



## **CY2024 Parent Participation Plan (PPP)** **For Rota CYP**

### **Policy Statement:**

Parents are ultimately responsible for the health, safety and well-being of their children and are an integral part of their child's early education experience. Parents and CYP Professionals work in partnership to further each child's developmental and educational goals. Parents are welcome at our CYP facilities at any time during normal hours of operation. However, parent participation is strictly voluntary, and shall not be required as a condition of enrollment.

### **Goal of our Parent Participation Plan**

To build a collaborative relationship with parents in order to create a strong support system fostering resiliency, self-esteem, a healthy mind and body in our children, youth and teens.

### **Objectives:**

- To engage families in building partnerships and positive relationships with CYP professionals and administration.
- To promote parent education and training workshops, including ages and stages of children's development, parenting skills, and child abuse awareness.
- To provide assistance in the areas of fundraising projects, special events, on-site field trip experiences, and community involvement.
- To inform parents about the Navy adopted curriculum programs and how they assist in their child's learning.
- To provide parents the opportunity to observe children and participate in activities in the classroom or program.
- To engage parents in the future preparation for re-accreditation with the National Association for the Education of Young Children (NAEYC) or The Council on Accreditation (COA).

### **Parent Education:**

Our CYP facilities maintain a reference library of resource materials for parents that cover a wide range of child and youth information that include, but are not limited to, special needs, child abuse awareness, nutrition, etc. Parent resources are located in the reception area of each facility. This area will include brochures for various parent support resources, fliers with information about training provided by installation agencies, such as Family Readiness, etc.

## **Planned Parent Education Opportunities for 2024:**

### *- Child Abuse Awareness Prevention*

Child Abuse Prevention, Education, and Reporting. (offered twice)  
Teen dating Violence. Teen and Parent Information Session  
Age appropriate Guidance Techniques. National Child Abuse Prevention Month.  
Internet safety for Youth and Teens.  
Bullying: Helping Kids Cope

### *-Ages and Stages of Children's Development, 0 to 18 years*

Weathering the Storm: Strengthening Resilience in young Children.  
Developmentally and age appropriate toys for Christmas  
Parenting Skills: Toilet Learning  
Infant Mental Health  
Safe Sleep Practices, SIDS Prevention, and Tummy Time.

### *-Parenting Skills:*

Resource Information: Nursemaids Elbow.  
The Importance of Schedules and Routines for Young Children  
Talking to Kids about Back to School Worries.  
Potty Training: When is your Child Ready?

## **Parent Communication**

### **All CYP Programs:**

- Parents are encouraged to communicate and share information with the staff regularly to establish continuity between home, school and the program.
- Program supervisors are present during business hours to answer questions and listen to your concerns. Anonymous questions, comments and concerns will be addressed via the suggestion box (located at the front desk at each facility).
- All parents are invited to attend the Parent Involvement Board (PIB) meetings. The PIB is a forum for discussing program issues and planning parent involvement opportunities. Please contact a CYP Program Director for more information about the PIB.
- Monthly Newsletters outlining current events are distributed monthly at all CYP programs.
- Snack and meal calendars and program calendars are available on the parent information boards in each center.
- Copies of the Parent Handbook are available for download on our MWR website at <https://www.navymwrrota.com/> on each of our CYP Program's webpage or can be provided upon request by our front desk staff.
- All parents are welcome to attend our quarterly parent education sessions.

### **Parent Communication with Staff at the CDC**

- Parent/Teacher Conferences (3 times per calendar year): CDC staff will provide a written assessment specific to each child's growth and development. Parent conferences may also be held throughout the year on an as needed basis.

- Daily Gram (provided for ages < 3yrs): Parents of children under the age of three years shall be provided with written information on the child(ren)'s sleeping and eating habits as well as other pertinent information on a daily basis.
- Parents of children ages three-five will receive verbal, informal communication every week.
- Informational Flyers (prior to all events)

### **Parent Communication with Staff SAC & Teen**

- Staff will provide ongoing communication regarding day-to-day experiences, health and behavior issues, children/teen's interests and plans for upcoming events.
- Parent conferences shall be held throughout the year as needed to meet the needs of individual children and youth.

