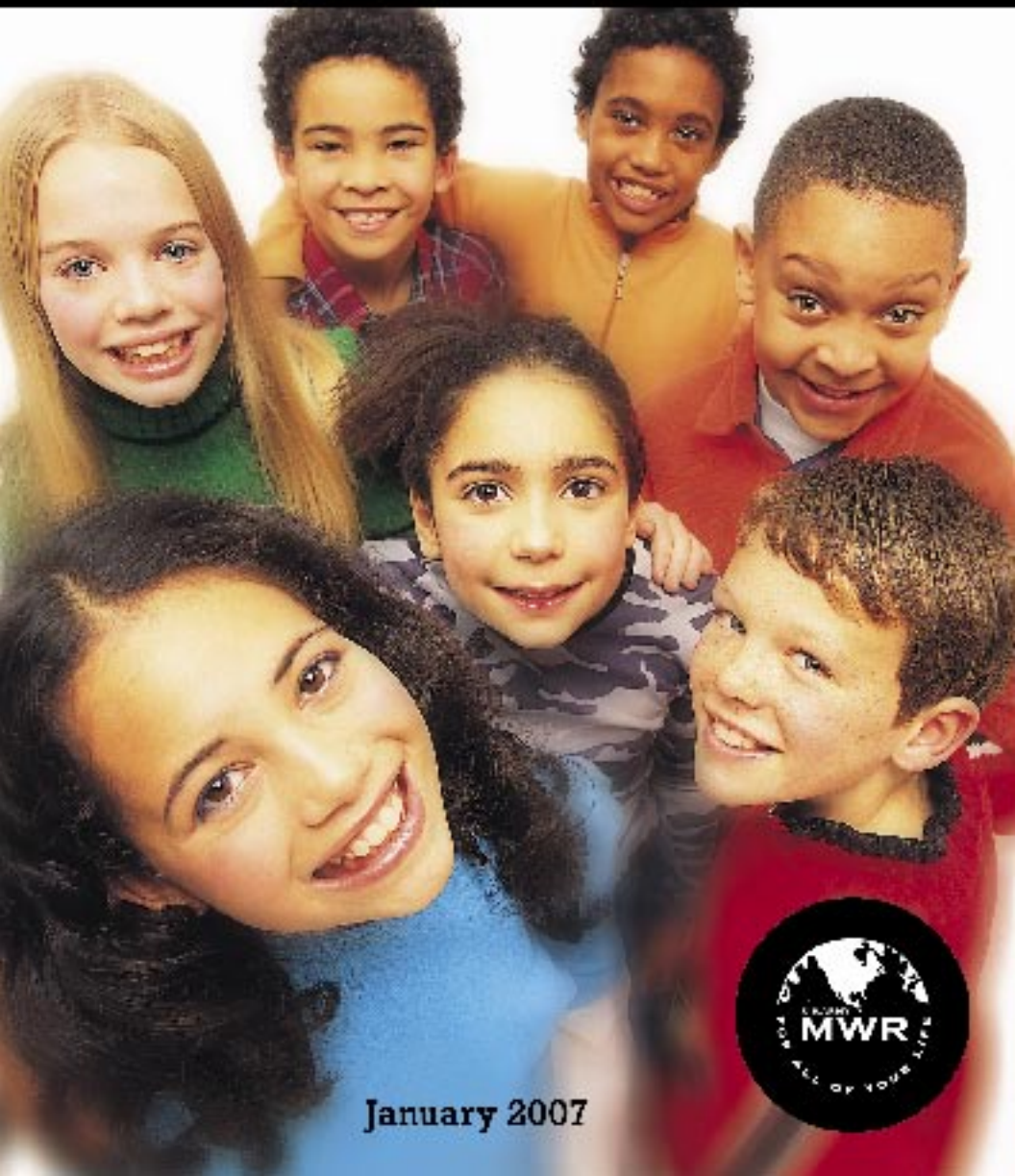




RESOURCE GUIDE for CHILD & YOUTH SERVICES FAMILIES



January 2007



CHILD AND YOUTH SERVICES

Administrative Offices
Soldier Support Center
Normandy Drive
4th Floor

CYS Registration	396-8110/1279
Child Development Services	396-4313
Family Child Care	396-3415
Food Programs	396-5601/6674
Outreach Services	
Registration	396-8110/1279
Special Needs	396-5128
Short Term Alternative Child Care	396-2465
Juvenile Justice Coordinator	396-1270
Fort Bragg Scout Liaison	396-1270
National Visiting Youth Program	396-1270
Program Operations	396-0124
Training & Curriculum Specialists	396-1907
Youth Education Support Services	432-1008
Youth Services	396-5780
Youth Services Sports	396-9123

Sites

Cook Child Development Center	396-2989/3349
Gruber Road (COSCOM Area)	
Fernandez Child Development Center	396-4733/3936
Knox St (Adjacent to Irwin Middle School)	
Prager Child Development Center	396-1136/3836
2nd Street (adjacent to Main Commissary)	
Rodriguez Child Development Center & School Age Services	
Sicily Dr (one block off Normandy Dr)	396-5429/6979
Short Term Alternative Child Care	396-2465
Community Center	
Tolson Youth Activities Center	396-5437
Corner of Reilly St & Normandy Dr)	
Wonderful World for Kids	396-2011/2931
Knox St (adjacent to Watters Center)	
Youth Services Sports Warehouse	396-6712
Corner of Souter & Macomb St.	

Visit Our Website www.fortbraggmwr.com

**Child & Youth Services
Resource Guide for CYS Parents**

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CHILD & YOUTH SERVICES
FORT BRAGG, NORTH CAROLINA

**RESOURCE GUIDE FOR
CHILD & YOUTH SERVICES (CYS) FAMILIES**

1. Mission.

To enhance soldier readiness and well-being by reducing the conflict between soldier mission requirements and parental responsibilities.

2. Goals.

To provide affordable program options to military children and youth from ages 4 weeks to 18 years of age.

3. Fort Bragg Programs.

a. Child Development Services (CDS). (396-4313, Admin) Hourly, part-time, and full-day care for children ages 4 weeks to 5 years in centers which are nationally accredited.

