



**BOYS & GIRLS CLUBS  
OF AMERICA**



# **96th Force Support Squadron Eglin AFB Youth Programs Parent and Member Handbook**

**Building 2582; Hatchee Road  
Eglin Air Force Base, Florida  
Phone: (850) 882-8212**

**Find us on Facebook: @Eglin Youth Center  
[www.EglinLife.com](http://www.EglinLife.com)**

**DEPARTMENT OF AIR FORCE**



**YOUTH PROGRAMS**

**2021**



# Welcome to

## Eglin Youth Programs

Thank you for taking the time to learn about the Eglin Youth Center. We believe that all members and their parents/guardians can benefit from the information in this handbook. If there is anything else we can assist you with, please let us know.

Youth Programs is comprised of four distinct areas: School Age, Sports, Teen and Open Recreation Center. We are affiliated with Boys and Girls Club of America, National Association of Youth Sports (NAYS), and 4-H. We utilize their curriculum in addition to the programming mandated by Air Force to provide youth a variety of activities to enhance their social, cultural, educational, and creative abilities.

### Youth Programs Team

Flight Chief: Tamera Gerst-Brodie

Director: Ann Lienemann

Assistant Director: Tara Rollins

Youth Center Program Coordinator: John Lilly

Sports and Fitness Coordinator: Ernest Bracey

Teen Coordinator: Pam Hite



## **Mission Statement**

To assist DoD military and civilian personnel in balancing the competing demands of the accomplishment of the DoD mission and family life by managing and delivering a system of quality, available, and affordable programs and services for eligible children and youth birth through 18 years of age.

## **Our Mission**

To encourage each young person to excel in the areas of leadership, education, health, the arts, sports, fitness, and recreation.

## **Core Beliefs**

- A safe place to learn and grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs and character development experiences
- Hope and opportunity

## **Hours of Operation**

School Year: August-June

Monday-Friday 1400-1800

Summer: June-August

Monday-Friday 1200-1800

Administration: year round unless otherwise advertised

Monday-Friday 1200-1800



## Membership/Fees

Membership is open to all youth between the ages of 9 and 18. The Youth Center's yearly membership fee is \$300 per year/\$25 per month. Additional fees may be charged for certain field trips. However, our goal is to keep costs associated with membership as low as possible as to not exclude anyone based on their economic circumstances.

Eglin Youth Programs strives to ensure the best placement for youth with special needs. To register for Eglin Youth Programs, parents will provide a valid e-mail address to the front desk staff. Parents will receive an e-mail from Child & Youth Programs (emaildelivery@afccyp.com) with directions on creating an online account for program participation. An immunization record with the current flu vaccine is required upon registration.

Please note: Only one account is needed per family. Each child within the household will be added to the same account, to include children at the Child Development Center (CDC) and School Age Care (SAC).

Youth will be responsible for signing themselves in and out of the program each day. A membership card will be provided to each new member when all application requirements have been met. Youth should bring their card every day. If members do not have their card, certain privileges within the program may be denied. If a card is lost, a replacement fee of \$2 will be charged.

Late pick-up will incur a fee of \$2 per minute. Please call and let us know if you are going to be late picking up your child.



## Eligibility

Youth Center	9 to 12 years of age
Teen Room	13 to 18 years of age
Instructional Classes	3 years to adult (dependent on individual instructor)
Youth Sports	5 to 12 years of age

## Open Door Policy

The Eglin Youth Center has an open door policy. This allows members to come and go at any time during the operating hours. Thus, it is the responsibility of the youth and the parent/guardian to determine, understand, and enforce arrival and departure methods as they deem appropriate.

## Programming

Eglin Youth Programs fall under Five Core Areas: Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, and Fitness, Sports, and Recreation.

## Snack Bar

The Youth Center offers a “debit card”, which can be purchased in \$10 increments. The card is kept at the snack bar and can be used by a member to purchase available snacks. Restrictions can be placed on the card. (for example: “no more than \$2/day”). Cash payments are also accepted.



## Code of Conduct

1. Common sense and common courtesy! This will be the most important rule to follow.
2. Safety is everyone's responsibility! Learn to be conscious of your surroundings and the potential for danger.
3. Profanity (language, attire, gestures) is not acceptable. Express yourself in a positive and friendly manner.
4. Abuse or destruction of property is not acceptable. Take pride in your surroundings.
5. Horseplay and running are not acceptable behavior in the facility. Areas will be designated for physical activity.
6. Smoking/vaping, alcohol, and drugs are not permitted in or around the Youth Center or any activity sponsored by Eglin Youth Programs.
7. Appropriate behavior is the responsibility of each individual. Set the example and be the leader!
8. Enjoy your time and contribute as you can!

