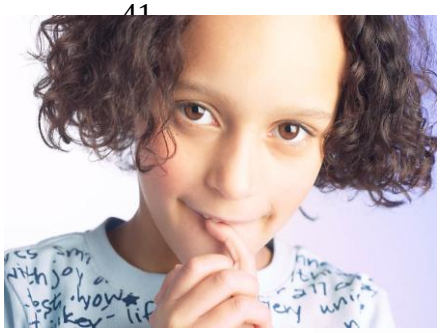

U.S. Army
Child, Youth & School
Services

The First Choice for Military Families

CHILD YOUTH AND SCHOOL SERVICES PARENT HANDBOOK

FORT CARSON, COLORADO

MWR
FOR ALL OF YOUR LIFE

WELCOME!

Welcome to the Fort Carson Child, Youth & School Services (CYSS) Program. Whether you are enrolling your child or youth for child care, family child care, school-age programs, youth programs, sports, fitness and health, or SKIES*Unlimited, (instructional classes), or require assistance with area schools, we are happy to have you in our program and we pledge to do our best to make it a positive experience for all.*

Our programs are dedicated to making care and program services a comfortable, enjoyable and life enriching experience for all children and youth (six) 6 weeks to eighteen (18) years, no matter who you are or where you are stationed.

Child, Youth & School Services programs at Fort Carson are essential family programs that directly support the life styles of our diverse and unique Military and Civilian community.

Our goal is to help each child and youth develop to his or her potential. We feel we have the responsibility to foster positive self-concept, strong emotional well-being, productive social interactions, and intellectual growth. We strive to provide safe environments, enriching experiences and loving care for your children and youth during their time in our programs.

We ask that you take some time to read the information provided to you in this handbook. In it you will find crucial information for all CYSS programs, to include philosophies, procedures, policies and program descriptions. We hope the information will answer any questions and concerns you may have. The more you know about CYSS and the staff that provide care for your children and youth, the more you can be assured they are receiving the best possible services.

Thank you for entrusting us with the care and development of your child or youth.

Child, Youth & School Services Staff
Fort Carson, Colorado

U.S. Army
Child, Youth & School Services

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Our Mission is CARING

MISSION

Our mission is to provide a seamless delivery of quality care and services for eligible children and youth (6 weeks through 18 years of age) that enhance readiness and well being of the workforce and their families reducing conflicts between parental responsibilities and their on-the-job mission requirements.

PHILOSOPHY

Our child youth and school services programs are designed to help your child and/or youth develop within him/her a positive self-concept that will help them become productive adults. We strive to do this by providing a safe, healthy, and stimulating environment where children and youth feel accepted and respected for being the unique person they are:

- By providing a place where they have opportunities to participate in age appropriate, developmental activities as part of a group or individually that allows for optimal, social, emotional, physical, creative, and cognitive growth.
- By providing a place where they can safely express their feelings without withdrawing, fighting, or giving up their rights.
- By providing a place where they are free to make choices and then accept the responsibility for the choices they make.
- By providing character education that will help develop and nurture a spirit of cooperation, creative problem solving, and individual responsibility which will impact positively upon their lives.

ACCREDITATION

CYSS participates in accreditation programs offered by the National Association for the Education of Young Children (NAEYC) for Child Development Center (CDC) programs and the National After-School Alliance (COA) for School Age Services (SAS) programs, and National Association for Family Child Care (NAFCC). The Boys and Girls Club of America Standards of Excellence and the National Alliance for Youth Sports are followed for our Youth programs.

ARMY FAMILY COVENANT

AMERICA'S ARMY: THE STRENGTH OF THE NATION
ARMY FAMILY COVENANT

WE RECOGNIZE THE COMMITMENT AND INCREASING SACRIFICES THAT OUR FAMILIES ARE MAKING EVERY DAY.
WE RECOGNIZE THE STRENGTH OF OUR SOLDIERS COMES FROM THE STRENGTH OF THEIR FAMILIES.
WE ARE COMMITTED TO PROVIDING SOLDIERS AND FAMILIES A QUALITY OF LIFE THAT IS COMMENSURATE WITH THEIR SERVICE.
WE ARE COMMITTED TO PROVIDING OUR FAMILIES A STRONG, SUPPORTIVE ENVIRONMENT WHERE THEY CAN THRIVE.
WE ARE COMMITTED TO BUILDING A PARTNERSHIP WITH ARMY FAMILIES THAT ENHANCES THEIR STRENGTH AND RESILIENCE.
WE ARE COMMITTED TO IMPROVING FAMILY READINESS BY:

- STANDARDIZING AND FUNDING EXISTING FAMILY PROGRAMS AND SERVICES
- INCREASING ACCESSIBILITY AND QUALITY OF HEALTH CARE
- IMPROVING SOLIDER AND FAMILY HOUSING
- ENSURING EXCELLENCE IN SCHOOLS, YOUTH SERVICES AND CHILD CARE
- EXPANDING EDUCATION AND EMPLOYMENT OPPORTUNITIES FOR FAMILY MEMBERS

SERVICES ARE AVAILABLE UPON SUBMISSION OF REQUIRED DOCUMENTATION TO FORT CARSON CHILD, YOUTH AND SCHOOLS SERVICES (CYSS) PARENT CENTRAL, DEPLOYMENT ORDERS; TCS ORDERS; PCS ORDERS AND/OR DOCUMENTATION OF MISSION LEVEL. CYSS REGISTRATION PACKETS CAN BE PICKED UP AT PARENT CENTRAL, BLDG 1518. PLEASE CALL (719) 526-1101 FOR INFORMATION.

DEPLOYMENT SUPPORT ELIGIBILITY:
PATRON'S ELIGIBILITY CATEGORIES ENSURE CONSISTENCY OF DELIVERY OF ARMY FAMILY COVENANT CYSS PROGRAMS AND SERVICES IN SUPPORT OF SOLDIERS AND DEPARTMENT OF DEFENSE (DOD) CIVILIANS THAT SUPPORT THE GWOT MISSION AND EXPEDITIONARY ARMY AT WAR. PATRON ELIGIBILITY CATEGORIES ARE AS FOLLOWS:

- MISSION LEVEL 1 – FAMILIES OF DEPLOYED SOLDIERS AND DOD CIVILIANS
- MISSION LEVEL 2 - FAMILIES OF SOLDIERS AND DOD CIVILIANS SERVING UNDER THE FOLLOWING ORDERS: TEMPORARY CHANGE OF STATION (TCS) AND PERMANENT CHANGE OF STATION (PCS) UNACCOMPANIED TOUR OF DUTY AND TEMPORARY DUTY (TDY) STATUS FOR 90-179 DAYS
- MISSION LEVEL 3 - REAR DETACHMENT CADRE SUPPORTING THE IMMEDIATE FAMILIES OF DEPLOYED SOLDIERS AS IDENTIFIED ON THE REAR DETACHMENT AND PERSONNEL AVAILABILITY REPORT
- FAMILIES OF WOUNDED WARRIORS – ARMY WOUNDED WARRIORS (AW2) AND WARRIORS IN TRANSITION (WT) AS IDENTIFIED BY THE WT UNIT COMMANDER
- IMMEDIATE FAMILIES OF FALLEN WARRIORS

SERVICES FOR EACH OF THESE CATEGORIES ARE FOLLOWS:

ALL CYSS PATRONS

- FREE CYSS REGISTRATION AND RE-REGISTRATION FEES
- FREE HOURLY GROUP CARE FOR ALL ATTENDEES OF A MEMORIAL SERVICES FOR A FALLEN SOLIDER
- FREE HOURLY CARE FOR FRG MEETINGS UP TO THREE HOURS PER VISIT
- FREE HOURLY CARE DURING MANDATORY AFC ACTIVITIES (E.G. DEPLOYMENT AND REUNION BRIEFINGS

MISSION LEVEL 1

- 16 HOURS FREE HOURLY RESPITE CARE PER CHILD PER MONTH BEGINNING 30 DAYS PRIOR TO DEPLOYMENT AND EXTENDING TO 60 DAYS AFTER RETURN TO FORT CARSON
- HOURLY CARE FEE REDUCTION TO $2.00 PER CHILD PER HOUR FOR ANY HOURLY CARE BEYOND THE FREE RESPITE CARE HOURS
- 20% FEE REDUCTION FOR REGULARLY SCHEDULED FULL AND PART DAY CARE
- UP TO 4 FREE SKIES (INSTRUCTIONAL) CLASSES PER CHILD/YOUTH (NTE 8 WEEKS PER CLASS)
- UP TO 2 FREE CYSS TEAM OR INDIVIDUAL SPORTS PER CHILD/YOUTH

