

DEPARTMENT OF THE AIR FORCE



**CHILD AND YOUTH  
PROGRAMS**

Grand Forks AFB, ND  
Child & Youth  
Programs  
Parent Handbook



## **TABLE OF CONTENTS**

Welcome, Mission Statement, and Philosophy .....	4
Goals and Objectives .....	5
Accredited Programs.....	6
Professional Ethics .....	6
Privacy/Confidentiality Policies.....	6
Alcohol, Drugs, and Tobacco, and Firearms Policies .....	7
Late Pick-up .....	7
Sign In/Out Procedures .....	7
Enrollment and Registration .....	8
Confidentiality .....	8
Fees.....	8
Refunds .....	9
Eco-Healthy Practices .....	9
Health Policy.....	10
Injury & Illness Policies.....	10-11
Immunizations .....	11
Medications .....	12
Special Needs, Community Resources .....	14
Transportation and Field Trips.....	14
Emergencies.....	15
Closed Circuit Video Monitoring.....	16
Emergency Procedure Plan.....	16
Lost/Missing Children .....	17
Supervision Policies .....	17
Child Abuse/Neglect Reporting.....	18
School Liaison Officer .....	19
Communication.....	20

Parent Advisory Board .....	20
Communication with Families and Conferences .....	20
Family and Cultural Values, Parent Involvement .....	21
Food Service & Allergies .....	22
Infant Care, Protective Foot Covering .....	23
Dental Hygiene .....	23
Sleeping and SIDS Prevention .....	24
Diapers/Clothing & Sleeping Arrangements .....	24
Parking Lot Safety.....	24
Curriculum & Activities .....	25
Child's Work Is Play.....	26
We Help Teachers .....	27
Assessment of Children's Progress.....	28
Transitions .....	29
Weather Policies.....	29
Discipline Policies: Infants & Toddlers, Preschoolers .....	30-31
Guidance .....	31
Termination of Enrollment .....	32
Negotiating Difficulties and Differences Between Families and Program .....	32
Parental Concerns .....	33
Key Personnel, Notes .....	33

## **WELCOME**

Welcome to the Grand Forks AFB Child & Youth Programs. We offer the most safe, healthy and protective childcare services available.

A cooperative, caring attitude between parents and staff members is our constant goal. We encourage close communication at all times and invite you to visit and enjoy our facilities and programs. We work to create a homelike atmosphere in which your child will be comfortable, happy and enjoy many learning experiences. Families may visit the facility at any time during the program's regular hours of operation.

## **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.

## **PHILOSOPHY**

The practices of Air Force Child Development Programs are based on current knowledge of child development and early childhood education. We are responsible for supporting the development of the whole child, meaning all areas of development are considered inter-related and equally important. Our program acknowledges that children learn through active, hands-on involvement with their environment, peers, and caring adults. We respect each child's unique interest, experiences, abilities and needs, thus allowing us to be responsive to and appropriate for each child. Children are valued as individuals, as well as part of a group. Likewise, our program respects and supports the ideals, cultures and values of families in their tasks of nurturing children. We advocate for children, families, and the early childhood professionals within our programs.



## **GOALS**

1. Foster positive identity and sense of emotional well-being
2. Enhance social skills
3. Encourage children to think, reason, question and experiment
4. Promote language and literacy development
5. Build physical development and skills
6. Support sound health, safety and nutritional practices
7. Advance creative expression, representation and appreciation for the arts
8. Appreciate and respect cultural diversity
9. Develop initiative and decision-making skills

## **OBJECTIVES**

1. The Child Development Center accommodates children from six weeks to five years old. Its primary emphasis is on each child's total growth and development. The program promotes each child's physical development, helps develop social competence in relating to adults and peers, encourages emotional growth and control, and provides opportunities for the cognitive development, which is so crucial during the early years. All of these aspects of the child's development need to be carefully planned and periodically assessed.
2. Child and Youth Program are a basic support organization for the family. We aim to embrace and expand the parent's relationship with the child. This philosophy must be understood and shared by all members of the staff. Child care does not substitute nor compete with the role of the parents, but acts as a support in all ways possible to the family.
3. Each child's development depends upon the environment in which he or she lives. Child and Youth Programs strive to create an environment that affords various opportunities and experience for growth in all areas of his or her development. To accomplish this each staff member must endeavor to be aware of, and respond to, the individual needs of each child.
4. The specific program objectives are:
  - a. Support readiness by reducing lost duty time due to conflicts between parental responsibilities and unit mission requirements.
  - b. Contribute to the quality of life and well-being of military families by providing the highest quality of childcare.
  - c. Contribute to the growth and development of children while they are in the Air Force's care.

## **ACCREDITATION**

The Grand Forks AFB Child & Youth Programs are certified through the Department of Defense Child Development Services and are required to be accredited by (CDC) the National Association for the Education of Young Children (NAEYC) and (SAC) Council On Accreditation (COA). Certification and accreditation are earned by high quality child care programs that provide a safe environment as well as developmentally appropriate curriculum.

## **PROFESSIONAL ETHICS**

***Standards and ethical behavior in early childhood care and education are based on commitment to the following NAEYC core values:***

- We appreciate childhood as a unique and valuable stage of the human life cycle.
- We base our work on knowledge of how children develop and learn.
- We appreciate and support the bond between the child and family.
- We recognize children are best understood and supported in the context of family, culture, community and society.
- We respect the dignity, worth and uniqueness of each individual (child, family, member and colleague).
- We respect diversity in children, families and colleagues.
- We recognize children and adults achieve their full potential in the context of relationships based on trust and respect.

## **PRIVACY/CONFIDENTIALITY POLICIES**

Your right to privacy and confidentiality are of the utmost importance to us. All financial information, personal information and your child's assessment information are covered under our confidentiality policy.

