

JBLE-EUSTIS YOUTH PROGRAMS PARENT HANDBOOK

[Updated August 2021]

DEPARTMENT OF AIR FORCE



YOUTH PROGRAMS

Table of Contents

ALL PROGRAMS

General	4
Introduction	4
Prescribing Directive	4
Mission	4
Philosophy	4
Goals	4
Eligibility	5
Hours of Operation	6
Exceeding Attendance Limitations	6
Open Door Policy	6
Confidentiality	7
Closed Circuit Television (CCTV)	7
Orientation	7
Children/Youth Requiring Accommodations	8
Daily Activities	8
Schedule of Activities	9
Clothing/Personal Belongings	9
Transportation Agreement	10
Termination of Enrollment	10
Health Practices	11
Exclusion and Readmission	11
Medication Administration Procedure	11
Concussion Protocols	13
Safety	15
Accountability	15
Release of Children/Youth	16
Incidents/Accidents	16
Supervision of Children/Youth – Parking/Unattended in Vehicles	17
Alcohol, Drugs and Tobacco/Vaping Products	17
Visitors/Building Access/Security	17
Emergency Preparedness	17
Field Trips	18
Guidance/Discipline	18
Child Maltreatment/Abuse Reporting	19

PROGRAM SPECIFIC	
School Age Care	21
Registration and Enrollment	21
Waiting List	22
Placement of Children/Youth	23
Fees and Charges	23
Subsidies	25
Nutrition and Food Service	25
Parent Participation	26
Protecting the Rights of Children/Youth and Families	27
Open Recreation	28
Membership	28
Youth Sponsorship	28
Instructional Programming	29
Registration and Enrollment	29
Previewing Classes	29
Payments	29
Fees and Late Fees	29
Prorated Fees	30
Credits and Debits	30
Withdrawals	30
Holidays	30
Inclement Weather	31
No Call/No Show Policy	31
Child Drop Off and Pick Up	31
Swipe In and Out	31
Injuries	32
Fire Drills	32
Waiting Area	32
Instructor Liability	32
Student Responsibilities	33
Parent Responsibilities	33
Youth Sports	35
Registration	35
Refund Policy	35
Team Assignments	36

Youth Responsibilities	36
Youth Conduct	36
Parent Responsibilities	37
Parent/Spectator Conduct	37
Coaches Training	38
Coaches Responsibilities	38
Coaches Conduct	38
Officials Training	39
Officials Responsibilities	39
Officials Conduct	40
Health and Nutrition	40
Physicals	40
Substance Abuse	40
Touch Policy	41
Injuries/Emergency Procedures	42
Safety Inspections	43
Inclement Weather	43
Excused Absences	44
Guidelines, Regulations and Rules	44
Scores	45
Sportsmanship	45
For Your Awareness	48
Exceptions	48
Questions and Concerns	48
Community Partnerships	49
Key Personnel	50

ALL PROGRAMS

GENERAL

INTRODUCTION

Thank you for choosing Joint Base Langley-Eustis (JBLE-Eustis) Youth Programs. This handbook is intended to inform parents about DoD and Air Force policies and procedures that govern Youth Programs, (Open Recreation, Instructional Programming, Youth Sports and School Age Care). Read them carefully in order to understand your responsibilities as a Youth Programs patron, the role of Youth Programs staff, and the expectations of your child/youth.

PRESCRIBING DIRECTIVE

Youth Programs are required to operate in accordance with AFI 34-144, Department of Defense Instructions 6060.4, and 1402.05, USC Code Chapter 88, Section 1791-1800 and the Military Child Care Act of 1989/96.

MISSION

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

Air Force Child and Youth Programs provide safe, enriching, supervised environments for children and youth during out of school time. Individual interests, experiences, abilities and needs guide the programming. Children/youth have the right to be heard, listened to and influence decisions. We promote experiences and opportunities that enhance rather than duplicate the school day. Our programs maintain an atmosphere that encourages flexibility and allows for freedom of choice within appropriate guidelines.

GOALS

We strive to: (1) reinforce family values and emphasize the uniqueness of each child/youth by promoting positive attitudes and validating self-worth; (2) to continue to

be committed to youth by providing consistent guidance and stable and dynamic programs to promote positive youth development; and, (3) to design programs to recognize the achievements of youth and maintain solid partnerships with other youth-serving organizations like the Boys & Girls Clubs of America and 4-H that offer a variety of resources.

JBLE-Eustis Youth Programs will continue to prepare young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences that help them become socially, emotionally, physically and cognitively competent. Programs include physical fitness and sports, arts and recreation, training in leadership, life skills and career/volunteer opportunities, mentoring, instructional classes, and intervention and support services.

ELIGIBILITY

School Age Care: Dependent children/youth ages 5 through 12 years of age of active duty military, DoD civilian employees either NAF or APF, Air National Guard or Air Force Reserve military personnel on active duty or inactive duty training status, active duty Coast Guard members, combat related wounded warriors, surviving spouses of military members who died from a combat-related incident, those acting in loco parentis for the dependent child/youth of an otherwise eligible patron, eligible employees of DoD contractors, and others may be authorized care. Dependent children of DoD contractors, retirees and others may be authorized on a space available basis. In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children/youth are eligible for child care only when they reside with the eligible sponsor at least 25 percent of the time in a month.

Open Recreation: Youth 9 to 18 years of age may be registered members of Youth Programs while youth 5 to 8 years of age may participate in organized programs without membership. Registered youth members may bring guests to youth functions for a minimal fee if their guests meet the basic age criteria. Youth 18 years of age and older and those no longer enrolled in home/high school may not participate in youth activities beyond the summer immediately following their graduation or disenrollment.

Instructional Programming/Youth Sports: Youth 5 years of age and younger may be allowed to participate in an organized program specifically for their age group when they are accompanied by a parent or sibling 16 years of age or older. Youth 6 to 8 years of age must be accompanied by a parent or sibling 16 years of age or older unless participating in an organized program that includes continuous, direct supervision by an adult.

HOURS OF OPERATION

The hours of operation are established to best serve the needs of the community and will be determined by the use of surveys and actual patrons in attendance. Emergency closings are only deemed necessary by 733 FSS leadership and/or the Air Base Wing Commander. Open Recreation is not a mission essential program and is closed during inclement weather.

Open Recreation/ Instructional Programming/Youth Sports

- School Year
 - Monday-Thursday 1400-1900
 - Friday 1400-2000
- Summer
 - Monday-Thursday 1200-1800
 - Friday 1200-2000
- Federal Holidays CLOSED

School Age Care

- School Year
 - Monday-Friday 0530-0900 / 1500-1800
- Summer Camp
 - Monday-Friday 0530-1800
- Federal Holidays CLOSED

Early Dismissal/Full Day Care: We open early on regularly scheduled early dismissal days and when students are dismissed early due to inclement weather. We stay open later when there is delayed reporting due to inclement weather as well. Full-day care is provided during school holidays or teacher in-service days.

EXCEEDING ATTENDANCE LIMITATIONS

When children/youth are left after posted closing time and neither parents nor emergency contacts can be reached, children/youth may be released to the supervision of Security Forces. All late pick up fee amounts are determined by the most current AF Child Development Program Fee Policy.

OPEN DOOR POLICY

Our program maintains an open door policy encouraging parents to communicate to staff and management any and all ideas, suggestions and concerns, complaints and

compliments. We extend an open invitation to you to visit, observe, and participate. Occasionally we need chaperones; if you are interested and available, please let us know. In addition, any time you would like to call and check on your child/youth, the front desk staff will be happy to get the information for you.

CONFIDENTIALITY

We inform children/youth and their parents or legal guardians prior to the disclosure of confidential or private information. There are circumstances when our program may be legally or ethically required to release such information without your consent. If we receive a request for the release of confidential information about your child/youth, or when the release of confidential information is necessary for program participation, prior to releasing such information the Youth Programs Director will:

- Determine if the reason to release the information is valid;
- Obtain informed, written authorization from a parent or legal guardian; and
- Offer a copy of the signed authorization to the parent or legal guardian, and maintain a copy in your child/youth's file.

CLOSED CIRCUIT TELEVISION (CCTV)

All children/youth will be monitored with a closed circuit video monitoring system (CCTV) and recordings may be made regarding the daily activities. Parents/guardians may come to the program and view their child/youth participating in activities in real-time on the CCTV monitors. Once CCTV recordings are made, the recording becomes an official Government record. Requests by parents for viewing a CCTV recording may be made to the program manager.

ORIENTATION

Patrons must attend a mandatory parent orientation prior to starting the program. An appointment will be scheduled with you at the end of the registration process. You will be given an orientation letter to take with you to the appointment. All staff can provide an orientation to parents upon request.

Open Recreation: Orientations are held every Tuesday at 1700. Both parents and youth are required to attend. (Instructional Programming and Youth Sports families attend the first part of Open Rec orientation and then their specific meetings as described below.)