### **Parent Information Board**

Parent information bulletin boards are available in each CDC classroom and at SAC/Youth facility. These boards include, at a minimum, weekly activity plans, daily schedules, DoD child abuse hotline number and local child abuse reporting procedures, menus and guidance and touch policies.

### **Additional Communication**

All CYP Professionals are able to provide families with information about the various CYPs in the area and are listed on our SAC and CDC webpages. Brochures regarding CDC and SAC/Youth, as applicable, are available in each facility and each CDC director is able to provide information about the SAC program to parents of preschool children entering kindergarten.

### **Customer Satisfaction Survey**

On an annual basis, we will conduct a customer satisfaction survey to determine our families' satisfaction with our staff, programs, facilities and services. However, if our parents express a concern or complaint at any time during their child(ren)'s enrollment in a CYP, we will make every effort to provide a timely and appropriate response.

### **Parent Involvement Board**

Parents are encouraged to participate in the Parent Involvement Board (PIB). Meetings are held on a quarterly basis or as necessary. The PIB is composed of parents and representatives from each CYP specific to the installation and a command representative. The PIB offers our families an opportunity to discuss problems and concerns, communicate with other PIB members and to provide recommendations for improving services. The PIB operates in an advisory capacity only and does not engage in the management or operation of any CYP. The PIB also assists in coordination of the parent participation plan and at least one member of the PIB may serve as a member of the Multi-disciplinary Inspection Team. Become our Chairperson and earn 10 points at each of the four (4) PIB meetings you chair!

### **Parent Engagement & Rewards Program:**

We encourage our parents to spend time in the CYP in which their child(ren) is enrolled, whether it's just to observe, to participate in planned activities or to share their interests, talents, abilities and knowledge. As an added bonus CYP has a **Rewards Program** that offers financial incentives to families who choose to volunteer within our programs or participate in our parent education events. Points or CYP Rewards, are then awarded based on the amount of time that you spend participating in the activity

(one CYP point for one hour) and the activity itself. When you accumulate a total of 10 CYP Rewards, you will receive a discount on your next military child care fee or Youth Sports league registration. Points are accrued either hourly or at a flat rate and opportunities are detailed in this Parent Participation Plan along with their assigned point value. Additionally, see our Family Engagement Brochure and our Parent Handbook for more information on this incentive program.

***Earn one CYP Reward for every one hour spent performing activities such as:***

- Attending parent/teacher conferences
- Assisting with health and nutrition activities such as gardening and recipe sharing
- Assisting the training specialist with CYP professional training
- Creating or arranging seasonal decorations/bulletin boards
- Assisting with daily routines and programming venues
- Working with children on special projects such as healthy cooking, performing arts activities
- Photographing or videotaping program activities
- Reading or playing a musical instrument with small groups or individual children
- Sharing information with children about professional occupations or special talents
- Tutoring SAC children, youths or teens
- Volunteering during special events, parades or festivals
- Writing articles for the CYP newsletter

***Youth Sports Involvement Reward Points:***

- Youth Sports offers many opportunities for parent involvement to include becoming a coach during any of our sport seasons. Please check with Youth Sports Office for exact dates.
- Starting sign-ups dates (subject to change):
  - Youth Basketball – January
  - Baseball – March
  - Sports Camps – May/June
  - Youth Soccer – August
  - Youth Football – October
- All families that participate in the Youth Sports program must complete an annual Parent Association of Youth Sports (PAYS) Training in order to register their child for Rota youth Sports.
- Rewards Information-Volunteer as a YSF Coach and get a choice of three rewards options for redeeming points:
  - No-cost registration for your child(ren) for the same season during which you are the Coach OR
  - Receive a \$30 credit towards the household's next child care billing OR
  - Receive no-cost registration for your child(ren) for a subsequent YSF sports season.