The only persons with access to your financial information are our desk clerks, administrators, flight chief and any other persons that you specify. Your personal information and child's assessment information are only available to your child's classrooms teachers, training staff, administrators, specialists called in for a consult and any other persons that you specify. If you have any questions about what information is covered or who is allowed access to it, please contact your child's management team.

## **TOBACCO, ALCOHOL, DRUG AND FIREARMS POLICY**

According to Air Force policies, the Child & Youth Programs are a smoke free, alcohol free, and drug free facility. Tobacco, alcohol and drug usage is prohibited in the building, as well as, in any areas in proximity of the programs. Per local operating instructions, the only personnel allowed to bring firearms into the Child & Youth Programs are on duty Security Forces personnel and on duty civilian law enforcement officers performing their duties in an official capacity.

In the event a parent, legal guardian, or patron authorized to pick up comes to the facility and demonstrates behaviors leading staff to suspect they are under the influence of drugs/alcohol. The parent must call another adult to come pick up the child. Security Forces will also be contacted and the parent will be reported of suspected driving while under the influence and endangering a minor.  
-Closed on all federal holidays and ACC family days.

## **-SIGN-IN/OUT PROCEDURES**

**Upon arrival** – At the front desk, sign child in CDP using AF Form 1182 or electronic system equivalent. In the classroom, sign child in using AF Form 1930 annotating child’s first and last name, arrival time and daily information in comments column. Do not sign in the parent’s signature column upon arrival.

**Upon Departure-** In the activity room, sign child out using AF Form 1930, departure time. Parent signature is required. At the front desk, sign child out of CDP using AF Form 1182 or electronic system equivalent.

## **LATE PICKUP**

The Child & Youth Programs close at 1700.  
Children remaining in

the program after 1710 will be charged a late fee of \$2.00 per minute after the 10 minute grace period.

If we were unable to contact the parents or emergency contact after 30 minutes beyond closing, Security Forces will be called.



## **ENROLLMENT**

MilitaryChildCare.com (MCC) is a Department of Defense website for military families seeking childcare. This single online gateway provides access to a wide military-operated and military- subsidized childcare options across all Services. It enables families to search for and request care, manage their requests, and update their profile online, making it easier for families to find the childcare they need. Families requesting care can register online at MilitaryChildCare.com.

All parents who enroll their children in a program will be provided an orientation and tour of the facility. The parent and child will be given an opportunity to visit their new classroom, meet the staff, and become familiar with the program. To ensure your child's enrollment at the program, all forms are to be completed prior to your initial visit.

## **REGISTRATION REQUIREMENTS:**

1. Air Force Youth Flight Program Patron Registration Form (AF Form 1181)
2. Completed and up-to-date immunization record
3. Application for Department of Defense Child Care Fees (DD Form 2652)
4. USDA Form
5. Documentation of income
6. Parent Agreement
7. Credit Card Auto pay Authorization
8. Sunscreen/Lip Balm/Hand Lotion/Diaper Cream Permission Form

Parents must provide names of individuals authorized to pick up their child from the center. A child will not be released to anyone whose name is not listed on AF Form 1181. This policy is for the protection and safety of your child. Persons picking up a child must be at least 14 years of age.

**Confidentiality** – All forms with personally identifiable information will be kept confidential in locked files.

## **FEES**

Rates are based on total family annual income for full/part time care and proof of income is required before fees can be calculated. Failure to provide proof of income will result in denial of care. Weekly Fees are due on the first duty day of each week.

A parent agreement will be deemed delinquent upon failure to render a full weekly payment and any applicable late payment charges by 1700 at the end of the applicable business week. Delinquency will result in a child being withdrawn from the Child & Youth Programs. The amount of delinquency will be turned over to the Air Force Services Division collection agency. This means if you have not paid your account in full by



COB on Friday, your child will be withdrawn from the program.

Hourly care is available at \$7 per hour; the rates are calculated in half-hour increments. Reservations must be made in advance.

There is a 10% multi-child discount provided for families who have multiple children enrolled in the CDC, SAC, or FCC Subsidy program.

### **OPEN REC MEMBERSHIP**

Memberships are only applicable to Youth Programs with annual fee. To be a member of Youth Programs you must have a completed AF Form 88 and have a current immunization record on file. Membership allows youth ages 9-12 to participate in the Open Recreation Program and teens ages 13-18 to participate in Teen programs. Children 6 to 8 years old may attend if they have a parent or sibling over 16 years or older supervising them. Membership also gives you discounts on sports registration, trips, camps, and special events.

### **REFUNDS**

No credit or refund will be given for down days, federal holidays, military family days or when the center is closed due to unforeseen circumstances such as inclement weather, facility problems, etc.



### **ECO-HEALTHY PRACTICES**

The Child & Youth Programs promotes Eco-Healthy practices which are incorporated in our daily routines, curriculum and health practices. Examples are, but not limited to: choices of furnishings, materials, supplies, and procedures that eliminate or reduce people's exposure to environmental health hazards such as unhealthy air, heavy metals and chemicals. We also participate in monthly water testing. Our Air Force Instructions mandates that our

fruits and vegetables are washed before consumption and that we purchase non-toxic toys and art supplies. We use eco-friendly detergent and cleaners and recycle material for the classroom activities.

## HEALTH POLICY

By virtue of their age, our children have a high susceptibility to communicable diseases and infections. To keep the children as healthy as possible, the program have the following policies:

When at the program, children are expected to participate in the indoor and outdoor activities. It is better for a child to remain at home if he/she is not well enough to participate both indoors and outdoors.

It is important to have an alternate child care plan for days your child is ill and unable to attend the center. Please inform us if your child is ill with a contagious disease. Parents whose children have been exposed to a contagious illness while at the center will be notified. When greeting your child at the center, the staff will do a brief health check in accordance with AFI 34-144. A child with any symptoms of illness will not be allowed to stay in the center until a medical clearance is provided.

