

2022 PARENT HANDBOOK



UNITED STATES ARMY
CHILD & YOUTH SERVICES

**Fort Leavenworth
Kansas**

Ft. Leavenworth CY5 Facilities & Contact Information

Parent Central & Outreach Services

Registration Office for all CY5 programs & Waitlist Management for Care Options on MilitaryChildCare.com.

Resiliency Center, 600 Thomas Ave., Room 121

Monday-Friday: 8:00 am - 5:00 pm

(Evening appointments due to mission related reasons may be requested with minimum 24 hr. notice.)

Reception Desk:

DSN: 552-5138 • CIV: 913-684-5138

DSN: 552-4956 • CIV: 913-684-4956

P&OS Assistant Director:

DSN: 552-4955 • CIV: 913-684-4955

P&OS Director:

DSN: 552-1651 • CIV: 913-684-1651

EMAIL Parent Central:

[usarmy.leavenworth.imcom-](mailto:usarmy.leavenworth.imcom-fmwrc.mbx.ftlvcyssenrollment@army.mil)

fmwrc.mbx.ftlvcyssenrollment@army.mil

Access WebTrac Portal at:

<https://webtrac.mwr.army.mil>



EMAIL Fort Leavenworth CY5:

usarmy.leavenworth.imcom-fmwrc.mbx.cys@army.mil

Specific email addresses for Parent Central, School Liaison Officer, & CY5 Webmaster (WebTrac & CYMS) are listed with that program.

CYS Administration

Resiliency Center, 600 Thomas Ave.

Monday-Friday: 8:00 am - 5:00 pm

Administrative Assistant:

DSN: 552-1653 • CIV: 913-684-1653

CYS Coordinator:

DSN: 552-1660 • CIV: 913-684-1660

CYS Operations Specialist:

DSN: 552-1656 • CIV: 913-684-1656

CYS Operations Specialist:

DSN: 552-1667 • CIV: 913-684-1667

CYS Nurse

Resiliency Center, 600 Thomas Ave.

Hours: Vary based on CY5 programs' needs

DSN: 552-7532 • CIV: 913-684-7532



School Liaison Officer

School Support Services

Resiliency Center, 600 Thomas Ave., Room 203

Monday-Friday: 8:00 am - 4:30 pm

DSN: 552-1655 • CIV: 913-684-1655

EMAIL:

fortleavenworth_schoolliaison@army.mil



SKIES Unlimited Instructional Programs

Schools of Knowledge, Inspiration, Exploration & Skills

Location: "Patch Community Center", 320 Pope Ave. [Classes may be at other locations, check class details on your receipt.]

Hours: Vary based on class days & times

Director:

DSN: 552-3207 • CIV: 913-684-3207

Weather Hotline: 913-684-5113

Youth Sports & Fitness (YSF)

Resiliency Center, 600 Thomas Ave., Room 211

Monday-Friday: 8:00 am - 5:00 pm

YSF Assistant Director:

DSN: 552-7526 • CIV: 913-684-7526

YSF Director:

DSN: 552-7525 • CIV: 913-684-7525

Weather Hotline: 913-684-5113

CYS Webmaster (WebTrac & CYMS)

Resiliency Center, 600 Thomas Ave.

Monday-Friday: 7:00 am - 3:00 pm

Functional Technology Specialist:

DSN: 552-2858 • CIV: 913-684-2858

EMAIL (WebTrac assistance):

usarmy.leavenworth.imcom-fmwrc.mbx.leav-mwrcymswebmaster@army.mil

EMAIL ("Contact CYMS"):

usarmy.leavenworth.imcom-fmwrc.mbx.leav-mwrcontactcys@army.mil

Ft. Leavenworth CY5 Facilities & Contact Information



Main Child Development Center (MCDC)

*Care Option listed on MCC.com:

Full-day childcare for 6wks-5yrs (Preschool)

Location: Building 62 / 120 Dickman Ave.

Monday-Friday: 5:30 am - 6:00 pm

Front Desk:

DSN: 552-9351 or 9379 • CIV: 913-684-9351 or 9379

Assistant Directors:

DSN: 552-9358 or 9372 • CIV: 913-684-9358 or 9372

Director:

DSN: 552-9357 • CIV: 913-684-9357

Santa Fe Child Development Center (SFCDC)

Hourly Care Options Offered:

Hourly childcare for 6wks-5yrs (Preschool)

Location: Building 2400 / 190 Hancock Ave.

Monday-Friday: 7:30 am - 5:00 pm

Front Desk:

DSN: 552-2377 • CIV: 913-684-2377

Supervisory Program Specialist:

DSN: 552-2379 • CIV: 913-684-2379

Director:

DSN: 552-2376 • CIV: 913-684-2376



Osage Child Development Center & School Age Center

*Care Options listed on MCC.com:

*Before & *After School childcare for Attending Kindergarten – 5th grade &

*Before School Care for 6th- 9th Grade

[**Providing Transportation to/from ONLY the Fort Leavenworth schools.]

*Full-day childcare for Kindergarten-5th grade during Winter, Spring, & Summer Breaks

Hourly Care for KG-5th Grade on any school or school out day. (Contact Osage directly)

*Part-Day Preschool for 3-5 yrs. & *Part-Time Pre-K Strong Beginnings classes. (Not affiliated with USD 207 Pre-school or Pre-K Programs.)

Location: Building 1098 / 130 Dickman Ave.

Monday-Friday: 5:30 am - 6:00 pm

[Including School-Out Days & Camp Weeks]

Osage Front Desk:

DSN: 552-3821 • CIV: 913-684-3821

Osage Assistant Director:

DSN: 552-3820 • CIV: 913-684-3820

Osage Director:

DSN: 552-3817 • CIV: 913-684-3817

Family Child Care (FCC)

*Care Option listed on MCC.com:

Childcare for 4wks-5th grade. (Ages and hours of operation vary with each FCC Provider.)

Location: Resiliency Center, 600 Thomas Ave.

[within Parent Central & Outreach Services, Room 121]

Monday-Friday: 8:00 am – 4:30 pm

(By appointment after 1630.)

FCC Director (P&OS Assistant Director):

DSN: 552-4955 or 5138 • CIV: 913-684-4955 or 5138



Middle School & Teen (MS/T)

Options Offered:

Free after-school program for 6th-12th Grade; serving Fort Leavenworth, Leavenworth, & Lansing Middle & High Schools
Fee Based contract for Full-days during Winter, Spring, & Summer Breaks.
Free Open Recreation activities.
Both **Free & Fee Based** additional outings & events are offered, advance sign-up required.

Location:

Harold Youth Center, 45 Biddle Blvd.

School Year Program Hours:

6th-12th Grade: Monday-Thursday: 3:00 pm - 7:00 pm (School Year)

6th-12th Grade: Friday: 3:00pm – 9:00 pm (School Year)

6th-12th Grade: Open Rec on Saturday: 2:00 pm - 8:00 pm (All year)

[Hours adjusted for Early Out days and Non-School days matching the USD 207 district calendar.]

Summer Program Hours:

6th-12th Grade: Monday-Friday: 6:00 am-6:00 pm (6:00am-1:00pm Summer Camp contract only)

6th-12th Grade: Monday-Thursday: 1:00 pm-6:00 pm (Summer Open Rec)

6th-12th Grade: Friday: 1:00 pm - 9:00 pm (Summer Open Rec)

6th-12th Grade: Open Rec on Saturday: 2:00 pm - 8:00 pm (All year)

Front Desk:

DSN: 552-5118 or 5131 • CIV: 913-684-5118 or 5131

MS/T Assistant Director:

DSN: 552-5126 • CIV: 913-684-5126

MS/T Director:

DSN: 552-5115 • CIV: 913-684-5115

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**All Ft. Leavenworth CYS Programs & Offices are closed
all designated Federal Holidays
&
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A Message from the CYS Coordinator

Dear Parents,

Welcome to Fort Leavenworth, “The Best Hometown in the Army”!

At Child & Youth Services we recognize the strength of our Soldiers comes from the strength of their Families; we consider it an honor and look forward to supporting your Family readiness. Child & Youth Services (CYS) is an Army program that provides services to all Military, Department of Defense and Contract Agencies who support the mission of our Garrisons. Our highly trained staff is committed to providing a safe, nurturing environment that meets the holistic needs of the child/youth ages four weeks to 18 yrs. old. Lastly, our programs and activities are specifically designed by early childhood and youth development specialists to meet the growing needs of 21st century military Families.

Child & Youth Services believes that parents are the most influential individuals in the lives of their child/youth. For this reason, our facilities and programs strive to create a Family friendly environment where parents and staff work in partnership in the positive development of their child/youth. Research shows that when Families and teachers work together in support of learning, it results in the child/youth remaining in school longer, performing better in school and possessing a higher sense of self-esteem.

We thank you for partnering with Fort Leavenworth CYS in the growth and development of your child/youth. We look forward to your visits and encourage you to become involved in the planned learning activities in the centers, in the home of your provider or in the comfort and convenience of your own home.

Again, thank you for considering Fort Leavenworth, Child & Youth Services!

Sincerely,

Carole Hoffman

Carole Hoffman

Child & Youth Services Coordinator
Fort Leavenworth, Kansas



Introduction to CYS

Customer Covenant:

Family and Morale, Welfare and Recreation (FMWR) is committed to providing quality through service excellence to our Soldiers and Families commensurate with the quality of their service to our Nation. We understand that we create value for our customers through predictable, consistent and efficient customer focused service.

To that end, we promise our customer they will.....

- Always be respected & treated as individuals who are valued
- Receive a prompt and friendly greeting in a professional and courteous manner
- Experience aesthetically-pleasing facilities
- Receive timely, accurate and helpful information
- Be offered high quality products and services
- Have an opportunity to provide feedback

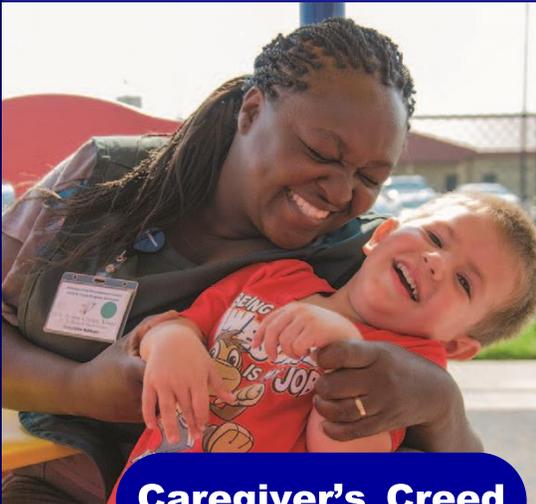
Army CYS Mission:

Our Mission is Caring. We support the military lifestyle while reducing conflicts between mission readiness and parental responsibilities. When a Soldier loses duty time during deployment, mobilization or contingency situations due to a lack of childcare, it negatively impacts the military mission. CYS provides critical support services to mitigate such stressors.

Army CYS Vision:

Child & Youth Services programs are dedicated to providing:

- Seamless delivery systems for child/youth enrolled in CYS Family Childcare Homes and Child Development Centers
- Predictable services Safe, healthy family-friendly environments



Caregiver's Creed

I am an Army Caregiver, a professional trained in my duties.

I serve Department of Defense Families who protect the nation by protecting their children.

I will always provide a safe, nurturing, and enriching environment.

Never will I put children in harm's way or allow others to do so.

I will build trust with parents so they can concentrate on their mission.

I will always treat Families with the dignity and respect they deserve.

Army Caregivers are key members of the Army Team.

I am an Army Caregiver!

- Well managed programs
- Accountability for Army, Community, CYS Staff, Child/youth and Parents
- Satisfied customers – Child/youth, Parents, Army and Community
- Maintaining status as a “Benchmark for America’s Child Care” and becoming a “Benchmark for America’s Youth Programs”

Army CYS Goals:

- **Availability:** Provide adequate program capacity and services with the right mix of age groups and spaces to support employment, deployment, health and fitness, youth development, instructional programs and school transition/education.
- **Affordability:** Operate efficiently within Army resource guidance. Establish fees that consider Army Family budgets and meet Army financial goals so that the CYS Program is affordable to both the Army and the Army Family.
- **Quality:** To support the growth and developmental needs of every child/youth, regardless of age or program enrollment, in a safe and healthy environment, with trained and caring adult staff, volunteers and contractors.
- **Accountability:** To safeguard the Army's resources by efficient management oversight, good fiscal stewardship, reducing waste and protecting assets of programs and services to Soldiers and their Families.

Army CYS Philosophy: Child & Youth Services programs are designed to help your child/youth build within themselves a positive self-concept that generates feelings of acceptance and respect for individuality. We believe in designing programs where children/youth have opportunities to participate individually or as a group in age appropriate developmental activities that allows for optimal social, emotional, physical, creative and cognitive growth. We promote and cultivate safe learning environments where your child/youth can resolve conflicts through learning age appropriate conflict resolution and mediation skills. We believe in partnering with parents and community to nurture a spirit of cooperation and self-respect for self and others; reinforce character building and encourage positive parenting.

Families: Families are the first and primary teachers in their child's life. We support Families in this role through a variety of services that address the specific needs of each family, to include formal and informal education opportunities. Communication between the child's primary teacher and Family, as well as management and support staff, is critical and includes an open, honest exchange of ideas, concerns, shared decision making, and respect for cultural diversity. We encourage Families to share their culture, heritage and home language.

Confidentiality: Only authorized Child & Youth Services staff will have access to patron files. CYS is committed to protecting the privacy of patron information. Medical information concerning patrons is absolutely confidential under state and federal law and may not be discussed at any time with any person under any circumstance.

Diversity / Non-Discrimination: In accordance with Federal Law, Title VII, the Department of Army, Child & Youth Services prohibits discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity or associational preference in employment and in their program operations serving Soldiers, Families and the community. The Department of Army affirms its covenant to support and serve Family and MWR customers and employees.

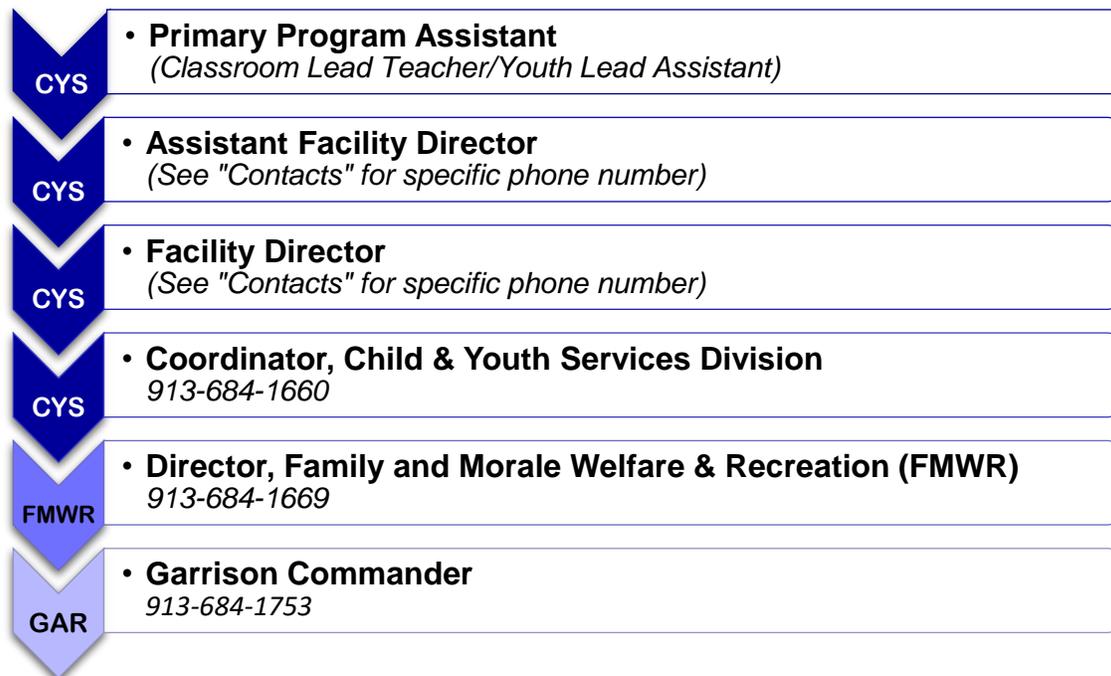
Open Door Policy: Child & Youth Services program level staff members are approachable and accessible to parent/guardians during the center's operating hours. Parents/guardians can voice their concerns, complaints and/or compliments regarding their customer service experience. CYS offers a Family friendly environment that encourages parents/guardians to drop in to visit or observe their child/youth at any time.

Communication / Feedback:

Parents/guardians who wish to post questions, comments or concerns regarding Family and Morale, Welfare and Recreation (FMWR), Child & Youth Services programs may do so at the installation level or the IMCOM G-9 level. You may complete an Interactive Customer Evaluation (ICE) survey on Fort Leavenworth's website for a specific CYS Program or to the CYS Administration. You have the option of remaining anonymous or, should you desire feedback, you may include your name and contact information. You may post questions on our CYS Facebook page or submit through the "Contact Us" option on the WebTrac Services site. For your convenience, information links to submit questions and feedback are listed at the end of the handbook.

Chain of Command:

The most effective way to resolve issues is to channel them through the CYS Chain of Command. Should all attempts at resolution fail, parents/guardians can elevate their issues or concerns up through the Chain of Command in the order below:



Chapter 1: Safety & Risk Management

Child Abuse and Neglect: Department of Defense (DoD) defines reportable child abuse and neglect as follows: Child abuse and neglect includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations of these, by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility or any staff person providing out of home care is legally responsible.

Child Abuse Reporting

All Child & Youth Services personnel, SKIES *Unlimited* instructors/contractors, FCC providers, and CYS volunteers are trained annually in identifying child abuse/neglect and considered "**mandated reporters**" who are required by law to report any suspicions of child abuse or neglect.

Regardless of the military/civilian status of the sponsor; Child & Youth Services personnel, SKIES *Unlimited* instructors/contractors, FCC providers, and CYS volunteers will report all suspected child/abuse neglect and domestic violence as follows:

a) Report incident/suspicion to these Reporting Points of Contact (RPOC).

1. **Fort Leavenworth RPOC: 913 - 684 - 2111.** (MP Desk)
2. **State RPOC: 1-800-922-5330.** (Kansas Child Protective Services-KS CPS)

Fort Leavenworth has a Memorandum of Agreement with Kansas Department of Children and Families (DCF); when the jurisdiction for the report is DCF, military law enforcement (Criminal Investigation Division-CID) or Social Work Services will review the case and properly transfer the case.

