

SAC

Parent Handbook



850-884-6355
myhurlburt.com



Hurlburt School-Age Care Parent Handbook

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Part 1

CYP 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.

KEY PERSONNEL

Chief, Family Member Programs Flight- Sharon Brewer

Youth Programs Director- Zollie Ford

School Age Coordinator- Marilyn Vega-Maldonado

Training and Curriculum Specialist- Aaron Roberts

School Liaison- Lacey Allen

Boys & Girls Clubs of America

School-Age Program (SA) is affiliated with Boys & Girls Club of America, a national organization with a mission to inspire and enable all young people to realize their full potential as productive, responsible and caring citizens. One of the most important principles of the Boys & Girls Club “movement” is the assurance of fun and interesting experiences. Along with personal relationships with SA staff, the experiences and opportunities for youth collectively have a deep impact on the lives of young people. As a quality program we provide.

A safe, fun place to learn, grows, and form positive relationships with peers

Ongoing relationships with trained, caring, adult professionals

Life-enhancing programs and experiences that help young people see life possibilities

Hope and opportunity that inspires young people to reach their greatest potential

Anchored4 Life

Anchored4Life is a place where connections happen. It is a peer to peer club focused on supporting youth through transitions and teaching life skills to strengthen youth resiliency by applying six club features: character development, kits providing life skills during transition, tours provide leadership, activity groups, service programs and support.

4-H Programming

Including 4-H curriculum enhances our program’s ability offer children opportunities and experiences that help them master the competencies for positive development and preparation for adulthood. A child that becomes involved in 4-H will be actively involved in educational projects that are fun and that use fun, hands-on, child centered curriculum incorporating the most current research and knowledge available through the Land Grant University system. The 4-H pledge demonstrates 4-H’s focus on the development of the whole child.

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“I Pledge....My Head to clearer thinking
My Hands to larger service, and
My Health to better living,
For My Club, my Community, my Country and my World”

Council On Accreditation

COA accredited signifies that an organization or program is effectively managing its resources and providing the best possible services to all of its stakeholders.

Lights On After School

Lights On After School is the only nationwide event celebrating afterschool programs and their important role in the lives of children, families and communities. After School programs keep kids safe, help working families and improve academic achievement. Each year, that School-Age Program participates in this nationwide event to ensure all children have access to afterschool programs.

HOURS OF OPERATION

The School Age Program is open for operation from 0600-1800 and closed on Saturdays, Sundays and Federal Holidays. Fees will not be prorated on these days and credits are given for added Federal holidays in the incident that the President of the United States declares additional holidays.

Close on Federal holidays. We may also experience closures any days the base closes due to weather conditions as designated by the Wing Commander. The program follows the Okaloosa and Santa Rosa County School Calendar. Children attending private schools have different closure dates. Parents will have to make other arrangements for care if programs do not coincide with one another.

HURRICANE CONDITIONS

For the safety of the children and the staff, and per Hurlburt Field Hurricane policies, the SAC will be opened until instructed by the Wing Commander to close. When Storm Watch (SW) is announced, the SAC will re-open as directed by the Wing Commander. Please stay tuned to Local television and Radio channels for any announcements concerning the program.

PROGRAM PARTICIPATION

Youth are offered outdoor play opportunities on a daily basis. Field trips are also a component of the school year program and will be taken at various times throughout the school year. Departure and arrival times will be posted prior to field trips. Parents/guardians give permission for field trips on AF Form 1181. Parents who do not wish for their child to accompany the group on the field trip are responsible for finding alternate care during this time and must pick up their child from the program PRIOR to departure for the field trip. Due to our ratios, if a child refuses to go on a trip the parent will be required to pick up the child while

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their group is out. The program will not be responsible for additional costs of alternate care, and fees will not be refunded or pro-rated in such instances. If parents have not arrived prior to trip departure the child will miss the scheduled trip.

ENROLLMENT: A electronic folder is maintained for each child/youth enrolled in CDC/SAC/FCC. Upon accepting offer, parents will receive an invitation link via email to enroll in CYPBMS.

Military Family Types and DoD Priority

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.