After surgery or hospitalization for illness, a medical clearance is also required.

## ILLNESS POLICIES

Parents will be called to pick up the child if one of the following exists:

1. Temperature of 101 degrees children 5 months and older, **and behavior change or other sign and symptoms (e.g., sore throat, rash, vomiting, diarrhea)**
2. Temperature of 100 degrees children 4 months and younger
3. 2 episodes of diarrhea if stool is not contained in diaper or if the child is toilet trained and having accidents
4. 2 episodes of vomiting
5. Rash with fever or change in behavior
6. Oral lesions if unable to contain drool
7. Skin lesions if weeping or draining and cannot be covered with a waterproof dressing
8. The child is unable to participate comfortably in activities or requires greater care than staff members can provide without compromising their ability to care for other children.

The child will be able to return to the program when signs and symptoms have resolved or a health professional has determined the child's condition does not require exclusion

For impetigo, strep throat or other streptococcal infections, children will be readmitted 24 hours after the initial antibiotic treatment.

A child sent home with a rash, will be readmitted when a physician has determined that the illness is not a communicable disease or has been on antibiotic medication at least 24 hours.

If head lice, nits or ringworm are suspected, the parent will be contacted. The child will be able to stay until the end of the program day. The child may return to the program after receiving first treatment and ringworm is covered.

Note: Other conditions with specific diagnosis, that may require temporary exclusions, will be handled on a case-by-case basis using the reference below.

*All medication must have a prescription. Medication will only be administered to children at the center if the prescription indicates three times a day or more. If the medication is to be administered three times a day, the center will give once to the child. If the medication is to be administered four times a day, the staff will give twice a day.*

## **INJURIES & ACCIDENTS**

Accidents will happen, but we will do our very best to minimize the possibility of your child sustaining an injury or having an accident while in our care. In the event your child is injured, you will be contacted, and the proper documentation will be completed. If we cannot reach you, your emergency contact will be contacted to inform them of the injury. If the injury is severe, program staff will contact 911 for further medical attention. Every effort will be made to contact the parent prior to inform them of the injury.

## **IMMUNIZATIONS**

In accordance with AFI 34-144 and Air Force Child and Youth Programs Immunization Instructional Guide, all participants in Child and Youth Programs are required to provide and maintain current immunizations. AFI 34-144 11.5.3 states in accordance with AF Instruction 48-110 IP, Immunization and Chemoprophylaxis for the Prevention of Infectious Diseases, all children and youth enrolled in CYP are required to follow Center for Disease Control and Prevention (CDC)/Advisory Committee on Immunization Practices (ACIP) recommended age- appropriate vaccinations and immunizations. All programs must maintain a file that includes all immunization requests and supporting documentation along with the MSG/CC or WG/CC approval/disapproval letter. This file will be reviewed periodically by AFSVA/SVPY. These individuals may not attend CYP without an approved medical/religious exemption on file. In the event of an illness or disease outbreak, the CYP Program Manager must work with the installation's Public Health office to determine if exclusion is warranted for those with religious and medical exemptions. CYP Program Managers must follow the guidance from the Public Health regarding any exclusions resulting from the illness or disease outbreak, including returning to the program

Please let the front desk know when your child receives any immunizations.



## **MEDICATIONS**

1. Medication will be administered in accordance with AFI 34-144, which requires prescription medications only.
2. Medication will be administered once a day between 1000-1400; AF Form 1055 must be filled out completely and initialed and dated by the parent each day medication is to be given to a child.
3. Medication will be kept in locked containers at the front desk. Only physician-prescribed medication will be administered at the center. No over-the-counter medication, including Tylenol, will be given without a doctor's permission.

On an annual basis, parental permission to apply diaper ointment/salves, sunscreen (approved by medical advisor and purchased by the program), lip balms, and over the counter hand lotions is obtained. Diaper ointments, salves are only used for treatment purposes.

Medication can be accepted on an "as needed" basis, but must have daily written approval from the parents/guardian as well as a doctor's approval.

All medications must have the following information on the prescription label: name of physician, date filled, prescription number, child's name, dosage amount, frequency, and ending date (ex: use for ten days or until completed). Prescriptions must be current within 10 days of the date filled and have an expiration date. Over-the-counter medications cannot be given without a doctor's approval. All medications once properly documented are stored in a locked area until they are ready to be administered.

Please keep the following items in mind:

1. Medications that have expired will not be given.
2. The first dose of any new medicine must be given by the child's parent or guardian, who must remain with the child for 20 minutes.
3. The prescription must state exactly how often the medication is to be given. For example for diaper cream "as needed" is not acceptable, but "after every diaper change" or three times daily would be sufficient. Our staff that administers medication has been trained by our health advisor on the correct procedures for administering medications. The training is repeatedly annually, in accordance with Air Force guidelines.



**SPECIAL NEEDS**

The Child & Youth Programs make every effort to serve children with special needs. To assist with meeting the child’s needs, we ask that parents work closely with the director, trainer and the medical advisor.

1. Prior to enrollment, if parents have indicated a special need, the parents and health provider will complete and Inclusion Action Team (IAT) packet. The information in this packet will be used by the IAT to ensure the child’s needs can be met by the program.
2. If a child is identified with potential special needs once enrolled in our program, parents will be required to seek outside intervention services within 30 days. If the parents refuse to engage additional services to support their child’s development, termination from our program may be necessary.

