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Philosophy: Fort Belvoir Child & Youth Services (CYS)

There is great potential within each child. Our programs provide educational experiences and relationships that play an important role in the development of the children and youth who attend them. Children learn best when their physical and psychological needs are met. Therefore, our programs create safe, secure environments where children have adequate supervision and are respected as individuals. In turn, they are encouraged and guided to respect others.

Our curriculum is based on current education goals in the early childhood field so as best to prepare children for the eventuality of school. The curriculum is also planned to reflect the interests and needs of the individual child as well as the group, and reflects both our families and our vision for children. Learning is an individual accomplishment which takes place within the learner as they discover and experience the world around them. Each child develops at an individual pace, has individual interests and a unique learning style. Development and learning take place within the context of secure relationships. Our key resources for lesson planning include, The Active Learning Series By Debby Cryer, Thelma Harms, Beth Bourland, and The Creative Curriculum and Continuum resources by Diane Trister Dodge, Laura Colker, Cate Heroman.

We recognize that parents are their child's first teacher and we support parental teaching with exciting developmental activities and opportunities intertwined with age appropriate social interactions. We also realize that the child's primary relationship is with the parent(s). Therefore, we ensure that our curriculum supports the family and honors the home culture. In addition, curriculum supports strong bonds of attachment between children and their primary caregivers.

We welcome our families and encourage frequent communication and visits to ease the stress between family and work responsibilities. We work to build strong partnerships with our families as we join them in support of the Military mission. "You and CYS – Investing together in your child's future."

Army Child and Youth Services Mission Objectives

Promote the quality of the force by—

(1) Supporting readiness by reducing lost duty time due to conflict between parental responsibilities and unit mission requirements. Child development programs will, in priority order—

(a) Assist DOD military and civilian personnel working parent or full-time student parents of children under the age of 6 to locate at least one affordable option for quality child care.

(b) Assist DOD military and civilian personnel who are working parents or full-time student parents of school-age children in locating at least one affordable option for quality child care.

(c) Expand the availability of care through use of resource and referral (R&R) programs to quality affordable options both on and off the installation.

(d) Whenever possible, support the needs of personnel for hourly care and part-day preschool programs in facilities and programs other than the Child Development Centers.

(2) Promoting military retention by providing services that increase soldier satisfaction with the Army as a way of life.

(3) Contributing to the quality of life and well-being of families in the command with young children.

b. Support parental child-rearing responsibilities by providing developmentally appropriate quality care options for children.

c. Operate using measurable standards and compliance assurance procedures to ensure that continuity and consistency of CDS operations exist Army-wide.

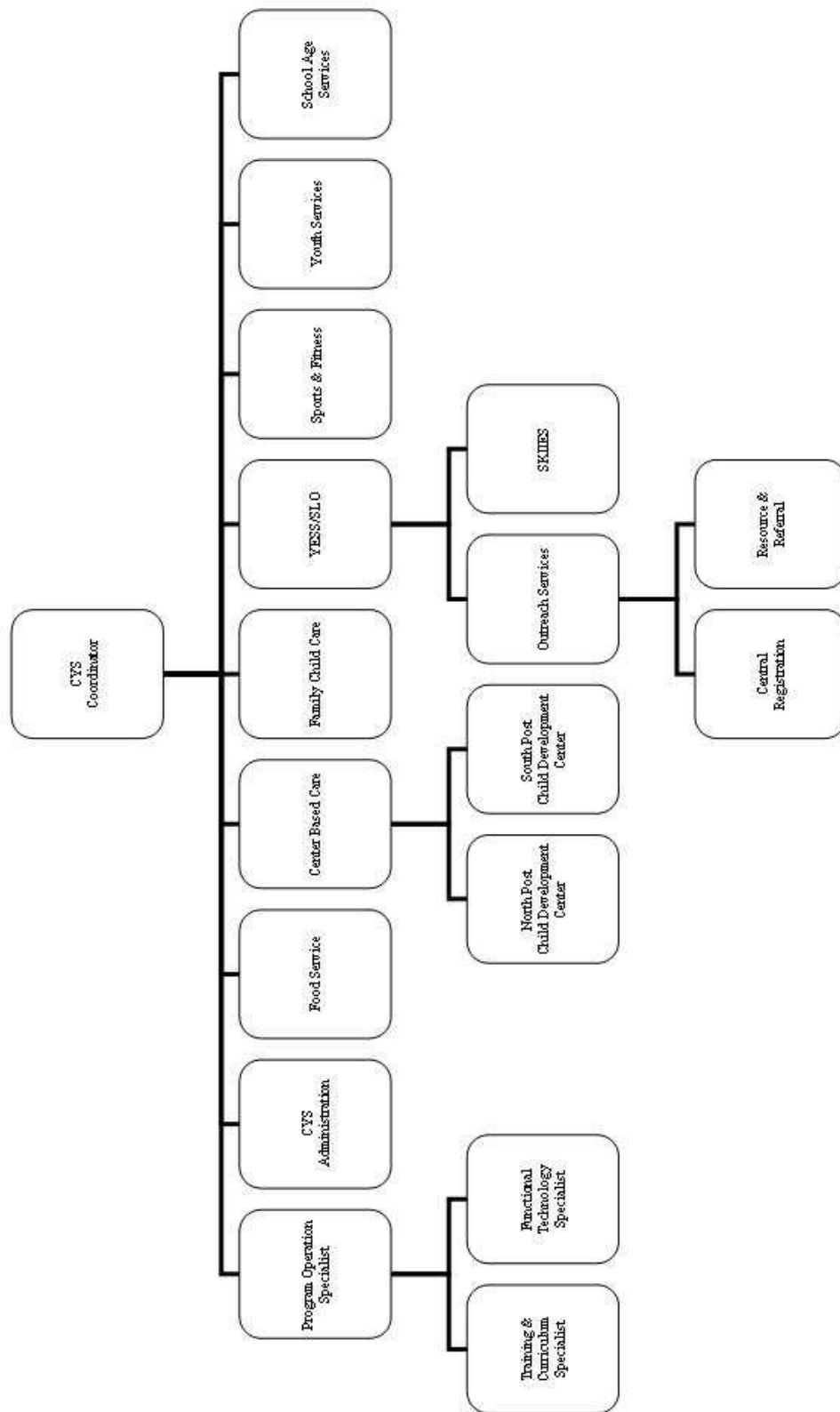
d. Contribute favorably to the growth and development of children while they are in the Army's care.

e. Support Service families in their effort to attain economic self-sufficiency by providing accessible and affordable child care for working parents.

f. Provide employment and career advancement opportunities within CDS programs for military and Department of Defense (DOD) civilian family members.

g. Support community activities in their effort to improve the quality of life by providing accessible and affordable child care for community volunteers.