***All events listed are specific to parent participation opportunities within the program identified. Earn one reward point for 1 hour of volunteering to help with each activity listed below (unless otherwise noted above for YSF Coaching or below beside the opportunity). Signing-up to volunteer in advance with the Program Manager is required.***

## January

- **CDC Events**
  - 12<sup>th</sup>: Churros and Chocolate held 2:00 p.m. Come and enjoy a sweet treat with your child.
- **Youth Sports Events**
  - 18<sup>th</sup> Informational briefing for all New and existing YSF Parent held at 1000
  - 23<sup>rd</sup> YSF Basketball registration opens online at 6:00 a.m.
- **Youth Program Events**
  - 25<sup>th</sup>: Youth Recognition Awards Ceremony at 2:30 p.m.
- **SAC Events**
  - 19<sup>th</sup> @ 3 p.m. – 5 p.m., National Popcorn Day Events: We welcome our families to “Pop” in and enjoy the afternoon with us!
  - 26<sup>th</sup> @ 4 p.m. -4:30 p.m. - National Chocolate Cake Day – Come enjoy and piece of Cake that our SAC bakers have prepared
  - 29<sup>th</sup> – National Lego Day – Complete the Lego Challenge with your child for “Fame and Glory”
- **CYP Wide Event**
  - 11<sup>th</sup>: Resource Information: Nursemaids Elbow. CDC Front Lobby 7:30 – 8:30 am and 4 pm – 5 pm.

## February

- **CDC Events**
  - 9<sup>th</sup> : Friendship Card Day at 3:00p.m. Come create friendship card with your child.
  - Black History Month door decorating contest. Parents can vote the entire month which door is their favorite, the winner will be announced February 23<sup>rd</sup>.
  - 23<sup>rd</sup> Ice Cream Making at 3:30p.m.- Come celebrate black history month and the black inventors that created the ice cream we have today!
- **Youth Sports Events**
  - 8 Feb @ 5:00 p.m. --YSF Coaches’ Focus Group Video Conference
  - 15 Feb @ 4:30 p.m.--Run Like Me (parents help kids) (Running Event with parents and Kids)
  - 21-22 Feb-- Parents Basketball Mandatory Briefing—All parents required to attend and receive sports pertinent information
- **Youth Program Events**
  - TBD – BGCA National Fine Arts Contest Display @ NEX.
  - 29<sup>th</sup>: Youth Recognition Awards Ceremony at 2:30 p.m.

- TBD: Teen Dating Violence. Parent Information Session led by Fleet and Family Services Center.
- **CYP Wide Event**
  - TBD: Teen Dating Violence: Teen and Parent Information Session. Presented by FFSC YOUTH Center
  - 6<sup>th</sup> @ 12:00-12:30p.m. The Importance of Schedules and Routines for Young Children. CDC B1
- **SAC Events**
  - All month – Family Game Challenge – Challenge your kids in an interactive Black History Month trivia board game. Questions change every week!
  - 8<sup>th</sup> – National Kite Flying Day – Create a kite with decorations that represent your family. Take it outside and let it fly.
  - 14<sup>th</sup> all day “I love my Kid” Photo Booth and International Book Giving Day! Come take a picture and take a book!

### March

- **CDC Events**
  - 1<sup>st</sup> Read Across America Day. To kick off the day with a hearty breakfast, we will have green eggs and turkey. Then, a special guest will come and read to the children.
  - 15<sup>th</sup> Lucky Day. We invite children to wear green and have the parents come to make trail mix with their child at 3:30 p.m.
- **Youth Sports Events**
  - 19<sup>th</sup> YSF Baseball (StartSmart) Registration begins until full. 0600 CYP online
  - 26-28 Spring Break Baseball Training ages 6 – 14. Held at 1:00p.m..
- **Youth Program Events**
  - 21st Youth Recognition Awards Ceremony at 2:30 p.m.
- **SAC Events**
  - 1st @ 3:30 p.m.– Read Across America Day - Volunteer to read a story – Parents or kids can volunteer to read a short story aloud to a group, by themselves or reading tandem.
  - 14th all afternoon – National Pi Day - join us for some pi (3.14) and some Pie Activities
- **CYP Wide Event**
  - 20<sup>th</sup> 4:00-5:00 p.m. Parent Involvement Board / Parent Education Opportunity hosted by our MFLC on Microsoft Teams. Weathering the Storm: Strengthen Resilience in Young Children.