- b) Notify the appropriate Child & Youth Services program director/manager immediately after notification to RPOC.
- c) CYS Program Director/Manager will inform the CYS Coordinator of the report. CYS Coordinator will continue reporting requirements through the chain of command.

DoD Child Abuse and Safety Violation Hotline Posters are placed in visible and high traffic areas throughout all CYS facilities and FCC homes should a parent/guardian/staff need to report incidents of suspected abuse.

DoD Child Abuse and Safety Violation Hotline number

CONUS: 1-877-790-1197

Or

OCONUS: 703-604-2547 (call collect)

CYS Program Management will remove any CYS Personnel from direct care and/or direct contact with children and temporarily close the FCC Home if there is an allegation of child abuse or evidence of any inappropriate touch, discipline, or lack of supervision resulting in physical injury, potential injury (i.e., lifting a child by the arm, dragging a child) or the inability to readily account for all of the children in care (i.e., child left alone in a room and no responsible adult knows where the child is) which may result in a child neglect allegation. CYS Program Management must follow the reporting procedures as listed above.

Background Clearances: All individuals who regularly interact with children under 18 years of age in Army-sponsored and sanctioned CYS programs are required to undergo detailed initial background checks as well as periodic re-investigations.

New center-based direct care personnel & SKIES contractors may start working with children/youth under Line of Sight Supervision (LOSS) when all Installation Records Checks (IRC) are complete & favorably adjudicated and the Tier-1 investigation has been successfully initiated. Upon satisfactory completion and adjudication of the Tier-1 investigation, employees and contractors will then be released from LOSS protocols. FCC Homes may open with Provisional Clearance protocols but are subject to specific and enhanced supervisory oversight by the FCC Director.

LOSS is operationally defined as providing oversight by means of a closed circuit television system, vision panels within interior doors & windows allowing for visual access of the occupied room, and/or using management-level staff to regularly monitor the individual under LOSS.

- Staff under LOSS are identified by nametags with first & last names, wearing red aprons or red polo shirts.
- Direct Care Staff who have full background clearance are identified by nametags with first & last names, wearing a green apron or green polo shirt.
- Classroom & Program Leads who have full background clearance are identified by nametags with first & last names, wearing blue apron or blue polo shirt. (Until full clearance, they wear red.)
- Management & Support staff will wear nametags with first & last names and appropriate business attire/provided uniform.



Sign-In / Sign-Out of Facilities & Classrooms:

Your Children: Parents, to ensure accountability of children in attendance, it is vital that you sign your child INTO the classroom and OUT of the classroom. Youth are required to sign themselves into & out of the Youth Center.

When Visiting: To maintain a safe and secure environment, all visitors are required to sign in/out at the facility's front desk and obtain a visitor's identification badge. All visitors will be escorted throughout the CYS facility. Parents/guardians simply dropping off or picking up their child/youth do not have to sign in. Parents/guardians visiting the facility or a classroom greater than 5 minutes must sign in at the classroom or at the front desk.

Detailed information provided in Chapter 6: Daily Operations.

Closed-Circuit Television (CCTV): All Child & Youth Services direct care facilities utilize a comprehensive close-circuit television system. CCTV is designed to deter and reduce the risk of child abuse in CYS facilities; protect staff from unwarranted allegations of child abuse, provide Soldiers and Parents with "peace of mind" and support Child & Youth Services management staff in the exercise of program oversight. (*SKIES is not a direct care program.*)

The cameras record most activity areas in the interior and exterior of the buildings. Parents/legal guardians may request to view recordings that include their child/youth. Requests must be coordinated with the CYS facility manager in advance, notifying the CYS Coordinator of the request. Facility managers are required to preview the segment to ensure the viewing of the segment will not violate the rights of anyone involved. Approved video segments will be viewed with the facility manager present and documented. Due to confidentiality reasons, copies of these recordings are not authorized to be given to parent/guardians. Recordings are released only to authorized personnel such as the MPI and CID for official business.

Child Guidance and Touch Policy

Helping a child/youth understand and make appropriate choices is the basis for child guidance. When a child/youth presents challenging behavior, Child & Youth Services staff work along with the Parent/Guardians using Positive Guidance (POSITIVE DISCIPLINE, POSITIVE PARENTING, & GENTLE AND LOVING GUIDANCE) to identify the problem and find strategies that enable the child/youth to respond appropriately. Positive Guidance is a belief that children should be treated with respect, free from fear of violence and shame, and guided with loving encouragement.

Corporal punishment is not allowed in CYS programs under any circumstances, even with parent approval.

Boundaries for appropriate and inappropriate touching are established to ensure clear understanding of what is acceptable and what is not acceptable. Inappropriate touching will be investigated and may be grounds for immediate closure of the FCC home or removal of a Child & Youth Services Staff member, Contract Employee or Volunteer.

All CYS personnel must sign a Statement of Understanding and Acknowledgement regarding the CYS Standards of Conduct and Accountability that includes the Touch Policy guidelines. You may request a copy at any CYS facility.

Bullying: U.S. Army Garrisons and DoD Schools are committed to making our facilities, homes and community safe, caring, and welcoming places for all who enter our doors, particularly our children/youth. For this reason, Child & Youth Services has a zero tolerance for acts of bullying or disrespect towards children/youth or CYS Staff. We treat each other with respect. Our community and centers define respect as follows: Treat others, *regardless of age or position*, with the same level of respect and dignity you wish to be treated with.

CYS defines bullying as follows: A mean and one-sided activity intended to harm where those doing the bullying get pleasure from the intended target's pain and/or misery. Bullying can be verbal, physical, and/or relational to the target's race, ethnicity, religion, gender (including sexual orientation), physical, or mental attribute. It includes all forms of hazing and cyber bullying and can be and often is continuous and repeated over time. However, once is enough to constitute bullying.

Bullying (on post as well as off post), including all forms of cyber bullying, can impact the targeted individual's feeling of safety and create an intimidating, hostile or offensive environment. The CYS Coordinator or Facility Director will immediately address such actions for the well-being and safety of all children/youth and the community.

Behavior Concerns: Army CYS Operational Guidance for Behavior Support has outlined step-by-step processes for programs to follow in response to concerning and unsafe behaviors. These processes assist CYS program staff in appropriate responses, consistency, and support for children, youth, and their families. Each behavior is unique in what it may be communicating for an individual child or youth, CYS program staff will consider the appropriate response to behavior on a case-by-case basis.

CYS Behavioral Military & Family Life Counselor (CYB-MFLC): The Department of Defense offers a private and confidential non-medical counseling service to assist with the unique challenges military families encounter. A CYB-MFLC may support the CYS centers, local schools, summer programs/camps, field trips and work with military children and their families directly. Sponsors/guardians are provided a Program Description/Consent Letter when completing CYS Registration. Sponsors are requested to sign a letter for each child/youth indicating "I do" or "I do not" authorize your child/youth to participate in CYB-MFLC services to be kept on file.

Adult/Child Ratios: Staff-to-child/youth ratios must be maintained at all times of the day except under rare conditions caused by compensatory enrollment as outlined in guidance (see IMCOM REG 608-10-01 for more information). The intent is to always be at ratio and not over or under ratio. Ratios will not be decreased to accommodate children/youth with special needs unless required by law. Volunteers or other non-CYS staff not paid with CYS funding may be used to supplement the ratio for special events & field trips that require a higher adult/child ratio for increased safety.

All rooms in a CDC/FCC home are multi-aged with a minimum age span of 18 months (excluding preschool).

In the Youth Sports and Fitness Program, appropriate youth/adult ratios are maintained 100% of the time during all sports and fitness program operating hours. The adult/youth ratio is 1:15 at all times indoors and outdoors. The National Governing Body rules determine adult staff/youth ratio for specific activities. Please consult the Youth Sports Director for additional information.

The SKIES program classes will follow professionally accepted practices with consideration given to ages and skill levels of participation and type of instruction being provided.

CDC / SAC / Youth Center Facilities		Family Child Care Homes (FCC)	
*Adult : Child	Age Group	*Adult : Child	Age Group
1 : 4	Infant (6 weeks - 11 months)	1 : 6	Multi-Age (4 weeks -12 years)
1 : 5	Pre-Toddler (12 - 23 months)	1 : 3	Infant & Toddler (4 weeks - 23 months)
1 : 7	Toddler (24 - 35 months)	1 : 3	Newborn (Birth 1-12 months)
1 : 10	Preschool/Pre-K (3 to 5 years & not started KG)	1 : 8	Kindergarten (5-6 years) & School-Age (1 st -5 th grade)
1: 12	Kindergarten (Started KG / 5 to 6 years)		
1: 15	School-Age (Started 1 st - 5 th grade) & Youth (Started 6 th -12 th grade)		
*Ratios of COMBINED Age Groups are set by the youngest Age Group. *FCC Provider's children count in their ratio			

Training & Professional Development: All CYS personnel working directly with children & youth receive standardized CYS Orientation Training before they are allowed to work directly with children.

Orientation Training Includes: Working with Children of Different Ages; Age Appropriate Guidance and Discipline; Child & Youth Accountability, Applicable Regulations, Policy and Procedures; Child Abuse Prevention, Identification and Reporting; Parent & Family Relations; Health and Sanitation Procedures; Safety Procedures to include Fire Safety; CPR/First Aid; Safe Infant Sleep practices, SIDS and Tummy time; Nutrition, Obesity & Meal Service; Working with Children with Special Needs; and Position Orientation (Supervised Work Experience).

CYS Training is ongoing and competency based. Assessments are completed to ensure staff comprehend and demonstrate the knowledge and skills learned from training.

Other CYS professionals (management, cooks, administration, & motor vehicle operators) complete orientation training and an ongoing training plan based on the requirements for their position.

Family Child Care Providers must complete Orientation Training with additional FCC specific topics covered. Their homes must pass Fire, Safety, and Health inspections prior to being awarded Certification to provide childcare in their on-post quarters.

Parent Involvement: Parent /Guardians are encouraged to participate in the planning and evaluation of programs through annual Garrison Multi-Disciplinary Team Inspection (MDTI), Program Surveys, NAEYC Accreditation (CDCs), Council on Accreditation (SAC), and Parent Advisory Boards. These processes help ensure the safety of children/youth while improving administrative policies and programming issues geared toward program quality.

Moreover, parent/guardians who participate in the program may earn points toward fee reduction on their childcare. For detailed information on the various ways parent/guardians can participate in Fort Leavenworth CYS programs and activities, contact your Parent Advisory Board parent president, CYS Outreach Services, or facility director. *More information on the Parent Participation Program is found in Chapter 6, Daily Operations.*

Your Child's Safety

Idling Vehicles & Child Unattended in Vehicle: As a safety & environmental precaution, vehicles left unattended are not allowed to remain idling during drop-off/pick-up. Per the Fort Leavenworth Supervision and Home Alone Policy; Birth to 9 years old are NEVER to be left unattended, Children 10 years and older can be left in a vehicle under normal weather conditions.

Clothing & Jewelry: As a strangulation and choking precaution, children attending a CDC or FCC home (4 weeks to 5 years) may NOT wear coats/clothing with drawstring hoods, mittens/gloves on a string, or any item that could potentially cause strangulation, choking, or other bodily harm to the child wearing it or others. The only jewelry allowed is stud style earrings with secured backs. Clothing & jewelry that do not meet these guidelines will be removed and placed with the child's personal belongings/bag/cubby.

Regulations & Policies: Regulations and services apply uniformly throughout the Army; however, commanders have the discretion to modify specified guidance to meet the appropriate requirements. In order to provide consistency, all Army Child & Youth Services programs are inspected four times a year and required to be in compliance with the following Army Regulations (AR), Department of Defense Instruction (DoDI) and Public Law (PL).

Standard Operating Procedures (SOP) are written to provide local guidance to meet compliance requirements. Parents may ask for a copy of any SOP at any CYS front desk/Parent Central.

- ★ IMCOM Regulation 608-10-01 (17 MARCH 2020)
- ★ AR 215-1, Military Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities
- ★ DoDI 1015.2 MWR Programs
- ★ DoDI 6060.2, Child Development Programs
- ★ DoDI 6060.3, School-Age Programs
- ★ DoDI 6060.4, Youth Services Programs
- ★ DoDI 1402.5, Criminal History Background Checks on Individual in Childcare Settings
- ★ DoDI 6025.18-R, Privacy of Health Information
- ★ PL 101-647 Crime Control Act
- ★ PL 106-104 Youth Sponsorship
- ★ PL 104-106 – Military Child Care Act
- ★ PL 104-201, Sec 1044: Cities concern for lack of support for DoD Youth Programs
- ★ PL 106-65, Sec 584, Expanded Child Care and Youth program services
- ★ PL 106-79, Conference Report – DoD Report on Family Childcare Subsidy/Access to Military Child Care
- ★ PL 101-366 American with Disabilities Act
- ★ Army Directive 2015-44, Updated Policy for Army Child, Youth, and School Services Programs

Required Inspections:

The Garrison Commander is required to execute/conduct four Garrison level unannounced inspections per calendar year.

1. An Installation Multi-Disciplinary Team Inspection(MDTI) completed under the guidance of the Garrison Commander
2. A Comprehensive Health and Sanitation Inspection
3. A Comprehensive Safety Inspection
4. A Comprehensive Fire Inspection

A fifth required inspection is conducted by Army Higher Headquarters.

5. The Army Higher Headquarter Inspection (AHHI) is a comprehensive inspection conducted by a team from IMCOM G9 CYS, on behalf of the Army to determine the Garrison compliance with the Department of Defense and Army regulatory requirements.

DoD Certification: Certification is issued to each DoD Installation's Child & Youth Services Program after the program has been inspected by a representative(s) of the DoD Component or a major command, and found to be in compliance with the DoD standards outlined in DoDI 6060.2, Child Development Programs. The current Certification to Operate plaque will be posted in the lobby area of each facility; the DoD memo for current operational approval is available at each facility.

Accreditation: Accreditation is an activity, not a status. The benefits of accreditation are the external mark of quality, high standards, process improvements and support. CYS programs undergo a rigorous accreditation process. The Fort Leavenworth Child Development Centers and School Age Centers are fully accredited programs through the following entities:



Child Development Centers

National Association for the Education of Young Children (NAEYC)

Sets professional standards for early childhood education programs age (age 0-5 years) and helps families identify high-quality programs for their young children.



School-Age Centers

National After-School Age Alliance for School Age Services (NAA) & The Council on Accreditation (COA)

Afterschool Program Standards include After School Administration (ASP-AM), After School Human Resources (ASP-HR), and After School Programming and Services (ASP-PS). The Administration Standards cover practices related to continuous quality improvement, financial management, risk prevention and management and ethical practice. The Human Resources Standards address recruitment and selection, training and professional development, support and supervision. The Programming and Services Standards set forth additional recommended practices for working with children and youth in out-of-school time.



Family Child Care Homes

National Association for Family Child Care (NAFCC)

Awarded to family child care providers who meet the eligibility requirements and the Quality Standards for NAFCC Accreditation. Accreditation reflects a high level of quality through a process that examines all aspects of the family child care program, i.e. relationships, the environment, developmental learning activities, safety and health, and professional and business practices. Once family child care providers become accredited, they agree to abide by the standards set forth and to be measured against those standards with periodic integrity and compliance reviews. *(Family Child Care homes have the opportunity to pursue this Accreditation.)*



Resources/Websites

- Fort Leavenworth Family and Morale, Welfare, Recreation
<https://leavenworth.armymwr.com>
 - U.S. Army Family and Morale, Welfare, Recreation
<https://www.armymwr.com>
 - U.S. Army Installation Management Command
<https://home.army.mil/imcom/>
 - Searching for Government Employment
<https://www.usajobs.gov>
 - Official Directory of Army Websites
<https://www.army.mil/a-z/>
-
- Questions about Child & Youth Services or requests for more information beyond your installation CYs programs, may be directed to:
 - IMCOM G9, Child, Youth & School Services
 - ATTN: IMWR-CY
 - Building 2266, 2nd Floor
 - 2455 Reynolds Rd
 - Fort Sam Houston, TX 78234-7588
 - Phone: (210) 466-1426



Chapter 2: Eligibility & CYS Registration

Patron Eligibility: Eligibility for any CYS program is contingent on the sponsor's status. CYS accepts children as young as four weeks in Family Child Care homes and through eighteen years old in the Child & Youth Services programs. Eligible patrons of Department of Defense (DoD) Child Development Programs (CDP) include active duty military personnel; DoD civilian personnel paid from both appropriate funds (APF) and non-appropriate funds (NAF); reservists on active duty orders or during inactive duty personnel training; combat-related wounded warriors; Gold Star spouses (combat-related); those acting *in loco parentis* for the dependent child of an otherwise eligible patron; eligible employees of DoD contractors; and others authorized on a space-available basis. *In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children are eligible for childcare only when they reside with the military service member or eligible sponsor at least 25% of the time in a month that a child receives childcare through an Army program.*

CYS Parent Central Services & Outreach Services (PC/OS):

Commonly referred to as the "Gateway to Child & Youth Services," is the first place a Family contacts or visits at a new installation to obtain information and register for CYS programs. In addition to the CYS Registration Process, the CYS PC/OS Office is responsible for the following:

- ✦ Verifies a patron's eligibility using the DoD ID Card (Military, Civilian, DoD contractor assigned to the Garrison, Reservist/National Guard Active Duty soldier on orders).
- ✦ Determines services patrons needs (Waitlist, Hourly Care, Part-day Preschool, Full-day, School Age Care, Middle School/Teen, SKIES, Youth Sports & Fitness, School Support Services).
- ✦ Explains age appropriate programs available to patron's children & youth
- ✦ Manages waitlist for Fort Leavenworth Care Options as listed in MilitaryChildCare.com. Explains waitlist policies & procedures and assists with access to MilitaryChildCare.com. Chapter 3 covers Waitlist Management.
- ✦ Conducts Patron's Initial & Annual Re-registration to gain access to all CYS programs.
- ✦ Communicates initial and ongoing due dates to patrons for registration documents required to maintain access to CYS programs.
- ✦ Explains the Army CYS Special Needs Accommodation policies & required documentation to begin the review process by the **Multi-disciplinary Inclusion Action Team (MIAT)**. Information is covered later in this chapter.
- ✦ Determines patron fee category IAW with the latest DoD Army CYS Fee Policy (When accepting contracted childcare.) Chapter 4 covers the DoD Fee Policy.
- ✦ Schedules new enrollments for childcare program orientations at their facility.
- ✦ Initiates access to a patron's WebTrac account, explains the site's functions, & assist with resetting passwords.
- ✦ Provides information about the Parent Participation Program & Parent Advisory Council (PAC).
- ✦ Assists patrons with agency referral information when we cannot meet your childcare needs (Child Care Aware of America) and other Fort Leavenworth organizations to assist additional needs.