## Field Trips

A variety of activities are offered to youth outside of the Youth Center that support our core beliefs and programs. Each excursion requires a signed permission slip and fees prior to departure. Sign-ups are taken on a first come, first serve basis, meaning eligible members who return the required permission slip/fee. All Youth Center rules still apply on field trips. Parents/guardians will receive a call to remove their youth from the field trip (at their own cost) if their child fails to follow rules and expectations for appropriate behavior. A parent/guardian must be available by telephone at all times during any sponsored field trip.



## **Dress Code**

Youth should dress comfortably and wear clothes that allow them to participate in typical recreational activities and programs.

Clothing: Halter tops and spaghetti straps are not permitted. Shirts must cover midriff. Garments may not contain inappropriate alcohol or tobacco slogans/ advertisement or sexually suggestive content or text.

Pants must be worn to cover undergarments. Shorts must be no shorter than finger-tip length. The judgement will be left solely to the discretion of the staff.

Shoes must be worn at all times. For safety reasons, closed-toe shoes are highly recommended. Members may not be allowed to participate in certain activities if open-toed shoes are worn.

## **Personal Belongings**

All personal belongings brought into the Youth Center are the responsibility of the youth. The Youth Center is not responsible for lost, damaged, or stolen items. Please encourage members to only bring vital items to the program. All items should be marked with the youth's name.

## **Phone Calls**

The Youth Center has a phone for youth to make calls. Members must ask a staff member for permission to use the phone. This phone should be used to call parents and not for social calls. If you need to contact your child, please call the front desk at (850) 882-8212.



## Computers and Internet Access

Youth facilities have computer labs available for the youth to use. All computers have programs installed to block inappropriate material. We want to ensure that all parents and children understand the need for youth to be responsible for their own internet viewing. Access to the facility's WiFi is available for youth.

## Parent Communication

Communication is key to letting parents know what is happening throughout the program.

For more information:

- Call the Youth Center at (850)882-8212
- Email: 96FSS.FSFY.YouthCenter@us.af.mil
- Visit [www.eglinforcesupport.com](http://www.eglinforcesupport.com)
- Follow us on Facebook @Eglin Youth Center
- Text "YOUTH" to 95577 to sign up for text updates.

## Volunteers

Volunteers are an integral part of the Youth Center experience. We welcome those who wish to share their time/ talents with our youth. If you would like to volunteer, please pick up a volunteer application. Background checks are required of all volunteers prior to being able to work with our youth members.





## **Special Needs**

During registration, parents/guardians will be asked if their youth has any special needs. If yes, a Special Needs Care Plan will need to be completed, then evaluated by the Inclusion Action Team. The youth will not be allowed into the program until a determination has been made that we are able to accommodate the youth.

## **Illness**

Youth who appear to be ill while at the Youth Center will be isolated, and parents will be notified to pick up their child. Youth with contagious diseases will not be able to participate in activities during the period in which the illness could be spread to others. In the event of a communicable disease, the appropriate medical authorities will be notified.

## **Medication**

Medication administration will be done for emergency medications only. Youth may self-carry their emergency medication. Medications must be in its original container with prescription label. An AF Form 1055 must be on file, completed by the parent, following a medical care plan, and signed each day the medication is to be administered.

## **Transportation of Children**

Youth are transported by bus, van or supervised walks. Youth are never transported by personal vehicle. All staff authorized to transport children have a valid drivers license and have passed a driving record background check. Youth are required to wear seat belts at all times when in a vehicle equipped with such.



## **Accidents**

The Youth Center strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports. Please feel safe knowing that our trained staff members are attentive and work to provide the safest environment possible. Completed enrollment authorizes the staff to call the parents/guardians or alternative emergency contacts when necessary. Updated contact information is the responsibility of the parents/guardians and is crucial to the well-being of your youth.

## **Child Abuse Prevention and Reporting**

The program takes several steps to protect children from abuse. All Youth Program staff, coaches, instructors and volunteers are trained in identification and proper procedures in reporting suspected cases of child abuse and are mandatory reporters. Background checks are performed on all staff, volunteers, contract workers, and coaches.