MISSION LEVEL 2

- 16 HOURS FREE HOURLY RESPITE CARE PER CHILD PER MONTH DURING DESIGNATED ELIGIBLE PERIODS
- HOURLY CARE FEE REDUCTION TO $2.00 PER CHILD PER HOUR FOR ANY HOURLY CARE BEYOND THE FREE RESPITE CARE HOURS
- UP TO 2 FREE SKIES (INSTRUCTIONAL) CLASSES PER CHILD/YOUTH (NTE 8 WEEKS PER CLASS) **DURING** DEPLOYMENT CYCLE
- UP TO 1 FREE CYSS TEAM OR INDIVIDUAL SPORT PER CHILD/YOUTH

MISSION LEVEL 3

- 5 HOURS FREE HOURLY RESPITE CARE PER CHILD PER MONTH DURING DESIGNATED ELIGIBLE PERIODS
- HOURLY CARE FEE REDUCTION TO $2.00 PER CHILD PER HOUR FOR ANY HOURLY CARE BEYOND THE FREE RESPITE CARE HOURS
- UP TO 2 FREE SKIES (INSTRUCTIONAL) CLASSES PER CHILD/YOUTH (NTE 8 WEEKS PER CLASS)
- UP TO 1 FREE CYSS TEAM OR INDIVIDUAL SPORT PER CHILD/YOUTH

WOUNDED WARRIORS

- 16 HOURS FREE HOURLY RESPITE CARE PER CHILD PER MONTH DURING DESIGNATED ELIGIBLE PERIODS
- HOURLY CARE FEE REDUCTION TO $2.00 PER CHILD PER HOUR FOR ANY HOURLY CARE BEYOND THE FREE RESPITE CARE HOURS
- UNLIMITED FREE HOURLY CARE FOR MEDICAL APPOINTMENTS
- CATEGORY 1 FEES FOR REGULARLY SCHEDULED FULL AND PART DAY CARE
- UP TO 4 FREE SKIES (INSTRUCTIONAL) CLASSES PER CHILD/YOUTH (NTE 8 WEEKS PER CLASS) **DURING** DEPLOYMENT CYCLE
- UP TO 2 FREE CYSS TEAM OR INDIVIDUAL SPORT S PER CHILD/YOUTH

CYSS DIRECTORY

CYSS Coordinator, Room 234 Building 1217…… ... 719-526-4188

Programs

CYSS Liaison, Education, and Outreach Services (CLEOS), Building 1518

Outreach Services Director, …..……..……..…….....…… 719-526-8220
Central Enrollment Registration…….…… 719-526-1101
Mobilization Child Care Support…….… ... 719-526-1101
School Liaison Officers…….…… 719-526-4269
SKIES*Unlimited* Director (Instructional Classes)…….…….. 719-524-2896
Fax number…….…… 719-524-0194

East Child Development Center (CDC), Building 6058

Main Desk….....719-526-5977/5978
CDC Director……..……..……..……... 719-526-2737
Assistant Director……..……..……..…… 719-526-5976
Training & Curriculum Specialist…….……..…… 719-526-3383
Fax number…….……. 719-526-4214

West Child Development Center (CDC), Building 6060

Main Desk…….....719-524-0151/0152
CDC Director……..…….. . 719-524-0153
Assistant Director….……...……... 719-524-0157
Training & Curriculum Specialist……...……..... 719-524-0156
Fax number……..……...…… 719-524-0159

North Child Development Center (CDC), Building 4355

Main Desk…… 719-526-3241
CDC Director…… 719-526-3241
Assistant Director…….. 719-526-3241
Training & Curriculum Specialist…….. 719-526-3412

Southwest Child Development Center (CDC), Building 7790

Main Desk…….. 719-526-3312
Hourly Care Reservations…….. 719-526-2463
CDC Director……. 719-526-3312
Assistant Director……... 719-526-3312
Training & Curriculum Specialist…….. 719-526-3312

Southeast Child Development Center (CDC), Building2765

Main Desk…….. 719-526-3159
CDC Director……. 719-526-3159
. Assistant Director……... 719-526-3159
Training & Curriculum Specialist…….. 719-5263159

Family Child Care (FCC), Building 5510

FCC Administration…….……..……. 719-526-3338
FCC Director……...……..…….…..... 719-526-1108
Training & Curriculum Specialist……... 719-526-3482

Fax number…….……. 719-526-1102

School Age Services (SAS), Building 5510 (Grades Kindergarten -5th Grades

Main Desk……. 719-524-2544
SAS Director……. 719-526-4887
Training & Curriculum Specialist…… 719-524-2544
Fax Number…….. 719-524-2943

Youth Center for Middle School/Teen (MST), Building 5950

Main Desk…… 719-526-2680
Youth Center Director… ……..…….…….. 719-526-2680
Training & Curriculum Specialist……, 719-526-2680
Fax number…… 719-526-1231

Sports, Fitness and Health (SF&H) Building 5950

Administration Number…… 719-526-1233
SF&H Director…….… 719-526-4425
Assistant Directors…… 719-526-6810
Fax number……..... 719-526-1231

CYSS Other Telephone Numbers

CLEOS Administrator……..... 719-524-0655
School Age Administrator…….… 719-526-2669
Child Administrator……... 719-526-1106
Youth Administrator…….…. 719-526-2310
Health Specialist/Trainer…… 719-524-0641
Nutrition Specialist…….. 719-526-1058
Functional Technology Specialist…….…… 719-526-1643
Program Operations Specialist…….. .. 719-526-1236
SFAC Liaison…… ….. 719-526-1101
School Liaisons…… ……... 719-526-4269
CYSS Nurse……. …… 719-526-1101
VenturePoint Program Director……... 719-524-1472

For DSN calls please use 691 prefix for 526
For DSN calls please use 883 prefix 524

REGISTRATION INFORMATION/WAITING LIST
719-526-1101
719-526-8220

Program Operating Hours

- **PARENT CENTRAL**

MONDAY – FRIDAY 0800-1700

- **MILITARY SCHOOL TRANSITION SERVICES**
- **SCHOOL SUPPORT SERVICES**

MONDAY-FRIDAY 0800-1630

- **East-719-526-5977, West-719-524-0151, Southeast-719-3216 and North-719-526-3241 Child Development Centers**

Monday – Friday 0545-1800

Located in Buildings: 6058, 6060, 2765 and 4355

Full Day Programs	Mon-Fri	0545-1800
Mobilization/Family Readiness Group Child Care Support call 524-4218 for Assistance (East Center Only)	As needed	As needed

- **Southwest Child Development Center**
- **719-526-3312, Building 7790**

Hourly Care	Mon-Fri	0730-1630

- **School-Age Services**
- **719-524-2544, Building 5510**

School Days	Mon-Fri	0545-1800
School Out Days and Camps	Mon-Fri	0545-1800

- **Family Child Care**
- **719-526-3338, Building 5510**

Office Hours	Mon-Fri	0730-1700
Family Child Care Provider Meeting	Last working day of each month	1830-2000
New Provider Family Child Care Orientation	1st Friday of each month	0900-1000
Lending Library Open After Hours by Appointment Only		

- **Youth Center for Middle School and Teens**
- **719-526-2680, Building 5950**

Middle/High School	Mon-Thur	0545-2000
Middle/High School	Friday	0545-2100
School Out Days, Camps	Mon-Fri	0545–1200
Open Recreation	Mon-Thur	1200-2000
Open Recreation	Fri	1200-2100
Open Recreation	Saturday	1300-2100

- **Sports, Fitness, and Health**
- **719-526-1233, Building 5950**

Office Hours	Mon-Fri	0830-1700
Practices location determined by sport	Mon-Fri	Start time 1630
Games	Fri & Sat	

All CYSS Programs are closed on Federal Holidays

Programs may be closed additional hours or days at the discretion of the Command

CYSS PROGRAM DESCRIPTIONS

Child, Youth & School Services (CYSS) offers a variety of programs and services to meet the needs of your family. Our multiple service delivery options are:

- Child, Youth & School Services Education, Liaison, and Outreach Services (CLEOS)
  - Youth Education Support Services
  - Youth Education Liaison Services
  - School Liaison Services
  - Schools of Knowledge, Inspiration, Exploration and Skills (SKIES*Unlimited*)
  - Outreach Services
  - Kids on Site (STACC Child Care & Deployment Child Care)
  - Community Partnership
  - Parent Central

- Child Development Services
  - East Child Development Center (CDC)
  - West Child Development Center (CDC)
  - North Child Development Center (CDC)
  - Southeast Child Development Center (CDC)
  - Southwest Child Development Center (Hourly and Part Day Preschool CDC)
  - Family Child Care Homes (FCC)
  - Beacon School Age Services (SAS) Kindergaten-5th Grades

- Youth Services

  - Middle School and Teen (MS/T)
  - Sports, Fitness, and Health
  - VenturePoint

Child Youth and School Services, Liaison, Education, and Outreach Services (CLEOS)

✳ Youth Education Support Services

The Army has designated the Youth Education Support Services (YESS) for the operation, integration, coordination, and oversight of the CYSS School Liaison Services, CYSS Youth Liaison Services and CYSS Instructional Programs serving children/youth and parents. Youth Education Support Services is responsible for facilitating the delivery of quality school transition, education support services and youth sponsorship to help parents ease the impact of the mobile military lifestyle on the academic success of military children. In addition, YESS serves as the primary advisor and subject matter expert to the Commander on matters relating to schools and youth education issues.