CYS Registration Process & Requirements

Registration is required initially and annually thereafter for each child/youth attending a CYS program at that installation.

- Children & Youth must have active CYS registration in order to enroll in any CYS Programs, Sports, or Classes.
- Complete registration thru the Parent Central Services Office, please call to schedule an appointment to start the process or when time for re-registration.
- Upon completing all requirements, Parent Central will **ACTIVATE** the child/youth's registration, set-up your WebTrac access, & may assist with enrollments. You may login to your WebTrac access 24 hours a day/7 days a week to enroll in a non-childcare activity/class, make childcare payments, update some household info, etc.

Global Data Transfer (GDT): Patrons that have utilized CYS programs at their previous duty station are encouraged to use the Global Data Transfer (GDT) option. GDT allows for a sponsor's household CYS data file to transfer from one duty station to the next. Prior to your move, contact your local CYS Parent Central Office to request the GDT process. Ensure you ask for the email address your household data file was titled with, this is needed to allow Fort Leavenworth to import the file. Importing current CYS Registration information may decrease the number of registration forms required to activate registration at Fort Leavenworth. Any information not current will be required prior to activating any registrations. A child/youth's CYS Registration or "Pass" must be active prior to enrolling in any programs, camps, classes, making hourly care reservations, etc.

WHAT YOU WILL NEED TO REGISTER WITH CYS	
CYS Forms available from Parent Central or Printable from WebTrac FORMS tab.	
!!!! ALL AGES of CHILDREN & YOUTH !!!!	
Proof of Child/Youth Eligibility	Military ID, Legal Guardianship papers (<i>Documents signed only by a Notary are not considered valid for CYS guardianship/eligibility validation</i>), DEERS enrollment, etc. A Civilian Employee Sponsor must be present with CAC ID at Registration Appointment to validate eligibility to register.
Parent(s) Home & Work Information	Local address & mailing address if different, military unit or employer name, primary & alternate phone numbers.
Email Addresses	Email address of sponsor/spouse and any non-military email accounts checked regularly.
2 Local Emergency Contacts (!) Other than Sponsor & Spouse	Provide full names & phone numbers of 2 adults who CYS can contact in an emergency situation when unable to reach parent(s). (<i>One due at Registration & second due within 30 days of registering. Please make changes as needed to have 2 valid at all times.</i>) It is recommended you designate an Emergency Contact or list additional adult(s) 13 years and older as approved Child/Youth Release Designee when you are unable to pick up your child from care. Photo ID verification will be required at pick-up.
Proof of Annual Influenza vaccine	All ages. Per OPORD 21-033; documentation is required December 1 - June 30. See "Required Immunizations" section later in this chapter for all information.
CHILDCARE/CAMP WEEK ENROLLMENT DOCUMENTS	
Total Family Income Documents	Prior to enrolling into contracted childcare/camp when offered placement through the Waitlist Process, additional documentation is required. See Chapter 3.

Family Care Plan (Local Commander Signed/Dated.)	Single/dual military are required to submit portion DA Form 5305 of their FCP that has been signed & certified by soldier(s) and their LOCAL Commander(s) within the last 365 days of starting care. Other military service branch equivalents will be accepted or use of the Army form is allowed if you branch does not have one. CYS maintains the Short-term release designee for emergency purposes; which cannot be the soldier. Due NLT 30 days after start date in CDC, SAC, FCC or MST camp, then annually based on Commander signature or as changes are made.
INFANTS – KINDERGARTEN	
CYS Form: “Health Screening Tool #1”	This form allows CYS to determine if reasonable accommodations may be needed. Statements indicating a “Yes” response <u>may</u> require additional Special Needs documentation. See “ <i>Special Needs Documentation</i> ” section later in this chapter.
Official Immunization Record	Please have immunization records translated to English prior to appointment. See “ <i>Required Immunizations</i> ” section later in this chapter for all information.
CYS HASPS Form: “CYS Health Assessment / Sports Physical” or current Well-Child Check-up.	Health Care Professional signed/stamped/dated within 365 days of CYS Registration. Parent sections must be completed at registration to provide Health History. A 30 day grace period can be provided for completion of Doctor sections. See “ <i>Health Assessment / Sports Physical Statement (HASPS)</i> ” section later in this chapter for all information.
GRADES 1-5	
CYS Form: “Health Screening Tool #1”	This form allows CYS to determine if reasonable accommodations may be needed. Statements indicating a “Yes” response <u>may</u> require additional Special Needs documentation. See “ <i>Special Needs Documentation</i> ” section later in this chapter.
Official Immunization Record	Any 1st-5th grade children when NOT enrolled in a school system requiring proof of immunizations, <i>with exception of the Annual Influenza Vaccine</i> . See “ <i>Required Immunizations</i> ” section later in this chapter for all information. Please have immunization records translated to English prior to appointment.
CYS HASPS Form: “CYS Health Assessment / Sports Physical” or current Well-Child Check-up.	Health Care Professional signed/stamped/dated within 365 days of CYS Registration. Parent sections must be completed at registration to provide Health History. A 30 day grace period can be provided for completion of Doctor sections. See “ <i>Health Assessment / Sports Physical Statement (HASPS)</i> ” section later in this chapter for all information.
GRADES 6-12	
CYS FORM: Youth Registration & Sponsor Consent Form	When Special Needs are indicated on this form (side 2) completion of a CYS Health Screening Tool #1 will be required to determine if reasonable accommodations may be needed. See “ <i>Special Needs Documentation</i> ” section later in this chapter for explanation of additional documentation required & the “ <i>Middle School/Teen Registration</i> ” section at the end of this chapter.
CYS HASPS Form: “CYS Health Assessment / Sports Physical”	Health Assessment (CYS HASPS): Only when requested as part of Special Needs documentation. See “ <i>Health Assessment / Sports Physical Statement (HASPS)</i> ” section later in this chapter for all information.
YOUTH SPORTS & FITNESS PROGRAM (5 and older)	
Sports Physical	This is required for Team sports (not Start Smart or sports & fitness clinics/camps). This can be documented on a Health Assessment form. See “ Sports Physical ” section later in this chapter for all information.



CYS Health Assessment / Sports Physical Statement (HASPS):

This CYS form can serve the dual purpose of the basic health assessment requirement and sports clearance as age qualified.

As the basic **Health Assessment** requirement: The CYS Health Assessment/Sports Physical Statement (HASPS), signed/dated within one (1) year of registration by your Health Care Provider, is required for children fifth (5th) grade and under. If a current HASPS is not available

at registration, the Parent portion must be completed and kept on file with CYS while the Health Care Provider portion is to be completed within 30 days of registration (*see below). HASPS, as basic health assessments, are good for three (3) years, as long as the child does not have any major health status changes. Parent must sign the HASPS annually until a new Health Care Provider signed assessment is due. (Sports Physical portion is explained next.)

*Well-baby/well-child exams, or school / athletic physicals can be used as the basic health assessment requirement if dated, signed and stamped by the Health Care Provider within 1 year of the registration. (Digital signature accepted) The provided document will be attached to the Parent completed HASPS and kept on file.

Sports Physical: (Applies to Team Sports; available for 5yrs & older)

A valid Sports Physical is required to participate in all team & individual sport opportunities. The sports physical is valid for 12 months from date of Health Care Provider signature/date & must remain current throughout the season.



Current COVID-19 regulatory guidance Sports Physical to be extended for a second year for children/youth approved for participation in all sports by their health care provider on a sports physical form or statement. A parent must verify, by signature, that there are no changes to the child's health, as stated on the physical, which may limit them from participating in designated activities.

When there have been health changes, a new sports physical will be required.

Health Care Provider (HCP) forms with a statement documenting the child/youth is physically fit to participate in chosen sport(s) and address any pertinent medical condition and/or constraint such as asthma, heart murmur, allergies may be accepted as a sports physical when all required information is present.

- **A 30-day extension may be granted if an appointment has been scheduled within that 30 days to renew the physical.**
- **The Youth Sports & Fitness director's will communicate restrictions to coaches for expired Sports Physicals.**



TIP: Tri-Care or other health insurance organizations will only authorize and pay for one child/youth health/sports physical assessment per calendar year. Please request a copy for your records to submit to CYS to reduce out of pocket costs. *Not all Provider's forms have an area to indicate "Cleared for Sports", please request the HCP write a Sports Clearance Statement on the Health Assessment so it may also serve as that year's Sports Physical.*

CYS Immunization Requirements

Immunization Requirements: Children are required to be immunized per the most current guidance from the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). Children and youth who are on a catch-up immunization schedule will follow the appropriate schedule and provide documentation when vaccinated. The ACIP updates information on immunization guidance annually; updated immunization schedules for all ages are provided on the CDC website at: <https://www.cdc.gov/vaccines/schedules/>

Immunization records for children Birth to age 6 are required at CYS Registration and ongoing as immunizations are due. Children who have not received their age-appropriate immunizations before registering will show evidence of an appointment for immunizations. The required immunization series must be initiated within 30 days of the due date. Updated immunization

records are to be provided to Parent Central within 30 days of due date as listed in CYS records for the required immunization. Children with overdue immunization will not be allowed to continue using CYS Programs until proof of being vaccinated is received. Program Fees will not be adjusted for Suspension of CYS Services resulting in denial of attendance in Program.

Children and Youth in 1st-5th grade are not required to provide CYS the immunization records when enrolled in a school system requiring proof of immunizations, *with exception of the Annual Influenza Vaccine*. All other children/youth must provide proof of immunizations (homeschool, etc.). Youth in 6th-12th grade are required to provide proof of an annual influenza vaccine as described below. Documentation requirements during an official outbreak determined by the Army Public Health Nurse is described below.



Annual Influenza Vaccine: Per *OPORD 21-033: Child and Youth Services Immunization Requirements (March 2021)*, proof of annual influenza (flu) vaccination is required for all children 6 months through 18 years attending CYS programs. Documentation (or a submitted Waiver Request) is to be provided to Parent Central annually by 1 December. When documentation or a Waiver Request is not provided, CYS Registrations will be suspended until documentation is received. To maintain optimal health and prevent illness, children are encouraged to be immunized each year as soon as the vaccines are available.

Proof of vaccination (or a submitted Waiver Request) will be required for current and new registrations 1 Dec thru 30 June of each year or until the vaccines are no longer available. The local Army Public Health Nurse has the authority to notify CYS of an adjusted time frame based on vaccine availability.



Immunization Waiver Requests: Immunization Waiver Requests may be submitted for Medical or Non-Medical reasons; however, philosophical exemptions are not permitted. Contact Parent Central for the current Waiver Request form. **Waiver Requests must be submitted annually.**

- **Medical Waiver Requests** must include a written statement from the child/youth's health care provider specifying the immunization(s) to be waived and the medical condition that exempts him/her from being immunized. This statement can be written on the Waiver Request Form or provided in a Dr. Signed/dated letter to attach.
- **Non-Medical Waiver Requests** must include a written statement by the parent explaining the objection to the specific immunization(s).
- **Approval Process:** All Waiver Requests will be reviewed by the CYS Coordinator and Garrison Commander prior to forwarding to the required POC for final approval/disapproval. Parent Central will provide information upon request as to who the current approving level is for each waiver type.



During an outbreak of a vaccine-preventable disease, as declared by Installation Department of Public Health (IDPH), CYS will review immunization status of all children and staff. All 1st-12th grade without records on file with CYS, must provide proof of receiving the appropriate immunization. Children, Youth, and Staff who are not immunized, have approved waivers on file, or have not provided proof of receiving the required immunization will be excluded from CYS programs for their health protection and protection of the health of other children, youth, and staff until the communicable period is over as determined by the IDPH or proof of receiving the required immunization is provided to Parent Central.



Special Needs Accommodations

Reasonable Accommodation: A reasonable accommodation is a determination of appropriate caregiving practices or medical procedures that can be accomplished in a program to support participation of children/youth with a special need in that program. Reasonable accommodation does not:

- ✓ Impose an undue hardship on installation/Army
- ✓ Fundamentally alter the program where the accommodation would take place.
- ✓ Pose a direct threat to staff or other participants in the program.

The Multi-Disciplinary Inclusion Action Team (MIAT) review process is a Child and Youth Services registration requirement for all children/youth with special needs. The purpose of this process is to support Child and Youth Services (CYS) in accommodating the needs of diverse children and youth in CYS Programs.

The **Army Child and Youth Services Health Screening Tool #1** form is required to be completed by parents to screen all children for special needs at initial registration and annually thereafter and anytime there is a permanent change in diagnosis. Upon identification of special needs, required supporting documentation must be submitted to Parent Central to start the MIAT review. These registration forms are forwarded to the CYS Nurse & Army Public Health Nurse (APHN) for review. Depending on your child's need for accommodation, the parent/guardian may be asked to complete additional required CYS forms and/or provide supporting documents such as IEP's, IFSP's etc.

Children and youth with the following conditions may require parent/guardian to attend a Multi-Disciplinary Inclusion Action Team meeting, as part of the MIAT review process prior to CYS registration being activated or childcare offer finalized:

- ◆ Allergies
- ◆ Special Diets
- ◆ Respiratory Diagnosis
- ◆ Epilepsy/Seizure Disorder
- ◆ Diabetes
- ◆ Autism Spectrum Disorders
- ◆ Behavior Concerns
- ◆ Other (as determined by CYS)



CYS Registration cannot be fully activated until the MIAT review is complete; however enrollment to save your class space may be requested when all required documentation has been submitted for the MIAT Review Process.

Multi-Disciplinary Inclusion Action Team (MIAT):

This is a group of professionals from CYS, the Exceptional Family Member Program (EFMP), Army Public Health Nursing (APHN), and the child's parents/guardians; who are the real experts in caring for their child's needs. All work together to determine the safest, least-restrictive and most appropriate environment to allow the child/youth with special needs to be successful in CYS programs. Every effort is made to accommodate children/youth with special needs.

Parents may bring individuals to the MIAT meeting as applicable to advocate for the reasonable accommodations their child/youth required to participate successfully in CYS Programs. These may be the child/youth's health care professional, therapist, legal advocate, etc.

EFMP leads the meeting, IAW Army Regulation 608-75. EFMP establishes the MIAT as a subcommittee of the installation EFMP Committee.

There is no one size fits all for accommodation. Every child and every family has unique needs that may require a customized approach as determined in the MIAT meeting. The MIAT process explores the installation's child care and youth supervision options for children & youth that have medical diagnosis that reflects life-threatening conditions, functional limitations, or behavioral and/or psychological conditions.

Documentation Required for Accommodations

Special Diets: Children/youth with life threatening food allergies or special dietary needs must provide a CYS Special Diet Statement (SDS) completed and signed by their Health Care Provider specifying (1) which foods the child/youth cannot be exposed to, (2) the resulting allergic reaction if ingested and (3) as applicable, the MEDCOM approved food substitution option listed on the back of the SDS. All substitutions must meet USDA nutritional requirements. CYS accommodates special diets for documented medical situations. Additional documentation may be requested; Children/youth may not be eligible for services without appropriate documentation.

Children/youth who have special diets due to religious beliefs must have a Parent signed SDS specifying which foods should be eliminated as well as allowable substitutions.

“Intolerance” of foods does not include food preferences such as vegan meals or organic food. CYS Services programs do not have capability to provide or prepare food based on preference.

Outside food/drink from home will not be allowed without approval through the MIAT process.

Medical Action Plan (MAP): Maintaining the health and safety of every participating child/youth in CYS programs is of utmost importance. If the child/youth has a medical condition/diagnosis, such as allergies or asthma, that may require him/her to take medication while participating in an activity, the parent/guardian will be asked to complete a Medical Action Plan (MAP). This form must be completed by a Health Care Provider, indicating as much information as possible (e.g. physical or mental limitations, degree of mobility, requirements for continual medications, present degree of control of disorder, developmental level, special equipment in use and/or recommended, appropriateness of attendance at Child & Youth Services facilities, and other considerations as indicated) and returned to the Parent Central Services office.

Rescue Medications



All identified rescue medications **MUST** be present when child/youth are in childcare / full-day camp / MST.

The Medical Dispensation Record form is required to be completed by parent to accommodate each medication. These forms are available at all CYS Front desks or can be emailed to you by request.

SKIES instructors and Youth Sports & Fitness staff/coaches will not administer medications to children/youth, parents must be on site during these programs.

CYS Program services will be denied without current CYS Medical Action Plans on file & Medications present for the child as required.

CYS Medical Action Plan & Special Diet Statement Documents



We are aware not all Health Care Professionals will not complete the CYS forms; however Fort Leavenworth CYS forms are the preferred for completion as another level of safety for your child/youth.

Using the standardized CYS forms allows for continuity of CYS program staff in reading & interpreting medical action plans for execution.

CYS will accept alternate forms with CYS Nurse approval the required information CYS Staff need to implement the plan if needed is included.



The following forms will be required before child/youth can attend any CYS Programs. These forms must be reviewed by the Army Public Health Nurse (APHN) before the CYS registration can be activated. The APHN ensures adequate medical information is provided for CYS Staff to administer rescue medication.

<u>What Special Needs form(s) does my child need?</u>					
Every condition that applies requires the listed Statement or Medical Action Plan.					
Special Diet Statement	Respiratory Medical Action Plan	Allergy Medical Action Plan	Seizure Medical Action Plan	Diabetes DAILY Medical Action Plan	Diabetes EMERGENCY Medical Action Plan
Child/Youth with Dietary Restrictions due to Allergies & Intolerances or due to Religious beliefs. Parental Preference is not an acceptable Special Dietary Requirement and cannot be accommodated by CYS.	Child /Youth with RAD, Asthma diagnosis on health assessment, prescribed Rescue Medication, etc.	Child/Youth with anaphylaxis or medication alleviated allergic reactions (Epi-Pen, Benadryl, etc.) This form must accompany a Special Diet Statement for a food allergy.	Child/Youth with Seizure Disorder, including febrile seizures	Child/Youth with Diabetes. There is an additional "Consent to Caregiving Health Practices" signed by parents to authorize CYS staff to provide the requested care and provide CYS staff (CYS Nurse) the ability to collaborate with your child's medical team to request clarifying guidance when questions arise about your child's treatment plan. Parent Central will provide all information on the process to request Diabetes-Related Accommodations outlined by Headquarters Department of the Army.	
Completion: All plans must be STAMPED, SIGNED, & DATED by the Health Care Provider and signed by the parent with the exception of a SDS due to Religious belief. When indicated by provider that youth may self-administer medications, their signature is also required.					
Expiration Dates: Respiratory, Allergy, Diabetes, & Seizure Action Plans expire <i>1 year from the DATE</i> the Health Care Provider signed the form. It is the parent's responsibility to ensure updated forms are submitted to Parent Central in advance of the current Action Plan's expiration. This is to allow the APHN time to review/approve and Parent Central to provide current plan to the programs. Special Diet Statements will be reviewed by the parent annually & when there are no changes, may re-sign two (2) consecutive years after the initial Doctor signature for medical restrictions. Special Diet Statements due to Religious beliefs will require annual parent review and signature.					
Other Conditions: CYS will require relevant medical documentation for additional reasonable accommodation needs.					



