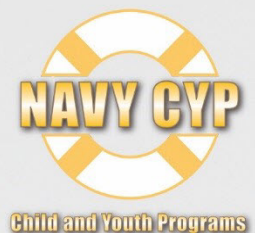




# Navy Child and Youth Programs (CYP)

## Parent Handbook





# Navy Child and Youth Programs Local Installation Information Sheet

Thank you for choosing Navy Child and Youth Programs (CYP) to care for your child. We are looking forward to working with you and your child.

The following information contains details that are specific to your local CYP. Please review this information and keep it in a convenient location where you can refer to it when needed. You will also be receiving a Navy CYP Parent Handbook that will provide you with important information about Navy CYP's policies and procedures, overviews of our child and youth development goals and philosophies, details about our various child and youth offerings, and family involvement opportunities. When you receive your Navy CYP Parent Handbook, please take the time to read it carefully—and keep it also in a nearby location where you can refer to it at any time.

Again, thank you for allowing Navy CYP to care for your child. If you have any questions at any time, please do not hesitate to contact us.

## Installation and Program Contacts

---

Last updated July 2021

### Installation Information

Commanding Officer	727-2440	Executive Officer	727-2440
--------------------	----------	-------------------	----------

### Child and Youth Programs (CYP) Information

SAC Program Director	727-2242	SAC Front Desk	727-2839
CDC Program Director	727-1105	CDC Front Desk	727-1100
Teen Program Director	727-2422	Youth Center Front Desk	727-4625
Installation CYP Director	727-2458		
School Liaison	727-2425		
Youth Sports & Fitness Coordinator	727-4721		

### Other Important Information / Contacts

Morale, Welfare and Recreation Director	727-1517
Fleet and Family Support Center	727-3232
Family Advocacy Program	727-3232
New Parent Support	727-3232

## Hours of Operation

---

The operating hours for each CYP facility on the installation are listed below. Unless otherwise advertised by CYP, all CYP facilities are closed on all weekends and federal holidays, to include federal holidays declared by the President. Please ensure your contact information is up to date with CYP to ensure you are alerted to any additional program closures or changes to operating hours.

Child Development Center (ages 6 weeks to 5 years)	0600 to 1830
School Age Care (kindergarten thru 12 years)	0600 to 1830
Youth Center (Jams ages 10-12 & Gravity ages 13 & up)	
*School Year: Mon-Fri	1500 to 1830 & Th 1330 to 1830
*Summer and Breaks:	1200 to 1830
Youth Sports Office	1000 to 1700

## Locally Specific Procedures

---

### CYP Online Services

CYP Online Services is a user-friendly access point to make child care payments, print receipts, get account information, make reservations for hourly care, sign up for local installation CYP activities, and more. Once you are registered in CYP, go to CYP Online Services to create a username and password. You have access to your account information at any time. The link to your region's CYP Online Services is below.

<https://www.navymwrrota.com/child-youth/cyp-online-payment>

### Inclement Weather

There may be times when CYP operations are disrupted by inclement weather. Your local installation and CYP inclement weather policy and procedures are described below.

During T1 and T2 thunderstorms, CYP will follow the installation procedures. For Youth Sports and Youth Recreation Activities, cancellations and postponements will be announced on the Rota MWR Facebook Page and disseminated through your Coach. If we experience weather that necessitates a closure (i.e. a tornado, extreme flooding, etc.) announcements will be made via all base communication channels. We will also contact parents and/or emergency contacts to pick up your child within 30 minutes of the closure announcement. For all other inclement weather issues, we will cancel/postpone outdoor activities and field trips.

### Patron Satisfaction and Concern Procedures

Navy CYP is committed to providing your child and family with the highest quality of care possible. We welcome family feedback, suggestions, and comments at any time. You may ask questions, offer suggestions, or raise concerns by contacting the CYP front desk or your CYP Director. We will listen to your concerns and will work with you to determine the most appropriate response on an individual, case-by-case basis. Information about the local process for handling command/program complaints is listed next.

Daily programming questions and concerns can be addressed by your child's CYP Professional.

Billing/attendance questions can be addressed by our CYP Operations Clerks at the front desk. All other questions/concerns can be addressed by the site manager and if not resolved can be elevated to the Installation CYP Director. Parents can also participate in Parent Involvement Board outlined on pages 14-15, our annual customer satisfaction surveys or utilize the online communication platforms: Talk to Us at <https://www.navymwrrota.com/talk-to-us> or Interactive Customer Evaluation link located at [https://www.cnmc.navy.mil/regions/cneura/swa/installations/ns\\_rota.html](https://www.cnmc.navy.mil/regions/cneura/swa/installations/ns_rota.html)

## Emergency and Disaster Plans

Each CYP has a specific evacuation plan that is followed during evacuation drills as well as actual emergency evacuations. Local installation evacuation plans and notification procedures are described below.

Should an emergency arise in one of our CYPs such as a fire, flooding, active shooter, etc., our staff are trained in specific responses to minimize exposure; actions required by employees will normally include sounding the alarm, either evacuating or sheltering in place, assisting those children with special needs and accounting for all children and employees. In the event of an evacuation, our muster areas for each program are as follows:

\*Child Development Center, Bldg. 1963-West parking lot or the east parking lot depending on the emergency route. The base Chapel is our evacuation location should the facility be deemed unsafe.

\*School Age Care, Bldg 41-The primary muster area is located between the Aquatics Center and the tennis courts. If this location proves unsafe, the secondary muster area is between the Aquatics and Fitness Centers. The Fitness Center is our evacuation location should the facility be deemed unsafe.

\*Youth Center, Bldg. 3053-Two muster areas are identified, the primary is across the street from B3053 in the grassy area or at the far north side of the outside of the skatepark, depending on the emergency route. The Boy Scout Hut, Bldg. 134 is our evacuation location should the facility be deemed unsafe.

## Self-Care Policy

The self-care policy (or, home alone policy) provides guidance regarding when children under the age of 12, residing on or using services provided on a military installation, can be left without adult supervision. This includes weekends, evenings, or during school breaks in the day. This policy is developed by the local Installation Commanding Officer and is described below.

COMNAVSPAININST 1754.3D, Supervision of Minor Dependents and Guests outlines the procedures and expectations for the supervision of minor dependents and guests of personnel assigned to U.S. Naval Activities (COMNAVACTS) Spain. The instruction can be found in its entirety under the CYP link on MWR's Webpage at <https://www.navymwrrota.com>. The following are the general restrictions that apply to minors:

Age	Left Unattended In Quarters	Left Alone Overnight (2230-0530)	Left in Playground Unsupervised	Left in Car Unsupervised
0-5 yrs.	NO	NO	NO	NO
6-9 yrs.	NO	NO	YES*	NO
10-15 yrs.	YES	NO	YES	YES
16+ yrs.	YES	YES**	YES	YES

\*Adult within hearing or visual contact\*

\*\*With access to adult supervision-Designated adult capable of responding within a reasonable amount of time\*\*

# Table of Contents

<b>Welcome</b>	<b>1</b>
Philosophy	1
CYP Professionals	1
<b>Program Administration</b>	<b>3</b>
Hours of Operation	4
Waitlist	5
Eligibility for Care	5
Fees	6
Respite Care and Give Parents a Break	8
<b>Policies and Procedures</b>	<b>9</b>
Child Supervision	9
Late Arrivals and Absences	11
Late Pickup	11
Withdrawals	12
Hourly Care	13
Visiting and Volunteering	14
Closed Circuit Television (CCTV)	14
Inclement Weather and Emergency Conditions	15
<b>Program Standards</b>	<b>16</b>
Quality Assurance	16
Inclusion	16
Child Abuse Prevention, Education, and Reporting (CAPER)	18
Appropriate Touch	19
Child Guidance	19
<b>Family Involvement</b>	<b>22</b>
Family Communication	22
Parent Satisfaction and Concerns	24
CYP Rewards Program	25
Parent Involvement Board	25
<b>Health, Safety, and Nutrition</b>	<b>26</b>
Health and Safety Practices	26
Immunizations	27

Child Illness or Serious Injury	27
Medication	28
Infection Control	29
Injury Prevention	29
Emergency Preparedness	29
No Smoking Policy	29
Nutrition	30
Allergies	30
Food Preferences and Substitutions	30
Oral Hygiene	32
Celebrations and Food from Home	32
<b>Unique to Child Development Centers and 24/7 Centers</b>	<b>33</b>
CDC General Program Information	33
24/7 Center General Program Information	33
Your Child's Experience	34
Child Safety	36
CDC and 24/7 Center Programming	37
<b>Embracing the Family Child Care Program</b>	<b>40</b>
FCC General Program Information	40
Your Child's Experience	42
Child Safety	43
Programming	44
<b>Our Youth Programs</b>	<b>46</b>
YP General Information	46
Your Child's Experience	46
Safety	47
Programming	48
<b>Learning about Child &amp; Youth Education Services</b>	<b>51</b>
School Liaison	51
<b>Appendix A: Navy CYP Guidance and Touch Policy</b>	<b>A-1</b>
<b>Appendix B: Family Engagement</b>	<b>B-1</b>
<b>Appendix C: 5, 2, 1, 0 for Health</b>	<b>C-1</b>
<b>Appendix D: My Plate</b>	<b>D-1</b>
<b>Appendix E: SIDS Prevention</b>	<b>E-1</b>
<b>Appendix F: Talk, Read, and Sing!</b>	<b>F-1</b>
<b>Appendix G: ESRB Rating System</b>	<b>G-1</b>

# Welcome

Welcome to Navy Child and Youth Programs (CYP)!

Choosing child care is one of the most important decisions you make for your family. You have come to the right place for programs that are guided by the highest professional standards and tailored to meet the unique needs of Navy families.

One of the reasons you chose a life of military service is the Navy's deep commitment to supporting families. You will see that commitment in action in Navy CYP in nationally accredited care for infants to teens; in high-quality care even during nontraditional hours to accommodate your working schedule; and in attention to detail, such as implementing practices that promote good nutrition, physical activity, and school preparedness.

Please read through this *Parent Handbook* carefully to learn more about Navy CYP and why CYP Professionals are national leaders in child care and youth programming.

Thank you for choosing Navy CYP!

## Philosophy

CYPs provide high-quality educational and recreational children's programs that respect families' cultures and values. Caring, knowledgeable CYP Professionals plan and facilitate developmentally appropriate offerings that are responsive to all children's ages, abilities, and interests. CYP Professionals are committed to serving children of all races, ethnicities, and abilities, with an emphasis on respectful, positive interactions that foster each child's development and growing independence. CYPs support Navy children, families, CYP Professionals, and local communities, providing a safe environment for your child to explore and learn.

Whether your child is an infant or in high school, needs care all week or only for an hour after school, is typically developing or has identified needs that require thoughtful accommodations for inclusion—CYPs are ready with trained professionals and outstanding programming to meet the unique child care needs, recreational interests, and PreK to 12<sup>th</sup>-grade education needs.

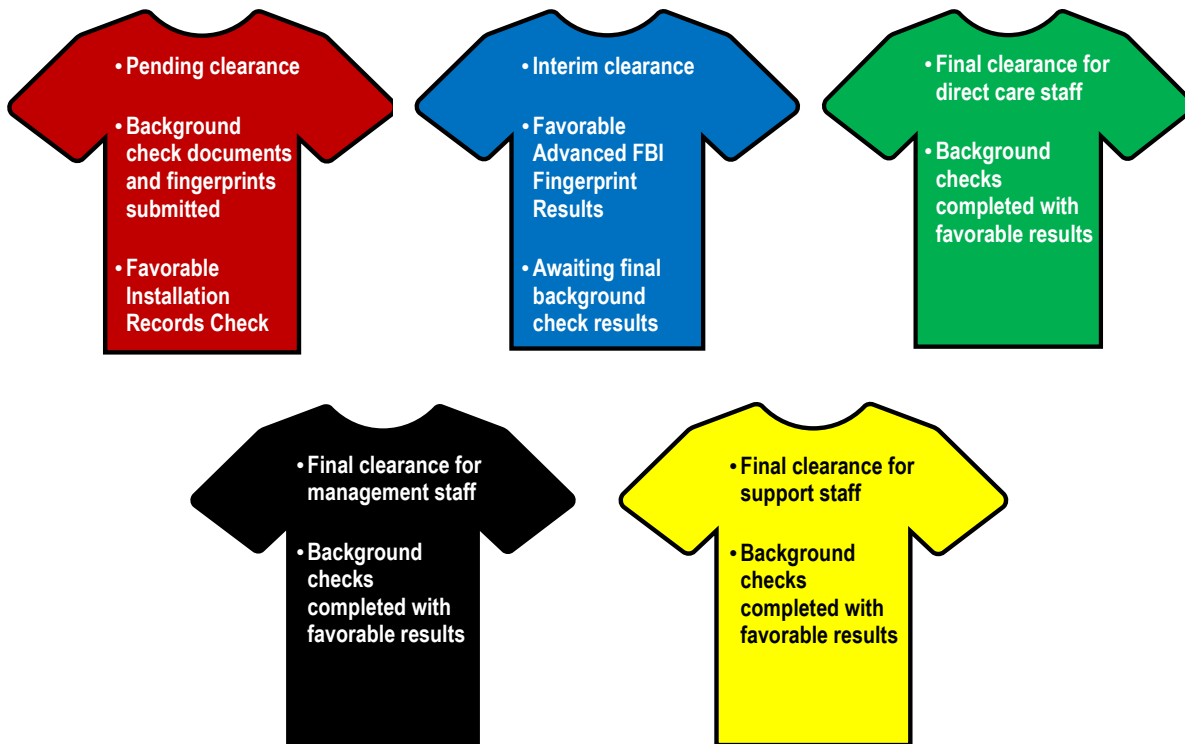
## CYP Professionals

CYPs hire employees and certify Providers who support the growth and well-being of children. CYPs provide extensive training that begins on a CYP Professional's first day and continues in accordance with a training schedule that ensures CYP Professionals are current



on the best practices in child and youth programming. In addition, each CYP Professional goes through a clearance process that involves comprehensive background checks. Those waiting for final clearances always work within Line of Sight Supervision (LOSS) of fully cleared CYP Professionals. This close attention to LOSS is another indication of CYPs' commitment to your child's safety.

To assist in identifying and ensuring compliance, CYP Professionals wear apparel within different color ranges based on the status of their clearances.



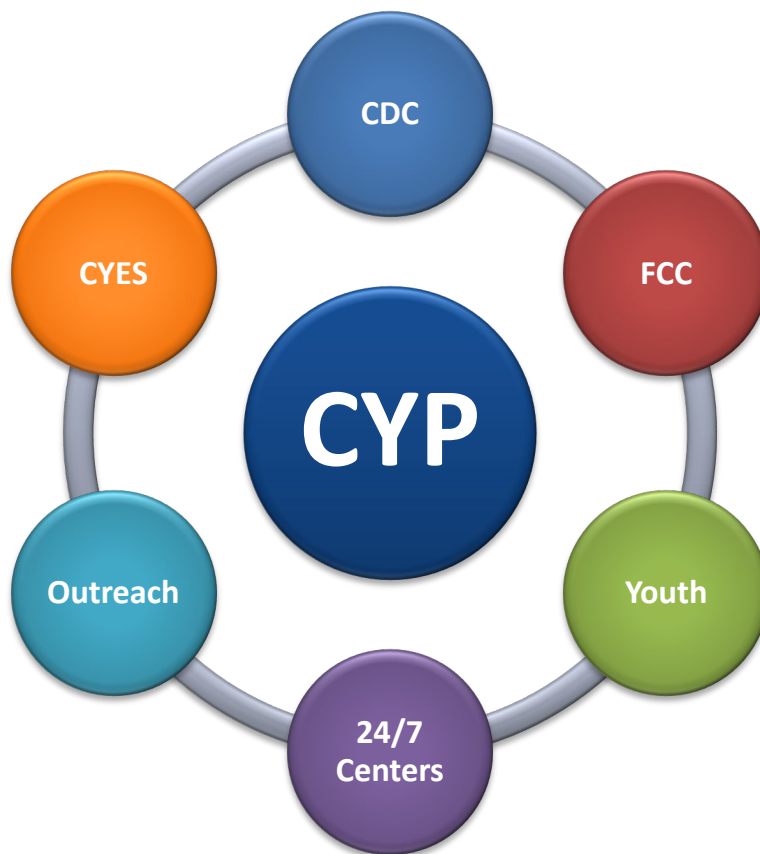
Welcome

In Family Child Care (FCC) homes, all background check requirements are met before children begin in care.