(1) Cook Child Development Center. (396-2989/3349) Gruber Road (COSCOM area)

(2) Fernandez Child Development Center.
(396-4733/3936) Knox Street (adjacent to Irwin Middle School)

(3) Prager Child Development Center. (396-1136/3836)
2nd Street (adjacent to North Commissary)

(4) Rodriguez Child Development Center.
(396-5429/6979) Sicily Drive (one block off Normandy Drive)

b. Family Child Care (FCC). (396-3415, Admin)

(1) Serves children age 4 weeks 12 years old. FCC provides full time, part day, long term, before and after school care, Special

Needs, extended, overnight, and hourly care. Some homes are bilingual and multi-cultural on and off post. FCC providers are certified by the National Association for Family Child Care (NAFCC.)

(2) ArmyFCC.COM is a marketing and management tool designed to enhance parents and potential patrons' perception of Family Child Care. The website provides the FCC provider with an opportunity to demonstrate their professionalism. In addition, ArmyFCC.com will provide parents and potential patrons with up-to-date information about Family Child Care Homes. There are two sections to ArmyFCC.Com. The public section describes the Installation FCC Program. This portion of the website is maintained by the FCC Director and can be reached by anyone with internet access at <http://www.ArmeyFCC.com>. The secure section describes each of the FCC Homes at the Installation and is made up of FCC Provider Profiles. Each FCC Provider Profile is meant to show parents and potential patrons the excellence of Family Child Care. Parents and potential patrons will only be able to access the secure section of the ArmyFCC.com website at the CYS Central Enrollment Registry office under guidance of trained Central Enrollment Registry staff.

c. School Age Services (SAS). (396-4481, Admin)

(1) Locations: Wonderful World for Kids
(396-2011/2931) on Knox Street adjacent to the Watters Center.
Rodriguez Site (396-5429/6979) on Sicily Drive (one block off Normandy Drive)

(2) SAS offers a wide range of quality out-of-school experiences for children in kindergarten 4th grades in supervised, age-appropriate programs. Programs incorporate character building concepts through challenging activities and social interaction. Activities are designed to enhance positive attitudes in learning and self-development.

(3) SAS offers breakfast before school, transportation to and from special activities and instructional programs, and full day care for "school out" days (includes nutritional breakfast, lunch, and snacks.)

(4) Winter, Spring, Summer camps: Jammin' Camp Geronimo and specialty camps.

(5) After school programs are available for school out days for traditional and year-round students who live in surrounding counties.

d. Youth Services and Youth Sports.

(1) Locations: Tolson Youth Activities Center (395-5437) on the corner of Reilly Street and Normandy Drive. Youth Sports Office (396-9123), Soldier Support Center, 5th floor. Sports Equipment Issue Warehouse (396-6712) on the corner of Jackson and Woodruff Street, Bldg 2-2408.

(2) A chartered affiliate of the Boys and Girls Club of America and a partner with 4-H Cooperative Extension.

(3) Programs are designed to provide out of school services and activities for middle school and teen youth in 5th-12th grades. The programs are committed to meeting community needs. They provide winter, spring, summer camps as well as specialty camps and sports camps.

(4) After school programs are available for school out days for traditional and year-round students who live in surrounding counties.

e. CYS Annual Special Events. Parent-Youth Deer Hunts; Fishing Derby; Dances; Open Houses; Children's Fest; Halloween Carnival; Easter Carnival; Winter Carnival; Nutrition Fest.

f. Outreach Services. (396-5128 Admin)

(1) Central Registration. (396-8110/1279) One stop registration for CYS patrons. Location and hours of operation: Soldier Support Center, Normandy Drive, 4th Floor. 0830-1730, Monday-Friday.

(2) Short Term Alternative Child Care (STACC). (396-2465) Ages 6 weeks 12 years. Current shot records required.

- A flexible child care program for ages 6 weeks
12 years at our permanent STACC site on the ground floor of the Soldier Support Center or other approved STACC sites on Fort Bragg.

- STACC is available for Family Readiness Groups, Welcome and PCS Briefs, religious functions, Hail & Farewell's, Battalion Coffees, OSC and NCO Spouses functions, Unit Formals and parties, and play groups.

- STACC also offers Fort Bragg families hourly care for parents who have medical appointments, volunteer commitments, business appointments, want to shop without their children or are in-processing/out-processing.

- STACC programs offer a variety of age appropriate developmental activities as well as nutritious meals or snacks at no extra cost to parents.

(3) Volunteer Child Care in Unit Settings (VCCUS). (396-5128)

- VCCUS is designed to meet the needs for occasional no-cost, volunteer child care in an approved unit setting for unit family members and private organizations during activities involving family support groups, spouse meetings, and special unit functions.

- VCCUS training is available to individuals within a military unit or recognized organization on Fort Bragg. Outreach Services will provide the training and qualify volunteers to operate a VCCUS.

(4) Special Needs Accommodation Process (SNAP). (396-5128) Addresses the needs of children with health issues. Some of the issues addressed include allergies, asthma, heart murmurs, developmental delays, physical, social, emotional learning or behavioral concerns, and educational needs. Asthma, allergies, Attention Deficit Disorders (ADD), speech delays, and premature infants are also included. A SNAP Team evaluates and establishes goals to help meet developmental milestones before a youth is placed within CYS programs. Parents are recommended to coordinate a SNAP evalua-

tion well in advance to ensure the team can review the case in a timely manner. Parents are a vital part of this team. They are encouraged to attend SNAP meetings.

(5) National Visiting Youth Program (NVYP).

(396-1270) An opportunity for nationally recognized youth groups to spend a weekend at Fort Bragg and become familiar with the goals, customs, and traditions of the Army.

(6) Fort Bragg Boy & Girl Scouts Liaison.

(396-1270) Liaison for on-post scouting activities for Area 33 Girl Scouts of the United States and TUOCS District Boy Scouts.

(7) Fort Bragg Juvenile Justice Coordinator.

(396-1270) Administers the disposition of misconduct committed by juveniles on Fort Bragg through the Juvenile Rehabilitation Board (JRB.) The board is designed to rehabilitate juveniles through counseling, education, community service, restitution, and other means of corrective action in order to protect the best interests of juveniles and the Fort Bragg Community.

g. Youth Education Support Services (YESS). (432-1008) Soldier Support Center, Normandy Drive, 4th Floor, Room 420.