Priority 1

- 1A. Child Development Program Staff
- 1B.1 Combat Related Wounded Warrior*
- 1B.2 Single/Dual Active Duty Military/Coast Guard
- 1B.3 Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status
- 1B. 4 ACTIVE DUTY MILITARY/ACTIVE DUTY COAST GUARD with Full-Time Working Spouse
- 1 B.5 GUARD/RESERVE ON ACTIVE DUTY OR INACTIVE DUTY TRAINING STATUS with Full-Time Working Spouse
- 1C.1 ACTIVE DUTY MILITARY/ACTIVE DUTY COAST GUARD with Part-Time Working Spouse
- 1C.1 ACTIVE DUTY MILITARY/ACTIVE DUTY COAST GUARD with Spouse Seeking Employment
- 1C.2 GUARD/RESERVE ON ACTIVE DUTY OR INACTIVE DUTY TRAINING STATUS with Part-Time Working Spouse
- 1C.2 GUARD/RESERVE ON ACTIVE DUTY OR INACTIVE DUTY TRAINING STATUS with Spouse Seeking Employment
- 1D.1 ACTIVE DUTY MILITARY/ACTIVE DUTY COAST GUARD with Full-Time Student Spouse
- With Full-Time Student Spouse 1D.2

Priority 2

- 2A Single/Dual DoD or Coast Guard Civilian
- 2B DOD/COAST GUARD CIVILIAN with Full-Time Working Spouse
- COAST GUARD CIVILIAN with Non-Working Spouse

Priority 3

- 3A ACTIVE DUTY MILITARY/ACTIVE DUTY COAST GUARD With Non-Working Spouse

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3A GUARD/RESERVE ON ACTIVE DUTY OR INACTIVE DUTY
3B DOD/COAST GUARD CIVILIAN with Spouse Seeking Employment
3C DOD/COAST GUARD CIVILIAN with Full-Time Student Spouse
3D Gold Star Spouse (Combat Related)

3E DOD CONTRACTOR Single/Dual DoD Contractor
 With Full-Time Working Spouse
 With Spouse Seeking Employment
 With Full-Time Student Spouse
3F DOD CONTRACTOR With Part-Time Working Spouse
 With Non-Working Spouse

3F DOD/COAST GUARD CIVILIAN with Part-Time Working Spouse
3F DOD/TRAINING STATUS with Non-Working Spouse
3F Deactivated Guard/Reserve Personnel
3F Other Federal Employees
3F Military Retirees

**At no time will the child of a Direct Care staff member be removed from the program to accommodate another eligible patron. At no time will a Priority 1B patron be removed from the program to accommodate any other patron, including 1A patrons. Priority 1C patrons may only be supplanted by an eligible patron in Priority 1A or 1B. Priority 1D patrons will be supplanted by an eligible patron in Priority 1A, 1B, or 1C. DoD and Coast Guard civilian patrons (Priority 2) may only be supplanted from care by an eligible Priority 1A or 1B patron when the Anticipated Placement Time of the Priority 1A or 1B patron exceeds 30 days beyond their Date Care Needed (as indicated in MilitaryChildCare.com). Space Available (Priority 3) patrons will be supplanted by an eligible Priority 1 or a Priority 2 patron.

Priority for care is administered by MilitaryChildCare.com based on the eligibility requirements defined above. Individual priority verification is determined at the time of placement.

There will be a two week trial period for all new enrollments from start date. This trial period will allow both the SAC and the parent/child to adjust to the program. Either party may terminate care within the two-week trial period.

ELIGIBILITY PRIORITY: Sponsored family members of active duty and/or DOD civilians are eligible for enrollment. Children must be currently enrolled in Santa Rosa or Okaloosa County Schools participant schools to attend the program.

REGISTRATION PROCEDURES

Request for care are made through www.militarychildcare.com. A DoD online website designed to search for child and youth care options through a single website worldwide. Militarychildcare.com or MCC is available to all DoD eligible families.

The following documents are required to be completed and on file prior to attendance:

Initial Special Needs Questionnaire- Completed by Sponsor to ensure the program can reasonably accommodate your child/youth's needs.

ILLNESSES/ALLERGIES (ask the front desk or supervisor if you need any clarification). In addition all children enrolled must be current on all immunizations as required by the Center of Disease Control and Air Force immunization requirements.

