



MCB QUANTICO
Child and Youth Programs
- Parent Handbook -

Dear Families,

Welcome to Marine Corps Base (MCB) Quantico's Child and Youth Programs (CYP). Our goal is to provide your child with the best in child care and recreational activities. The purpose of this handbook is to acquaint you with the procedures of the program for which you have enrolled. Please read it and refer to it as needed.

CYP encompasses all aspects of child care as well as providing high quality developmental and recreational programs for children and youth. Children ages six weeks to school-age years, with a military or Department of Defense sponsor, are eligible for our programs. These programs include: resource and referral services, center-based full-time day care, before and after school programming, school break care, and Family Child Care. CYP may also offer supplemental programs such as hourly care, part-day preschool, parent's night out and family inclusive events.

We continuously strive for excellence in all programs and encourage parental participation through our Parent Boards (PB) and program based activities. We also have an open-door policy and invite you to visit your child's classroom or program at any time.

We are here to serve you. We designed our programs to meet the child care needs of the military community and are always interested in your suggestions for improving or expanding our services.

Again, welcome to MCB Quantico. We trust that your experiences with our programs will be positive and rewarding.

Sincerely,

Lauren Langan
Program Administrator
Child and Youth Programs

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MISSION STATEMENT

Child and Youth Programs (CYP) encompass all aspects of childcare and provide high quality developmental and recreational programs for children 6 weeks to 18 years of age. All programs are designed to assist active duty and Department of Defense (DoD) personnel in balancing the competing demands of family life and accomplishment of the mission and to improve the economic viability of the family unit.

PHILOSOPHY

CYP is fully committed to providing the highest level of quality child care and recreational activities for children 6 weeks to 18 years of age. CYP strongly believes quality programs promote a safe and nurturing environment that enhances the social, emotional, physical, intellectual, cognitive, and language development of all participants, while responding to the diverse needs of the military and DoD families in the MCB Quantico community.

PROGRAM GOAL

Our goal is to provide a safe and nurturing environment that promotes the physical, social, emotional, cognitive, and language development of children while responding to the needs of families.

CYP POINTS OF CONTACT:

CYP Administration Office	703-784-3760
Resource & Referral (R/R) Office	703-784-0674/4453
Child Development Center North	703-784-2716
Child Development Center South	703-784-3754
Family Child Care	703-784-2011
USDA Food Program	703-784-3652
School-Age Care	703-784-2249
CYP Nurse	703-784-2716
The Department of Defense Child Abuse/Safety Violation Hotline	1-877-790-1197

CHILD DEVELOPMENT CENTERS & SCHOOL-AGE CARE SITES

CHILD DEVELOPMENT CENTER (CDC) NORTH is located at 3311 Purvis Road and is open Monday through Friday, 0600 to 1800. Extended hours may be available for active duty patrons. Full-time and hourly child care services are available. Breakfast, lunch, and P.M. snack are served. The CDC is closed on federal holidays.

CHILD DEVELOPMENT CENTER (CDC) SOUTH is located at 3314 Purvis Road and is open Monday through Friday, 0600 to 1800. Full-time and hourly child care services and a part-day preschool for 3 and 4 year olds. Breakfast, lunch, and P.M. snack are served. The CDC is closed on federal holidays.

SCHOOL-AGE CARE (SAC) operates at the Youth Center, 3312 Purvis Road, for children enrolled in kindergarten through 12 years of age. Transportation is provided to and from base DoDEA schools. SAC is open Monday through Friday, from 0600 to the start of school, from the end of the school day until 1800. Full-time care from 0600-1800 is available for teacher workdays and during school breaks. Extended hours may be available for active duty patrons. Children must have completed kindergarten to participate in Summer Break Care. Breakfast and afternoon snacks are served during the school year. Breakfast, lunch and afternoon snacks are provided on days of full operation. During Summer Care, lunch is provided by the family. The SAC program is closed on federal holidays.

DESCRIPTION OF SERVICES

REGISTRATION All child care offers are made through the www.MilitaryChildCare.com website. Families must create an account online in order to submit requests for child care. A CYP Resource and Referral (R&R) Office representative is located at each CDC and can answer all questions regarding CYP programs, the www.MilitaryChildCare.com website and the registration process. Resource and Referral can be reached at 703-784-0647/4453.

CHILD DEVELOPMENT CENTERS CDCs serve children 6 weeks thru 5 years of age (pre-kindergarten). The early years lay the foundation for all later learning in life. Curriculum goals and plans are based on regular, documented observations and assessments of each child's level of development, strengths and interests while respecting the diversity of each child's culture and family values. Lesson plans are posted in each child's classroom and are readily available on-site for parents to see.

Both CDCs are accredited through the National Association for the Education of Young Children (NAEYC). Our program is center-based, child initiated and teacher supported, with an emphasis on active participation through individual and small group learning experiences. Classrooms support full inclusion for children. Environmental accommodations, materials, and equipment are adjusted to support and maximize learning opportunities. Multicultural and non-sexist materials and experiences are available for children of all ages.

It has long been known that children's learning is the most meaningful when their play is self-directed. CDC classroom staff offer activity centers/learning areas that allow children the opportunity to explore, create, imagine and experience their environment. Staff is readily available to facilitate learning and provide nurturing encouragement to each child. Each activity is designed with a goal that promotes further development and prepares your child for the next level of learning.

EXTENDED HOURS Extended hours are from 0500-0600 and 1800-1900 and are available when reserved one week in advance for Active Duty patrons only. The cost is the hourly care rate per child. Extended care is available at CDC North and SAC.

FAMILY CHILD CARE Family Child Care (FCC) providers are military spouses that are licensed by the Base Commander to care for children in government quarters. They complete the same program training as center based care givers. Homes are inspected regularly and complete ongoing training monthly.

FCC Providers offer activity centers/learning areas that allow children the opportunity to explore, create, imagine and experience their environment. Providers are readily available to facilitate learning and provide nurturing encouragement to each child. Each activity is designed with a goal that promotes further development and prepares your child for the next level of learning.