(1) Youth Education Liaison Services. Programs include Youth Sponsorship Program, America's Promise Youth Volunteers Program, Youth Leadership Initiatives, Youth Computer Lab & Homework Center Linkages, and Community Partnership Initiatives.

(2) School Liaison Services. Programs include School Transition Support, Post Secondary Opportunities, Home School Support, Education Summit Issues, Partners in Education, and Installation/School Communication.

h. CYS Food Services. (396-5601/1907)

The CYS Food Services participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Programs

and receives funding for food through this source. They develop menus and provide nutritious meals and snacks to all CYS programs. They are also available to assist in developing menus for the Family Child Care providers.

i. Training and Curriculum Specialists (TACS) & Training and Program Specialists (TAPS). (396-5601/6674)

TACS and TAPS oversee CYS employee training to ensure the highest quality care and out of school experiences for children and youth in our programs. Their duties encompass programs serving children 4 weeks to 18 years in Child Development Centers, Family Child Care homes, alternative care options, School Age Services, Youth Services Middle School and Teen programs, and STACC.

4. Who is Eligible to Participate in CYS Programs?

a. CYS programs are open to children of sponsors eligible to use Morale, Welfare, and Recreation activities as outlined in AR 215-1.

b. Priority.

(1) Active duty military (includes active duty USAR/NG) and DoD civilians.

(2) DoD Contractors, USAR/NG, military retirees.

5. Registration.

a. Registration fees are in accordance with Department of the Army guidelines. Child Care and School Age Services fees are based on total family income. They are subject to change.

b. CYS Annual Membership Fees are \$18 per child with a limit of \$40 per family. Annual membership is non-refundable. Payment for membership and all other programs requiring fees is due when enrolling. Membership fees are subject to change.

c. CYS membership and membership cards are transferable to other installations. Parents are required to update household data at their new duty station.

d. Annual registration must be renewed when registering for Spring and Fall sports programs if registration expires during the playing season.

e. One-stop registration for all CYS patrons. A picture membership card is required for youth ages kindergarten and older. Please bring your child(ren) when registering.

f. CYS uses the Child and Youth Management System (CYMS) for registration, payments, billings and all household demographics.

g. Services available: Full-day and part-day preschool waiting lists are available for on-post care. Vacancies are filled as they occur. Referrals are available for certified teenage babysitters, parent education services. Referrals for off-post Child Care Centers and provider are coordinated through Army Child Care in Your Neighborhood (ACCYN) and Military Child Care in Your Neighborhood (MCCYN.)

h. Registration Requirements.

(1) Military ID card or proof of employment for DoD and Federal Government employees.

(2) Legal or official proof of child's birth (passport, ID card, birth certificate.)

(3) Child's social security card.

(4) Current shot record for children birth-4th grade for child care programs.

(5) Three local individuals who can be contacted in case of an emergency, their address and telephone number (home, work, cell phone.)

(6) Current income statement for both the sponsor and the spouse. Fees are structured in accordance with DoD guidelines and based on total family income. (Includes all income except hazardous duty pay, clothing allowance, and child support.) Contact the Registration Office for information and an income category review should total family income change.

(7) Legally appointed guardians may apply for CYS membership for children in their care. The following documentation is required: legal documentation of guardianship, medical power of attorney, proof of child's age, child's social security card, proof of guardian's military or DoD affiliation.

(8) Special Needs Enrollees. Special Needs participants must furnish medical documentation and a current physical. Some participants may be required to be evaluated by the Special Needs Accommodation Process (SNAP) prior to enrollment in CYS programs.

i. Refunds. Refunds may be processed on site, contingent on availability of funds, or may require a check being issued by Finance.

(1) Refund requests for programs at the Child Development Centers and School Age Services will be submitted in writing at those sites. Two weeks notice is required.

(2) Refund requests for Instructional Programs, Youth Sports, and Camps must be in writing and received three working days prior to the start of a program.

(3) The following are reasons for non-standard refunds.

- Refunds requested due to deployment or reassignment requires a copy of orders.

- Refunds due to medical reasons after the program or activity starts. A doctor's statement is required when the request is submitted.

6. Waiting List.

a. The waiting list is centralized for all CYS patrons. Priority is given in accordance with DoD guidelines. Patrons will notify CYS Central Registration when they deploy. Priority will be given to their children when they return, contingent on availability. Demand for CYS programs sometimes exceeds the number of children and youth who can be served. Waiting lists, with the exception of Swimming, are maintained at the Registration Office. The Swimming waiting list is maintained at the Tolson Youth Activities Center.

b. Priority for filling spaces is:

(1) Active duty military or DoD civilians.

(2) Dual working. (Non-DoD spouse or DoD contractor.)

(3) Locally determined.

(4) Preference for care (patron declined a viable care option.)

c. Expectant mothers are encouraged to submit a waiting list application for child care to the CYS Registration Office. Sponsors are subsequently responsible for calling the Registration Office every 90 days in order to remain on the waiting list.

d. Patrons who notify the Registration Office when they deploy will be placed on a “Deployed Waiting List” and given priority placement when they return. Disenrollment forms for CDS are available at the sites only. Disenrollment forms for all other programs are available at the Registration Office or the program sites.

e. Waiting lists for School Age Services, Middle School and Teen programs, instructional programs, and sports programs are filled on a first come, first served basis according to grade and age.

7. Disenrollment (CDC and SAS)

a. Disenrollment for care programs must be made a minimum of 2 weeks prior to the last date of attendance. Failure to submit the form will result in on-going assessment of fees.

b. Children attending programs for any portion of the month will be assessed the full monthly fee.

c. Exceptions for Disenrollment:

- Valid PCS orders. Fees will be prorated based on the number of days service is needed.

- Proof of Deployment. The Registration Office will maintain a copy on file. Your receipt is required when requesting a refund or credit for unused days of service. Service members who are deploying have the option of placing their children on a waiting list for reinstatement.