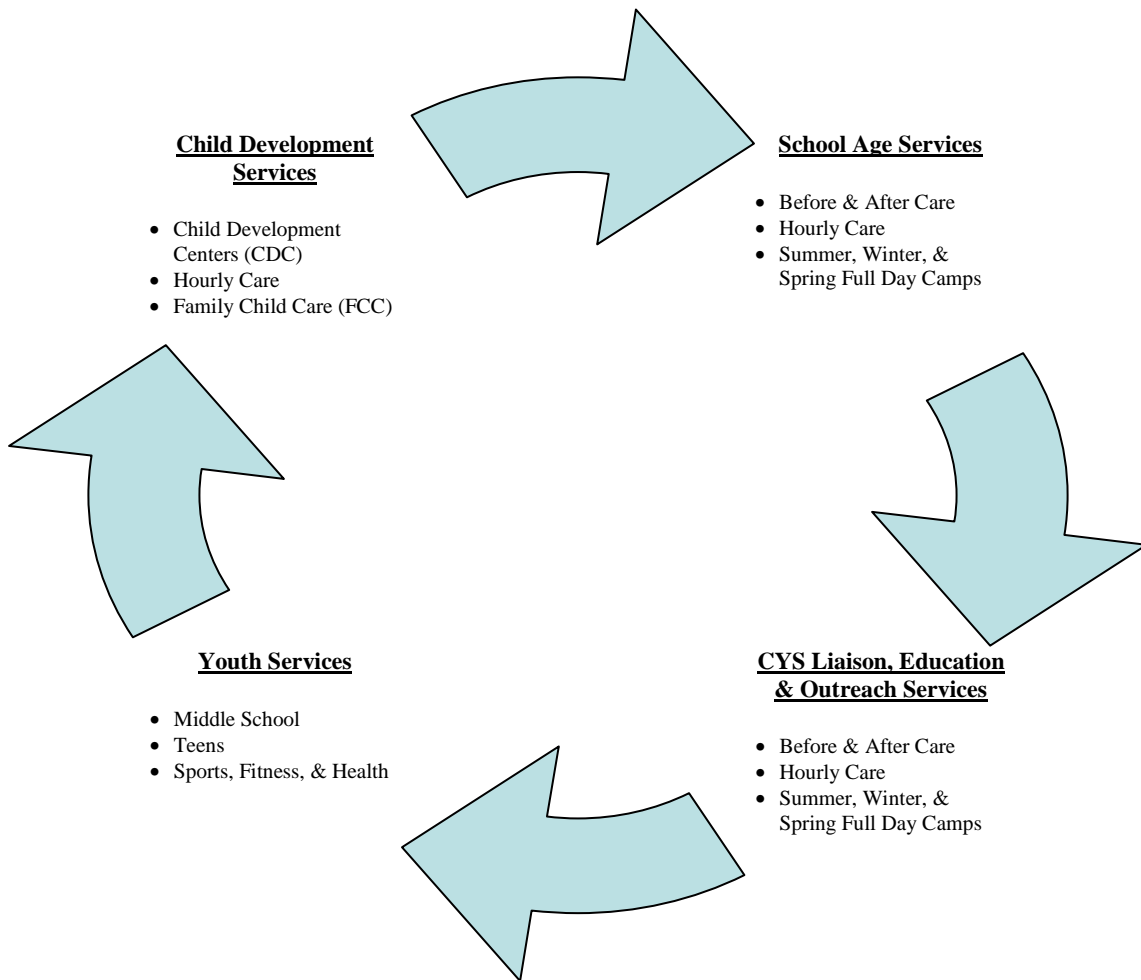
Program Components



What's Your Choice?



Child & Youth Services provides a seamless organization consisting of four programs:



Professional Staff

Fort Belvoir CYS is composed of professionally trained staff. All direct-care personnel have specialized training in child development. The training starts before they enter the classrooms or begin care in their homes and continues throughout their employment. Some of the subjects they study are nutrition, CPR, first aid, safety, regulatory guidance, administering medication, age-appropriate activities, and child growth and development. In addition, all CYS staff undergoes extensive background clearances to ensure that only the best qualified are selected to work with your children.

Adult/Child Ratios

Infants	6 weeks - 12 months	1:4
Pretoddlers	12 months - 24 months	1:5
Toddlers	24 months - 36 months	1:7
Preschool	3- 5 years	1:10
School Age	6- 18 years	1:15

CDS Developmental Assessment

The formal method of developmental assessment of children in our Child Development Centers and Family Child Care is through the use of the Creative Curriculum Developmental Continuum and The Active Learning Series Developmental Checklists. Informal observation notes and samples of children's art and other work are collected as part of the assessment process. Assessments are recorded quarterly using the Children's Progress and Planning Reports. All assessment and observation documentation are maintained the child's portfolio. Children's Progress and Planning Reports and other materials collected in the child's portfolio are used for parent conferences which are held formally twice a year and informally as needed.

Assessing individual and group progress allows planning programs that respond to the needs, interests, and abilities of children in any classroom. After gathering and recording the individual children's developmental level a profile can be developed from this tool to set goals for individual children or small groups of children. By taking the assessment to the level of the class profile this tool is used to assist in setting classroom goals, lesson planning and guiding children to the next step in development.

Caregivers receive training on conducting observations and assessments as part of their regular ongoing training. Primary Caregivers are responsible for assessments and observations of the children in their group.

Curriculum

Our teachers and education specialists have a list of units of interest to plan our developmental program. This program uses play, music, manipulatives, literature, dramatic play, creative art, blocks, visual aids, and cooking projects to achieve our goals.

Within these units are interwoven the basics for math readiness, auditory discrimination, reading readiness, social manners, relationships, safety, small and large motor development and other traits necessary for school and life to come. Each child will achieve, manipulate and process concepts to fit where he or she is in their personal stage of development.

Both the part-day and full-day programs offer quality developmental programming. Full day programs are places where adults and children live together for six or more hours a day. Learning and caring are inseparable and both occur non-stop throughout the day. The full-day program differs from the part-day programs only in that it has all day to build upon the many experiences afforded to children.

Children work hard during the day and are proud of their accomplishments. Please ask your child to show you his/her papers. Your praise will mean a lot and will serve as encouragement. There are many interest areas within your child's room, here is one example:

BLOCKS: Blocks are one of the most vital play materials in early childhood education. They are unstructured play materials which encourage imaginative play. While a child can play independently with blocks, children frequently play together in group cooperation as they negotiate socially to determine and execute their building plans. Blocks provide opportunities for early math and science skills thru matching of shapes and sizes and experimenting with balance, size and dimension. Frequently the structures created are artistic in nature and children often like to tell stories about their work which they can document thru dictation and art work.

Parent Communication and Involvement

Under the guidance of Army Regulation (AR) 608-10 and AR 215-1, CYS programs are offered as a supplement to family needs, rather than as an entitlement of government employment. It is not the intention of CYS to be a substitute for parents, nor to be the primary agent for care and development of your child or youth. We are here to help you balance your family and work commitments through a variety of care options. We seek your involvement and welcome your comments and questions.

Communication is one of the keys to building successful relationships. CYS provides a variety of avenues to keep parents informed such as, daily or weekly feedback sheets, daily verbal feedback, courtesy telephone calls, newsletters, special events, bulletin boards and email.

