



FCC Parent Handbook

**Child, Youth & School Services
Fort Drum, New York**

A guide to the regulations and responsibilities for
Fort Drum's Family Child Care (FCC) Program



Phone Directory

FCC Director	772-6716
CYSS Nutritionist	772-4061
FCC Program Assistant	772-2250
CYSS Nurse	772-2776

Chain of Command

Family Child Care Director	772-6716
Child, Youth & School Services Administrator	772-0070
CYSS Coordinator	772-9470
Director of Family and Morale, Welfare and Recreation	772-5685
Garrison Commander	772-5001

**Thank you for choosing Fort Drum
Child, Youth & School Services
As your child care provider**

**"Children
Find
Success
in CYSS"**



Welcome to Fort Drum Family Child Care

I would like to welcome you and your children to the Fort Drum Family Child Care (FCC) Program. Family and Morale, Welfare and Recreation (FMWR)/Child, Youth & School Services (CYSS) offers Family Child Care as one of the child care options for both military personnel and DOD civilian employees. We realize that the care of your children is a top priority for you. We share that concern.

This handbook has been developed to clarify and explain the responsibilities of the FCC Program within the CYSS organization.

The purpose of FCC is to provide a safe and healthy environment for children ages four weeks through twelve years in the certified home (government quarters) of a certified provider.

An extensive application process must be completed before a provider is certified for child care in the home. An FCC provider and family members, over age 12, must pass all background clearances submitted by the FCC Office. Providers receive initial and on-going training and inspections in various topics. The Garrison Commander certifies providers recommended by the FCC Office.

Training includes: American Red Cross CPR, Standard First Aid, Safety and Emergency Procedures, USDA Child and Adult Care Food Program, Sanitation and Hygiene, Child Development, and Child Guidance, just to name a few. Certification of FCC providers helps to ensure that standards for the health, safety and welfare of children are maintained. The FCC staff continuously monitors the homes with regular announced and unannounced visits, and also coordinates inspections by Fire and Emergency Services, Command Safety Office, Community Health Nursing, Nutrition and Preventative Medicine.

If you have any questions or concerns, please feel free to call me at 772-6716.

FCC Director

Purpose

To provide parents with information for enrolling their children in, and utilizing the services of the Family Child Care Program.

Scope

This booklet is made available to the parents of children enrolled in the Family Child Care Program at Fort Drum.

General

Army Regulation (AR) 608-10, July 1997, governs the Child Development Services (CDS) portion of CYSS and establishes CYSS enrollment eligibility.

Responsibilities

The Director of Family and Morale, Welfare, and Recreation (FMWR) is responsible for programs within FMWR, including facilities, hours, fees and charges.

The CYSS Coordinator is responsible for the overall operation of the CYSS Program. Any questions or concerns on policies or procedures may be addressed to the coordinator.

Each program director is responsible for the operation of his or her program and supervision of employees in those programs.

Training and Curriculum Specialists (TACS) are responsible for staff and/or provider training, curriculum and the developmental program plan.

The CYSS Nutritionist is responsible for oversight of the CYSS food program to ensure that it meets the guidelines of the Army and the United States Department of Agriculture (USDA) Child and Adult Care Food Program under the auspices of the NYS Department of Health.



Quarters-Based Family Child Care Services

Certified Family Child Care (FCC) homes are able to offer a family-type atmosphere with a limited number of children, flexible hours and the availability of care for children with special needs. FCC providers have access to the FCC Lending Library, and an on-staff Training and Curriculum Specialist (TACS) who provides individual and group training.

***Multi-Age Homes**

Provide full-day, part-day, and hourly care for children 4 weeks to 12 years. The adult child ratio is 1:6.

***Infant-Toddler Homes**

Care for children under the age of 3 and are limited to 3 children.

***School-Age Homes**

FCC homes offer school-age children care in their own neighborhoods, before and/or after school, holidays and weekends.

***Extended Hours Program**

Many providers offer extended hours which can meet the needs of parents who require evening child care, work unusual or long hours, and have mission-related child care needs.