8. Payments and/or Late Fees.

a. CDC and SAS payments are due the 1st and 15th of each month. Late fees will be assessed on the 5th working day after each due date.

b. Payments for Instructional Classes (except Swimming) are due by the 26th of each month. If the 26th falls on a weekend or Federal Holiday, the due date is the Friday prior. Payment due dates for Swimming are annotated on the patron's priority slip. Failure to pay will result in the child being dropped from the program.

c. Subsequent to initial enrollment payments may be made at program sites, drop boxes, or CYS Registration.

d. Payment Options.

(1) Credit card (VISA, MasterCard, MWR charge card)

(2) Debit card; Personal check; money order

(3) Cash

e. Delinquent Accounts (CDC and School Age Services.)

Failure to pay within 2 billing cycles will result in a DD 139 (Pay Adjustment Authorization) being forwarded to the Finance and Accounting Office for collection of the entire amount. Services may be denied. One Stop Processing will be notified and post clearance will be curtailed until the outstanding balance is paid.

f. Abandoned Children.

(1) Child Development Services.

- Children picked up after regular closing hours will be charged a \$1 per minute with a maximum of \$15 per site.

- The staff will make several attempts to contact the parents or emergency contact. The Provost Marshal's Office will be called to come and pick up children after 1 hour of business closing.

(2) Family Child Care (FCC).

- FCC Providers will attempt to call parents or emergency contacts. If they cannot contact the designee the Provost Marshal's Office will be called to come and pick up children who are not picked up after 1 hour. Parents will be charged a late fee, as specified in the contract between parents and the FCC Provider.

(3) School Age Services.

- Children picked up after regular closing hours will be charged a \$1 per minute with a maximum of \$15 per site.

- The staff will attempt to call parents or the individual designated for emergency contact if a youth has not been picked up 1 hour

after closing. If that fails, the Provost Marshal's Office will be called to come and pick up the child(ren.)

(4) Youth Services/Youth Sports.

- The Provost Marshal's Office will be called to come and pick up children who remain more than 1 hour after programs close.

9. Program Closures.

a. CYS programs are closed for Federal Holidays.

b. Inclement Weather or Other Emergencies.

Patrons will not receive credit or reimbursement due to inclement weather. Instructional classes will schedule make-up classes.

(1) Child Development Centers and Family Child Care Homes. In the event of inclement weather or other emergencies and the installation remains open, Child Development Centers will maintain their regular schedule for full day, part day preschool, hourly care and More@Four programs. If Fort Bragg Schools are closed due to inclement weather, part day preschool and More@Four at Rodriguez Child Development Center will be closed. These programs will operate on the Fort Bragg Schools schedule. If the installation is closed, all CYS facilities will be closed. Only essential personnel needing to report to duty will be directed to Family Child Care Providers. On days schools are in session and the decision is made to close early due to weather conditions, part day preschool (Rodriguez CDC) and More@Four (Rodriguez CDC) children will need to be picked up early by parents or emergency designees. Child Development Centers will operate on the Post schedule for early closures. Family Child Care will have at least 15 homes available to provide care when the installation is closed. This provider list will be updated monthly and can be attained at all CDS program sites. If the installation reopens on a delayed schedule, the program sites will open 30 minutes prior to the official installation opening.

(2) School Age Services. If Fort Bragg Schools close due to inclement weather prior to school start time and the installation remains open, SAS will maintain a full day schedule. Our programs will continue to operate as long as the installation remains open. If schools remain closed due to extended bad weather conditions and the installation is operational, the SAS program will open 30 minutes prior to the installation opening. EXAMPLE: The media announces the installation will open at 10 a.m., SAS will open at 9:30 a.m. On days school is in session and the decision is made to close early due to weather conditions, Fort Bragg schools will be responsible for notifying patrons. Extended on-site care will be provided on those days.

(3) Tolson Youth Activities Center. When Fort Bragg schools close due to inclement weather or other emergencies and the installation remains open, middle school and teen programs will maintain a full day schedule. Children will not be transported to off-site activities and parents must pick up their children at school. Programs will continue to operate as long as the installation remains open. Instructional classes and sports activities will be canceled. These activities will be rescheduled for a later time, once weather conditions or other emergency situations stabilize and parents can safely transport their children. If the installation reopens on a delayed schedule and Fort Bragg schools are closed, the building will open 30 minutes prior to the official installation opening.

c. Evacuation Plans. Plans and procedures are available at each CY5 site in the event a site is evacuated for safety, security, or any other unforeseeable reason.

10. Parent Orientation.

a. Child Development Centers and Family Child Care programs. Parents must attend an orientation during their first month of enrollment in a CDC or the Family Child Care Program. The CDC staff will discuss programs, health procedures, administrative procedures, parent involvement, and provide other information pertinent to the programs. Parents using the CDC sites may tour the facilities and meet the staff prior to child(ren) beginning care.

b. **School Age Services.** Parents must attend an orientation during the first month of their child's enrollment. The staff will discuss program policies, staff qualifications, and program operations. They will be available to discuss program specific concerns and answer questions. Families may tour facilities and meet the staff during Open House in August or by appointment.

c. **Youth Services/Youth Services Sports and Instructional Programs.** Mandatory orientation for parents of newly enrolled youth is held at 1800 on the 2nd Tuesday of each month at the Tolson Youth Activities Center. The orientation clarifies program guidelines and allows parents to tour the facility and program areas.

11. **Parent Advisory Councils.** CYS sites conduct monthly meetings with staff and parents. An open forum allows parents and staff to address areas of interest concerning programs, requests for changes to policy, and information regarding CYS programs. A quarterly council meeting is conducted to address overall CYS issue.

12. **Admission and Release Procedures.**

a. **Child Development Centers.**

Children enrolled in CDC programs must swipe their CYS registration card in and out at the front reception desk. Only parents or parent designees are allowed to pick up children unless prior written documentation is furnished to the staff, allowing someone else to pick up the child(ren.) Parent designees are required to produce identification. Parents will not be denied access to their child(ren), including the right to pick up the child(ren), unless a copy of a custody agreement or court restraining order relinquishing such parental right, is on file with the CDC staff and the CYS Registration Office.

b. **Family Child Care.**

Only parents or parent designees are allowed to pick up children enrolled with a Family Child Care provider unless prior written documentation is furnished to the provider, allowing someone else

to pick up the child(ren.) Parent designees are required to produce identification. Parents will not be denied access to their child(ren), including the right to pick up the child(ren), unless a copy of a custody agreement or court restraining order relinquishing such parental right, is on file with the provider and the CYS Registration Office.

c. School Age Services.