FEE INFORMATION

The Military Child Care Act of 1989 (Public Law 1809, Section 1504) requires that the Department of Defense (DOD) establish uniform fees for childcare based upon total family income. IAW Resource Management Decision 7001A dated August 2014, all contractors who receive any care in the youth programs will NOT receive any childcare fee assistance and will not receive any discount for multiple children enrollment. Parents enrolling their child in contract care are required to bring the current month's copy of sponsor's Leave and Earnings Statement (LES) and a current month's copy of the spouse's pay statement to verify total family income, whether taxable or not. TFI is defined as wages, salaries, tips, special duty pay (flight, active duty demo, and sea pay) active duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or pension income including SSI paid to the spouse and VA benefits paid to the surviving spouse before deductions for taxes listed on the member's most recent LES. TFI calculations must also include quarter's subsistence (BAH) and other allowances appropriate for the ranks and status of military of civilian personnel whether received in cash or in-kind. TFI includes the income of all adults living in the household as a family.

- A. Fees are determined by completion of DD Form 2652 and are based on a sliding scale. There will be no credit or refunds given for illness, down days, inclement weather, disciplinary suspension, emergency closing, and federal holidays or days parents choose not to bring their child to the program.
- B. All fees will be electronically processed through CYPBMS, patrons can choose frequency of payment during school year (weekly, bi-weekly, bi-monthly and monthly), payments during camps and summer are charged on a weekly basis. A \$5.00 per day per family late payment fee will incur until overdue balance is paid. If issues are not resolved your child will not be accepted into the program the following week and parents will still remain responsible for paying for services rendered if the charge has been declined.

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- C. Late Pick-up/Payment Fees: Parents of children left after closing time (1800 hrs.) will incur a late pick-up charge of \$5.00 per child per minute after a grace period of ten minutes past closing time. The program will notify the sponsor's supervisor to pick up the child if the child has not been picked up within 15 minutes after closing or if the parent/emergency contact cannot be reached by phone. After thirty minutes, Security Forces Squadron will be notified to pick-up the child. The program reserves the right to suspend services to those parents who are continually late picking up their children. There is a grace period of 3 late pick ups before late fees will be applied.

Discouns:

A 100% "operational hardship" child care fee discounts for all CYP direct care staff for their first child enrolled in a full-time or regular part-time DAF CDP (Child Development Center, School Age Care and Family Child Care (FCC) Subsidy). A 25% discount for any additional children of direct care staff, (calculated after the multi-child discount is applied). All other CYP personnel and FCC providers will be provided a 25% discount for each child enrolled in a full-time or regular part-time DAF CDP, (calculated after the multi-child discount is applied), if applicable. The 100% discount is applied to the child enrolled in full-time care, if applicable.

There is a 15% discount for multiple children enroll in the program. Children must be enrolled in CDC, FCC or SAC Programs on Hurlburt Field for discount to apply.

CREDITS/REFUNDS

Credit will be given for natural disasters only as determined by the Force Support Squadron Commander. Days/hours missed or partial attendance will not be prorated, nor will weeks in which holidays occur. For emergency leave or deployment that would take your child away from the program suddenly, a copy of the order/leave verification must be provided to the program. You are still responsible for making your weekly payment on time. Emergencies and special circumstances for waiver or partial/full refund will be considered on a case-by-case basis. Failure to provide verification will result in automatic financial responsibility for the full amount of care even if the child did not attend during this time. There is no credit or reduction for TDY. If a refund is granted, credit cards will be credited through CYPBMS.

CANCELLATION POLICY

A two-week written notice is required if a child withdraws from the SAC. Termination notices are available at the front desk. Failure to provide the required two-week notice will result in a charge for two weeks payment even if the child does not attend the program during such time.

TAX INFORMATION

NOTE: PLEASE RETAIN YOUR RECEIPTS FOR TAX PURPOSES.
OUR TAX ID IS 591308532

HIGH RISK ACTIVITIES: An adequate number of staff must always be present to protect children's health and safety, ensure children have opportunities to interact with adults, and receive proper care in order to participate in developmental activities. The adult to child ratio for children ages 5-12 years old is 1:12. Ratios for high-risk activities are lower, varying according to the nature of the activities. The adult leader will give safety instructions specific to the activity.