HOURLY CARE Hourly care is offered at all of our programs on a space available basis. Hourly care is available for intermittent care and cannot exceed 25 hours a week at a full day care program, and 10 hours a week during Before and After Care programming. Reservations can be made two weeks in advance. Families are responsible for paying if they are a no-show.

PARENT ORIENTATIONS Families receive a welcome orientation specific to their child's program. This is the opportunity for parent's to share information about their child to help ensure a positive start. The orientation covers policy and instructions to help make your family's transition to CYP smooth. It is necessary and mandatory to attend an orientation prior to your child's start date.

PART-DAY PRESCHOOL Part-day preschool enrichment for 3 and 4 year olds is available at CDC South. The half day program follows the DoDEA school calendar. Curriculum goals and plans are based on regular, documented observations and assessments of each child's level of development, strengths and interests while respecting the diversity of each child's culture and family values. Lesson plans are posted in each child's classroom and are readily available on-site for parents to see.

RESOURCE & REFERRAL The Resource and Referral (R&R) Office provides child care information, referrals, and assistance in locating appropriate, affordable and accessible child care for military personnel and DoD employees. R&R can provide resources for community based child care. An R&R representative is located at each Child Development Center, 703-784-0647/4453.

SCHOOL AGE-CARE The School-Age Care Program (SAC) is accredited by the Council On Accreditation (COA). Our program offers a variety of activities before and after school to children ages kindergarteners through 12 years of age. The program instills a sense of belonging, usefulness, influence and competence by providing the young people with and fun, age-appropriate, well-rounded programming. Activities specific to age groups include arts and crafts, games, sports and many special events. Full day care is available when DoDEA schools are not in session.

SPECIAL EVENTS CARE Units aboard MCB Quantico may request child care services for special events. Contact CYP Administrative office for more information.

SPECIAL NEEDS CYP promotes the placement of children with special needs in an age-appropriate, least restrictive environment for child care purposes. In accordance with the ADA Act of 1990, CYP successfully provides limited special needs care and accommodations for children within a fully inclusive program.

CYP has as Inclusion Action Team (IAT) that evaluates special needs. Evaluations are completed prior to enrollment to ensure child is not placed before staff are trained and the program is modified or prepared. Families participate in the IAT meeting along with the CYP Nurse, Program Director, Training and Curriculum Specialist, CYPA or designee, EFMP representative, physician, and any other personnel necessary to ensure needs are met for the family.

REGISTRATION

ELIGIBILITY Services are available to children six weeks through school-age years of military and Department of Defense civilian personnel, guard/reservist on active duty orders. Military retirees, inactive guard/reservists, DoD Contractors and other Federal employees may qualify based on program space availability. Patrons accepted under space availability status may be given a 30-day notice to vacate the child care space if a waitlist for that age group gains eligible patrons. Patrons must show a valid ID card upon registration to confirm eligibility status. Patrons who experience a change in eligibility status that would cause them to fall within the Space Available category (i.e. retiring or separating from the military, no longer working as a DoD civilian, becoming a DoD contractor) MUST notify their program director immediately. Student spouses must provide a letter from the registrar verifying enrollment initially, and proof of enrollment each Fall and Spring semester thereafter. Full-time care has eligibility restrictions based on the working status of parents. Contact Resource and Referral for more information.

REQUEST FOR CARE All requests for care are done at www.MilitaryChildCare.com. All care will be offered based on patrons' request for care done through this website. The only exception is Hourly Care registration for CDC and SAC. Resource and Referral can answer questions about this process.

ADMISSION CRITERIA The following registration requirements must be met before a child can be admitted to a CYP program:

- Complete the Form DD2652, Application for DoD Child care Fees*

- Provide proof of up-to-date immunizations (school-age are exempt if attending public/DoDea schools)
- Complete the CYP Health Assessment Form by primary physician
- Complete the CYP Special Needs Screening Form
- Complete the CYP Asthma Action Plan or Allergy Action Plan (if applicable)
- Complete the CYP Registration Form
- Complete the USDA Meal Benefit Income Eligibility Form
- Complete the USDA Enrollment Form
- Provide current LES/pay stub or college schedule for both the sponsor and any member in the household that provides for the child; failure to provide this information will result in fees being assigned at the maximum level (hourly care is exempt from income determination)
- Two local emergency contacts (within a 30 mile radius)

FEES ARE PAID PRIOR TO SERVICES BEING PROVIDED Tuition is due on the 1st and 15th of the month. A prorated amount will be charged if your child's start date does not fall on the 1st or 15th. The start date is defined as the date offered and accepted through www.militarychildcare.com.

Patrons have the option to sign up for autopay so that the credit card is automatically charged at billing. In the event that the credit card used in auto pay is declined, a \$35 fee will be charged. Please see the front desk staff at your facility to inquire about this option.

SWIPE CARD ISSUE AND REPLACEMENT POLICIES Upon completing registration with the Resource and Referral office, families will get a swipe card at no cost. Family members must use this card at all times to swipe in/out when using CYP services. If the swipe card needs to be replaced (due to loss or damage) there will be a \$5.00 charge for replacement.

WAITING LIST All full-time and SAC child care spaces will only be offered through the www.MilitaryChildCare.com website. When a space becomes available you will be notified via MilitaryChildCare.com. The sponsor must confirm acceptance within 24 hours. Failure to do so will result in the request for care being deleted from the waiting list. When a patron is offered a child care space through www.militarychildcare.com and accepts the space, the patron's financial obligation begins on the start date offered whether the child starts on that day or later. Once a patron accepts the space, he/she must put in a 2-week notice withdrawal form in order to no longer be financially obligated, even if the child did not start care. Expectant parents may register their unborn child on MilitaryChildCare.com. REGISTERING AN UNBORN CHILD ON THE MILITARYCHILDCARE.COM WEBSITE IS HIGHLY RECOMMENDED.