(1) Parents must swipe their child's CYS Registration cards in and out of CYMS located at the front reception desk. This does not preclude group busing to a specific SAS facility or program.

(2) SAS staff who bus youth from school will call roll and swipe the cards for those children into the facility. Parents are responsible for notifying the SAS staff when their child(ren) is not attending a program or will be absent from school.

(3) Only parents or parent designees may pick up children unless staff is furnished written documentation allowing someone else to pick up the child(ren.)

(4) Children will not be released to siblings or other children under age 14.

(5) Parent designees will be requested to produce identification until such time as the staff recognizes them by sight.

(6) Parents will not be denied access to their child, including the right to pick up the child, unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file with the SAS staff.

d. Tolson Youth Activities Center.

(1) Youth enrolled in programs must swipe their CYS Registration cards in and out at the front reception desk.

(2) Parents must notify the staff if child(ren) enrolled in Club house will not be attending the program or will be absent from school.

(3) Only parents or parent designees may pick up children unless prior written documentation is furnished the staff allowing someone else to pick them up.

(4) Youth who participate in Open Recreation may do so without parental permission.

(5) Youth Services is not responsible for monitoring the outdoor areas of the Tolson Youth Activities Center unless there is a scheduled outdoor activity option posted on the day's calendar.

(6) Parents will not be denied access to their child(ren), including the right to pick up the child(ren), unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file with Youth Services.

13. Health Records.

a. Child Development Centers, Family Child Care, and School Age Services.

(1) Health assessments will be maintained on currently enrolled youth at the CYS Registration Office, and at the program sites.

(2) Children attending the program must have a health assessment within 30 days of enrollment. Services will be denied to patrons not meeting this requirement. Appointments for physical exams should be made immediately upon registration with the sponsor's designated medical care facility. The completed form must be returned to the CYS Registration Office. Special needs must be annotated as part of the physical.

(3) Health assessments are valid for 3 years from the date of the physical unless the child's health status changes. Parents are responsible for updating the records with the CYS Registration Office annually.

(4) Current shot records for children birth-4th grade are a requirement and will be maintained at the CYS Registration Office as well as all sites.

(5) Parents are required to maintain current information with CYS Registration and program sites.

(6) Children must be free of communicable disease.

b. Youth Sports.

(1) Sport physicals are maintained in the Youth Sports Office. They remain current for one year and must be current during any given sports program.

(2) Special Needs documentation must be annotated on sports physicals.

(3) Parents are required to maintain current information with CYS Registration and program coordinators.

(4) Youth must be free of communicable disease.

14. Emergency Medical Treatment.

a. Child Development Centers.

(1) Medical Emergencies. Children who develop conditions after admission that require immediate emergency medical attention will be taken to Womack Army Medical Center Emergency Room by ambulance for evaluation. Every effort will be made to contact parents prior to this action.

(2) Minor Health Problems. A child who becomes ill or injured while at a Center will be isolated from the group and closely monitored. This is for the comfort of the child and the protection of the other children. Once parents, or authorized designee is notified they must pick up the child within 60 minutes.

(3) Issues concerning the course of action to be taken in terms of health problems will be addressed to the Community Health Nurse.

b. Family Child Care Homes (On and Off-Post.)

(1) The Provider will assess the child's condition.

(2) Give first aid and CPR, if necessary.

(3) Call 911 or other appropriate emergency help, as needed.

(4) Contact the parents or designated contact person and the FCC Office.

(5) Minor Health Problems. A child who becomes ill or injured while in a home will be isolated from the group and closely monitored. This is for the comfort of the child and the protection of the other children. Once parents, or authorized designee is notified they must pick up the child within 60 minutes.

c. Youth Services, Youth Sports, School Age Services.

(1) FB Form 1831 Consent for Medical Treatment or examination of children is a requirement for enrollment in programs. It authorizes the staff to take a youth for emergency medical care. Every effort will be made to notify a parent prior to such action. Emergency treatment at an Army Medical Facility may be provided without additional consent under the provisions of AR 40-3, paragraph 2-19.

(3) Medical emergencies that require immediate attention while a child(ren) is in the program will be taken to a medical facility for evaluation. Minor health problems will be handled by on-site staff. The staff will notify parents or emergency designee when the youth becomes ill or injured during the time they are in the program care. As a general rule, children with illness will remain isolated from other children until such time as reasonable arrangements can be made for their release to parents or designated parent representative.

(4) Issues concerning the course of action to be taken in terms of health problems will be addressed to the Community Health Nurse.

15. Re-Admission Following Illness. Child(ren) may return to programs when they feel well enough to participate in usual daily activities and the following conditions exist:

- a. Contagious stage of illness has passed after treatment has begun.
- b. Child(ren) is able to function in the program setting.
- c. Fever has been absent for 24 hours.
- d. Nausea, vomiting, or diarrhea has subsided for 24 hours.
- e. Parents have administered the first dose of the medication prescribed for the illness. Child(ren) must be on oral medication at least 24 hours before the CYS staff will start to administer medication.
- f. Chicken pox lesions are crusted.
- g. Scabies are under treatment.
- h. Lice are under treatment.
- i. Pinworm treatment has occurred 24 hours before re-admission.
- j. Lesions from impetigo are no longer oozing and are under treatment.
- k. Conjunctivitis is under treatment and eyes are no longer discharging.
- l. Child(ren) has completed the physician's definition of contagious stage of the illness.