**COMMUNITY RESOURCES**

Airman and Family Readiness .....	701-747-3241
Family Advocacy.....	701-747-6806
Domestic Abuse Victim Advocate.....	701-747-7272
Exceptional Family Member Program .....	701-747-4484
Alcohol and Drug Abuse Prevention/ Treatment .....	701-747-4460
Early Intervention -Anne Carlsen.Center.....	701-757-4200
Grand Forks Public Schools (Early childhood special Education) .....	701-746-2200
Little Miracles Inc.(Pediatric Therapy).....	701-757-2155
Military and Family Life Consultant. (CYB).....	701-472-0245
Military One Source .....	1-800-342-9647
GFAFB Youth Sponsorship .....	701-747-3150
DoD Child Abuse and Safety Hotline .....	1-877-790-1197
OCONUS .....	1-571-372-5348

**TRANSPORTATION/VEHICLES**

Transportation by school bus and van is provided for field trips. All children must remain seated and must wear a child safety harness while the vehicle is in motion.

For the health and safety of our children idling unattended vehicles are not permitted in the parking spaces.

**FIELD TRIPS**

Field trips are an integral part of the program for children three years and older. All vehicles used to transport children comply with Federal motor vehicle safety standards in accordance with Title 49, U.S.C. Section

30125 and applicable State requirements. All children will be required to use occupant protective devices (e.g., restraints, child safety seats). Although parents give permission for field trips on the AF Form 1181, fieldtrip permission forms with more detailed information will be prepared in advance and must be signed and returned by parents prior to their child participating in a field trip.

Children may also walk to various locations on base for field trip experiences. They will be accompanied at all times by the appropriate number of staff members deemed necessary during excursions.

In case of an emergency or changes that would affect the arrival or a pick-up/drop-off time or location, staff will notify the program of the emergency or change and the front desk staff and management will notify parents.



## **EMERGENCIES**

In the event of a medical emergency, children will be transported to the Emergency Room by ambulance. An attempt to contact the parents will be conducted immediately after the accident and will continue until they are reached. If parents are not available, the designated emergency contact will be called. Parents must ensure that this person's name and telephone number are written on the AF Form 1181 and the information is kept current. Should parents have an emergency and are unable to pick up their child on time, they should contact a person designated on the AF Form 1181 to pick their child up by closing time. Parents should inform this person that his or her picture identification (I.D.) will be requested when picking up the child.

Information regarding emergency closings (i.e., extreme weather conditions) may be obtained by calling the Child Development Center at 701-747-3042 or School Age Program at 701-747-3150.

## **CLOSED CIRCUIT VIDEO MONITORING**

IAW 34-144, all childcare facilities are required to utilize closed circuit televisions (CCTV) as a supervision tool. They are located within each classroom, hallway, and outdoor play area. At any time, parents may view the CCTV in real-time on a CCTV monitor. Once the CCTV recordings are made, the recordings become an official Government record. Requests by parents/guardians for viewing a CCTV recording may be made to the CDC/SAC Director. Such requests to view CCTV recordings will be acted upon as soon as the system has the capabilities and staffing, and other factors permit. Oftentimes, such viewing may occur after the CDC has closed for the day. Obtaining copies of CCTV recordings, and request for viewing a recording by DoD personnel other than a parent/guardian for non-DoD official purposes, should be submitted to the installation Freedom of Information Act (FOIA) Requestor Service Center.

## **EMERGENCY PROCEDURE PLAN**

Your child's safety and well-being is of utmost importance. Established procedures and plans are put in place to ensure your child's safety. In the event of any emergency, children will not be released to parents until the "all clear" is given.

In the event of an emergency and the director is out of the building; the Supervisor on Duty has been designated as the person to assume authority and take action in the emergency situation. The program conducts two shelter in place drills per year.

1. Fire/Evacuation Plan – written plan posted in rooms/work area. All staff have been trained on the evacuation plan/procedures. Primary exit doors will be used. There are designated meeting places for evacuees 75 feet away from the building. Fire drills are conducted monthly for all age groups.

### **2. Tornado**

The children and staff gather and evacuate children immediately to the designated gathering places, which are marked on fire evacuation plan maps in classrooms. Staff members take a physical head count of the children. Activities, such as books and quiet games keep the children busy during the wait. Tornado drills are practiced once annually.



### 3.Active Shooter

The children will immediately evacuate to their designated areas and remain quiet. The teachers will take a physical head count and name/face check of the children. Staff will wait to be told that it is safe to return to their classrooms. Active Shooter drills are practiced once annually.

In the event of a medical emergency or accident resulting in an emergency: 911 will be called/and or poison control center for poison emergency. First Aid/CPR will be administered as needed by trained personnel until EMS arrives. Parent or emergency contact is contacted. If a child is transported to a medical facility, a staff member will accompany the child to the medical facility with the child's 1181 (emergency information).

### **LOST OR MISSING CHILDREN**

Counting children regularly (recorded on AF Form 1930) is the best measure to ensure children have not moved out of the line of sight. Staff will utilize the following procedures when they become aware of a missing/lost child:

If a child appears to be missing from the program:

- The Supervisor on Duty is contacted immediately.
- The other children are provided required supervision. All additional staff members will begin a search.
- Staff members check the playgrounds, the parking lots, and all rooms to ensure the child has not hidden or been locked in anywhere within the boundary.
- After a sweep of the facility and grounds the Supervisor on Duty will contact the security police and the parents

***In any of these emergency procedures, safety is of the utmost concern!***

### **SUPERVISION POLICIES**

At all times children are under adult supervision. The following chart represents the minimum number of adults that will be working with your child.

Category	Age Group	Adult/Child Ratio
Infants	6 weeks – 12 months	1:4
Pre-Toddler	12-24 months	1:5
Toddler	24-36 months	1:7
Pre-School	3-5 years	1:12
School Age	5-12 years	1:12

These ratios remain the same throughout the day. When children go for walks and go to places on base the ratio remains the same. When children go on “off base” field trips the ratio is 1 staff: 8 children. We also try to ensure parental volunteers go on the trip to provide additional supervision. Parents may be asked to accompany their child on a field trip if that child requires additional supervision above and beyond what we are able to provide.