After reviewing this *Parent Handbook*, please also take time to review the *Local Installation Information Sheet*, which contains important information specific to your location.

## Program Administration

Navy CYP is a comprehensive system of care that offers a wide range of programs to meet the needs of military families. Children may be enrolled in just one program, but the whole system of connected programs, resources, and CYP Professionals supports all children and their families. Navy CYP is composed of the following components: Child Development Centers (CDCs), Family Child Care homes (FCCs), Youth Programs (YPs), 24/7 Centers, Outreach, and Child and Youth Education Services (CYES).



CYPs include a variety of offerings based on the size and needs of the installation community. Depending on the specific traits of the local installation, the CYP may offer the following CYP services and opportunities:

Navy Child and Youth Programs	
Program Component	Description of Program Component
<b>Child Development Centers (CDCs)</b>	CDCs provide full-day and part-day early care and education (ECE) in a center-based learning environment, serving children ages 6 weeks through preschool (or until the child enters kindergarten).
<b>Family Child Care (FCC) Program</b>	The FCC program combines high-quality care and learning opportunities from a certified Provider. Whether on or off installation, all providers' homes, meet rigorous and continuing inspection standards. The FCC program provides care for children ages 6 weeks to 12 years.
<b>Youth Programs (YPs)</b>	YPs are designed to meet care needs once children start school, as well as provide recreational opportunities for children. YPs complement the school day by providing care or recreation when schools are not in session. Depending on the installation's specific needs, YPs provide the following types of programming for preschool age up through age 18: <ul style="list-style-type: none"> <li>▪ Recreational Preschool</li> <li>▪ School Age Care (SAC)</li> <li>▪ Recreational School Age Programs (RSAP)</li> <li>▪ Youth Sports and Fitness</li> <li>▪ Teen Programs</li> </ul>
<b>Child &amp; Youth Education Services (CYES)</b>	When it's time to relocate, we're here to help the transition go as smoothly as possible for your children. With Navy families moving every three years on average, a student can attend up to nine different schools by graduation. Our School Liaisons (SL) help families with children in pre-kindergarten through 12th grade. They assist with everything from a school transfer and homeschool support, to meeting graduation requirements.
<b>24/7 Centers</b>	24/7 Centers provide care 24 hours a day, 7 days a week for the children of parents whose military employment requires them to work nontraditional hours when other programs typically are not open. Care for children of families working more traditional hours is available on a space available basis.

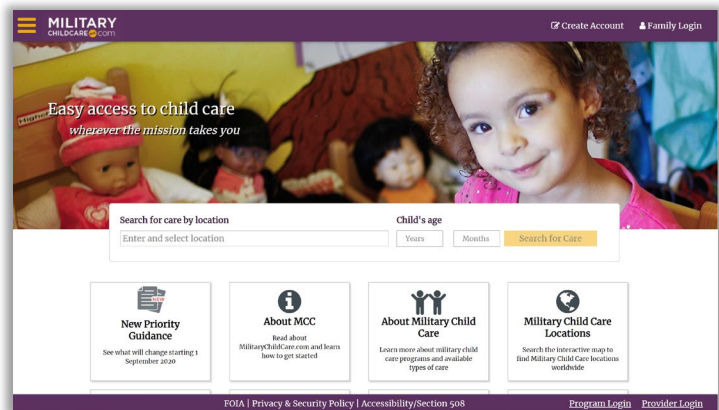
The following sections describe waitlist procedures, the eligibility requirements for specific programs, and fees.

## Hours of Operation

Program hours are established at each installation. CYP Programs are typically closed on all federal holidays. Please check with your local CYP for specific program closures.

## Waitlist

[MilitaryChildCare.com](https://militarychildcare.com) (MCC) is a secure Department of Defense (DoD) website that helps families find information on military-operated or military-approved child care programs worldwide. All requests for child care must be made through MCC. Families use the site to search for a wide range of child care options, submit requests for care, and accept offers of care when spaces become available. By creating profiles on MCC, families can communicate directly with programs and see the anticipated placement time for their child in a program. Families can access MCC anytime and from anywhere, allowing them to begin the process of finding child care immediately when notified of a permanent change of station (PCS). Families are sequenced on the waitlist and offered a child care space according to their military family type and request for care date. Local CYP Professionals and the MCC Family Support Help Desk are available to answer questions about MCC and the process for requesting care through MCC.



## Eligibility for Care

The DoD system of child care was established to assist service members as they face the unique challenges associated with the demands of military service. To be eligible for care in Navy CYP, your child must have a military or other eligible DoD-affiliated sponsor. DoD families must use [MilitaryChildCare.com](https://militarychildcare.com) to request care at all Navy CYPs and are required to show proof of eligibility when they enroll and annually thereafter. Detailed descriptions of each military family type and corresponding DoD Priority are available on the Military Family Types and DoD Priority handout, available at <https://public.militarychildcare.csd.disa.mil/mcc-content/MilitaryFamilyTypesDoDPriorityHandout.pdf>. It is important to remember that families are responsible for informing the CYP immediately if their military family type changes in any way after enrollment.

Although eligibility for childcare is extended to a variety of DoD patrons, the Office of the Secretary of Defense directed changes to the current policy to ensure priority access to childcare for military members. Expanding access to quality childcare for active duty members and their families remains a top priority. If it is necessary to make space available for a higher priority military child, we will notify you as quickly as possible (providing a minimum of 45 days written notice) and provide alternative childcare options. If this occurs, families may submit a new request for care on [MilitaryChildCare.com](https://militarychildcare.com).

An eligible sponsor's children include adopted children, recognized natural children, stepchildren, and foster children who live with the sponsor. If family members are

geographically separated or the parents are divorced, their children are eligible if they live with the sponsor at least 25 percent of the time in the month the children receive care.

## Fees

DoD prescribes uniform fee regulations for Navy CYP programs. Fees are based on a family's Total Family Income (TFI). To ensure continuity of care for your child, it is very important to keep current with parent fee documents and fee payments. Fees must be paid in advance of receiving services. Fees are not adjusted due to illness, federal holidays, or scheduled center closings.

### Annual Parent Fee Letter

When you register, and every year your child is enrolled in CYP, you will receive an annual Parent Fee Letter that lists the new DoD fees for your child's program for the upcoming year. The letter also shows the payment due dates and frequency (how often to pay). You will then need to update your parent fee agreement and registration forms according to the instructions in the letter. This allows programs to calculate your family's current fees using an income-based sliding scale. Please note that you must update your parent fee agreement and annual registration forms on time. CYPs, including the FCC program, may exclude a child from care if the parent fee documentation and registration forms are outdated. If you have any questions or concerns regarding your fees, the Parent Fee Letter provides contact information for the local CYP Professionals who can help.

### CYP Online Services

[CYP Online Services](#) is a user-friendly access point for families to make child care payments, print receipts, get account information, make reservations for hourly care, sign up for local installation CYP activities, and more. Once families are registered in CYP, they can visit CYP Online Services at <https://myffr.navyaims.com/cyms.html> to create a username and password. You have access to your account information at any time.

### Pay Fees on Time!

CYPs must receive your payment in advance of providing care or programming for your child.

If you are late paying your fees, your CYP may be forced to **exclude your child from the program** until the fees are paid in full.

CYPs may also notify your chain of command or deduct overdue fees from your paycheck.



## How and When to Pay Fees

CYP offers three methods for families to pay their child care fees: (1) go to [CYP Online Services](#) to make payments and access other services, (2) authorize automatic debit payments, or (3) use a credit card. CYP does not accept cash or checks. When you register on CYP Online Services, you can arrange to pay your fees either on the 1<sup>st</sup> and 15<sup>th</sup> of each month or just on the 1<sup>st</sup> of each month, depending on the program. With automatic debit, payments are always on time, ensuring your child's care is never interrupted. Note that payment methods may vary for FCC programs; if your child is enrolled in the FCC program, check with your FCC Provider for payment options.

Please be aware that late payments may result in denial of child care services.

## Vacations

CDCs, SAC programs, and 24/7 Centers provide up to 10 days of vacation time for families. To receive this benefit, families must notify the CYP at least 30 days in advance and take the time off in a block of either 5 or 10 consecutive days. CYPs are unable to offer the vacation discount for a block of fewer than 5 days, but the vacation period can begin any day of the week.

Please note that FCC Providers may offer vacation discounts but are **not** required to offer this benefit. Please talk with your FCC Provider for details.

## Maternity, Convalescent, and Other Leave

Children enrolled in CYP may continue to receive care without interruption for the same fees while families take maternity, convalescent, or other types of leave. However, if you want to remove your child from CYP during leave, you may use the annual vacation benefit (for further details, please refer to Vacation section above). If you wish to remove your child from services beyond 10 days, you must either continue to pay the fees to keep the space or disenroll your child. If you plan to re-enroll your child, you must submit a new request for care through MCC.

## Respite Care and Give Parents a Break

Respite care is offered to families the command has identified as experiencing exceptional stress. These families may be eligible for up to 16 hours per month of no-cost child care to support mission readiness and family wellness. Contact your local Family Readiness Program representative or chaplain's office to discuss a possible referral. CYPs also offer free hourly child care for Wounded Warriors while they attend medical appointments. Families of Fallen Warriors may receive 40 hours of free child care during the year following their loss. Please talk with a CYP Professional about eligibility requirements and for more information on respite care at your installation.

### CYP EFMP Respite Care

Military children enrolled in category IV or V of the Exceptional Family Member Program (EFMP) are eligible for the CYP EFM Respite Care Program.

Find out more by visiting:

<https://www.childcareaware.org/fee-assistancerespite/exceptional-family-member-program-efmp-respite-care/>

or call Child Care Aware® at 1-800-424-2246.

In addition to respite care, some CYPs may offer a local Give Parents a Break program. The Give Parents a Break program provides busy parents with short breaks by occasionally offering extended operating hours.

## Policies and Procedures

Navy CYP policies and procedures enable smooth daily operations and ensure that CYPs achieve their long-term goals of meeting and sustaining the highest quality of child care and youth programming for military families.

### Child Supervision

Child safety starts with proper supervision. CYPs demonstrate commitment to your child's safety through clear and comprehensive policies and procedures regarding child supervision. CYPs ensure developmentally appropriate supervision for each age group of children, including established sign-in and sign-out policies that facilitate proper supervision both inside and outside CYPs.

### Self-Care Policy

The DoD requires every installation to establish its own self-care policy (sometimes called the "home alone policy"). Following state and local laws, each local installation decides the minimum age children must reach before they may be left at home by themselves, for how long, during what times of day, and how long teens or older siblings can supervise children or younger siblings. CYP Professionals can explain the local self-care policy and help you find resources to keep your child safe and properly supervised.

Each CYP utilizes their installation Self-Care Policy to make determinations supporting the self-release of children from CYPs and ensure they are in compliance with the policy. Please review your program's self-release policy and age limitations for more information. For more information, review the Sign In and Sign Out guidance outlined below.

### Sign In and Sign Out

Children younger than the minimum age set by the installation's self-care policy **must** be signed in and signed out of programs by an authorized person. **When dropping off or picking up your child, you must shut off and secure your vehicle in the parking lot before escorting your child into the CYP. Children should never be left unattended in the parking lot. These accountability measures are in place for your child's safety.**

#### CYMS Key Fob

CYPs use an automated system called the Child and Youth Management System (CYMS) for a variety of recordkeeping tasks, including daily attendance.

Each family is issued a CYMS key fob when they enroll in CYPs (except FCC Providers' homes). You must swipe your CYMS key fob when entering or leaving a facility.



School-age children may sign themselves in and out of Child and Youth Programs if they have reached the minimum age specified in the installation's self-care policy **and** a parent has given permission for the child to self-release from the program. Parents of a child who is eligible to self-release must sign a *Self-Release Form* during initial enrollment and each year during annual registration. Parents of teens participating in the Teen Program are not required to sign a *Self-Release Form* as all Teen Programs must be aligned to the installation's self-care policy.

## Parent Responsibility for Child Release

At registration, families must provide contact information for at least two local adults who are designated as emergency notification contacts. CYPs need these contacts in case the program or FCC Provider needs help reaching you or in the event that your child needs to be picked up at a time when you are unreachable. Additionally, families may designate other adults that are authorized to pick up children but will not be contacted in an emergency. CYPs will release your child only to you, the individuals you designated on the registration form, and any other adult who has legal custody of your child. CYPs adhere to the following release rules:

- Every person signing out children must show a photo ID at the entrance. Front desk employees or FCC Providers verify that the IDs match the family's release documentation information.
- Children may be signed out by older siblings or babysitters who are old enough according to the installation's self-care policy, and only if you have given written permission.
- Written permission for release is typically required, but verbal permission is acceptable in some limited circumstances. If your plans change between drop-off and pickup, you can call the CYP or your FCC Provider to give temporary permission (for no more than 24 hours) to release your child to an authorized person. The verbally authorized person must show a photo ID. If you need the adult to sign out your child more than once, talk with a CYP Professional about adding the person to your emergency or nonemergency authorized contacts list.
- If a parent or authorized person signing out a child appears to be under the influence of alcohol or drugs or acts in a manner that CYP Professionals believe presents a potential danger to the child's safety, CYP Professionals will address their concerns with the individual and offer an alternate solution for the safety of the child. If the individual disagrees and insists on leaving with the child, CYP Professionals must immediately call installation security (or local police, if off-installation), the Family Advocacy Program, and Child Protective Services (on installations in the United States) for assistance in ensuring the child's safety. If the parent is not present, they will be contacted as well. While CYP Professionals will respond in accordance with their training, they are unable to prevent the child's removal.

## Child Custody

If a military family is experiencing a legal situation involving child custody, the CYP is a neutral party. CYPs may not deny a parent or guardian access to his or her child unless there is an active restraining order, court order, or court-ordered visitation schedule on file that legally directs the program to deny access. If you have concerns about a child custody situation, please talk with your CYP Director.

## CYP Professionals as Nonemergency Contacts

In some limited circumstances, a family may need to ask a CYP Professional to be a nonemergency authorized contact for their child. This arrangement is allowed with the following guidelines:

- A CYP Professional may be your nonemergency contact only during the CYP Professional's off-duty hours. This designation cannot pull him or her away from job responsibilities.
- CYP Professionals may not be listed as emergency contacts because they cannot leave work to respond in an emergency situation.
- If you arrange for a CYP Professional to be your nonemergency authorized contact, the arrangement is strictly between you and the CYP Professional. CYPs are not responsible or legally liable for CYP Professionals' behaviors or actions outside of work hours.

## Late Arrivals and Absences

In the interest of child safety and program planning, if a change in family plans affects your child's attendance or arrival time, please let the CYP or your FCC Provider know in advance or as soon as possible after your child's typical arrival time.

If your child does not arrive when expected and you have not contacted the program within a reasonable amount of time, the CYP is obligated to ensure that your child is not in distress. The program will attempt to contact you, then your spouse, and then individuals listed on your emergency contact list. If CYP Professionals are still unable to verify your child's safety, they will contact your chain of command and installation security if necessary until your child is located.

## Late Pickup

Timely child pickups enable CYPs to function much more effectively.