FEE CATEGORY Child care fees are based on total family income. There are nine income levels used to determine fees for CYP based upon total family income. Patrons must provide a current LES or pay stub for use in computing the total family income. Failure to provide this information will result in placement in the highest fee category. A current fee scale is available through the Resource and Referral office.

In order to provide consistency in programming among all of our activities, a "family" is defined as the following, "**a group of related or non-related individuals, who are not residents of an institution or boarding house, but who are living as one economic unit.**"

The Department of Defense (DoD) reviews and may revise the fees and/or income ranges annually. This DoD Fee Policy mandates that total family income must be verified annually.

YOUTH & TEEN SPECIAL ACTIVITIES Youth and Teens who wish to participate in recreational activities, *when the parents do not attend with them*, need to complete registration with the Resource & Referral office. Fees may be charged for special events. For additional information, please the Resource and Referral Office.

CYP PROGRAM POLICIES

ORGANIZATIONAL STRUCTURE Any concerns or problems should be brought to our attention immediately. We adhere to the philosophy that problems should be resolved at the lowest level possible. Our organizational structure is as follows:

Child Development Centers

Program Assistant (Teacher Aide)
Lead Program Assistant (Teacher)
Program Technician
Assistant Director
Center Director
CYP Administrator
Marine and Family Programs Deputy Director
Marine and Family Programs Director
Director, Marine Corps Community Services

School-Age Care & Youth and Teens

Program Assistant (Teacher)
Assistant Director
Center Director
CYP Administrator
Marine and Family Programs Deputy Director
Marine and Family Programs Director
Director, Marine Corps Community Services

Family Child Care Program

FCC Provider
FCC Director
CYP Administrator
Marine and Family Programs Deputy Director
Marine and Family Programs Director
Director, Marine Corps Community Services

OPEN DOOR POLICY CYP maintain an open door policy. Family members of children enrolled in a program are encouraged to visit, observe, and participate in any program in which their child is enrolled. Communication between families, teachers and staff is vital to the well-being of your child.

OVERSIGHT CYP is governed by Marine Corps Order 1710.30, various health, sanitation, safety, and fire regulations. All CYP meals service programs participate and are audited by the USDA Child and Adult Care Food Program. MCB Quantico Fire Department, the Naval Clinic's Preventive Medicine Unit and trained safety personnel inspect all programs regularly. Additionally, an unannounced USMC Headquarters inspection is conducted annually.

PROGRAM RATIOS DoD-mandated staff to child ratios are maintained at all times in order to provide adequate supervision and ensure expeditious evacuation of all children in the event of an emergency. The following staff/child ratios are in effect at all times for CDC, FCC, SAC and recreational programs:

6 WKS - 12 MOS (Infants) 1 staff per 4 children (maximum group size is 8 per group)
13 MOS - 24 MOS (Pretoddlers) 1 staff per 5 children (maximum group size is 10 per group)
25 MOS - 36 MOS (Toddlers) 1 staff per 7 children (maximum group size is 14 per group)
37 MOS - 5 YRS (Preschoolers) 1 staff per 12 children (maximum group size is 24 per group)
School-age (kindergarten through 18 years old) 1 staff per 15 children/youth (maximum group size is 30 per group)

School-age Field trips 1 staff per 10 children

Family Child Care Ratios allow 6 children at a time in each FCC Home with no more than 2 children under the age of 2 years. Providers must include their own children in the ratio if the children are less than 8 years of age. An Infant only FCC Home may care for 3 children 6 weeks to 2 years of age only.

FEES

- Child care payments are made in advance of service. Payments for all Child and Youth Programs are due on the 1st and 15th of each month. If payment is overdue, there will be a \$10.00 late fee assessed to the household at the start of the 4th workday. If payment is not received by the close of the register on the 4th workday, care will be denied, and the child will be withdrawn from the program. Hourly fees are charged per hour and due at the time of pick up. Hourly care no-shows will be charged for the reservation. All methods of payment are taken at the Center.
- FCC Providers are independent operators of their business and are allowed to set fees individually. A signed payment policy is completed between the FCC Provider and the patron. The Family Child Care office does not become involved in disputed payments between FCC Providers and patrons.
- To remain enrolled, payment must be made even when your child is absent due to illness, vacation, etc. Parents we encourage you to notify the center when your child will be absent.
- Fees are based on an average cost of program operations for one year. Fees will not be pro-rated for holidays, base closure, or emergencies.
- A vacation credit can be applied to full-time child care patrons at the CDCs. The discount is 50% off the bi-monthly tuition rate for 1 week of vacation. Each child's account is authorized one vacation credit week between 1 August and 31 July each year. Please note that discounts are used for one week vacations of five consecutive dates. Vacation time does not carry over from year to year. A form will need to be completed at the front desk prior to the vacation dates.
- For a review of your fee level assignment due to a temporary financial hardship or change in employment status, contact the Resource & Referral office for information regarding the request process (703-784-0674).

- A late fee is assessed per child if they are picked up after closing time. Every effort will be made by the staff to contact the parent(s) and the emergency contacts noted for the child. Appropriate agencies will be called in the event a child is not picked up by 1830 and no notice is given from family members.

DISENROLLMENT POLICY A two week notice of disenrollment is required, otherwise parents will still be responsible for payment. Parents must complete a disenrollment form at the front desk of your CDC or SAC site.

TRANSFERS BETWEEN CDC's If you are currently enrolled in a CDC but wish to transfer to another CDC the current program Director must be notified. Your name will be placed on the waiting list and you will be notified when an opening occurs.

EMERGENCY CONTACTS Families are required to provide 2 local emergency contacts prior to enrollment, no exception. Emergency contacts must include names and phone numbers of persons allowed to pick up your child. CYP requires changes to the emergency contact list be provided in person. Phoned in changes cannot be accepted. In the event family members are unable to pick up their child and no designated escort is available, the Provost Marshal's Office will be notified to make arrangements for the child's release to the Department of Social Services.