GUIDANCE

Parents of children exhibiting unsafe or harmful behaviors may be called and asked to remove the child from the program. In some instances, children may not be permitted back the following day. Repeated behaviors that jeopardize the safety of your child, other children or staff may result in your child being suspended from the program or require that your family seek additional, specialized support services. Should your child continue to exhibit harmful or unsafe behaviors while on a behavior plan, and/or the coordinator determines your child would be more successful in a different environment; your contract may be terminated with minimal notice. If your child has been suspended from the program, you are responsible for finding alternate care during that time. The program maintains a list of Family Child Care providers and will use this to assist you in finding alternate child care arrangements for that time. Refunds are not granted for disciplinary suspensions. For more information on guidance, please refer to the Air Force CYP Positive Guidance and Appropriate Touch Instructional Guide. Your support and reinforcement of safe behaviors will help staff and your child experience a more enjoyable, safe and rewarding time!

ABSENCES

Parents will please inform the SAC Coordinator, site lead, or front desk by 0900 if your child will not be attending the P.M. programs.

Part 2

MEDICATION

Only task certified staff members will administer medication. Parents will be required to complete AF Form 1055 for epi-Pens, inhalers, and daily dosage medications. AF Form 1055 allows for program authorization to administer medications as directed by a medical physician. Medications will not be administered if the AF Form 1055 has not been initialed annually for epi-pens, inhalers, or other “as needed” medications. AF Form 1055 will be initialed daily for daily dosage medications. If authorization has not been given, the parent will be phoned to receive authorization and it will be annotated on the AF Form 1055. All medications must be in the original container and have the following information on the prescription label: name of physician, date filled, prescription number (except for meds from the ER), child’s name, dosage amount and frequency, ending date (ex: use for 10 days or until completed). Prescriptions must be current.

DRESS CODE

Due to safety reasons, children are not permitted to wear open-toe, sandal-type or slide-in shoes to the program. Washable play clothes are recommended. Spaghetti strap or halter-style tank tops or strapless shirts are prohibited. A change of clothes, to include undergarments are the responsibility of the parents and may be kept in the child’s locker. Parents are also responsible for furnishing appropriate swimwear to include water shoes for water activities. All items must be marked with your child’s first and last name in permanent ink.

PERSONAL ITEMS

Toys and valuables are not permitted, including large amounts of money or other personal belongings such as cell phones and other electronic devices. While we make every effort to ensure each child leaves any location with all their belongings, some things are inevitably left behind. Labeling items helps when returning them to owners. The program is not responsible for lost or stolen clothing, personal items or money.

MEALS

During regular school days, children will be served breakfast and snack. On full days out, the program provides breakfast, lunch, snack, and an afternoon snack. Meals are balanced, healthy and hot. Menus are posted and changes may occur due to non-availability of items. Meal service times are provided on the parent board. Please reference times your child has meal service to avoid missing food periods.

All children will be served food according to the menu unless a physician's statement has been provided indicating dietary restrictions, appropriate substitutions, and length of special diet. Alternative food items will be served for children with special dietary requirements as certified by a medical professional. If the program cannot purchase special diet items through normal channels, parents will be required to bring in the items, which must be cleared through medical professionals. Please do not send children to the program with food as no outside food may be brought into the program. Parents will be asked to take the child outside the program to eat any food items brought from outside the program.

PARENT ORIENTATION

Parents will be scheduled for a mandatory orientation upon registration approval. The orientation provides parents the opportunity to meet the Youth Program team and ask any questions they may have

ACCIDENTS

Accidents will be reported on AF Form 1187, Youth Flight Accident Report. Parents will be required to read and sign the report. Depending on the nature of the accident, parents may be given a courtesy call regarding the accident.

SPECIAL NEEDS

It is the policy and goal of Air Force CYP to make reasonable accommodations which support inclusion and participation of children/youth with and without disabilities. CYP programs must be designed to reasonably accommodate and be inclusive of children/youth (entering or already enrolled in the program), including those with identified disabilities as well as special learning, medical and developmental needs. CYPs must follow the most recent AF CYP Inclusion Action Team Instructional Guide.