16. Administering Medication.

- a. Children will not be forced to take medication.
- b. Requests for CYS staff to administer medication to children with special needs must be submitted to the Director, Outreach Services, for exception to policy.
- c. A new DA 5225-R (Child Development Services (CDS) Medical Dispensation Record) , Jul 89, must be submitted at the start of each month if medication is required on a continuing basis.
- d. The label on the bottle must be current for the month for medication taken more than 30 days.
- e. Medication must be in the original container with a childproof cap. Containers and their labels must be kept clean and information written on the container must be legible.
- f. Medication must be dated with the licensed health care provider's name, telephone number, and instructions for use as well as the child's name, name of medication, and dosage strength.
- g. No medication will be administered by staff on an "as needed" basis.
- h. Medication will be stored in a locked cabinet. Only authorized individuals will be allowed to remove and administer medications. Medications requiring refrigeration will be isolated within the refrigerator in a separate, secured container.
- i. No over-the-counter medications will be dispensed by CYS staff or coaches. All medication administered will be properly recorded on the Medication Dispensation Record, DA Form 5225-R, by the person dispensing the medication.
- j. Permanent medication for children attending camps may be given to camp staff in weekly increments for dispensing with the

exception of those medications that the Community Health Nurse has deemed the parent must provide daily (i.e. Ritalin) providing it is in the original container. The staff will return all empty medication containers to parents for disposal.

k. The Community Health Nurse must approve in writing any exception to the medication policy. Request for exception to policy must be submitted to the appropriate site supervisor for consideration.

l. No medication will be dispensed in Youth Sports programs or Instructional Classes.

m. Youth in grades 5-12 who attend full day Middle School and Teen (MST) programs are eligible to self-medicate.

(1) A physician's certification is required for children in 5th-12th grade to self-medicate. The Special Needs Accommodation Process (SNAP) Team will review the youth's medical records before self-medication is permitted.

(2) Parents are required to update the Administering Medication card monthly.

(3) On-site staff will observe youth administering medication and annotate DA Form 5225-R (Child Development Services (CDS) Medical Dispensation Record,) Jul 89, and confirm the medication has been administered.

(4) Parents will be called when medication is not brought to the program. Failure to bring medication for 3 consecutive days will result in denial of services for one week. Subsequent failure to bring medication will be discussed with parents. Appropriate additional denial of services may be imposed by the Chief, Youth Services.

17. Behavior Management.

a. Child Development Centers and Family Child Care.

(1) The staff is trained in techniques of redirecting, role modeling, looking for causes of behavior and using appropriate encouragement and guidance following established procedures. Inappropriate behavior will be documented with an incident report and signed by the caregiver witnessing the incident and the supervisor. The parent must sign the report and receives the original copy. A second copy is placed on file at the center.

(2) Recurring incidents will be brought to the attention of the Center management. The CDS Director will be notified and observations will be scheduled within 48 hours. All observations and incidents will be documented. Continued incidents will be discussed with parents, as deemed necessary by Center management.

(3) The Center Director and parents will request assistance from SNAPS to develop a behavior modification plan. If the parents are unwilling to participate, they will be given two weeks to make alternative child care arrangements.

(4) An Individual Behavior Modification Plan (IBMP) will be developed within 10 working days by a team consisting of the Center Director, Assistant Director, primary caregiver, Training and Curriculum Specialists, CDS Coordinator, Director, Outreach Services and the Exceptional Family Member Program Director. This team will meet with the parents to discuss the IBMP and make further recommendations for its implementation. The IBMP will be monitored and reassessed by the Program Director in writing. If no progress is noted and documented incidents continue to occur, the team will meet to determine the next course of action.

b. Youth Services, Youth Sports, School Age Services. Our staff is trained in techniques which ensure a positive approach to managing behavior. This includes focusing on reinforcement of acceptable behavior. The following guidelines are followed when dealing with youth:

(1) Developmentally age appropriate activities are planned jointly by youth and staff along with activity choices to ensure maximum interest and involvement for each participant.

(2) Clearly established guidelines outline the consequences of inappropriate behavior. Guidelines will be screened and approved by program managers before they are implemented.

(3) Staff is trained and encouraged to reinforce positive behavior to include small rewards and incentives of special privileges in return for desired or improved behavior.

(4) Youth will be given leeway to choose the majority of the daily activities which allows for independent play opportunities. Some activities will be group oriented to ensure each child benefits from learning to work within a group and problem solve with their peers. Youth will not be forced to participate in activities, but they should not disrupt the activities of others. Allowing youth to watch an activity if they choose, may result in them deciding to participate. This is a basic principle in behavior management. Due to supervision requirements, some activity areas may be closed until sufficient staff is available to staff multiple activity choices. The choice to participate in the activity will be left up to the youth.

(5) Part of the CYS mission is to provide opportunities for youth to learn lifelong skills. Conflict resolution is a critical skill for young people to learn to problem solve and negotiate compromise. This will help them when they become adults. In the Middle School Teen programs, youth will be encouraged to talk over their issues with other youth and try to come to resolution, with staff acting as mediators.

(6) Parents will be informed when youth are consistently having problems following rules or when their behavior is of such a nature (hitting another youth; open defiance to the leader, support staff, or other youth, where the behavior results in a safety or potential safety hazard to the youth or other members of the group) that parental involvement is needed. A summarization of the incidents will be

documented. Parents will be furnished a copy as well as given information regarding actions taken, a staff plan of action for modifying behavior in the future, and what actions could occur if behavior does not improve. To protect the privacy of youth members, incident reports will not list any other child by name.

(7) The staff will use the following progressive method of behavior management dealing with routine discipline problems:

- Staff will initially attempt to talk with the youth and explain the nature of the problem and what expected behavior is.

- If this approach is not effective, the youth may be asked to step out of the activity to gain their composure and explore options of different ways to handle the situation should they be faced with it again. If an incident occurs which involves violence (physical or verbal) against another individual or is self inflicted, the youth will be removed immediately from the environment in order to protect themselves and others. Parents will be called to assist with modifying this type behavior. Depending on the nature of the incident, the youth can be suspended up to one week by the program manager. Recommendations for suspensions of more than one week are made by the program managers.

- In the event that redirecting is not effective, the youth may be counseled by the staff.

- If the above measures are not producing the desired results or behavior is out of the range of routine discipline, the following measures may be invoked:

- The Director, Outreach Services may be asked for assistance in developing a behavior change plan as well as a plan outlining the consequences which may result if behavior change is not effective. Parents are encouraged to request verbal follow up reports daily to check on progress. If progress is not evident, parents will be asked to speak with the program manager to resolve issues such as changing existing plans of behavior management and/or the consequences of lack of progress.