### April: Month of the Military Child

- **CDC Events**

- Tie Dye and Chill April 5th @ 15:30- Get ready for Tie Dye and Chill! Join us for a colorful family event celebrating the Month of the Military Child, where you and your child can create tie-dye masterpieces together. Dive into the fun with popsicles to cool off and enjoy the creative vibes! Don't miss out!
- National Purple Up Day Fiesta April 15 @ 15:30- Let's Fiesta for National Purple Up Day! Join us for a festive celebration where families come together to honor and celebrate children! Enjoy making cookies, crafting, and sharing in the joy of Purple Up Day. Let's show our appreciation for military children in style—don't miss out on this fun-filled fiesta!
- Carnival/Feria April 26th @ 15:30- Step Right Up to the Ultimate Month of the Military Child Celebration! Join us for a spectacular Fair/Carnival extravaganza dedicated to supporting military families and having a blast! Enjoy popcorn, crafts, games, and more as we honor and celebrate our military children in style. Don't forget to dress in your best feria attire for an unforgettable day of fun and festivities! Save the date and let's make unforgettable memories together!
- **Youth Sports Events**
  - 18<sup>th</sup>—Coaches and Officials Training Bldg 41 held at 5:00 p.m. “Join the YSF Volunteer Team and enhance Rota Youth Sports”
  - 22<sup>nd</sup> —YSF Baseball Assessment at the Youth Sports Fields at 1700
  - 25<sup>th</sup> —Parents Baseball Mandatory Briefing held at 10:00 a.m. All parents required to attend and receive sports pertinent information.
- **Youth Program Events**
  - 25th Youth Recognition Awards Ceremony at 2:30p.m.
  - Date TBD – Family Trip in conjunction with Tickets and Travel—More information in the Vamos!
- **SAC Events**
  - Month of the Military Child Mural –all month long. Parents come write or draw on our special MoMC mural to remind your child and tell the world why your military child is so special.
  - 26th @ 2 p.m. Month of the Military Child Cardboard Carnival
- **CYP Wide Event**
  - 11<sup>th</sup> @ 4:00-5:00 p.m. Child Abuse Prevention, Education, and Reporting. School Age Care Bldg. 41.
  - 19<sup>th</sup> @ 12:00-13:00: Age appropriate Guidance Techniques. CDC B1.

## May

- **CDC Events**

- 7<sup>th</sup> Teacher Appreciation Day. Join us from the 7th to the 9th of May as we celebrate Teacher Appreciation Day! We invite children and parents to visit the card garden together, where you can leave notes and kind words expressing all the things you appreciate about your teacher. Let's make our teachers feel truly valued and cherished. Don't miss this opportunity to celebrate Teacher Appreciation on May 7th!
- 10<sup>th</sup> Lunch with Loves @ 10:30. On the 10th, join us for a heartwarming 'Lunch with Loves' at 10:30-11:45. Before indulging in a delicious meal together, parents will have the opportunity to engage in a special activity with their child. Share moments of joy and connection as you bond over fun-filled activities. It's a celebration of love and family that you won't want to miss!
- **Youth Sports Events**
  - 10<sup>th</sup> —Run with me MWR Fitness Track. Held at 4:00 p.m.
  - 21<sup>th</sup> YSF Summer Sports Clinic on-line Signups start at 0600.
- **Youth Program Events**
  - 30<sup>th</sup> Youth Recognition Awards Ceremony at 2:30 p.m.
- **SAC Events**
  - 3<sup>rd</sup> – Star Wars Day May 4<sup>th</sup>– Enjoy our sequence of events starting at 1400. See Newsletter for a list of events and times.
  - 7<sup>th</sup> - Teacher's Day Card making - We'll provide the paper and you provide the inspiration.
  - 9<sup>th</sup> – Come learn some Asian and Pacific Islander/local food cooking recipe short-cuts. Starting at 2:00-5:00 p.m. Please see parent newsletter for times and dishes.
- **CYP Wide Events**
  - 29<sup>th</sup>: Parent Involvement Board Meeting at 12:00 on Microsoft Teams.

