducted between the parents, youth and program management to discuss expected behavior and requirements for future participation.
 - Immediate expulsion from the program for youth who display excessively violent or disruptive behavior.

Procedures for MS&T Disciplinary and Suspension Actions

- If misconduct occurs in the facility or program, the staff members will ask the individual to present his/her YC swipe FOB and inform the youth of the misconduct. Misconduct will immediately be corrected. If assistance is required to correct behavior, the YC staff member will call the Military Police. In addition, parents of those involved will be called. At no time will YC staff attempt to restrain a child unless it is necessary for self-defense or to prevent injury. (In such cases, only the minimum of force necessary to restrain the individual will be administered.) No youth will be asked to leave the facility without contacting the parent. The staff member will complete an incident report and forward a copy to the YC Program Manager.

The following is a list of corrective actions*:

1. Verbal Counseling
 - Running
 - Horse play
 - Failing to turn-in checked out equipment
 - Profanity
2. Temporary removal from program
 - Profanity (After Verbal Counseling)
 - Disrespectful behavior toward peer
3. Temporary removal from facility

- Fighting
- Damage of property
- Willful destruction of property
- Smoking in/around the Center
- Disrespecting staff member
- Gambling in facility

4. Removal from facility (More than one day)

- Use of drugs or alcohol, to include being under the influence
- Carrying any article that could be used as a weapon
- Theft

*Please note that this is not an all inclusive list. Other obvious misconduct and corresponding disciplinary actions will be determined at the time of the incident by YC Staff with the approval of a supervisor.

DIVERSITY

Child Youth and School Services programs respect each and every Family's talents, interests, and aspects of their culture as well as their language. When the CYS Services program policy differs from your Family's values and practices we will meet to negotiate possible compromises that will meet both the program and your Family's needs. If you are interested in contributing your time and talents to help children/youth learn about themselves and others, please contact the staff. If your home language is not English, we will be happy to try to find an interpreter or if you wish to volunteer as an interpreter please contact the program manager.

EMERGENCY CLOSINGS

Child Youth and School Services will close in accordance with post closures. In the event of delayed post openings, the program will open at the announced post opening time for all patrons. During normal business hours CYS Services activities will close not later than one hour after the announced installation closure. Families should pick up their children as soon as they are released from duty, but not later than 60 minutes after the last announced release time. Late fees will go into effect at 61 minutes after the post closes. Refunds will not be given for adverse weather closures or modified hours. Instructional classes will schedule make-up classes.

Listen to local radio and television programs for base information or call 772-3786

FEDERAL AND TRAINING HOLIDAYS

CYS Services programs are closed for Federal Holidays. Centers will be closed on two organizational days (one in December and one in the summer) and two annual CYS Services Staff Development days (October and February). Parent Central Services will provide assistance with Family Child Care Provider referrals to those who require care during these closures.

FEES

Non-refundable deposit of 10% of one month fees is required to hold spaces in the programs. Fee refunds/credits are not given for non-attendance or for post closures. PAYMENTS WILL BE MADE PRIOR TO SERVICE.