Intake and Enrollment- When applying for care, registering for a program or currently participating, if a child/youth is identified as having a disability, medical condition or specific need, CYP personnel will work with the family to determine if an Inclusion Action Team (IAT) meeting is needed. The case will be reviewed as soon as possible to ensure environments, accommodations and any training required are in place before the child/youth starts. (T-1)

- No child/youth who meets the basic age and eligibility requirements may be excluded from AF CYP solely based on disability or special need. During the enrollment process, CYP personnel are required to gather information from families about required accommodations and support for children/youth with disabilities, medical conditions or special needs. CYP personnel will work with

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the family to determine the following:

- Placement in the most appropriate inclusive setting.
- Reasonable accommodations and support for participation.
- Auxiliary aides or services to ensure effective communication.
- Emergency action plan for medical or other health-related concerns.
- Method for ongoing communication between CYP professionals and the family.
- If reasonable accommodations can be met, an Inclusion Action Plan must be developed to provide written instructions concerning how the program will meet the individual needs to include changes to the environment, specialized staff training and required staff to child ratios. The Inclusion Action Plan must be updated annually or sooner if needed.

Children with special needs will need to complete additional paperwork to ensure the program is meeting the child's needs. **This additional paperwork must be completed prior to enrollment. This paperwork may include documentation from the child's medical provider or special educator. Individuals with severe asthma, experiencing a speech delay, or other various types of developmental, physical or medical issues which might be necessary for the program to know in order to support your child throughout the year. Please notify front desk staff of any special needs so they can provide you with the necessary forms.

FAMILY BULLETIN BOARDS

Bulletin boards will be placed near the entrance of the School-Age program specifically designated for families, to inform and stimulate parents' interest in our program. These boards may display any or all of the following:

- Daily schedules
- Calendar of events
- Information on School Age Care
- DoD Hotline 1-877-790-1197 and Family Advocacy 850-881- 5061
- School bus schedules
- Meal and snack schedule

ACTIVITIES

Recreation

Outdoor Classroom projects, Swimming, Hiking, Soccer, Basketball, Volleyball, Beach activities, Basketball, Flag Football, rock climbing, kayaking.

Cultural Awareness

Celebrating & understanding cultures, traditions, diversity and heritage

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through special events & guest speakers to include Hispanic Heritage Month, Native American History & Black History Month to name a few.

ACTIVITIES, TRIPS & EVENTS

The Youth Program provides youth with a wide range of activities throughout the year. Youth in the program assist the staff in creating a fun and exciting curriculum based on the interests of the youth.

Some examples are as follows:

Clubs:

- Smart Girls
- Passport to Manhood
- 4-H Club
- Anchored4Life
- Photography
- Power Hour
- Special Interests

Outdoor Recreation:

- Swimming
- Hiking
- Soccer
- Basketball
- Beach activities

Events & Presentations:

- Literature Showcases
- Guest Speakers
- Fire/Police Dept
- Read by Mail
- Parent Presentations
- Worldwide Bowling
- Annual Day for Kids
- Family Fest

Adult Role Models:

- Base Officials

Life Skills:

- Sewing
- Cooking
- Gardening
- Communication

- Health
- Fitness
- Self-Awareness

Creative Arts:

- Fine Arts
- Drama
- Music and Dance
- Karaoke
- Plays
- Photography
- Multi-Media Art

Critical Thinking:

- Computer Games
- Board Games
- Problem Solving
- Peace Keeping
- Brain Games
- Long Term Projects

Field Trips:

- Bowling
- Movie Trips
- Museums
- Cultural Arts Events
- Educational Trips

Program Opportunities for Families

Youth Programs offers Family Events to enjoy together year round. To include Spaghetti dinners, Thanksgiving Dinner, Lights-On After School program, Day for Kids, and the Annual Easter Egg Hunt.

PARENT INVOLVEMENT

The Youth Center offers many opportunities for parents to become involved in our program. During winter, spring and summer break, field trips are scheduled. We enjoy parent participation with authentic cultural celebrations and encourage you to share your heritage with us! It is a learning experience for the staff and youth. Some ideas: Volunteer to teach a song in your native or second language, share a favorite recipe ... tell us the story behind it. Are you good at Sports? Sewing? Art? Cooking? Dancing? Gardening? Music? Woodwork? Were you involved in 4-H or Boys & Girls Club of America Programs growing up? Come share with us! See the Director for additional ways you can get involved and enrich our youth by

enhancing their experience in our program.