DoD Child Abuse/Safety Violation Hotline: 877-790-1197

Eglin Family Advocacy: 850-883-8616

Florida Child Abuse Hotline: (800) 962-2873

## **Closed Circuit Video Monitoring**

All youth are subject to closed circuit video monitoring and recording as part of their participation at the Youth Center.

## **Discipline and Guidance**

Eglin Youth Programs strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. The safety of all members is of utmost importance to us. We help youth learn to respect themselves and others and to be responsible for their actions. Our standards are in place to ensure that every youth can safely enjoy activities. Members that disrupt programs, create dangerous situations, or do not follow rules should expect to lose privileges and face consequences. Positive Guidance Techniques used by staff will include role modeling, problem solving, redirection, clear choices, sensitivity and exploration of feelings, communication and consistency. Staff, coaches, instructors and volunteers are trained on proper guidance, discipline, appropriate/inappropriate touch, and proper procedures for calling Security Forces. Behavior expectations are developed based on mutual respect for one another and members are expected to respond to the direction of staff members without incident.

## **Termination of Membership**

If a youth is unable to adjust to the program environment, a meeting will be established with the parents/guardians to discuss alternative options. If a child does not adhere to the program rules, becomes violent or aggressive, or creates a dangerous situation, they could face suspension. When a member is suspended, a phone call will be made to the parents/guardians explaining the situation.

# Concussion Policy

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

1. Have the youth cease the activity.
2. Immediately notify parents that their child/ren sustained a head injury.
3. Staff member that witnessed the accident will complete an incident report and have the parent sign it upon arrival.

## HOW CAN I SPOT A POSSIBLE CONCUSSION?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body— may have a concussion or other serious brain injury.

## SIGNS OBSERVED BY PARENTS OR COACHES

Appears dazed or stunned

Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent

Moves clumsily

Answers questions slowly

Loses consciousness (even briefly)

Shows mood, behavior, or personality changes

Can’t recall events prior to or after a hit or fall



## **SYMPTOMS REPORTED BY CHILDREN AND TEENS**

Headache or “pressure” in head

Nausea or vomiting

Balance problems or dizziness, or double or blurry vision

Bothered by light or noise

Feeling sluggish, hazy, foggy, or groggy

Confusion, or concentration or memory problems

Just not “feeling right,” or “feeling down”

## **WHAT SHOULD I DO IF MY CHILD HAS A POSSIBLE CONCUSSION?**

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child from play.
2. Keep your child out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion.
3. Ask your child’s or teen’s health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child’s or teen’s school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself.

**TO LEARN MORE GO TO: [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)**



## Fire Emergency/Evacuation and Safety Requirements

Fire drills are practiced randomly on a monthly basis. All persons are required to exit the facility by the nearest exit and assemble outside the gym behind the Youth Center.

For natural disasters requiring the Youth Center to “Shelter in Place”, the two restrooms next to the gymnasium will be used.

All emergency procedures will be announced by staff and specific instructions/directions will be given accordingly.

Please familiarize yourself and your youth with all exits and emergency procedures. Signage is posted throughout the building.

## Hurricane Procedures

**HRCON 5:** Youth Center will notify parents of closure once HURCON 3 is declared.

**HRCON 4:** Youth Center will notify parents of closure once HURCON 3 is declared.

**HRCON 3:** Youth Center will close. All youth should be picked up immediately.

**HRCON 2:** Youth Center closed.

**HRCON 1:** Youth Center closed.

## Active Shooter

We will utilize “Force Protection” Protocols for detailed emergency response. **LOCK DOWN AND BLACKOUT.**



## **Eglin AFB Community Resources**

Airman & Family Readiness Center	883-9060
Chapel	882-2111
Child & Youth Flight Chief	882-3337
Child Development Center II	883-7436
Child Development Center III	882-5519
Command Post	883-4320
Employee Assistance Program	882-1551
Equal Opportunity	882-4285
Exceptional Family Member Program	883-4342
Family Advocacy Office	883-8616
Health Promotions	883-8020
Inspector General	882-5966
Legal Office	882-4611
Med Group	883-8600
Mental Health Clinic	883-8373
Military Family Life Consultant	417-4550
Sexual Assault Prevention	882-7272
School Age Care	882-8291
School Liaison Officer	882-4319
Security Forces-Non Emergency	882-2502
Youth Center	882-8212



EGLIN AIR FORCE BASE \_\_\_\_\_  
**FORCE**  
SUPPORT SQUADRON