- Fees are based on total family income and are calculated utilizing patron LES/pay stubs and/or most current income tax statement. Families wishing to change status from working to non-working parent must furnish Parent Central Services with written documentation from employer that he/she is no longer working. Full day care for single working Families or Families that change their status may be terminated to accommodate dual working families. If termination is necessary a 2-week written notice will be provided to the Family. Changes in Family status will be made at the next payment date. Services must be paid for in advance prior to service on a semi-monthly basis. Regularly scheduled Full Day/Part Day Care is charged on a semi-monthly billing cycle. Payments are billed on the 1st and 15th of each month. Full payment for Full Day/Part Day Care is due within 5 business days of the billing date. Families are required to provide a two week written notice in order to terminate child care services. If a two week notice is not provided, the Family will be responsible for payment of child care services for the two weeks from last day of attendance.
- Fees will not be changed more than one (1) time annually unless the following situation occurs: Families whose working status changes from non-working to working must declare a change in status within 30 days. Families must present a pay statement from the employer to Parent Central Services. Total family income form will be modified and fees changed, if applicable, to the new fee category. Changes in fees will be in effect on the day supporting documentation is submitted to Parent Central Services.
- Fees for “legally separated” Families will be supported by a legal separation document or notarized statement stating that Family is legally separated. NOTE: Notarized statements to document legal separations must be co-signed by Battalion level commander. DoD Civilians must provide a legal separation document.
- Payment for Hourly Care service is due on the day services are provided. If reservations are not cancelled and the patron does not show there will be a “no show” fee, equal to ½ of the fee for the reserved hours, will be charged to the household.. Families may not use the services until the fee is paid.
- Payment Options: credit card – VISA or MasterCard; debit card; personal check; money order.

- A fourteen (14) calendar day written notice is required to terminate. Failure to provide written notice will result in Families being liable for payment for that time frame.
- Refunds are **not authorized** for: Child absence less than two weeks, CYS Program closures due to inclement weather, staff training or special installation circumstance determined by commander, withdrawal from SKIES Instructional courses and Unused Leave/Vacation credit .
- Refunds are **authorized** for: program closures for repair or renovation and an alternative care setting is not provided, unexpected prolonged child absence due to Family emergency or extended illnesses (doctor's statement/documentation is required when the request is submitted), withdrawal from a Youth Sport occurring before the midseason of Sport upon receipt of PCS orders and withdrawal from regularly scheduled Child Care Program upon receipt of PCS orders.
- Delinquent Accounts - A per child late fee will be assessed the 6th working day after each billing cycle. Failure to pay within 2 billing cycles will result denial of services.
- See the CYS Services Fee chart at:
<http://www.drummwr.com/CentralRegistration.htm>
- NOTE: Refunds will not be given when a child is suspended from the program.

LEAVE/VACATION CREDIT

- Patrons utilizing the CDC full-day program are eligible for two weeks of vacation credit each registration year. Leave/Vacation Fee Credits must be taken in a minimum of one week increments. Leave/Vacation Fee Credit begins at the time of registration/re-registration. Vacation credits cannot be carried over from year to year.
- Families utilizing the CDC Kindergarten and SAS Before & After Programs, vacation can only be used during the calendar school year and credits cannot be carried over from one school year to the next.
- Families utilizing SAS Camp and Part Day (summer) Preschool are not authorized vacation credits per DoD policy.

NOTE: Two weeks advance notice is required, in writing, when requesting vacation. Forms are available at each facility.

EMERGENCY LEAVE

Patrons on emergency leave will not be charged for the time the child is not in attendance if the following conditions apply:

- Patron must provide the programs with verification from the American Red Cross.
- Any available vacation time must be used prior to receiving free emergency leave.

WITHDRAWAL

A two week written notice is required to withdraw from any activity. Forms are available at all sites. Failure to provide written notification will result in a charge for the additional time.

Refunds will not be given for early withdrawal or children who are being terminated due to behavior problems or prorated due to vacation or illness.

Any parent withdrawing a child from a CYS Services program with an outstanding account will not be allowed to enroll in other CYS Services programs until the account has been paid in full.

LATE PICK-UP

Failure to pick up children/youth prior to closing time will result in a late fee of \$1/per minute to a maximum of \$15 per CYS Services site (e.g., if a family has a child in the CDC, SAS, or MS&T programs, the late fee will be assessed and paid to each site) beginning at closing time. For MS&T programs such as after school, dances, talent shows, or events taking place in the CYS SERVICES sites a late fee will be assessed if youth are not picked up by the closing time. Staff must remain on site to ensure the safety and health of your child.

Children/youth may not return to the activity until the late fees are paid in full.