DAILY ARRIVAL AND DEPARTURE PROCEDURES (CDC'S AND SAC) Patrons must swipe their program registration card at the front desk upon drop off and pick up. Children must be escorted to and signed in/out of their activity room. SAC staff members receiving children from the school bus will swipe school children in. Persons authorized to pick up the child must be listed as an emergency contact and present photo identification before the child will be released. Authorized escorts must be at least 16 years of age. When staff become familiar with parents or designated escorts, identification may only be required periodically. Please note that it is against Base regulations to park in the fire lane, and at no time should a vehicle be left with the engine running. We will notify PMO when this occurs. ASO 5560.3B prohibits children age 10 and under from being left unattended in a vehicle, we are required to notify PMO when this occurs.

INTOXICATED PARENTS The program's staff will strongly recommend the parent contact an alternate pick up if it is deemed that a parent/custodian picking up a child is intoxicated or impaired for any reason. No parent will be denied access to their child, but if an intoxicated parent attempts to leave the facility with the child the Military Police will be called immediately.

CUSTODY DISPUTES Staff will not become involved in custody disputes. For the child's protection, a copy of the court order or military protective order granting custody must be on file at the program. If the non-custodial parent attempts to take the child from the center, the Provost Marshal's Office and the admitting parent will be notified. In the event of physical force, the staff will not endanger other children or staff members to prevent the parent from taking the child from the premises.

BASE CLOSURE/DELAYED OPENINGS Parents may call the MCB Quantico automated information system, 703-784-3638 to receive up-to-date information regarding the status of base operations. All CYP facilities will remain open until directed by the Base Commanding Officer to close. Families must provide accurate phone numbers and emails in order to maintain close contact with the program in case of a change in operational status. Once the Base Commanding Officer has directed closure, children must be picked up immediately. If the base has delayed opening, parents may drop children off ½ hour before the scheduled opening.

PERSONAL BELONGINGS

CLOTHING Children should be dressed appropriately for active play. **To prevent injuries, sandals and open-toed shoes are not allowed.** Rubber-soled shoes are most effective for young children when climbing on playground equipment or participating in gross motor activities. Children in pre-toddler, toddler and preschool classrooms must have footwear. A complete change of clothes (i.e. under-pants, socks, shorts/slacks, and shirt) for each child must be kept at the center for emergencies. Should all available clothing be soiled, the families will be contacted to bring additional clothing to the program. Precautions will be taken to safeguard clothing and/or personal belongings. However, we will not be responsible for lost or damaged articles. Children's names printed on the inside labels of their clothing and personal items is strongly recommended. Children will play outside every day, weather permitting. Please make sure your child has appropriate outer wear for the season.

JEWELRY **Please do not put jewelry on your young child.** Jewelry includes items such as bracelets, hair beads, necklaces and earrings (except for small posts for pierced ears). Jewelry is discouraged for a number of reasons. It is easily lost and particularly in infant areas can be swallowed by other infants. Under no circumstances may children wear necklaces or hoop-style earrings due to the likelihood of getting caught on playground equipment, furniture, clothing, etc. Teachers may remove jewelry that poses a hazard and return it to the parent. Children enrolled in SAC or recreational activities may wear jewelry as the family deems appropriate, however, precautions should be taken regarding necklaces or hoop earrings which may be caught in play equipment.

TOYS Toys are discouraged from being brought to the CDC/SAC unless the child's teacher has requested children bring something to the program. Staff cannot be responsible for items brought to the center. A special "friend" may be brought for rest time.

DIAPERS Diapers and wipes will be provided by the parent. Families are encouraged to leave a supply of diapers and a container of wipes at the center. Staff will change a diaper at least every hour. Staff will notify parents of the need for additional diapers on the Daily Activity Sheet.

DEVELOPMENTAL PROGRAM

CDC/FCC CURRICULUM Children are born natural learners whose curiosity about the world around them motivates them to acquire knowledge and develop skills. Children are learning and exploring their environment every minute of the day. Play, whether at home or in-group care becomes the means through which education occurs. Through play, children develop a foundation of skills needed to participate in formal academic learning. Our program is designed to promote child-initiated learning with hands-on experiences that encourage responsibility, decision-making, problem-solving, self-reliance, the building of self-esteem and respect for another person's ideas, cultural values and personal interests. CYP uses The Creative Curriculum Gold to observe, assess and plan for individual development based on the interests and needs of children. Creative Curriculum Gold uses classroom observations and assessments performed by teachers on each child to formulate a lesson plan promoting physical, intellectual, cognitive and social growth. A balance is created to include both active and quiet activities. Outdoor experiences are planned for children of all ages as well. Each classroom and home is designed to meet the needs of the age and developmental level of the children enrolled while respecting each child's unique style of learning. A variety of multi-cultural, non-sexist toys, equipment, and activities are available that will promote interaction between the children and the world which surrounds them. Teachers/providers facilitate learning by guiding children to an activity/learning center and encouraging participation. Teachers/Providers prepare lesson plans for each learning center based on the particular interests of the children and the established goals. The child is allowed to make choices when selecting an activity, thus learning valuable life lessons that will have long-lasting effects. Learning centers generally consist of: science area, block area, music area, art area, book area, table top toy area, water table, sand table and dramatic play area.

CDC DEVELOPMENTAL ASSESSMENTS Each child is assigned a primary teacher when he/she is enrolled in a CDC. The teacher assesses growth using a list of developmentally sequenced behaviors in four different skill areas (self & others, communication, cognitive or “thinking” skills, and motor skills). Combining knowledge of development with observations of a child's interests, the teachers develop activity plans that will promote individual growth and development. Formal Developmental Conferences are offered at least twice a year. In addition, conferences may be also be scheduled anytime at the request of the family or staff members.