***Long-Term Care**

Providers may offer care for children which encompasses more than 15 consecutive days, but does not exceed 60 days.

Our Philosophy

FCC homes provide a nurturing home atmosphere where children can develop and learn from each other in a smaller, more individualized group. As a result of the smaller group sizes, providers are able to take time to get to know each family individually. They are also able to offer flexible hours so parents have reliable quality child care during all hours of the day and night.

Each child in our care is a unique person with strengths, weaknesses, likes and dislikes of his/her own. A child discovers and learns through play and exploration. We offer each child a warm, home environment to socialize and grow with other children, a chance to practice language skills, increase proficiency in large and small muscle activities, to improve self-help and to develop and nurture a positive self-image.

Our focus is on the child's needs. There are planned group activities and a variety of individual activities to choose from, as well as time for interacting with peers and providers throughout the day. Each child will be encouraged to participate in all activities, but no one is forced to join. This type of programming provides opportunities for social, physical, creative, cognitive and emotional growth.

Family Child Care is committed to quality. Family Child Care providers have to attend more than 40 hours of training prior to opening their homes for care. After they've been certified, they are required to complete the Army Child Development Training Program, in addition to annual required training. Every provider is encouraged to apply for a Child Development Associate Credential (CDA) through the Council for Professional Recognition, and then Home Accreditation through the National Association of Family Child Care.

Registration

Families must be registered with Child, Youth & School Services (CYSS) to be eligible to use FCC. A registration fee is required with the initial completion of the registration packet. This provides FCC staff with child and family data needed for program management, health, safety, enrollment and admission requirements. The registration fee is due annually when updating registration information. The registration fee is non-applicable to child care fees. They are, however, transferable to another installation.

The child's immunization record and social security number must be presented at the time of registration. Children may not be registered without record of current immunization or a waiver from the Chief of Preventive Medicine. Immunization records must be kept up to date, parent must provide a copy of any updated shot records to the FCC provider and CER.

CYSS Registration, must be completed by the parent or guardian for each child and updated annually at CER.

Each child must have a Health Assessment, DA Form 5223-R, completed and signed by the parent and a healthcare provider (physician, physician assistant or nurse practitioner) within the past calendar year or within 30 days of registering. A Health Assessment signed by the parent and healthcare provider is required for each child on an annual basis.

The USDA Child and Adult Care Program Income Statement (application for free and reduced meals) must be completed prior to providing child care services and updated annually. Children having special dietary needs must have completed a Special Diet Statement on file. Proper document is required from medical personnel or clergy.

Subsidy Assistance Program

The Family Child Care Subsidy Assistance Program help equalize the fees between the FCC Program and the Child Development Centers for families who qualify.

The Subsidy Assistance Program is only available to patrons who use full-day care (a minimum of 25 hours per week) and for children who have not entered Kindergarten.

The FCC Program also has limited funding available to assist with the cost of extended child care for patrons who work before 6 am, after 6 pm, on Federal holidays and weekends. Parent fees would depend on the individual contract with the provider. For more information about the subsidy program call 772-6716. To determine you eligibility for the Subsidy Assistance Program, an application for Department of Defense Child Care Fees (DD Form 2652) must be completed and returned to Central Enrollment Registry with verification of total family income (LES and Pay stubs or school schedule).

Discipline

CYSS methods of discipline are diversion, separation, redirection, positive reinforcement and gentle physical restraint. We do not permit spanking, humiliation, verbal abuse, any isolation or deprivation of food or activities. Instances of excessive aggressiveness, biting, or becoming a potential danger to self or others may result in suspension, termination, and/or medical evaluation. Parents and providers are urged to work closely together to ensure the child is provided a similar discipline plan at home and in the FCC home.

Child Abuse and Neglect

All providers and CYSS staff are trained in identifying and reporting suspected child abuse/neglect. All personnel are required to report suspicion of abuse/neglect as mandated reporters by New York State law AR 608-18 and AR 608-10. No child may be hit/spanked in any CYSS program.