Responsibilities

- Operation and oversight of CYSS School Liaison Services
- Youth Education Liaison Services
- SKIES*Unlimited* (CYSS Instructional Programs)
- Initiate and maintain partnerships with schools and private sector youth serving organizations
- Provide programs and services that help ensure a "level playing field" for Army youth transitioning among installations and school systems
- Home School support through use of CYSS facilities
- Youth Sponsorship

For more information contact your YESS Office at 719-526-4269

✳ Outreach Services

Outreach Services is the gateway to the CYSS system.

Outreach services programs provide common support services for existing Child, Youth & School Services, community and parent services and care and supervision options.

The following services are available:

- **Parent Central**
  - CYSS Parent Central operates as a one-stop child/youth registration point for all delivery systems. CYSS Parent Central is your first stop for information,

registration and referrals. Registration and program orientation is required for participation in all CYSS programs. Patrons may schedule an appointment or walk-in. Each registration takes approximately 30 minutes. Parents may also obtain information about schools within El Paso County and the surrounding area, babysitters and referrals to other child and youth agencies in our community.

- **CYSitters Referral List and Training**
  - A referral list of trained babysitters who can provide short term child care in your home is available at CYSS Parent Central, 526-1101. All babysitters must have completed a viable Babysitter course such as Red Cross and must be a minimum of 13 years of age and have signed parental permission to be placed on the list.
  - Fort Carson Child, Youth & School Services offers the CYSitters course for teens. For information concerning training dates for the Babysitting course please call 526-1101.

- **Parent Education**
  - Parent Education workshops are scheduled throughout the year and focus on a variety of topics that are of interest to parents. If you have a specific topic you would like to see a workshop on please let us know.

- **Parent Advisory Council (PAC)**
  - This is an advisory board comprised of parents and CYSS staff in each of Fort Carson's CYSS programs that meets monthly. On a quarterly basis, each PAC sends a representative to the overall CYSS PAC. The purpose of this group is to work together as a team for continued improvement of CYSS programs. All parents are strongly encouraged to join and attend the PAC meetings.

- **Special Events**
  - Throughout the year, CYSS sponsors special events for the children, youth, the families and the entire community. Many of these events occur on a yearly basis, such as Month of the Military Child, Lights On After School and Holiday Village to name a few. Information on all CYSS events may be found at all CYSS programs and throughout community publications.

- **Volunteer Services**
  - Volunteers are always needed and appreciated throughout all CYSS programs. Volunteers help with youth sports, camps, administrative duties and special events. Outreach Services provides training and documents the amount of volunteer hours for anyone wishing to volunteer in our programs.
  - Teens are able to volunteer to gain experiences that may help them later in life through Promise Passport. For information on Promise Passport contact Outreach Services or any CYSS program manager.
  - CYSS's Volunteer program follows the guidelines of the Installation Volunteer policy

- **Kid On Site (KOS)**

- On site child care provided by CYSS staff to units/organizations for functions where parents remain on site.

  - Family Readiness Groups
  - Unit or Organization Briefings
  - Religious Functions
  - Spouses Club Meetings and Functions
  - Parent Education/Meetings
  - Installation Functions

- The cost for this service varies based on number of children, staff and number of hours. Staff, equipment and materials are provided by CYSS.

For more information on KOS, please contact Parent Central, 526-1101

➢ **Mobilization, Pre-deployment and Deployment Support**

- Child Care support for mobilization, pre-deployment, and deployment will be available in the East Child Development Center and the Southwest Center. The child care is provided at no charge to the deploying unit.

For more information on Deployment support, please contact Parent Central, 526-1101

➢ **Volunteer Child Care in Unit Settings (VCCUS)**

- Unit volunteers can become certified through CYSS to provide free child care to Units/organizations for group meetings and functions. The training, supplies and support for VCCUS will be provided by CYSS at no charge to the unit.

For more information on VCCUS training and support, please contact Parent Central, 526-1101

➢ **Special Needs**

- Addresses the needs of children and youth with allergies, asthma, developmental delays, educational needs, physical disabilities, other health concerns and/or special placement for special care.

➢ **Community Based Programs**

- **OPERATION: Military Kids**; Fort Carson is partnering with the Colorado State University and County Extension staff, community volunteers, and 4-H Club youth to provide support systems and forming new support systems and reaching out to military youth and families in the various stages of the deployment cycle.

For more information on Operation: Military Kids, please contact the Outreach Services office, 526-1101

- **OPERATION: Child Care**; Fort Carson is partnering with the local community and the local resource and referral agencies in support of Reserve and Guard Soldiers and their families of Operation Iraqi Freedom and Operation Enduring Freedom within the state of Colorado.

For more information on Operation: Child Care, please contact the Outreach Services office, 526-1101

- **Army Child Care in Your Neighborhood (ACCYN), Army School Age in Your Neighborhood (ASPYN) and Army Youth Programs in Your Neighborhood;** Fort Carson is partnering with the National Association for Child Care Referral Agency (NACCRA), Boys and Girls Club of Colorado and the local resource and referral agencies to provide care options for those families living "outside the gates".

For more information, please contact Parent Central , 526-1101

- **Instructional Classes (SKIESUnlimited Academy)**

SKIES are sponsored by the Schools of Knowledge, Inspiration, Exploration, and Skills (SKIESUnlimited) in conjunction with Child, Youth & School Services (CYSS) Division of the Directorate of Family, Morale, Welfare and Recreation (DFMWR). Our mission is to provide the children and youth of Fort Carson with a variety of classes taught by qualified, imaginative and dedicated instructors, creating experiences of value, excellence and enjoyment. In addition, all Fort Carson CYSS SKIESUnlimited instructors have local and national background checks, training in CPR, First Aid, Child Abuse Reporting and Prevention, Guidance, Child Developmental Guidelines and Safety.

Enrollment Information-Enrollment for all SKIES classes takes place at Parent Central , which is located at bldg. #1518, 526-1101. All enrolling students must have an active CYSS Registration. Registration is valid for 12 months and can be used for all Fort Carson's Child, Youth & Schools Services and activities and programs. Names and phone numbers of emergency contacts, immunization records and a current physical (current for the whole session) for some classes are required for registration .

The SKIESUnlimited Academy is the framework for Army's Child, Youth & School Services (CYSS) instructional program. It encompasses the four service areas: Arts, Recreation & Leisure; Life Skills, Citizenship & Leadership: Sports, Fitness & Health: and Academic Skills, Mentoring & Intervention

Instructional programs offered by Fort Carson CYSS may range from the musical and the athletic, to the creative. Some programs may be provided to offer long-term opportunities over a number of years while others are short-term, reflecting community interest. Regardless of the time span, these programs present an opportunity to build individual knowledge and leadership skills, practice social skills and experiment with various activities and programs.

Child Development Services

East, North, West, South-West, and South-East Child Development Centers (CDC)

Each Child Development Centers provides quality developmental programs. Whether children are enrolled in the full day, part day, or hourly programs, a schedule of planned activities will enable children to develop and grow in a caring, nurturing environment.

Program Options for the CDC

Programs and activities within the CDC will reflect knowledge and understanding of the growth and development of children and provide experiences to enhance and support children's physical, social, emotional, and cognitive growth. Each program within the CDC is age and developmentally appropriate. Ages for care at the CDC are six weeks to 5 years. Depending on the needs of each family a variety of care options are available:

- Full Day Care – Developmental care for infants, toddlers, and preschool age children on a regular scheduled basis for up to twelve hours a day.
- Part Day Preschool – Developmental care for preschool age children, options include two, three or five times a week for three hours a day.
- Hourly Care – Developmental care for all ages on a short term, intermittent basis.

Age Group Requirements

Infants – 6 weeks to 12 months
Pre-toddlers – 12 months to 24 months
Toddlers – 24 months to 36 months
Preschool – 3-5 years
Pre-Kindergarten 4-5 years

A Measure of Quality

All CYSS Child Development Centers (CDCs) follow guidelines and standards from the National Association Education for Young Children (NAEYC) and maintain Department of Defense (DoD) Certification.