FOOD AND NUTRITION

The CYS Services Food Services participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Programs and receives funding for food through this source. They develop menus and provide nutritious meals and snacks to all CYS Services programs. They are also available to assist in developing menus for the FCC providers.

All CYS Services programs provide nutritious foods that help meet the child's total nutritional needs. Food will be provided by the programs in accordance with USDA Child and Adult Care Food Program. Snacks are not intended to substitute for a full meal. Cost for meals and snacks are not included in the childcare program fees but are reimbursed by USDA.

Families are required to inform CYS Services of any food allergies their child may have. Special diet requests must be endorsed by a physician for restriction/substitution of diet within programs. (Request form may be obtained from Parent Central Services). In addition the Family must meet with the Special Needs Accommodation Process Team (SNAP) prior to using the CYS Services programs.

Special diets due to religious beliefs must also be documented on a Special Diet Statement and signed by a Cleric.

HEALTH POLICIES

Child Youth and School Services programs are designed to care for the healthy child. Programs are not equipped to provide care to a child/youth that is ill. Families should arrange for alternate care in the event of illness. Contact the Parent Central Services for possible referrals.

All children enrolled in all programs must have documentation of all age appropriate immunizations as outlined by Advisory Committee on Immunization Practices (ACIP) schedule. A current health assessment/physical must be completed signed by medical provider and returned within 30 days of registration with the CYS Services system Health Assessment must be updated annually by parent, if the parent indicates any change in the child's health status, a current medical examination will be required.

Sports physicals are due prior to practice. The physical must be current through the sports season being played. Sports Physicals are good for 1 year.

If there are any changes to the health assessment or physical during the active period notification by families must be made to the Parent Central Services office.

Failure to provide updated health records, physicals, and immunizations will result in denial of services.

Children who appear to be ill or show signs of fever will be closely screened and could be denied admission based on:

- Temperatures in excess of 100.5 degrees F axillary (infants 3 months and younger) or 101.0 axillary infants and children older than 3 months.
- Inability to participate in daily activities
- Obvious signs of illness such as impetigo; scabies; ringworm; chicken pox; head lice/nits; culture proven strep infections that have not been under treatment for at least 24 hours; persistent cough/diarrhea/vomiting; conjunctivitis; symptoms of contagious diseases such as measles/mumps/hepatitis; pinworm infestations.

Readmission Following Illness

A child may return to a CYS Services program when the child feels well enough to participate in daily activities and the following exist:

- Fever has been absent for 24 hours
- Nausea/vomiting/diarrhea has subsided for 24 hours
- Lesions from impetigo are no longer weeping
- Scabies is under treatment
- Lice are under treatment
- Pinworm treatment has occurred 24 hours prior
- Child has completed contagious stage of treatment

- Conjunctivitis has been diminished (eyes are not draining)
- The appropriate doses of antibiotics have been given over a 24-hour period for strep or other infection, the physician has approved readmission after the 24 hour period and additional staff is not required for care. Any medical documentation must include physician's signature and stamp.
- All Chicken Pox lesions are crusted
- Ringworm treatment has occurred 24 hours prior to re-admission

CYS Services retains the right to request a note from a health care provider stating the child has sufficiently recovered to return to normal activities and does not pose a threat to other children/youth in care. The health care provider should specify any recommendations for limited activity or observation. The decision to accept the child/youth will be made by the program director.

Medical Care After Admission

Children/youth who develop conditions after admission that require immediate medical attention will be taken to the hospital by ambulance. Conditions that require immediate medical care include seizures; high fevers; marked difficulty in breathing; unconsciousness; laceration (either significant in size or amount of bleeding); injury to an extremity with obvious deformity; and/or head trauma associated with vomiting or altered consciousness. Attempts will be made to notify the family.