Instructional Programming: Instructor specific orientations are held at the start of the first class.

Youth Sports: Parent meetings are held prior to the start of each sports season. Also, before or during the first practice of each sport season, coaches will conduct team/parent meetings with information regarding their team specifically.

School Age Care: A group orientation is scheduled during the week prior to the beginning of each school year and summer session. Parents who enroll their children in the middle of the summer or school year will receive an orientation and tour at the time of registration or at a time convenient to the parents.

CHILDREN/YOUTH REQUIRING ACCOMMODATIONS

It is the policy and goal of Air Force Child and Youth Programs to make reasonable accommodations which support inclusion and participation of children/youth with and without disabilities, special learning, medical and developmental needs (i.e., allergies, asthma, speech delays, physical limitations, religious preferences, etc.). Indicate your child/youth's additional needs during the request for care process as we are required to coordinate with the CYS Medical Advisor prior to enrollment to assess the best placement and accommodations for individual children/youth.

DAILY ACTIVITIES

We provide a fantastic array of fun and educational activities for your children/youth each day. They have the opportunity to participate in activities that may include arts and crafts, science projects, woodworking, robotics, gaming, construction, dramatic play, music, computer activities, reading, creative writing and more. In addition, each program offers a variety of club activities such as cooking, photography, community service, physical fitness and drama. Daily activities are developed from group meetings with the children. Our youth have a great deal of input into the planning and implementation of many of our activities.

During the school year, children/youth are given the opportunity to complete their homework each day. Quiet areas are set up in each facility to provide an environment conducive to accomplishing homework. This allows children/youth to make their own decision as to how they spend their time in the program.

High risk activities are included throughout the curriculum. To ensure appropriate supervision and safety, we adjust the staff to child ratio for activities such as woodworking, cooking, swimming, etc.

Daily activity schedules are posted on bulletin boards in each activity room of the program. Please feel free to discuss daily activities with staff members. We welcome and encourage parents to give us ideas for activities and become involved in our program as volunteers, instructors or special guests. Share your talents, hobbies and interests with our children/youth!

In order for youth to be transported to and from scheduled activities, it is imperative that parents sign a transportation agreement giving permission for the JBLE-Eustis Youth Programs staff to transport youth in a government vehicle. The program ensures vehicle operators meet the required qualifications and the vehicles are maintained properly.

SCHEDULE OF ACTIVITIES

The schedules are flexible which allow staff the freedom to respond to children/youth's individual needs and provides parents with general times for scheduled activities. The activities we plan for children/youth, the way the environment is organized, the supplies and materials selected, and the way we interact with children/youth are all designed to accomplish the goals of our curriculum and to give your child/youth every advantage for future success.

CLOTHING/PERSONAL BELONGINGS

Please ensure your child/youth is dressed appropriately to participate in Youth Programs activities. The manager on duty has the right to refuse admittance to any child/youth who is not adequately clothed for the day. Children/youth should be dressed in washable clothes (street clothes, not dress clothes). Children/youth cannot wear open toe shoes for safety reasons. Children/youth should have proper outdoor clothing with them since outside activities are scheduled daily. If there is a need to lend clothes from the program to your child/youth, please wash and return them as soon as possible. Label all children/youth's belongings (jackets, sweaters, paint shirts, etc.). Youth Programs will not accept responsibility for clothing or other miscellaneous articles that have been misplaced; all found items will be placed in the Lost and Found. Items left in the Lost and Found will be donated to charity quarterly.

TRANSPORTATION AGREEMENT

Transportation to and from schools off installation is provided through the Newport News Public Schools Transportation Office. For more information, call 881-5052.

In order for youth to be transported to and from scheduled activities, it is imperative that parents sign a transportation agreement giving permission for the JBLE-Eustis Youth Programs, 733 Force Support Squadron staff to transport youth in a 733 Force Support Squadron or government vehicle. All drivers undergo a background check through the Department of Motor Vehicles to ensure they have a safe driving record.

TERMINATION OF ENROLLMENT

Enrollment may be terminated for (but not limited to) continual behavior problems, lack of cooperation from parent/guardian and failure to pay fees. The staff and Manager will make every effort to discuss problems with parents to help resolve the situation prior to termination of a child/youth's enrollment.

HEALTH PRACTICES

EXCLUSION & READMISSION

JBLE-Eustis Youth Programs follows the current version of *The American Academy of Pediatrics Managing Infectious Diseases in Child Care and School* for exclusion and readmission of children.

For the health and safety of your child/youth and the other children/youth in the Center, please keep your child/youth home if he/she shows signs of obvious illness or a contagious condition.

Staff will observe children/youth for signs and symptoms of illness at the time of entry and during care. Children/youth shall be accepted only when their presence no longer impacts the health of other children/youth as confirmed by the child/youth's health care provider. Parents are requested to notify the Program if their child/youth contracts a communicable disease. Parents of children/youth who have been exposed to a confirmed communicable condition will be notified.

Parents or emergency designee will be called if a child/youth becomes ill or develops symptoms while in our care. Within one hour of notification, parents must pick up their child/youth and receive information on readmission.

Following an illness, children/youth may be readmitted only when their presence will not compromise the health of the other children. A child/youth may return when he/she is symptom free or after completion of the contagious stage of illness.

MEDICATION ADMINISTRATION PROCEDURES

School Age Care

Medication should be administered at home by parents/guardians, if possible. Youth 9 years or older may administer prescription medication to themselves if parents have provided a written statement granting permission for them to do so. Trained personnel will supervise youth administering their own medication. Trained personnel during a typical 10 hour day of care (full days out of school, Winter and Spring Breaks) may only administer medications to children/youth enrolled in the program as follows:

- Once if medication is to be administered 3 times a day.
- Twice if medication is to be administered 4 times a day.

- If medication is to be administered 1 or 2 times a day, medication will not be administered in SAC (except for time-sensitive medications).

The first dose of medication must be administered by the parent/guardian. If the first dose is administered at the program, the parent/guardian must wait twenty minutes before leaving the child/youth. All medications need to be in their original container and the medication prescription label must have: child/youth's full name, physician's name, beginning and ending dates, dosage frequency, expiration date and name of medication.

a. **AF Form 1055, Youth Flight Medication Permission Form:** All medications must be accompanied by an AF Form 1055, a prescription form or detailed note completed and signed and stamped by a health care provider. If the health care provider does not complete the AF Form 1055, but only provides a completed form or note, the parents must completely fill out the AF Form 1055 with all required information before the medication can be accepted in the program. The center will dispense the medication in accordance with the doctor's instructions. Additionally, parents must give **daily** permission to administer the medication; this is accomplished by **initialing/dating** the bottom portion of the form. Parents who may have forgotten to initial/date the AF Form 1055 on a specific date may still give permission via email or fax. Parents must initial AF Form 1055 **annually** to authorize administration of emergency as-needed medication in accordance with the child/youth's action/exposure plan in the event of an emergency. Parents are notified if administration of medication was required and must initial the AF Form 1055 subsequently. All medications are stored in a secure area.

b. **Topical Application (sunscreen, lip balm, insect repellent, over-the-counter lotions):** Parents must sign annually to authorize application of sunscreen, lip balm, insect repellent and over-the-counter lotions. Children/youth may apply sunscreen for themselves.

c. **Asthma/Allergy Emergency Medication:** Emergency "as needed" medications for asthma or allergies are accepted and used on an emergency basis. A current and complete action plan outlined by the prescribing health provider is required. Parents initial annually to authorize administration of emergency asthma medication and annually authorizing the use of an Epi-Pen. Parents are contacted if it is necessary to administer the medication.

d. **Over-the-Counter Medication:** Over-the-counter medications, including aspirin or aspirin-like products, antihistamines, decongestants, or cough syrup are authorized with permission from the child's physician.

e. **Allergies:** Please inform the program of any allergies your child/youth may have by indicating such information in the pertinent block of the registration form. Food allergies, including suitable food substitutes, must be verified by medical personnel.

Open Recreation

Medications will not be administered during Open Recreation in Youth Programs, but may be given in programs that extend beyond the normal typical day (e.g. full-day camps, day-long field trips and overnight trips). Exception: Emergency medications (e.g. Epinephrine Pens, Glucagon) may be given during Open Recreation. Designated personnel are trained to administer medications. Medications will be maintained at the front desk in a secured, but not locked cabinet labeled "medications." Every medication must be labeled with the child/youth's first and last name and approved by a medical authority for use in CYS. AF Form 1055, *Youth Flight Medication Permission Form*, must be completed before any medication may be administered to the children/youth. Medications will be administered only under daily written direction of parents and with approval from a medical professional. Youth 9 years of age and older may administer prescription medication to themselves if parents have completed a written statement permitting youth to do so.