All children are within sight and sound of an adult at all times. All staff at Child & Youth Programs have completed background checks (National Agency Checks-NAC: Installation Records Check - IRC) prior to working alone with children. Please notice if a staff member is wearing a red smock it means we are awaiting their checks to be returned and these staff are never alone with children.

### **CHILD ABUSE/NEGLECT REPORTING**

CYP operates in a manner that minimizes the risk for child/youth maltreatment. We have one entrance/exit in our programs. All doors not leading to a playground are all armed with an alarm system. Visitors must sign, wear an assigned badge all done at the front area and be escorted by a CYP while in the programs. Adult/child/youth interactions are positive in nature creating an atmosphere of trust. Practices that physically or emotionally harm children/youth are not permitted within the program and will not be tolerated. All employees are mandated reporters for any suspected abuse or neglect. All staff and patrons utilizing the CYP are required to follow the AF Positive Guidance and Appropriate Touch Instructional Guide which is posted at the front area of each facility. If the CYP finds it necessary to report an incident the Family Advocacy office will be contacted and the CYP will await further guidance

If a staff member is “alleged” to have acted inappropriately, that person will be removed from the building and from being with children, until the investigation is completed and will be terminated from employment if the allegation is substantiated.

## **SCHOOL LIASON OFFICER**

The School Liaison officer (SLO) helps schools and installations respond to the complexities of transition and deployment while providing families the assurance that their children’s academic well-being is a priority. Our mission is to provide military children the opportunity to thrive academically, socially and emotionally, regardless of duty station, deployments or transition status.

Services include:

- Transition (PCS, ES-MS-HS, Deployment, Kinder)
- Deployment Support (Deployment Cycle)
- Command, School, Community Communications
- Alternative Schooling Options (Private, Parochial, Charter School, Home School)
- Community Partnerships (On and off the Installation)
- College, Career, & Military Readiness
- Assistance with School Districts & Boundaries
- Inbound/Outbound PCS Support
- Graduation Requirements
- College & Career Readiness Scholarships Community Resources
- Compliance –Interstate Compact for the Education of Military Children

Annual workshops and events

- PCSing with School Age Youth
- Transitioning to Kindergarten
- What is an IEP/504 Plan?
- Homeschool Partnership Workshops
- Getting Recruited for College –NCAA/NAIA
- College, Career & Military Readiness
- Social Media Challenges

The SLO is located at the Youth Center Building 120.  
COMM: 701-747-5033

## **COMMUNICATION**

Our goal is to establish and maintain effective and meaningful relationships with families in order to support their child's development. Teaching staff use a variety of methods such as new family orientations, parent trainings, individual conversations, surveys, developmental questionnaires, and the Parent Advisory Board to gain input from families throughout the year. Feedback collected drives classroom planning and program improvements.

## **PARENT ADVISORY BOARD**

The Parent Advisory Board (PAB) is an organization of parents fostering an open and collaborative environment in our Child and Youth Programs (CDC, FCC, and SAC/Youth). The PAB works closely with program staff and leadership to cultivate an environment of continued learning and growth. Additionally, we organize fundraisers that support the Child and Youth Programs activities and events centered on family interaction and involvement. The types of events we support throughout the year are Staff Appreciation, Family Appreciation breakfasts, Family Portraits, Carnivals, Community Service Projects, and more! PAB meetings are held every quarter. If you would like more information about the PAB, please inquire at the front desk of any of our CYPs.

## **COMMUNICATION WITH FAMILIES AND CONFERENCES**

Communicating with parents on an on-going basis is one of the main goals of our staff. We utilize several different methods too effectively communicate with families. Some examples include daily sheets, formal and informal conferences, surveys, handouts for special events, newsletters and monthly calendars. Parent conferences are held at least twice per year, although a parent may request one at any time. Conferences are also required when children transition from one age group to the next to ensure a smooth transition for the child and family.

Our hope is that with continued communication between the family and classroom, those children will understand that the trusted adults in his/ her life are working together as a team. Translators will be used from the International Officer's School to help us to communicate in a family's preferred language.

## **FAMILY AND CULTURAL VALUES**

We strive to implement our curriculum in a way that is respectful to family's cultural and individual differences. Ways that families can assist us is by giving input, information and feedback about our program, Curriculum, and activities. This can be done by filling out the various family surveys put out by the classrooms to gather information about your child and family, by filling out comments cards with suggestions, contributing ideas for our menu planning, and by volunteering to share a skill or interest with the children in the classroom. Parent's input is necessary to have our program accurately reflect the population we serve and to give children a variety of experiences to expand their cultural understandings. We also ask for information about other languages spoken at home, other than English, so we can help your child continue to develop his/her home language and English at the same time.

## **PARENT INVOLVEMENT**

Parents are an integral part of Child & Youths total program. Your participation can be helpful in many ways, such as:

1. Being a member of the Parent Advisory Board
2. Volunteering your time, talents and skills
3. Sharing your family customs, traditions and food recipes
4. Attending conferences concerning your child's development
5. Resources are available on the Program's approach to child development and other information.
6. We encourage parents to spend time visiting with their child during the day.



## **NUTRITION AND FOOD SERVICE**

Your child is provided breakfast, lunch and an afternoon snack which are nutritious and delicious. Foods low in sugar, salt and saturated fat and high in vitamins and minerals are the primary components. The food program meets U. S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines. The program takes steps to ensure food safety. Only food prepared in the facility is served. Parents are asked not to bring any food into the center. The program provides 2 standard infant formulas (regular and soy based) as part of the USDA food program. Clean bottles and supplies must be provided daily for each feeding. Parents may provide their preferred formula brand or breast milk in pre-made bottles that is clearly labeled with the child's first and last name, what type of formula is in the bottle. Labeled breast milk must include the date the milk was expressed as well as the date it was prepared.

## **FOOD ALLERGIES**

Some children have life threatening food allergies, so it is vital that we monitor all food and drinks in the building. Please help us protect the health of all children.