If you are late picking up your child at closing time, a late fee will be applied to your regular fees. The charge is \$1 per minute past closing up to 15 minutes (or 30 minutes in an FCC Provider's home). CYP Professionals will try to reach you

### On Time, Every Time

CYP Professionals rely on you to pick up your child on time. Please, no late pickups. If a late pickup is unavoidable, you must call and inform the program. Thank you in advance for your help!

and then your spouse, if applicable. The program will then reach out to the emergency contacts on your child's registration form. If CYP Professionals have not yet reached anyone within 30 minutes past closing, they must call installation security, the Family Advocacy Program, and Child Protective Services (on installations in the United States). If you are habitually late, your child may be subject to disenrollment.

Children may be in care in a CYP facility or program for a maximum of 12 hours (even if the program is open for more than 12 hours a day). You will be assessed a late fee if your child exceeds 12 hours in any one stay; if your family exceeds the 12-hour rule three times, your child may be subject to disenrollment. Exceptions to this rule may be made in rare circumstances, such as in an emergency or due to a mission requirement with a letter from the command. Please note that children requiring extended care that are enrolled in a 24/7 Center or FCC home are permitted care for up to 72 consecutive hours to meet the specific care needs of shift workers and watch standers on duty.

## Withdrawals

Providing notice of your child's withdrawal 30 or more days in advance is a savings to you (see additional information below) and also allows the program to assist another waiting family in a more timely manner.

When you need to withdraw your child from care, the following guidelines help the withdrawal process go smoothly.

### Permanent Withdrawal

If your child is enrolled in full-time or part-time care in a CDC, SAC, 24/7 Center, or an FCC Provider's home, at a minimum, you must give a 2-week written notice to permanently withdraw your child, so that your program is better able to plan for your child's departure. Providing less than a 2-week notice will result in a full 2-week payment requirement from the date you give notice.

#### Leaving?

If you provide written notice of at least 30 days of in advance of your child leaving the program, you will receive a 10-percent discount off your final MPD billing or last weekly FCC payment.

Families who provide programs or their Providers with a 30-day notice of their child's withdrawal receive a 10-percent discount off their final military payday (MPD) billing or their last weekly FCC payment. Please check with your local program regarding the withdrawal process.

Families moving to another installation with school age children should contact their School Liaison for PreK-12 transition assistance information.

### Temporary Withdrawal for TDY

If you are assigned to Temporary Additional Duty/Temporary Duty (TAD/TDY) at a location 30 miles or more from your usual CYP facility, the CYP may be able to hold your child's space without charging child care fees under the following circumstances:

- Your child is age 6 weeks to 12 years and is enrolled in full-time care in a CDC, SAC, or 24/7 Center.
- You take your child with you and enroll your child in a CYP at your TDY location. If you decline a viable child care space offered to you at the temporary location, CYP cannot reserve your space at your regular location.
- Your TAD/TDY lasts 90 or fewer days (longer periods require command approval).

If your situation meets these guidelines, you must show the following documents in order to reserve your child's space without incurring child care fees:

- Your official TAD/TDY orders
- Proof of your child's transportation (e.g., airline ticket) showing your child accompanied you to the temporary location
- Receipts from your child care fees at the temporary location

If you need to leave for a temporary period (longer than 2 weeks) but your situation does not meet these guidelines, you can permanently withdraw and later request care again on MCC, or you can pay your fees while you are gone to hold your space. Let your installation's CYP know if you need assistance finding child care in your temporary location. Please note that FCC Providers may, but are not required to, offer temporary withdrawal. Please talk with your FCC Provider for details.

## Hourly Care

Sometimes families need child care for just 1 or 2 hours to deal with an emergency, attend a doctor's appointment, or take care of other responsibilities. If programs have hourly care spaces available in CDCs, SAC, or 24/7 Centers, those spaces are offered on a "first come, first served" basis during normal operating hours. (An exception to this policy exists for Wounded Warriors and Reservists on temporary active orders who have priority for available hourly care spaces to attend medical appointments.) Families can make reservations for hourly care at CDCs, SAC, and 24/7 Centers on [CYP Online Services](#) or by calling the program up to 30 days in advance for up to 25 hours per week (or up to 10 hours per week in Before school/Afterschool care). Before your child receives any hourly care, you must complete the registration process. If you have any questions about the CYP's hourly care policies and procedures, please contact a CYP Professional.

If you are a Reservist on active orders and need child care at your duty installation, please reach out to the CYP and discuss possible options for being placed on the hourly care list as soon as possible. You will need a copy of your activated orders to secure advanced reservations.

Payments for hourly care must be made prior to dropping off your child for your scheduled reservation using CYP Online Services or in person with a credit card. If you have reserved hourly care for your child but you do not contact the program to cancel or drop off your child, you will still be charged the full payment amount for the hours reserved. If your child is in hourly care and you are late to pick up your child from your agreed reservation time, you will continue to be charged the hourly rate until you pick up your child. For example, if your reservation is until 11 a.m., and you arrive for pickup at 11:10 a.m., the program must charge you for a full hour of hourly care beyond your reserved end time. Your child's continued presence in the program past the agreed-upon reservation impacts staffing and causes difficulties in maintaining supervision ratios, so your on-time pickup is vitally important.

#### Set Fee for Hourly Care

CYP fees for care are on a sliding scale to ensure that child care and programming are accessible for all children regardless of family income. Hourly care is the exception—there is just one set fee for hourly care for every hour and for every child.

A CYP Professional can provide you with the hourly child care rate.

Hourly care may also be available in FCC homes. FCC Providers set their own hourly care rates, and the arrangement is a private pay agreement between the parent and Provider. Contact your FCC Provider or the local FCC program for additional information.

## Visiting and Volunteering

CYPs welcome and encourage parents to visit at any time. When parents visit for a short time (for example, to drop off or pick up your child or to drop off supplies), then signing in and out as a visitor is not required. However, when a visit is longer than a few minutes (for example, to volunteer, attend a meeting with CYP Professionals, or participate in a program), you will be asked to sign in and out.

Many parents enjoy volunteering in CYP facilities. Whether you volunteer regularly or once in a while, the CYP welcomes you and thanks you for your participation. Talk with a CYP Professional for more information about the opportunities for volunteering and the rules specific to these situations.

## Closed Circuit Television (CCTV)

Most CYP facilities are equipped with a closed circuit television system (CCTV). (FCC Providers' homes do not have CCTV.) CYPs use CCTV for two purposes. First, it is an effective tool in the facilitation of program oversight and deterrence/prevention of child abuse and neglect. Second, it provides you the opportunity to observe your child in the care environment in real time without interrupting the daily routine and activities. You are always welcome to observe your child on the live CCTV monitors in the facility. Video recordings of the CCTV system are not immediately available; if you have a special circumstance requiring access to a CYP videorecording, contact the CYP Director about obtaining authorization from the appropriate command authority.

## Inclement Weather and Emergency Conditions

In case of snow, ice, earthquake, tornado, or other unusual conditions such as power outages or excessive heat, or in the event of a local or national emergency, the command may decide to close CYPs, delay openings, shelter-in-place, lock down, or send children home early. The *Local Installation Information Sheet* that families receive with this *Parent Handbook* explains how you will be notified in such situations.



## Program Standards

Congress passed the [Military Child Care Act](#) (MCCA) in 1989 to make child services more affordable and available and to establish higher standards for professional training and program operations. Today, CYPs are highly respected for the tremendous impact they have had on the entire early childhood and youth services field. Military CYPs serve as role models for other programs by consistently implementing quality program standards.

### Quality Assurance

CYPs are committed to sustaining outstanding quality of care and programming. CYPs and CYP Professionals embrace and promote a culture of continuous quality improvement through the following:

- Constantly looking for ways to strengthen and enhance the services provided to Navy children and families
- Not believing that “good enough” is acceptable—but continually raising the bar for program quality
- Implementing rigorous and effective quality control systems

#### An Amazing Transformation

“People have referred to what happened with military child care as a Cinderella story, because you had this system going from a system in crisis to **a model for the nation.**”

— Deborah Phillips, Professor of Psychology, Georgetown University, and first Executive Director of the Board on Children, Youth, and Families of the National Research Council and the Institute of Medicine, as quoted in the PBS Newshour segment “High Quality Child Care Gives Military Families Peace of Mind,” 3/7/2017.

In addition to maintaining DoD and Navy quality standards, CYPs seek and maintain accreditation from nationally recognized accrediting agencies. CYP facilities and program locations are regularly monitored and inspected by headquarters and multidisciplinary teams on a full spectrum of quality assurance measures, including fire, safety, sanitation, and quality programming. This combination of continuous monitoring, frequent inspections, and an ongoing culture of excellence ensures safety and quality throughout every CYP service and offering.

### Inclusion

CYPs welcome children of all abilities and offer outstanding programs to all. CYP Professionals are committed to the full inclusion of children with disabilities, differing abilities, and special needs. They collaborate with families and local Inclusion Action Teams (IATs) to support children across all CYPs. Navy CYP uses a comprehensive approach to support all

children and their families' needs and adhere to federal laws. This approach includes processes for CYP Professionals to identify needs, gather information, collaborate as a team, develop and track supports, and use available resources. Programs are required to ensure any changes to the program space, materials, activities, routine, schedule, practices, staffing, requirements, or expectations are in place before care can begin so that a child can access the environment, participate in program activities, communicate effectively, and develop relationships.

## Inclusion Action Team

The Inclusion Action Team (IAT) is a multidisciplinary team at the installation level that provides case-specific consultation and recommendations. The IAT is Navy CYP's official venue for recommendations and resources in cases where the program needs support determining how to reasonably accommodate your child's needs within existing operational procedures and with the resources they have available. The team is comprised of professionals that collaborate to support the full inclusion of children with diagnosed or undiagnosed disabilities, differing abilities, or special needs. These experts in the fields of medicine, therapy, family services, special education, and general education help CYPs locate resources for families and identify reasonable accommodations that can be implemented to support a child's success in that CYP. If CYP is having difficulty supporting your child's program participation, CYP leaders will utilize tools that help evaluate the best relationships, environments, and routines that support your child in our programs. CYP using these tools will sometimes, but not always, lead to support through the IAT. If CYP Professionals feel your child may benefit from a referral for IAT support, you are always consulted first and encouraged to participate in the discussion. You—the parent—are the expert on your child, and as such, you are the most valuable member of the IAT. Ask a CYP Professional for the [Kids Included Together](#) (KIT) brochure that details this process.

### IAT Members

The specific members of the IAT depend upon the region and the installation. All IAT members have expertise that is relevant to a discussion on how best to include a child in all aspects of a program.

If an IAT is forming on behalf of your child, the program will encourage the first member of the team to be you, always. If you have any questions or concerns about the IAT process, talk with a CYP Professional.

## Exceptional Family Member Program (EFMP)

If your child has been diagnosed with a disability or identified as having a special need before you enroll in CYP, please let the program know when you register to ensure that appropriate planning begins as soon as possible. Alternatively, previously unidentified special needs may become known while your child is enrolled in CYP. In either circumstance, your child may be eligible for the [DoD Exceptional Family Member Program](#) (EFMP), which can provide access to further resources to support your child and family. CYPs are committed to making all reasonable accommodations to facilitate the participation of children enrolled in EFMP.



## Child Abuse Prevention, Education, and Reporting (CAPER)

The safety of the children participating in CYP services is the top priority. CYP Professionals follow best practices in the prevention, education, and reporting of child abuse, maltreatment, or neglect.

CYPs **prevent** incidents of child abuse by fostering positive, nurturing, and developmentally appropriate interactions among children and CYP Professionals; maintaining appropriate staffing ratios; and through line of sight supervision; appropriate staffing ratios; and fostering positive, nurturing, and developmentally appropriate interactions among children and CYP Professionals.

CYPs **educate** all CYP Professionals about children’s developmental needs and risk factors for abuse. CYPs provide resources to support CYP Professionals, family members, and other adults in children’s lives as they provide care for children.

CYPs **report** any suspected or alleged abuse or neglect of a child. CYP Professionals are mandated reporters, meaning that they are required by law to make a report when abuse or neglect is suspected or alleged. CYP Professionals in the United States immediately and directly report child abuse or neglect suspicions to the installation Family Advocacy Program (FAP) and Child Protective Services (CPS). CYP Professionals in overseas locations report these suspicions immediately and directly to the FAR.

CYPs are also required to report any instances of Problematic Sexual Behavior.

Most researchers place sexual behaviors along a continuum from natural and healthy childhood sexual play to behaviors that are concerning, problematic or harmful to self and others. CYP Professionals are trained to recognize sexual behavior in the context of developmental age (typically occurring when children are friends, the same age, same size, and same developmental stage. If your child is displaying behavior that becomes concerning, CYP programs are required to report to the installation FAP and CPS. The welfare and safety of a child is always paramount and CYP are stewards of this mission.

In a mandated reporting situation, CYP Professionals may release family information to appropriate authorities without parent consent. **By signing for receipt of this Parent**

**CAPER**

CYPs keep children safe through:

- Prevention
- Education
- Reporting



Program Standards

**Handbook on the Permissions Statement that you receive at enrollment, you acknowledge your understanding of Navy CYP policies, including that CYP Professionals are mandated child abuse and neglect reporters.**

As a parent, you partner with the CYP to keep children safe. If you suspect child abuse or neglect, report it immediately to the proper authorities. Your local CYP Director can assist you in making a report to the FAR and to CPS. You can also report alleged child abuse and neglect directly to the DoD child abuse and safety hotline. If calling from the United States or from U.S. Territories, call 1-877-790-1197. If calling from a foreign location, call collect 571-372-5348. These hotline numbers are also posted in all CYP facilities on parent information boards.

## Appropriate Touch

Appropriate touch is an essential aspect of providing care for children. CYP Professionals are trained to respect the personal space of others and to use appropriate touch with all children. CYP's Guidance and Touch Policy is available in [Appendix A](#).

### What Is Appropriate Touch?

CYP defines appropriate touch as gentle, positive, natural, and appropriate touch within the context of normal adult/child interactions for each child's age.

## Child Guidance

CYPs use positive guidance strategies in working with children. Research shows that the most effective and long-lasting strategies are those that guide children to engage in positive behaviors. CYP Professionals receive annual and ongoing training in child guidance and use a variety of positive guidance strategies to promote appropriate behaviors, including the following:

- Getting to know individual children in care and responding to their individual needs with respect, acceptance, and appreciation
- Keeping a consistent and reliable daily schedule
- Giving clear, simple instructions and setting clear limits
- Focusing on building trust, community, and self-esteem
- Organizing activities to reduce waiting and downtime, so that children are engaged in positive activities
- Encouraging children to learn and use conflict resolution strategies while staying present to assist, discuss, and work out solutions
- Teaching social and emotional skills while closely supervising children to intervene during peer interactions and prevent, whenever possible, a behavioral incident before it happens
- “Horseplay”—rough, physical play that can cause harm—is not permitted.

### Positive Guidance

Research shows that the best way to help children learn lifelong behavior skills is through the positive guidance of caring adults.

## Reasonable Expectations for Behavior

CYPs are designed to support all children to grow as individuals. Because programs serve diverse families and communities, they must be responsive to a wide range of learning styles and needs while celebrating the individuality of each child. The adjustments to new, groups, or changes in settings may be particularly challenging for children.

Within the framework of respect for differences, CYP Professionals are trained to support the overall development of children of all ages, including progressively appropriate social and emotional skills. Standards for behavior differ based on the child's development; sometimes young children can experiment with biting, hitting, scratching, or throwing objects as a means of communication. CYP Professionals are trained to firmly guide children to express themselves through more appropriate behaviors. Older children are expected to act respectfully to themselves, staff, and others and to stay safe without aggressive actions. Learning socially acceptable behaviors is part of growing up, and the children in care are in the process of developing the social and emotional skills that result in positive behavioral choices.