Family Child Care

- Provided by authorized family members in On Post Housing, or Homes Off Post
- Serves children 4 weeks to 12 years
- Includes full-day, part-day, hourly care and before and after school options
- Special Purpose Homes (weekend care, evening and after hours care, long term, around the clock care. Offers a family atmosphere with small groups of children.

Family Child Care offers small, multi-age care in a nurturing home environment. FCC offers a variety of home care options, with the advantage of having siblings cared for by the same primary caregiver. The hours of operation tend to be more tailored to meet the scheduling needs of the families it serves. Parents are given the opportunity to choose their child care provider through an interview process.

FCC providers use daily routines, planned curriculum and teachable moments to meet the varied needs and interests of children. The goal of FCC is to teach the "whole" child by providing a variety of materials, experiences, and activities that promote learning through play.

Family Child Care has partnered with state licensed child care providers in the surrounding communities to offer another viable child care option to military and DoD civilian families. The FCC off post provider offers a community enrolled home based child care setting with a small group size. The homes selected for this program must meet state licensing requirements and Army standards.

Only the best qualified applicants are selected to become FCC providers.

- Both home and provider are Army Certified
- Initial certification process includes:

    - Background screening (provider, all adult household members and children over the age of 11)
    - Detailed home inspections (fire, health, safety, and program)
    - In-home family interview
    - Program planning (parent contracts, menus, evacuation plan, discipline policy, activity plan, daily routine schedule)
    - Pre-certification home visits (at least one unannounced)
    - Substantive professional early childhood training

- Certified in CPR/First Aid, Child Abuse Prevention and Identification, Medication Administration, Communicable Diseases and Food and Nutrition

➢ Clearly defined procedures ensure children receive quality of care equivalent to that offered in Child Development Centers.

- Standards are established for both the FCC program and individual homes
- Professional staff oversee providers/homes
- Children are placed through Central Registration according to eligibility and priority status
- Infrastructure supports successful caregiving with:

  ✓ Extensive initial and on-going competency based training
  ✓ Credentials and Accreditation
  ✓ USDA Child and Adult Care Food Program
  ✓ Equipment/toy lending library
  ✓ Technical Assistance
  ✓ Parent Advisory Council
  ✓ Opportunities for additional local workshops and conferences

If you are interested in using an FCC provider for child care services, we urge you to visit and interview with providers who are able to meet your family's needs. It is a good idea to bring your child to meet the providers. Choose more than one possible provider so that you are more likely to find one with openings when you need care. CYSS Parent Central will assist you in finding an FCC provider. There is also an online program, FCC.com that provides you the opportunity to see the variety and quality of FCC homes that operate on Fort Carson. Please call 719-526-1108 to obtain a FCC.com login and password. If you are interested in one of the FCC homes you view on FCC.com, please visit CYSS Parent Central to ensure the provider you are interested in has child care openings. FCC.com does not provide information on current child care availability.

For more information on FCC On and Off post Homes please contact the FCC Office, 526-3338. To obtain information concerning FCC home care, please call Parent Central, 526-1101.

School-Age Center (SA)

AFFILIATE MEMBER OF BOYS & GIRLS CLUBS OF AMERICA and 4-H Youth Development Program

It is the mission of Fort Carson SA to provide affordable supervised before and after school care; to maintain a quality program that meets the needs of the children and parents; in an effort to promote character values and reduce conflicts with parental responsibilities.

Our SA program is nationally accredited by the National School-Age Care Alliance (NSACA). The NSACA has recently changed their name to the National After-School Alliance (NAA) Fort Carson SA is going through the re-accreditation process. This accreditation assures parents of a commitment to responsive and loving care, trained and competent staff, a safe and healthy environment and consistent program improvement and quality.

Children participating in SA must be enrolled in Kindergarten through 5th grade.

During the school year our programs are open before and after school and school out days, to include snow days that the Installation is not closed. In the summer, full-day summer camps and specialty camps are offered.

SA programs offer a variety of services, such as regular care for working families, hourly care for those needing occasional care and open recreation for families who do not need care but want their children to have enrichment opportunities during out-of-school time. There is no difference in the quality of the programs.

- Regular Care
  - Before and After
  - Before-School only
  - After-School only
- Occasional Care
  - Hourly Care – This option is for families who need care on an intermittent basis

- Summer Programs
  - Packed with fun and adventure
  - Variety of activities such as
    - Swimming
    - Bowling
    - Arts and crafts
    - 4-H Clubs

- Photography
- Boys and Girls Club of America Programs
- Options to attend
- Sign up for individual weeks
- Attend the entire summer

Programming

Programs are centered on the Army's four core service areas:

- Life Skills, Citizenship, and Leadership Opportunities
- Arts, Recreation and Leisure
- Sports, Fitness and Health programs
- Mentoring, Intervention, and Education Support Services Programs
- Youth Sponsorship

Partnerships

The Army has a partnership agreement with the following organizations:

- 4H – All children may register with 4H with no additional costs. Children registered for Fort Carson 4H are also registered for all El Paso County and National 4H programs.
- Boys and Girls Club of America (BGCA) - Developing many programs and partnerships with businesses and corporations to offer children a wide variety of programs.

Character Building!

A number of programs are offered to support building strong character. Character Cubs is designed for our youngest children. Character Counts! is designed for all age children and youth. These programs are built on the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship.

There are additional programs offering support to our children such as Homework Support, Computer Lab, Pets, and Plants.

Special Activities include but are not limited to field trips, instructional classes and sports.

A Measure of Quality

Our SA program has been accredited since 2001and has maintained Department of Defense Certification.

Middle School and Teen Services

AFFILIATE MEMBER OF BOYS & GIRLS CLUBS OF AMERICA and 4-H Youth Development Program

The Youth Center's goal is to provide a safe, healthy environment with programs that promote the well-being of youth. We strive to assist the youth in acquiring the knowledge, skills and character that will enable them to become independent, productive, and contributing members of society. We enable service men and women, and civilians to focus on the Military Mission by providing programs and services that create a sense of family and well-being.

Youth must be in grades 6th thru 12th & registered in CYSS through the Central Registration Office. Youth Services members must be prepared to sign-in and sign-out (over 12 years old) and present their CYSS Swipe Cards in order to access the Youth Center facility, check out game equipment and participate in special activities (field trips, dances). Youth members also have access to a TV/lounge area, (open recreation activities), sports, intramurals, fitness room, arts and crafts, community service projects, Skies*Unlimited* classes, homework center and technology lab.

The Youth Center is comprised of:

- Middle School and Teen programming to reduce the potential for at risk behaviors in children 12 to 18 years old when they are not in school.
- Programs are centered on the Army's four core service areas:
  - Life Skills, Citizenship, and Leadership Opportunities
  - Arts, Recreation and Leisure
  - Sports, Fitness and Health programs
  - Mentoring, Intervention and Education Support Services Programs

4-H Clubs

- ✓ Photo Club
- ✓ Art Club
- ✓ Community Club
- ✓ Technology Club

Boys and Girls Club of America

- Promise Passport Volunteer Program
- Torch Club (ages 11-13)
- Technology Lab
- Youth Advisory Council (YAC) Club (Teen Council)
- Seminars
- Open Gym
- Keystone Club
- Workforce Preparation
- Teen Discovery/Forums
- Character Education
- Goals for Graduation
- Power Hour (Homework Room)

VenturePoint – is a delivery system that offers Venturing beyond CYSS doors , expanding services for youth on-site in DFMWR programs:

- Edge Program –This program offers out of school activities for children/youth to experience, develop, grow and excel by participating in cutting –edge activities. There are (4) packages which youth can sign up for. Each session lasts a month. The packages are in the areas of LIFE, ADVENTURE, ART, AND FIT. The VenturePoint program is for children/youth ages 11-18. This is a one time offer for **NEW** youth participants who have not used our programs before. It is free to try the program. For monthly class schedule visit www.mwrfortcarson.com/CYSS/EDGE. Activities will be held Monday-Friday, afterschool hours. Interested participants must be registrar at Parent Central. For more information, please call 524-1472
- Youth ages 15-18 can participate in the HIRED Apprenticeship program. Positions are designed to ensure apprentices receive valuable hands –on job experience and training. This program also prepares youth intellectually, technically, culturally, ethnically and socially for the demands and opportunities of a highly competitive job market. Youth will be place at different locations throughout DFMWR facilities. This program is 12 weeks in duration. Youth interested in learning a skill and earning money can sign up at CYSS Parent Central. For more information, please call 524-1742.