IAW 34-144 7.2, a system must be in place to ensure children/youth are not exposed foods or environmental contaminants that may be harmful to them (e.g. allergens). Parents sign a statement of consent permitting the programs to post their child/youth's allergy information (with or without pictures). A current list of children/youth with allergies is discretely posted in a standard way: In each CDC and SAC activity room and is also posted in the CDC/SAC kitchen. In youth/teen center rooms (or a centralized location that provides staff-only access), in the kitchen and snack bar. In each FCC home. All staff (including substitutes) is trained on where this information is located. The allergy listing is taken on field trips. Children/youth who have been identified with a food allergy or who are otherwise intolerant to specific foods must be offered nutritionally equivalent substitutes. Documentation to include recommended food substitutions and an exposure response plan must be provided by the child/youth's health care provider and maintained on file. Parents of children with any special feeding need will be offered a daily information sheet where documentation of the type and quantity of food their child consumes is annotated.



## **INFANT CARE**

Infant feeding: Breast feeding is a choice that is supported by our program. Expressed milk is to be provided in ready-to-feed sanitary containers labeled with the infant's name and the date it was expressed. Breast milk cannot be stored in the refrigerator longer than 48 hours or no more than 24 hours if the milk was previously frozen. Mothers are welcome to come to the program to breast feed their infants at any time.

Infants on formula have the choice between milk based and soy-based provided by the program. Only plastic bottles may be brought into the center with the child. Please bring enough clean bottles for each day. Our program does not offer cow's milk to children younger than 12 months, and children between the ages of 12-24 months are given whole milk, unless stated by a physician or our medical advisor. The staff in the infant room will work individually with families as their child begins to be introduced to new foods.

## **PROTECTIVE FOOT COVERINGS**

Any adult entering the infant room is required to cover their footwear with covers provided outside the infant classroom door. This helps limit the amount of germs and dirt that might otherwise be tracked on the floor where the infants crawl and play.

## **DENTAL HYGIENE**

At least once daily, all children are provided the opportunity for tooth brushing and gum cleaning to remove food and plaque. Parents are responsible for providing the necessary supplies (the use of toothpaste is not required). Once a day infant's teeth and gums are wiped with a disposable tissue (or clean soft cloth or brush to use only by that designated child) to aid in removing liquid that coats the teeth and gums.

## **SLEEPING & SIDS PREVENTION**

The staff in the infant rooms has been carefully trained to help reduce the risk of Sudden Infant Death Syndrome (SIDS). All infants, unless otherwise ordered by a physician, are placed on their backs to sleep.

They may then be allowed to assume any comfortable sleep position when they can easily turn themselves over from the back position. Infants who are able to turn over by themselves will have a sign placed on their crib indicating they have mastered this skill. Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in the cribs for the child's safety. Children's heads are to remain uncovered while sleeping at all times.

## **DIAPERS AND CLOTHING**

ALL children should be dressed to participate fully in all indoor and outdoor activities such as playing in the sandbox, painting or water play. While children's clothes will be covered during messy activities, the programs are not responsible for damages. Parents are encouraged to dress children in "play wear". Children must wear closed toed shoes for safety. During season changes, due to temperature fluctuation, children should dress in layers. Outdoor play is part of the daily curriculum and outdoor weather gear (coat, gloves, and hats) is a curriculum required. Patrons are required to supply enough disposable diapers and wipes for the time the child will be in care so staff can change wet or soiled diapers promptly. Please check with classroom staff to determine the frequency of diaper changes. Items belonging to each child, including but not limited to, clothing, diapers and bottles, must be clearly labeled with the child's first and last name prior to admission to the Center. The CYP is not responsible for any misplaced or damaged personal belongings.

**SLEEPING ARRANGEMENTS** The program shall provide for sleep or rest for all children. Children who are unable to sleep, the program shall provide time and space for quiet play.

## **-PARKING LOT SAFETY**

Our parking area can be a busy place at certain times of the day. Please help us in providing a safe environment. Follow base youth safety Guidelines:

- Please always supervise your child
- Please ensure children are not left alone in a running car
- Never leave young children unattended in your parked car
- Please drive slowly in the parking lot
- Please do not park in fire lanes



## **CURRICULUM AND ACTIVITIES**

The program curriculum is based on Developmentally Appropriate Practices (DAP). DAP refers to integrating early childhood development knowledge and techniques into our care practices. Making thoughtful and appropriate decisions about childhood practices requires using the research and data about how children develop and learn best at various ages & stages.

Developmentally appropriate programs promote children's active exploration of their environment. Children manipulate real objects and learn through hands-on, direct experiences. We know through research that young children learn best through "hands on" play oriented activities. Therefore, we create an environment rich with materials that encourage children to experiment, explore, and pursue their interests while interacting, and communicating with other children and adults.

Our curriculum offers children opportunities to make choices, provides freedom to explore the environment, values ideas and encourages problem solving and appropriate risk taking. The staff plan and implement activities to enhance physical, social/emotional, cognitive, language and creative development. Field trips of an exciting, fun and educational nature are an extension of the program curriculum. Teaching staff observe children, their activity choices and interactions with others throughout the day. The information gathered during observations is used in future planning to meet the individual needs and interests of children.

We regard caring for children as a partnership with parents and families and invite families to participate in our program. A Training and Curriculum Specialist is available in each facility to answer any specific questions you may have regarding our curriculum.

### **PROGRAMMING**

SAC and YP will use Boys and Girls Clubs of America and 4-H curriculum throughout the year focusing on the 5 Core Areas: Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts, and Sports, Fitness and Recreation. YP participants will have opportunities to join clubs such as Torch Club, Keystone Club, art club, and more! All activities are reviewed and approved by the Training and Curriculum Specialist (T&C).