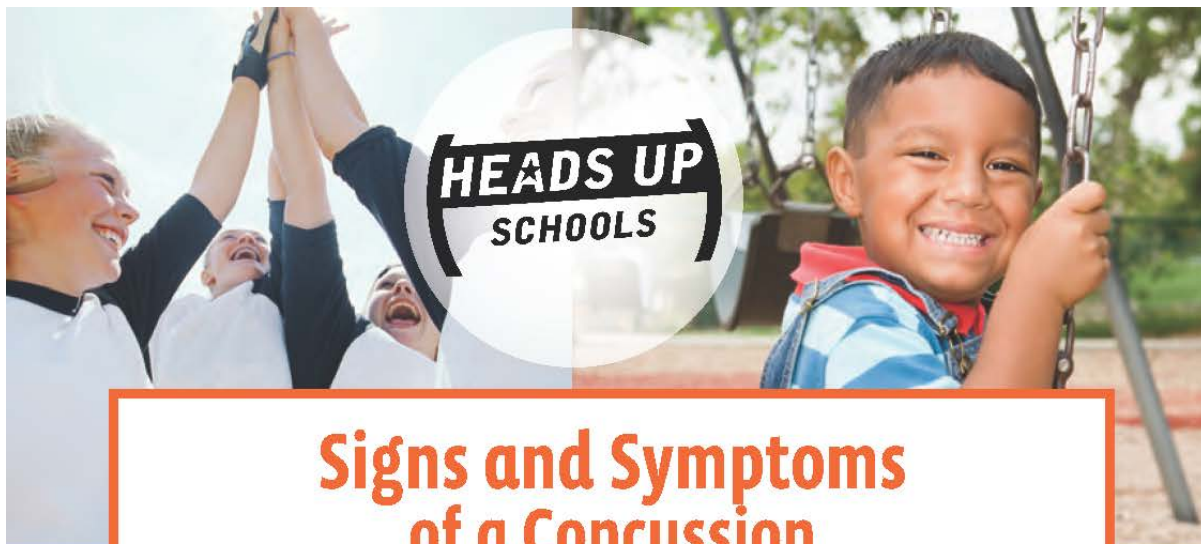
If a child/youth refuses to take medicine, he or she will not be forced to do so. Parents will be notified immediately if adverse reactions or side effects do occur. No over-the-counter medicines may be given unless accompanied by a doctor's prescription.

Instructional Programming/Youth Sports

Medications are not administered by staff in Instructional Programming/Youth Sports. If a child/youth requires medication of any kind, it is the parent/guardian's responsibility to ensure administration. Parents of children requiring medication must stay onsite during practices/classes.

CONCUSSION PROTOCOLS

If a child has experienced a bump or blow to the head, parents will be notified immediately and concussion protocols will go into effect. These protocols include assessing the situation, monitoring the child for symptoms of a concussion and seeking medical attention if symptoms are present. See following insert for more detailed information from the US Department of Health and Human Services and the Center for Disease Control and Prevention.



Signs and Symptoms of a Concussion

A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Be alert for **any** of the following signs and symptoms.

SIGNS OBSERVED BY SCHOOL PROFESSIONALS

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to hit, bump, or fall
- Can't recall events *after* hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

SYMPTOMS REPORTED BY THE STUDENT

Thinking/Remembering

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual
- Has trouble falling asleep

**Only ask about sleep symptoms if the injury occurred on a prior day.*

What can school professionals do?



Know your Concussion ABCs:

A—Assess the situation

B—Be alert for signs and symptoms

C—Contact a health care professional

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For more information and to order additional materials **FREE-OF-CHARGE**, visit:
www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
 CENTERS FOR DISEASE CONTROL AND PREVENTION



SAFETY

ACCOUNTABILITY

Open Recreation

Youth are required to sign themselves in and out of the facility daily. Children/youth are not allowed to leave the building without parent/adult supervision, unless they are at least 11 years of age and have written permission from their parents or legal guardians. Any additional restrictions for signing in or out of the program must be enforced by the parent.

School Age Care

To ensure your child/youth's safety we require that you bring your child to his/her assigned room, sign him/her into the program using AF Form 1930, *Youth Flight Daily Attendance Record*, located in the classroom and then proceed to the front desk if you have any additional paperwork or questions.

Maintain physical control of your child/youth at all times while on the program grounds and parking areas. This is for safety reasons as many patrons are using the parking lot at the same time each day. Children are not allowed to leave the building without parent/adult supervision, unless they are at least 11 years of age and have written permission from their parents or legal guardians.

To ensure the safety and contentment of all children enrolled in School Age Care, please **do not allow** your **children/youth to:**

- Bring money, food, gum or candy.
- Bring their own toys. An ample supply of toys and games are available and items brought from home cause dissension and can be easily broken or lost.
- Wear jewelry or other high value items. We cannot accept responsibility for loss of such items.
- Bring anything in their book bags/backpacks except clothes, school books, lunches, etc. (no aspirin, medication, toys, etc.).

RELEASE OF CHILDREN/YOUTH

Children/youth may only be released to persons listed on the CYMS Profile Print, AF Form 88 or for whom the biological custodial parents have provided written authorization (or verbal in emergencies). Children/youth will be released to either biological parent absent a child custody order or divorce decree limiting parental rights. It is the parent's responsibility to inform the program if someone other than those indicated on the CYMS Profile Print/Form 88 will be picking up their child(ren)/youth. **Parents may call, email or fax authorization if another adult other than the one(s) listed on the CYMS Profile Print/Form 88 is to pick up.** All designated persons picking up children/youth other than their parents will be asked to show picture identification. For SAC, children/youth may be released to a sibling 14 years or older with proper identification.

Release of Children/Youth to Intoxicated Parents – If parent(s) are suspected of being under the influence of drugs or alcohol, children/youth **will not** be released to the parent(s) and personnel will notify Security Forces. A designated driver will be contacted at the parent or center staff's request.

INCIDENT/ACCIDENT PROCEDURES

Minor Accidents

All injuries occurring at the Center are documented on AF Form 1187, *Youth Flight Accident Report* and parents are notified immediately of any neck or above injury or any injury needing medical attention. The Accident Report will be available for signature upon pick-up for the day. A Freedom of Information Act request must be submitted to the appropriate installation office in order to receive a copy of AF Form 1187.

Situations Requiring Medical Treatment

If an accident or serious illness occurs which requires emergency medical treatment children/youth will be transported by ambulance to a local hospital on base. The child/youth's emergency medical authorization information will be given to the hospital staff and a Youth Programs staff member will remain with the child/youth until the parent(s) arrive. The customer service desk staff will immediately try to contact the parent(s) at first notification of the emergency.

SUPERVISION OF CHILDREN/YOUTH – PARKING/UNATTENDED IN CARS

Parking spaces are available in the front of the center for your convenience. Vehicles left unattended while running or unattended and running with children in them pose an extreme danger. According to the current JBLE Youth Supervision Guide it is unlawful to leave children 7 years and under alone for any period of time. Parents should always consider the dangers in the environment and the ability of an adult to quickly intervene. Therefore, to ensure the safest environment for everyone involved, parents must always take all children 7 years and under out of their vehicles and turn off the vehicle before entering the facility.

ALCOHOL, DRUGS AND TOBACCO/VAPING PRODUCTS

In accordance with AFI 34-144, 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 or in the facilities or on its playgrounds, or within 50 feet of openings into the interior of the building. The use of alcohol, drugs and tobacco products is also prohibited at any function, including field trips. Smoking is not permitted at any time in the presence of children/youth or in any government vehicle. Violation could result in removal and/or suspension of any child/youth, parent and/or staff member who is using alcohol, illegal/illicit drugs (including marijuana) or tobacco products in CYS facilities or at CYS functions.

VISITORS/BUILDING ACCESS/SECURITY

JBLE-Eustis Youth Programs has only one main entrance which is used by staff, parents and all visitors. All Center visitors must sign in; visitors on official business (CE, Contracting, Public Health, local business representatives, etc) are allowed in the areas occupied by children/youth with a SAC/YP staff escort. The escort remains with all non-YP personnel until their designated duty is completed. All other visitors on non-official business will be asked to remain in the lobby area. Parents who have extended family members with them may escort them to an area occupied by children/youth after signing in at the customer service desk and receiving a visitor's badge.

EMERGENCY PREPAREDNESS

JBLE-Eustis Youth Programs has established procedures and a detailed Emergency Response Plan which addresses active shooter, disaster preparedness, weather conditions, contingency operations, and missing child/youth and notification which is available for review upon request. If an emergency occurs which requires the program

to close (i.e. fire, loss of water, natural disasters, etc.), children/youth will be relocated to either Pershing or Madison CDC. Parents or emergency contacts will be notified immediately and instructed where to pick up their children/youth; and will have one (1) hour to do so. If a child/youth is not picked up within one hour, or if a parent or emergency contact cannot be located, children may be released to the supervision of Security Forces. In case of Installation closure, parents will be contacted immediately; and, will have one hour to pick up their children/youth. Any child/youth that is not picked up within the one-hour time frame may be released to the supervision of Security Forces.