- Immediate expulsion from the program for youth who display excessively violent or disruptive behavior.

- Parents will be referred to Womack Army Medical Center (the Community Health Nurse or Department of Social Work) for consultation regarding options available to assist them in having negative behavioral tendencies evaluated and assessed through appropriate agencies.

18. Child Abuse DoD Hotline 1-800-336-4592. Preventing, identifying, reporting, and handling incidents of child abuse or neglect are the combined responsibility of all CYS personnel in cooperation with the Family Advocacy Program (FAP.)

19. CYS Volunteers.

a. Volunteers (youth and adults) play an essential role in our programs. They affect our soldiers, their families, the organization, and installation readiness.

b. Adult volunteers have the opportunity to volunteer at all CYS programs. Contact the program site manager for details and applications.

c. The Promise Passport Youth Volunteer Program is an Army initiative which promotes individual and group youth volunteer participation. Children and youth involved in this program increase their chances of becoming successful adults. Contact Youth Education Support Services (YESS) for details and applications.

d. Benefits, Awards, Recognition. Volunteers are eligible for child care discounts, sport program discounts, youth volunteer incentives, and installation recognition.

e. Acceptance of adult volunteers (age 18 and up) is contingent upon completion of appropriate background checks.

20. Home Alone Policy.

XVIII Airborne Corps and Fort Bragg Policy #87, 11 Feb 04, specifies the level of supervision required for juveniles ages 17 years and under who live in quarters on Fort Bragg or use Fort Bragg facilities. The intent of this policy is to ensure the safety of children by not leaving them unattended under circumstances involving potential or actual risk to the child's health and safety. (Appendix B)

21. Curfew for Juveniles.

XVIII Airborne Corps and Fort Bragg Policy #20, 31 Jan 05, establishes a curfew for juveniles ages 17 years and under who are found on Fort Bragg, outside government quarters or government-leased housing during designated hours. (Appendix C)

**DoD Child Abuse Hotline
1-800-336-4592**

Resource Guide for Child & Youth Services (CYS) Families
 Appendix A
 Fort Bragg Child and Youth Services
 Request for Services Record

**Fort Bragg
 Child and Youth Services
 CDC Waiting List Application**

PRIVACY ACT STATEMENT

AUTHORITY: PRIVACY ACT OF 1974

PRINCIPAL PURPOSE: To collect application information for Fort Bragg Child and Youth Services (CYS) and place applications on Child and Youth Services Waiting Lists for Program Services. Information compiled from application is also used to assess management determination for effectiveness of present and projection of future program requirements.

Routine Uses: NCNE

Discourse: Voluntary, however, failure to furnish information will result in an incomplete request for care record and possible loss of placement on Fort Bragg CYS Program Waiting List.

Child and Youth Services Waiting List Application				For Official User ID Code:							
Sponsor Social Security #				INITIAL DATE & TIME:							
Child's Last/First Name:				TOILET TRAINED: YES / NO							
Gender: M or F		EDB(mm/dd/yy):		DOB (mm/dd/yy):							
Sponsor's Last/First Name:				Rank/Grade:							
Sponsor's Branch of Svc:				Work Tel:							
Sponsor's Unit/Employer:				Alt Work Tel:							
Sponsor's Home Address:				Home Tel:							
Zip				Cell							
On Post		Housing Area		Off Post							
Single Parent		Dual Military		DoD Civilian		Non DoD Civilian (Contract)					
Spouse's Last/First Name:				Rank/Grade:							
Spouse's Unit/Employer:				Work Tel:							
Zip				Cell							
FULL DAY CARE: First available center of the following:				Cook		Prager		Fernandez			
PART DAY CARE: (Ages 2-5 Yrs & Completely Toilet Trained)				08:30-11:30 -10TTh		09:00-13:00 MWWF		08:30-13:30 MWWF		08:30-13:30 MTWThWF	
Place Siblings@Same or Different Days(Circle One)				Sibling Preference				Date Care is Needed:			
Does child have special needs, i.e. Asthma, seizures, ADHD, allergies(to include seasonal) & educational needs? (Documents are required for Special Needs Resources Team to review prior to enrollment; if yes, please specify in detail)											

- Sponsor/legal guardian is responsible to call & confirm every 90 days from initial date to remain on the waiting list. Child will be removed if no confirmation is made.
- When called for care & sponsor/legal guardian declines, child will be removed from waitlist.
- When called for care & contact has been made with sponsor/legal guardian, a COB date for registration is given. If registration is not completed by that date, child will be removed from waitlist.
- When called for care & two messages have been left with no response from sponsor/legal guardian, child will be removed from waitlist.

Signature: _____ **Date:** _____

CYS Central Registration Office # 396-8110/1278

Resource Guide for Child & Youth Services (CYS) Families
 Appendix B
 XVIII Airborne Corps and Fort Bragg Memo 25-50
 Master Policy No. 87, 11 February 2004
 Home Alone Policy

POLICY OR PRECEDENT

(XVIII Airm Corps and Fort Bragg Memo 25-50)

1. SUBJECT

Home Alone Policy

2. MASTER POLICY NO.

87

3. ORIGINATOR

A/FA-CAS-C

4. PHONE NUMBER

366-0124/1951

5. DATE ESTABLISHED

1 Feb 04

6. SYNOPSIS: (If more space is needed, use reverse side.)

1. This XVIII Airborne Corps and Fort Bragg policy specifies the level of supervision required for children ages 17 years and under who live in quarters on Fort Bragg or use Fort Bragg facilities. The intent of this policy is to ensure the safety of children by not leaving them unattended under circumstances involving potential or actual risk to the child's health or safety. This policy will remain in effect until revised or superseded.

2. The parental responsibility to provide for the appropriate level of supervision of their children. This policy uses a parent's education level of the child as the primary factor in establishing an appropriate minimum level of supervision. However, the parent must use good judgment and common sense in deciding whether the child's maturity and ability to care for one's self dictates a greater degree of supervision.

3. Definitions:

a. **Adult:** A person age 18 and older who reasonably can be expected to provide adequate supervision for a child.

b. **Child:** A person age 17 and younger.