Middle School & Teen Registration

Middle School & Teen youth in 6th-12th grade may self-register as a guest for CYS programs by completing the CYS Youth Program Registration & Sponsor Consent form. Forms are available at Harrold Youth Center, Parent Central, and on the Forms tab of WebTrac. These forms may be turned in to the Youth Center upon first arrival. As a guest member youth may attend regular Youth Programs offered at the facility (not field trips or special events until registration is finalized) immediately upon receipt of completed form. *Youth registering 1 December – 30 June, must also provide proof of annual influenza vaccine or Immunization Waiver Request. (See pages 11-12)*

The form will be sent to Parent Central for processing to complete the Registration Process, by contacting the sponsor to validate eligibility. Parents will need to reply within 5 days of contact to finalize the registration; when not validated within 5 working days from receipt of form, youth's guest membership will be cancelled.

Once registration is validated (and, no other information is required), the annual registration will be issued to youth. Youth with Special Needs will require a completed Health Screening Tool #1 and any applicable Diet Statement/Medical Action Plans for review through the MIAT process prior to annual registration being issued.

Once full CYS registration is active, enrollment & attendance in special events and field trips may take place. Some may have a nominal fee that must be paid at time of enrollment, but participation in these events is not mandatory. In the case of Youth Center sponsored field trips, written parental permission must be granted before a youth is allowed to participate.



Chapter 3:

Waitlist Priorities & Waitlist Management

This chapter explains the DoD Priority System and process for patrons to request contracted childcare for Full-time, Part-day/Part-time, or a Before/After School Program at our Child Development Centers, School Age Center, & Family Child Care Providers for ages 6 weeks thru 5th grade.

The DoD Priority System & Waitlist Process does NOT apply to Hourly Care, Middle School & Teen Program (6th-12th grade), Youth Sports & Fitness, or SKIES programs.

DoD Priority System

The purpose of the Child Development Programs and School Age Center (SAC) programs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and the accomplishment of the DoD mission, and to improve the economic viability of the family unit. Child Care and SAC is not considered an entitlement. (Reference: DODI 6060.2 and 6060.3, #4 Policy.)

All eligible patrons are listed in order of precedence per DoDI 6060.02 (changes effective 1 September 2020). Each priority level is determined by the SPONSOR status and applicable spouse status. Sponsors will apply for and request child care through MilitaryChildCare.com (MCC) for all military-operated childcare. Priority for care is administered by MCC based on the eligibility requirements; individual priority is verified with Parent Central at the time of enrollment and a minimum of annually thereafter. Refer to Table 3.1, "Military Family Types & DoD Priority Levels" included in this chapter to review the categories.

Eligible Sponsors include: Active Duty Military; including Reserve Component Military Personnel on Active Duty or Inactive Duty training status; members of the National Guard on fulltime National Guard Duty who are performing Active Guard and Reserve Duty; DOD Civilian employees paid from either appropriated funds (APF) or non-appropriated funds (NAF); eligible employees of DoD contractors; military retirees; combat related Wounded Warriors; surviving spouses of a Military Service Member who died from a combat related incident; and those acting "in loco parentis" for a dependent child of an otherwise eligible patron.

Additional eligibility factors considered:

- A parent or legal guardian is defined as the biological mother or father of a child; a person who by order of competent jurisdiction has been declared the mother or father of a child by adoption or the legal guardian of a child; or a person in whose household a child resides at least 25 percent of the time in any month, provided that such person stands "*in loco parentis*" to that child and contributes at least one-half of the child's support.
 - ⊗ In an "in loco parentis" relationship, a person takes on the role of a lawful parent by assuming the obligations and discharging the duties of a parent without formally becoming an adoptive parent or legal guardian. The child(ren)/youth must reside with and be supported by the person. A special power of attorney to act "in loco parentis" is required to be on file.
 - ⊗ In the case of unmarried, legally separated parents with joint custody, or divorced parents with joint custody, children are eligible for child care only when they reside with the Military Service member or eligible Civilian sponsor at least 25 percent of the time in a month that a child receives child care through an Army program.

- Military personnel of foreign nations and their Families when on orders from the U.S. Armed Forces, or in overseas areas when the overseas commander grants privileges in the best interest of the United States. (Reference: AR 215-1 when addressing children 0-12 refer back to AR 608-10).
 - ❖ Foreign Military Service members assigned to the Installation/serving the Department of Defense will pay the child and youth fee based on their Total Family Income (TFI). The eligibility criteria and priority are the same as any other Active Duty Soldier or DoD Civilian.
- Coast Guard are eligible patrons. The eligibility criteria and priority is determined as the equivalent DoD Service Member (Active or Reserve) or Civilian employee.
- Combat-Related Wounded Warrior in an Active Duty Status is defined as requiring hospitalization, extensive rehabilitation, or significant care from a spouse or care provider and requires full-time childcare. This designation requires the Installation Commander approval (authority cannot be delegated.) MCC will ask validating questions if this family type is indicated.
- Retirees are eligible to use all CYS Programs. Waitlist priority & process will be followed for childcare requests. (Full-time care, Part-Day classes, & KG/School Age care/camp) The Middle School & Teen Programs do not have a waitlist system and are enrolled in a first come basis. Youth must have completed 6th grade -12th grade.

SUPLANTING

The updated Department of Defense child care priorities guidance effective 1 September 2020, outlined a system for supplanting. Children may be supplanted from care by children in a higher priority category whose wait list time exceeds 45 days beyond their Date Care Needed as listed in MCC. *Refer to Table 3.2, "Military Family Types and DoD Priority – Supplanting Matrix" included in this chapter to review which categories may supplant and which cannot.*

Supplanting is initiated by the Parent Central Office as part of their waitlist management responsibilities.

Patrons receiving a 45 Day Supplanting Notice will have two (2) business days from receipt to submit an Exception to Policy request to the CYS Coordinator; the Installation Commander has the final approving authority. Approved exceptions for supplanting are temporary and must be reviewed every 6 months to determine the continued validity of exception request. The Commander has five (5) business days to review and reply to the Exception Request.

Program Fees: Childcare programs to include Winter Break, Spring Break, & Summer Camp weeks for KG/SAC & Middle School & Teen programs are based on Total Family Income (TFI) in accordance with the DoD CYS Fee Policy. Fees are not based on TFI for SKIES, Sports & Fitness, or Hourly Care programs.

(See Chapter 4: DoD CYS Fee Policy Guidelines for full information on: TFI Requirements, Program Fees, Payments/Non-Payment processes, Fee Reductions/Incentives & Refunds.)



TABLE 3.1

Military Family Types and DoD Priority Levels

Families select their sponsor type (e.g., Active Duty Military, DoD Civilian) and spouse status (e.g., Working, Student, Seeking Employment, Non-Working) when they create or update their MCC household profile. MCC uses this information to create a *military family type* for the household, which is associated with a DoD priority. MCC uses the assigned DoD priority, along with the Request For Care date to determine sequence on the waitlist within a same priority level.

Military Family Type by Sponsor	Priority
CHILD DEVELOPMENT PROGRAM STAFF (CDC/SAC)	
Child Development Program Staff (Must be assigned to a CDC or SAC program)	1A
ACTIVEDUTY COMBAT RELATED WOUNDED WARRIOR	
Combat Related Wounded Warrior	1B.1
ACTIVEDUTY MILITARY/ACTIVEDUTY COAST GUARD	
Single/Dual Active Duty Military/Coast Guard	1B.2
With Full-Time Working Spouse	1B.4
With Part-Time Working Spouse	1C.1
With Spouse Seeking Employment	1C.1
With Full-Time Student Spouse	1D.1
With Non-Working Spouse	3A
GUARD/RESERVE ON ACTIVEDUTY OR INACTIVE DUTY TRAINING STATUS	
Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status	1B.3
With Full-Time Working Spouse	1B.5
With Part-Time Working Spouse	1C.2
With Spouse Seeking Employment	1C.2
With Full-Time Student Spouse	1D.2
DOD / COAST GUARD CIVILIAN	
Single/Dual DoD or Coast Guard Civilian	2A
With Full-Time Working Spouse	2B
With Spouse Seeking Employment	3B
With Full-Time Student Spouse	3C
With Part-Time Working Spouse	3F
With Non-Working Spouse	3F

Military Family Type by Sponsor	Priority
GOLD STAR SPOUSE (COMBAT RELATED)	
Gold Star Spouse (Combat Related)	3D
DOD CONTRACTOR	
Single/Dual DoD Contractor	3E
With Full-Time Working Spouse	3E
With Spouse Seeking Employment	3E
With Full-Time Student Spouse	3E
With Part-Time Working Spouse	3F
With Non-Working Spouse	3F
OTHER ELIGIBLE	
Deactivated Guard/Reserve Personnel	3F
Other Federal Employees	3F
Military Retirees	3F

Wounded Warrior

When Service members designated as combat-related wounded warrior in an Active Duty status require hospitalization, extensive rehabilitation, or significant care from a spouse or care provider and requires full-time child care, they may be placed into Priority 1B. This designation requires installation commander approval (this authority cannot be delegated).

Definitions: Full-Time and Part-Time Working

Full-Time Working: Working 30 hours per week or 100 hours per month OR working less than 30 hours per week or 100 hours per month and enrolled in a post-secondary educational institution.

Part-Time Working: Working less than 30 hours per week or 100 hours per month.

Guidance: Full-Time and Part-Time Student

Full-time student status will be verified once an offer is made. The family may be asked to show documentation from the school verifying the full-time status during the eligibility verification process.

Part-time students who are not working should select "Non-Working" as their status in MCC.com profile.

Parent Central will rescind placement offers when the Priority Level (Family Type) listed in a patron's MilitaryChildCare.com account profile cannot be validated upon request of required documentation during the acceptance process.

You can retain your RFC date/time; Parent Central staff will adjust status to your current Priority Level for your Family Type in MilitaryChildCare.com.

TABLE 3.2**Military Family Types and DoD Priority – Supplanting Matrix**

Supplanting Policy Effective as of 1 September 2020. The chart below contains a complete list of all DoD priorities, if the priority is subject to supplanting, and by what priorities.

Military Family Type by Sponsor	Priority	Can Be Supplanted By
Child Development Program Staff <i>(Must be assigned to a CDC or SAC program)</i>	1A	Cannot be supplanted
Combat Related Wounded Warrior	1B.1	Cannot be supplanted
Single/Dual Active Duty Military/Coast Guard	1B.2	Cannot be supplanted
Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status	1B.3	Cannot be supplanted
Active Duty With Full-Time Working Spouse	1B.4	Cannot be supplanted
Guard/Reserve on Active Duty or Inactive Duty Training Status With Full-Time Working Spouse	1B.5	Cannot be supplanted
Active Duty With Part-Time Working Spouse	1C.1	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Active Duty With Spouse Seeking Employment	1C.1	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Guard/Reserve on Active Duty or Inactive Duty Training Status With Part-Time Working Spouse	1C.2	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Guard/Reserve on Active Duty or Inactive Duty Training Status With Spouse Seeking Employment	1C.2	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Active Duty With Full-Time Student Spouse	1D.1	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5, 1C.1, 1C.2
Guard/Reserve on Active Duty or Inactive Duty Training Status With Full-Time Student Spouse	1D.2	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5, 1C.1, 1C.2
Single/Dual DoD Civilian/Coast Guard Civilian	2A	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
DoD/CG Civilian With Full-Time Working Spouse	2B	Supplanted by priority 1A, 1B.1, 1B.2, 1B.3, 1B.4, 1B.5
Active Duty With Non-Working Spouse	3A	Supplanted by all priority 1 or 2
Guard/Reserve on Active Duty or Inactive Duty Training Status With Non-Working Spouse	3A	Supplanted by all priority 1 or 2
DoD/CG Civilian With Spouse Seeking Employment	3B	Supplanted by all priority 1 or 2
DoD/CG Civilian With Full-Time Student Spouse	3C	Supplanted by all priority 1 or 2
Gold Star Spouse (Combat Related)	3D	Supplanted by all priority 1 or 2
Single/Dual DoD Contractor	3E	Supplanted by all priority 1 or 2
DoD Contractor With Full-Time Working Spouse	3E	Supplanted by all priority 1 or 2
DoD Contractor With Spouse Seeking Employment	3E	Supplanted by all priority 1 or 2
DoD Contractor With Full-Time Student Spouse	3E	Supplanted by all priority 1 or 2
DoD/CG Civilian With Part-Time Working Spouse	3F	Supplanted by all priority 1 or 2
DoD/CG Civilian With Non-Working Spouse	3F	Supplanted by all priority 1 or 2
DoD Contractor With Part-Time Working Spouse	3F	Supplanted by all priority 1 or 2
DoD Contractor With Non-Working Spouse	3F	Supplanted by all priority 1 or 2
Deactivated Guard/Reserve Personnel	3F	Supplanted by all priority 1 or 2
Other Federal Employees	3F	Supplanted by all priority 1 or 2
Military Retirees <i>(not qualifying as DoD Employee or DoD Contractor)</i>	3F	Supplanted by all priority 1 or 2
<ol style="list-style-type: none"> 1) At no time will the child of a Direct Care CDP staff member be removed from the program to accommodate another eligible patron. 2) At no time will a Priority 1B patron be removed from the program to accommodate any other patron, including 1A patrons. 3) Priority 1C patrons may only be supplanted by an eligible patron in Priority 1A or 1B. 4) Priority 1D patrons will be supplanted by an eligible patron in Priority 1A, 1B, or 1C. 5) DoD civilian patrons (Priority 2) may only be supplanted from care by an eligible Priority 1A or 1B patron. 6) Space Available (Priority 3) patrons will be supplanted by an eligible Priority 1 or a Priority 2 patron. 		

Waitlist Management Process

MilitaryChildCare.com is the DoD required portal for Army CY5 childcare waitlists.



We care for your children while you protect America

MILITARY CHILDCARE .COM

Using **MilitaryChildCare.com**, you can find comprehensive information on child care programs worldwide, conduct a customized search for the care you need, and submit a request for care at any time and from any location. *Follow these four steps!*

- STEP 1 CREATE ACCOUNT**
Go to **MilitaryChildCare.com** to create an account containing information about your family, or to login using an existing username and password.
- STEP 2 SEARCH and REQUEST CARE**
Search the system for the child care options that best fit your needs and submit your requests for care.
- STEP 3 MANAGE MY REQUESTS**
You can manage your requests for care from anywhere in the world.
- STEP 4 UPDATE MY PROFILE**
Keep your *My Profile* page up-to-date with important information.

It's that easy!

To get started, visit: **MilitaryChildCare.com**
For questions/support, call: 855.696.2934

MILITARY CHILDCARE .COM
A Department of Defense (DoD) program that makes it easier to find the child and youth care your family needs.

Parents in need of Full Day childcare, Before/After School Care, Summer Camp, Part Day Preschool or Part-Time Pre-K Strong Beginnings programs can place their child on a waiting list by submitting a Request for Care (RFC) through the website for each child and care option. Patrons create an account or use their current MCC account to submit a Request for Care (RFC) for care options at current installation or future installation.



Submit all RFCs as early as possible. The waitlists for certain programs, such as Full Day, can be very long with the large number of new families arriving at the same time.

Program Content & Descriptions are available on the website with location, hours of operation, and types of care provided, etc.; review prior to submitting a RFC to ensure the care option meets your childcare needs.

Age groups such as Preschool (3-5 years) may have Full-Day and Part-Day care options. Please read the Program Descriptions on the site. *(Children may not be enrolled in a Full Day and Part day Preschool option at the same time; the curriculum is the same, parents determine which program meets their needs for childcare hours while at Fort Leavenworth.)*



TIP: To increase your chances of placement we encourage you to make a RFC for all locations the type of care you are needing is offered. For example, full-day childcare for a 2 year old could be a care option at Main CDC and potentially multiple FCC Providers.

Each facility/provider/care option requires its own Request For Care for each child.

Parents may place their child on more than one list depending on current and future needs while at Fort Leavenworth. Visit the FAQ and Resources page on MCC to find out more about managing care requests and specific Fort Leavenworth information.

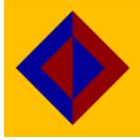
Order of placement on a waitlist is determined by:

1. By Sponsor/Spouse status priority level (Military Family Type).
2. Within the same priority category group, the requests are in order by the RFC submission date & time.

When the Date Care Needed (DCN) for care is more than 30 days out, RFC are placed on the Projected Waitlist.

All new and projected active requests are automatically merged into to the Immediate Waitlist, when the DCN is 30 days or less (merging into their priority group based on RFC date/time).

Waitlist Process



CYS Programs & FCC Providers will communicate vacancies to Parent Central which manages the waitlist.

Parent Central staff will initiate tentative offers through MilitaryChildCare.com.

This offer is active for only 2 business days before MCC automatically cancels it.

At this time, Parent Central will initiate an offer to the next child on the waitlist.

TIP: Don't miss an offer! Ensure the email address in your MCC Household Profile is the one monitored regularly, even when traveling.