Emergency Conditions

Children who develop conditions that require prompt medical attention will be taken by ambulance to a hospital for evaluation. Parent/guardian will be notified by phone.

Please be sure emergency contact names and phone numbers are updated as needed so we can always locate you! Emergency designees **must** be local and someone other than the parents.

If parent/guardian can not be reached, the Emergency Contact or Child Release Designee will be contacted. Some examples:

- *Seizures (the term convulsions is not commonly used anymore)
- *Marked difficulty in breathing
- *Unconsciousness
- *Cut, either large or with uncontrollable bleeding
- *Head injury with vomiting or unusual behavior
- *High Temperature (Fever accompanied by other symptoms such as limp and unable to move, unconsciousness, difficulty breathing).

Denial of Services/Illness

Children with the following symptoms will not be admitted for care:

*Temperature in excess of 100.5° F. axillary for children under 3 months of age and in excess of 101° F. axillary for children over the 3 months of age.

*Inability to participate in daily activities

*Obvious illness such as:

Impetigo, Scabies, Chickenpox, Ringworm: Rashes with open or draining lesions, rashes covering trunk, limbs, or face that have not been evaluated by a healthcare provider

Head lice-nits: whitish-gray clot attached to hair shafts.

Culture-proven infections that have not been under treatment for at least 24 hours.

Conjunctivitis: Any eye drainage that is white, yellow, or green.

Persistent cough, severe diarrhea or vomiting.

Symptoms of other contagious diseases such as measles, mumps, hepatitis and strep infections.

Pinworm infestation

If child shows these symptoms after being dropped off, parent will be called and expected to pick up the child within 1 hour.

Re-admission Criteria Following Illness

Any child denied care or sent home due to an illness must be seen by a healthcare provider (physician, PA or NP) before returning to care. An Illness and Re-admission Record must be signed by the healthcare provider and submitted to the FCC provider when the child returns to care.

The child must also be well enough to participate in usual daily activities.

Any vomiting and diarrhea must be absent for 24 hours.

Scabies, lice, or pinworms have been treated.

Chickenpox lesions are all crusted (usually 5-6 days after onset).

Strep throat or impetigo have been treated with antibiotics for at least 24 hours.

In incidences of conflicting guidance between the child's healthcare provider and CYSS re-admission criteria, CYSS has the final authority to approve the child's return to the program.

*Questions/concerns can be addressed to CYSS Nurse, 772-2776 or Army Public Health Nursing, 772-6404.



Medication

Prescription medications may be given in full-day care programs if the prescription label contains the information listed below. Parents must administer medication for the first 24 hours. Parents must also complete a DA Form 5225-R, Medication Dispensation Card for each prescribed medication. All medications must be on our approved medication list. Non-routine medications may be administered on a case-by-case basis following consultation with Community Health Nursing.

Prescription labels must include:

Child's name, name of doctor who prescribed the medication, name of medication, dosage, start and stop dates, and date medication was prescribed. No "PRN" (as needed), or over-the-counter medications or home remedies can be administered by FCC providers except rescue medications (inhalers & epi-pens).

Parents must provide:

Medication with current prescription.

Accurate measuring tool (syringe, cup, etc.).

Ziplock bag containing these items with child's name.

Completed DA Form 5225-R Medicine Dispensation Card for each medication.

Basic Care Items include:

a. For dental pain: baby oragel, anbesol gel (Benzocare 75%)

b. For prevention of diaper rash:

- | | | |
|-----------------|------------------------|--------------|
| 1) A&D Ointment | 5) Aquaphor | 9) Lubriderm |
| 2) Desitin | 6) Balmex | |
| 3) Vaseline | 7) Bordeaux Butt Paste | |
| 4) Zinc Oxide | 8) Moisturel | |

Generic diaper cream that contains same active ingredients as 1-9

c. For sunburn: only child-approved sun screens, waterproof, UVB and UVA ray protection w/SPF 15 or higher, may not contain bug repellent.

Basic care item permission slip must be completed and signed every 3 calendar months.