## June

- **CDC Events**
  - 14<sup>th</sup> Doughnuts with Grown Ups. Start your day with sweet moments! Before drop-off, share a doughnut with your child and make mornings memorable. See you there!
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- **Youth Sports Events**
  - 10<sup>th</sup> Team Cleared Parents (TCP) CPR Training Bldg 41, held at 10:00. “Join the group of parents trained to step in a the last minute to save the day for Youth Sports”
- **Youth Program Events**
  - 6<sup>th</sup> Youth Recognition Awards Ceremony at 2:30 p.m.
  - Date TBD – Family Tour in conjunction with Tickets and Travel—More information in the Vamos!
- **SAC Events**



- 7th Parent Child Matching rainbow bracelets with diversity focus
- 14<sup>th</sup> and 28<sup>th</sup> - Join us every other Friday during camp for our Family Lunch and Summer Camp Show case. Starting at 11:30.
- **CYP Wide Event**
  - 5<sup>th</sup> held at 4:00-5:00 p.m. Parent Education Opportunity: Internet Safety for Youth and Teens. YOUTH Center.

## July

- **CDC Events**
- **Youth Sports Events**
  - 11<sup>th</sup> & 18<sup>th</sup> --Sports Parents Training Brief. “Join the group of parents trained to step in a the last minute to save the day for Youth Sports”
- **Youth Program Events**
  - Date TBD – Family Tour in conjunction with Tickets and Travel— More information in the Vamos!
- **SAC Events**
- 12<sup>th</sup> and 26<sup>th</sup> - Join us every other Friday during camp for our Family Lunch and Summer Camp Show case. Starting at 11:30 p.m.
- **CYP Wide Event**

## August

- **CDC Events**
  - 19<sup>th</sup>: Pre-School Graduation at 10:30 p.m.
- **Youth Sports Events**
  - 6<sup>th</sup> Youth Soccer (StartSmart) Registrations 0600 CYP online
  - 8<sup>th</sup> Team Cleared Parents (TCP) CPR Training 1000. “Join the group of parents trained to step in a the last minute to save the day for Youth Sports”
  - 28<sup>th</sup> & 29<sup>th</sup> Parents Soccer Mandatory Briefing 1300—All parents required to attend and receive sports pertinent information
- **Youth Program Events**
  - Date TBD – Family Tour in conjunction with Tickets and Travel— More information in the Vamos!
- **SAC Events**
  - 9<sup>th</sup> and 16<sup>th</sup> - Join us for the last two Fridays during camp for our Family Lunch and Summer Camp Show case. Starting at 11:30 p.m.
- **CYP Wide Event**
  - 8<sup>th</sup> 4:00-5:00. Parenting Skills Talking To Kids About Back to School Worries. School Age care Bldg. 41

## September

- **CDC Events**
  - September 27<sup>th</sup> CYP Olympics
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- **Youth Sports Events**
  - 4<sup>th</sup> Sep Youth Soccer Assessment 1700 Youth Sports Complex
  - 19<sup>th</sup> YSF Coaches Focus Group (virtual)
- **Youth Program Events**
  - 26th Youth Recognition Awards Ceremony at 2:30.
- **SAC Events**
  - 6<sup>th</sup> @ 3 p.m. – 4 p.m. Open House – Come see what we’re about! Take a tour throughout our facilities, do some activities and get a snack . . . just like our SAC kids! Talk with our other CYP professionals and find out what goes on here throughout the year.
  - 15 Sept – 15 Oct - Hispanic Heritage Month Art Emphasis month. Looking for parent volunteers for sharing Hispanic Heritage Art. Dance, Music, Painting and crafts. Please contact Signe at 727-2839 to arrange a time to share with our kids.
- **CYP Wide**
  - 10<sup>th</sup> 12:00-13:00: Parenting Skills: Potty Training: When is your Child Ready? CDC Room B1.
  - 15<sup>th</sup> 4:00-5:00: Bullying: Helping Kids Cope. School Age Care Bldg. 41
  - 18<sup>th</sup>: Parent Involvement Board Meeting at noon with the Commanding Officer on Microsoft Teams.