Parent Responsibilities

- Create MCC account, entering required Sponsor and Spouse information. Maintain Profile with current Family Type status for accurate Priority Level placement within the waitlist(s) & contact information. (Consider how you can be reached during PCS/travel.) Indicate Special Needs in the Child's profile to provide Parent Central advance notice the MIAT process will be required as part of CYS Registration when an offer is made.
- Submit a Request for Care (RFC) for each child and for each applicable Care Option offered that meets their childcare needs; keep all RFC's current to include changing the Date Care Needed (DCN) for the care option requested. *(Each Care Option will have its own waitlist.)*
- Take action on their MCC account as requested through emails generated by MCC to keep account and RFC active.
- Follow the steps outlined in the "Tentative Offer" email initiated by Parent Central within the timeframe it remains active to Accept/Defer/Decline. *(2 business days)*
- Contact Parent Central to continue with the acceptance/deferral process. Provide requested documentation within the timeframe set by Parent Central to complete the validation of eligibility & priority level, calculate Total Family Income and complete the acceptance process. (See Chapter 4: DoD Fee Policy for Total Family Income information.)
- Pay the minimum "holding fee" of 10% of one month's fees for each child being enrolled into a full-day or part-day program. *(The 10% is applied to your first bill; it is non-refundable without approval from the CYS Coordinator when the patron declines the space prior to the actual start date.)* When enrolling with a Family Child Care Provider, the 10% and ongoing payments are paid directly to the provider. The "holding fee" may not be required during mass placement timeframes for the start of school-year programs. Summer Camp enrollments do not require a "holding fee"; however the payment for the camp week must be paid by the outlined due date. *(Chapter 4: DoD CYS Fee Policy Guidelines provides full information.)*

Receiving a Tentative Offer

- Offers in a viable care option (CDC, FCC, etc.) are initiated by Parent Central and will come by email from MCC. The offer remains active for 2 business days. During this time you may request to tour the facility, interview the provider, or ask additional questions prior to accepting/deferring/declining the offer.
- Offers are considered "tentative"; even upon acceptance by the patron, until CYS eligibility & priority level are validated with Parent Central office through the review of TFI documentation. Parent Central will rescind offers if the eligibility and or priority level cannot be validated. If this occurs, you may retain your RFC date/time; Parent Central will change the Family Type/Priority Level in MilitaryChildCare.com for all RFCs under that sponsor.
- You may defer the request for various reasons, the first request to defer can be initiated when logged into your MCC account. Additional deferment requests will require manager approval to process in MCC.

- If the viable care option is declined; you may change your Date Care Needed and continue to have an active RFC or Cancel the RFC for that child/specific location.
- Parent Central Services will attempt to contact the parent if no response has been entered into your account after 24 hours; when unable to contact the parent/guardian or the offer is cancelled, the space will be made available to the next eligible child on the wait list.
- There is no guarantee that siblings will be offered care at the same time or same program when there are multiple viable care options available.

Accepting an Offer & Final Steps

- When you accept the offer, you may maintain an active RFC for other Care Options. Example, you are offered care with a Family Child Care provider, after interviewing, you accept the placement. You prefer center based care, so you choose to remain active for the center based Care Options and cancel any other FCC Care Options.
- Parent Central will email parent within 24 hours of accepting. The email explains the remainder of the process and all documents that are required to validate eligibility & priority level and to calculate your Total Family Income. Once eligibility is confirmed, parents must pay a non-refundable holding fee.
- When CYS Registration has not been completed, it can take place as part of the acceptance/enrollment process. (Refer to Chapter 3 for registration information.)

Contact the MilitaryChildCare.com helpdesk for website assistance: 1-855-696-2934



Viable Child Care Option: Is defined as child care provided within the Service-designated catchment area of the duty installation. Viable options include any to meet the patron's schedule that reflects the necessary program type (full day, hourly, part day, etc.) and the appropriate age group (infant, toddler, preschool and school-age) for the child. Care may be in any CDS system (CDC, FCC, or SAC) at any location convenient to either the home or work.

Community Based Program Referrals to Child Care Aware of America (CCAoA)

Community Based Programs serve Army Families that cannot access installation childcare due to waiting lists that exceed 45 days beyond the Date Care Needed established in the Request for Care in MilitaryChildCare.com.

When Parent Central determines child care cannot be met/provided within 45 days after the Date Care Needed, at any viable CYS child care option (*defined above*) that meets the patron's childcare need (not preference), Parent Central staff will refer Families to **Child Care Aware of America (CCAoA)** to apply for care and begin the Army Fee Assistance application process.



A Family's child care need is considered "met" once an offer of child care is made, regardless of the Family's response (accept, decline, or no response) and regardless of offer type (parent-selected or alternative viable option). Referral to CCAoA will not be made.

In the event that a Family does not accept the offered viable child care option, the parent may remain on the waitlist for their selected care option, keeping their original Request for Care (RFC) date. The Family will remain on the waitlist, but will not be counted as an unmet need, a referral to CCAoA can be made; however a Statement of Non-Availability cannot not be provided by Parent Central per DoD guidance.

Army Fee Assistance Program

The DoD Army Fee Assistance (AFA) program pays the difference in the installation child care fee and the civilian child care fee, up to the established civilian child care provider rate cap. Parents are responsible to pay the installation child care fee and any civilian child care provider fees exceeding the established civilian child care provider rate caps. All eligibility for Army Fee Assistance is validated by CCAoA through their application process.

A **Statement of Non-Availability (SNA)** is required to validate care cannot be provided within 45 days of the Date Care Needed as listed in the patron's Request For Care as part of the AFA application. The Parent Central/Outreach Services Director or Assistant Director will sign a SNA if the family lives within the installation catchment area.

Statements of Non-Availability (SNA) are not required for the following:

- Army Family resides outside the installation Catchment area (currently defined as 15 miles/20 minutes).
- Joint base installations where Army is not the primary Service.
- Army Recruiters.
- School age children.
- Army Active duty combat-related wounded warriors and combat-related surviving spouses.
- Army Families supplanted from child care on the installation can provide a copy of the supplanting notice in lieu of a SNA; authorized for use up to 60 days from the date the supplanting notice is signed.

STEP 1: Go to Website: ChildCareAware.org	STEP 2: Click on: Assistance for Military/DoD Families
 <p>The screenshot shows the Child Care Aware of America website. The navigation menu includes 'About', 'Issues', 'Families', 'Providers', 'CCR&Rs', 'Events', and 'Resources'. The 'Assistance for Military/DoD Families' link is highlighted in red. Below the navigation menu, there is a red banner with the text 'Fee Assistance and Respite Care for Military/DoD Families' and a 'Learn More' button. To the right of the banner is a photograph of a smiling soldier in uniform with his wife and young child.</p>	



Chapter 4: DoD CYS Fee Policy Guidelines

By law, military child care fees for Child Development Centers, School Age Centers, Family Child Care Programs, and Youth Services camp weeks are based on Total Family Income (TFI), not military rank or civilian grade. The Military Services subsidize fees on a sliding scale for every Family regardless of rank/grade. Regardless of their TFI category, patrons must provide income documentation.

Tax Liability: All Civilian Families using on-post child care are required to register with the designated DoD Third Party Administrator and complete an online parent enrollment form to determine the tax value of their child care subsidy. Each year DoD must determine the value of the child care subsidy. This net value is the amount that is considered potentially taxable income associated with the DoD child care subsidy. Only child care subsidies that exceed the \$5,000 (for married couples filing jointly or single heads of household) or \$2,500 (for married individuals filing separately) exclusion and taxable and reportable. Sponsors are responsible for considering any dependent Care flexible Spending Accounts (DCFSA) to determine if the net value plus the DCFSA value exceeds the \$5,000 or \$2,500 amount.



Total Family Income (TFI)

Total Family Income (TFI): Parent/Guardian TFI is calculated based on all earned income including wages, salaries, tips, special duty pay (flight pay, active duty Demo pay, sea pay), and active duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income, including SSI paid to the spouse and VA benefits paid to the surviving spouse **before deductions for taxes.** {Income for all adults living in the household contributing to the welfare of the enrolled child is included.}

TFI calculations must also include quarter's subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind. For dual military living in government quarters include Basic Allowance for Housing (BAH) of the senior members only; for Defense civilian OCONUS include either the housing allowance or the value of the in-kind housing provided.

Rather than use the BAH listed on the LES, Parent Central uses the current Non-Locality BAH rate based on rank with dependents in the TFI calculation. Rates are on a calendar year cycle. The current BAH Chart used is located at: <https://www.defensetravel.dod.mil/site/allowances.cfm>.

- TFI determines the fee category your program fees are based, TFI Category 1-13 or a DoD Contractors & Specified Space Available Patrons rate.
- TFI is calculated during the acceptance/enrollment process of a childcare space in a regularly scheduled CDC, FCC, SAC, or Youth Program (before school) or Summer Camp program to determine parent fees.
- TFI is completed at initial enrollment and must be updated at annual CYS Re-Registration with Parent Central thereafter.
- Fees for Blended Families AND Fees for Legally Separated Families will be based on the TFI of the household.
- Fees for Legally Separated Families are contingent on a legal separation document or a notarized statement stating the Sponsor is legally separated.

DOCUMENTATION NEEDED TO DETERMINE TOTAL FAMILY INCOME (TFI):

Documentation must include: sponsor or spouse full name, employer name, and pay period length must be visible. Provide multiple LES/Paystubs, etc. to account for one (1) month's income. Income that varies per pay period will be averaged to determine monthly gross income.

Failure to provide the required documents & information will delay the processing and enrollment into child care services and could result in denial of child care services.



Patrons failing to provide income documentation within 3 business days of initial acceptance enrollment/registration may have their offer rescinded.

Failure to provide current documents at annual re-registration or as requested will be denied or terminated from care.

- a. Military Sponsor's current Leave and Earnings Statement (LES). [*An additional LES may be submitted at a later date when military duty pay changes that you feel may result in changing your TFI income category to a lower range/fees.]
- b. Civilian Sponsor's current LES.
- c. Spouse/Partner's LES, W-2 forms, and/or other income documentation.
(Or proof of current school enrollment in lieu of income documentation as applicable.)
- d. Schedule C (IRS return) from previous year to demonstrate wages from self-employments.
- e. Letter from employer when Spouse/Partner is recently employed (or has a future employment start date) and has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours per week or month in order to calculate an estimate of annual income.
Once Spouse/Partner has pay stub(s) indicating income for a full month of employment, they are to provide those to Parent Central to finalize the TFI calculations and adjustments will be made to TFI at that time if warranted. Access to childcare will be restricted when the deadline to submit these documents has passed.

Annual TFI will be adjusted during a registration year when:

- Unemployed spouse/partner begins paid employment or stops employment
- Family is granted a Financial Hardship/Extenuating Circumstances Reduction
- Annual Internal Review Audit documents inaccurate documentation of TFI or Fee charges
- Special circumstances (Furlough)
- *Military Duty pay changes with installation assignment that decreases income.

Parent fees will be adjusted when:

- The Family moves to a new TFI Category.
- Child/youth transition between programs with different fees, e.g.; Full Day Care to Kindergarten, Full Day to Part Day, After School to Summer Camp, Child Development Center to Family Child Care, etc.
- Army Fee policy directs a fee change
- A Financial Hardship Waiver is approved
- The Family relocates to another installation with different fees set by DoD
- Special circumstances (Furlough)

DoD Contractor & Specified Space Available Sponsors:

DoD has determined that sponsors meeting this definition **are not authorized** to receive the fee subsidies for regular scheduled care for Child Development Center, School-Age Center, Family Child Care Homes, and Youth (MST) Programs. DoD Contractors/Specified Space Available Sponsors enrolling in these programs will pay the unsubsidized fee listed as TFI Category 9A on CYS Fee Charts. ***The term “specified space available patron” does not include active duty Military Service members with non-working spouses or DoD civilian employees paid from APF and NAF with non-working spouses.***

Specified space available patrons are:

Patrons employed by other federal agencies other than DoD (Veteran Affairs, Federal Penitentiary, etc.), retirees, and other non-eligible users approved by the Garrison Commander to use CYS programs when no waiting list exists.

Contractor and Specified Space Available patrons are not authorized to receive any fee reductions (e.g. Multiple Child Discount, Family Financial Hardship waiver, reduction for earned Parent Participation Points, etc.)



Program Fees

- **Contracted Childcare Fees:** Are generated semi-monthly on the 1st and the 15th of the month. Parents can pay monthly fees for regularly scheduled Full Day, Part Day and Part Time Care in monthly or semi-monthly installments. Incoming Families make their initial payment for care at the time they accept the child care space offered by the CYS Parent Central Services Office. **Services may be terminated if full payment plus late fee charges for the month are not received by the last working day of the month unless a command approved financial hardship waiver has been initiated.**
- **Hourly Care Fees:** The Standard Army-wide hourly care rate is \$7 per hour per child for ALL CYS Services programs regardless of Total Family Income (TFI) category. **Multiple Child Reductions do not apply to hourly care.** Hourly care payment is due at the time of pick-up. Failure to make the payment will result in termination of availability of child care services. Same day or walk-ins may be accepted on a space available basis. Reservations for childcare can be made in advance, additional Hourly Care information is in Chapter 5.
- **Camp Week Fees:** (KG/School-Age & MST Summer Camp and Winter/Spring Break Camp) Patrons fees are DUE the Monday prior to the start of the camp week, or upon acceptance of the camp space if after the Monday due date. Payment for multiple weeks may be made at acceptance/enrollment of those camp weeks. *KG/School-Age must be offered placement through the waitlist management process.*
- **Late Pick-Up Fee:** CDC and SAC programs have a late pick-up fee of \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. For example, a Family who has two children in the CDC and one child in SAC will pay a \$15 late pickup fee at each site if pick up is 15 minutes after closing. When the Family is later than 15 minutes, the Family is charged \$7.00 per child, per site for the remainder of the hour and then \$7.00 per child, per site for each hour thereafter. Late pick-up fees are not charged for approved mission related circumstances or when specific arrangements to extend child care are made prior to pick-up. Be sure to contact Parent Central Services office regarding documents required for the approval of mission related circumstance.
- **Late Payment Fee:** A late payment fee is charged after the 5th business day and is \$10.00 per child per payment cycle (semi-monthly) or \$20.00 (monthly).

Payment Options

Payments may be made with cash, check, or credit card in person at a CYS program front desk or Parent Central. Personal checks will be accepted only for the amount due. Credit Card payments may be made using your WebTrac account.

CYS WEBTRAC Payments: Log into your WebTrac account to make online payments 24 hours a day. Please contact your local Parent Central Services for assistance with username/password.

Financial Hardship Waiver: Families must demonstrate a need for a child care fee reduction due to financial hardship based on a review by an ACS Financial Counselor or a certified financial professional external to Child & Youth Services. The counselor will provide a recommendation for a fee reduction to the Garrison Commander. Fee Adjustments for Financial Hardships must be re-evaluated at least every six months by the counselor or Garrison Commander. **Families whose child care fees are 25% or more of their Total Family Income (TFI) may request a hardship review. Contact Parent Central for more information.**

Non-Payment of Fees

When late or non-payments for monthly fees have been identified, the procedures as outlined in the SOP, Subject: "Non-Payment of Child Care Fees, Collection of Delinquent Accounts and Denial of Services" will be followed which include:

1. **Verbal Warning:** By Front Desk staff during swipe in/swipe out on the 4th and 5th days of each semi-monthly billing cycle. CYMS swipe stations should be toggled to 'Display Message if HH Balance Exists' so front desk personnel can give parents a courtesy reminder of approaching payment deadlines.
2. **Personal Follow-Up:** By Program Manager on 6th day of the first delinquent billing cycle. Families with an outstanding balance should be contacted via telephone, in writing or in person regarding the outstanding balance. This will include informing Families of their option to request a Financial Hardship Waiver from IMCOM G9 and reminding of them of penalties if payment arrangements are not made by established deadlines.
3. **Written Notice of Non-Payment/Potential Termination:** By Program Manager on 6th day of the second delinquent billing cycle. This will be a template Army-standard notice. If possible, Program Manager should also do a final verbal follow-up in conjunction with this letter to ensure the Family fully understands the pending consequences and to encourage them to seek assistance if warranted.

**When payment is not received for Full-Day & School Year
Childcare, garnishment of wages will be initiated.**

Non-Payment of Camp Fees:



The above process does not apply to Camp Week Fees. Payments not made to your account by the designated due date will result in termination of enrollment for that specific camp week. The CYS program will inform Parent Central to offer the camp space to the next patron on the waitlist.



Fee Reductions & Incentives

Leave/Vacation Options: Families using center based Full-day and Part-day programs have the option of selecting fee structure that allows for a 2 week or 4 week Leave/Vacation which reserves the child's space. This is selected at initial enrollment/acceptance of childcare. Family Child Care Fees are annualized during enrollment for only a 2 week Leave/Vacation which reserves the child's space.

The option chosen at enrollment must be used during the registration year and cannot be carried over into the next year. Families are allowed to change their Leave/Vacation Option only at the annual re-registration. Families who opt for 4 weeks of Leave/Vacation pay a higher monthly fee than families who chose the 2 weeks fee option. Family Leave/Vacation must be taken in a minimum of one week increments. To receive the fee credit on your account, families must provide the notification form prior to taking leave/vacation to the CYS program, form available at facility front desk. **Leave vacation options are available to patrons enrolled in CDC/FCC full-day & part-day programs ONLY.**

Withdrawal/Out-processing: Parents are required to provide a minimum of 2 weeks' notice in writing prior to withdrawal. This notice should be given to the Center Director, Assistant Director or clerical staff. Failure to submit written notification will result in on-going charge of fees. The other available option is for parents to use two (2) weeks leave in lieu of the two week notice of withdrawal.

A one-time 10 percent fee reduction may be applied to the final payment for Full Day and Before/After school care programs, when more than a 30-day notification for withdrawal/disenrollment from the program is provided. This reduction is not applicable to families transitioning to other CYS programs on the same installation (e.g. transitioning from CDC Full Day to Osage for KG Before/After program.) This reduction may only be provided once per child, per installation assignment.

Absenteeism: *No credits or refunds are issued for child/youth absenteeism due to:* (a) regular childhood illnesses or injuries (two weeks or less) (b) Child & Youth Services program closures due to inclement weather, staffing training, or special installation circumstances determined by the Garrison Commander (GC), (c) withdrawal except in situations approved by the CYS Coordinator where the child/youth has not started the class and for (d) unused leave/vacation. Sponsors requesting refunds for circumstances outside the scope of this policy must submit their justification in writing through the program director to the garrison commander.

Total Army Strong (TAS): Parents may receive a deployment fee reduction for regularly scheduled child care and reduction for other deployment support services. Community Based Fee Assistance Support Services are available through Army Child Care in Your Neighborhood (ACCYN) and Army School-age Programs in Your Neighborhood (ASPN) providers.

TAS benefits are available for Army Wounded Warriors/Warriors in Transition, Pre-Deployment Briefings, & other categories.