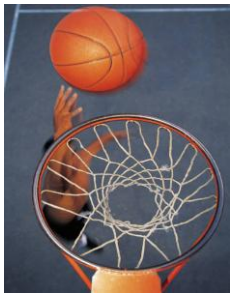
Know where your Middle School student is before school and in the afternoon by enrolling them in CYSS's Middle School Teen (MST) Program. Our accountable Before and After School Program will take the worry off your mind. This program is for children 11-12 years old (6th and & 7th grades). Children cannot leave the CYSS facility without a signature from parents. Facility staff maintains a roster and contacts parents if the youth does not arrive. This program is in addition to the Open Recreation Program. The Before School program is fee-based, the After School program is free with free transportation to and from on-post schools. For more information contact Parent Central, 526-1101.

Sports, Fitness, and Health

The Fort Carson Youth Sports, Fitness and Health program is dedicated to providing professionally managed programs and a wide range of opportunities that meet the developmental, educational, leisure, recreational, physical and social needs of our children and youth ages 3 through 18. This program enhances the skills and education of athletes through a positive, healthy, and fun environment.

The Youth Sports & Fitness and Health Program offers a variety of team sports and individual sports:

- Team Sports
  - Basketball
  - Soccer (spring & fall)
  - Baseball
  - Softball
  - T-Ball
  - Flag football
  - Tackle football



- Individual Sports
  - Golf
  - Archery
  - Bowling
  - In-line Skating
  - Wrestling

- Fitness & Health
  - Fitness equipment
  - Aerobics
  - Nutrition (cooking)
  - Education
  - Health Promotion classes

- Outreach Programs
  - Intramurals (SAS/MST)
  - Motor Skills (CDC/ FCC/ SAS)
  - Skill Building Clinics (SAS/MST/Community)
  - School Partnerships/Home School Support
  - "Pick Up" Sports for Youth/SAS
  -

Community needs are met through a variety of activities and programs to include: motor skill development, sports clinics, sports clubs, fitness & nutrition activities, and mentoring programs. Through existing and future partnerships with outside communities our program will continue to grow and accommodate the needs of our military and community families. In addition, we have received youth sports grants to help improve our participation numbers and activities.

Volunteer Coaches

- Many opportunities for volunteering
- Certified through the National Alliance for Youth Sports
- Background Clearances

Staff

- ✓ Must meet the same requirements and training as all CYSS Staff

Children/Youth interested in participating in any of the sports programs must be registered with Child, Youth & School Services and MUST HAVE A CURRENT HEALTH ASSESSMENT/SPORTS PHYSCIAL WHEN ENROLLING IN A SPORT (health/assessment/sports physical is valid for 1 yr from initial date and remain current during the enrolled sports season.

For more information and schedule of sports events please contact the Sports, Fitness and Health Office

CYSS Open Door Policy

CYSS has an open door policy. Families can visit their children during their stay with us at any and all times. Families are welcome to express concerns, suggestions, complaints, compliments, eat a meal with your child, participate in planning events, volunteer for field trips, participate in parties or just come in to read a story to the children at any time. In addition, any time you would like to call and check on your child, the front desk staff will be happy to get the information for you.

CYSS Orientation

All programs offer a Family Orientation everyday at 1300. During this orientation management staff meets with new families to discuss daily schedules and rountines, polices that affect their child/youth, meals field trips , provides a tour of the program and introduces staff.

CHILD & YOUTH SERVICES POLICIES AND GENERAL INFORMATION

ONE-STOP REGISTRATION FOR ALL CYSS PATRONS

All children/youth must be currently registered before participating in any of our CYSS programs, prior to accepting placement in a CYSS program. Initial registration for any CYSS program is completed at CYSS's Parent Central. The parent or guardian of the child or youth must be eligible for services. Providing a valid Government ID Card, completing all required paperwork, proof of immunizations required for data entry into the Child & Youth Management System (CYMS) prior to enrollment on each child/youth ensures that we have all the necessary information to provide safe quality care. Parents and CYS staff has a joint responsibility in seeing that each child/youth is current on their registration. Parents must enroll each child/youth, update information as necessary, register annually and update forms. The registration is good for one year, and is transferable from installation to installation (Department of the Army). The registration process will take approximately thirty (30) minutes for each child/youth

ELIGIBILITY

Fort Carson CYSS accepts children and youth ages six (6) weeks to eighteen (18) years. Programs are open to all active duty military members, DoD civilian employees (both GS and NAF), DoD contractors, Reservists, National Guard and children of Wounded Warriors and Fallen Soldiers. Service is provided according to the following priorities Levels:

Priority Level 1 – Single/Dual Working Military and single/Dual DoD Civilians and Army Wounded Warriors (AW2) Soldiers
Priority Level 2 – Dual Working Military and DoD Civilians (with Non-DoD Working Spouse) and Eligible DoD Contractors assigned to Garrison
Priority Level 3 – Local Determination

Children will be placed in a vacancy following the above mentioned priorities.

WAITING LISTS

The goal of CYSS is to provide each sponsor with a childcare option that meets their needs. Because there are a limited number of full in our CYSS delivery system, it is sometimes necessary for families to be placed on a waiting list. The waiting list period will be different for each program and age group, and may fluctuate due to various factors. The information below explains the different types of waiting lists used and the priority for filling vacant child spaces. All families must be registered with CYSS to place their child on a waiting list.

Updating Waiting List Applications

In order for sponsors to maintain their status on any waiting list (Immediate care, Preference for Care, Projected Demand); they must contact Central Registration every 90 days to confirm their wish to remain on the list for the location/care requested. Failure to do so will automatically drop the patron/child's name from the waiting list. It is extremely important for sponsors to update Central Registration with current information in the event that they move, change telephone numbers, change unit or job location or go on leave. Central Registration will attempt to contact the sponsor when a space for childcare becomes available. If Central Registration is unable to contact the sponsor, then the space will be made available to the next eligible patron on the waiting list. If you have an e-mail address please provide the information on the waiting list form.

Priority for CYSS Care

Priority for care is determined by DoD and Army Regulations 608-10 (AR608-10). Active duty single and dual military and DoD single and dual working civilians and Wounded Warriors all have priority for full-day care in every CYSS facilities and programs. Priority is valid only for the Immediate Care waiting list and may be used only once. Priority is assigned until Central Registration offers a space in a viable care option, which may or may not be the sponsor's first preference.

Immediate Care Waiting List (needing care right away)

This section contains children who are ***NOT CURRENTLY ENROLLED*** in a viable option in any Army CYSS operated, affiliated or sponsored child care program. When there are no childcare options available, Parent Central will establish an Immediate Care waiting list. Placement on this list is based on sponsor's priority and the date of application. Once a space is available, the sponsor will be notified and will have twenty-four (24) hours to accept or decline the space offered. If the offered space is a viable childcare option and the sponsor declines the offer, the child's name will be removed from the immediate care list and at the sponsor's request, be placed on the preference for care waiting list.

Preference for Care Waiting List

The preference for care waiting list includes patrons who are ***CURRENTLY ENROLLED*** in a viable CYSS program and want to change to different care option, site or location. A request to be placed on the Preference for Care list may be made at any time while the child remains enrolled in a CYSS program. The request for care date will be the day the patron requested placement on the Preference for Care List. Sequence on the list is determined solely on the request for Request for Care Date/Time. Once the care is available and the sponsor is offered a space, they will have twenty-four (24) hours to accept the space. If the space is declined, the sponsor's name will be removed from the Preference for Care list.

Projected Demand Waiting List

The projected demand waiting list is used when sponsors are anticipating future childcare needs. Placement on this list helps CYSS staff to project community childcare needs. Placement on this list most often applies to expectant parents, sponsors with children who are inbound to the community, and sponsors with spouses who are seeking employment. Children are removed from this list and placed on the Immediate Care or Preference for Care waiting list when the child is

born, arrives at the installation or when the sponsor's spouse gains employment. At this time, please call Parent Central to update status. Placement on the excess demand list is based on priority and the original date on the waiting list as soon as they anticipate future childcare needs.

Registration

- Good for one year
- Has a reciprocity Army-wide (transferable from installation to installation with appropriate documentation of enrollment status)

Information required to complete registration:

- ✓ Picture ID
- ✓ Sponsor name, local address, home telephone number, duty station and telephone numbers
- ✓ Spouse name, duty station/work telephone number
- ✓ Local or AKO e-mail address
- ✓ Three local emergency release designees' names and telephones numbers. These individuals will be contacted in the event of an emergency if the sponsor or spouse cannot be reached.
- ✓ Up-to-date immunization records for all children are required
- ✓ Bring a copy of the most recent Leave and Earning Statement (LES) and/or Pay Stub from each working parent and complete a DoD Application for Fees to determine total family income and fee category.
- ✓ CYSS Health Screening Tool 1 information
  NOTE: If a child has been diagnosed with any dietary restrictions, allergies, asthma, diabetes, is taking on-going medication of has any other special needs a **MEDICAL ACTION PLAN (MAP)** WILL BE REQUIRED and a Special Needs Accommodation Process (SNAP) evaluation meeting may be scheduled. Prior to receiving CYSS care a SNAP team will review the case and recommended CYSS placement.