REST PERIODS Rest periods are scheduled for all full-day enrolled children. Infants are allowed to establish their own sleeping patterns. All children in the pre-toddler through preschool full-day classrooms will have an opportunity to rest. Children are not required to sleep, but are encouraged to rest quietly during this time. After an initial quiet time, children who do not fall asleep will be offered quiet activities. Each child is assigned a crib or cot. Crib sheets are laundered daily; cot sheets are laundered weekly (more frequently if needed). Parents are encouraged to provide a blanket for their child's comfort. Blankets should be taken home weekly and laundered.

OUTDOOR PLAY Children should be dressed appropriately for the season. Weather permitting; every room will participate in daily outdoor play. Children will not be kept inside per request by family due to staff/child ratio requirements. Children too ill to participate in the

normal daily activities should be kept at home. Outdoor play keeps children physically healthy and mentally well. When playing outdoors, children will:

- Release pent-up energy
- Develop gross motor skills
- Discover different sounds and smells etc.

During the summer months, the flag conditions as used by Marine Corps Base to determine safe training environments are also used for determining outdoor play times. During green flag conditions, all children are allowed a period of time outdoors. During yellow and red flag conditions, the Center Director will determine which age groups will be allowed outdoors and the length of time allowed. No children will be allowed to play outdoors during black flag conditions. During winter months, all children will be taken outdoors daily. If temperatures are below 32 degrees, time outside may be limited or eliminated at the discretion of the Center Director.

FIELD TRIPS Field trips for CDC will be limited to places the children can walk. Staff plan special visitors to the classroom. Families are encouraged to participate by assisting in planning or recommending particular persons or programs. Field trips are a regular part of the program for SAC and Summer Care. Each family is asked to sign a release of liability and permission for their child to participate in the field trips. Advance notification of a planned trip is made to all patrons.

PETS & PLANTS Pets and nonpoisonous plants are important components of the child development setting. Nonpoisonous plants are grown in activity rooms and playgrounds to enhance the physical environment. Pets may reside in the activity room or be an occasional visitor. All pets have a veterinary approval, certification indicating they are disease-free and have current shots. Pet visits may be arranged with your programs Director. **If your child is allergic to certain animals, please list this on the special needs assessment form.**

BIRTHDAY AND HOLIDAY CELEBRATIONS Birthdays are celebrated by the teachers in each CDC/SAC. The child's birthday is acknowledged and the teacher works with each child to ensure he/she feels honored on his/her special day. However, we do not allow parties, character visits, food or candy or other treats to be brought to the facility. **Parents who desire to hold birthday parties or provide treats must do so outside the center.** CYP staff will not take part in or assist with delivering private party invitations to classmates. Multi-cultural holidays are celebrated in the CDC. Parents are encouraged to participate in these holiday celebrations by engaging in special activities designed for parent-child interactions. If your child cannot participate in these events for any reason, please make plans to pick your child up from the CDC prior to the celebration.

TOILET LEARNING CDC staff and FCC Providers will assist parents with toilet learning after it has been initiated in the home. The child must be able to realize the sensation of need to eliminate, have control of his/her bowels, and be able to communicate the need for toileting to the teachers. Parents should provide several complete changes of clothing. Should a child soil all his/her own clothing, parents may be notified to bring more clothing or program based donated

clothing may be used when available. Teachers will encourage the child to toilet at regular intervals but will not restrain the child on the toilet. Due to sanitation requirements, the child may be placed in a diaper during nap until he/she gains bladder control during sleep. Parents who are preparing for this major milestone should contact their child's teacher and plan the transition from home to the program.

DISCIPLINE Our programs strive to practice the principles of “Conscious Discipline.” We believe that discipline is the continuous process of teaching a child to have control over his/her own behavior. Our goal is to aid the child in developing self-discipline and achieving socially acceptable behaviors. We believe that children learn best when they feel safe, feel loved and have the power to make choices. We believe that a parent or teacher’s job is to make a child safe and the child’s job is to try to stay that way. We will try to make each classroom a safe environment with fair and consistent limits where children can learn to make appropriate choices. Teachers are expected to use positive reinforcement of responsible behaviors and redirection of unsafe or otherwise unacceptable ones in guiding children’s behavior. Because different cultures may vary in child rearing practices communication between teachers and parents is vital so that the home and the school work together in developing consistent behavioral expectations.

SAFE PLACE If a child cannot be directed away from an unacceptable behavior and is unable to regain self-control, he/she may be directed to a safe place where he/she can be helped in practicing calming activities or the child may be allowed to choose another area for solitary play. During this period of time, the child is allowed time to reflect on the occurrence and discuss it with the teacher before returning to group activities. Children will not be restrained in a chair. The child will be allowed to choose a quiet, solitary activity that assists him/her in recovering self-control.

GUIDANCE TECHNIQUES Appropriate guidance and positive relationships are essential for the development of personal responsibility, capacity for self-regulation, constructive interactions with others, and for fostering academic functioning and mastery. Warm, sensitive, and responsive interactions support the development of a secure, positive sense of self and encourage respect and cooperation with others.

POSITIVE CAREGIVING CYP Professionals provide positive caregiving which include, but not limited to:

1. Building positive relationships between caregivers and families.
2. Building positive relationships between caregivers and participants.
3. Helping participants make friends.
4. Expressing warmth through behaviors such as physical affection, eye contact, tone of voice, and smiles.
5. Fostering participant’s emotional well-being by demonstrating respect and creating a positive emotional climate as reflected in behaviors such as frequent social conversations, joint laughter, and affection.
6. Interactions with participants are frequent and promote self-esteem, self-confidence, and positive feelings toward learning.

CYP Professionals facilitate the development of self-control in participants by using positive guidance techniques. Expectations match and respect the participant's developing capabilities. CYP Professionals are actively engaged with participants and relate to them in positive ways by:

1. Helping them feel welcome, comfortable, and supported.
2. Encouraging and recognize their work and accomplishments.
3. Engaging in frequent meaningful and extended conversations.
4. Responding to questions and requests by using effective communication strategies.
5. Being consistent and following through.