## Behavioral Interventions

CYP Professionals are trained to respond to inappropriate behaviors through redirection and other developmentally appropriate behavior teaching strategies. If the behavioral incident poses a significant risk of injury to the child or others, or if the behavior is part of an emerging pattern of challenging behavior that is not resolving based on initial CYP modification efforts, then the program will respond appropriately to maintain safety. The CYP will provide parents with the *We Need Your Help Form*, which is used to engage parents in collaborating on strategies for resolving the concerning behavior. Whether your child is very young and still learning appropriate behaviors, or your child is older and has made a poor choice, CYP Professionals are available to discuss positive strategies and work together with you to reduce the likelihood of further incidents.

If your child presents a direct safety threat to self or others, suspension is a possible outcome as additional supports may be needed. The CYP's response will depend on the seriousness of the incident and the child's response to positive redirection.

CYPs encourage families to help maintain confidentiality, refrain from discussing incidents with other families, and to work together with CYP Professionals to address incidents appropriately.

## Addressing Persistent Behavioral Needs

If a child has ongoing behavioral challenges that affect their participation, the first step is to determine what need is being communicated through his or her behavior. CYP Professionals will request a family conference to review and discuss the reports regarding behavioral challenges. If the child's safety or the safety of others is a concern, the CYP will use tools to help determine relationships, environments, and strategies that best support your child's needs. Using these tools may lead the CYP to refer the child's experiences to the Inclusion Action Team (IAT) described in the [Inclusion](#) section of this *Parent Handbook*. The IAT

evaluates children’s needs in the context of the program. IAT recommendations can include additional support, resources, and strategies, and occasionally suggestions for alternatives in care environments. Together, the IAT, parents, and CYP Professionals will create a plan that addresses the needs of the child based on the available information. This written plan clearly states the family’s and CYP’s responsibilities in addressing the child’s behavioral needs. Behavior support requires a team approach, and you will be required to attend all meetings requested by the CYP in order to alleviate all safety threats of behavior. If you do not attend required meetings, programs are authorized to temporarily deny child care services. Furthermore, if all attempts to improve behavior have been exhausted and your child continues to present a direct safety threat to self or others, your child may be disenrolled from the CYP.

## Bullying

CYPs are responsible for creating safe, caring, respectful environments for children. Bullying—including cyberbullying—is strictly prohibited. CYP defines bullying as:

- Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim
- A real or perceived power imbalance between the aggressor(s) and victim
- Any action that is repeated over time or causes severe emotional trauma based on a real or perceived characteristic, such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity and expression; or mental, physical, or sensory disability



CYP Professionals are trained to prevent, look for signs of, and intervene in bullying situations. If children engage in bullying behaviors, CYP Professionals respond with behavioral interventions that are appropriate to the seriousness of the situation. Families and CYP Professionals must work together to keep all children safe from bullying.

## Family Involvement

Navy CYP believes in working as a team with parents. From years of research, child and youth development professionals have learned that children are more successful, and programs are higher in quality when parents are involved. While CYPs bring a depth of experience and professional knowledge about child and youth development, **you** are the expert on your child. The CYP's role is to supplement—never replace—your caregiving.

Family involvement includes a range of practices such as open and ongoing communication, family focus groups, volunteer opportunities, special events, and much more. There are many ways to stay involved in your child's CYP experience.

CYP extends an open door policy to families. You are welcome to visit at any time, announced or unannounced. Your input and questions are always welcome. In addition, there are volunteer opportunities available that may result in CYP Reward points, as explained in the [CYP Rewards Program](#) section of this *Parent Handbook*. (Some limitations to the CYP Rewards Program may apply to FCC families; please ask for details in the FCC office on your installation.)

Please talk with your installation's CYP Professionals about your own ideas for family engagement. They want to hear what you have in mind.

### Family Communication

As children navigate and explore their CYP environments, they stretch their physical skills and test their limits. Consequently, children sometimes fall or are injured, either on their own or during interactions with others. These types of incidents do not always result in an injury and are simply natural consequences of their development, interactions, and activities. If your child is injured while in care that results in a physical injury (such as a bump on the head or cut on the arm), the program will provide you with the *We Care Form* with details of the situation. The program will also provide you with the *We Care Form* any time your child becomes ill or shows symptoms of illness significant enough to require support beyond what the program can provide. If the form does not answer your questions, you are always welcome to contact your CYP Professional for follow-up information.

If a child engages in behaviors that pose a significant risk of injury to him/herself or to others, or if the behavior is part of an emerging pattern of challenging behavior that is not resolving based on initial CYP modification efforts, then the CYP will inform the family with a *We Need Your Help Form*.

The following table shows the four forms used in CYPs that aid open communication between CYP and home.

CYP to Home Communication Forms		
Name of Form	Description	Example of Use
<i>Daily Gram</i> (used in CDCs, 24/7 Centers, and FCC homes)	Communication of daily activities used with children ages 6 weeks to 3 years, but may be used with older children as needed	An infant is in care in a CDC classroom. On the parent portion, the parent notes when the infant woke up and ate before arriving. The Teacher then records notes on the infant's sleeping, eating, diaper changes, and other items of note throughout the time the child is in attendance.
<i>We Care Form</i> (used in all CYPs)	Communication of illness or injury while a child is in care	A 9-year-old falls on the basketball court in the outdoor activity area of a SAC program and scrapes her knee and elbow. A CYP Professional attends to the injury and completes a <i>We Care Form</i> .
<i>We Need Your Help Form</i> (used in all CYPs)	Communication of a behavioral incident that poses a significant risk of injury to the child or others or a pattern of challenging behavior that is persistent, serious, and for which the child has not responded to positive redirection and re-teaching of behavior skill	An 8-year-old is working on his homework at the kitchen table in an FCC. He becomes frustrated, rips up the paper, and breaks his pencil. Since this kind of situation has occurred before and the FCC Provider's efforts to help him have not worked, the Provider completes a <i>We Need Your Help Form</i> to engage the parents about their son's struggles with frustration and request a meeting with them to talk together about strategies to help him build better coping skills.
Permission Slip (used in all CYPs)	Communication of a special event or activity (field trip) that requires the attention of the family	The Teen Program is sponsoring a trip to a play. They send permission slips to families to provide logistical information, including transportation plans, and to obtain signed parent permission.

One of the simplest and best ways to stay involved with your child's CYP experience is through allowing a little extra time at pickup or drop-off to talk with CYP Professionals. They share what they observed while caring for your child, and you can share details about your child's health, developmental progress, and much more.

All CYPs offer Parent Information Boards at the front desk or lobby or at the FCC Providers' homes entrance. Your program may create newsletters and program-specific social media pages to communicate about special events, new opportunities, and family education classes. Connect with a CYP Professional to get the latest news from the installation's CYP and from your child's specific program.

**Need to Talk?**

CYP Professionals are always available for formal conferences or informal discussions. Let them know what is on your mind.

Email and text messaging are helpful communication tools. Emails and texts are particularly useful for sharing vital communication such as updates on delays and closings due to bad weather and emergencies or reminders about upcoming events and activities. Many programs maintain distribution lists of all enrolled families for sharing information through

mass emails or group texts. CYPs always send emails or texts as blind copies to all recipients to ensure your individual email address or phone number remains private. Please make sure the CYP has your most current email address and mobile phone number.

To support child safety, CYP Professionals do not engage in one-on-one online relationships with any child, including sending emails or texts or connecting on social media sites or gaming sites. However, there are instances where communication with a one-on-one CYP Professional and teen is key to a safe and successful event, such as during Independent Travel Situations (e.g., BGCA Keystone National Conference, BGCA Military Youth of the Year events, specialty camps). CYPs are recommended to establish communication protocols between CYP professionals and teens to support child safety during these unique programming opportunities.

CYP Professionals may create a group account to update families on their program's latest activities and opportunities.

## Parent Satisfaction and Concerns

CYP Professionals count on families to share perspectives and offer suggestions. Your feedback allows CYPs to improve quality continuously and helps programs to maintain high professional standards. Please feel free to share your compliments, concerns, or suggestions with your program at any time.

### Satisfaction Surveys

Families are invited to participate in the installation's annual CYP patron satisfaction survey. You can share your anonymous feedback on paper or online at some installations. CYPs use the information gathered through these surveys in planning and decision-making that enhance CYP programming. Please take advantage of the opportunity to share your valued feedback.

### Suggestion Box

CYPs would still like to hear from you during other times of the year when the annual survey is not in progress. Each CYP facility, including the FCC office, provides a suggestion box where families can provide anonymous feedback, concerns, or recommendations. Family input is extremely important and appreciated. Whether submitted anonymously or by an identified person, all suggestions are read and addressed quickly by the CYP.

### Parent Concern Procedures

If at any time you have a concern or question, please feel free to reach out to the front desk employees or FCC Provider, or contact the CYP Director. Contact a CYP Professional for information on local processes for handling program concerns.

## CYP Rewards Program

The CYP Rewards Program was developed to show how much Navy CYP values and appreciates active parent participation and volunteering. With CYP Rewards, parents earn a discount in exchange for donating time and talents that support children in the CYP. See [Appendix B](#) for more information about family engagement and the CYP Rewards Program.

Ask a CYP Professional for more information about the local CYP Rewards Program. Some limitations apply for FCC families; please talk to your FCC office for more information.

## Parent Involvement Board

Each installation operates a Parent Involvement Board (PIB) to further support CYP operations in meeting the needs of children, youth, and their families. Every family enrolled in the CYP is automatically a PIB member. PIB members meet quarterly to provide recommendations for improving services, help plan special events, and discuss other opportunities for family participation.

Parents who participate on the PIB earn CYP Reward points and support the continued well-being of all children in the program. Please consider participating in your local PIB.



## Health, Safety, and Nutrition

Navy CYP is committed to your child's physical, mental, social, and emotional health and well-being. CYPs play an important role in the fight against childhood obesity. Good nutrition and physical activity are cornerstones of all programs. Your child not only has the opportunity to eat well and participate in regular physical activity, but he or she can also learn skills and develop attitudes that build the foundation for a healthy lifestyle. Additionally, CYPs limit screen time according to [American Academy of Pediatrics \(AAP\) guidelines](#) to help children get up and keep moving. The U.S. Department of Agriculture (USDA) and the Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy offer tips for healthy military children; more information is available at [Appendix C](#).

CYP Professionals ensure healthy and safe program environments. You help by ensuring that each day you bring your child to a CYP, he or she is free from obvious illness and is in good health. CYPs are unable to provide care for any child who is acutely ill.



### Health and Safety Practices

CYP health and safety practices follow the guidelines in [Caring for Our Children: National Health and Safety Standards Guidelines for Early Care and Education, 4<sup>th</sup> ed.](#), published jointly by the American Academy of Pediatrics, the American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education. The foundation of these practices is ongoing, high-quality professional development for all CYP Professionals in health and safety, including first aid and CPR training, thorough background checks, ongoing monitoring, health and safety inspections, and fire and emergency drills conducted on a regular basis.

Your child's safety is always the CYP's highest priority.

In addition, each program is prepared in the event of an emergency situation with an individual emergency response plan in place. If any emergency should take place in which children and CYP Professionals must leave the facility or FCC Provider's home, you are

notified as soon as possible. They always keep you informed of your child's safety and location during emergencies.

## Immunizations

Children enrolling in any CYP must have written documentation from a qualified health care provider that they are fully immunized within 30 days of enrolling in the CYP. Additionally, when your child ages into a new immunization requirement, you must provide documentation when it is completed. Families must submit updated immunization documentation within 30 days of the due date. **CYPs, including the FCC program, are required to exclude a child from care whose immunizations have lapsed.**

In addition to the age-appropriate immunization requirements, all children between 6 months old and the time they start school must show proof of an annual flu vaccine. Current immunization requirements can be found at <http://www.cdc.gov/vaccines>.

DoD recognizes there may be circumstances in which a child cannot receive one or more of the required immunizations, such as a medical condition or a family's religious beliefs. If this applies to your child, you must submit an immunization waiver request. Unless an approved waiver is on file documenting an exemption from an immunization, or documentation is on file of an authorized delay, the immunization requirements apply. In the event of an illness or disease outbreak, the CYP must follow the guidance of installation medical professionals regarding any child exclusions. Your child may be excluded from care at the program until installation medical professionals determine it is safe for your child to return. Unless there is a bona fide medical condition that requires a waiver, parent fees will be required during the time your child is required to be excluded.

### Immunizations—Keep them Current!

Up-to-date immunizations are an important part of keeping children and CYP Professionals healthy and free from disease.

CYPs work with you to remind you of immunization due dates and keeping your documentation up-to-date.

**A child with lapsed immunization documentation will be excluded.**

## Child Illness or Serious Injury

Your child must be free from illness or serious injury to attend the CYP. For children ages 5 years and younger, a CYP Professional conducts a daily health check through direct observation and asking your child questions. Older children are asked how they are feeling if they appear unwell. If your child shows signs or symptoms of an illness that requires temporary exclusion from the program, you will be notified to pick up your child within an hour of being called. If your child is not well enough to participate in all activities (including

outdoor time), he or she should stay home. Depending on the type and seriousness of the illness or injury, your child may need clearance from a physician to return to care.

To learn what symptoms and signs of illness indicate that your child should stay home, refer to the Signs and Symptoms Chart in the National Resource Center's *Caring for Our Children*, 4<sup>th</sup> ed., found at the following link:

<http://nrckids.org/files/appendix/AppendixA.pdf>

**Note that the Signs and Symptoms Chart is not exhaustive; your child must be well enough to participate in all activities to attend.**

## Medication

When you register your child, you will be asked to sign a permission form authorizing CYPs to apply topical, nonprescription products on an as-needed basis, such as sunscreen, dry skin lotion, or diaper rash ointment. CYPs do not administer any ingestible nonprescription products or medications, such as pain relief medication or antihistamines, without a doctor's prescription.

### Prescription Medications

The best place for your child to take a prescription medication is at home. If the dosage schedule and your work schedule make it impossible to administer a medicine only at home, then the CYP Professionals will work with you on a case-by-case basis to determine if they can administer the medicine at the program. Only CYP Professionals who have completed medication administration training, conducted by a health care professional, will provide medicine to your child.

Administration of a medication is allowable only under the following conditions:

- The medication must be prescribed by a licensed health care provider, even if it is available over-the-counter.
- Parents must submit a *Medication Authorization Form* that includes a signed statement from the prescribing physician specifying the medication type and full instructions for dosage, times, and application.
- Parents must administer the first dose of a new medicine at home.
- The medication must be in its original container with its original label.
- The label clearly shows the following:
  - The child's first and last name
  - Date prescription was filled
  - Expiration date
  - Name of the prescribing health care provider

- Instructions for administration and storage
- Name and strength of medication

## Infection Control

CYPs minimize the possibility of spreading infection through proper hygiene practices. All CYP Professionals use and teach proper procedures to wash hands and are also trained in general infection control, safe food handling, and diapering and toileting procedures. The easiest and most effective way to stop the spread of infection is through careful hand washing. Everyone, including CYP Professionals, children, parents, and other visitors, must wash their hands upon entering an FCC Provider's home, program area, or classroom, even if they just came from another program area or classroom.

These types of safe hygiene practices reduce the risk of infectious disease or illness and help ensure your child's health and safety.

## Injury Prevention

CYP facilities are safe places for children. All CYP Professionals are certified in CPR and first aid and are trained to help prevent accidents and injuries from occurring. CYP Professionals treat minor injuries using standard first aid procedures and provide you with the *We Care Form*. If a more serious injury occurs while your child is in care, CYP Professionals provide immediate care and then contact you and emergency services (if needed). Depending on the severity of the injury, you may be asked to provide a clearance form from a physician before your child returns to care to ensure the appropriate accommodations are made for your child. Keep your child's emergency contact information current so you can be reached as soon as possible when needed. If an injury involves another child, CYP Professionals maintain confidentiality regarding the identity of the other child and the outcomes of the injury.