Two-way professional courtesy is also vital to building successful relationships. We strive for consistency and professionalism in our relationships with families. Should issues occur that classroom staff and parents cannot resolve management is always available for assistance. Management will take appropriate action when necessary for staff behaviors and parents are reminded of their equal responsibility to remain calm and courteous.

The Military Child Care Act (MCCA) of 1989 requires options for parent involvement in child and youth programs. There are several ways you can become involved in CYS:

PARENT VISITS: Parents are invited to participate by visiting their child's program whenever convenient. Parents are welcome to call and discuss areas of success or concern with any of our directors or direct care staff. Children benefit when parents display genuine interest in their daily activities.

PARENT ORIENTATIONS: Parents new to CYS must attend an orientation **prior** to the attendance of their child or youth. This orientation will familiarize parents with CYS policies and basic operations. The OS Staff will provide the times and locations at the time of enrollment.

PARENT ADVISORY COMMITTEES (PAC): The CDC's, FCC, YS and SAS have advisory committees consisting of interested, volunteer parents. These groups meet regularly to discuss ways to increase quality care options or issues of common concern involving children and youth. Further information about the PAC is available at program offices. Participation in any CYS PAC can earn you credit in the WIN program (read on to find out more about WIN)! PACs may be set up by interested parents in our other programs as well.

THE WIN PROGRAM: This is a special program enabling parents to earn up to a 10% credit on their monthly fees at the CDC or SAS. Parents perform essential tasks for the CDC or SAS and earn a specific number of credits. These credits may then be applied toward child care fees. Check with the CDC or SAS front desk staff for more information.

VOLUNTEERING AND SPECIAL PROJECTS: Parents are encouraged to volunteer in our programs by accompanying their children on field trips, sharing special talents, reading stories, etc. Parents wishing to volunteer regularly should call the OS office to set up training and a volunteering schedule. Occasionally, CYS needs parental input on special projects i.e. the annual Installation Child and Youth Evaluation Team of all programs. Parent involvement is important so that the users of our services are represented in our evaluations. The Sports program operates with the support of parents volunteering. All parents support by helping teams. Coaches and volunteers earn credit towards their child's future sports fees.

Operating Hours

Full Day Center Based	6 weeks – 5 years	Mon. - Fri.	0600-1800
South Post CDC Hourly Care	6 weeks – 5 years	Mon. - Fri.	0800-1600
Family Child Care • Full Day & Hourly	4 weeks – 12 years	Mon. - Fri.	Hours determined by providers
Part Day Preschool (2, 3, or 5 day)	3 - 5 years	Mon. - Fri.	0930-1330
School Age Services • Before & After Care • Spring, Summer Camps • Hourly Care	Kindergarten – 6 th grade	Mon. - Fri.	0600- Bus departure Bus arrival – 1800 0600-1800 Reservations required, limit 2 per week, during regular operating hours
Middle School & Teens • After School Program • Open Recreation	6 th grade – 18 years	Mon. - Thurs. Friday Saturday	1300-1900 1300-2100 1200-2100
Sports & Fitness Programs	3 – 18 years	Mon. - Fri.	1730-2000

CYS programs close on Federal Holidays, one training day each year, (generally, the Friday before Memorial Day) and for the Garrison Organization Day (generally a Friday in September). Occasionally, the program closes for weather conditions. These closure days are taken into consideration when fees are calculated each year; therefore there are not fee reductions on these days.

Registration

Parents must register their children at Outreach Services, 9500 Barlow Rd., Bldg. 950, prior to enrollment in a CYS program. Registrations are valid for one year and must be updated annually through OS.

The following information is required to complete the registration process for all CYS programs:

- Home address and phone, work address and phone, and email address
- Social Security Numbers – for all family members (sponsor, spouse, all children)
- Three emergency designees (other than parent/s) – with contact information (address, phone) for each
- Registration is good for one year. Cash, check, and Visa/MasterCard are accepted. (Registration from your previous installation will be honored if it is still valid, bring a copy of the registration payment receipt or other validation from your previous CYS program)

In addition to the all CYS programs the following information is required for **CDC, Family Child Care, and School Age programs:**

- Copy of child's official **Immunization Records**
- Current **Physical** for each child, updated annually. If this is not available, parents will have **30 days** from the date of registration to turn the completed Health Assessment into Central Registration
- Information on child/children's special needs (i.e. medications, EFMP, allergies, illnesses)
- Active duty parents who are single or dual military (and any single/dual deployable civilians) must submit a completed **Family Care Plan** within **30 days from the date of registration** with Central Registration
- Completed Total Family Income Form and copies of LES and pay statements (to verify income).

In addition to the all CYS programs the following is required for **Sport Programs:**

- **Birth certificate** or other legal form of identification for each child
- **Valid sports physical**, which must be updated annually

Confidentiality

Information gathered at registration documents eligibility and family background, sponsor consent for access to emergency medical care, and data required to set fees and enroll in USDA food program.

Information is provided to attending physician when it is necessary for child to be taken to medical facility by someone other than a parent. Information on immunizations and medical problems will be used for program admission screening procedures.

Family income data will be used to determine rate structures. Disclosure of family income is not required; however failure to do so will result in fees set at the highest category. Family income information is only maintained in registration office file.

Access to a child's files is limited to management, administrative staff required to maintain files and staff directly providing care for the child. Parent signature on enrollment forms authorizes this access.

Formal and informal developmental assessments are completed on each child. Program management, trainers and staff directly providing care for the child will have access to the assessment results. Results are used to ensure daily activities meet the needs of each individual child.

Special Health Needs

Please notify the appropriate program director and the staff/provider of any allergies your child experiences. Some children are also sensitive to specific foods. To completely eliminate a food from your child's daily menu a doctor's statement is required and a list of alternative foods that could be substituted.

Children with special needs will be assessed by the Special Needs Accommodation Process (SNAP) prior to enrollment to ensure placement in the best delivery system. Parents will be invited to attend the meeting and

are asked to provide Individual Development or Education Plans to properly review the child's current placement and goals.

Children may be referred through parents to Child Find for assessment of possible special needs. Parents are asked to cooperate with this process to ensure intervention at the earliest stages of development as this frequently allows a child "catch up" before starting school.

Daily Arrivals/Departures

ARRIVALS: Parents must sign children in each day. At the CDC and SAS this involves entering required data in the front desk computers AND signing in manually within the child activity room. At YS parents of/or older youth must enter the required information into the computer. In FCC parent must sign children in and out each day. Please provide accurate phone numbers where you can be reached in the event of an emergency that day. Parents remain responsible for the safety and guidance of their children until they are greeted by the caregiver.

DEPARTURES: At the end of the day, please allow your child enough time to clean up before leaving. Putting play things away teaches responsibility. Also sign out at the appropriate location/s. Look for special notes/papers in your child's cubby or at the parent information area in the room.

ALTERNATE PICK UP: You may authorize someone who is at least 14 years of age to pick up or drop off your child or youth. Advance notification in writing is preferred. These people must be listed as emergency notification and release designees in the computer database. Designees can be added or deleted at any time, just notify the front desk staff. Your child will not be allowed to leave the facility with an unauthorized person.