Please contact Parent Central Services for the most current information regarding Deployment Support Services and the required documentation to receive the benefits. These benefits are only available to DSS eligible Army service soldiers/families. *Benefits/fee reductions are effective once documentation has been provided and category of qualification is determined. Adjustments cannot be made retroactively.*

Parent Participation Fee Reduction: Parents may earn a fee reduction for participating for a minimum of 10 hours in CYS programs. A 10% reduction on one month's fee for one child/youth may be awarded for each 10 hours of parent participation. Reductions are limited to 10% per child/youth per month. *DoD Contractors and Specified Space Available Patrons are not eligible for this reduction.*

Parent participation hours may accumulate month to month and may not be shared with other Families. The CYS Coordinator may approve Military Units or formal organizations such as Family Readiness Groups (FRG) to "adopt" Families who are unable to accumulate participation hours due to deployment or other extenuating circumstances. Families **must be identified and approved prior** to the accumulation of points. Members of units or organizations are not required to have children or youth enrolled in Child & Youth Services. Adopted Families **may not** use hours accumulated on their behalf when the deployment or extenuating circumstance ends.

Multiple Child Reductions (MCR): A 15% MCR is applied when more than one child is enrolled in regularly scheduled child care programs or seasonal youth sports offered by CYS. MCRs for child care and youth sports are determined separately and may not be combined. **MCRs are not applied to Hourly Care, SKIES Unlimited fees, or School Age occasional user fees.** *DoD Contractors and Specified Space Available Patrons are not eligible for this reduction.*

Seasonal Youth Sports: MCR applies to Families with more than one child enrolled in a seasonal youth sport. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in a youth sport occurring in the same season.

Regularly scheduled childcare programs (Full-day, Part-day, FCC home, Before/After School Age, MS/T Summer Camp, etc.): MCR applies to Families with more than one child enrolled in ongoing child care programs. The child enrolled in the highest cost care option is considered the first child and pays full fee. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in regular ongoing child care program.

Family Child Care Fee Incentive: FCC Parent Fee Assistance represents a savings to Families over Army CDC and SAC fees for designated Total Family Income Categories. This savings is an efficiency incentive to encourage more Families to use FCC Homes as their primary source of child care. Contact Parent Central Services for additional information on FCC Parent Fee Assistance.

Extended Duty Child Care Fee Assistance: Provided at no additional cost for short term child care (generally up to 3 hours/day) beyond FCC regularly scheduled care hours (based on Sponsor's typical duty day/care requirements). A written validation statement is required from the Soldier's unit/Sponsor's Supervisor to the FCC Provider to qualify.

Mission Related Extended Duty 24/7 Fee Assistance: Provided at no additional cost for care beyond FCC regularly scheduled care hours. Individual Families are authorized up to 15 days for Extended Duty Child Care per year. (FCC Provider must be certified for overnight care.)



Refunds

Refunds are authorized for:

- Program closures for repair or renovation when an alternate care setting is not provided
- Unexpected prolonged child absence due to Family emergency or extended illnesses
- Withdrawal from a regularly scheduled child care programs upon receipt of PCS orders
- Withdrawal from a Youth Sport (occurring before midseason of the sport) upon receipt of PCS orders.

**Request a copy of the full
CYS Fee Policy SOP at any CYS facility.**

**The current CYS Monthly Fee Charts
available on
the Family & MWR Website:
<https://leavenworth.armymwr.com>**

GO TO "Home Life"
SELECT "Child & Youth Services"
SELECT "Parent Central and Outreach Services"
SCROLL TO SELECT "CYS Monthly Fee Chart"

OR

**Contact the
Parent Central & Outreach Services Office
to receive them by email.
913-684-5138 or 913-684-4956**

Chapter 5: Core Programs & Curriculum

CORE CYS PROGRAMS

Child Development Centers (CDCs): (Ages 6 weeks-5 years) Offer on-post full-day, part-day, hourly child care, extended duty day care (“We’ve Got You Covered” requires advance coordination) and the *Strong Beginnings* Pre-Kindergarten program. May also include stand-alone CDC annexes and satellite sites. Care is provided by trained staff and operations are subject to Department of Defense (DoD) Certification. .

Family Child Care (FCC) Homes: (Ages 4 weeks-12 years) Offer full-day, part-day, and hourly child care to include extended duty day, weekend care, 24-hour care as needed in a home environment. Care for up to eight children (depending on mix of ages) is provided by trained, certified, and monitored Family Child Care Providers in their own homes (privately owned and government owned or leased housing) and is subject to DoD Certification.

School-Age (SA) Centers (aka Child Development Centers): (Ages KG - 5th grade) Offer before and after school programs, summer care and camps during school vacations. Care is provided by trained staff and operations are subject to DoD Certification. Fort Leavenworth offers Part-Day Preschool classes and a Part-time Strong Beginnings (Pre-K) option at this facility September - May. (*The CYS Part-Day and Part-Time options are not affiliated with the USD 207 preschool & pre-k programs and transportation is not provided.*)

Youth Centers (YCs): (6th-12th grades usually 11-18 years old) The Middle School and Teen Program offers daily after school, evening and weekend programs at no cost to your family. MST also offers morning camps at a nominal fee for Non-School Days, Winter Break, Summer Camps and field trips. Programming is offered by trained staff and operations are subject to Department of Defense (DoD) Certification.

Ready and Resilient: The Army Ready and Resilient (R2) program for teens is delivered within CYS programming to create a common language around resilience between parents, youth and educators. Experiential and outreach activities are aligned with the training service members and spouses receive

Youth Sports & Fitness Programs: (Ages 3-18 years [12th grade]) Offer developmentally appropriate opportunities for children and youth to be engaged in individual and team sports, competitions, skill building clinics, and nutrition and health classes that foster development of life-long healthy habits. Provided by trained CYS employees and volunteer coaches in a variety of settings including Youth Centers, MWR Facilities, Schools, community fields and facilities. Baseline Programming includes:

- Team Sports
 - Individual Sports
 - Fitness and Health
 - Outreach
- ***Get Fit... Be Strong:*** A comprehensive health, fitness and wellness campaign in an effort to increase children and youth’s physical activity and teach them healthy lifestyle techniques. The “*Get Fit, Be Strong*” initiative is executed in School Age Care (SAC), Middle-school/Teen Programs (MST), Child & Youth Sports & Fitness (CYSF) and Army Youth Programs in Your Neighborhood (AYPYN) Schools. All children and youth enrolled in SAC, MST, CYSF and AYPYN programs have daily opportunities to participate in self-directed and staff-facilitated physical fitness activities. CYS /AYPYN staff and parents will also be able to participate in this initiative, thus setting great examples and serving as role models for children and youth.
 - **National Alliance for Youth Sports (NAYS):** NAYS is the nation's leading youth sports educator and advocate with national programs that educate administrators, coaches, officials and parents about their roles and responsibilities in the context of youth sports, in addition to

offering youth development programs for children. Since 1993, the National Alliance for Youth Sports has created a unique partnership to bring quality youth sports programs to children on military bases in CONUS and OCONUS locations. Through NAYS CY5 offers; youth sports coaches certification, youth sports officials training services, parental sports education and marketing services, Start Smart Sports Development Program for Child Development Services, and on site and on-line educational forums on Army installations worldwide.

Parent and Outreach Services Programs:

- **Parent Central Services:** (Ages 0-18 years) Offers registration, enrollment, childcare waitlist management/placement offers, records transfer, parent education classes, and babysitter training and referral services for Families. Includes *CYS Parent Advisory Board*, non-traditional outreach services, and *Parents on Site* volunteer program. Provides program information, sends eNews publications and messages and contributes to web sites of interest to parents.
- **Kids On Site (KOS)/Short Term Alternative Child Care:** (Ages 6 weeks-12 years) Offers short term hourly child care for Families using/attending Command Sponsored events, e.g., Strong Bonds, Family Readiness Groups, Memorial Services, Yellow Ribbon Events etc. Provided by CY5 employees in a variety of on and off post settings that may include Family and Morale, Welfare and Recreation facilities, Chapels, Armed Forces Recreation Centers, Hotels, Schools, Armories, etc. Parents remain on site or are immediately available in an adjacent facility.
Kids on Site support must be requested a minimum of 30 days in advance, the earlier the better. Ability to support is dependent on CY5 Staff availability and a minimum attendance requirement may be set.
- **Kids At Home:** (Ages 11-15 years) Offers non-traditional outreach services to support Families with children/youth whose primary care/educational setting is in their own home. Includes *imAlone* classes for enrolled children whose parents have determined that they can be home alone during out of school hours, and *Home School Services*, e.g., use of CY5 tech labs, multipurpose rooms, homework centers, instructional programs for educational purposes during school hours by children/youth who are home schooled and accompanied by their parents. (*when facilities are not in use*)
- **Parents On Site/Parent Co-ops:** (Ages 6 weeks-12 years) Offer support services for the operation and management of parent co-ops that exchange babysitting services, infant/toddler playgroups, short term care in unit settings by Family members in one unit or organization for similar services at a future agreed upon time with Family members in another unit or organization. Care is provided by parents with CY5 staff assistance and operations are subject to *DoD Certification*.
- **CYSitters / Trained Babysitters:** (Ages 12 -18 years) Offer formal training for teens and adults who provide short term hourly child care in Families' own homes. Training covers skills needed to safely and appropriately care for children and includes First Aid and CPR, program activities and the "business" of babysitting. Trained CY5itters receive a certificate of completion. With parental permission form completed, youth 13 and older may be placed on the CY5 Babysitter Referral List maintained by Parent Central Services. Class schedule is posted on CY5 Facebook page and WebTrac Event Calendar.

SKIES Unlimited Instructional Program: (Ages: 1 -18 years)

Offers a variety of out of school classes, e.g., music, dance, martial arts, gymnastics, junior golf, archery, swimming, and SAT prep designed to complement, expand, and support the academic, life skills, and athletic experiences children and youth have within Army CY5 Programs and Schools. Provided by CY5 employees and Contract Instructors in a variety of settings which may include Child Development Centers, School Age Programs, MWR and Community Facilities and Schools. All current enrollment information is available on WebTrac. Swim lessons are scheduled & conducted by the FMWR Harney Gym Staff, CY5 provides the enrollment process.

For emergency purposes, Parents are required to remain on site during SKIES classes.

School Support Services:

School Support Services provides Army school-aged youth with educational opportunities, resources and information necessary to achieve academic success. A branch of Child & Youth Services (CYS), School Support Services features School Liaison Officers (SLOs), who help schools, installations and Families work together for student achievement.

- **School Liaison Officers:** SLOs are your best support in the area of education, schools and military transitions. SLOs are knowledgeable in current education news and policies. They act as the conduit between the school community – including local public school districts, private schools and home school Families – and the installation. SLOs help schools understand the challenges military Families face; inform parents about local school policies; give Families information about local schools, graduation requirements, after school programs, youth sponsorship and homeschooling; connect units and schools through partnership initiatives; conduct workshops to help parents navigate educational transition and advocate for their children; and provide an array of resources that benefit military youth and improve school experiences.
- **Homeschool Support:** Home schooling has become mainstream and widely-used. SLOs gather and share policies, resources, and information to help Families overcome unique challenges and barriers.
- **Homework Centers (Grades K-12):** Army Child Youth & School Services provides Homework Labs in before/after school programs for elementary students at the School Age Center, and for middle and high school students at the Youth Center.
- **Tutor.com/military:** Tutor.com for Military Families is a program that provides free 24/7 online tutoring and homework assistance to dependent children of active duty service members, to include full-time and/or deployed National Guard and Reserve, and dependent children of KIA and Wounded Warrior service members.
- **Youth Sponsorship Program (YSP):** Youth sponsors connect with children before arrival at a new duty station, provide them with information about their new communities and answer questions from a youth perspective – while being guided by adults in the CYS youth program and the schools. YSP not only encompasses relocation support and school transition, but also anticipates the physical, social, emotional, and intellectual changes youth experience as they connect with a new community.
- **Ready and Resilient:** The Army Ready and Resilient (R2) program for teens is delivered within CYS programming to create a common language around resilience between parents, youth and educators. Experiential and outreach activities are aligned with the training service members and spouses receive.

Total Army Strong (TAS):

- **Operation Military Kids (OMK):** Operation: Military Kids is a collaborative outreach effort between many different organizations to build capacity in local communities to support military children and youth impacted by deployment and build resiliency during the reintegration process. OMK is funded through the Army National Guard and Army Reserve. National partners, (e.g., Army Recruiting command, Army Cadet Command, Military Entrance Processing Stations, 4-H, Boys & Girls Clubs of America, Military Child Education Coalition, the American Legion, Child Care Aware of America) provide support to geographically dispersed military families where they live. Programs and services are delivered by State Teams comprised of local representatives from the partner agencies listed above.
- **Youth Technology Labs (YTLs):** (Ages 6-18 years) Provide a safe, secure, and age appropriate place where children and youth can engage in technology-based activities and programs; both key to linking youth with their deployed parents and serving as a vital component of CYS Home Work Centers and Mobile Tech Labs that support geographically dispersed children and youth through Operation Military Kids.

- Operation Military Child Care (OMCC): Supports the child care needs of Active Duty, National Guard and Reserve Soldier parents who are mobilized or deployed. OMCC helps eligible Families locate child care options in local communities. Sites must be licensed and be inspected annually.
- Child Behavior Consultants (Military Family Life Consultants-MFLC): Provide on-site counselors in child and youth programs to offer non-medical, short term, situational, problem-solving counseling services to staff, parents, and children within CYS facilities, garrison schools and summer camps.
- Respite Child Care: Offers respite child care for parents to give them temporary relief from child rearing duties and allows them time to take care of personal business. **Please contact the Parent Central office for current Respite Child Care options per TAS benefits.**
- “We’ve Got You Covered”: Offers extended hours in designated CYS operations to ensure child care is available for enrolled full day children at no additional cost to Soldiers who have mission requirements beyond normal duty hours when prior arrangements have been made.

Community Based Programs:

- Mission Youth Outreach: (Ages 6-18 years) Partnership between Army CYS and Boys & Girls Clubs of America providing children from families of reserve and active duty personnel with a free membership at their local Boys & Girls Club. Reserve, National Guard, and Active duty youth need to be able to connect with other youth in similar situations. The partnership delivers physical, emotional, social, and cultural programs for military youth living in civilian communities. Mission: Youth Outreach supports military kids coping with the stress of having a parent or parents deployed by creating a network of youth who can empathize and help them cope with their new world of being suddenly “military.” Through a Joint Military Services initiative, military dependent children ages 6-18 can get pre-paid programs and services through their local Boys & Girls Clubs.
- Army Affiliated CYS Programs: (Ages 6 weeks-18 years) Offer Child Care and Youth Programs at rates comparable to the Garrison for Army Families living off-post in garrison catchment areas. Includes: *Army Child Care in Your Neighborhood* for children 6 weeks-5 years, *Army School Age Programs in Your Neighborhood* for children ages 6-12 years, and *Army Youth Programs in Your Neighborhood* for youth ages 13-18 years. Programs are centrally funded and managed through an Army enterprise contract with a Third Party Administrator that locates providers and administers the fee assistance program for parents using these services. Participating programs are generally in communities surrounding garrisons highly impacted by Army Transformation. Supplements, not replaces, Army operated on base Child and Youth Programs. Contact information for the Army Fee Assistance Program through Child Care Aware of America is located on last page of this handbook.
- Army Sponsored CYS Services Child Care Programs: (Ages 6 weeks-12 years) Offer child care for geographically dispersed Families where they reside. Includes *Military Child Care in Your Neighborhood (MCCYN)* for Active Component Families and *Operation Military Child Care (OMCC)* for Reserve Component Families throughout the ARFORGEN cycle. Also serves geographically dispersed Families of recruiters, ROTC, MEPCOM, and Corps of Engineers that live beyond reasonable commuting distance of military bases. Programs are centrally funded and managed through an Army enterprise contract with a Third Party Administrator that locates providers and administers the fee assistance program for parents using these services. Participating programs are available in 50 states, Puerto Rico and Guam. Supplements, not replaces, Army operated on base child care. (*Army Fee Assistance Program*)

We encourage our Families to share their culture, heritage and home language throughout CDC, SAC, & MST group curriculums. Please contact your program director about volunteering to share information.

CHILD DEVELOPMENT CENTERS (CDC) & FAMILY CHILD CARE (FCC) HOMES

The Creative Curriculum is the authorized curriculum used in CDCs & FCC homes for children ages 0–5. The Teaching Strategies (TS) Gold developmental assessment, *Checkpoints*, will be used to document the progress of children. All activities will be developmental in nature and recognize children’s individual differences by providing an environment that encourages self-confidence, development of self-help and life skills, curiosity, creativity, and self-discipline as outlined in the Creative Curriculum. Concrete experiential learning activities encompass the following domains: Social/Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science & Technology, Social Studies, and The Arts.

Typical child routines such as meal times, clean-up times, napping and rest times, and diapering and toileting are integral parts of the curriculum, not separate items between curriculum areas. Daily specific lesson plans and schedule along with weekly lesson plans are posted.



SCHOOL AGE CARE (SAC)

Curriculum and framework is comprised of Five Service Areas to meet the core requirements: *The Arts; Education Support & Career Development; Character & Leadership Development; Sports Fitness & Recreation; Health, Wellness & Life Skills*. Children will have input into activity choices to ensure the activities meet their needs and interests. Documentation of child input into activities is on file in the program. Program choices are designed and implemented to meet a variety of child interests to cover a wide variety of skill, ability and interest levels.

Daily schedules/lesson plans will be flexible, provide stability without being rigid, allow children to meet their physical needs (e.g., water, food, restrooms) in a relaxed way, allow children to move smoothly from one activity to another, usually at their own pace, and facilitate transitions when it is necessary for children to move as a group.

Program activities are offered in Life Skills, Citizenship and Leadership Programming. A variety of clubs and committees will be available to expand children’s interpersonal, speaking, and leadership skills. Program choices will be offered to help children develop skills in independent living and life planning such as cooking, swimming, etc. Many of the program opportunities are provided through curriculum & opportunities provided by 4-H Programs and Boys & Girls Clubs of America (BGCA).



MIDDLE SCHOOL & TEENS (MST)

The MST curriculum and framework is comprised of Five Service Areas to meet the core requirements: *The Arts; Education Support & Career Development; Character and Leadership Development; Sports Fitness and Recreation; Health Wellness and Life skills*.

The activities provided will be a collaboration between youth and staff, working together to meet the needs and interests of the youth and reflect the programs written goals outlined in the Service Areas. Programming includes Youth of the Month, Youth of the Year Program, Scholarship Opportunities, College Visits, and Life skills classes, cooking, sewing, gardening, fun and fitness, field trips and Outdoor Adventures.

Our program opportunities are developed using the curriculum provided by 4-H and Boys and Girls Clubs of America (BGCA).