If a child develops minor health problems after being dropped off for the day, the parents will be notified and the child will be placed in an isolated area until they are picked up. Families MUST pick up the child within one hour of notification of illness. Failure to do so will result in contacting Family's chain of command. Parents will be immediately notified of any emergency or acute illness. The installation Community Health Nurse (CHN) and parents will be informed of a child's exposure to a communicable disease during a communicable disease outbreak while in a CYS Services program.

Administering Medication

Medication can be administered in the full day programs if the following requirements are met:

- A physician must prescribe medication.
- Community Health must approve administration of the specific medication.
- All medication, including over the counter medication, must be in the original container with a child-proof cap and a prescription label that includes:
 - Date prescribed
 - Physician's name
 - Child's full name
 - Medication name
 - Dosage strength (amount to be given/applied)
 - Administration frequency (specific times for administering)
 - Instructions for use, i.e., by mouth, apply to rash, etc.
 - Start and stop dates (duration)

- Rescue medications (Epi-Pen; inhaler; nebulizer) can be administered when accompanied by a Medical Action Plan completed and signed by medical provider.
- Medications must be on approved medications list. Medications not on the approved list may be administered with approval from Army Public Health Nurse.
- The physician or parent will administer the first dose of medication.
- The child will be on oral medication at least 24 hours before program personnel can administer it.
- Written permission must be provided by parent/guardian on DA Form 5225-R, Child Development Services Medical Dispensation Record. This form is available at the program site. If medication will be administered into the following month, a new Record must be completed on the first day of that month and each month after.
- Families must provide appropriate measuring device for administering the medication.
- As a general rule, program personnel will not administer medications prescribed two or fewer times per day.
- Children will not be forced to take medication.
- The Community Health Nurse must approve in writing any exception to the medication policy. Request for exception to policy must be submitted to the appropriate site supervisor for consideration.
- A physician's certification is required for children in 6th-12th grade to self-medicate. The SNAP will review the youth's medical records before self-medication is permitted.
 - Medications will not be administered to Hourly Care or Part Day children with the exception of life-saving medications such as Albuterol or Epi-Pen.
- No over-the-counter medications will be dispensed by the staff unless they are prescribed by a physician and container has a prescription label.
- Basic Care Items are over the counter items for prevention of sunburn, diaper rash, and teething pain and may be administered without a prescription. These items must be on the approved Basic Care Medication List. Check with the site supervisor for further information.
- Children will not be allowed to keep inhalers or other medications on their person. These should be given to the front desk staff for security.

- Emergency medications may be given in all programs. The procedures are identical to the full day program requirements.

Reducing Sudden Infant Death Syndrome (SIDS) Risk in CDC/FCC

To reduce the risk of SIDS, infants must be placed on their backs to sleep, on a firm surface that meets the standards of the United States Consumer product Safety Commission while they are in our care. An exception requested by physicians to place infants on their stomachs due to a medical condition is permissible with detailed, written instructions and approved by the SNAP Team. For more information on reducing the risk of SIDS, contact the "Back to Sleep" campaign at www.nichd.nih.gov/sids/sids.cfm or the American Academy of pediatrics at www.aap.org.

INSTALLATION CHILD SUPERVISION POLICY

The intent of this policy is to ensure the safety of children by not leaving them unattended under circumstances involving potential or actual risk to the child's health and safety.

Family Responsibility

Families/guardians are ultimately responsible for the welfare and actions of their children living on or visiting the installation. Families are responsible for providing adequate child care and supervision commensurate with their child's age, maturity, and physical and emotional abilities.