## Emergency Preparedness

CYPs practice all established emergency procedures so that everyone in the program or facility has a calm, clear plan of action in the event of an emergency. CYP Professionals model a matter-of-fact approach to emergency procedure drills. If an actual emergency requires a sudden need to change operating hours, the CYP will notify families immediately. No matter what the unexpected situation, the safety and supervision of children remains the CYP's top priority.

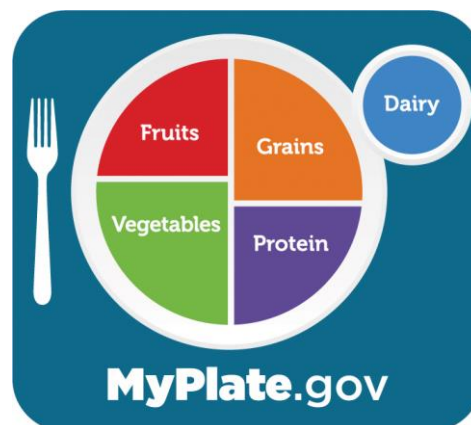
## No Smoking Policy

Federal and state regulations prohibit smoking or using other tobacco products in CYP facilities. CYP Professionals, families, visitors, and children must NOT smoke (including electronic cigarettes or other nicotine-vaporizing devices) or use smokeless tobacco products in or near any CYP facility or playground at any time. FCC Providers follow the same rules while children are in care.

## Nutrition

CYPs offer nutritious meals and snacks based on the U.S. Department of Agriculture’s (USDA’s) [Child and Adult Care Food Program](#) (CACFP) guidelines. Programs provide children a clean and pleasant environment in which to enjoy their food, and food preparation areas, whether in CYP facilities or in FCC Providers’ homes, are inspected regularly to ensure they meet high health and sanitation standards.

CDCs, 24/7 Centers, SAC programs, and FCC Providers plan and post a weekly menu so that families can see the healthy choices available.



## Allergies

CYP Professionals work with families to plan healthful, appealing meals and snacks that accommodate every child’s needs. At registration, please let the CYP Professionals know if your child has any food allergies or other special dietary needs. If your child is unable to eat a certain food for medical reasons, you must provide a written statement signed by your health care provider identifying the food(s) to avoid and the suggested substitution. CYP Professionals who prepare food will use this documentation to make every attempt to identify an appropriate substitute food for your child. CYPs post menus in advance so that families can make informed food decisions.

### Severe Allergy Situations

Although CYP food substitution policies work for most food allergy situations, a child may have allergies too severe to eliminate every risk factor. If this applies to your child, please talk with a CYP Professional. Ultimately, parents must determine whether the risk of allergens in a group care setting makes that program the best choice for their child.

## Food Preferences and Substitutions

If your family prefers to send a food from home as a substitution for a menu item, please let your program or CDH Provider know in advance. You are required to develop a written plan in collaboration with the CYP. Liability regarding the safety of home foods ultimately rests with the parent who packaged the food. Food must be brought in a clean, tightly sealed container, dated, and labeled with your child’s name. Any leftover food will be discarded at the end of meal service and the unwashed container returned to you if it is not disposable. “Fast food” items will not be accepted as a meal replacement under any circumstances. Any request for changes to normal child feeding guidelines, such as a request for your child not to be served milk, must be accompanied by a physician’s order.

More information about the USDA’s Center for Nutrition Policy and Promotion’s healthy eating recommendations is available at [MyPlate.gov](#) and in [Appendix D](#).

## Meal Service

Meals in CDCs, 24/7 Centers, and FCC Providers' homes are served "family style." Family style dining teaches and positively reinforces family dining skills and engages children in conversation, which aids their development of social skills and oral language skills. In SAC, meals may be served either family style or through buffet service.

## Infant Feeding

CYP Professionals are trained in best practices in infant feeding according to the [National Association for the Education of Young Children](#) (NAEYC) and [National Association for Family Child Care](#) (NAFCC) standards. Some highlights of those high standards for infant nutrition and safety include the following:

- CYP Professionals hold infants as appropriate to their age and development as they drink from a bottle. Bottles are never propped up.
- All bottles or containers of breastmilk or formula must be labeled with your child's first and last name and the date and time they were prepared.
- For health and safety reasons, a bottle of formula or breastmilk must be discarded within a 1-hour window after it is first offered to your child.

CYPs understand that infant feeding schedules, amounts, and foods vary from one infant and family to another. CYP Professionals will work with you to individualize your baby's feeding plan. Whether you are feeding through breastfeeding, by providing pumped breastmilk or formula, or a combination, your CYP Professionals are your partners in creating an infant feeding plan that is the right fit for your baby's nutritional needs and developmental stage.

## Snacks and Vending Machines in YP

YPs designed for preteens and teens may offer food and drink at no additional cost, such as meals during a cooking class or pizza activity night, or snacks during a special event or program. Some YPs may also offer food and drink at minimal cost from vending machines and snack bars.

## Oral Hygiene

In CDCs, 24/7 Centers, and FCC Providers' homes, toothbrushing with individual, labeled toothbrushes is encouraged after meals and snacks (or before bed in 24/7 Centers or in the homes of FCC Providers who offer care during nontraditional hours). CYP Professionals teach toothbrushing skills in a relaxed, positive manner to help children learn to care for their teeth and to develop good oral hygiene habits from an early age. Toothpaste is only used by children ages 3 and over.

## Celebrations and Food from Home

CYPs respect the cultural backgrounds of all families and strive to include expressions of diversity in programming. Please share your cultural traditions or observances with a CYP Professional, who will work with you to share family celebrations with other children and families.

Birthdays are opportunities to acknowledge and reinforce each child's personal identity. If you wish to celebrate your child's birthday at the CYP, please talk with a CYP Professional in advance.

Food brought to the CYP for special occasions must be provided in the original sealed package with nutritional information clearly listed. CYP Professionals will let you know if there are foods to avoid due to allergies. Homemade baked goods or cooked foods are not permitted for sharing in CYP facilities.

# Unique to Child Development Centers and 24/7 Centers

Child Development Center and 24/7 Centers offer quality care and education services. The Child Development Center (CDC) serves children ages 6 weeks to 5 years (or until kindergarten) during “traditional” working hours, while the 24/7 Center serves children 6 weeks to 12 years who need care during nontraditional hours, while their parents work extended shifts (nights and weekends) or fulfill their duties as watch standers. Both programs are certified by DoD, and CDCs are further accredited by the [National Association for the Education of Young Children](#) (NAEYC). NAEYC accreditation is nationally recognized as the ECE gold standard. Both CDCs and 24/7 Centers use *The Creative Curriculum*®, a research-based curriculum based on best practices in early learning to foster your child’s cognitive, physical, social, emotional, and creative development.

**NAEYC**

The National Association for the Education of Young Children (NAEYC) promotes high-quality learning for children birth through age 8 by connecting practice, policy, and research. Since 1985, the NAEYC national accreditation system has set professional standards for early childhood education programs.

## CDC General Program Information

CDCs offer a variety of care options in a warm and nurturing environment. Specific care options may vary based on the size of the installation and the needs of local families. Consult with your CYP Professional about options for care available at your installation.

## 24/7 Center General Program Information

24/7 Centers combine the strengths of a traditional center-based care environment—which fosters active group learning and socializing—with the strengths of a homelike setting for children in care during nontraditional hours. 24/7 Centers always have at least two CYP Professionals on duty at all times, regardless of the hour.

24/7 Centers cannot care for your child for more than 72 continuous hours. The only exception to this rule is in an emergency with approval from the local command.



## 24/7 Center Eligibility

24/7 Centers are designed to meet the needs of watch standers, shift workers, and other Navy parents who are called for duty during nontraditional hours. Other families may use 24/7 Center care for emergency care, hourly care, or even full-time care if space is available. However, priority goes to families for whom 24/7 Centers were specifically designed:

- **Watch standers:** Parents who are watch standers occasionally need child care during nontraditional hours. For example, if you work one or two overnight shifts a month or if you “stand duty” once or twice a month, your child is eligible for 24/7 Center care during those overnight shifts.
- **Shift workers:** Parents who are shift workers have regular work schedules that include weekends, evenings, and overnight shifts. For example, if your shift schedule is 11 p.m.–7 a.m. Monday through Friday, your child is eligible for 24/7 Center care while you are on duty. If your weekly schedule is two day shifts (such as 7 a.m.–3:30 p.m.) and two afternoon or evening shifts (such as 3 p.m.–11 p.m.) followed by 3 days off, your child is eligible for 24/7 Center care while you are on duty.

### Options for Nontraditional Hours

CYPs work with you to find solutions when your duty obligations include nontraditional hours. Not all installations offer a 24/7 Center. If yours does not, child care during evenings, nights, and weekends may still be available through the FCC program. Please talk with a CYP Professional to learn what support is available at your installation.

## Monthly Schedules for 24/7 Centers

To establish and maintain your priority as a watch stander or shift worker, you must provide a copy of your monthly work schedule signed by the command. If at any time your schedule changes, the 24/7 Center will need an updated schedule 30 days before the next month starts or as soon as the revised schedule is issued. This advance notice allows the program to prepare for care during the hours you need. If your command does not provide schedules 30 days in advance, please talk with a CYP Professional.

## Your Child’s Experience

The operations and programming at these centers take a comprehensive approach to quality. They use a carefully chosen curriculum, well-crafted lesson plans, and a rigorous training schedule that ensures CYP Professionals are current in ECE best practices. Every detail leads to one goal—a quality experience for your child that nurtures growth and development.

## Transitioning to CDCs and 24/7 Centers

Some children experience distress when separated from family members, while others separate from their families quite smoothly. Both reactions are developmentally appropriate when a child transitions from home to a care environment. To facilitate the transition process into care and help minimize the child’s (potential) separation anxiety, families receive a daily

schedule and program information, tour the child's classroom or activity area, and meet staff members and other children. Please feel free to discuss preferred communication methods with your CYP Professionals so that you may work together to make your child's transition a positive experience.

## Transitioning to a New CDC Classroom

Over time, children enrolled in CDCs may need to transition to new classrooms as they develop the need for new challenges and social interactions in their peer group. The timing of classroom transitions is based on many factors, including consultation with the family, the child's age and developmental readiness, and space availability. You are invited to visit your child's new classroom in advance of the transition to meet the new teachers and help make the transition smooth and enjoyable. Children are gently integrated into their new environment through a series of visits to the new classroom. CYP Professionals are always available to answer questions and discuss how your child's transition is going. If you have concerns about classroom changes or any other transitions, please talk with your CYP Professionals.

## Care During Nontraditional Hours at the 24/7 Center

CYP Professionals provide a list of items that your child needs while in care at the 24/7 Center. In addition to the usual change of clothing that is required for care in any CYP facility, children in a 24/7 Center need to bring pajamas. Accommodations have been made at the 24/7 Center for children staying long hours, including overnight. CYP Professionals will share with you menus for meals and snacks and bath and bedtime routines. If you have any questions, concerns, or requests about the environment for your child's comfort, please talk with a CYP Professional.

## Your Child's Classroom or Activity Area

Most CDCs offer classrooms for infants, pretoddlers, toddlers, and preschool children. All classrooms have access to natural daylight, developmentally appropriate toileting facilities, and enough room for both energetic exploration and quieter play. CDCs offer both group learning experiences and independent learning.

24/7 Centers offer a home-like setting in which multi-age groups of children can learn, relax, and play together, much like the members of a family. 24/7 Centers may also offer a separate infant room to ensure the feeding, resting, and learning needs of infants are met in an appropriate environment.

## Personalized Storage for Personal Belongings

Your child is provided a special place (such as a cubby) labeled with his or her name in which to keep personal belongings such as a coat and other clothing. In the 24/7 Center, your child will have space to keep pajamas, a personal toothbrush, clean linens, and a towel. Items of monetary or sentimental value are best left at home, although centers may make

exceptions for special projects or special occasions; please talk with your CYP Professional in advance.

## Child's Attire

Your child participates in a variety of activities both indoors and outdoors. Dress your child in comfortable and weather-appropriate clothes and shoes that are suitable for indoor and outdoor play, including sensory and sand activities and working with art materials. Shoes must have closed toes and heels, such as sneakers. Open-toed sandals and flip-flops are not allowed. Every child enrolled must have at least one full change of clothing at the center, including underwear and socks; two changes of clothing are recommended. Children staying night hours at the 24/7 Center must also have pajamas.

## Toilet Learning

Just as children learn to walk at different times, children learn toileting skills at different times. CYP Professionals partner with families to support each child's toilet learning and to accommodate the different stages of development. If there are unique circumstances for your child, please talk with a CYP Professional.

## Child Safety

CYP Professionals create safe environments by selecting, arranging, and using physical elements, such as age-appropriate furniture, supplies, and equipment. They complete daily safety checklists for all areas, including outdoor play spaces and playgrounds. CYP Professionals are trained to make safety a priority every day.

## Biting

Biting is a very common behavior in infants, pretoddlers, and toddlers and occasionally occurs with younger preschoolers. Infants mouth objects to learn about them. This tendency often leads to biting behaviors, especially when they feel teething pain, frustration, or confusion. As young children learn other ways to communicate, biting generally lessens and disappears.

Although common, biting can be upsetting and harmful. CYP Professionals are trained to prevent biting incidents, and they use positive strategies to redirect children to more appropriate situations or behaviors. However, some behaviors take time and consistent responses from caregivers to eliminate. If a child is injured due to the biting behavior of another child, CYP Professionals will treat the injury and provide the family with the *We Care Form*. Due to confidentiality requirements, a child's identity who has bitten another child is not shared with the other family. If a child has a biting behavior that persists, a CYP Professional will contact the family to schedule a conference to discuss the concern. Together, a plan of positive strategies will be developed to help children learn more appropriate responses.

## SIDS Prevention

CYP Professionals are trained in best practices for minimizing the risks associated with sudden infant death syndrome (SIDS) and adhere to the following practices:

- All infants 12 months and younger are placed on their backs to sleep. If your child has a medical condition that requires a modified sleep position, please talk with your CYP Professional.
- CDCs and 24/7 Centers only use cribs and firm infant sleeping surfaces that meet current standards of the [Consumer Product Safety Commission](#) (CPSC).
- CDCs and 24/7 Centers never use blankets in a crib, but instead use the [SleepSack® Wearable Blanket by Halo Innovations](#). Notify the program if you prefer to use your own SleepSack® Wearable Blanket that meets CYP requirements for your child's exclusive use or prefer for your child to sleep only in his or her current daily wear.
- Soft toys or other soft items are not allowed in an infant's sleeping space.
- CDCs and 24/7 Centers use only approved pacifiers with no cords, toys, or anything else attached to them.
- Infants who arrive asleep in car seats are immediately moved to an approved sleeping surface.

Families are strongly encouraged to follow the same SIDS prevention guidelines at home. Refer to the SIDS prevention guidelines provided in [Appendix E](#).

## CDC and 24/7 Center Programming

CDC and 24/7 early childhood programming is thoughtfully planned, challenging, engaging, developmentally appropriate, culturally and linguistically responsive, and comprehensive to support school readiness and provide a foundation for lifelong learning.

CYP Professionals plan the daily schedule with a variety of indoor and outdoor activities, culminating with quiet activities in the evening to help children prepare for a restful night's sleep.

## Curriculum

CDCs and 24/7 Centers use *The Creative Curriculum*®, a nationally recognized, award-winning, comprehensive, research-based curriculum. CDCs use the version created for young children, and 24/7 Centers use the version designed for a multi-aged (birth through age 12) nontraditional hours care environment.

### Parents as First Teachers

CYPs believe that parents are a child's first and most important teachers. More information about extending learning to home for young children is available at [Appendix F](#).

For children birth through age 5, both programs complement *The Creative Curriculum*® with the Teaching Strategies GOLD® Assessment System, which enables CYP Professionals to note your child’s progress and advance school-preparedness through hands-on experiences and play.