Program opportunities are in the following areas:

- 1) Youth Councils; provides opportunities for youth to actively participate in planning and conducting youth programs.
- 2) Volunteer Community Service; provides opportunities for youth to actively learn through service to their community.
- 3) Workforce Preparation; provides opportunities for youth to prepare for successful entry into the workforce.
- 4) Youth Technology Lab; provides opportunities for youth to explore interests, enhance technology skills, and research information.
- 5) Youth Homework Lab; provides opportunities to complete assignments with the assistance of a certified teacher, explore higher learning through college tours and scholarships, and learn how to build a resume', & complete job applications.



YOUTH SPORTS & FITNESS PROGRAM

The Child and Youth Sports and Fitness Program utilizes a comprehensive framework to ensure the physical, cognitive, social and emotional needs of youth are addressed.

The System is comprised of Four Service Areas to meet the core requirements:

1. These **Team Sports** are offered at Fort Leavenworth for all children ages five (5) and older *based on community needs and interests:*
 - ◆ Baseball/T-Ball/Softball
 - ◆ Soccer (Fall & Spring)
 - ◆ Basketball
 - ◆ Cheerleading
 - ◆ Flag Football
 - ◆ *Contact the Youth Sports & Fitness program to make suggestions/requests.*
2. **Individual Sports** are offered in at least three locally selected sports:
 - ◆ Running Club
 - ◆ Wrestling
 - ◆ Golf
 - ◆ *Contact the Youth Sports & Fitness program to make suggestions/requests.*
3. **Fitness and Health Programs** focus on nutrition education/counseling and health promotion. A minimum of one Fitness and Health option is offered anytime during the year such as healthy lifestyles, healthy eating, personal hygiene, etc. These programs are implemented throughout the CYS Services system.
 - ◆ Nutrition, Counseling or Health activities/event. At least one other locally determined option i.e. aerobics, swimming laps, weight lifting, biking, fitness trails, challenge courses, walking, jogging, hiking, etc.
4. **Outreach Programs** are offered in CDC, SAC, MST and FCC in four areas throughout the year.
 - ◆ Intramurals (SAC/MST)
 - ◆ Motor Skill Activities (CDC/SAC) i.e. Start Smart
 - ◆ Skill Building Clinics (all)
 - ◆ MWR Partnerships (SAC/MST) i.e. Gymnasium, Outdoor Recreation

A minimum of one additional outreach activity (usually a special event or camp) is offered.



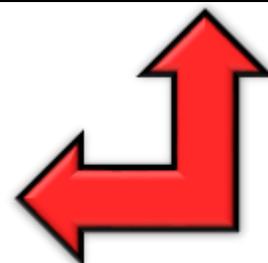
Chapter 6: Daily Operations

Daily Admission & Release / Arrival & Departure Procedures

Under no circumstance will a child/youth be released to any person who is not authorized to pick-up. Accountability control of a child/youth will be maintained at the classroom and program level.

Child Development Centers Includes Osage Preschool, Pre-K, & KG classes	School Age Facility 1 st -5 th grade	Youth Center 6 th -12 th grade
CDC age children must be swiped into the facility at the front desk upon entry to the building. Parent or designated representative will use the CYS key fob provided at Orientation before proceeding to their child's classroom. <i>(Hourly care patrons are not issued key fobs; check in by child's name at the front desk.)</i>	School age children must be swiped into the facility database (CYMS) by their parent or designated representative using the CYS key fob provided at Orientation. The front desk clerk will relay any pop-up messages (ticklers) applicable to your household account.	Middle School & Teens (MST) youth program is an Open Recreation program, allowing them to enter & depart the facility <u>without</u> a parent or designated representative. However, accountability of who is in the Youth Center is required. Youth must be swiped into the facility at the front desk upon entry to the building using their CYS key fob or enter their PIN.
Under no circumstance will the parent/designated representative move beyond the front desk without first swiping in and receiving pop-up messages (ticklers) applicable to your household account.	Once swiped in, the parent or designated representative will indicate arrival of the child/youth into their primary program group by annotating time in, signature, and emergency contact number for the day.	At this time staff will see any pop-up messages (ticklers) applicable to the youth to share with their parents. Youth must also sign-in/out on the Daily Sign-in/Out sheet.
After swiping in at the front desk, the parent/designated representative may proceed to the classroom. Upon entering the classroom, the parent/designated representative indicate arrival of the child/youth into their primary program group by annotating time in, signature, and emergency contact number for the day.	School Age Care facility staff are responsible for child sign-in & sign-out as part of accountability procedures for school drop-off or pick-up in the Before & After School Care Program.	<p style="text-align: center;">All Parents/guardians, visitors, & CYS personnel will enter and exit CYS facilities through the front entrance/reception area, except during emergency evacuation and fire drills.</p> <p style="text-align: center;">During evacuations/fire drills, patrons will follow designated facility evacuation procedures.</p>

Pick-Up Procedures: Parents & designated representatives will follow the same procedures listed above. **Photo ID will be required when parent or designee picking-up is not recognized by CYS staff.** Children will not be released to siblings or other children under age 13. Siblings/babysitters must be a listed Emergency Designee approved to Pick-Up.



Release Designees: Parent must provide written permission to CYS personnel designating short-term or permanent release designees prior to CYS personnel releasing child from the CYS program. The designee(s) must be at least 13 years old. A designee form is available at facility front desks. **For the safety & security of all children, CYS will not accept designee permission by phone call.**



CYS encourages you to have multiple approved designees listed in case of emergency or extension of duty hours.

No parent may be denied access to a child, including the right to pick up a child from a Child & Youth Services program or FCC home without the Custody Agreement or Court Restraining Order that relinquishes such parental rights on file at the child's caregiving site.

Mission Related Extended Hours: To the extent possible and with advance notification/coordination by the unit commander, hours can be provided at no additional cost for short term child care (generally up to 3 hours/day) CYS childcare programs support patrons that have mission requirements, mobilization, deployment, contingency or TDY responsibilities after normal duty hours. Child Development Centers (CDC) supports unit requirements for childcare during training exercises, and alerts. CDC operating hours for full-day care will reflect installation variable duty hours. Other childcare programs provided for extended hours are FCC Extended Hours and Long Term Care homes, trained CYS baby-sitters. Extended hours per operations are according to the Installation's Child Youth Operations Plan (ICOP).

Families are not charged for approved Army mission related extended hours care which would cause a late fee pick-up fee to be charged. Families must provide written validation confirming the mission related extended hours care. The Soldier's Unit/Sponsor's Supervisor will provide documentation to qualify for approved mission related extended hours care to the center based program staff or FCC Provider. Advance request is preferred to avoid the Late Pick-Up Procedures below.

Late Pick-Up Procedures: Children/youth must be picked up by posted closing time. When a Child/youth is left at the site past closing, staff will attempt to contact the parent/guardian using all telephone numbers provided, to include the emergency release designees. If there are no positive responses to these calls, and the child/youth has not been picked up within one (1) hour of posted closing time, CYS will contact the Military Police for assistance.

Notification of Absence

Parents are to notify their child/youth's CYS program when they will not be attending.



Notification may be given in advance of a planned absence or delay in arrival time due to an appointment, or call the program as soon as possible when it's determined a child will not be attending that day.

Without notification to the program, CYS must contact parents/guardians when the child/youth has not arrived by their routine time to validate absence.

Exclusion from Child Care Services (Health Related):

Child & Youth Services takes all reasonable precautions to offer a healthy environment. To ensure the safety of all enrolled children/youth the staff will observe children/youth for signs of illness or symptoms of contagious disease upon arrival, while they are in care and before they leave.

- **Staff may ask parents to remain at the program/delay drop off until determination of wellness is made when visible symptoms are present.**
- **Communication between CYS staff & parents should be open and honest with regard to the health and wellness of the children in order to maintain the healthiest environment for all.**
- **Parents/guardians must pick up their child/youth that becomes ill while in care within one (1) hour of notification.**

Parent/Guardian Responsibility to Notify CYS Program of Illness:

Parents are to notify the CYS facility/program front desk immediately if your child or youth has been exposed to or diagnosed with a contagious disease *with a documented diagnosis*. The CYS Nurse will be informed and provide guidance on notifying parents of children enrolled in any CYS program/class/group if their child has been exposed to a contagious illness. Primary notification is posted in classrooms. CYS (to include FCC providers) cannot care for children/youth with any of the exclusion symptoms/criteria listed in the following chart. Parents should be prepared to arrange for alternate care in the event of illness to alleviate conflicts with duty/work schedules.

School-Age & Youth:



Parents of children/youth sent home from school prior to the CYS after-school pick-up time are to notify the program to alleviate accountability concerns and health notification in case other parents should be notified of exposure to a contagious condition.

Children sent home from school for illness may NOT attend the CYS after school program on the same day.

Child & Youth Services Exclusion/ Readmission Record:

Upon pick-up from a CYS Program, CYS staff will provide Parent/Guardian with a *Child & Youth Services Exclusion/ Readmission Record* detailing criteria (symptoms) for exclusion from care and guidelines for readmission.

The child/youth's health care provider (HCP) should use the form to indicate when it's safe for the child/youth to return to the program.

However, a note alone from the HCP will not automatically allow the child/youth re-admission into the program or override Army/IMCOM regulations.

Re-Admission after Illness:

In lieu of written instruction from the health care provider, a child/youth may return to the CYS program when:

- ✓ The child/youth feels well enough to participate in usual daily activities
- ✓ When their presence will not endanger the health of the other children/youth in care.
- ✓ When an antibiotic is prescribed, the appropriate number of doses must be given over a 24 hour period.

A statement signed/dated by the Health Care Provider will be required for readmission of children following any communicable disease. The program director will contact the CYS Nurse & APHN for approval to allow readmission of the child/youth, if any questions arise.



Re-admission After Exclusion for Fever

Child/youth must be fever free for 24 hours WITHOUT the use of a fever-reducing medication.

Keeping a child at home for a full 24 hours without experiencing a fever is crucial to feeling better. According to American Academy of Pediatrics children should stay home a full 24 hours AFTER fever breaks because the likelihood of spreading infection is greatly decreased.

EXAMPLE:

If child is excluded from care on Tuesday at 11:00 AM for fever, parent should continue to monitor temperature.

Parent takes child's temperature later that evening at 5:00 PM and child has normal temperature. Parent should keep child at home a full 24 hours starting from the time normal temperature is detected giving no fever reducing medications.

If on Wednesday evening at 5:00 PM parent screens child for fever, and child is normal and feels well, parent can prepare for child to return to care Thursday morning.

Basic Care Items

Basic Care Items: Acceptable basic care items are limited to topical items used for the prevention of sunburn, diaper rash, teething irritation, lip balm, insect repellants and lotions. Products such as these are limited to those identified in IMCOM REG 608-10-01 and must be approved by the Food and Drug Administration (FDA). CYS staff cannot apply basic care items without current parent/guardian permission. Parents must complete and sign a 90-Day Basic Care Treatment Sheet for each basic care item; indicating brand name, time or frequency, amount to apply, and area of application. Basic care items will be in their original container and stored out of reach of children with the child's first and last name legibly written on it.



Each program has a current listing of approved basic care items, and regularly inspects items to monitor expiration dates. Over the counter “basic care” items are limited to the following categories.

Basic Care Categories & Examples of Acceptable Products:
(List is not all-inclusive.)

Diaper Rash: Zinc Oxide & Petroleum Based such as: A&D Ointment, Desitin, Balmex NF, & Petroleum Jelly.

Teething Pain: Oragel, Teething Tablets.

Lip Medication: Lip Balm (must be “For Child Use”)

Skin Lotion/Cream: Eucerin, Vaseline, Aquaphor.

Sunscreens: Must be approved and marketed for pediatric use, SPF 15 or greater, PABA free, and unscented. Sunscreen may not contain insect repellent. Aerosol or pump sunscreens are not permitted.

NOTE: Please check with your child/youth’s program for the most current guidance on applying a separate insect repellent as a basic care item.

Medication Administration

Certain medications may be administered to children/youth when it is not possible for Parents/Guardians to be present. The following guidance is in accordance with IMCOM REG 608-10-01.

- ◆ Medications may be administered to children enrolled in the full-day Child Development Center (CDC) programs and Family Child Care homes.
- ◆ Medications will not be routinely administered within the hourly care and part-day programs. (Only on an exception basis when no reasonable alternative exists.)
- ◆ Prescribed medications will not be routinely administered during the School Age Care (SAC) Program or Youth Services (YS) program, with the exception of non-school days and summer or mini camps.
- ◆ Rescue Medications listed on CYS Medical Action Plans required by children/youth attending hourly, part-day preschool programs, or Kids on Site (KOS) will be administered by exception, on a case-by-case basis, as approved by the Multi-Disciplinary Inclusion Action Team review process (MIAT).
- ◆ All Rescue Medications listed on CYS Medical Action Plans must be present when children/youth are in center based and family child care programs; Full-day, Part-day, hourly, KOS, School Age, & Middle School/Teen. *(Coaches & SKIES Contractors may not administer meds, parents **MUST** remain present with meds.)* **Parent/guardians will complete and have the health care provider sign the corresponding CYS Medical Action Plan (MAP) for the required rescue medication.**
- ◆ The name of the child and the medication prescription information must be the same on DA 5225-R (Medication Dispensation Record) **AND** the prescription label **AND** the CYS Medical Action Plan.
- ◆ Only prescribed antibiotics, antihistamines, decongestants, and topical medications from health care providers and U.S. medical treatment facilities and special therapeutic procedures will be administered only when prescribed by a licensed Health Care Provider and only when there is no other reasonable alternative for providing the medical treatment needed by the child/youth.
- ◆ Medications not on the approved medication list must have a Medication Exception to Policy.
- ◆ No “PRN”, as needed, medications will be administered, with the exception of Rescue Medications listed on a CYS Medical Action Plan. Medications will be administered per prescription label and as directed by Medical Provider instructions on Medical Action Plan.
- ◆ Parent/Guardian must complete and sign a CYS Medication Dispensation Record, DA Form 5225-R, for each approved medication to be administered. Form is required before medication can be administered by CYS personnel. The medication card is valid for up to 90 days if applicable. (i.e., current Rescue Medications)

- ◆ All medications must be accompanied by a dosing syringe/cup/spoon, with measurements that match the prescription label (i.e. mm, tsp, etc.).
- ◆ Siblings may not share medications. Each child must have their own current prescription.



The physician or parents will administer the first dose of any medication and children will be on oral medication at least 24 hours before CYS personnel administer a dosage. A physician cannot override this policy.

Medications must:

- ◆ Be in the **original container** with a child-proof cap (exception for creams and ointments)
- ◆ Have a **dated pharmacy label from an American pharmacy** attached to the container. The contact information for the dispensing pharmacy must be listed on the label. *Some medications come in boxes and the pharmacy will place the label on the box; the box with the prescription label must be provided with the medication.*
- ◆ Have **physician's name** and **instructions** for use.
- ◆ The **prescription label must include** the child's name, name of medication, dosage (or strength), and time of administration.
- ◆ **How it is to be given** (route), and start and stop dates.
- ◆ Be stored according to instructions.
- ◆ Be a **current prescription**. *(Prescriptions are considered expired one (1) year from fill date. CYS requires all prescription medication to be reviewed by Doctor each year when updating Medical Action Plans.)*

Self-Medication: School-age children & youth can self-medicate if the child/youth's Health Care Provider determines that it is developmentally appropriate, and the youth knows enough about the health condition and the treatment procedure. Self-medication in CYS programs requires written instructions from the youth's health care provider clearly spelling out what and when self-medication is allowed and under what circumstances the youth must refer to the parents and Health Care Provider for assistance. These indications are made on the CYS Medical Action Plan for rescue medications. Parent/Guardians and youth are responsible for notifying the CYS program staff of any medication that will be brought to a CYS program. Youth must self-administer all medications in the presence of CYS personnel who will then document the incident on the CYS Medical Dispensation Record, DA Form 5225-R.

Because children & youth are at various levels of personal responsibility, check with the School Age Program and Youth Program for policy on maintaining medications approved for self-medicating.



Parents may administer medications to their children during the program day at any time. Parents must sign child/youth out of care and administer medication in an area separate from ratio group. Parents must also, inform staff of what medication is given and if there are any potential side effects staff should monitor. Proper handwashing is required by parent and child/youth.

The Administration of Medication policy is reviewed during Parent/Guardian Orientations prior to starting childcare.

Please contact the individual program for additional information.

Safe To Sleep: Army Child and Youth Services follows the guidelines outlined by the American Academy of Pediatrics for reducing the risk of Sudden Infant Death Syndrome (SIDS).

- All infants 12 months and younger will be placed to sleep on their back, in a crib, regardless of their ability to roll over on their own. Once children can roll over on their own they will be allowed to assume their own sleep position after first being placed on their back to sleep.
- Parent/guardian of an infant 12 months and younger will complete a CYS Sleep Position Agreement form, confirming the back to sleep position, prior to provision of care.
- Children with medical conditions warranting alternative sleeping positions must have an Infant Sleep Position Physician's Statement form filled out by their physician prior to provision of care or change in sleep position. It must include the nature of the medical condition and detailed sleeping instructions and be signed by a physician.
- Sleep sacks will be used in lieu of blankets for children under the age of 12 months. Parents may bring their own sleep sacks however they must meet the programs requirements. Swaddling is not allowed in Army Programs
- Pacifiers can be used by an infant, however they may not be attached to the infant's clothing during the time they are in the crib.
- Cribs will not contain anything other than the infant.



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

Rest and Nap Periods: Child/youth enrolled in CDC and FCC full-day programs or hourly care will have a rest period, usually following lunch. Child/youth wishing to nap can do so, while other child/youth engage in some other quiet activity (e.g. read a book, coloring, etc). Infants are allowed to follow their own resting/napping patterns. The age-appropriate practices will be discussed during Parent Orientation with CYS program personnel.

Transitions Between Activities: Children & Youth are supervised closely at all times and the environment facilitates staff visibility and access to children/youth. Extra vigilance is given during transition periods, i.e., arrival, departure, employees shift changes for accountability of children & youth signed into the classroom/program. **When arriving/departing during a transition time, Parent/guardian may be asked to wait until the transition is over to sign-in or sign-out their child until staff complete a "face to name" count.**

Items Brought from Home / Child Dress Code

Clothing: Children should come to the center dressed appropriately for the weather (e.g) jackets and hats for fall and spring; coats, boots and snow pants, gloves/mitten for winter). Children should come in "play clothes" so that they feel free to participate in indoor and outdoor activities. Please keep safety in mind when choosing clothing to send your child/youth in (ex: long cords/strings that could get caught in playground equipment, loose buttons that could be a choking hazard). Washable clothing is recommended as children may be involved in messy developmental activities (e.g. art, cooking, and water and sand play).