CYP Professionals function as a secure foundation for participants. They respond promptly in developmentally appropriate ways to participant's positive intentions, negative emotions and feelings of hurt and fear by providing comfort, support, and assistance. CYP Professionals encourage participants to make appropriate choices and become more responsible. They encourage participants to use appropriate expression of emotions, both positive (e.g., joy, pleasure, excitement) and negative (e.g., anger, frustration, sadness).

POSITIVE GUIDANCE TECHNIQUES CYP Professionals use positive guidance techniques which include, but not limited to:

1. Talking in a pleasant voice and making frequent eye contact.
2. Ensuring the environment is arranged to eliminate behavior problems.
3. Using simple positive reminders to restate rules and give direction.
4. Redirecting to acceptable activities.
5. Using logical consequences to help participants understand and be responsible for their actions.
6. Focusing on the participant's behavior and not the participant.
7. Helping participants use their problem solving skills to develop solutions.
8. Having a few simple rules and involving participants in setting them.
9. Providing one-on-one time for each participant as often as possible.

INAPPROPRIATE GUIDANCE TECHNIQUES:

1. CYP Professionals do not use corporal punishment, shaming, or other humiliating methods of discipline.
2. CYP Professionals do not use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion.
3. CYP Professionals do not use threats or derogatory remarks and neither withholds nor threatens to withhold food or rest as a form of discipline.

ONGOING BEHAVIOR CONCERNS It is the desire of the CYP staff to provide your child with the support that is necessary to be successful in his/her classroom environment. Establishing early pro-social classroom behaviors will promote future school success. In the event that the above positive guidance strategies and re-direction are not successful in changing a child's challenging behaviors, a parent conference will be called. Parents and staff will create a plan for the child's success. Every attempt will be made to work with the child to facilitate classroom success for all children and staff. When the child exhibits a behavior that jeopardizes the safety of him/herself and/or others, the child will be dismissed for the day and the staff and parents will

work with the child on an improvement plan. If the improvement plan is unsuccessful and the child continues to exhibit unsafe behaviors, the child may be disenrolled from care.

BITING Young children's biting one another is the most common and most difficult situation in group child care, especially within the pre-toddler/toddler age group. Biting is a natural phenomenon that has little developmental significance. It is not something to blame on children, families or teachers. Children who bite at a young age are not on a path of becoming a discipline problem. It is an inappropriate behavior of a child not yet able to participate fully in social situations. Children may bite for any number of reasons such as teething, impulsiveness and lack of self-control, excitement and over stimulation, or frustration. When a child begins biting behaviors, the teacher will track behaviors that lead to biting incidents and help the child avoid such situations. The name of a child who bites will not be released to other parents. Families of children who bite will receive an incident/accident report as will the child who is injured. Families will be immediately notified if a bite requires medical attention beyond first aid treatment. In most instances, the biting will continue for a period of time and gradually lessen. Every effort will be made to help the biting child achieve socially acceptable behavior. In severe cases, it may be necessary to remove the biting child from the program for a period of time. Every effort will be made to assist the family in finding a satisfactory child care setting while the child is away from the group setting. Punishment does not work to change the child's behavior. The young child will not understand delayed punishment at home and punishment at the center will not improve the situation.

APPROPRIATE TOUCH CYP promote appropriate physical contact that is necessary for the growth, nurturing, guidance and sense of security of participants. Appropriate touch involves recognizing the importance of physical contact to participant nurturance and guidance. CYP professionals respect the personal privacy and personal space, and maintaining the safety and well-being of participants. CYP professionals also role model appropriate touch.

EXAMPLES OF APPROPRIATE TOUCH include, but are not limited to:

1. Hugs, holding hands and lap sitting (age appropriate) as expressions of affection to build self-esteem or when the participant needs to be comforted.
2. Reassuring touch on the shoulder or back to show approval or provide support.
3. Naptime back rubs to relax a tense participant.
4. Diapering of infants and toddlers.
5. Assistance in toileting and dressing for participants when needed.

EXAMPLES OF INAPPROPRIATE TOUCH include, but are not limited to:

1. Coercion (physical or emotional) or other forms of exploitation of the participant's lack of knowledge.
2. An absence of intervention that results in the exposure of danger to participants.
3. Failure to respect the participant's right to personal privacy and space.
4. Any touching made for the gratification of adult's desires at the expense of the participant.
5. Violates a law or a known cultural taboo.
6. Attempts to change participant behavior with adult physical force applied in anger.
7. Encouraging the participant to use inappropriate touch.

CHILD HEALTH & NUTRITION

The health and well-being of all children enrolled in CYP is a priority. Every effort is made to stop the spread of communicable diseases. Families are asked to assist staff members by not placing sick children in the programs. Families will be notified of any known communicable diseases to which children in the center have been exposed.

CHILD HEALTH SCREENINGS. Staff members will observe each child upon arrival and during the day for obvious signs of illness. Children who appear to be ill or do not feel well enough to participate in the normal daily activities will be denied admission and sent home.