## October

- **CDC Events**
  - 31<sup>st</sup> : Costume Parade. Come see your children dress up in their favorite costumes.
- **Youth Sports Events**
  - 10<sup>th</sup> -- Parent Volunteer Training 1000. “Join the group of parents trained to step in a the last minute to save the day for Youth Sports”
  - 24<sup>th</sup> & 25<sup>th</sup> Parents Football Mandatory Briefing(Virtual) 1000 both days—All parents required to attend and receive sports pertinent information
- **Youth Program Events**
  - 24<sup>th</sup> @ 2:30. Youth Recognition Awards Ceremony
- **SAC Events**
  - 4<sup>th</sup> Held at 3 p.m. – 6 p.m. – National Taco Day – Come enjoy a taco snack as you pick up your child.
  - 15 Sept – 15 Oct - Hispanic Heritage Month Art Emphasis month. Looking for parent volunteers for sharing Hispanic Heritage Art. Dance, Music, Painting and crafts. Please contact Signe at 727-2839 to arrange a time to share with our kids.

- **CYP Wide**
  - 1<sup>st</sup> 12:00-13:00. Parenting Skills-- Safe Sleep Practices, SIDS Prevention, and Tummy Time. CDC Room B1.

### November

- **CDC Events**
  - 1<sup>st</sup>. Pumpkin Spice and Everything Nice. Enjoy a cup of coffee on your way to work after dropping your kids off.
  - 22<sup>nd</sup>. Harvest Luncheon, Enjoy a harvest lunch with your child at 11:00.
- **Youth Sports Events**
  - Date & Time TBD-- Parent Volunteer Training. “Join the group of parents trained to step in a the last minute to save the day for Youth Sports”
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- **Youth Program Events**
  - 21<sup>st</sup> Youth Recognition Awards Ceremony at 2:30
  - Date TBD – Family Tour in conjunction with Tickets and Travel— More information in the Vamos!
- **SAC Events**
  - 4<sup>th</sup> – 8<sup>th</sup> Our Military Family Photo Booth – Stop and take a pic at our Photo booth made especially for our military families.
  - 1<sup>st</sup> -24<sup>th</sup> (all day) We are Thankful Tree – Working alongside your children, let’s fill our Thankful Tree full of leaves showing what we are thankful for.
- **CYP Wide**
  - 13<sup>th</sup> 4:00-5:00 p.m. Child Abuse Prevention, Education, and Reporting. CDC room B1.

### December

- **CDC Events**
  - 6<sup>th</sup> Cocoa To Go! Enjoy a cup of hot chocolate on your way to work.
  - 13<sup>th</sup> Cookie Decorating. Come to the CDC at 3:00 p.m. to decorate cookies with your children.
  - 20th Winter Wonderland Art Gallery
- **Youth Sports Events**

- 23<sup>th</sup> and 30<sup>th</sup> YSF Winter Fitness 3-5 years old
- 24<sup>th</sup> and 26<sup>th</sup> YSF Winter Fitness 6-9 years old
- 31<sup>th</sup> and 2<sup>nd</sup> Jan Winter Fitness 10-14 years old
- **Youth Program Events**
  - 12<sup>th</sup> Youth Recognition Awards Ceremony at 2:30 p.m.
- **SAC Events**
  - 12<sup>th</sup> 4p.m. – 5 p.m. Family Art Day – Recycled Art – Create art at SAC as a family by using common throw-away items, or take instructions to use at home together.
- **CYP Wide Events**
  - 11<sup>th</sup>: Parent Involvement Board held at noon on Microsoft Teams

**Special School Liaison Officer Managed Events and Initiatives Parents are welcome to participate in:**

- Bi-annual Spanish School workshops (February and August)
- Quarterly Homeschool Meet & Greets
- Quarterly School Advisory Council meeting DGF Elementary school
- Quarterly School Advisory Council meeting DGF Middle/High School
- Quarterly Installation Advisory Council meeting DGF (Parent SAC Representatives Only)
- Quarterly PTSO meetings DGF Middle/High
- Quarterly PTSA meeting DGF Elementary
- Quarterly College Readiness workshops
- Quarterly Youth Sponsorship Event
- Annual Special Education Workshop
- Annual Deployment Workshop
- Annual Transition Kindergarten Workshop
- Annual College Fair
- Annual Back to School Event
- Special EFMP Focus Sessions

\*\*NAVSTA Rota CYP does not have a Child Development Homes (CDH) program at the time of publication. Should we establish a CDH in the future, it will be incorporated into the PPP.