Two (2) changes of clothing for all children under school-age are required. More for children that are toilet-training.

All clothing, bags, and naptime items/accessories should be labeled with your child's full name.

- **Shoes:** Children footwear should have rubber soles and be suitable for running, climbing and jumping. For safety reasons, flip-flops, thongs, heels without straps or wedged heels are not permitted. (An extra pair of socks and shoes are recommended.)
- **Sleep- Aids:** If your child is over 12 months of age and has a special soft toy or blanket that he/she naps with, it may be brought to the program. The naptime quiet toy or blanket will be put in the child's cubby and be made available for use during naptime. These items will need to be taken home for weekly laundering.
- **Toys from Home:** Toys and equipment from home are only allowed on a special occasion request to supplement or illustrate a theme or concept being discussed. Parents will be notified in advance of these requests and what is allowable to bring in. CYS programs are not liable for lost or broken items brought from home.
- **Amber Teething Necklaces:** These are NOT allowed in CYS child care settings. CYS follows guidance from the American Academy of Pediatrics; found to be a potential strangulation and choking hazard and should not be used in the child care setting. Please remove prior to leaving your child with CYS. (*Including Kids on Site, Hourly Care, & FCC Homes*)
- **Clothing & Jewelry:** As a strangulation and choking precaution, children attending a CDC or FCC home (4 weeks to 5 years) may NOT wear coats/clothing with drawstring hoods, mittens/gloves on a string, or any item that could potentially cause strangulation, choking, or other bodily harm to the child wearing it or others. The only jewelry allowed is stud style earrings with secured backs. Clothing & jewelry that do not meet these guidelines will be removed and placed with the child's personal belongings/bag/cubby.

Lost & Found: Each CYS facility maintains a lost & found area; consult with your child/youth's facility front desk as needed.

Celebrations

Birthday and Holidays: Child & Youth Services recognizes that religious, ethnic and seasonal celebrations are a part of valuable traditions. Parents/guardians are encouraged to coordinate plans with the program director and staff in advance of the event. Coordination is necessary as appropriate items for celebration vary based on age and developmental stages of children/youth. All food items must be store bought, brought in sealed container/package, and include listing of all ingredients. (EX: such as sealed snacks, bakery cupcakes, or cookies. Coordinate with your classroom/program staff prior to bringing any food items for celebrations for approval by the director and/or dietician prior to ordering/purchasing items.

Food items MAY NOT be prepared at home or in unapproved facilities.

Special Events: Throughout the year, CYS sponsors special events and awareness campaigns such as Month of the Military Child and Army Birthday. Marketing will be in CYS Facilities, on CYS and Family and MWR Facebook page, & Family and MWR & WebTrac websites.

Family Style Dining: With the exception of SAC and MST programs that serve buffet-style meals, CYS program staff sit and dine “family style” with children/youth in FCC homes and centers. Family style dining promotes expanded language and cognition skills, builds fine motor skills and models appropriate eating habits while fostering social interactions. Most importantly, family style dining promotes a feeling of unity and acceptance that is essential to emotional development. It is developmentally age appropriate for children/youth to participate in cleaning and setting tables, preparing meals, serving themselves (with staff assistance if needed) and assisting with clean-up after meals.

Infant Feeding

CDC programs and FCC homes provide all infant jar food, cereal and teething biscuits. CDC programs & FCC homes offer on-site ready to feed iron-fortified formula for infants in full and part-day programs. These specific USDA CACFP approved formulas are provided at no additional charge. Parents/guardians have the option to decline this formula to provide their own formula or breastmilk.

Infants (under 12 months) will be fed individually and according to the infant’s feeding plan.

Infant Feeding Plans are based on USDA CACFP guidelines and are established by the parent and recommendations of the child’s physician or other qualified health professional.

Preparing Bottles:

Parents/guardians are responsible for providing an adequate number of prepared bottles with the intent of only one feeding per bottle; and are encouraged to provide one extra bottle daily than your infant’s normal feeding pattern.

Bottles prepared at home may only contain breastmilk or your formula choice and must come to the program FCC home pre-made; CYS Staff are not permitted to mix formula brought from home. Medications or cereal may not be mixed with formula, unless otherwise indicated in the MIAT care plan due to medical reason. All bottles must have caps. Whole milk is allowed for children over 12 months that are transitioning from bottle to cup.

Labeling Bottles:

Whether providing empty bottles for the CYS provided formula, bottles containing an alternate formula, or bottles containing breastmilk; **parents are required to label each bottle with the following information:**

1. Infant’s first & last name (All bottles)
 2. Date & time formula was prepared at home
or
 3. Date & time breastmilk was expressed AND the Date & time breastmilk was thawed
- ✦ CYS has created a standardized bottle label which can be provided for completion at home.
 - ✦ The process will be reviewed during your Program Orientation prior to your first day using childcare.



Diapering	Toileting Training
<ul style="list-style-type: none"> ▪ For health and sanitation reasons, only disposable diapers are permitted in our programs. ▪ Cloth diapers are only allowed when the use of disposable diapers creates a health risk for the child and the parent/guardian submits a Health Care Provider's statement to that effect. Children's diapers are checked at designated intervals by age and changed promptly once determined they are wet or soiled. ▪ Diapers and baby wipes should be labeled with the child first and last name. ▪ It is the parent/guardian's responsibility supply enough diapers and baby wipes for the entire day of childcare. 	<ul style="list-style-type: none"> ▪ Toilet training is a natural developmental process. Peak readiness is typically at 2 ½ years, but will vary with each child. ▪ We will not force children to use the toilet, punish a child for lapses in toilet training, or offer incentives beyond praise such as stickers or small treats for using the toilet. Planning a consistent toilet routine for home and center and partnering with program staff will go a long way in helping your child accomplish this developmental milestone. ▪ It is the parent/guardian's responsibility to provide sufficient changes of clothing, socks/shoes, and training pants. ▪ For health reasons, CYS Staff and FCC providers will not wash soiled clothing. The staff will explain the process when you are planning the toilet training approach for your child.

Emergencies / Closures / Evacuations / Mobilization

In the event of emergency, mobilization or other contingency in which the facility needs to be evacuated, CYS staff will follow a written *CYS Emergency Action Plan* for their facility/program. This plan is updated annually at a minimum.

Children/youth may be moved to the designated evacuation sites for safety and supervision if the emergency is not post-wide and only affects one facility. Parents/guardians and military police will be notified. In all emergency situations, CYS Personnel will follow instructions of the on-site DES Incident Commander.

TORNADO PROTOCOLS:

TORNADO WATCH: *Conditions are favorable for the development of tornadoes. No Sirens.*

Upon notification that the Fort Leavenworth area is included in a Tornado Watch the following procedures will be implemented in CYS programs:

- ◆ Main CDC and Osage CDC/SAC: Facility Director or designee will monitor conditions. Director or designee may at any time decide that weather conditions are such that playground usage is suspended or evacuation should be done as a precaution.
 - Main CDC Staff will begin with infants evacuating to the lower level. All other staff and children are prepared to evacuate to lower level as instructed or when Tornado Warning is indicated.
 - Osage CDC/SAC Staff will be prepared to evacuate to the lower level of the Main CDC when determined by the Facility Director or designee. In case of evacuation to Main CDC, parents will be notified of the location change via all available contact information (work phone, cell phone, home phone, & email).
- ◆ Santa Fe CDC: Facility Director or designee will monitor conditions. Director or designee may at any time decide that weather conditions are such that playground usage is suspended and/or closure of the facility is necessary. If closure of the facility is decided,

parents will be notified via all available contact information (work phone, cell phone, home phone, & email) to pick up their child(ren) within one (1) hour, as the facility will be closing for the safety of children and staff.

- ◆ FCC: Parents are called and notified of weather conditions. FCC Homes with basements: FCC Provider will monitor weather conditions and be prepared to evacuate to basement as necessary. FCC Homes without basements: FCC Provider will monitor weather conditions and be prepared to evacuate to the safe area of the home determined by the Garrison Safety Office during initial inspection of home.
- ◆ Harrold Youth Center: Facility Director or designee will monitor conditions. Director or designee may at any time decide that weather conditions are such that outside usage is suspended and/or closure of the facility is necessary. If closure of the facility is decided, parents will be notified via all available contact information (work phone, cell phone, home phone, & email) to pick up their youth within one (1) hour, as the facility will be closing for the safety of youth and staff.
- ◆ All Youth Sports programs and activities will be cancelled. Notification will be made on the CYS Weather Telephone hotline (913-684-5113) & CYS Facebook page. Coaches are notified by e-mail and phone. In the event a tornado watch is called after activities have started, Youth Sports staff will go to the fields to immediately suspend play. Parents/guardians not on site will be called and are required to pick children up from the sports fields or designated shelter area. Coaches will direct players to shelter in the nearest designated facility.
- ◆ SKIES classes: SKIES *Unlimited* Manager or designee will monitor conditions. Instructors, Parents & Children are prepared to evacuate to lower level when appropriate for building location. Class cancellations may be determined the safest option and parents will be notified. Notification will be made on the CYS Weather Telephone hotline (913-684-5113) & CYS Facebook page. **For emergency purposes, Parents are required to remain on site during all SKIES classes.**
- ◆ Groups on Field Trips: CYS personnel will notify groups on field trips by cell phone of the tornado watch and the field trip will be cancelled. Groups will monitor local emergency broadcast stations and seek shelter as appropriate should they be unable to safely return to the installation. As soon as possible, CYS Staff on the field trip will notify the Program Director of their location & status.

TORNADO WARNING: *A visible tornado has developed and has touched down or a radar indicated tornado is in the immediate area.* Tornado Sirens will sound and official warning for Fort Leavenworth will be distributed via the Severe Weather Notification System. Warning normally last a short time. Shelter should be taken immediately. CYS Staff will implement the following procedures until the All Clear message is received:

- ◆ CYS will not accept any children/youth during an evacuation. Parents present during a warning are to assist with the evacuation. Parents may sign their child/youth out, however CYS urges you to remain sheltered with the program for your safety.
- ◆ Main CDC: All infants, children, visitors, and staff will evacuate to the lower level of the facility. Each classroom has a designated evacuation area in their Tornado Warning Evacuation plans. Evacuation procedures are practiced during the peak Tornado weather season.
- ◆ Osage CDC/SAC & Harrold Youth Center: If pre-evacuation to Main CDC was not possible; all children/youth, visitors, and staff will shelter in place in the interior restrooms of the facility.
- ◆ Santa Fe CDC: All children, visitors, and staff will shelter in place in the designated safe areas of the building as determined by the Garrison Safety Office.

- ◆ FCC Homes: Providers will evacuate all children & visitors to their basement or the Garrison Safety Office designated safe area of the home when a basement is not available.
- ◆ Youth Sports: Coaches will direct players to shelter in the nearest available shelter.
- ◆ SKIES Classes: Classes taking place in Patch will evacuate to the basement. Classes taking place outside, instructors will direct children/youth to shelter in the nearest available shelter. Classes taking place in other Family & MWR locations will follow the evacuation procedures for that location. **For emergency purposes, Parents are required to remain on site during all SKIES classes.**

FIRE & OTHER EMERGENCIES:

Short-term for all CYS programs – evacuated to the local vicinity of facility until the all clear is given by the DES Incident Commander to return or evacuate entirely to the designated location listed below. The DES Incident Commander may determine an alternate evacuation location is safest and direct CYS there. Parents will be notified of evacuation & location via all available contact information (work phone, cell phone, home phone, & email). Only parents, legal guardians, or emergency designees with proper ID will be allowed to sign children out from the evacuation site. CYS will not accept any children/youth during an evacuation.

EVACUATION SITES:

- Main CDC & Osage CDC/KG/SAC: These facilities will serve as evacuation sites for each other. Upon a more widespread safety concern, these facilities will evacuate to Eisenhower Elementary School located at 1 Eisenhower Circle.
- Santa Fe CDC: Will evacuate to the Harrold Youth Center except in the case of a Tornado Watch. Harrold Youth Center is located at 45 Biddle Ave.
- Harrold Youth Center: Will evacuate to the SKIES facility (“Patch Building”) using CYS busses. SKIES facility is located at 320 Pope Ave.
- FCC Homes: May be accommodated by other FCC homes or any CYS Services facility within walking distance.
- SKIES Classes: **For emergency purposes, Parents are required to remain on site during all SKIES classes.** Children, youth, & adults will leave classroom/FMWR facility and evacuate to designated location on posted evacuation plans in that facility. Instructions of the Incident Commander will be followed at this time.
- Youth Sports: Coaches and available parents determine the safest way to move the children to HYC or the nearest designated shelter for the type of emergency.

Mission Essential Personnel: During post closures, childcare will be consolidated & provided only at the Main CDC. Hazardous road conditions dictate bringing in only sufficient staff to cover the communities’ needs. Parents/guardians using contracted childcare will be required to complete a Mission Essential statement, signed by a commander/supervisor to CYS annually to validate this need. Only these children will be provided care during Mission Essential times.

Emergency / Closure Notifications: In the event of emergency or facility closure, CYS will make every attempt to contact the parent/guardian and post information on the CYS Facebook page. If the parent/guardian cannot be located to pick up the child/youth, the following procedure will be put into action:

- The emergency notification child release designee on record will be called. If the center is unable to contact him/her, the next designee listed will be called.
 - If none of the designees can be contacted, the military police will be notified and their procedure will be followed in reference to locating the parent and custody of the child/youth.
- Please keep your emergency designees current with classroom/program staff and front desks.**

Minor Accidents / Documentation / Emergencies:

Child & Youth Services policy requires a written Incident/Accident Report for falls, scratches, bruises, bites and scrapes that occur while your child/youth is in our care to include emergency situations. A courtesy call will be made for ANY injury on or above the neck.

CYS Staff are required to document scratches, bruises, bites and scrapes visible to staff that the Parent/Guardian did not disclose at drop off. Child abuse allegations are reported following regulated procedures.

At pick-up, Parents/guardians will be informed of the incident/accident and will be asked to sign the Incident/Accident Report. All Incident/Accident reports are kept in the child's/youth's folder.

In the event of an accident resulting in injury to a child/youth requiring medical treatment, CYS staff will immediately contact emergency services followed by notification of the Parents/Guardian. CYS personnel or FCC Providers will accompany the child/youth immediately to the nearest emergency room by ambulance. The staff or provider will remain with the child/youth until the Parent/Guardian arrives at the emergency room.

Transportation & Field Trips

Transportation Policy: CYS Services staff is trained to operate government vehicles to safely transport children/youth on and off post. Our safe passenger rules must be adhered to at all times, please review them with your child/youth. Failure to follow these safety rules may result in the suspension of a child's/youth's transportation privileges. The CYS program does not provide/utilize bus monitors to and from school at CYS expense.

- Seat belts must be worn at all times in mini-buses. Buses will not move until everyone is buckled up.
- Everyone must remain seated and facing forward on buses. Buses will not move until everyone is properly seated.
- Inside voice is to be used at all times in vehicles.
- Eating, chewing and drinking are prohibited in vehicles.
- No objects (including body limbs) shall be extended out a window.
- Littering is prohibited. Trash should be placed in designated trash containers.

Field Trips: As part of the curriculum, field trips and nature walks are scheduled to Family and Morale, Welfare and Recreation (FMWR) sites and other local sites to augment the developmental program. All field trips receive input from Families, child/youth, and staff to offer planned activities in conjunction with community service projects.

Field trip sites are visited by staff prior to the scheduled trip Parents/guardians will be informed in advance of the date and destination of each trip and will be required to sign a permission form for each child/youth participating in the trip.

Ratios must be maintained by paid staff supplemented with adults such as parents or volunteers. Ratios for high risk activities must follow guidance. Please consult the program director for additional information on high risk activities.



Parent Participation Program

The Military Child Care Act requires the establishment of a parent participation program at each DoD installation. The program allows parents/guardians to earn points by participating in CYS pre-approved activities on post, off post or in the comfort of the parent's home.

Parent/guardians who wish to take advantage of this cost saving opportunity will receive a 10% fee reduction on one child's monthly regularly scheduled childcare fee once 10 points are earned. (Full-day, part-day, Before/After School for KG-5th grade & and Full-Day Camp Weeks for KG-12th grade). Per the DoD CYS Fee Policy, this fee reduction is not applicable to hourly care, Youth Sports & Fitness, or SKIES program fees. DoD Contractors and Specified Space Available patrons are not eligible for this fee reduction.

The list of *CYS Ongoing Volunteer Opportunities* is available at Parent Central and each facility. There are opportunities in all CYS programs; find the need that fits your skills. Check with your program/classroom where their Monthly Volunteer Opportunities are posted or if there are additional opportunities available in your child's program/classroom staff or FCC provider.

There are CYS specific forms required for tracking hours/points; please ask at any CYS Front Desk.

Here are a few ways Parent/Guardians can earn Parent Participation Points

- **Parent Education:** Attend CYS classes offered based on PAB parent input, during the CYS Staff Orientation Training, and offered as a partnership with Army Community Service. Regularly scheduled orientation classes include some of the following (1) child growth and development (2) special needs awareness, (3) character counts, and (4) child guidance techniques. Classes will be offered at least quarterly. ACS lists their monthly class schedule on the FWMR Website Community Calendar & ACS Facebook page. Many of the offered classes are Parent Education Topics.
- **Playgroups:** Playgroups are a great way to get one on one Parent Education from subject matter experts. Attendance at any CYS or ACS/NPSP sponsored Playgroup will earn Points. Please view the Community Calendar on the Ft. Leavenworth Family and MWR website for dates, times, & locations.
- **Parent Advisory Council (PAC):** The PAC is a parent/guardian forum that provides two-way feedback about CYS program operations. The PAC meets at least quarterly to discuss current issues and offer recommendations for all local CYS programs and service improvements. The PAC can help solve CYS related problems and issues as well as identify parent/community CYS needs. Parent/Guardians concerns are channeled through the program director or Parent President to the installation commander for review and disposition.
- **Parent Conferences:** Provide parents/guardians a formal means of communicating with those who provide direct care to their children on a regular basis. It offers a great opportunity for Parent/Guardians to learn up to date community news and program information while discussing their child's/youth's developmental progress.
- **Additional Information: Contact the Parent Central & Outreach Services office for additional information on the Parent Participation Program. A copy of the current Fort Leavenworth SOP can be requested at any CYS program.**





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