ILLNESS/SYMPTOM	READMISSION CRITERIA
Fever 100 F Axillary Fever 101 Oral/Temporal/Tympanic Infants 0-3 months of age: Fever 99.5 F Axillary Fever 100.5 Oral/Temporal/Tympanic	<ol style="list-style-type: none"> 1. May return to the program when fever has been absent for 24 hours without the use of any fever reducing medication (Tylenol, Motrin). i.e. If a child was dismissed from the CDC program at any time on Monday, he/she may return not earlier than Wednesday. 2. A visit to the physician is not required. 3. Physician's signature is not required for readmission.
Unexplained Rash	<ol style="list-style-type: none"> 1. May return to the program when rash is no longer present OR with a doctors clearance
Diarrhea (watery stools) or vomiting (retching)	<ol style="list-style-type: none"> 1. May return to the program when diarrhea/vomiting has been absent for 24 hours; i.e. If a child was dismissed from the CDC program at any time on Monday, he/she may return not earlier than Wednesday. 2. A visit to the physician is not required for readmission. 3. Physician's signature is not required for readmission. 4. Please note: <i>If more than one child is sent home from the same room/module for the same problem on the same day, the child must be home for 48 hours before he/she may return to care.</i>
Ringworm	<ol style="list-style-type: none"> 1. May return when skin is clear. 2. May return to the program 24 hours after medical treatment has begun if lesions can be covered with clothes or bandages. 3. If skin is not clear and lesions cannot be covered, child may not be readmitted until 48 hours after medical treatment has begun.
Head Lice	<ol style="list-style-type: none"> 1. May return to the program after completion of medical treatment and there is no evidence of nits or lice. 2. Physician's signature is not required for readmission.
Suspicion of Pink Eye (Conjunctivitis)	<ol style="list-style-type: none"> 1. Documentation of a visit to your child's physician is required or physician's signature on this form is accepted. 2. May return to the program 24 hours after start of antibiotics if eyes are no longer discharging.
Suspicion of Impetigo (skin sores which may have honey colored, crusty or blister-like appearance. Often seen around nose and/or mouth, or diapered buttocks. May itch.)	<ol style="list-style-type: none"> 1. Documentation of a visit to the clinic is required or physician's signature on this form is accepted. 2. May return to the program 24 hours after oral antibiotic treatment has begun or 48 hours after antibiotic ointment has begun and lesions are no longer weeping.

ILLNESS/SYMPTOM	READMISSION CRITERIA
Not feeling well enough to participate in the usual daily activities	<ol style="list-style-type: none"> 1. A visit to the clinic is not required. 2. Physician's signature is not required for readmission. 3. May return to the program when well enough to participate in activities.

ILLNESS In the event your child becomes ill while at the program, personnel will contact you. We request that you immediately pick up your child. Failure to do so within an hour may result in the Center Director contacting the Provost Marshal Office, Family Advocacy Program and Department of Social Services to report neglect. When appropriate, notification from the physician stating the child is free from communicable disease and may be readmitted to the center will be required.

MEDICAL ALLERGIES. If your child has allergies or allergic reactions, please note this on your child's enrollment form. Parents are requested to provide a doctor's statement indicating all medical conditions that require special care with particular interest to severe allergic reactions to food, insects, latex, or other allergens that could result in the child experiencing anaphylactic shock. Failure to provide this information will absolve Children and Youth Programs from any and all liability and may render the staff unable to meet the child's medical needs adequately in an emergency.

IMMUNIZATIONS. No child may be admitted to a program without current immunizations as recommended by the American Academy of Pediatrics (AAP) and the Advisory Committee on Immunization Practices (ACIP). Children who are not immunized may have their admission denied or delayed until all documents are reviewed by the installation medical authorities.

When a child cannot be immunized due to medical contraindication, parents must provide written documentation from the child's attending medical care provider. When religious beliefs preclude immunization, parents must submit documentation indicating immunizations are not acceptable. Failure to present certification will preclude enrollment of the child or shall result in the disenrollment of the child until such time as certification is provided. If a vaccine-preventable disease occurs in the facility, unimmunized participants will be excluded from the program for the duration of the exposure or until age-appropriate immunizations have been completed.

MEDICATIONS. Specially trained CYP personnel may administer medications to children. Parents are not authorized to give medication to their child(ren) on CYP property. Generally, medications that are given 1-2 times per day can be given at home unless the medication prescription specifies the need to be administered with meals, or at specific times that occur during program hours. Parents must administer new medication for the first 24 hours outside of CYP. This ensures that there is a positive response without negative side effects. Cough and cold medications are not administered in CYP. If a child is administered fever or

pain reducing medication prior to being dropped off for care, he or she will not be able to attend care in the CYP for that day.

Over the counter medications can only be administered if they are ordered by the healthcare provider, are in the original packaging and have a prescription label with a start and stop date. As needed medications will not be administered with the exception of the following; Rescue inhalers, antihistamines and epipens for allergic reactions, and diastat for emergency treatment of seizures. The child's medical care professional must provide guidance on the use of these medications by completing the applicable Asthma Action Plan or Allergy Action plan and action plans must be renewed at least annually. If these medications and action plans are not on site or have expired child will be denied care.

If there are other medications which are essential for the well-being of your child we will consult with our Inclusion Action Team and determine the best plan of action.

In order for medication to be administered at the program the parent must complete the Medication Administration Record Form. Medication must be in the original labeled container. The following information must be provided on the prescription:

1. Name
2. Dose
3. Specific times that the medication should be given
4. The length of time that the medication should be administered (start and stop date)
5. Any additional instructions

Medications will be administered within a 30-minute window before and a 30-minute window after the prescribed time. If the medication is not given within this window, it will not be administered and the parent will be notified immediately.

Parents can also sign the topical permission slip for sun screen, diaper cream, calamine lotion, insect repellent, lip balm, eczema cream and moisturizing lotion. In accordance with the Food and Drug Administration guidance, benzocaine (found in teething gel) products will not be used on children younger than two years of age. Aerosol sprays can only be accepted in the School Aged Program and must be applied outside the building and in a well ventilated area. Products in this category should be nonprescription and have no label restrictions with respect to use on children.

If you have any questions about medications contact the CYP Nurse.

MEAL SERVICE CYP is required to participate in the USDA Child and Adult Care Food Program (CACFP). A well-balanced breakfast, lunch, and afternoon snack are provided. An enrollment and income eligibility application must be completed annually for each child. Menus are prepared using CACFP guidelines. A weekly menu is posted in each room.

- Children must be at the center during meal service, as food may not be held for later consumption. Infants are fed on demand.