FIELD TRIPS: CYS has a field trip SOP that addresses specific details of planning and administering field trip activities. In general, however, parent permission will be gained for each field trip, trips will be scheduled at times that least impact child drop off and pick up, trips will be age appropriate and planned with specific educational goals, staff will be augmented by parent

volunteers or additional CYS staff to increase the adult to child ratio, and child accountability will be conducted at departure from facility, at arrival of field trip, at least every hour during the field trip, at departure from field trip and arrival back at facility. At least one management staff member will accompany an off post field trip. At least one lead staff member will accompany any on post excursions. Staff will take first aid kit, cell phone and child emergency cards with them on each trip. On the day of the field trip, staff will check with DPTMS for safety permission to leave the installation for the desired destination.

BUILDING SECURITY AND ACCESS CONTROL: Each CYS facility is designed with a front desk area that monitors the access to the front door. All parents have access cards for identification and accountability of children by daily in/out swiping through our computer system. All visitors are stopped at the front desk for identification, purpose, sign-in and escort to offices or through the building if appropriate. All phones are posted with emergency telephone numbers. All facilities have parking restrictions based on proximity of the building and current threat conditions. All facilities have video security systems that pan entrances, hallways, classrooms and outside play areas that are monitored by management and front desk personnel.

EMERGENCY CONTINGENCY PLANS: CYS exercises precaution based on the current installation Threat Condition level as assigned by the Directorate of Plans Training Mobilization and Security. We have a Mobilization and Contingency (MAC) plan that outlines our status based on each of the Threat Condition levels and we have primary and secondary evacuation sites for each facility as listed below. The MAC plan also includes plans for shelter in place, and weather and health contingencies.

South Post CDC – 1 – Specker Field House, Bldg 1182, (703) 806-3057
South Post CDC – 2 Barden Education Ctr, Bldg 1017, (703) 806-3332
North Post CDC – 1 – Fort Belvoir Elementary School, (703) 781-2700
North Post CDC – 2 – Wells Gymnasium, Bldg 1810, (703) 806-5093
School Age Services – 1 – Youth Services, Bldg 1003, (703) 805-4515
School Age Services – 2 – Barden Education Ctr, 1017, (703) 806-3332
Youth Services – 1 – School Age Services, Bldg 950, (703) 805-9100
Youth Services – 2 – Specker Field House, Bldg 1182, (703) 805-4515

Fees & Payments

CYS fees are established annually by the Department of Defense and Department of Army standards and are based on total family income. Parents must provide a leave and earning statement (LES) or pay check stub, when completing the fee application during the registration process. Parents not providing this documentation will be automatically charged the highest rate. Child care fees are subject to change in accordance with Army established implementation dates, and a 30 day advance notice will be given if such a change becomes necessary. FCC providers are encouraged to follow the CYS fee policy and will require separate contract with patrons to determine fee payments. Fees will not be adjusted/changed more than once annually (calendar year) in accordance with Army established implementation dates. Fees may change within a calendar year only when a financial hardship exists that has been reviewed and approved by the Commander, or designee, or when a patron moves from part-time care to full time care. Audits are performed annually on parent income statements and fraudulent declarations will be turned over to the Military Police for action. Please review our fee policy for further & more specific information.

PAYMENT PROCEDURES: Child and youth care payments are made in advance of actual services. Prompt payment is anticipated and services are denied when payment is not received within contracted agreement periods. Payments are due either monthly on the 1st working day of the month or bi-monthly on the 1st and 15th of each month. All fees will be paid by the 3rd working day of the pay period (beginning or mid month), on the 4th working day of the pay period a \$5.00 late fee will be charged. Care will be denied on the fifth day if fees are not paid in full. All patrons who are denied service for failure to pay child care fees must reapply through Central Registration to re-enroll. Priority status for the waiting list will be the lowest priority.

LEAVE: Fees are determined annually and include a 2-week leave provision. Parents must use this leave in blocks of 5 or 10 consecutive workdays. Advanced notice of at least one week must be provided. Unused leave will not be carried over from one enrollment year to the next or credited. Leave can be used for any purpose (i.e. vacation, illness, etc). Child must be absent from CYS program for leave policy to be applied.

TDY LEAVE: Children who will require care elsewhere during a parent's TDY will be credited for the time away from the program for up to 30 days. After 30 days, parents must pay 50% of their regular fee to hold the space. Parents are required to provide a signed copy of their DD 1610 orders prior to departure and a signed copy of their DD 1351-2 upon return. We also ask for a copy of the receipt showing the alternate child care payment during the absence.

HOURLY CARE FEES: Fees are due prior to daily pickup.

FCC FEES: Fees are determined annually and include a 2-week leave provision.

LATE PICK UP: Parents arriving after the scheduled closing time of the particular program will be charged \$1.00/minute up to a maximum of \$15.00 per program. Payment of these late fees is due not later than the next regularly scheduled child care payment. Parents who are frequently late in picking up children will be assisted by OS Office in finding alternate care that better meets their work schedules.

HOURLY CARE NON CANCELLATION FEES: A 2 hour fee will be assessed for each hourly care reservation not cancelled at least 2 hours in advance. If a parent fails to cancel or to show for the reservation, the full charge of the reservation will be assessed. These hourly care fees must be paid before any further reservations are honored.

LATE PAYMENT FEES: Please refer to previous section on payment procedures.

Discipline/Guidance Policy

The discipline policy of CYS reflects the overall philosophy of the program. The purpose of discipline is to aid children in developing their own inner controls. Our caregivers and providers are trained in positive guidance techniques. We do not use corporal punishment. Occasionally, a child may need to spend a few minutes away from the planned activities in order to regain self-control. This “time away” is always under adult supervision and does not last for more than 5 minutes. The child is encouraged to rejoin the group as soon as he/she is ready. Our staff and providers encourage children to respect others and to express their own feelings.

Children who have difficulty meeting behavior expectations are worked with on an individual basis. If serious problems occur, parents will be contacted and a conference scheduled. At any time that a child’s behavior poses a serious risk to the safety of others in the classroom, parents will be requested to immediately pick up the child. The Program Director or the FCC Provider will determine when the child may return to care. Should anything point to the possibility of a special need, the family will be referred to the Community Health Nurse for a screening and review by the Special Needs Accommodation Team (SNAP). This multi-disciplined, professional team will fully explore the concerns, and with parental input, determine what adjustments should be made to best accommodate the needs of the child and the parents.

In the best interest of all the children we serve and regardless of the cause of the behavior, alternative child care arrangements may be recommended. Please refer to our SOP on guidance and discipline for full details on procedures and plans to assist children in managing their behavior.

Child Abuse Reporting Procedures

The CYS staff and FCC providers are required by regulation to report any suspected incidents of child abuse or neglect. If they notice suspicious bruises, cuts or burns on a child, or if a child tells of an abusive incident, they must report it to the Military Police and also notify the appropriate program director. Fairfax County Child Protective Services are contacted and may determine whether or not to investigate further.