FIELD TRIPS

Parents registering children/youth must authorize field trips in order for children/youth to participate in these activities. Periodically, additional field trip permission slips may be required for higher risk activities. Children/youth are not required to attend field trips; however, limited activity will be provided in some cases.

GUIDANCE/DISCIPLINE POLICY

The goal of guidance is to assist children/youth in developing self-discipline. Adults will provide positive guidance that teaches children/youth to make their own decisions, help them process feelings, recognize consequences and explore alternative solutions and outcomes to solve problems. All staff and volunteers are responsible for adhering to the guidelines outlined in this policy and will receive training annually.

Discipline techniques that are acceptable to guide the behavior of children/youth enrolled in our programs include:

- Set clear and appropriate limits
- Model acceptable behavior
- Provide an environment that encourages self-discipline
- Anticipate and eliminate potential problems
- Use natural and logical consequences
- Recognize children/youth's efforts
- Use negotiation, reasoning and redirection
- Encourage children/youth to use conflict resolution skills

Discipline techniques that are unacceptable to guide the behavior of children/youth enrolled in our programs include:

- Corporal punishment to include forced physical exercise

- Withholding nutrition or hydration
- Verbal abuse, threats or derogatory remarks about children/youth and their families
- Manual, mechanical and chemical restraints
- Isolation
- Punishment by peers and/or group punishment or discipline for individual behavior
- Punitive work assignments or unnecessarily punitive restrictions

The above discipline techniques are also to be used with children/youth that have special behavioral needs or issues; however, appropriate responses may vary depending on the child/youth and the situation. The following techniques may be used if it becomes necessary to de-escalate a volatile situation:

- Communication techniques (negotiation, mediation, listening)
- Encouraging self-calming behaviors
- Separating those involved
- Involving children/youth in regaining control
- Escorting to a space away from the area of the situation

When behavior problems arise program staff will look at the routines, the environment, and the individual needs of the children/youth to help them overcome the behavior. However, if a child/youth is consistently exhibiting inappropriate behaviors program staff will: (1) inform management and/or the Training and Curriculum Specialist; (2) initiate a conversation with both the child/youth and their family; and (3) if necessary, develop a behavior support and management plan in conjunction with YP staff and the family. Program staff should also be aware of family issues such as deployments, divorce and blended families, gang pressures, etc. and the effect they have on children/youth's behavior. Resource materials should be available for staff and families.

It is important for all program staff and volunteers to be aware of the language, the tone of voice, and the manner of speech they use when working with children/youth. They are to teach, guide, and build positive relationships with children/youth to encourage them to act responsibly.

CHILD MALTREATMENT/ABUSE REPORTING

All Child and Youth Programs (CYS) employees must meet background check requirements at all times and complete required training prior to working with children. CYS employees are mandated to report any signs of child abuse or neglect.

If you ever suspect child abuse, child neglect or a safety violation in the Child and Youth Programs report it to the following:

- To report child abuse/neglect or family issues contact Family Advocacy:
Eustis: 314-7988
- To report safety violations contact the Safety Office:
Eustis: 878-3995

-OR- call the DoD Child Abuse and Safety Violation Hotline: **1-877-790-1197**

SPECIFIC PROGRAMS

SCHOOL AGE CARE (SAC)

REGISTRATION AND ENROLLMENT

Registration on MilitaryChildCare.com is necessary before your child/youth may participate in School Age Care.

We care for your children
while you protect America

**MILITARY
CHILDCARE dot COM**

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

STEP 1 CREATE ACCOUNT
Go to **MilitaryChildCare.com** to create an account containing information about your family, or to login using an existing username and password.

STEP 2 SEARCH and REQUEST CARE
Search the system for the child care options that best fit your needs and submit your requests for care.

STEP 3 MANAGE MY REQUESTS
You can manage your requests for care from anywhere in the world.

STEP 4 UPDATE MY PROFILE
Keep your *My Profile* page up-to-date with important information.

**Introducing
MILITARY
CHILDCARE dot COM**

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

It's that easy!

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

When contacted, parents will need the following items to complete registration:

- Valid identification card
- Current immunization record
- Proof of total family income (most recent leave and earning statements, pay stubs or W2)
- Proof of eligibility (birth certificate, DEERS documentation, DoD identification card, Passport)
- Social Security Numbers for sponsor and spouse
- Supporting documents required for Special Accommodations, if applicable
- Copy of custody papers or legal separation, if applicable
- Copy of divorce papers, if applicable

In addition, the following documents must be completed in their entirety; and, within 5 days of initial submission:

- DA Form 7625-1, *Health Screening Tool*, for each child/youth. Information will be used to assist Army activities in their responsibilities in overall execution of the Army's Exceptional Family Member Program (EFMP) and the Army Child and Youth Program.
- Emergency Contact Form. A minimum of 3 emergency contacts. Contacts cannot be sponsor or spouse—1 must be local and 1 designated as the Emergency Care Provider;
- DD Form 2652, *Application for Department of Defense Child Care Fees*. A designated staff member will accomplish verification. Any family who has not verified income within 30 days of enrollment will be charged the highest fee category rate;
- Parent Agreement
- United States Department of Agriculture Income Eligibility Application
- Acknowledgement of orientation and receipt of parent handbook.

There is an annual requirement to re-register before your registration's expiration date. **Failure to do so may result in denial of program participation.**

SAC WAITING LIST

Waiting List Priorities are established in accordance with DoDI 6060.02. The waiting list is maintained through MilitaryChildCare.com and the amount of time for availability of a child care space varies based on the number of waiting list applicants.

If you do not have access to an on-base child care provider (Family Child Care), you may be eligible to participate in one of the child care fee assistance programs. Air Force/Army fee assistance programs are offered through Child Care Aware® of America: <https://www.childcareaware.org/fee-assistancerespite/>.

SAC PLACEMENT OF CHILDREN/YOUTH

If you wish to use School Age Care on a regular basis it is necessary for you to obtain a reserved space for your child. If a reserved space is not available you may place your child on the waiting list by visiting MilitaryChildCare.com.

Parents on the waiting list who are offered a space from MilitaryChildCare.com will have 48 hours to accept/decline. If the space is accepted, the completed enrollment paperwork must be returned at the assigned orientation appointment date.

After meeting the needs of patrons in higher priorities, the program can support the need for full-time care for other eligible patrons on a space available basis. Space available patrons are notified at the time of enrollment that their space must be vacated if a higher priority patron requires child care and will be given a 45-day notice.

If a spouse/partner is no longer employed or actively seeking employment the Parent Agreement can be terminated in order to accommodate working families. The family will be given a 45 day notice.

SAC FEES AND CHARGES

Section 1793(a) of Title 10, United States Code requires DoD to prescribe uniform fee regulations annually. Fees are based on total family income (calculated using LES/pay stubs) and apply to all children who attend on a regular basis. *Application for Department of Defense Child Care Fees*, DD Form 2652 is used to verify total family income.

Programs provide a 15% discount to families with multiple children enrolled in the CDC, School Age Care or Family Child Care Subsidy programs.

Weekly fees are posted at the customer service desk. **Fees are due in advance of care.** All patrons using Air Force child development programs are required to provide a credit/debit card number or bank authorization and agree to have the card charged or account debited for the child/children participating in the program. This information is safeguarded in accordance with AFI 33-332, Privacy Act Program.

School Year

All fees are payable on either a bi-monthly or monthly basis. Monthly payments are due on the 1st working day of each month and bi-monthly payments are due on the 1st and 15th working days of each month. Payment must be received by 1800 on the third (3rd) working day after the due date or a late fee will be assessed.

Parents are financially obligated to pay for their child's space in the Center even when the child does not attend. No refunds or credits will be issued for absences including, but not limited to: illness with or without medical excuse, holidays, short work weeks, vacations, visiting caretakers, closures due to inclement weather conditions, withdrawal without notice, etc.

Summer/Winter and Spring Camps

Summer, Winter Break and Spring Break Camp registration is required through Militarychildcare.com. This is a separate registration request from the school year.

All fees are payable on a weekly basis. Fees are assessed on the Monday of each week. If payment is not received by 1800 on the Tuesday of the current week, a \$5.00 late fee per family per day will be assessed. If payment is not made within 8 days of the due date, the child will not be allowed back in the center without payment. If you decide not to use a week that you have reserved, you must give a two week written notice or make payment for the entire week. If payment is not made by COB on Friday of that week, services will be terminated and any additional weeks of care will be cancelled.

Charges

Hourly care: \$7.00 per hour across JBLE CYs effective with implementation of SY2021/2022 fees.

Overdue Payment: Credit/debit card will be swiped if payment has not been received by the 3rd working day after it is due. It is the customer's responsibility to update the credit card information. If the account becomes 2 weeks delinquent enrollment may be terminated without notice and all unpaid fees will be assessed.

NOTE: All past due payment fees and late pick-up fee amounts are determined by the most current AF Child Development Program Fee Policy.