For school-age children, the 24/7 Center tailors the curriculum to support children’s needs. For example, 24/7 Centers provide indoor and outdoor activities that enhance and complement the school day, and they offer suitable environments to complete homework.

## Environments

Both CDCs and 24/7 Centers offer indoor and outdoor experiences that are important to a child’s growth and learning. All program environments are designed for your child to explore. Weather permitting, children of all ages have the opportunity to go outdoors every day to enjoy a safe play environment with age-appropriate equipment and materials.

## Screen-Based Media

24/7 Centers and some CDCs offer computers or other computerized devices to foster technology learning. If computer activities are offered, they are integrated into lesson plans that offer other activities with hands-on materials, since hands-on learning is proven best for young children. CDCs and 24/7 Centers follow the [American Academy of Pediatrics \(AAP\) guidelines](#) on screen-based media time limits by age of the child.

## Schedules

CYP Professionals create a balance between individual activities and group experiences during your child’s time in care. Children learn and grow best when they have choices among quality activities and opportunities for both social engagement and quiet time.

Schedules for infants, such as for feeding and sleeping, are individualized and are planned in partnership with parents. As your child grows older, more learning opportunities in group settings are offered. Both centers are committed to making accommodations for children with scheduling needs as much as possible within the quality and safety guidelines.

## Field Trips and Transportation

Depending on the location of your center, nearby resources, weather, and other factors, your center may offer field trips as part of routine programming to benefit your child’s learning and development. Field trips may occur both on and off the installation. During enrollment, parents are asked to sign the Permissions Statement, which includes permission for field trips. Infants may take “buggy” field trips within a short distance from the center, and pretoddlers and toddlers may take short, age-appropriate walking field trips to enhance their learning. Only preschool children or older may take field trips in motor vehicles.

### Parent Chaperones

You are invited to join field trips! CDCs are always seeking parent volunteers to help chaperone field trips. Please talk with your CYP Professionals if you are able to donate your time and talent. Thank you for your support!

All vehicles used to transport your child on field trips meet the school bus safety standards recommended by the [National Highway Traffic Safety Administration](#) (NHTSA) and applicable state laws. All drivers are trained and licensed and meet state, local, and installation requirements. CDCs comply with all seatbelt and child safety seat regulations during field trips. CYP Professionals may not transport enrolled children in personal vehicles.

## Family Conferences

Both centers offer scheduled family conferences three times during the year for children ages 6 weeks to 5 years. Conferences are opportunities for focused, two-way communication between you and your CYP Professionals, which allows them to create and share with you the developmental profile for your child. This profile helps CYP Professionals assess your child's progress toward typical developmental milestones. This tool is used to plan for your child's continued growth, accounting for any special help or accommodations, if needed. You will also have the opportunity to discuss any changes in your child's behaviors, learning styles, medical needs, upcoming transitions, and other topics as needed to best support your child and your family.

For school-aged children at the 24/7 Center, conferences are offered as needed. Feel free to contact the 24/7 Center for a conference, either formal or informal, any time you feel it is needed for your child's continued success. Likewise, CYP Professionals may request a conference with you as the need arises.

### Between Family Conferences

If any questions or concerns come up between conference times, please do not wait. CYP Professionals are happy to schedule a conference with you any time, or feel free to talk informally with them if issues arise.

# Embracing the Family Child Care Program

The FCC program offers quality child care from a CYP Professional in the small, nurturing setting of a family home. FCC Providers are Navy-certified; they meet and sustain the highest quality family child care standards. FCC care is available for children ages 6 weeks through 12 years.

Your installation can provide more information on the child care solutions offered by local FCC Providers.

## FCC General Program Information

Navy certification requires FCC Providers to offer safe, inviting spaces and create developmentally appropriate, educational activities designed to meet the needs and interests of your child. Navy certification requirements meet or exceed both the guidelines of the [National Association for Family Child Care](#) (NAFCC) and state family child care licensing requirements. FCC Providers are CYP Professionals. They are held to the same rigorous standards as center-based CYP Professionals, including meeting the requirements for comprehensive training and thorough clearances.

### NAFCC

[National Association for Family Child Care](#) (NAFCC) supports professional Providers throughout the United States and on U.S. military bases worldwide. NAFCC is dedicated to promoting quality child care by strengthening the profession of family child care, and they offer a nationally recognized family child care credential.

## Quality Assurance

To ensure ongoing compliance with the Navy's high standards for safety, health, sanitation, and developmentally appropriate activities and environments, FCC Professionals and other installation quality assurance personnel conduct both announced and unannounced home visits regularly. In addition, FCC Providers are required to renew their CYP certification annually.

## Contacting Your FCC Office

Your FCC Provider is a great resource for information about child development and best practices in care. If you have further questions or concerns, you are always welcome and encouraged to contact FCC office employees to talk informally or schedule a meeting.

## Substitutes and Back-Up Providers

All FCC Providers have a designated substitute or back-up Provider in case of a planned or emergency absence. The substitute or back-up Provider is a fully screened and trained individual who is qualified as an FCC Provider and has met all Navy CYP requirements to provide child care. Your Provider's substitute or back-up Provider is posted on the Parent Information Board. The decision is yours to utilize a substitute or back-up Provider's child care services if your regular Provider is absent or unavailable.

## Parent-Provider Contract

In addition to this *Parent Handbook*, each Provider has a Parent-Provider Contract that you will have the opportunity to review and sign when you first enroll your child. This contract describes the Provider's policies and procedures regarding fees, hours, holidays and vacation time, emergency plans and contact information, absences and sicknesses, and much more. If you have questions after you read the contract, please follow up with a phone call or talk with your Provider in person.

### Absences From Care

Your Parent-Provider contract details what to do in case your child is absent from care and if absences require payment. Please let your Provider know as soon as possible if you know your child needs to be absent from care.

## Care During Nontraditional Hours

FCC Providers offer a range of child care services during typical workday hours, nontraditional hours such as evenings, nights, and weekends, or a combination. Your Provider may offer nontraditional hours occasionally but not as a part of the regular schedule—or they may offer them regularly. If you have a duty-related child care need for nights or weekends, discuss the situation with your Provider. If your Provider cannot support those hours, contact your FCC office staff, who may be able to help you find a Provider to meet that need.



If Providers offer night and weekend care, they will inform you of the accommodations they have made in their care environments for those hours. Your Provider will also explain the fees in advance. Fees may vary based on the hours and if your care need is duty-related.

## Late Pickup

FCC Providers rely on you to pick up your child at the agreed-upon time. After closing time, the Provider may have other obligations, such as picking up other children from school. Your attention to on-time pickup helps ensure the smooth operation of the home. Your Provider's specific policies about pickup, drop-off, and what happens if you are late, including fees incurred, are included in the Parent-Provider Contract.

## Your Child's Experience

For many parents, the FCC program is the right solution. Your child benefits from a care environment that meets rigorous quality standards but has a small number of children in care in the relaxed atmosphere of a family home.

## Transitioning to an FCC Provider's Home

Some children experience distress when separated from family members, while others separate from their family quite smoothly. Both reactions are developmentally appropriate when a child transitions from home to another care environment. Please feel free to discuss preferred communication methods with your FCC Provider so that you may work together to make your child's transition into the Provider's home a positive experience for him or her.

## Personalized Storage for Personal Belongings

Your child is provided a special place, labeled with your child's name, in which to keep his or her personal belongings. Your Provider will let you know which personal items your child needs (for example, diapers, a full change of clothing, or clothing appropriate to the season, backpacks for school-age children, etc.). Pacifiers must be labeled with your child's name.

## Child's Attire

Throughout the program day, children participate in a variety of indoor and outdoor activities. Dress your child in comfortable and weather-appropriate clothes and shoes that are suitable for indoor and outdoor play, including sensory and sand activities and working with art materials. If your child stays for nontraditional care hours, your Provider may have other clothing requirements, such as pajamas and a change of clothing. The goal is for your child to be comfortable, unrestricted by clothing issues, and able to participate in activities.

## Toilet Learning

Just as children learn to walk at different times, children learn toileting skills at different times. FCC Providers partner with families to support each child's toilet learning and to

accommodate the different stages of development. If there are unique circumstances for your child, please talk with your FCC Provider.

## Child Safety

FCC Providers create environments with safety in mind. All FCC Providers are trained to make safety a priority every day. In addition, the FCC program has quality control measures in place to ensure each home meets and sustains high standards for safety and sanitation.

### Biting

Biting is a very common behavior in infants, pretoddlers, and toddlers and occasionally occurs with younger preschoolers. Infants mouth objects to learn about them. This tendency often leads to biting behaviors, especially when they feel teething pain, frustration, or confusion. As young children learn other ways to communicate, biting generally lessens and disappears.

Although common, biting can be upsetting and harmful. FCC Providers are trained to prevent biting incidents, and they use positive strategies to redirect children to more appropriate situations or behaviors. However, some behaviors take time and consistent responses from Providers to eliminate. If a child is injured due to the biting behavior of another child, Providers will treat the injury and provide the family with the *We Care Form*. Due to confidentiality requirements, a child's identity who has bitten another child is not shared with the other family. If a child has a biting behavior that persists, the Provider will contact the family to schedule a conference to discuss the concern. Families work together with FCC Providers to develop positive strategies to help children learn more appropriate responses.

### SIDS Prevention

FCC Providers are trained in best practices for minimizing the risks association with sudden infant death syndrome (SIDS). All FCC Providers adhere to the following practices:

- All infants 12 months and younger are placed on their backs to sleep. If your child has a medical condition that requires a modified sleep position, talk with your FCC Provider.
- The FCC program only uses firm infant sleeping surfaces that meet current standards of the [Consumer Product Safety Commission](#) (CPSC), such as [Graco®](#) Pack 'N Play®.
- The FCC program never uses blankets in safe sleep environments. Instead, they use the [SleepSack® Wearable Blanket by Halo Innovations](#). Notify the Provider if you prefer to use your own SleepSack® Wearable Blanket that meets CYP requirements for your child's exclusive use or prefer for your child to sleep only in his or her daily wear.
- Infant sleeping areas in all homes are required to be well lit and co-located with the activity areas so FCC Providers can maintain continual supervision of all children in their care, including during sleep.
- Soft toys or other soft items are not allowed in an infant's sleeping space.

- The FCC program uses only approved pacifiers with no cords, toys, or anything else attached to them.
- Infants who arrive asleep in their car seats are immediately moved to an approved sleeping surface.

Families are strongly encouraged to follow the same SIDS prevention guidelines at home. Refer to the SIDS prevention guidelines provided in [Appendix E](#).

## Programming

FCC Providers accommodate and celebrate different learning styles. Your FCC Provider shares the same commitment as your installation's facility-based CYPs to high-quality learning opportunities for younger children and opportunities that enrich and complement the school day for school-age children. FCC Providers use a curriculum to support high-quality learning opportunities for your child. They may choose to use a version of *The Creative Curriculum*<sup>®</sup> that is specially designed for children in family child care who are birth through age 12, or they may offer another developmentally appropriate, quality curriculum of their choice that meets the Navy's quality standards.

## Environments

FCC Providers do not attempt to match the CDC or SAC environments but rather provide home atmospheres that are educational and developmentally appropriate places for children to grow and play. Each FCC Provider's home is unique and reflects the interests, skills, and personality of the Provider.

## Schedules

Providers post their daily schedules in their homes. Schedules are specific to the needs of the children enrolled and vary based on the day of the week or the children present on any given day. Providers who work with children of multiple ages have schedules that reflect a more integrated approach in order to include all ages and children's needs, including recreation activities, creative play activities, and time to complete homework for school-age children. Please look for the posted schedule in your Provider's home, and feel free to ask questions about daily events.

## Field Trips and Transportation

FCC Providers may offer field trips in their regular programming. Many Providers take walking field trips, typically to local playgrounds or parks, to enhance learning opportunities and take advantage of the small group size in a home. If Providers routinely take walking field trips, they will explain them in detail during orientation. During enrollment, parents are asked to sign the Permissions Statement, which includes permission for field trips. FCC Providers who offer field trips in vehicles are fully insured to transport children as part of their small business insurance coverage, and they have the appropriate seatbelts or car seats for each child. If you have questions regarding field trips, talk with your Provider.

Most Providers do not transport children to or from other locations, such as schools. However, some Providers within walking distance to a child's school may walk children to/from school/home. Provider transportation services vary; if you have specific transportation needs, please talk with your Provider.

## Pets

One of the benefits of the FCC program is that children may have the opportunity to interact with a friendly family pet. If an FCC Provider has a pet, detailed information is listed in the Parent-Provider Contract, including where the pet spends its time and whether children are permitted to assist in its care or feeding. All animals in an FCC Provider's home are fully immunized and certified as healthy by a veterinarian. Only some types of pets are DoD-approved for an FCC environment; dogs, cats, and fish are typical examples. Please talk with your FCC Provider about any questions or concerns you may have about your child's interaction with family pets and talk with your FCC office employees for further information about local pet policies.

## Screen-Based Media

Some Providers offer computers or other devices with screens to foster technology learning. If computer activities or television viewing are offered, they are built into lesson plans as only one element of a learning environment. FCC Providers offer many activity choices with hands-on toys and materials. The FCC program follows the [American Academy of Pediatrics \(AAP\) guidelines](#) on screen-based media time limits by age of child. Your Provider's screen-based media policy is detailed in the Parent-Provider Contract.

## Family Conferences

Providers offer formal family conferences once a year for younger children and on an as-needed basis for school-age children. Conferences are opportunities for focused, two-way communication between you and your Provider to discuss your child's growth and development. If you would like to schedule more frequent conferences, please talk with your Provider. More details about conferences are in the Parent-Provider Contract. The best communication is a combination of formal and informal conversations.

### Need to Talk?

Your FCC Provider is available for formal conferences or informal discussions. Let your Provider know what is on your mind.

## Our Youth Programs

Our Youth Programs (YPs) include a wide variety of offerings on the installation to meet your child care needs once your children start school and provide recreational opportunities. YPs complement the school day, providing care or recreation when schools are typically not in session. Specific offerings at your location depend on the size of the installation, local family needs, school schedules, and command requirements.

### YP General Information

YPs go far beyond keeping your child “busy.” They offer quality programming that helps develop character. The School Age Care (SAC) program earns national accreditation through the [Council on Accreditation](#) (COA). Additionally, YPs maintain affiliation with nationally recognized, high-quality organizations to bring new experiences, challenges, and a wide variety of opportunities to children in their out-of-school hours. Navy YPs are affiliated with [Boys and Girls Club of America](#) (BGCA), [4-H](#), and [National Alliance for Youth Sports](#) (NAYS). These affiliations, along with a robust programming schedule, show the Navy’s commitment to providing a broad range of positive options for your child to grow, learn, and thrive. Talk with a CYP Professional about which offerings (and their operating hours) are available on your installation.

#### Council on Accreditation (COA)

[The Council on Accreditation](#) (COA) is an international, nonprofit accrediting organization. Founded in 1977, the mission of the COA is to partner with human service organizations by developing, applying, and promoting accreditation standards for the well-being of individuals, families, and communities.

### Your Child’s Experience

YPs offer your child opportunities to build leadership skills, enhance educational experiences, learn and use technology, explore career choices, and expand health and life skills. CYP Professionals help children incorporate sports, fitness, and the arts into their daily lives and provide quality experiences to expand their horizons.

Part of YP programming is designed to support children in achieving academic goals by offering suitable environments for completing homework. In addition to spaces for recreation and socializing, YP facilities offer quiet spaces for study and concentration stocked with homework supplies, computers, and other research materials.

## Accommodating Learning Styles

Children develop through a variety of learning styles. CYP Professionals are trained to recognize learning differences and use strategies to accommodate the ways children learn best. CYP Professionals at YPs build in opportunities as often as possible for self-paced exploration to nurture the development of new skills or knowledge.