4. Levels of Supervision: Fort Bragg recognizes the following levels of supervision:

a. **Direct Supervision:** Direct supervision is provided by an adult or a parent taking full responsible supervision. A child in grades 7-12 may provide the supervision for unsupervised if they have completed an American Red Cross (ARC) Babysitter certification class or equivalent. Although strongly encouraged, a child in grades 7-12 need not have completed the ARC Babysitter certification class or equivalent to care for a sibling. A child in grades 7 or 8 will provide direct supervision for no more than four consecutive hours in a day.

b. **Monitored Care:** An adult is aware of a child's location and activities, and ensures the child is capable and knowledgeable in handling emergency situations. To facilitate timely responses to emergency situations, the child will know how to contact by phone a parent or a parent designated responsible adult who lives in close proximity to the monitored child's home. The parent or designated adult must check in with the child as circumstances dictate, but at least once every two hours.

(Continued)

7. TYPE POLICY

NEW

X

CHANGE

REVOCATION

8. IDENTIFY POLICY AFFECTED

This policy supersedes Master Policy or Precedent Statement No. 87 dated 1 Mar 01.

9. LAST REVIEWED

DATE	REVIEWING OFFICER	ORGANIZATION	INITIALS

10. APPROVED:

Signature:
 KARL E. HORST, COL. GS, Chief of Staff

11. DIRECTIVE IN WHICH BASED (Show date, subject, and origin)

DD FORM 134

12. DISTRIBUTION

A, D, L

FB FORM 1334 E, MAY 01

13. DATE PUBLISHED

20 April 04

PREVIOUS EDITION IS OBSOLETE.

V 1.1

SUBJECT: Home Alone Policy

c. **Self Care.** Child must be mature and competent in home alone skills, and be able to contact a parent or designated adult in case of emergency. Competence in home alone skills includes possessing the necessary physical, emotional, intellectual, and social skills to respond appropriately to a small crisis (such as being locked out of the house or losing electricity) or an emergency (fire, severe weather, accidents requiring first aid). It also includes possessing a level of maturity and discipline to follow rules or guidelines established by a parent.

5. Minimum Levels of Supervision. Following are the minimum levels of supervision for children on Fort Bragg:

GRADES/AGES	LEVEL OF SUPERVISION	LENGTH OF TIME
0 yrs to 4th Grade	Direct Supervision	At all times
5th and 6th Grade (at least 10 yrs)	Monitored Care	2 consecutive hrs
7th and 8th Grade	Self Care	4 consecutive hrs
9th thru 10th Grade	Self Care	6 consecutive hrs
11th thru 12th Grade (age 16 - 17)	Self Care	10 consecutive hrs

Children age 16 - 17 may be under self-care overnight in their assigned quarters. “Overnight” is defined as 2200-0500 Sunday through Thursday and 2300 - 0500 Friday through Saturday.

6. A violation of this policy will be referred to the Case Review Committee for a determination as to whether the circumstances constitute child neglect. In addition, parents may face administrative and/or punitive action for child neglect.

Resource Guide for Child & Youth Services (CYS) Families
 Appendix C
 XVIII Airborne Corps and Fort Bragg Memo 25-50
 Master Policy No. 20, 31 Jan 06
 Curfew for Juveniles

POLICY OR PRECEDENT
 (XVIII Abn Corps and Ft Bragg Memo 25 50)

1. SUBJECT
 Curfew for Juveniles

2. MASTER POLICY NO.
 20

3. ORIGINATOR
 A774-1A-A

4. PHONE NUMBER
 706-513-0050

5. DATE ESTABLISHED
 1 February 2003

6. SYNOPSIS: (if more space is needed, use reverse side.)

- a. This is a Fort Bragg policy establishing a curfew for juveniles.
- b. Reference AR 190-3, The Army Physical Security Program, paragraphs 1-23
- c. Purpose: Prevent juvenile crime, especially break-ins and pilferage of vacant quarters.
- d. Policy:
 - (1) All personnel under 18 years of age are required to be in quarters or accompanied by an adult during curfew hours.
 - (2) Curfew hours:
 - (a) Sunday through Thursday 2300-0500
 - (b) Friday through Saturday 2300-0500
 - (3) Exceptions:
 - (a) When accompanied by their parents or guardian.
 - (b) Social functions sponsored/authorized by the installation.
 - (c) Emergencies.
 - (d) Other individual cases or circumstances deemed appropriate by the parent or guardian.
 - (4) Enforcement.

(Continued)

7. TYPE POLICY

- NEW
- CHANGE
- REVOCAATION

8. IDENTIFY POLICY AFFECTED

Master Policy No. 20, 23 January 2001

9. LAST REVIEWED

DATE	REVIEWING OFFICER	ORGANIZATION	INITIALS

10. APPROVED:

General Emerick
 DAVID E. QUANTOCK, COL., GS, Acting Chief of Staff

11. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.)

AR 190-3, para 1-23, The Army Physical Security Program, 30 September 1993

12. DISTRIBUTION

A-D

13. DATE PUBLISHED

4 April 2005

(a) First Offense: A juvenile violating the curfew on the Fort Bragg installation will be taken to the Provost Marshal Office (PMO) where his/her parent will be notified and requested to take control of the juvenile; or, a juvenile violating the curfew in government-leased housing off the Fort Bragg installation will be reported to the housing area mayor or designated representative. The parents of the juvenile will be notified and required to take control of the juvenile.

(b) Subsequent offense. The Garrison Commander will be notified. Curfew violations may provide evidence of misconduct on the part of sponsors and their family members who reside in government housing and may cause them to be evicted from family housing.

(5) Unescorted juveniles who are not military dependents.

(a) Such persons will not be allowed on-post outside of private quarters during the curfew hours as indicated in 4b, above.

(b) If such juveniles are found on-post outside of private quarters between these hours, the PMO will take all necessary action to ensure they are removed from post and/or delivered to their parents, a responsible party, or to proper authorities.

(c) If such juveniles are found outside of private quarters in off-post, government-leased housing during curfew hours, the housing area mayor or designated representative will report identifying information to civilian law enforcement authorities.

e. The chain of command will vigorously enforce this policy in all locations on the installation.