Credit towards your child care fees will be given when the program is closed on the designated ACC Family Days and TRADOC Training Holidays. Credit will not be given when the center is closed due to weather conditions (snow, ice, hurricane, flood, etc.) or for days your child/youth is absent due to child/parent illness, medical appointments or annual leave. Notifications of scheduled closings will be posted in advance.

Withdrawal

JBLE-Eustis Youth Programs must be notified in writing at least two weeks in advance if you wish to withdraw your child from the program. Failure to give written notice will result in the bi-monthly fee being charged to your account. The financial stability of the program depends upon all spaces remaining occupied.

Payment Records

Your child care payment records are available upon request at the customer service desk.

SUBSIDIES

SAC is subsidized through funds appropriated by Congress. These funds pay for all equipment and supplies throughout the year. We are also active participants in the USDA Food Program which provides subsidies for meals and snacks served to the children.

Parents can also apply for Day Care Assistance by contacting one of the offices below (depending on where you reside):

- Hampton Social Services 757-727-1800
- Newport News Social Services 757-926-6300
- York County Social Services 757-890-3930
- JBLE Langley Family Support Center 757-764-3990

NUTRITION AND FOOD SERVICE

Nutritious meals and snacks are served in accordance with the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Breakfast and a nutritional afternoon snack will be provided during the Before and After School program. Children/youth enrolled in Spring Break, Winter Break, and Summer Day Camp programs also receive lunch. Lunches will be provided when schools are closed for half days and non-instructional days. All food and beverages are provided. Parents/children/youth are not allowed to bring food into the Program.

Regulations require the new CACFP enrollment form to be used for all children enrolled in School Age Care. Enrollment forms must be collected every 12 months for children enrolled at participating CACFP child care centers.

Special diets due to a medical condition, must be documented by a physician stating the medical reason for the restriction along with an appropriate substitution. Request an accommodation form for specific requirements.

Parents are welcome to eat with their children during mealtime, but will not be permitted to take food out of the building. If special diet items cannot be purchased through normal channels, parents will be required to bring in the items, which will be cleared through medical channels.

PARENT PARTICIPATION

Parents are welcome at all times. Feel free to visit your child/youth's room whenever you wish. If you think your presence will upset your child/youth or the activities going on in the room, you may observe your child/youth on the TV monitor in the main office. In addition, any time you would like to call and check on your child/youth, the desk clerk will be happy to get the information for you.

We ask parents to share special skills they may possess. Parents can teach children/youth woodworking, crafts, drama, dance and many other life skills. We also welcome parental help during field trips, parties, or just coming in to read a story or play a game. There are many things you can do to help make your child/youth's experience at Langley Youth Programs a happy one. Let him/her know that you have faith in their ability to do well. Show interest in newly learned songs, games, dramatic plays, etc. Admire projects that are brought home. Read the information posted on the parent bulletin board so that you are aware of activities and have new topics to discuss with your child. Attend parent conferences. (Times will be posted on the bulletin board.) Let your child/youth know that what he/she does each day is important too.

Parent/teacher conferences can be arranged any time deemed necessary by parent or teachers.

A Parent Advisory Board (PAB) meets the first Wednesday of every month and all parents are encouraged to attend. Many improvements have been made to our program through suggestions from parents at the Board meetings. This is the perfect opportunity for families to have input into program policies. The dates for these meetings will be

posted on the Parent Bulletin Board. A reminder notice will be given 1-2 weeks in advance.

PROTECTING THE RIGHTS OF CHILDREN/YOUTH AND FAMILIES

JBLE-Eustis Youth Programs is committed to protect and uphold the rights and privacy of children/youth and their families.

- All children/youth and families will be treated fairly, in a non-discriminatory way, regardless of racial, ethnic, gender, cultural, religious and linguistic background, and abilities.
- All information on children/youth and their families is maintained in a confidential manner to ensure their privacy is protected. Only program staff with a need to know will have access to the children's/youth's files and families' confidential information.
- Children/youth's and families' confidential/private information will be disclosed only with the families' expressed consent, except for instances when the program is legally required to disclose such information.

Disclosure exceptions are as follows:

1. The program will release family information to the Family Advocacy office/Child Protective Services following allegations of child maltreatment (abuse/neglect) without obtaining family's consent (program staff are mandated reporters).

2. The program may also permit limited access to personal/confidential information (child/youth's files) to AFSVA/SVPY staff during Air Force Unannounced Inspections.

3. The program will provide to AFSVA/SVI Child & Youth staff limited family information (name, rank and duty location of sponsor; name, age, sex of child/youth) in the event of an injury requiring medical attention or hospitalization of a child/youth.

- The program will obtain written consent from children/youth and families prior to recording, photographing or filming.
- Communication (oral and written) with children/youth and families will be provided in the prevailing language(s) of the group served. The program will provide, or arrange for, translation and sign language services, communication technology, and other communication assistance, to the extent possible.
- The program has a system in place for participants and their families to use to elevate their concerns, complaints, and grievances without fear of interference or retaliation.
- Program participants and their families are encouraged to express their concerns or grievances to the Program Manager for a prompt resolution (1st level). If grievance

is not resolved at 1st level, it will be brought to the attention of the Youth Programs Director (2nd level) and, if still not resolved, to the CYS Flight Chief (3rd level). The JBLE-Eustis chain of command or the Inspector General Office is also available to military and DoD civilian sponsors.

OPEN RECREATION

Open Rec provides a variety of programs and activities for youth ages 9-18 consisting of various activities and clubs, Youth of the Year Program, and special events. It is affiliated with the Boys & Girls Clubs of America and the 4-H Program and incorporate their respective programs into the curriculum.

MEMBERSHIP

Membership is FREE to eligible youth; registration is onsite at 1102 Pershing Ave.

YOUTH SPONSORSHIP

Youth Sponsorship is available for incoming and outgoing youth to connect with other youth who are already at the gaining installation to make the transition of moving easier. The Youth Sponsorship packet is available at <https://jble-eustismwr.com/wp-content/uploads/2021/06/Eustis-Youth-Sponsorship-Packet-5da9b907109ada45de561ded67491380-1.pdf>

INSTRUCTIONAL PROGRAMMING

REGISTRATION/ENROLLMENT

Each youth wishing to participate in Instructional Programming must be registered in person by a parent or legal guardian and appropriate fees paid.

PREVIEWING CLASSES

Parents are encouraged to schedule a preview of a class of interest before making a decision to enroll their child/youth. Parents are allowed a 1 time preview of a class, free of charge. To preview a class please contact the Program Manager.

PAYMENTS

Payment is due at the time of initial registration/enrollment into an instructional activity. Monthly payments can be made at any CYS facility.

FEES AND LATE FEES

Payment is due on the first business day of each month. As a courtesy, registered patrons have until the 3rd business day after the 1st of the month to pay activity fees in full before a late fee of \$5 per family, per class is applied.

PRORATED FEES

The instructional program allows patrons to enroll at any time during the month. Your first payment is due at the time of registration and will be prorated depending upon date of enrollment and start of the activity. Four weeks of instruction are included in a full month's tuition, except in the case of federal holidays. Your bill may or may not be prorated, depending on the instructor making up the class. It is the parent's responsibility to attend the make-up class. If you do not attend for whatever reason, the bill will not be prorated. If you are going out of town for two consecutive weeks or more, your tuition can be prorated if you submit a request in writing prior to your first absence. Requests for prorated payments will only be considered if submitted to the Program Manager. Talking to or submitting a written request to the instructor will not serve as a form of notification.

CREDITS/REFUNDS

Credits or refunds should be requested in writing by the child's parent/guardian. Valid reasons accepted for refund/credit:

- Family relocation for a TDY or Deployment with little or no notice to the sponsor
- Extended Illness or serious injury
- Other reasons on a case by case basis

WITHDRAWAL

To withdraw your child/youth from an instructional activity, written notification of withdrawal must be submitted. All withdrawal notifications must be submitted before the billing cycle begins; otherwise the parent/guardian will be responsible for all fees regardless of child/youth's attendance. Please be advised that child(ren)/youth can only be withdrawn from the activity when the household account balance is \$0.

HOLIDAYS

Instructional classes will not be held on federal holidays.

INCLEMENT WEATHER

All instructional classes will be cancelled in the event of the following weather issues:

- Tornado watch or warning
- Post closure due to rain, snow and icy conditions
- On-Post school closure due to rain, snow and ice

NO CALL/NO SHOW

It is the responsibility of the parent/guardian to inform the instructor if the child/youth will be out for an extended period of time. If a youth misses two consecutive lessons and is a no call/no show, the youth will be automatically withdrawn from the program with no refund or make up. If the parent/guardian would like for the child/youth to continue after they have been withdrawn, they must re-register for the activity if space is available.