NO CHILD/YOUTH WILL BE REGISTERED UNLESS ALL REQUIRED PAPERWORK IS COMPLETE AND IMMUNIZATIONS CURRENT. CHILDREN/YOUTH WILL NOT BE ABLE TO USE CYSS PROGRAMS UNTIL REGISTRATION IS COMPLETE.

FEES AND PAYMENTS POLICY

Child, Youth & School Services is a part of the Directorate of Family, Morale, Welfare and Recreation (DFMWR) activities. They are supported by a combination of user fees and appropriated funds. Our CYSS wants to provide affordable and safe childcare, youth development programs and recreation to eligible families. In selecting and standardizing rates, CYSS's goal is to minimize the individual impact to patrons while maintaining program quality and sound business practices. Childcare fees are subject to change, but parents will be given at a minimum thirty (30) day notice before changes are made.

Fees

- Fees are based on Total Family Income (TFI) and are calculated utilizing patron LES/pay stubs and/or most current income tax statement. Parents must complete the Department of Defense Application for Fees upon enrollment and then annually thereafter, upon your child's/youth's registration update. Copies of each working parent's most current leave and earnings statement must be used to determine TFI and category. **If this form is not completed nor the proper documentation is provided the highest fee category will be charged until receipt of required information.**
- Families with multiple children will receive a 10% discount on all additional children. The discount must be applied to the least expensive type(s) of care.
- School Age children ages 6-10 who registered with CYSS may participate in 5-10 hours of "open recreation" program activities each month at no additional cost.

Payments

- Patrons are required to provide a two-week written notice in order to terminate services. If a two week notice is not provided, the patron will be responsible for payment for services for the two weeks.
- Soldiers who are going down range, NTC, or other training will not be given any reduction in their child care fees to retain their slot.
- Payment for Hourly Care services is due on the day services are provided.
- Fee refunds/credits are not given for non-attendance or for post closures or child illness. If a child is hospitalized, please provide a physicians statement for credit for the days the child is admitted into the hospital.
- Payments are due on the 1st and the 15th of each month. A late fee of $5.00 per child will be charged on the 6th and 20th of the month. Services will be denied on the 11th and 26th day. Accounts will then be turned into collections for payment and passes will be expired.
- The family late pick-up fee will be $1.00 per minute or a maximum of $15.00 per CYSS site. If you have children in multiple facilities you will be charged the late fee per facility/per child.

NOTE: Payments may be made by check, money order, credit card (where available) and cash. Upon receipt of one returned check, patron will no longer be eligible for check writing privileges in CYSS programs. There is a $25.00 returned check fee payable at DFMWR Funds Management Department located in building #1217.

Hardship Provisions

Patrons facing long or short-term financial difficulties that affect their ability to meet established childcare fees or payment schedule may request evaluation as a hardship case. All hardship cases must first be evaluated by Army Community Services and a letter provided from ACS supporting your request before the Administrator can approve your request.

SPECIAL NEEDS

Child Youth and School Services makes every effort to serve special needs children/youth in our programs or assist parents in placing them in alternate settings. Special needs children/youth will be evaluated by the Special Needs Accommodations Process Team (SNAP), prior to placement in any CYSS program. Placement is on an individual basis.

What is SNAP?

SNAP is a multi-disciplinary team established to ensure the most appropriate placement of children/youth with special needs. The team meets to review any new application that indicates any possible special needs and to review concerns regarding children/youth already placed in CYSS programs.

The SNAP team represents a partnership that is working to ensure the very best placement for all children/youth accessing CYSS. If you have any questions or concerns, please phone the following:

- ✓ Fort Carson Army Community Services Exceptional Family Member Manager – (719)-526-4590
- ✓ CYSS Outreach Director – (719)-526-8220

Who may be referred for a SNAP?

- ✓ Children/youth enrolled in the Exceptional Family Member Program (EFMP)
- ✓ Children/youth who have
  - Asthma
  - Attention Deficit Disorder
  - Diabetes
  - Hemophilia
  - Autism
  - Down's Syndrome
  - Seizure Disorders
  - Physically Challenged
  - Learning Disabilities
  - Sensory Impaired (vision, hearing)
  - Developmental Delays
  - Speech/language Impairment
  - Allergies
  - Medical Treatments
  - Behavioral Disorders
  - Children/youth that may require any special treatment, placement and/or service

This list is not all inclusive

HEALTH AND SAFETY REQUIREMENTS

A copy of each child/youth's health assessment will be kept on site at the program and/or activity they are enrolled in. We take reasonable precautions to offer a healthy and safe environment for our children and youth. Staff are required to screen children for signs of illness or symptoms of contagious disease upon the child/youth's arrival at the program. Admission may be denied if staff notice signs of illness. Some may feel that these procedures are merely an inconvenience, but they are for the safety of all enrolled and participating children and youth. If a child does not maintain a current physical/health assessment, the child's pass will be suspended and care denied until the parent brings in a copy of an updated physical.

1. Any restrictions or special precautions concerning medication, allergies, insect sting reactions, special needs will be specified on the child's/youth's health assessment by a physician and on the CYSS registration form by the parent (See special needs).
2. Dietary restrictions due to food allergies and recommended food substitutes must be specified by a physician or a dietician. A special diet form and an allergy medical action form must be completed by physician. CYSS personnel, within program capabilities, will implement physicians' and or dieticians' recommendations. Parents will be notified immediately if accommodations cannot be made.

❖ Immunizations

For your child's protection and that of the other children in CYSS programs, all immunizations must be current prior to starting in any program to include FCC homes. Immunizations must be kept current throughout all periods of enrollment. For a current listing of required immunizations please contact Parent Central, 526-1101. If a child's shots are not kept current, the registration pass will be suspended and care denied until proof of updated and current shots are provided.

❖ Parent Notification of Illness/Accident/Emergency

If a child/youth becomes ill at any of the CYSS programs, the parents will be notified and asked to take the child/youth home. In the event of an accident resulting in injury to a child/youth, the CYSS staff will perform, at a minimum, CPR/First Aid treatment. Emergency 911 will be contacted, depending on the severity of the illness or injury. The parents will be immediately notified. When neither the parents nor the emergency designees can be reached, a CYSS representative or program director will act as the responsible adult to ensure the physical well being of the child or youth. A Standard Operating Procedure (SOP) is available at all CYSS programs to include FCC homes.

❖ Readmission Following an Illness

Children/youth who appear to be ill or show visible signs of fever will be closely screened and may be denied admission. When a child/youth becomes ill during the operating hours at a CYSS program with any of the following symptoms, the parent/guardian will be contacted and the child/youth must be picked up within 2 housr:

1. Temperature in excess of 100.5 F auxiliary for children under 3 months of age and in excess of 101.0 F auxiliary for children/youth over 3 months.
2. Undiagnosed rash, or open oozing sores, or blisters.
3. Diarrhea — frequent, loose, watery stool; two or more within 30 minutes to one hour.

4. Upset stomach, vomiting.
5. Has sore or running eyes, conjunctivitis (pink eye) – red watery eyes with a thick yellow discharge.
6. Is in the late incubation stage of a contagious disease.
7. Child/youth is overly tired or emotionally upset or exhibits an inability to participate in daily activities.
8. Signs of the following contagious and/or infectious illnesses that include but are not limited to impetigo, scabies, ringworm, chicken pox, head lice/nits, culture proven strep infections, measles, mumps, hepatitis, pinworm.

CYSS will provide a Child/Illness, Injury, and Re-admission Record to the parent informing them of the signs of illness that are noted. Children/youth may only return to the CYS2 program when the following conditions exist:

1. Fever has been absent for 24 hours.
2. Nausea, vomiting or diarrhea has stopped for 24 hours.
3. The appropriate number of doses of an antibiotic has been given over a 24 hour period for known strep or other bacterial infection.
4. Chicken pox lesions have all crusted, usually 5-6 days after onset.
5. Scabies is under treatment and a physician's note.
6. Lice are under treatment and a physician's note.
7. Pinworm treatment has occurred 24 hours before readmission and a physician's note.
8. Lesions from impetigo are no longer weeping.
9. Ringworm under treatment and a physician's note. The lesions must be covered. If lesions cannot be covered, child/youth will not be admitted until lesion has shrunk.
10. Conjunctivitis (Pink Eye) has diminished to the point that eyes are no longer discharging.
11. The child/youth has completed the contagious stage of the illness and a physician's note.
12. The child/youth is able to participate in the normal daily activities.