- General Prohibitions - No child, regardless of age, should ever be left in circumstances posing potential or actual risk to his/her health or safety.
- Levels of Supervision - By order of Garrison Policy Memorandum #08-07, levels of supervision will be established for children living on or visiting Fort Drum as defined below:
 - Direct Supervision. A parent or designated responsible person provides on-site supervision. Babysitters must be at least 12 years old and of sufficient maturity, responsibility and experience to care for younger children. Placing younger teens in charge of younger children, even siblings, on a regular basis is highly discouraged. Parental discretion is required to determine how long children should be left in the care of teenage babysitters. All babysitters should complete the American Red Cross (ARC) Babysitters Class, 772-6719. Call Child, Youth & School Services Parent Central Services for a list of certified babysitters.
 - Monitored Care. A responsible adult is aware of a child's location and activities, and ensures the child is capable and prepared to handle an emergency. The child must have easy access to a parent or designated responsible adult who lives nearby. Parent or designated adult should check-in with the child at least every two hours and more often if circumstances dictate.
 - Self Care. A youth must be of sufficient physical, emotional, intellectual and social maturity to demonstrate competency in "home alone" skills.

Youth must be able to meet basic needs, follow safety and parental rules, respond appropriately to a minor crisis (e.g., being locked out of the house, losing electricity) or an emergency (e.g., fire, severe weather, accidents requiring first aid). The youth must be able to contact a parent or designated adult at all times.

- o Minimal Guidelines. The following MINIMAL supervision levels are recommended for children on Fort Drum per Garrison Policy Memorandum #08-07. Guidelines apply to children at home and in public places. Parents must consider their child's level of maturity, responsibility and readiness for self-care in addition to his/her age/grade.

<u>AGES</u>	<u>SUPERVISION LEVEL</u>	<u>LENGTH OF TIME</u>
Birth-10 years old	Direct "eyes on" supervision	At all times
10 – 11 years old	Monitored care (child can easily reach adult)	3 hours -- daylight
12 – 14 years old	Monitored care (child can easily reach adult)	6 hours
15 – 18 years old	Self care – may be left alone with Sponsor in local area and access to adult supervision.	

- Vehicle Safety.
 - o Never leave children unattended in or around parked cars. They could be backed over, overheated, put the car in gear, etc.
 - o Every child under age 16 in the vehicle must use a safety restraint. If under age four, he or she must be properly secured in a federally-approved child safety seat that is attached to a vehicle by a safety belt or universal child restraint anchorage (LATCH) system. A child under age four who weighs more than 40 pounds may be restrained in a booster seat with a lap and shoulder belt. A child of age 4, 5, 6 or 7, must use a booster seat with lap and shoulder belt or a child safety seat (The child and safety restraint system must meet the height and weight recommendations of the restraint manufacturer.)
 - o An appropriate child safety restraint system is required for all children until their 8th birthday
 - o If the child is eight years old and is under 4'9" tall or weighs less than 100 lbs, it is *recommended* that you continue to use a child restraint system.

OPEN DOOR POLICY

CYS Services has an open door policy. Families can visit their children during their stay with us at any and all times. Families are welcome to express concerns, suggestions, complaints, compliments, participation in planning events, volunteering for field trips, participation in parties, or just coming in to read a story at any time. In addition, any time you would like to call and check on your child, the front desk staff will be happy to get the information for you.

ORIENTATION

All programs offer a mandatory Family orientation prior to the child/youth starting in the program. During this orientation management staff meets with new families to discuss daily

schedules and routines, policies that affect their child/youth, meals, field trips, provide a tour of the program, and introduce the parents to staff.

OUTDOOR ACTIVITIES

Outdoor activities/play is scheduled daily for all children/youth. A variety of equipment and activities are planned to ensure that outdoor play is safe and developmentally appropriate. Specific guidelines have been established regarding weather conditions to ensure that children/youth's play outdoors is safe and healthy. Outdoor play is not allowed when weather extremes exist. If rain or snow is light children will still be allowed to play outside. Please ensure your child has the appropriate clothing for outdoor weather.

Families are asked to have children/youth dress appropriately for weather conditions so their children may participate in outdoor play. Some clothing popular with children is unsafe for outdoor play (i.e., certain shoes, long dresses, cords/ties on hooded clothing and jewelry are hazardous in play areas as they promote slips and falls).