## CHILD'S WORK IS PLAY

**Play is not just a game for small children.  
It is a job that consumes your child's every waking hour.**

Give an infant a tissue box and he will chew on it and watch it fall to the floor. Give the box to a one or two year old and he will fill it with treasures he has found around the house. Give it to a three to five year old and it could be a mailbox, speedboat, or many other objects. "Play is how children are trying to understand the world around them," says Lydia Soifer, PhD, Executive Director of Children's Development and Education Foundation. "It's linked to many other abilities that are developing at this time - social and language skills, cognitive and emotional growth."

***Children pretend...so picture this.....***children having a tea party and taking care of babies. You may look at this as a time the children are just having fun. However, your child, along with the other children have decided who the parents are going to be, who the dog is and determined the roles of each individual. One may be a stay at home dad cooking dinner and taking care of the children. The other, a mom who goes to work. In the block area, mom is a construction worker building a new highway with her coworkers. They have defined who is the boss and the employees. When mom returns to the dramatic play area she walks the dog. Then the family sits down to eat dinner and determines who will wash the dishes.

During this time your child has experimented with different roles. They use cooperation and problem solving skills to determine the direction of play. These skills are practiced daily throughout their development and into adulthood. Children learn about the world and how it works through play.

**Developmentally Appropriate Practice is providing the opportunities for children to play and learn at their developmental stage. It is important to follow the child's lead to the next stage in their growth.**



### **WE HELP TEACHERS:**

1. Meet children's social, emotional, physical, cognitive, and language development needs
2. Become good observers of children
3. Assess children's needs, interest and abilities in order to plan appropriately
4. Use a wide range of teaching strategies that call for different levels of teacher involvement
5. Create classroom communities where children learn to work together and solve problems
6. Establish the structure that has to be in place for teachers to teach and children to learn
7. Plan meaningful learning experiences for children that build on children's interest and knowledge
8. Integrate the learning of appropriate skills, concepts, and knowledge in literacy, math, science, social studies, the arts, and technology.

Every activity room has special areas of concentration, such as literacy, woodworking, manipulatives, dramatic play, science, water play, computers, and art. Teachers write and gain approval of daily/weekly lesson plans from our Training and Curriculum Specialist. Plans are based on children's interest and individual student observations conducted and documented by staff members. Lesson plans are

posted on the parent boards in each room. Individual and group activities are selected to fit each child's growing needs and interests.

In the CDC, every child has a developmental portfolio in his/her classroom and you are encouraged to review your child's folder at any time. The information contained in these folders will also be discussed during parent conferences. Every age range in our program has its own playground and equipment specific to their developmental needs. Children go outside every day, weather permitting. Appropriate clothing and footwear is required for participation in outdoor activities.

## **ASSESSMENT OF CHILDREN'S PROGRESS**

The Child Development Center is proud to offer a variety of assessments to track children's progress and to help guide our teachers to plan activities that better meet the developmental needs of our children. One of the assessments is called the Ages and Stages Questionnaire or ASQ.

This assessment is administered when your child is initially enrolled in our program. The family completes this short questionnaire by answering some simple questions about their child's progress in different domains of child development. The results are then scored by the classroom teacher and results are shared either during a formal or informal conference.

This assessment is also offered again at various intervals during the year, depending on your child's age, to continue tracking your child's developmental progress.

The second type of assessment that is used is an observational assessment. This assessment is ongoing throughout the year and directly correlates with the curriculum that is being taught in each classroom. The classroom teachers observe the children and then use this information to plan activities that target specific skills and goals for each child. The observations are tracked on a form that is also shared with families during conferences. However, parents may request to see any paperwork about their child at any time. All assessments are kept confidential.



## **TRANSITIONS**

In the CDC, as your child grows he/she will eventually move to the next age group. Children are moved according to their individual needs, age and developmental readiness. Parents will be expected to attend a transitional parent and teacher conference prior to their child's transition to another classroom and age group. The plan for transitioning your child will be created during the transition conference by a team made up of the parents, current classroom teacher(s), new classrooms teacher(s) and other professionals needed. This plan will map out the schedule for when your child will transition, the manner in which they will transition and will be created to best meet the needs of your child during this time, to help them adapt to their new surroundings, teachers and peers.

## **WEATHER POLICIES**

During inclement weather the Child and Youth Programs are storm and mission essential and will be open for only those children whose parent(s) have paperwork on file designating them as storm and mission essential will need to be updated annually.

**Parking** - Unoccupied vehicles parked in the Child and Youth parking areas should be turn off except in extreme heat or cold weather.

**Cold Weather** - Children enrolled in the Child and Youth Programs and FCC are permitted to go outside for play/recreation activities if the outdoor temperature is 15 degrees Fahrenheit and above with wind-chill included. Even with snow on the ground, all children will go outside for at least 15 minutes per day.

**Hot Weather** - When temperatures reach up to 90 degrees Fahrenheit, including heat index, outdoor activities will continue as normal. When the temperature ranges from 90-95 degrees, outdoor activities will continue, but in shaded areas only. In the event temperatures exceed 100 degrees children will be in shared areas only and have access to cool water.

Children must have the appropriate outdoor apparel for the appropriate weather conditions. When children do not come appropriately dressed to participate indoor/outdoor activities, parents will be contacted to bring needed clothing or pick up their child.

## **DISCIPLINE POLICIES**

All personnel practice a positive approach to discipline that will aid children in developing self-control. The goal is for children to learn to control their own behavior and conform to the rules and limits, not because they are afraid of being punished, but because of a caring and trusting relationship that has been nurtured and developed.

The following guidance techniques are used with children in the Child & Youth Services Flight programs.