- **Emergency Closing Policy**

In case of an emergency, CYSS management staff will determine the safest procedures and/or location for all children/youth. Parents, guardians or emergency designees will be contacted with information on the situation and to give information on procedures for release and pick up of children and youth. The safety and security of the children are the number one priority for all CYSS personnel. The CYSS Mobilization and Contingency Plan (MAC Plan) is available in all CYSS programs and facilities.

- **Administering Medications**

Parents will administer medications to their child whenever possible. Designated CYSS staff and all FCC providers are authorized to administer medications within CYSS programs according to the physician's instructions, only after receiving prior specialized training (Medication Administration Class). Medications may be administered to children enrolled in full-day, part-time, or in regularly scheduled school age programs. Medications will not be administered within hourly programs. Medications required by special needs children attending hourly care programs are administered on a case-by-case basis as determined by a SNAP. Department of the Army (DA) Form 5225-R, CYSS Medical Dispensation Record, must be completed by a parent for CYSS to administer and record medications given. These forms are available at all CYSS programs and FCC homes. Ongoing medications must be updated monthly. Antibiotics, antihistamines, and decongestants are the only categories of medicine that can be administered by CYSS staff. Other medication may be administered on a case by case basis and after approval from the Fort Carson Community Health Nurse and appropriate training

to CYSS staff. Parents must complete a DA Form 5225-R for each medication. All medications must have the following on the label:

- ✓ Name of the child/youth prescribed
- ✓ Doctor's name and number
- ✓ Date
- ✓ Name of medication with prescription number
- ✓ Specific dosage and time to be given. MEDICATIONS MARKED "AS NEEDED" WILL NOT BE ACCEPTED NOR GIVEN TO THE CHILD/YOUTH.
- ✓ Label affixed to the bottle containing the medication.
- ✓ Medications requiring refrigeration will be isolated within the refrigerator in a separately secured container.
- ✓ Start and stop date of medication administered

Children/youth must be given ORAL medications by parent, 24 hours before CYSS staff may administer dosage. Medication cannot be sealed and unused. AT NO TIME WILL MEDICATIONS BE ADDED TO INFANT FORMULA, FOOD OR JUICE. All medications should be accompanied by a dosing syringe/cup/spoon, with measurements that match the prescription (i.e., mm, tsp, etc.). For your child's safety, please inform the director on duty when your child is on medication.

ALL medications will be kept in a locked cabinet or a locked box if refrigerated and out of reach of children. This includes medications for school age and middle school youth. Youth will not be authorized to keep or store any type of medication to include inhalers with personal belongings. Staff will be present for self administering medications authorized by the Community Health Nurse for youth.
Over the counter medication will not be administered by CYSS Staff or FCC providers.
Basic care items, such as topical items for the prevention of sunburn, diaper rash (ointments and lotions), and teething irritation may be used without a prescription. The parent must provide the preferred item and label the container with the child's name and complete a Basic Care Item form and authorization by the program manager.
If you have questions about medication policies and procedures please contact your program director, FCC provider or CYSS Nurse. Each program has a current listing of approved medications and basic care items. Exception to policy will be authorized by the Community Health Nurse regarding medication and illness.

PARENTAL SUPPORT

When you enroll your child or youth in any of our CYSS programs, you and your family join them in new exciting experiences and relationships.

CYSS management and staff have the responsibility to protect the health and well being of your child/youth. Therefore it is important that you as parents establish a good relationship with the CYSS staff. Spend time at the program before you enroll. Ask questions about the program and observe the activities that are provided. Provide all the information about your child/youth and family so that the program(s) can provide quality care that will meet your needs.

Drop in occasionally during the day to observe how your child/youth is doing, how he/she interacts with their peers and the staff. Be familiar with the activities your child/youth are involved in. Get to know the staff caring for your child/youth. Take a few minutes to talk to them. When possible volunteer in our programs, attend the Parent Advisory Council meetings, get actively involved.

Parent involvement is one of the most important parts of a successful experience for children and or youth as well as very important part of our programs. We ask that you take the time to read all the materials given to you. It is important that you understand all the requirements before you enroll your child/youth. Once you are in our programs please read and keep current on our notices, special requests, notes, and other materials our staff provide you.

Parent Participation Points

Parents can receive participation points that support CYSS programs. Points may be earned for participating in a variety of CYSS activities and programs. Parents can receive up to 10% off their next payment. For specific ways to earn points please contact your programs.

Suggestions

Management is always open to new ideas, comments, or an occasional “pat on the back”. Your timely suggestions or complaints assist us in knowing how to serve you better, and improve the quality of our programs for our children and youth. For your convenience, Interactive Customer Service Evaluations Forms are available in all CYSS facilities.

Chain of Command

The most effective place to solve concerns is at the program level. However, sometimes situations arise that need to be referred to chain of command. Please do not hesitate to use the chain of command to provide input about CYSS programs. The Garrison chain of command is:

Direct Care Staff
Program Director/Assistant Director
CYSS Administrator
Chief, Child, Youth and Schools Services Division

Director, DFMWR

Garrison Commander

CYSS REGULATIONS

Our Programs are operated in accordance with Family, Morale, Welfare and Recreation Command (FMWRC) policies and Army Regulations. To provide consistency in Army CYSS throughout the U.S. and overseas, all CFYSS programs are required to be in compliance with the following:

- Army Regulation (AR) 608-10, Development Services

- AR 215-1, Morale, Welfare and recreation Activities and Non-Appropriate Fund Instrumentalities

- Department of Defense Instruction (DODI) 6060.2. Child Development Programs

- DODI 6060.3, School-Age Programs

- DODI 6060.4, Youth Programs

- Although regulations apply uniformly throughout the Army, commanders have the authority to issue additional polices to meet unique installation needs. In addition to Headquarters, Department of the Army (HQDA) issued regulations, CYSS is also governed by Regional Installation Management Command (IMCOM) polices. Installation programs are provided guidance and assistance from IMCOM West Regional Office when needed and are inspected by IMCOM West annually for program compliance.

- **UNLESS A PARENT IS ON OFFICAL DUTY, NO WEAPONS ARE ALLOWED IN ANY OF THE CYSS FACILITIES OR PROGRAMS**

GUIDANCE POLICY

The guidance policy of CYSS reflects the overall philosophy of the program. The purpose of guidance is to aid children in developing their own inner controls.
Our programs are designed for children to have opportunities to be challenged and still experience success. When children are busy and having fun they have less time to exhibit inappropriate behavior.
The philosophy also ensures adequate supplies and equipment are provided to minimize frustration. In addition, our caregivers and providers are trained in positive guidance techniques. We do not use corporal punishment. Occasionally, a child may need to be redirected and spend a few minutes away from the planned activities . 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 supported on an individual basis. Certain behaviors are a part of children's normal growth and development. A child will not be punished for things such as lapses in toilet training, or refusing food. Learning to control these behaviors is on going, and reinforcements for self control will need to be repeated at home, and in care, more often for some children than others.
Minor problems are natural and should be considered a learning opportunity. These opportunities prepare the children and youth for their future ability to control themselves in school and beyond. When repeated or serious problems occur, the program director and training staff will assess the situation. If serious problems occur which are not the result of programming, parents are sometimes contacted and a conference will be scheduled.
At any time that a child or youth's behavior posses a serious risk to the safety of others in the classroom or to themselves, the parents will be requested to immediately come to the program and pick them up. CYSS Management will determine when the child or youth may return to the program. Repeated, unresolved discipline problems will be directed to the Special Needs Accommodation Process Team for further consideration. This multi-discipline, 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/youth and the parents. Alternative arrangements may be recommended or required to best meet the needs of the individual child/ youth and the other children or youth attending the program.
The CYSS Guidance Policy pertains to all CYSS Programs to include transportation.

TOUCH POLICY

In an effort to ensure the safety and well being of children and youth in all CYSS programs and activities, written standards and policies are established that address appropriate and inappropriate touching. CYSS recognizes that physical contact is an important part of child development and guidance, therefore all staff that come in contact with our children and youth are briefed on the touch policy as part of mandatory child abuse prevention training that is required within the first thirty days of employment. Program directors and trainers ensure all new employees/providers receive a brief orientation on the touch policy immediately upon employment prior to receiving the child abuse training. Directors are also responsible for monitoring staff to ensure they are familiar with the touch policy and follow appropriate practices.