CYS policy requires written incident reports for all falls, scratches, bruises, bites and scrapes that occur while your child is in our care. You will be asked to sign the report as documentation that you were informed of the incident.

A hot line number is posted in each of our homes and facilities for parents wanting to report or discuss suspected abuse beyond the installation level.

CHILD ABUSE REPORTING OPTIONS:

Fort Belvoir Military Police: (703) 806-3105/3106

Child Protective Services: (703) 324-7400

DoD Hotline: 1-800-336-4592

Touch Policy

Child and Youth Services has an SOP which addresses appropriate and inappropriate touch. The policy discusses appropriate adult to child physical contact such as holding an infant for feeding or hugging a child who is hurt, as well as inappropriate contact. This SOP is available for parents upon request. Please check with your provider or any front desk clerk.

Minimizing the Risk of Child Abuse

Our facilities are built to minimize the risk potential for child abuse. Vision panels in doorways and hallways allow better supervision of activity rooms. Entrances to the buildings are limited and monitored. Exits to unfenced areas are alarmed. CDC bathrooms are within classroom areas and are easily monitored. Employees and FCC providers undergo several background checks prior to acceptance into the programs. Personal references are checked for accuracy. Only the best qualified actually become caregivers and providers. All direct care personnel participate in annual training on child abuse recognition, reporting, and prevention. Adult/child ratios are monitored hourly. Parents are notified of all field trips on and off the installation. Sign in/out sheets and daily attendance records promote accountability. An open door policy is extended to all CYS parents. Staff and visitors are required to wear identification badges.

Health Policy

DAILY ADMISSIONS: Children and youth who appear ill or show signs of fever will be closely screened and may be denied admission if any of the following symptoms exist:

- a) Auxiliary temperature (taken under the arm) of 99 degrees or above for infants less than 3 months of age or 101 F for children older than 3 months.
- b) Diarrhea and/or vomiting
- c) Signs of pink eye, impetigo, chickenpox, ringworm, lice, or undiagnosed rashes.
- d) Signs of any other contagious disease such as measles, mumps, scarlet fever, or strep infections.

Children who become ill during the day will be isolated from other children until the parents arrive. Parents are expected to respond as soon as possible, normally within one hour. Parents are required to notify us when their child has a communicable disease. We must notify all other patrons, community health and take any precautionary measures to prevent further spread of the disease.

RE-ADMISSION AFTER ILLNESS: A child may return to care when he/she feels well enough to participate in the usual daily activities and when the conditions identified on the CYS Health Referral Form are met. A copy of this form is available at each facility front desk.

Immunizations

Parents must present their child's shot record during registration. As immunizations are updated, parents must inform CYS of those changes. Bring the shot record to the front desk of the CDC or directly to OS, Bldg. 950, to be entered in your child's official record.

SCHEDULES FOR WELL-BABY AND WELL CHILD VISITS

(Revised 17 January, 2006*)

The military Family Health Centers at Fort Belvoir, Woodbridge, Fairfax, and Fort Myers provide the following examinations, immunizations, and tests for well infants and children. These following guidelines are created by the Center for Disease Control, the American Academy of Pediatrics, the American Academy of Family Physicians, and Virginia school requirements.

Appointments can be made by calling the Sierra Military Health TRICARE number at 1-888-999-5195, or the Family Health Center where the infant or child is a PRIME patient. Please bring the child's medical and shot records, and *only* the child having the appointment.

Age at Visit	Immunizations due
2 months old	#1 DaPT, IPV, Hep B, HIB, Prevnar
4 months old	#2 DaPT, IPV, Hep B, HIB, Prevnar
6 months old	#3 DaPT, IPV, Hep B, HIB (optional), Prevnar
9 months old	None or Catch up vaccines
12 months old	#1 MMR, #4 Prevnar Varicella, HIB
15-18 months old	#4 DaPT
18 months old	#1 Hep A
24 months old	#2 Hep A
4-5 years old	#5 DaPT, #4 IPV, #2 MMR
11-12 years old	#6 DaPT

Medications

Medications may be administered in CYS programs only if there is no other reasonable method for the child to obtain the medicine and only to those children or youth attending full time regular programs. Only current prescription medications approved by our health consultants are accepted. When antibiotics are prescribed, children and youth may return to care if the CYS Health Referral Form requirements are met and if the child or youth is well enough to participate in the daily activities. In addition, parents must dispense the first 24-hour dosages of the antibiotic.

All medications must be labeled with the child's name, the date of issue, the name of the medication, and specific instructions regarding dosage and time. "As needed" or "PRN" medications **WILL NOT** be accepted. Parents must supply the appropriate dispenser and complete DA Form 5225-R for each medicine. The medications must be kept in a locked container while in CYS programs. Any exceptions to these policies must be approved by the CYS Coordinator and the Community Health Nurse CYS representative.

We ask you to check diaper bags, backpacks, etc., before placing them in your child's cubby. Sometimes ointments, salves, and vitamins find their way into the bags. These could get into the hands of other children and be quite dangerous. Please help us keep all children safe.

Basic Care Items

BASIC CARE ITEMS: Topical items for the prevention of sunburn, prevention of diaper rash and teething irritation may be used if there is no indication of disease. A DA form 5225-R will be filled out for each item to be administered.

We recommend a long-lasting sun block with a sun protection factor of 15 or above for summer outdoor play times. Please apply the sun block before the child arrives and CYS will apply once later in the day.

Dear Doctor,

This child attends Child and Youth Services (CYS) programs and may need a prescription medicine. If you decide medicines are necessary, we would like you to ensure the directions and medicine types comply with the Standing Operating Procedures that have been guided by DeWitt Chief of Pediatric Medicines and Chief of Community Health as well as Army Regulation 608-10.

Medications must have the standard: date, physician's name, child's name, medication name, start and finish date and dosage strength that includes the following:

Specific instructions, frequency and specific times for usage

The last item is bold to bring to your attention the critical need for these complete instructions to assist CYS staff in proper medication. PRN medications and medications prescribed twice daily or less are not permitted except for life threatening medications such as Albuterol or Epi-Pen or time sensitive and directed medications.

Medications commonly used, but not limited to, are listed below, and are approved for dispensation in CYS programs.

Thank you!!!