## Personalized Storage for Personal Belongings

If your child attends the YP on a daily or near-daily basis, he or she will have a place in which to keep personal belongings. During summer programs, this may be a group location for backpacks and supplies; during the school year, this is an individualized space that is labeled by name, such as a locker or cubby. Items of monetary or sentimental value are best left at home. Please talk with your CYP Professionals for further details.

## Child's Attire

Please ensure your child wears clothes (including shoes) that enable his or her participation in all YPs. Specialty clothing may be required depending on the program; for example, the SAC program may schedule a day at a local swimming pool that requires a swimsuit and towel, or a sports program may require specialty footwear such as cleats or nonmarking rubber soles. Your CYP Professionals supply you with a complete list of attire requirements at registration. Most importantly, clothing for all children must be clean and appropriate.

## Field Trips

Your installation's YPs may plan field trips to increase your child's firsthand knowledge of the world. During enrollment, parents are asked to sign the Permissions Statement, which includes permission for on-base field trips. Typical destinations may include a ballfield, tennis courts, swimming pool, or a nearby gym. Your program may require parents to sign an additional field trip permission slip for trips off the installation.

### Parent Chaperones

You are invited to join field trips! YPs are always seeking parent volunteers to help chaperone field trips. Please talk with your CYP Professionals if you are able to donate your time and talent. Thank you for your support!

## Safety

Your child's safety is the YP's top priority. Safety is the foremost consideration in all planned activities, setting up program environments, selecting equipment and materials, and training CYP Professionals who work with your child.

## Behavior and Program Expectations

Children can show respect for themselves and others in a variety of social situations. As young people, they are still in the process of developing positive social and emotional skills. YPs facilitate behavioral growth and learning by setting expectations for behaviors that are

clearly communicated and positively reinforced. Your installation's YPs have established behavioral expectations similar to the following:

- Be safe and respectful.
- Keep your hands and feet to yourself.
- Walk to stay safe and run only when it is safe.
- Stay inside established boundaries and stay with the group.
- Follow directions and communicate questions or disagreements politely.
- Clean up after yourself.
- Share and play with others.
- Be aware of your surroundings.
- Remember to take care of yourself.

## Programming

YP programming is based on actively and continuously seeking input, ideas, and opinions from the children participating in YP offerings. YPs' collaborative emphasis builds enthusiasm and engagement among children and provides them with leadership, planning, and responsibility opportunities. YPs may seek input related to programming options through social media, online surveys, paper surveys, meetings, and informal information gathering.

### Family Input

Do you have an idea for a new program, field trip, or activity? Please let your YP know! YPs welcome and encourage family input. Use surveys to share ideas or visit YP facilities to talk with your CYP Professionals in person.

## Schedules

Schedules are planned in advance to ensure families can plan for participation. If activities require specialty shoes or clothing (such as swimsuits for a beach trip), the YP will inform you in advance. Schedules communicate not only upcoming activities, but also the goals and learning objectives of specific activities. Advanced schedules also provide opportunities and ideas about how you can volunteer in or support the program and how you can extend your child's learning at home.

## Environments

Programming spaces vary across YP facilities. Your installation may offer some of the following: space for group activities, socializing, and enjoying snacks or meals; gym and fitness space; screen-based media and gaming space; sound-recording space equipped with instruments; and peaceful space for reading, homework, or just relaxing. Other environments may be offered at your installation; talk with your CYP Professionals for more information.

YP Professionals "think outside the box" regarding environments that can support your child's learning and skills development. Often, activities may start indoors and then move outdoors.

YPs may partner with local businesses and communities for the use of their gyms or ball fields. Programs may explore different parks and recreation areas as part of an experiment or project.

## Transportation

YPs may have transportation built into their services on some installations. For example, the SAC program may provide transportation to/from local schools, such as CYP Professionals walking with an organized group of children to/from school or a bus bringing children to/from facilities. The vehicles used to transport children meet school bus safety standards recommended by the [National Highway Traffic Safety Administration](#) (NHTSA) and applicable state laws. CYP drivers are trained and licensed and meet state, local, and installation requirements. YPs comply with all seatbelt and child safety seat regulations during transport. CYP Professionals may not transport enrolled children in personal vehicles.

## Screen-Based Media

Screen-based devices are available in YP facilities for children to support homework requirements and foster learning and exploration. Offering your child opportunities to explore interests and engage with technology allows CYP Professionals to guide him or her toward meaningful educational and positive recreational uses for screen-based media.

YPs encourage research and information retrieval, socialization and networking, communicating with duty-deployed family members, connecting with loved ones and friends separated due to Permanent Change of Station (PCS), and connecting with CYPs on installations where your child may be moving. All CYPs follow the [American Academy of Pediatrics \(AAP\) guidelines](#) for screen use limitations for children.

YPs will partner with you to ensure your child is safe and building healthy screen-based media habits. You and your child must sign an agreement to use screen-based media (such as computers, tablets, or gaming devices) while participating in CYP. If you have any questions or concerns regarding your child's screen-based media use, please talk with a CYP Professional.

### Age-Appropriate Media

YPs ensure that all media that children encounter in programs are age-appropriate. More information about age-appropriate ratings for games and other media is available at [Appendix G](#).



## Youth Sponsorship

Many children experience the usual challenges of transitioning from childhood to adulthood and are working through unique challenges associated with military life, such as frequent moves and being away from their friends and family through PCS and deployments. Connecting to people is what makes the difference between a smooth transition and a rocky one, so YPs offer sponsorship programs at each installation. Youth Sponsorship helps children integrate into a new community of friends and mentors when they move to a new installation. In collaboration with the School Liaison (SL) and local schools serving the installations, CYP Professionals identify incoming children, connect them with children currently on the installation, and provide information about programs and activities on the installation and in the surrounding community.



## Family Conferences

While YPs do not schedule family conferences at regular intervals during the year, feel free to contact your CYP Professionals for a conference, either formal or informal, any time you feel it is needed for your child's continued success. Likewise, your CYP Professionals may request a conference with you as the need arises. Conferences are opportunities for focused, two-way communication between you and your CYP Professionals. They look forward to collaborating with you to provide the best possible support for your child.

### Need to Talk?

Let's talk. CYP Professionals are always available for formal conferences or informal discussions. Let them know what is on your mind.

## Learning about Child & Youth Education Services

YP Professionals make a difference for Navy children during school hours, too. Child and Youth Education Services (CYES) help “level the playing field” for school-age children dealing with a family member’s PCS, TDY, or deployments. School Liaisons (SL) prepare local schools for transitioning students and also provide Navy families with a range of resources for academic success. SLs facilitate smooth communication between home and school and help families plan and prepare for post-secondary options. Ask your installation’s CYP Professionals for more information about CYES and how to contact your SL.

### School Liaison

The SL serves as the primary liaison between community schools, commanders, and military parents. SLs work a wide range of issues concerning schools and military children's education including the Military Interstate Children's Compact Commission (MIC3) in each state, territory, and DoD schools worldwide.

The SL provides connectivity of transitioning children to school-based Youth Sponsorship programs providing peer-to-peer connections.

SLs fulfill seven core responsibilities to support commanders, educators, and military associated parents.

- School Transition Services / Permanent Change of Station
- (PCS) Cycle Support
- Deployment Support
- Special Education System Navigation
- Installation, School, and Community Communications
- Partnerships in Education
- Homeschool Linkage, Support
- Postsecondary Preparation



# Appendix A: Navy CYP Guidance and Touch Policy

The intent of the Navy CYP Guidance and Touch Policy is to inform CYP Professionals about their responsibilities for ensuring appropriate adult:child interactions across all programs. The Navy requires a positive approach to guidance that teaches children conflict resolution, facilitates their understanding of boundaries, and builds self-esteem. **Guidance** is positive discipline and should be consistent, so children know what is expected, and over time expected and desired behaviors become automatic. This ensures children are safe and protected, provides a positive climate that promotes healthy social and emotional development, and teaches and models appropriate behavior.

Across CYP, adult:child interactions that cause harm to or put children in danger may be considered child maltreatment or abuse, which is prohibited and considered a condition for immediate dismissal. CYP Professionals must be aware of and understand the types of discipline that are considered inappropriate. The following interactions are considered inappropriate and are **prohibited** forms of CYP Professional guidance:

- Corporal punishment or any humiliating, frightening, or threatening language or punishment. Corporal punishment includes spanking, hitting or punching, slapping, pinching, shaking (this is life threatening behavior towards infants), exposure to extreme temperatures or other measures producing physical pain, and any form of physical punishment. Corporal punishment is not allowed in any CYP setting by any individual, including family members;
- Verbal abuse, threats, abusive or profane language, criticism, or derogatory remarks about a child or family;
- Physical restraint; binding; restricting the movements of or placing the child in a confined space as a form of punishment; forcing the child to stay in a restricted space, corner, bathroom, cot, or any area of the room where he/she is separated from the rest of the group;
- Any form of emotional abuse, including any form of public or private humiliation, including threats of physical punishment;
- Rejecting, terrorizing, ignoring, isolating, corrupting, and/or exploiting a child;
- Withholding or forcing naps, meals, or snacks; to include the denial of “seconds” until a child has finished everything on his/her plate;
- Punishing for toileting accidents or a lapse in toilet training;
- Withholding outdoor play as a form of punishment; and
- Bodily harm from forceful pulling/jerking and/or “grabbing” a child from any position. (Note: A physical response, such as a temporary hold or safely moving a child, may be needed for a child with unsafe behavior because there is observable action that puts the child or others at risk for immediate harm and it is probable that the action will lead to actual injury. For example, if a child unexpectedly dashes into a parking lot, the CYP Professional may need to quickly remove the child for his/her own safety.)

Touch is an essential part of providing care for children and must be used in a positive, affectionate manner. Children should not feel uncomfortable because of a touch from a CYP Professional. Inappropriate touch by a CYP Professional is **prohibited** by the Navy. The following table provides examples of appropriate and inappropriate touch by age category.

## Types of Touch by Age Category

Age Category	Appropriate Touch	Inappropriate Touch
Infant, Pretoddler, and Toddler	<ul style="list-style-type: none"> <li>• Cuddling</li> <li>• Holding</li> <li>• Rocking</li> <li>• Gently patting a child's back for a short period at rest time</li> <li>• Sitting in the CYP Professional's lap</li> <li>• Hugging</li> <li>• Hand holding</li> <li>• Kissing on the cheek, forehead, hand, or hair</li> <li>• Stroking the hair to assist in resting</li> <li>• Changing diapers and assisting with toileting (i.e., wiping child, putting on diaper rash cream, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Pinching, hitting or punching, squeezing, slapping, shaking, arm twisting, or grabbing*</li> <li>• Physically restraining a child**</li> <li>• Any form of physical punishment</li> <li>• Violating laws against adult/child physical or sexual contact</li> <li>• Forcing of hugs, kisses, or other touches on the child</li> <li>• Kissing a child on the lips</li> <li>• Tickling</li> <li>• Holding a child down on his/her cot to force napping</li> </ul>
Preschool	<ul style="list-style-type: none"> <li>• Hand holding</li> <li>• Assisting child with activities</li> <li>• Child initiated hugs</li> <li>• Assisting with toileting accidents if necessary</li> <li>• Assisting a child with unsafe behavior by physically responding to protect everyone's health and safety**</li> <li>• Sitting on CYP Professional's lap at the request of the child (i.e., verbal or nonverbal)</li> </ul>	<ul style="list-style-type: none"> <li>• Forced goodbyes</li> <li>• Tickling</li> <li>• Pinching, hitting, punching, squeezing, slapping, shaking, arm twisting, or grabbing*</li> <li>• Restricting a child's movement by any means in any way</li> <li>• Physically restraining a child**</li> <li>• Any form of physical punishment</li> <li>• Violating laws against adult/child physical or sexual contact</li> <li>• Forcing of hugs, kisses, or other touches on the child.</li> <li>• Kissing a child on the lips</li> <li>• Holding a child down on his/her cot to force napping</li> </ul>
Youth and Teens	<ul style="list-style-type: none"> <li>• Sitting side-by-side with child</li> <li>• Touches on the shoulder</li> <li>• Pats on the back</li> <li>• Handshakes, fist bumps, or high fives</li> <li>• Assistance in taking care of injuries</li> <li>• Application of sunscreen to face, neck, and back only</li> <li>• Hugging when initiated by the child</li> <li>• Assisting a child with unsafe behavior to calm down by physically responding to protect everyone's safety**</li> </ul>	<ul style="list-style-type: none"> <li>• Child sitting on a CYP Professional's lap</li> <li>• Kissing</li> <li>• Pinching, hitting, punching, squeezing, slapping, shaking, arm twisting, or grabbing*</li> <li>• Any form of physical punishment</li> <li>• Physically restraining a child</li> <li>• Violating laws against adult/child physical or sexual contact</li> <li>• Forcing of hugs, kisses, or other touches on the child</li> <li>• Touching areas of a child's body that would be covered by a swim suit</li> </ul>

\* Grabbing is inappropriate unless it protects the child from **immediate danger**, protecting his/her safety.

\*\* A physical response, such as safely moving a child, may be needed for a child with unsafe behavior because there is observable action that puts the child or others at risk for **immediate harm or danger** and it is probable that the action will lead to actual injury.

# Appendix B: Family Engagement

## Family ENGAGEMENT Program

### Hourly Rewards Activities

In addition to the Standard Rewards Engagement Opportunities, there are many other ways to earn CYP Rewards by the hour!

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

### Need More Information?

If you are interested in learning more about the Family Engagement Program, contact your Navy Child and Youth Programs. Thank you for being an active participant in your child's experience in CYP!



*Navy Child and Youth Programs*

### Welcome

Welcome and thank you for being a part of our Navy CYP family! We would like to encourage you to be an active partner in your child's program. When you are involved in your child's experience, it not only increases the quality of our programs, but it's also very rewarding for your child. Through our Family Engagement Program, CYP strives to partner with you and identify opportunities for you to share your talents, abilities, knowledge, and skills!

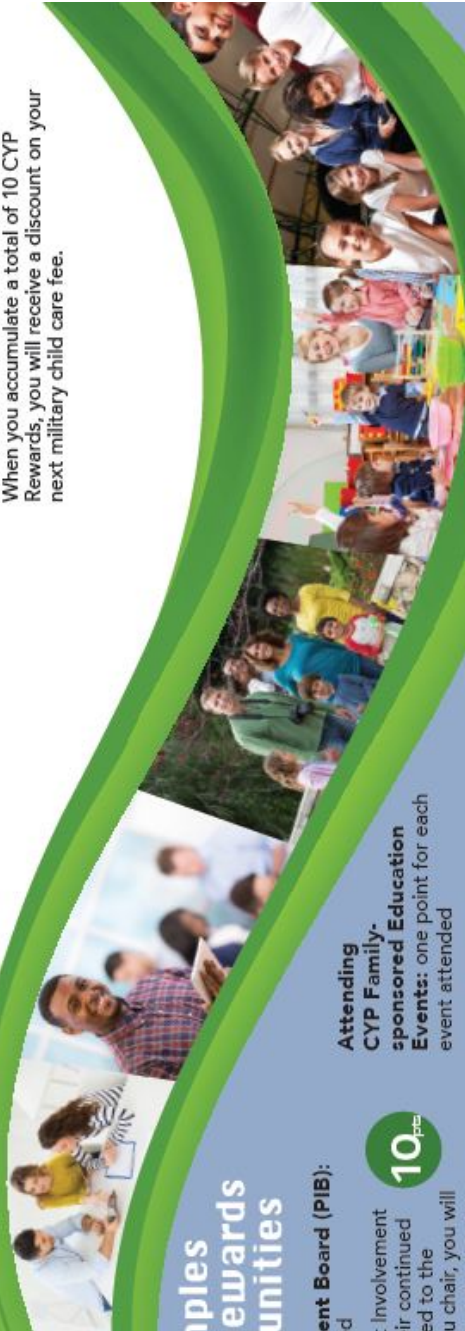
### Overview

Family engagement opportunities are designed to actively engage you and encourage ongoing participation in CYP activities and in your child's program. The program offers you opportunities to build relationships with the staff, become familiar with how our programs operate, and allow you to be involved in your child's ongoing growth and development.