PARENT INPUT INTO PROGRAM POLICIES

Parent/Guardians are invited to participate in the Parent Advisory Board and (QIT) Quality Improvement Team, which focuses on issues facing working parents and childcare issues and continuous improvement of the program. Meetings are held once a quarter at the Youth Center. Parent Advisory committee team and QIT consists of individuals committed to program improvement examining the quality of our program and then suggesting/making changes that will lead to better practices.

Family Surveys are also a wonderful way to voice opinions and offer suggestions; Youth comments count, boxes are also available. Working together, we will make a positive experience for all youth enjoy.

HURLBURT FIELD AFB YOUTH PROGRAM FAMILY, STAFF AND YOUTH GRIEVANCE PROCEDURES

These policy and procedures have been designed to provide a process in which youth, their families and employees can present an issue for review and resolution. All grievances or concerns should be presented on an individual basis rather than as a group. The objective of this policy is to resolve an issue(s) without escalation or mediation, if at all possible.

Grievance means a circumstance or action considered to be unjust; grounds for complaint.

The program has the following system in place to use to elevate concerns, complaints, and grievances without fear of interference or retaliation.

Youth: Youth may initiate a grievance at any time by speaking directly to a staff or (informal grievance); or by Program/Teen/ Sports Director submitting their issue in writing (formal grievance).

- 1st Level - Discuss your concern with the individual if possible. Honest and open communication will often resolve an issue without getting others involved.
- 2nd Level – If grievance is unresolved at 1st level; you are encouraged to address your concern with the Program/Teen/ Sports Director who may request additional information if necessary to reach a decision. The Program/Teen/ or Sports Director shall meet with youth within two business days, when a grievance is initiated. The Program/Teen/ Sports Director will obtain the facts, and seek prompt resolution.
- 3rd Level – If grievance is unresolved at 2nd level; it will be brought to the attention of the YP Director. The YP Director will investigate the facts to mediate a positive resolution within five business days of submission of the grievance.

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Parents: Parents may initiate a grievance at any time by speaking directly or submitting their issue in writing to the Program/Teen/ or Sports Director.

- 1st Level - Discuss your concerns or grievances with the SAP Coordinator for a prompt resolution.
- 2nd Level - If grievance is unresolved at 1st level; you are encouraged to address your concern with the YP Director. The YP Director shall meet with parents within two business days when notification of a grievance is received to seek prompt resolution.
- 3rd Level – If grievance is unresolved at 2nd level; it will be brought to the attention of the Airman & Family Services (A&FS) Flight Chief. The A&FS Flight Chief will examine the facts to mediate a positive resolution within five business days of the grievance.
- The Hurlburt Field Chain of Command or the Inspector General's Office is also available to military and Department of Defense civilian sponsors.

The Program requests your cooperation in complying with this policy so every effort can be made to resolve grievances in a reasonable and effective manner. It is the intent of the Program to keep these matters confidential, involving only those directly involved in the grievance if it is necessary to elevate in order to seek resolution.

DISEASE PREVENTION

SAC follows the current version of Managing Infectious Diseases in Child Care and Schools for exclusion of youth and readmission into the program. For the protection of your youth and the other youth in our program, we need the cooperation of all parents to ensure that communicable diseases are not brought into our program. Youths exhibiting signs of or having contagious diseases will not be allowed to participate in the program. A Youth may be readmitted to the program, only when their presence will not endanger the health of other people.

Basic guidance on when a youth may return:

- Fever free for more than 24 hours
- Nausea, vomiting, or diarrhea free for 24 hours
- Four to eight doses of antibiotics administered over a 24 – 48 hour period
- Scabies is under treatment, when present
- Chicken pox lesions are crusted, usually five to seven days after onset
- Lice under treatment
- Pinworm treatment has occurred 24 hours before time of requested re-admission
- Conjunctivitis has diminished to the point that eyes are no longer discharging
- The youth has passed the contagious stage of the illness
- Youth is well enough to participate in all activities

The Program Manager has the right to refuse admittance of a youth suspected of having a communicable disease, or not meeting the criteria above following an illness.