Children/youth who are unable to play outdoors will be denied participation in our programs.

PARENT PARTICIPATION/EDUCATION PROGRAM

Parents are considered an integral part of CYS Services and are encouraged to participate in all programs and activities.

Parent/staff communication contributes significantly to the child's well being. Families are encouraged to talk to their child's teacher on a daily basis. Conferences with the teacher and/or director may be requested at a time convenient to the Family.

Written communications are also of great benefit to families, staff and children. In an effort to keep families well informed, newsletters and notices will be sent home with the children on a regular basis, and notices placed on bulletin board areas in each facility. In addition, families may make suggestions by providing the ideas and place them in the suggestion box provided in the facilities.

Families may visit, eat lunch with their children/youth and/or participate in the activities of the program at any time. In addition, they are invited to share their skills/talents with the children (i.e., cooking, games, sports activities, arts and crafts, etc.) or volunteer for field trips and special events.

Child Youth and School Services Parent Advisory Boards meet on a regular basis and is comprised of members at large and one or more representatives from various CYS Services programs. These Advisory Boards are run by Families from the various programs and is used to elevate issues, concerns, ideas, and suggestions for program improvement in support CYS Services programs. The Parent Advisory Boards will establish, develop, and oversee planned group activities and projects coordinated with the program managers. Activities and projects may include fundraising, program improvement, community improvement or advocacy projects for CYS Services. For more information please contact the individual activity for dates and times.

PARTNERSHIPS WITH THE COMMUNITY

The Child Youth and School Services program works closely with many of the organizations and activities within the community. These partnerships are coordinated and built to ensure smooth transitions between programs, schools, screening and assessment services, and for special educational needs. These partnerships include organizations such as Army Community Services, Guthry Army Health Clinic, Fire Department, Local School Districts, Military Police, Nutrition Office, Preventive Medicine, Staff Judge Advocate, Social Work Services, Dental Clinic, Cornell Cooperative Extension, Community Action Planning Council and many others.

REST TIME

A rest/nap period is scheduled for all children 5 years and younger (not required in Kindergarten). This allows children to rest and rejuvenate thus enabling them to complete their day. Children are provided their own area during rest period, with a mat, crib and/or blanket. For safety purposes, children under age 3 are prohibited from using pillows.

Rest time is scheduled according to the ages and needs of the children. Infants and pre-toddlers nap or rest on their own individual schedules. Children ages 2-5 years generally have a 2 hour scheduled rest period.

Children who cannot rest or sleep will be allowed to participate in quiet activities that do not disturb others who are sleeping. Families are encouraged to bring children to the program prior to rest time in order to minimize disruption to the other children.

SMOKE-FREE FACILITIES

All Child Youth and School Services facilities are smoke –free. There is no smoking allowed within the facility or grounds. If smoking is necessary it must be done out of sight of the children/youth.

SPECIAL EVENTS AND ACTIVITIES

- Families are welcome to participate in and attend special celebrations.
- Balloons or homemade food or drinks will not be accepted.
- Families who want to take photographs or video recording must provide the program with a 2-day notice for the convenience of other Families who may not want their children included.
- Some special activities require parental permission slips. Only registered children/youth that have turned in a permission slip will be allowed to take part in the program or activity.

SPECIAL NEEDS

Enrollment for children with special and unique needs must be staffed through the Special Needs Accommodation Process Team (SNAP) prior to enrollment. To ensure appropriate placement in CYS Services programs, the OS Director coordinates with the Exceptional Family Member Program (EFMP) Manager and arranges for an appointment when the SNAP is held. This meeting is scheduled for the first and third Tuesday of each month. The SNAP is comprised of health care professionals, local community representatives and child development professionals whose purpose is to determine and make recommendation as to the best CYS Services placement for the child. Families are required to attend the SNAP meeting, provide documentation, answer questions and provide input regarding their child's needs.