### Points and How They Turn Into Discounts

You can earn points, or CYP Rewards, by becoming involved in a wide range of activities or events with your children. The program offers different activities daily, so there are plenty of opportunities! The CYP Rewards are measured by the amount of time that you spend participating in the activity (one CYP Reward 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.



## Examples of CYP Rewards Opportunities

**Chair of Parent Involvement Board (PIB):** 10 points per meeting chaired

10<sup>pts</sup>

Chair members of the Parent Involvement Board are recognized for their continued activity and feedback provided to the board. For every meeting you chair, you will receive 10 CYP Rewards.

**Participation in Parent Involvement Board (PIB):** three points per meeting attended

3<sup>pts</sup>

Meetings are held bi-monthly. Updates on all Child and Youth Programs, children's activities and parenting information are presented. One parent from each family attending the PIB will receive three CYP Rewards.

**Participation on the Multi-Disciplinary Team Inspection (MDTI):** five points for participation

5<sup>pts</sup>

Take advantage of the opportunity to serve as a team member for the annual Multi-Disciplinary Team Inspection and receive five points!

**Attending CYP Family-sponsored Education Events:** one point for each event attended

1<sup>pt</sup>

Join CYP for a family-sponsored education event, designed to enhance parenting skills, provide new ideas for parent-child interaction, and promote networking between parents. Some events include storytelling, potty learning, traveling with children, safety, child abuse awareness, and creativity.

**Serve as a Field Trip Chaperone with Responsibility for a Group of Children:** three points for each field trip

3<sup>pts</sup>

CYP sponsors field trips off base as well as on base. Earn three CYP Rewards by joining CYP for walks with children and regularly-scheduled activities for youth, including library visits, bowling and skating, and off-base field trips.

**Youth Sports and Fitness (YSF) Coach:** 10 points for each completed six-week sports season OR no-cost registration for all the coach's children for the sport they coach

10<sup>pts</sup>

Coaches are valuable members of youth sports teams. To recognize their dedication, 10 CYP Rewards will be given to coaches for each completed six-week sports season. An alternative CYP Reward for coaches is no-cost registration for all of that coach's children for the sport they coach.

# Appendix C: 5, 2, 1, 0 for Health



## Tips for Families



### 5 or more servings of fruits and vegetables

Fruits and vegetables provide a lot of nutrients and water without a lot of calories. They also contain fiber and a variety of phytochemicals that help prevent cancer, heart disease, and other diseases. Young children often reject new foods at first – it may take several exposures to a new food before it is accepted so keep trying!

- Prepare meals and snacks at home using fruits and vegetables and let children help in the kitchen so they learn how to make healthy foods.
- Eat together as a family and model healthy eating to your children.
- Offer a variety of fruits and vegetables and other healthy foods at planned times throughout the day. Let children choose whether and how much they eat.

### 2 or fewer hours of recreational screen time<sup>+</sup>

<sup>+</sup>review guidelines on parenting strategies to encourage quality screen time (AAP, 2015)

Screen time is free time spent in front of screens – like televisions, video games, and the internet. It is possible to get enough physical activity and still engage in an unhealthy amount of screen time – so encourage your family to find other fun ways to spend their free time!

- Same parenting rules apply to screen time – set limits.
- Role modeling is critical – limit your own screen time.
- Children learn better from live interactions than from passive videos – talk to your children!
- Content matters – review what your children are watching and don't just set a timer!

### 1 or more hours of physical activity

Moving your body is a great way to burn calories, improve your mood, boost your energy, prevent cancer and cardiovascular diseases, and help you sleep better at night – plus, it can be a lot of fun! Look for activities your family can enjoy together so everyone can reap the benefits and help keep one another stay on track!

- Use activities instead of foods as incentives – a trip to the park, sledding hill, laser tag arena, skating rink, batting cage, or community pool can be a great alternative to the ice cream shop to celebrate a job well done.
- Walk or bike as a family to get where you're going.
- Set up activity dates with like-minded families or sign up your family for a charity walk – if you're accountable to someone else you may be more likely to stay active.

### 0 sweetened beverages

It is important to drink fluids to stay healthy, but sweetened beverages add extra sugar and calories to the diet. Watch out for drinks with the following ingredients: sugar, honey, sweetener, syrup (e.g., corn syrup, brown rice syrup), and/or ingredients ending in "ose" (e.g., glucose, dextrose).

- Make water the norm for quenching thirst – drink water when you are thirsty and offer water to thirsty children.
- Sparkling water, still water with slices of lemon, and fruity herbal iced teas are fun alternatives to plain water.
- Nonfat and 1% milk and 100% fruit and vegetable juices contain beneficial nutrients and calories, so think of them as foods that contribute towards your family's healthy diet.

Contact the Clearinghouse for Military Family Readiness at 1-877-382-9185 or [www.militaryfamilies.psu.edu](http://www.militaryfamilies.psu.edu) for help identifying programs and resources targeting nutrition, physical activity, and screen time!



This material is based upon work supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, and the Office of Family Policy, Children and Youth, U.S. Department of Defense under Award No. 2010-48709-21867 developed in collaboration with The Clearinghouse for Military Family Readiness at Penn State University. 5210 Healthy Military Children is adapted from Let's Go! [www.letsgo.org](http://www.letsgo.org).



# Appendix D: My Plate

**10  
tips**

**Nutrition  
Education Series**

## choose MyPlate

**10 tips to a great plate**



### **Making food choices for a healthy lifestyle can be as simple as using these 10 Tips.**

Use the ideas in this list to *balance your calories*, to choose foods to *eat more often*, and to cut back on foods to *eat less often*.

#### **1** balance calories

Find out how many calories YOU need for a day as a first step in managing your weight. Go to [www.ChooseMyPlate.gov](http://www.ChooseMyPlate.gov) to find your calorie level. Being physically active also helps you balance calories.

#### **2** enjoy your food, but eat less

Take the time to fully enjoy your food as you eat it. Eating too fast or when your attention is elsewhere may lead to eating too many calories. Pay attention to hunger and fullness cues before, during, and after meals. Use them to recognize when to eat and when you've had enough.



#### **3** avoid oversized portions

Use a smaller plate, bowl, and glass. Portion out foods before you eat. When eating out, choose a smaller size option, share a dish, or take home part of your meal.

#### **4** foods to eat more often

Eat more vegetables, fruits, whole grains, and fat-free or 1% milk and dairy products. These foods have the nutrients you need for health—including potassium, calcium, vitamin D, and fiber. Make them the basis for meals and snacks.



#### **5** make half your plate fruits and vegetables

Choose red, orange, and dark-green vegetables like tomatoes, sweet potatoes, and broccoli, along with other vegetables for your meals. Add fruit to meals as part of main or side dishes or as dessert.

#### **6** switch to fat-free or low-fat (1%) milk

They have the same amount of calcium and other essential nutrients as whole milk, but fewer calories and less saturated fat.



#### **7** make half your grains whole grains

To eat more whole grains, substitute a whole-grain product for a refined product—such as eating whole-wheat bread instead of white bread or brown rice instead of white rice.

#### **8** foods to eat less often

Cut back on foods high in solid fats, added sugars, and salt. They include cakes, cookies, ice cream, candies, sweetened drinks, pizza, and fatty meats like ribs, sausages, bacon, and hot dogs. Use these foods as occasional treats, not everyday foods.

#### **9** compare sodium in foods

Use the Nutrition Facts label to choose lower sodium versions of foods like soup, bread, and frozen meals. Select canned foods labeled "low sodium," "reduced sodium," or "no salt added."



#### **10** drink water instead of sugary drinks

Cut calories by drinking water or unsweetened beverages. Soda, energy drinks, and sports drinks are a major source of added sugar, and calories, in American diets.

**USDA** United States  
Department of Agriculture  
Center for Nutrition  
Policy and Promotion

Go to [www.ChooseMyPlate.gov](http://www.ChooseMyPlate.gov) for more information.

DG TipSheet No. 1  
June 2011  
USDA is an equal opportunity  
provider and employer.



# Appendix E: SIDS Prevention

## Create a **Safe Sleep Environment** for Baby

Did you know that the features of your baby's sleep area can affect his/her risk for **Sudden Infant Death Syndrome (SIDS)** and other sleep-related causes of infant death, such as suffocation?

**Reduce the risk** of SIDS and other sleep-related causes of infant death by **creating a safe sleep environment** for your baby.

### How can you make a **safe sleep environment**?



- ▶ Always place baby **on his or her back** to sleep for all sleep times, including naps.



- ▶ Have the baby **share your room, not your bed**. Your baby should not sleep in an adult bed, on a couch, or on a chair alone, with you, or with anyone else. Try room sharing—keeping baby's sleep area in the *same* room next to where you sleep.



- ▶ Use a **firm sleep surface**, such as a mattress in a safety-approved\* crib, covered by a fitted sheet.



- ▶ Keep soft objects, toys, pillows, crib bumpers, and loose bedding **out of your baby's sleep area**.



- ▶ Dress your baby in **no more than one layer of clothing more than an adult would wear** to be comfortable, and leave the blanket out of the crib. A one-piece sleeper or wearable blanket can be used for sleep clothing. Keep the room at a temperature that is comfortable for an adult.



**Safety-approved\* portable play yards** can also provide a safe sleep environment for your baby. When using a portable play yard, always place baby to sleep on his or her back and keep toys, pillows, and blankets out of the play yard. These actions help reduce the risk of SIDS and other sleep-related causes of infant death.

\*Visit the U.S. Consumer Product Safety Commission website for more information about safety-approved baby sleep areas: <http://www.cpsc.gov/en/Safety-Education/Safety-Education-Centers/cribs/>



Eunice Kennedy Shriver National Institute of Child Health and Human Development



Learn more about ways to reduce the risk of SIDS and other sleep-related causes of infant death at

<http://safetosleep.nichd.nih.gov>

# Appendix F: Talk, Read, and Sing!



## TALK, READ AND SING TOGETHER EVERY DAY! TIPS FOR FAMILIES

When you talk, read and sing with your child – even before they can use words – you’re helping them learn. And making them happier too! Research shows that talking, reading and singing with your child every day from birth helps build their brains as well as important language, math, reading and social skills for use in school and beyond. Talk, read and sing with your child in the language you are most comfortable using.

You probably naturally talk to your baby about the events of the day. Keep doing it, and do it more! The more words and conversations you share together, the better prepared they will be to learn. You are your baby’s first teacher!

For children with disabilities or delays, communicate with your service providers and keep each other informed about the strategies you are using to enhance their language environment.

### TIPS FOR INFANTS

#### TALK

- Your touch and voice help your baby learn. Listen to the fun sounds your baby makes and repeat them. When they coo, coo back. Hold their hand gently and when they smile, smile back. Your loving touch combined with this back-and-forth “baby language” are the first steps in talking.
- Everywhere you go, talk about what you see and what your baby is looking at: “Wow, I see the four dogs, too!” “I love that red truck you’re playing with. It goes beep beep!”
- Play “Peek-a-boo” while getting your baby dressed. Ask, “Where’s (baby’s name)?” when you pull a shirt over your baby’s head. Then say, “There you are!”
- As you feed your baby, use words to describe what foods taste, feel, and look like. “This yogurt is smooth.” “That yellow banana is sweet!”
- Looking into your baby’s eyes, holding your baby’s hand, and talking to your baby in a high voice are all ways that you can help your child grow up to be a confident, loving adult.

#### READ

- Read a book or tell a story to your baby every day – in whatever language you feel most comfortable – beginning at birth.
- Cuddle with your baby as you share a book. It doesn’t matter how young your child is; even newborn babies are learning when their parents read with them.
- Point to the book’s pictures: “Look, the train goes choo-choo!” Using words to describe what you see builds language.

#### SING

- Hold your baby close during bedtime and sing a favorite song again and again. Singing the same song can help your baby feel calm and safe.
- Sing silly songs about your day to help get your baby’s attention during diaper changing.
- Your baby loves to hear your voice even if you think you can’t sing! The sound of your voice is comforting to your baby.

## TIPS FOR TODDLERS

### TALK

- Everywhere you go, talk about what you see. A stop sign, a traffic light, or a tree might seem boring to you, but it's a whole new world to your child, so teach them about it!
- Young children learn best during playful, everyday activities. Play "I-Spy" in the grocery store together. Choose a color and encourage your child to point out objects that match the color.
- Try some early math activities: point out shapes on your child's plate or around the kitchen. Ask your child, "How many sides does a square have?" "How about a triangle?"
- Play games during bath time to help your child learn new words. Take turns dropping toys in the water. Say, "Watch it sink!" or "It floats!"

### READ

- You can inspire a love of books and words in your young child by reading or telling a story together every day.
- Point to the pictures, letters, and numbers in books. Ask open-ended questions as you share the book together. "What do you see? How does he feel? What would you do if you were her? What's your favorite page?"
- Let your child turn the book's pages. It's OK if they skip pages, or like a few pages better than others. You just want your child to get used to touching books.

### SING

- Sing during everyday activities like driving in the car, or during bath time. It can be repetitive and simple, like "Wash your toes, wash your nose!"
- Singing songs that have basic counting or rhyming patterns also helps children learn basic math skills. "One, two, buckle my shoe. Three, four, open the door."
- Your toddler loves to get positive attention from you. Singing is a great way for you and your toddler to share an activity together.



You can find more tips like these—as well as videos, information, and more—on Too Small to Fail's website, [www.talkingisteaching.org](http://www.talkingisteaching.org).

Every child develops at his or her own pace, but if you are ever worried about your child's development, don't wait! Acting early can make a big difference. Remember, you know your child best. Talk with your child's doctor if you have concerns. Get tips to help you prepare at [cdc.gov/Concerned](http://cdc.gov/Concerned).








For more information on developmental and behavioral screening, visit [Birth to Five: Watch Me Thrive!](http://Birth to Five: Watch Me Thrive!)



# Appendix G: ESRB Rating System

The Entertainment Software Rating Board (ESRB) is the non-profit organization that assigns age and content rating information for video games and apps so parents can make informed decisions. The rating system is voluntary, but many US retailers will only sell video games that have been rated by the ESRB while enforcing their store policy not to sell games rated M (Mature) to customers under 17 without permission from a parent or guardian. Below is a description of the six age rating categories and Rating Pending.

**Rating Categories suggest age appropriateness.**

	<p><b>EARLY CHILDHOOD</b> Content is intended for young children.</p>
	<p><b>EVERYONE</b> Content is generally suitable for all ages. May contain minimal cartoon, fantasy or mild violence and/or infrequent use of mild language.</p>
	<p><b>EVERYONE 10+</b> Content is generally suitable for ages 10 and up. May contain more cartoon, fantasy or mild violence, mild language and/or minimal suggestive themes.</p>
	<p><b>TEEN</b> Content is generally suitable for ages 13 and up. May contain violence, suggestive themes, crude humor, minimal blood, simulated gambling, and/or infrequent use of strong language.</p>
	<p><b>MATURE</b> Content is generally suitable for ages 17 and up. May contain intense violence, blood and gore, sexual content and/or strong language.</p>
	<p><b>ADULTS ONLY</b> Content suitable only for adults ages 18 years and up. May include prolonged scenes of intense violence, graphic sexual content and/or gambling with real currency.</p>
	<p><b>RATING PENDING</b> Not yet assigned a final ESRB rating. Appears only in advertising, marketing and promotional materials related to a “boxed” video game that is expected to carry an ESRB rating, and should be replaced by a game’s rating once it has been assigned.</p>