CYS Staff

APPENDIX 4-1
Fort Belvoir Child and Youth Services (CYS)

Antibiotics- medications that destroy or stop the growth of infective agents:

<u>Trade Name</u>	<u>Generic Name</u>
Amoxil	Amoxicillin
Augmentin	Amoxicillin/Clavulanate
Bactrim/Septra	Trimethoprim/sulfamethoxazole
Dynapen	Dicloxacillin
EES,Eryped	Erythromycin Ethylsuccinate
Furadantin/Macrodantin	Nitrofurantoin
Gantrisin	Sulfisoxazole
Lorabid	Loracarbef
Pediazole	Erythromycin/sulfisoxazole
Penicillin	Penicillin
Suprax	Cefixime
Keflex	Cephalexin
Zithromax	Azithromycin

Antihistamines – medications used to relieve the symptoms of allergies

<u>Trade Name</u>	<u>Generic Name</u>
Atarax Syrup	Hydroxyzine
Benadryl	Diphenhydramine
Chlor-trimeton (CTM)	Chlorpheniramine
Dimetapp	Brompheniramine
	Maleate/Phenylpropanamine
Claritin	Loratadine
Rondec	Carbinoxamine/Pseudophedrine
Zyrtec	Cetirizine

Decongestants – medications used to reduce congestion and swelling in the nasal (nose) area and sinuses

<u>Trade Name</u>	<u>Generic Name</u>
Actifed	Triprolidine/Pseudoephedrine
Entex	Phenylephrine/Phenylpropanolamine
Naldecon	Phenyltoloxamine/Chlorpheniramine
Robitussin	Guafenesin
Sudafed	Pseudoephedrine

Topical Ointments

<u>Trade Name</u>	<u>Generic Name</u>
Diflucan	Fluconazole
Grifulvine-V	Griseofulvin
Hydrocortisone 1% cream	Hydrocortisone 1% cream
Kenalog	Triamcinolone cream
Mycolog II	Triamcinolone/Nystatin
Mycostatin	Nystatin
Tridesilon	Desonide cream/ointment
Westcort 0.2% cream	Hydrocortisone-valerate cream

FORT BELVOIR CHILD AND YOUTH SERVICES HEALTH REFERRAL

Child's Name: _____

Date: _____

Time: _____

Dear Parent or Guardian:

You have been asked to take your child home early today because your child appears to have the signs or symptoms of illness as listed below.

The criteria listed for readmission has been developed to help protect your child from becoming more ill or from spreading illness between children. Please ensure you have met all the criteria before you bring your child back to our program. ***FOR ILLNESSES REQUIRING A 24-HR ABSENCE, THE CHILD MUST BE EXCLUDED FROM CARE THE DAY FOLLOWING HIS/HER RELEASE FROM CARE AND MUST BE FREE OF SYMPTOMS OR DISEASE FOR 24-HR PERIOD BEFORE READMISSION.**

We hope your child is better soon. Thank you for your cooperation.

ILLNESS/SYMPTOM	READMISSION CRITERIA
___ Fever of 101F axillary (100.5F for 0-3 months of age)	<ol style="list-style-type: none"> 1. May return to the program when fever has been absent for 24 hours* 2. A visit to the clinic is <u>not</u> required. 3. Physician's signature is <u>not</u> required for readmission.
___ 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* Example: if child was removed from the CYS program at noon on Monday, he or she may return no earlier than Wednesday. 2. A visit to the clinic is <u>not</u> required for readmission. 3. Physician's signature is <u>not</u> required for readmission 4. Please note: If more than one child is sent home from the same module/FCC home for the same problem on the same day, the child must be home for 48 hours before he/she may return to care.
___ Scabies	<ol style="list-style-type: none"> 1. Documentation of a visit to the clinic is required. 2. Physician's signature on attached form is required 3. May return to the program 24 hours after completion of medical treatment as documented by the physician.
___ Ringworm	<ol style="list-style-type: none"> 1. Documentation of a visit to the clinic is required. 2. Physician's signature on attached form is required. 3. May return when skin is clear. 4. May return to the program 24 hours after medical treatment has begun if lesions can be covered with clothes or bandages. 5. If skin is not clear and lesions cannot be covered, child may not be readmitted until 72 hours after medical treatment has begun.
___ Chicken Pox	<ol style="list-style-type: none"> 1. May return to the program after lesions are crusted and dry, usually in 5-7 days.
___ Head Lice	<ol style="list-style-type: none"> 1. May return to the program 24 hours after completion of medical treatment. 2. Physician's signature is <u>not</u> required for readmission.

ILLNESS/SYMPTOM	READMISSION CRITERIA
___ Pink Eye (Conjunctivitis)	1. Documentation of a visit to the clinic is required. 2. May return to the program 24 hours after start of antibiotics if eyes are clear and no longer discharging. 3. Physician's signature is not required for readmission.
___ Pinworms	1. Documentation of a visit to the clinic is required. 2. Physician's signature at the bottom of this form is required. 3. May return to the program 24 hours after medical treatment has begun
___ Impetigo	1. Documentation of a visit to the clinic is required. 2. Physician's signature at the bottom of this form is required. 3. May return to the program 24 hours after medical treatment has begun; lesions no longer weeping.
___ Not feeling well enough to participate in the usual daily activities	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
___ Strep Throat	1. Documentation of a visit to the clinic is required. 2. May return to the program after 24 hours on antibiotic therapy and no fever for 24 hours. 3. Physician's signature is not required for readmission.
___ Other	_____ _____ _____

**REMINDER: REGARDLESS OF HAVING MET OTHER CRITERIA,
NO CHILD MAY BE ADMITTED WITH A FEVER.
CHILDREN MUST BE WELL ENOUGH TO PARTICIPATE IN DAILY ACTIVITIES**

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FOR THE MEDICAL TREATMENT FACILITY OR PRIVATE PHYSICIAN TO COMPLETE:

Child's Name: _____

The above named child has been seen by medical staff on: _____

_____ The child is able to resume a normal daily routine at the Child & Youth Services program.

_____ The child will be able to resume a normal daily routine at the Child & Youth Services program on _____.

Physician's comments/recommendations: _____

 Signature of Physician

 Date Approved

Clothing/Diapers

CLOTHING: Your child will be going outside every day. Please select clothing which is appropriate to the weather. The environmental offices and the Community Health Nurse guide us on limiting or restricting outdoor play in extreme heat or cold. An extra set of clothing can be stored in the child's cubby for use in case of toileting accidents or spills. Label all items to avoid loss or confusion. Soiled clothing will be returned to you in a plastic bag. For sanitation reasons, our caregivers may not rinse out soiled underwear. Children and youth are expected to participate in outdoor activities. If your child or youth is unable to do so, they are better cared for at home that day.

DIAPERS: We allow only disposable diapers in our CYS programs. Medical exceptions will be allowed with receipt of a signed statement from your doctor. Bring enough diapers to allow for frequent changing. Your caregiver can tell how many will be needed daily.

TOILET TRAINING: When your child develops a first interest in using the toilet, speak with your primary caregiver. Toilet training should be a cooperative effort. We will try to support the patterns you are establishing at home. Your caregiver can provide you with professional brochures and articles about this developmental process. Part-day preschool programs do require that child be toilet trained since we do not have diaper changing areas or toilets within these classrooms. In full day programs, while we do have toilets we do not have diaper changing areas in the preschool classrooms.

Transitioning

Children may be moved to an older age group within the CDC when the center staff and the parents determine that the child has the necessary skills to adjust to the older age group AND a space becomes available in the receiving classroom. Parents will be contacted when a move is being considered. The child will be introduced to the receiving staff members and a gradual transition will begin. The child will make several visits to the new room to participate in the scheduled activities. The transitioning period will usually extend over one week, with each visit being a little longer than the last. Parents will be kept informed of the child's adjustment. When the child is comfortable with the change, he/she will join his/her new friends on a full time basis.