CHILD DROP OFF AND PICK UP

All children/youth eight years of age and younger must be escorted into the facility by the parent/guardian and signed/checked in with the instructor. Youth nine and ten years old may sign themselves in but must have a parent sign them out. Youth eleven years of age or older may sign themselves in and out of classes. Youth eight years old or younger are not permitted to be dropped off in front of the Youth Programs building to walk to their activity. It is the responsibility of the parents/guardians to turn their child over to the instructor and the instructor will in turn release the child back to the parent or guardian at the end of the session. Please be advised that after a 10 minute grace period at the conclusion of class, a \$2.00/minute late pick-up fee will be incurred.

SWIPE IN AND OUT

All patrons must swipe in and out of the building during each visit. Each patron has been issued a Key Fob swipe and this swipe card can be used at any CYS facility. If you do not have a Key Fob and have never been issued one then you can obtain one from the customer service desk staff at any CYS facility.

INJURIES

In case of accidental injuries, staff/instructors will perform minimum first aid treatment. An incident form will be completed and presented to the parent to sign indicating acknowledgement of the incident. In cases of serious but not severe or life threatening injuries the parent will be called immediately and based on the conveyed information assist in the decision to call an ambulance or not to call. In all cases of severe injuries, an ambulance will be called and the parent will be notified immediately. Any costs incurred for emergency transit of injured children/youth is the sole responsibility of the sponsor.

FIRE DRILLS

CYS has a requirement to have a fire drill monthly by the Fort Eustis Fire Department. When there is a fire drill, it is required that everyone in the building exit the facility through the nearest exit and meet at the designated rendezvous point (at least 75 feet away from the building).

WAITING AREA

Parents are welcome to sit in the Youth Programs waiting area/lobby. To maintain the safety of all the children in the facility, children/youth are not allowed to be left unattended at any time. Children/youth cannot be in unauthorized areas/rooms.

INSTRUCTOR LIABILITY

Instructional programs are designed to be developmental and are not intended to be related in any way to hourly care. Instructors are responsible for children/youth participating in their program only during the time they are in actual attendance of class. It is the responsibility of parents to care for children/youth before and after class.

Students are advised not to arrive earlier than 10 minutes before class time. Students are expected to depart the facility immediately following class. Instructors are not responsible for children/youth before or after classes and cannot be held liable for children/youth during this time. It is the parent's responsibility to be present or have

another adult be responsible for the child(ren)/youth at any time before and after classes.

STUDENT RESPONSIBILITIES

- Students will help their parents by being ready for class by the time parents are ready to leave home.
- Students will show respect for themselves by being dressed appropriately for class and giving their all during class.
- Students will show respect for others by keeping their hands to themselves during class, waiting quietly for others to have a turn, and talking only when appropriate.
- Students will show respect to the instructors by being ready for class on time, listening when the instructor speaks, and being prepared for their turn.
- Students will show respect for their classroom by not bringing gum or food, putting trash in the proper places, and bringing only water to the class.

PARENT RESPONSIBILITIES

- Children/youth eight years of age and under are required to be accompanied by a parent or a designated parental representative while traveling to and from class. Children/youth nine and ten may walk to class but not be allowed to walk from class alone and that parents make arrangements for their children accordingly. Parents must accompany their children/youth to and from all classes held at a non-CYS facility regardless of the child's age. Once children are given over to parental care, instructors nor instructional staff are no longer responsible for them.
- Every effort should be made to pick up your child/youth on time after the class is over. Instructors should not be expected to keep your child/youth longer than the scheduled duration of the class.

- If your child is sick, please do not bring him/her to class. Your child will not get much out of the class and may pass the illness to others. A courtesy call to the class location would be appreciated.
- It is important to provide your child/youth's instructor with a cell or other phone number at which you can be reached and an emergency contact name and number in case you are not available.
- Please notify the instructor if your child/youth requires any special accommodations. This will assist the instructor in providing the best possible learning experience for your child/youth.
- It will help greatly if your child/youth takes care of restroom needs prior to the beginning of each class. For safety reasons, your child/youth will not be allowed to leave the class to go to the restroom unless accompanied by an instructor, CYS staff or you, the parent.
- Please emphasize good manners and consideration of others. If your child/youth's behavior in class is a distraction to learning, the instructor will contact you for a conference. If the behavior continues to disrupt the class, we will follow the established and accepted procedure to remove your child/youth from the class.
- Make sure your child/youth has the materials, clothing, shoes, or equipment required for his/her class.
- If your child/youth is unable to attend a class, please notify the instructor or a staff member in advance. Missed classes are not made up nor prorated.

YOUTH SPORTS

REGISTRATION

Each youth wishing to participate in the Youth Sports program must be registered in person by a parent or legal guardian. At the time of registration, a Youth Sports Registration Form, AF Form 88 *Youth Programs Registration*, and Parents' Code of Ethics must be completed and appropriate fees paid. A valid physical (no more than a year old) is also required at the time of registration.

REFUND POLICY

A refund of registration fees may be requested and honored by the Youth Sports and Fitness Director at any time prior to the scheduled first practice. Thereafter, only partial/prorated refunds will be approved for Permanent Change of Station (PCS) or medical reasons. Supporting documentation may be required depending on the circumstances surrounding the request. The method of refund payment will vary depending on the original type of registration fee payment. If fees were paid via credit or club card, then your account will be credited. If fees were paid via cash or check, then you will be given cash. Refunds cannot be processed after the completion of that sport event or season.

TEAM ASSIGNMENTS

The Youth Sports and Fitness (YSF) Director will randomly assign youth to teams based on their age, size (height and/or weight), playing experience, and/or skill level. Prior to team assignments however, youth may be asked to attend specific sport skill evaluations. The purpose of these evaluations is to assess the skill level of participants in an attempt to distribute talent equally to each team. These evaluations are extremely important and each child needs to be present.

Parents may request their child move up an age division if they feel it is in the child's best interest; however youth are encouraged to play in their assigned age division. Before a child can be considered for placement in an older age division, they must attend an evaluation session. If the child receives the highest marks of his/her peers and is mature enough as determined by the evaluators, then the child may be moved up as long as a parent is willing to sign a waiver form. (Only youth diagnosed with a Special Need requiring accommodations may be placed in a younger age division from

their “true” age division.) Parents may also request siblings be on the same team provided they are in the same age division, but no other request (i.e. to be on a team with a specific coach or child for carpooling purposes) will be granted. Coaches are not permitted to add players to teams, or cut players from teams. The YSF Director is the only one authorized to make roster changes.

YOUTH RESPONSIBILITIES

Participation in youth sports programs can have a lasting and meaningful effect on children’s lives. Therefore, it is the goal of the JBLE Youth Sports program to ensure that a child’s experience is a positive one. It takes the cooperation of everyone involved, including the participating youth to make this happen. For that reason, the following responsibilities were established for participants to adhere to:

- To listen to their coaches and be respectful of their elders
- To take care of the facilities, equipment, and uniform which they have been given
- To eat the right foods and drink plenty of water before, during, and after practices/games
- To avoid all types of taunting and belittling remarks to their teammates or opponents
- To show good sportsmanship at all times, win or lose
- To not make sports a priority over schoolwork or family
- To refrain from horseplay and all other dangerous activities that maybe harmful
- To participate for the love of the sport and teamwork, and not to win at all cost

YOUTH CONDUCT

Coaches and parents should discuss with each of their youth the Players’ Code of Ethics. Youth sports should be a positive and safe learning experience, so players will be held accountable for their actions. Negative behavior will not be tolerated by the YSF Director, coach/es, or official(s) in charge and players will be asked to cease such behavior. If a youth fails to heed the request, the youth will be asked to leave the area/game. Continued conduct problems may result in possible removal from the current Youth Sports program and possible future Youth Sports programs.

PARENT RESPONSIBILITIES

- To have a part in the supervision of their child
- To bring forward valid complaints
- To be a good spectator
- To educate your children about abuse
- To help each child find the right sport and program for his or her needs
- To assess the philosophy of the coach and organization to make sure it matches the child's needs
- To provide the child with the physical/emotional nurturing and guidance they need to thrive
- To be an advocate for each of your children and support each child
- To equally support your sons and daughters as athletes
- To understand that all your children are gifted, but not in equal ways
- To support the individual needs and interests of children
- To provide unconditional love and support, not based on performance
- To pay attention to see if your children are having fun, learning and improving as opposed to just winning
- To create a safe and fun environment

(Reprinted from NIYSA's Child Abuse and Youth Sports: A Comprehensive Risk Management Program)

PARENT/SPECTATOR CONDUCT

We recognize that parents/spectators are a vital part of the youth sports experience. Each parent has signed a Parents' Code of Ethics as part of the registration package for their child. Again, youth's sports should be a positive and safe learning experience. So like the players, parents will be held accountable for their actions as well. Negative behavior will not be tolerated by the YSF Director, coach (es), or official(s) in charge and parents / spectators will be asked to cease such behavior. If the parent/spectator fails to heed the request, the spectators will be asked to leave the area. If the parent/spectator refuses to leave the area, Security Forces will be contacted for assistance in escorting the offending parent/spectator from the area. Continued conduct problems may result in possible suspension from attending any future youth Sports events.