- Family style dining is conducted in each classroom. Teachers sit and eat with the children to enhance social interaction and promote healthy eating habits. Children are encouraged to sample all foods, but are not forced to eat. Children participate in table setting, serving and cleanup.
- No food may be brought into the CDCs with the exception of infant formula or breast milk. Parents will provide a sack lunch during Summer Care. All facilities are nut free, so sack lunches should not contain nuts, peanut butter or snacks containing nuts.
- The CDC provides a selected infant formula for parents of infants to use at the center. Families who choose not to use program provided formula for their infant may continue to provide formula or breast milk. All formula or breast milk should be brought daily to the CDC in plastic bottles labeled with the child's first and last name and date the bottle was prepared. Infants may be fed infant food beginning at four months of age. Families and staff work together to introduce new foods to infants and when transitioning from infant food to table food. Teachers will assist families weaning their infants from a bottle to a cup.
- Space is provided in the infant rooms for breastfeeding mothers wishing to nurse their children.
- If not completely consumed, staff will discard the contents of a bottle after one (1) hour.

FOOD SUBSTITUTIONS Food substitutions will not be authorized in CYP unless required as a documented medical need, or a documented religious need. Parental or family preference will not be accommodated.

FOOD EXCEPTIONS BASED ON MEDICAL NEED Child Nutrition Regulation 7 CFR 226.20 (h) of the Child and Adult Care Food Program states: "Substitutions because of medical needs shall be made only when supported by a statement from a recognized medical authority which includes recommended alternate foods." Parents are required to provide a doctor's statement specifying the medical need for a substitution and recommended substitution(s) noting portion and frequency of each substitution. Upon receipt of this information, the center may provide alternate foods for the child.

FOOD EXCEPTIONS BASED ON RELIGIOUS BELIEFS: When special dietary accommodations are needed for religious reasons, the IAT Screening group will review the USMC Child and Youth Programs (CYP) Special Diet Accommodation – Religious Exemption Form (NAVMC 1750/8 once available) and a statement from a recognized medical authority that specifies, based on religious beliefs, the food or food component for which a substitute is required, noting portion and frequency of each substitution, and the recommended alternate foods. Upon receipt of this information, the center may provide alternate foods for the child.

CHILD ABUSE IDENTIFICATION AND REPORTING

Staff members are required, by law, to report any situation or condition where there is reasonable cause to suspect abuse or neglect of a child. At no time will a child be undressed fully to be examined for marks or bruises etc. without at least two staff members present. If child abuse/neglect is suspected, the Provost Marshal Office, Family Advocacy Program aboard

Marine Corps Base, Quantico and Prince William County Child Protective Services will be notified. Center personnel will not notify parents when suspected institutional child abuse is reported. For Families, the Department of Defense operates a **Child Abuse/Safety Violation Hotline. The telephone number is 1-877-790-1197.**

To further promote the safety of all children enrolled in CYP, all staff members must satisfactorily complete a criminal history background check.

PARENT RELATIONS

Effective programs are those in which parents are actively involved. The following is a brief list of involvement ideas:

- Observe your child within the program setting. Join him/her in an activity
- Have daily contacts with staff members
- Attend Parent Board meetings and provide input concerning the program
- Attend family/child activities
- Share your talent/skill/hobby with your child's class
- Arrange for your military unit to display equipment, etc. to share with the children
- Take note of announcements posted in the center.

COMMUNICATION Daily activity sheets are sent home each day for Infants thru the toddler age. This report contains information relative to meals, rest periods, diaper changes/ toileting, the child's moods, and other activities that have occurred during the day. Each classroom posts their day's activities. Weekly activity plans and the daily schedule are also posted. Teachers are available daily for short chats regarding the classroom's activities. If a longer conference is desired, please notify the Center Director so that arrangements can be made for another staff member to substitute in the classroom. It is of utmost importance that there be adequate supervision at all times. Phone conferences can be arranged if necessary. Families are encouraged to talk with their children daily about their activities. Open communication between families and staff will promote a healthier environment for the child and a more satisfactory care arrangement for the family. CYP maintains a Facebook page, "Quantico Child and Youth Programs", that posts upcoming events and information on base or facility closures, be sure to 'like' it. CYP utilizes email blasts to communicate important information. We will use the email address given on enrollment documentation. See the front desk if you'd like to add multiple email addresses.

MUTUAL RESPECT POLICY CYP is a successful program due to the continuous partnership between staff and parents. We pride ourselves on consistently providing world class customer service, and encourage feedback from patrons on how we met your needs and also how we can improve. This respectful communication is a two-way path and we expect our patrons to be respectful to our staff and children at all times. While we encourage feedback and opportunities to improve services, rude, inappropriate or perceived threatening behavior/language from a patron can result in notification to Command and/or denial of service.

PARENT BOARD A Parent Board (PB) is established to discuss CYP recommendations for improving programs and services and coordinate a parent participation program. The PB shall be

comprised of and chaired by volunteers who have children enrolled in CYP. We encourage all parents to attend the quarterly PB meetings and are always looking for room representatives. For additional information on the PB, please see your Center Director.

CLASSROOM WISH LISTS Occasionally, the classroom will post a wish list of items that are needed such as paper towel rolls, dress-up clothes, magazines, thread spools, wall paper samples, etc. Please check with your child's classroom or Center Director before discarding items that may be of use in the center. Your trash just may be our treasure!

I have read and understand the Parent Handbook. I acknowledge that I have read and understand the following Standard Operating Procedures found in the parent handbook and received an orientation by the program.

Child Abuse Reporting: _____

Touch Policy: _____

Intoxication Waiver: _____

Biting Policy: _____

Guidance Policy: _____

Staff to Child Ratio Guidelines: _____

Payment Policy: _____

Late Pick Up Policy/Fees: _____

Mutual Respect Policy _____

In the event of a medical emergency, I consent for my child to be transported to the nearest hospital via an ambulance. I understand that if I am not present when the ambulance leaves the facility, a staff member at the program site will accompany my child to the hospital. I understand that the designated hospital is Stafford Hospital, although the hospital the child is routed to may change due to traffic and other situational circumstances.

Child's Name

Parent/ Guardians Name

Parent/Guardians Signature/ Date

Center DirectorSignature

Date