Celebrations/Birthdays

Parents are welcome to celebrate their child's or youth's birthday within our programs. However, it must be done with prior approval of the FCC provider or the program director. Elaborate parties with gifts and favors are not appropriate. We also limit the amount of sugary foods and snacks our children and youth consume. Birthday celebrations should be a natural extension of the developmental program and should not disrupt normal routines.

Nap/Quiet Time

Children enrolled in our full day and hourly care programs have a rest period after lunch. Those children who need a nap may go to sleep; those who do not may play quietly with a book or puzzle. Infants are allowed to sleep on their own schedules.

Meals

FOOD PROGRAM: CYS provides wholesome, healthy foods for your children and youth. All meals meet USDA guidelines. There are no separate charges for meals. All enrolled children present during meal time will be offered food. Food provided by parents will be limited to infant formula, baby food, special diets, and foods for special occasions. Parents are requested to keep extra foods and treats for home meals. For your planning purposes, weekly menus are available in each of our facilities.

Children and youth in CDC's and FCC homes eat family style and are encouraged to serve themselves as they are able. Pleasant conversation and good manners are integral parts of the meal time experiences. Meal schedules are posted at your child care location. If arriving more than 15 minutes after the start of a meal, please see that your child has been fed.

Should your child be unable to eat the foods we are serving, provide us with a doctor's statement indicating suitable alternative foods. We may be able to accommodate these special food needs, but we may also have to ask for your help in providing some of the foods.

INFANT FOOD/FORMULAS: The CDC meal program offers iron-fortified infant formula and iron-fortified cereal, in accordance with USDA guidelines. Milk-based and soy-based formulas are served and infant cereal is also provided. However, parents may provide infant formula and juice in plastic bottles, ready to serve. Label all bottles with the child's full name and the date. Please do not add any medications or cereals to the formula. We do not serve bottles which look as if they might contain something other than fresh formula or juice. Baby food must arrive in unopened jars. Unused portions will be returned to the parent each day.

School Age Services

The School Age Services program complements the school day. The program has a state of the art computer lab and homework center, and the staff coordinates with school personnel to ensure we support our youth with school assignments. The program is an affiliate of the Boys and Girls Club and 4-H. Children are encouraged to make choices about how to spend their time at SAS including a lounge, science area, drama room, music area, art and game rooms. Transportation to and from Fort Belvoir Elementary School is provided by Fairfax County Public Schools. Before and After school options are available, Hourly care is offered on a space available basis with advance reservations. Full day camp options are available for school vacations.

Summer Camps

Both SAS and YS offer summer camp programs, SAS for Kindergarten through 6th grade and YS from 6th grade through High School. The SAS summer camp program follows the established fee policy. Parents with children currently attending the before and after programs, have first priority to continue services through the summer. All other interested patrons may sign up on the waiting list at any time. Standard priorities and registration requirements apply. Youth Services is open for middle school/teen youth from 1200-1800, Monday through Friday at no cost. A care option is available for middle school/teens prior to 1200, at a cost in accordance with the annual DOD fee policy. YS will also assist in coordination of youth interested in summer volunteer programs for youth 16-19 years.

Youth Services

Youth Services sponsors a variety of programs offering youth opportunities in life skills, citizenship and leadership, sports and fitness, leisure, recreation and arts, and mentoring, intervention and support services. Our goal is to enhance educational opportunities for youth through the service areas and to broaden their knowledge and experiences as they grow into responsible young adults.

YS is a member of the Boys and Girls Clubs of America, offers a Keystone Club, 4-H activities, youth sponsorship, youth volunteering, dances and field trips in the local area. Classes or club opportunities in interest areas such as art, cooking, nutrition, money management, employment skills, study habits, tutoring and computers are available.

In addition, YS offers special programs that focus on cultural events surrounding Asian Pacific Month, Women's Month, Military Career Night, Black History Month and Spanish Heritage Month. Additional activities such as dances and field trips in the local area are available. The front desk has a full schedule of events in these areas.

MIDDLE SCHOOL/TEEN PROGRAM: YS provides after school programming for youth in 6th-12th grades from 1430-1900 Monday through Friday, 1200-2100 on Saturday. On school closure/vacation days, the program is open from 1200-2000. Youth enrolled in this program have options such as the homework lab, the computer lab, open recreation, arts and crafts, pick up sports, games, and special interest activities that change each week.

OPEN RECREATION: YS offers a variety of open recreation and leisure activities after school and on the weekends for middle school/teen youth. A special events calendar is published monthly to keep families aware of upcoming activities and any costs involved. The snack bar is generally opened over the weekends and for special functions. Use of YS for open recreation requires registration and payment of a registration fee. SAS offers Open Recreation Mon-Fri, during regular operating hours. Reservations are required and are limited to 2 per week up to five free hours per month.

Youth Education and Support Services

Youth Education and Support Services Director (YESS) is responsible for youth education. The program promotes positive growth and development of children and youth. Maintains an active program of parent education opportunities and encourages parental involvement during special events involving children and youth. Ensures knowledge pertaining to youth development and philosophy, as well as, related policies, principles, methods and techniques endorsed by the Department of Army is readily available.

There are two program elements to support education within the YESS program:

School Liaison Services
Instructional Program (SKIES Unlimited)

School Liaison Program

The School Liaison Program at Ft. Belvoir was created to enhance the educational environment for children of parents assigned to Ft. Belvoir. The School Liaison Officer works in partnership with local schools to provide caring adults to enhance the education for experience military youth through parent and community involvement. The School Liaison Officer is also available to assist parents with school transition issues. The School Liaison Officer is located at Markham School Age Services, Bldg. 950.

SKIESUnlimited

SKIESUnlimited offers instructional programs for children & youth with opportunities that expand their knowledge, inspire them, allow them to explore, and acquire new skills. The program fosters the development of critical life, leadership, and social skills. The Instructional Program Specialist is located at Markham School Age Services, BLDG 950.

Sports & Fitness Programs/Classes

The Sports and Fitness Program offers sports programming in partnership with the Fairfax County Sports Programs. The CYS Sports program follows all guidelines and procedures outlined by the county and our programs continue only through the commendable efforts of volunteer coaches and assistants. All youth are required to have an annual sport physical current during the sport season to participate.