COACHES TRAINING

All JBLE Youth Sports coaches must be certified through the NYSCA. Each coach must attend at least two (2) training clinics (general and sports specific) to become certified as a Youth Sports coach. These training clinics include information on the physical, mental, and social characteristics/development of youth; positive guidance techniques; safety; first aid and cardiopulmonary resuscitation (CPR); conditioning and training; nutrition; sport specific skills, strategies, tactics and techniques; substance abuse awareness; child abuse; injury prevention; liability; diversity; and sexual harassment. Upon completion of the training, the JBLE Youth Sports program pays for the coaches NYSCA certification and membership that includes a million dollars (\$1,000,000) excess liability insurance while performing coaching duties.

COACHES RESPONSIBILITIES

- To serve as a role model
- To be knowledgeable of all league policies, procedures, and rules
- To provide a safe and fun environment for the youth, and report any suspected child abuse or neglect
- To communicate with parents and players
- To encourage parent involvement during practices, games, and other related functions
- To teach the young athletes the fundamentals of the sport
- To give each player equal playing time
- To put the feelings of the players ahead of the desire to win

COACHES CONDUCT

Each coach has signed a Coaches' Code of Ethics as part of their training. Once more, Youth Sports should be a positive and safe learning experience. So like the players and parents, coaches will be held accountable for their actions when working with children. If you feel for any reason that a coach is not following these standards, then please report their actions to the YSF Director.

Coaches who fail to demonstrate the desired Standard of Conduct [Code of Ethics] will be counseled and / or disciplined by the YSF Director. Coaches not favorably responding to counseling and / or disciplining will be brought to the attention of the Youth Program Director for a review of their performance. The YSF Director will forward

his or her recommendations to the Youth Program Director who will suspend/remove any coach whose conduct is considered detrimental to the best interests of the Youth Sports Program. If suspended and/or removed, the coaches' certification will be revoked. The coach will not be allowed to participate in future Youth Sports programs if this decision is made.

In addition, base Installation Record Checks (IRCs) are conducted on all persons interested in volunteering with our youth. People with unfavorable IRC findings will not be allowed to work with our youth.

OFFICIALS TRAINING

The officials and referees used in the JBLE Youth Sports program are individuals working for a local official association which has been contracted by Youth Program to perform such duties. All of these officials/referees must be certified through the appropriate sports association for that sport for which they are assigned to officiate/referee. As part of their training, officials/referees are trained in: their responsibilities as an official/referee; the rules of the sport; court/field coverage and positioning; communication and signals; safety; sportsmanship; and working with administrators, coaches, parents, players, and other officials/referees.

OFFICIALS RESPONSIBILITIES

- To maintain certification by the appropriate sport association for the sport in which they are officiating
- To familiarize themselves with the current association rules and league by-laws
- To arrive on site at least fifteen (15) minutes prior to the start of the game
- To wear the proper uniform for the sport they are officiating and conduct themselves in a professional manner at all times
- To inspect the playing surface and surrounding area to ensure it is safe for use
- To inspect all team members to ensure they are wearing the proper uniform and authorized/required safety equipment
- To remain impartial in the sport they are officiating (i.e. officials should not be a player, coach, or parent in the sport and age division in which they are officiating)
- To report all game results, injuries, and unsportsmanlike incidents to the YSF Director

OFFICIALS CONDUCT

Each official has signed an Officials' Code of Ethics as part of their training. Once more, Youth Sports should be a positive and safe learning experience. So like the players, parents, and coaches; officials will be held accountable for their actions when working with children. If you feel for any reason that an official is not following their code of ethics, then please report their actions to the YSF Director.

Officials who fail to demonstrate the desired code of ethics may be counseled, fined, or suspended based on the severity by the Contractor. If suspended, the official will not be allowed to participate in future Youth Sports programs.

HEALTH AND NUTRITION

Understanding the benefit of developing and maintaining a healthy lifestyle is essential for youth to achieve overall fitness and success. Youth need to develop good habits to perform at their best. Youth should be encouraged to eat nutritionally balanced meals, get plenty of rest, and exercise as conditioning is an important step in preventing injuries. The practice of rapid weight gain or loss (seen primarily in wrestling and football) solely for the purpose of participating in sports is banned in the JBLE Youth Sports program. In addition, youth should bring their own water bottles and remember to drink plenty of water especially on hot and humid days.

PHYSICALS

Each child must have a medical clearance (sports physical) from a physician in order to participate in the Youth Sports program. The clearance must be dated no more than a year earlier at the time of registration and must be on file with the Youth Sports program office prior to the child registering and participating in any activity. If the physical expires during the season, it is the responsibility of the parent/guardian to provide an updated one. Failure to do so will result in that child/youth sitting out of practices and games until a new valid physical is presented.

SUBSTANCE USE

Coaches, officials/referees, parents/spectators, and players must refrain from chewing or smoking tobacco products, drinking alcoholic beverages, or using drugs of any kind while at any activity or function sponsored by the Youth Sports program. Any person

found in violation of this rule will be asked to leave the premises immediately. Security Forces will be notified if necessary. The offender will be dismissed from the program and prohibited from attending any future Youth Sports events.

The use of performance enhancing drugs (i.e. steroids), blood doping, or other performance enhancing techniques not approved by the International Association of Athletics Federations are also strictly forbidden in the Youth Sports program. Coaches, parents, and players are encouraged to talk about the importance of a tobacco, alcohol, and drug free environment. Discussions should be kept simple and informative with examples of their harmful physical, social, and mental effects on or off the court / field. These include:

- Change in appetite and / or sleeping habits
- Drop in academic performance or school attendance
- Withdrawal from family, friends, or interests; or change in friends
- Extreme mood swings - happy one minute with hostility and lack of cooperativeness the next
- Pays less attention to personal hygiene / appearance and tidiness of room
- Heightened secrecy / dishonesty about activities and possessions
- Unexpected rapid increase in muscle size

For more information or to get help, contact one of the following:

Center for Substance Abuse Treatment 1-800-662-HELP

National Clearinghouse for Alcohol & Drug Information 1-800-729-6686

National Council on Alcoholism & Drug Dependence Hope line. . 1-800-622-2255

TOUCH POLICY

Physical contact is a significant part of every Youth Sports program, but coaches and adults need to be aware that a youth's perception of a physical touch may not match your own. Appropriate touching creates positive emotional/ social growth in youth, helps youth develop a sense of trust and security in the world, and directly affects the youth's self-esteem. Appropriate touching includes high fives, "quick release" hugs, and taps on the shoulder or back. Inappropriate touching creates an improper/negative emotional effect on youth, and goes against societal norms and violates the law. Forms of inappropriate touching are: arm grabbing, hitting, pinching, shaking, slapping, spanking, striking, prolonged tickling, fondling, lingering hugs, kissing, and lap sitting.

Inappropriate touching may involve coercion or other types of exploitation of youth for the sole satisfaction of the adult.

INJURIES/EMERGENCY PROCEDURES

In the event of an injury, play should be stopped and the injured youth tended to immediately.

If the injury is minor, the appropriate first aid should be performed and the injury documented on the AF Form 1023, *Youth Flight Record of Injuries*. If the player is seriously injured, emergency medical services (EMS) assistance should be called at once. If you personally do not have a cell phone, the use of a bystander's cell phone is also acceptable. Otherwise, find the closest landline. Out at the baseball/ soccer fields a telephone is located on the Youth Sports Complex concession stand/restroom facility exterior wall. While waiting for EMS to respond or as soon as possible thereafter, the coach should telephone the parent (if he/she is not present) of the injured youth, notify the Youth Programs staff of the accident as soon as possible, and complete the AF Form 1187 *Youth Flight Accident Report*. Coaches need to be sure to include the injured person's name, type of injury, severity of injury, who you relinquished the care to, and if the parent was present and/or notified. Coaches should turn in the AF Form 1187 to the YSF Director as quickly as you can, because the YSF Director must then forward the report to HQ ACC within twenty-four (24) hours of the injury.

At outdoor sports, first aid kits can be obtained from the concession stand or any head coach as one was issued along with the team equipment. At indoor sports, a first aid kit can be found at the front counter. Each kit contains the following basic first aid items: bandages, antibacterial soap, gauze pads, roll gauze, tape, tweezers, scissors, thermometer, latex gloves, and a cold pack. Under no circumstances will any person associated with the Youth Sports program administer any type of medication to a youth. This includes all over the counter/non-prescription drugs (i.e. aspirin) or prescription medicine.

Emergency Numbers

Emergency Medical Services (EMS)911
JBLE – Eustis Fire Department757-878-1008
JBLE – Eustis Security Forces757-878-4555
JBLE – Eustis Front Gate757-878-4555

SAFETY INSPECTIONS

To minimize injuries and ensure the highest level of safety for our youth, equipment and facility inspections are conducted on a regular basis. The Base Safety Office conducts safety inspections of all the Youth Sports facilities annually; while the YSF Director conducts pre-season, game day, and post-season facility inspections. In addition, the YSF Director conducts pre-season inspections on each piece of equipment before it is put into use or issued to coaches and post-season inspections when it is returned. The equipment and facilities provided by the Youth Sports program are the only equipment and facilities authorized to be used by a youth/team, unless otherwise approved by the YSF Director.