### **Infants and Toddlers**

1. Redirect attention to a safe object or area of the room.
2. Remove objects that pose a threat or problem.
3. Offer a diversion.
4. Separate infants who would hurt themselves or each other.
5. Use facial expressions and tone of voice to convey messages.
6. If no one will be hurt, give children a chance to work things out.
7. Resist overusing "NO". This should be used for dangerous
8. situations that require immediate responses.
9. Monitor infants at all times. Anticipate dangerous situations.
10. Explain what children can do in a positive manner.
11. Give hugs and caring. Let children know that it is not necessary to misbehave to get attention.
12. Praise appropriate behavior.
13. Maintain a positive view toward the child.
14. Keep a sense of humor.
15. Help the child gain control by holding and talking quietly to the child.

### **Preschoolers and School Age**

1. Encourage children to develop problem-solving skills.
2. Anticipate problems and plan ahead.
3. Talk with the children to help them understand how their actions cause a problem.
4. Immediately stop dangerous behavior.
5. Observe when children are restless and change the activity to allow energy to be redirected in a positive manner.
6. Redirect activities toward acceptable behavior. Make frequent checks on the child to make sure that he or she follows through.
7. Praise appropriate behavior.
8. Maintain a positive view toward the child. Keep a sense of humor.
9. Explain desired behavior in a positive manner.  
Involve the children in setting rules and limits.
10. Offer choices. Provide several acceptable alternatives.

11. Help the child gain control by holding and providing gentle restraint, if necessary.
12. No form of guidance such as spanking, frightening, verbal abuse, humiliating, or binding will be tolerated. The Child Development Center has a very active child abuse prevention program. The director or designee will notify the Child Advocacy Officer or base medical personnel of any known or suspected child abuse or neglect. Staff members are trained annually in identification of child abuse and the procedures to be followed in reporting suspected abuse.



## **GUIDANCE**

Occasionally, children are unable or unwilling to control their own behavior. They hurt themselves; other children; and their caregivers; or destroy property. When this occurs, parents will be notified. Depending on the severity of the incident, parents may only be informed of the behavior, be asked to meet with the director or designee, or be required to remove their child from the program for a specified period of time. If we are unable to change the child's behavior by using the positive guidance techniques given above, the child may be prohibited from attending the program and/or events for a minimum of one week. After returning from one week transition, if the problem continues, the child will be removed from the program. The director will consider readmission on a case-by-case basis

Although we realize infants and toddlers may go through periods of biting others as part of their developmental growth, we must also ensure the health and safety of the other children in our care. Parents of children under 3 years of age who display a “habit” of biting and do not respond to the guidance techniques will be asked to consult with the CDC director or designee and to remove the child from the program for the remainder of the day or week depending upon the severity and repetitiveness of the biting incidents. If these measures are not successful in eliminating the biting, the child may be prohibited from attending the program and/or events for a minimum of 1 week. When a child over 3 years of age intentionally bites someone, the parents will be notified immediately. The director or designee will determine what action needs to be taken.

## **TERMINATION OF ENROLLMENT**

The Child & Youth Programs are designed to be a positive experience for children. Occasionally, the program may not be appropriate for a child’s continued enrollment. Termination may result if the program does not meet the needs of the child or the expectations of the parent, or if the child displays repeatedly disruptive or inappropriate behavior. The Child & Youth Staff will make every effort to assist the child and parents in determining the causes of the disruptive or inappropriate behavior based on the child’s individual needs.

A parent may terminate their child’s enrollment according to terms of their agreement. The Child & Youth director will make a decision in consultation with staff, the child’s parent(s) and appropriate supervisory personnel, regarding continued enrollment. Service may also be terminated for non-payment of fees. The program reserves the right to refuse service.

## **NEGOTIATING DIFFICULTIES AND DIFFERENCES BETWEEN FAMILIES AND PROGRAM**

When difficulties and differences arise between families and program staff and every attempt is made with no mutual satisfactory resolution. The family, program staff and management meet together to determine if a resolution can be achieved that is in compliance with the center’s philosophy, goals and program policies. If a mutual resolution is achieved, management will follow-up to ensure all parties are satisfied. If a solution cannot be reached the program’s Flight Chief will meet with the family and the program’s management staff to resolve the issue. NOTE: the proper chain of command must be followed for any issues needing elevation.



**CONCUSSIONS**

Parents will be called to pick up their child if the child displays any signs or symptoms of a concussion. If the child is diagnosed with a concussion a notice from the child’s healthcare provider is required stating when the child is eligible to return to care.

**PARENTAL CONCERNS**

Parents who have concerns about any aspect of the program to include their child’s care or education are encouraged to bring them to the attention of management immediately. Satisfactory resolution of concerns occur more easily when information is most current. It takes parents, management, and teachers working together to make this program work to meet the needs of children and families.

**KEY PERSONNEL**

Chief, Child & Youth Services Flight  
.....747-6216

Child Development Center, Director  
.....747-7192

Youth Program, Director  
.....747-3151

Community Child Care Coordinator  
.....747-6543

Child & Youth Education Services Office (School Liaison)  
.....747-5033

Training & Curriculum Specialist  
School Age Care & Youth Programs.....747-3152  
Child Development Center.....747-5806



**Child Development Center**

Mon - Fri: 07:00 a.m. - 5:00 p.m.  
1683 J Street, Bldg. 168 Grand  
Forks AFB, ND 58205  
Tel: 701-747-3041

**School Age Center/CYES**

Mon - Fri: 07:00 a.m.- 5:00 p.m.  
1707 J Street, Bldg. 121 Grand  
Forks AFB, ND 58205  
Tel: 701-747-3150/5033

**Liberty Square**

Mon - Fri: Hours vary.  
Saturday : Special Events

470 Tuskegee Amn Blvd,  
Bldg. 316  
Grand Forks AFB, ND 58205  
Tel: 701-747-6338/3150

**Community Child Care  
Coordinator/Family Child**

**Care Office Hours**  
Mon - Fri: 7:30 a.m. - 4:30 p.m.  
Tel: 701-747-6543