Sport	Age	Registration	Begin	End
T-Ball	5-6 yrs	Jan	Apr	Jun
Machine Pitch	7-8 yrs	Jan	Apr	Jun
Baseball	9-15 yrs	Jan	Apr	Jun
Softball (Girls)	7-15 yrs	Jan	Apr	Jun
Soccer Spring	5-12 yrs	Jan	Apr	Jun
Track & Field	5-18 yrs	Feb	May	Sep
Start Smart Soccer / Baseball	3-5 yrs	Mar	Apr	May
Junior Golf	7-15 yrs	Apr	Jun	Jul/Aug
Football Camp	7-15 yrs	May	Jul	Jul
Football	7-15 yrs	May	Sept	Nov
Cheerleading Camp	5-14 yrs	May	Jul	Jul
Cheerleading	5-15 yrs	May	Sep	Nov
Flag Football	6-14 yrs	May	Jun	Jul
Travel Basketball (Boys)	9-16 yrs	Oct	Nov	Mar
Travel Basketball (Girls)	9-16 yrs	Oct	Nov	Mar
House Basketball	5-14 yrs	Oct	Jan	Mar
Tennis Camp	7-15 yrs	June	Aug	Aug
Basketball Clinic (2 day)	6-18 yrs	Jul	Aug	Aug
Soccer Fall	5-12 yrs	Jul	Sep	Jun
Wrestling	7-15 yrs	Sep	Nov	Mar
Flag Football	6-14 yrs	My	Jul	Aug
Start Smart Basketball	3-5 yrs	Nov	Jan	Feb
Start Smart Soccer (spring)	3-5 yrs	Mar	May	Jun
House Cheer	5-14 yrs	Oct	Jan	Apr

This and much, much more is available through
CHILD AND YOUTH SERVICES – come join us!!

Fort Belvoir's Family Advocacy **Home Alone Policy**

The following represent minimally acceptable standards for the supervision of children. These guidelines have been developed based on government regulations, Department of Army guidance and coordination with Region proponents and Fort Belvoir agencies.

Whenever any child is unsupervised/unattended, the following should apply...

- There must be no emotional, medical, or behavioral problems which affect judgment or decision-making skills.
- Child must be comfortable being alone.
- Youth must have a safety plan worked out with the parent/caretaker, which includes:
 - How to access parent or other responsible adult at all times (including knowing the parent/caretaker's whereabouts and having a telephone number where parent can be reached).
 - What to do in case of emergency.
 - Guidelines for acceptable behavior
 - Knowledge of emergency telephone numbers.
- Youth must demonstrate the ability to follow the safety plan and to make decisions that reflect concern for personal safety.

Child Supervision Guidelines...

6 years and under (1st grade & under): Should not be left alone for any period of time. This may include leaving children unattended in cars, backyards, and playgrounds. The determining consideration would be the dangers in the environment and the ability of the caretaker to intervene.

8-11 years (2nd-6th grade): May be left alone only up to 1 1/2 hours during daylight hours and not on regular self-care basis, such as before and after school.

12-13 years (7th grade): May be left alone for up to 4 hours but not late at night or in circumstances requiring inappropriate responsibility.

13-15 years (8th-9th grades): May be left unsupervised with adult monitoring, but not overnight.

16-17 years (10th-12th grades): May be left unsupervised (in some cases, for up to two consecutive overnight periods, but with adult monitoring).

**Remember these are guidelines only. There may be situations, even within these guidelines, when it is not safe to leave a child unsupervised. Parents are ultimately responsible for making decisions about their child's safety.*

Contacts

CYS Administration	(703) 805-9149
POS	(703) 805-9145
FCC	(703) 805-9137
OS	(703) 805-9119
Registration	(703) 805-9114/9116/9118
Registration Fax	(703) 805-9113
Food Service	(703) 805-9141
NPCDC	(703) 806-6540
SPCDC	(703) 806-4344
SAS	(703) 805-9100
YS	(703) 805-4515
Youth Sports	(703) 805-9139
School Liaison	(703) 805-9117
YESS	(703) 805-9142
SKIESUnlimited	(703) 805-9146

Dear Parents,

The winter weather is upon us and I would like to discuss our inclement weather plan. CYS joins this command in stressing safety. Please keep children home whenever possible to reduce their risk during hazardous road conditions. To assist in compensation during these storms, CYS will grant discount points for patrons that voluntarily keep their child home. These credits, NTE 3/storm, combined with other parent participation credits you may have or earn, will gain you a 10% childcare discount for one month. Each facility has forms and requirements at the front desk to explain these policies. In addition, staff can provide you with a list of snow day activities to help keep your child entertained at home.

Weather Situation	CDC	FCC*	SAS	YS	ADMIN	SPORTS
Federal Gvt Open	Open					→
Federal Gvt Closed	Closed	May Open	Closed	Closed	Closed	Closed
Federal Gvt Delayed Opening by X hours	Delayed Opening by X hours	May Open	Delayed Opening by X hours			→
Federal Gvt Unscheduled Leave**	Open for mission essential – other limited to staffing available	May Open	Open for mission essential – other limited to staffing available			→
Federal Gvt Closed Mid-day	Closed – Parent Pick Up Required	May Open	Closed – Parent Pick Up Required			→
Ft B School Delayed Opening	Open	Open	Open***Part Day Preschool Delayed	Open Normal Hours	Open	Open
Ft B School Closed Entire Day	Open	Open	Open***Part Day Preschool Delayed	Open Normal Hours	Open	Closed
Ft B School Closed Mid-Day	Open	Open	Closed	Open Normal Hours	Open	Closed

*FCC providers have separate contracts for hours of operation and parents should coordinate their needs with their individual provider.

**On unscheduled leave days, we will have limited staff and therefore limited services. Mission Essential personnel have first priority. All other care will be available as staffing permits. We recommend you call before coming in to determine availability.

(Mission essential patrons must identify their status in advance through the SPS offices in Bldg 1001. In addition, these patrons must coordinate in advance with FCC provider for care on CDC/SAS closure days. Patrons will receive the FCC provider list and an employer verification of status form when you identify yourself as mission essential.)

***Part day sessions are cancelled/adjusted based upon any closures of Fairfax County schools except when school is closed mid-day or delayed. In those cases, part day sessions may be curtailed or delayed.

While Fort Belvoir generally follows Federal Government Guidance, the Installation Commander may choose to close Fort Belvoir prior to the government closing. Therefore, please check our status via the Fort Belvoir website @ www.belvoir.army.mil or call the hotline @ 703-805-3030.

Again, we stress that the purpose of closures, delayed openings and liberal leave is to limit the number of people traveling on hazardous roads. CYS urges parents to keep both themselves and their children safely at home as recommended by the government.

We appreciate your support and understanding in this matter. Drive safely!

Emergency Information for Fort Belvoir CYS

If any CYS program is re-located due to an emergency we will attempt telephonic notification to parents and post a sign at our facilities identifying our location. If phone service is not available at the location please call the Fort Belvoir information line at (703)805-3030.

North Post CDC: Bldg 1745, (703)806-6540, 806-5098, 806-5541
Primary site: Fort Belvoir Elementary School, (703)781-2700
Alternate site: Wells Gyms, Bldg 1810, (703)806-5093

South Post CDC: Bldg 1028, (703)806-4344 806-4347, 806-4143
Primary site: Specker Field House, Bldg 1182, (703)806-3057
Alternate: Barden Education Center, Bldg 1003 (703)806-3332

School Age Services: Bldg 950, (703)805-9100
Primary site: Youth Services, Bldg 1003, (703)805-4515/4607
Alternate: Barden Education Center, Bldg 1003 (703)806-3332

Youth Services, Bldg 1003, (703)805-4515/4607
Primary site: School Age Services, Bldg 950, (703)805-9100
Alternate site: Specker Field House, Bldg 1182, (703)806-3057