Coaches must take the time before each practice, game, or other event to ensure that the athletic facility and equipment are safe to use on a daily basis. But safety should be everyone's concern, so do your part and be on the lookout for obvious observable items such as: debris, holes, and ruts at the facility; or cracks, rips, and tears in equipment. (Safety inspection checklists specific to your sport may be obtained from the YSF Director.) If there is a safety issue, try to alleviate the problem yourself. If the problem cannot be fixed on the spot, avoid the area by moving to another location or discontinue the use of the equipment if possible and continue with the event. Otherwise, cancel the event until the problem can be alleviated and notify the YSF Director of the problem as soon as possible.

INCLEMENT WEATHER

Some Youth Sports events may need to be cancelled/ postponed because of weather conditions which make participating in certain athletic activities unsafe. These conditions may be caused by several factors: air quality, humidity, lightning, precipitation, temperature, visibility, and wind speed. It is the coaches' responsibility to determine if practices should be cancelled/postponed as result of one or a combination of these factors. However, if these conditions occur or are predicted well in advance of scheduled events, the YSF Director will make the determination whether or not the event should be cancelled or postponed. This determination normally is made by three o'clock (3 pm) for evening events or by five o'clock (5 pm) the night before for morning events. If you have not been informed an event is cancelled/postponed, then the event is as scheduled and will be held at the official's discretion provided the field is safe and suitable for play.

If the event is suspended for lightning all individuals are to seek shelter in their vehicles. No one is to remain on the field, in dugouts, or on the bleachers. The event will not continue until at least fifteen (15) minutes have elapsed after the last sign of lightning (thunder or flash). However, if an event is suspended while in progress due to a non-lightning weather condition; players, coaches, and spectators should seek shelter in a dugout, concession stand, or car until conditions have improved or until the game has been officially cancelled.

When JBLE-Eustis is experiencing extreme temperatures (or heat index/wind chill equivalents), youth's exposure time outdoors must be reduced as follows: less than twenty-five degrees (25°) Fahrenheit – fifteen (15) minute restriction, twenty-five to thirty-one degrees (25-31°) Fahrenheit – thirty (30) minute restriction, thirty-two to ninety degrees (32-90°) Fahrenheit – no restriction, ninety-one to ninety-five degrees (91-95°) Fahrenheit – thirty (30) minute restriction, and greater than ninety-five degrees (95°) Fahrenheit – fifteen (15) minute restriction.

Youth should dress adequately for whatever conditions exist. Light and loose-fitting clothing made of natural fibers or a cotton blend is the best because it promotes air circulation to the skin, which helps youth stay cooler in hot weather and prevents chilling in cold weather. In addition, youth must have a pair of correctly sized shoes appropriate for the sport.

EXCUSED ABSENCES

Youth should attend every sports practice and game that is reasonably possible. However, if a youth will miss a practice or game, the coach should be notified in advance of the absence and subsequent reason. Coaches may not punish a youth for excused absences by sitting the youth out a game, making them run extra laps, or other similar discipline. Excused absences include: illness, church, school, and family activities as youth are encouraged to participate in a variety of activities in addition to their particular sport.

GUIDELINES, REGULATIONS AND RULES

Each sport and each age division has specific guidelines, regulations, and rules, which are extremely cumbersome to be included in their entirety. The local military Youth Sports and Fitness Directors review these guidelines, regulations, and rules annually. (A

copy of the current rules for your child's sports and age division may be obtained from your child's team coach or the YSF Director.)

Parents should be aware that the Youth Sports program encourages the balancing of playtime for each participant and each sport has special rules governing the amount of time each child must play during games. As a general rule, each child is supposed to play half the game in all sports.

SCORES

Coaches and parents should de-emphasize winning as the primary goal. Youth can learn from both winning and losing in the proper perspective. Success cannot be defined by whether or not a team wins or loses. Coaches and parents should stress to youth that success is related to effort and is found in striving for the best they can do. Coaches must make sure that youth understand that losing a game or event is not a reflection on their own self-worth. For that fact, game scores will not be kept in the youngest age divisions of each sport. And in the older age divisions, each sport has some type of rule to minimize the score spread/difference. Running up the score or excessive score domination by any team is prohibited in all sports.

SPORTSMANSHIP

The JBLE-Eustis Youth Sports program encourages good sportsmanship amongst its youth participants, as well as coaches, officials/referees, and parents/spectators. To help promote and reinforce this behavior in our youth, the Youth Sports program presents a sportsmanship award to the youth who best exemplifies good sportsmanship during each season, as best justified in nomination form may be obtained for the YSF Director.

**Table of Standards of Conduct and Resulting Disciplinary Actions
for Youth Sports Coaches at JBLE-Eustis**

Offense	First Offense	Second Offense	Third Offense
Failure to play all players mandatory playing time	Written Reprimand	Suspended for one game	Removal from program
Ejection from game by official	One game suspension	Removal from program	
Using an ineligible player (not registered through the Youth Center)	One game suspension and forfeit of the game	Removal from program	
Smelling of alcohol, drinking alcohol or being intoxicated while working a Youth Center function	Removal from program		
Insubordination, impertinence and other similar offenses	Written reprimand and/or one game suspension	Removal from program	
Physical Abuse of a player, official, parent, coach or Youth Staff	Removal from program		
Removing your team from the field or court, failing to continue play	Removal from program		
Failure to attend mandatory briefings and meetings without good cause or failing to send a representative	Verbal Reprimand	Written reprimand and one game suspension	Removal from program
Failure to control coaching staff	Verbal warning	Written warning	Removal from program
Failure to assist in the control of team parents	Written reprimand	One game suspension	Removal from program

Failure to show for a scheduled practice or game without contacting the Youth Sports office	One game suspension	Removal from program	
Excessive arguing with game officials during the conduct of the game	One game suspension	Removal from program	
Loss of equipment and/or supplies due to neglect or abuse	Verbal reprimand	Written reprimand	Removal from program
Not complying with Youth Center staff directives, guidance and policies	Removal from program		
Failure to follow the program chain of command	Verbal reprimand	One game suspension	Removal from program
Leaving a child/player without proper adult supervision before or after practices and/or games	Removal from program		
Switching players after team assignment w/o Youth Center approval	Removal from program		
Smoking around players during practice or games	Removal from program		
Using Profanity or other displays of unsportsmanlike conduct	Written warning and possible suspension/removal	Removal from program	

This table will be used as a general guide for imposing disciplinary actions against coaches and volunteers of the Fort Eustis Youth Sports program. This is only a guide and other actions may be necessary and will be handled on a case by case basis. Final decisions will rest with the responsible administrative officials.

FOR YOUR AWARENESS

EXCEPTIONS

Please contact the Program Manager if your family has a special emergency or hardship. Each circumstance will be considered on a case-by-case basis.

QUESTIONS AND CONCERNS

Our goals are to offer parents first class service and to provide a warm, caring environment for the children. We realize there will be occasions when misunderstandings occur. If you have a problem or question, please contact the Program Manager. If there are still questions or concerns please contact the Youth Programs Director immediately. We encourage parents to talk to caregivers about their children and program activities, but caregivers and operations clerks are not in a position to resolve conflicts concerning rules and policies. The Program Manager needs input from parents to help monitor the program and to ensure that policies and procedures are meeting the needs of our customers. Feel free to contact the Program Manager at any time or use the internet customer comment program (ICE) at www.fsslangley.com.

GREAT FUTURES START HERE.



COMMUNITY PARTNERSHIPS

Child and Youth Programs work closely with many of the organizations and activities within the community. These partnerships are coordinated and built to ensure smooth transitions between programs, schools, screening and assessment services, and for special educational needs. Some of these partnerships are listed below. A more detailed list is available at the customer service desk.

Community Resources

Security Forces: 757-878-0807

Family Advocacy: 757-314-7988

Military & Family Readiness: 757-878-3638

Military Family Life Consultants: 757-636-6495

Pediatrics: 757-314-7500

EFMP Medical Advisor: 757-878-7500

NEWPORT NEWS CITY PUBLIC SCHOOLS
12465 Warwick Blvd, Newport News, VA 23606
757-591-4500

KEY PERSONNEL

Flight Chief, CYS	(757) 878-1149
Youth Programs Director	(757) 878-3799
Youth Programs	(757) 878-2662
School Age Care	(757) 878-3794
Instructional Programming	(757) 878-4662
Youth Sports	(757) 878-0833/3724
School Liaison Specialist	(757) 503-7301
Madison Child Development Center	(757) 878-4000
Pershing Child Development Center	(757) 878-4723
Family Child Care	(757) 878-5584
CYS Nutritionist	(757) 878-2639