SUPERVISION OF CHILDREN

Staff supervises children appropriately according to children's ages, abilities, and needs. CYS Services staff supervises infants and toddlers by sight and sound at all times. For children of preschool age and school age are supervised primarily by sight. Supervision by sound is permitted in the CDC and SAS programs during toileting (who can use the toilet independently) and who are doing tasks within the center. When children are out of sight, the teaching staff will check the children at regular intervals (three to five minutes). Staff will position to hear and see napping children when they are interacting with children who are awake in the CDC program.

TRAINING

Trainers oversee CYS Services employee training to ensure the highest quality care and out of school experiences for children and youth in our programs. Their duties encompass programs serving children 4 weeks to 18 years in Child Development Centers, Family Child Care homes, alternative care options, School Age Services, SKIES, Sports & Fitness, and the Middle School and Teen programs.

TRANSPORTATION & FIELD TRIPS

Government vehicles are used to transport children/youth for field trips, outings, etc. Families grant general transportation authorization by signing the statement on the back of the child registration form. Written permission is required for each specific trip.

No staff will remain behind for children who do not attend trips. Families must find alternate child care if their child does not attend. Adult Family members are welcome on field trips but will be responsible for their own transportation.

VOLUNTEERS

Volunteers (youth and adults) play an essential role in our programs. They affect our soldiers, their families, the organization, and installation readiness.

Adult volunteers have the opportunity to volunteer at all CYS Services programs. Contact the Parent Central Services office for details.

Acceptance of adult volunteers (age 18 and up) is contingent upon completion of appropriate background checks.

A Parent Advisory Council is available to all Families who wish to volunteer their time to work in cooperation with the program to make improvements and develop new initiatives.



TELEPHONE NUMBERS

CYS Services Coordinator	772-6715
Program Operations Specialist	772-6715
CYS Administrator	772-6715
Central Registration	772-8675
Outreach Services	772-8672
School Liaison Services	772-3214/1311
Chapel Drive CDC	772-8676/7900
Chapel Drive Annex CDC	772-9720
Memorial CDC	772-7101/7100
Po Valley CDC	774-4831/4832
Riva Ridge CDC	772-1085
Family Child Care	772-2250
School Age Services	772-4411
Middle School & Teen Program	772-6719
Youth Sports & Fitness	772-0629/6718
SKIES Instructional Programs	772-0629
Functional Technology Specialist	772-0634/774-0159
CYS SERVICES Nutritionist	772-4061

HOURS OF OPERATION

FORT Drum

Chapel Drive CDC	Mon – Fri	6am - 6pm
Chapel Drive Annex CDC	Mon – Fri	6am - 6pm
Memorial Drive CDC	Mon – Fri Hourly Care Mon – Fri Deployed Care Sat Hourly Care	7am - 5:30pm 7am - 5:30pm 10:30am - 6pm
Guthrie Hourly Annex	Mon – Fri	8:30am - 4:30pm
Po Valley CDC	Mon – Fri	6am - 6pm
Riva Ridge CDC	Mon – Fri	6am - 6pm
Monti Fitness Ctr. Child Care	Mon – Fri	9am - 3pm
School Age Services	Mon – Fri 1 st Sat every month	6am - 6pm 12pm - 6pm
School Liaison Office	Mon – Fri	7:30am - 5pm
Youth Center		
<i>Middle School Programs</i>	Mon-Fri Sat	1pm - 7pm 12pm - 8pm
<i>High School Programs</i>	Mon-Thurs Fri Saturday	1pm - 8pm 1pm - 9pm 12pm - 8pm
Sports & Fitness	Mon – Fri Saturday	11:30am - 3:30pm Hours varies by season
SKIES	Mon- Fri	9am - 4:30pm
Parent Central Services	Mon – Thurs Fri	8am - 5pm 8am - 4pm
Family Child Care	Mon – Fri	8am - 4:30pm

Hours of operation are subject to change!