ACCIDENTS

Should an accident occur the following steps will be taken:

1. Person in charge will try to keep the youth calm and relaxed regardless how serious the injury might be.
2. Accepted first-aid practices of the American Red Cross or other recognized first-aid training will be followed.
3. In the case of minor accidents, the wound will be washed with soap and water and protected with sterile bandages.
4. In all injuries involving blood, the person administering first aid will wear latex gloves. Items that contain blood from assisting with cleaning a wound will be discarded in a biohazard bag and properly disposed of. Fecal matter, blood, and vomit will be cleaned up using soap and water followed by a bleach sanitizing solution.
5. Procedures established by the Center for Disease Control will be followed.
6. Program will notify parents immediately for all injuries shoulders and above, concerning injuries or injuries that may need additional care. If parents cannot be reached, then the emergency contact kept on file on the CYPBMS portal will be notified. (It is very important to keep family profile updated and all emergency contact are local).
7. 911 may be contacted and youth transported to a medical facility if necessary.
8. Accident report will be completed on all accidents and signed by parent or guardian.

OPPORTUNITIES FOR FAMILY/STAFF COMMUNICATION

Parent conferences may be requested any time you would like to visit with Youth Staff to discuss your child's accomplishments and/or behavior. Parents will be informed in advance about policy or regulatory changes. Incident, Accident Forms and monthly newsletters will assist in keeping parents informed of the wellbeing of their children.

EMERGENCIES

Some conditions require immediate medical attention. If any of the following symptoms are observed in any of the youths, emergency assistance will immediately be requested:

- Convulsions

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- Unconsciousness
- Marked difficulty in breathing
- Ingestion of any potentially toxic substance
- Diarrhea
- Severe abdominal pain
- Serious physical injury (head injury, injured limb etc...)

If a youth appears ill, we will call the parent to discuss the child's symptoms.

Situations for which a parent must be contacted to pick up the child are:

- Temperature over 100.5 degrees F
- Earache
- Vomiting

EMERGENCY CLOSING POLICY

When an emergency, such as a natural disaster or conflict occurs on the installation or in the local area, the commander may suspend Youth Center operations. If conditions permit, we will continue to offer the same program and consider increasing services to support employed parents. Phone Numbers

Youth Program: 884-6355/3766/7927/7938

PLAN FOR TRANSPORTING YOUTH

All vehicles used by the Youth Programs are registered, inspected and maintained as required by the State of Florida and the Air Force. Our government vehicles have fire extinguishers and first aid kits. Parents and/or guardians must sign a permission form before the program transports your youth. Transporting youth will be done in Air Force vans, buses or contracted buses. All staff transporting youth hold a valid driver's license and maintain a driving record on file. Two adults will always accompany youth during transport at all times.

MISSING YOUTH

In the event a youth becomes separated from the group, staff will search the immediate area for up to ten minutes. If the youth is not located, a representative of the facility being visited will be contacted and asked for assistance in the form of announcements or staff to search. Other groups of youth and staff may assist in the search if there is a pre-arranged meeting time and place to assure the group reassembles for the return trip home. One group or adult will remain at the location the missing child was last seen in case they should return to that area. If the youth is not found after 15 minutes, staff will call the Youth Center to inform them of the situation. The Youth Center will then notify the parents of the status. After half an hour, the police will be notified and the parent will be asked to meet the group at the field trip site.

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CHILD ABUSE REPORTING POLICY

All staff members receive annual training on reporting and identifying child abuse. It is our responsibility to report all cases of suspected child abuse to Family Advocacy Office (FAP) or other authorities. All rooms are equipped with CCTV and are recorded throughout the facility. All staff working with children have a completed Installation Record Check (IRC) and an initiated National Agency Check (NAC).

Assistance numbers:

Child Abuse Hotline	1-877-790-1197
Family Advocacy	850-881-5061

ALCOHOL, DRUGS, AND TOBACCO PRODUCT POLICIES

Measures are in place to minimize exposure to harmful substances for children/youth participating in CYP.

- Smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal/illicit drugs (including marijuana) are strictly prohibited in the sight or presence of children/youth participating in any CYP program or sponsored activity. This includes outdoor CYP activity areas.
- CYP personnel, specified volunteers and contractors may not use any of these substances while caring for children/youth and may not use tobacco products in the presence of children/youth while children/youth are in their care.
- No one who is under the influence of alcohol or illegal drugs will attend, supervise or participate in any CYP whether located in CYP facilities or other locations used for CYP activities.
- We have the responsibility to safeguard youth using our on-base facilities. If a parent or guardian or anyone arrives to pick up a youth and appears to be intoxicated, the staff is instructed not to release the youth to that individual for safety reasons, unless there is another responsible person available who is capable of driving safely. If there is another capable driver available. And the staff member is convinced that the person will drive, then the youth will be release. If there is no driver available who appears capable of driving safely, the staff will offer to call a friend or a taxi for the driver to ensure the child and the driver will get home safely. If there is no capable driver available and the parent does not want a friend or taxi called, the staff has been instructed not to release the youth and to call Security Forces to deal with the suspected intoxicated persons who indicated they intend to drive.

SAC Parent Handbook

Child and Youth Education Services-School Liaison

Lacey Allen

Commercial: (850)884-6938

Cell: (850)280-5766

Email us at: lacey.allen.1@us.af.mil

1SOFSS.FSFY.ChildYouthServices@us.af.mil

Website: <https://www.myhurlburt.com/pages/School-Liaison.html>

Facebook: *Hurlburt Field Child and Youth Education Services-School Liaison*

Child & Youth Education Services (School Liaison) is committed to outreach, advocacy, and partnership initiatives that generate real-time solutions for military-connected students in grades Pre-Kindergarten through grade 12 as they face global educational challenges and transitions.

Goals:

- Connect schools, families and communities to meet the unique needs of PreK-12 military connected students
- Cultivate communication pathways between families, schools, community stakeholders and the military
- Customize real-time solutions for military connected students facing transitional barriers and educational gaps
- Collaborate with community stakeholders to build a platform for enhanced educational opportunities and partnerships
- Comprehensive professional development for educators to understand the military lifestyle
- Construct a network of extensive resources for building resilient communities
- Create a system of support for military connected students experiencing parental deployment or separation

Florida School Choice

Public School

If you would like to find information on the schools in the surrounding areas Hurlburt Field, the following websites will take you to information on all the public schools in the area.

Okaloosa County

www.okaloosaschools.com

Santa Rosa County

www.santarosa.k12.fl.us

Virtual Learning Options

As part of the School Choice program, Florida offers all students access to a public virtual school and a public virtual charter school. School districts also offer online schools, programs, or courses to their students. For detailed information on Florida's School Choice

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program, please visit the Florida Department of Education, School Choice website
www.fldoe.org/schools/school-choice/

Home Schooling

If you are interested in Homeschooling in Florida, there are some important things to know.
Florida Home Education Requirements

<http://www.fldoe.org/schools/school-choice/other-school-choice-options/home-edu/requirements.stml>

Private Schools

If you are interested in putting your child in a private school, check out the private schools in the area at the below link.

www.privateschoolreview.com

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COMMUNITY RESOURCES

Airman and Family Readiness:	850-884-5441
Auto Hobby Shop:	850-884-6674
Bowling Center:	850-884-6941
Community Center/Landing Zone:	850-884-5080
Commissary:	850-881-2138
Drug Demand Program:	850-884-2574
Emerald Coast Boys and Girls Club:	850-862-1616
Emergency Control Center:	850-884-6360
Family Advocacy:	850-881-5061
Fire Department:	850-884-6715/2910
Florosa Elementary:	850-883-4381
HAWC (Health & Wellness Center):	850-884-4292
Holley Navarre Primary:	850-936-6130
Holley Navarre Intermediate:	850-936-6020
Housing:	850-884-7505
Library:	850-884-6266/6947
Local 4-H:	
Okaloosa	850-689-5850
Santa Rosa	850-623-3868
Mary Esther Elementary:	850-833-3371
Medical Group:	850-881-1020
Outdoor Recreation:	850-884-6939
Rescue Mission:	850-478-4027
Security Forces:	850-884-7114
School Liaison Officer	850-884-5441

Hurlburt Field School-Age Programs
A Positive Place for Kids!
Phone: 884-6355
Visit us online at:
<http://www.myhurlburt.com/>

No Smoking Facility
No smoking on Youth Program
property.