The intent of this policy is to define appropriate touching practices within the context of adult/child/youth physical interaction within all CYSS programs. The intent is not to make staff/providers afraid of physical contact with children or youth rather to delineate boundaries, and to stress that appropriate nurturing interaction is healthy and necessary for the development of happy self confident children and youth.

Examples of appropriate touch may include the following:

*Respecting the personal privacy and personal space of children.
*Responses affecting the safety and well being of the child (e.g. holding the hand of a child while crossing the street, holding a child gently but firmly during a temper tantrum).
*Hugs, lap sitting for younger children, reassuring touches on the shoulder, nap time back rubs, and touch for health and hygiene such as diaper changing for infants.

Examples of inappropriate:

*Coercion or other forms of exploitation of the child's lack of knowledge.
*Satisfaction of adult needs at the expense of the child.
*Violation of laws against sexual contact between adults and children.
*Any attempt to change child behavior with adult physical force, often applied in anger.
*Forced kisses, corporal punishment, slapping, striking or pinching, tickling for prolonged periods, fondling or molestation.

Inappropriate touching will be grounds for immediate suspension and potential dismissal of staff from CYSS employment/ or suspension of FCC/HOP Certification.

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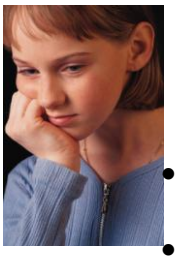


CHILD ABUSE

Definitions

- Abuse – direct, physical injury, trauma, or emotional harm intentionally inflicted on a child.
- Institutional Abuse – child abuse or neglect that occurs in an Army organizational setting/facility or within an Army sponsored sanctioned activity; does not apply to child abuse occurring within the family unit. Types of out-of-home abuse include:

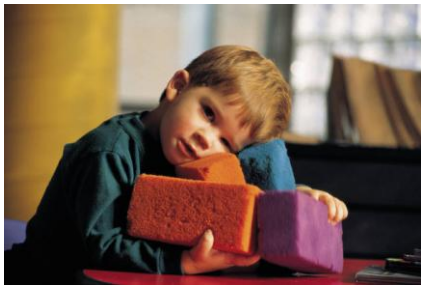
  - ✓ PHYSICAL ABUSE: the intentional non-accidental, physical injury to a child inflicted by a parent, guardian or other person responsible for the child's welfare
  - ✓ SEXUAL ABUSE: the involvement of a child in any sexual act or situation for the purpose of which it may be to provide sexual gratification or financial benefit to the perpetrator; all sexual activity between a child care provider and a child is considered sexual abuse
  - ✓ EMOTIONAL MALTREATMENT: an act of commission (such as intentional berating, disparaging, or other abusive behavior) or omission (such as passive or aggressive inattention to a child's emotional needs) on part of a caretaker. Maltreatment causes low self-esteem in the child, undue fear or anxiety or other damage to the child's emotional well being.
  - ✓ NEGLECT: neglect (or a deprivation of necessity includes failure, when able to do so, to provide the following: nourishment, clothing, shelter, health care, education, and supervision). "Failure to thrive" syndrome may be result of neglect.

- Familial Child Abuse – child abuse or neglect as defined above that occurs within the family unit.

Identification of Child Abuse

All CYSS Personnel and providers are **mandated** by law to report any suspected incidents of child abuse or neglect. If they notice suspicious bruises, cuts or burns on a child, they must report it to the installation Reporting Point of Contact (RPOC). The installation RPOC is the police/Provost Marshal Division (P/PMD), They will also notify the appropriate CYSS program director. Fort Carson Social Work Services may be contacted and may determine whether or not to investigate further. Fort Carson Social Work Services may refer the case to El Paso County Department of Human Services.

The following is a brief list of indicators of child abuse/neglect:



- Unexplained injury, bruises, welts, cigarette burns
- Malnutrition for no obvious reason
- Evidence of poor care
- Unusually fearful
- Evidence of repeated injury
- Exhibits behavioral extremes
- Always tired and sleeps often
- In obvious need of medical attention (eyes, teeth, shots, etc.)
- Depression
- Unexplained bald spots

- Cries for little reason
- Abuses toys and friends
- Child displays low self-esteem
- Child hurt themselves
- Self isolation, hiding

CYSS policy requires written incident/accident 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 DOD 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.

*Or call the DoD Child Abuse and Safety Violation Hotline number: **1-800-336-4592**

Minimizing the Risk of Child Abuse

Our CYSS programs are built and equipped to minimize the risk for potential for child abuse. There are many procedures in place in all programs and facilities such as:

- Rooms may not be totally darkened
- Daily sign-in/out procedures for drop-off and pick-up of children and youth
- Attendance records maintained.
- Only authorized persons identified by the parent and on the registration card may pick up children. Picture ID will be required to be shown at time of pick-up
- Touch and discipline policies are posted and in effect
- Training and Curriculum Specialists, Administrative Staff, and caregivers/providers spend time in other programs for observations and program oversight
- An "open door" policy is in effect for parent visitation
- Unannounced visits by Army Public Health Nurse, CYSS Nurse, Fire, CYSS Coordinator, Training and Curriculum Specialist and Director
- ALL visitors are required to sign-in and wear a Visitor Badge when entering a CYSS program, FCC/HOP Home (badge not required for FCC)
- ALL FCC/HOP Home providers and their families have thorough background checks before certification
- ALL CYSS personnel and providers have through background checks as a condition of employment
- ALL CYSS personnel receive training in child abuse recognition and prevention annually

All of the above procedures are for your child and/youth's protection.

USDA CHILD AND ADULT CARE FOOD PROGRAM

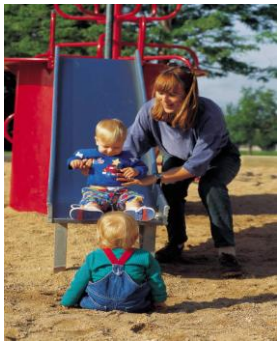
CYSS provides wholesome, healthy food for your children and youth. All meals must meet USDA guidelines. There are no separate charges for meals. All enrolled and present during meal and/or snack time will be offered food. We request parents not to send food with their child. For your planning purposes, weekly menus are available in each of our facilities. No Outside food can be brought into any of the CYSS Facilities or programs, i.e. cakes, cupcakes, candy, and special treats etc..

Family style dinning is highly encouraged where children have the opportunity to enjoy pleasant conversations and good manners as integral parts of the meal time experience. Staff join in and role model healthy nutritional practices as well as assist in the development of many self help skills. Young children are encouraged to serve themselves as they are able. Meal schedules are posted at your child care location.

Special dietary requirements must be documented by a physician for health reasons and by a minister/chaplain for religious reasons. We may be able to accommodate these special food needs, but we may also have to ask for your help in providing some or all of the foods. Please work with your program manager to understand and comply with the requirements.

STAFF-TO-CHILD/YOUTH RATIOS

An adequate number of staff will be present in order to protect the children/youth's health and safety. This will ensure opportunities for close adult child interactions and provide developmental program activities. All CYSS programs will be staffed and grouped according to minimal mandatory ratios and group sizes as stated below:



- Infants (6 weeks – 12 months) – **1:4**
- Pre-toddlers (12 months – 24 months) – **1:5**
- Toddlers (24 months – 36 months) – **1:7**
- Preschool (3 years – 5 years) – **1:10**
- Kindergarten **--1:12**
- School age (1st grade – 5th grade) – **1:15**
- Middle school/Teen (6th grade – 12th grade) - **1:15**

FCC Provider-to-Child/Youth Ratios

- Multi-age certified homes may not exceed a ratio of six (6) children to one provider. Of those six children, no more than two (2) may be under two years of age.
- Infant/Toddler certified homes may not exceed a ratio of three (3) children to one provider. These three children must all be under two years of age.
- FCC provider's own children under the age of eight (8) years of age will count in the child to provider ratio.

STAFF QUALIFICATIONS

All staff members and FCC providers undergo a number of local and national background clearance checks. The majority of these checks are conducted and completed prior to employment. Until background checks are completed satisfactorily, staff members do not work alone with children/youth.

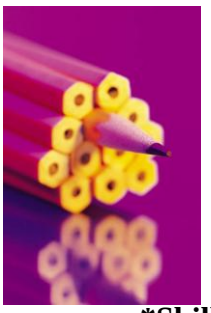
All staff and providers working directly with children/youth are trained in a standardized program covering topics in CPR, first aid, administering medications, nutrition, safety, health, child abuse reporting and prevention, child and youth activities, child and youth growth and development, child guidance and other areas. A number of these must be completed prior to the start of direct care. Training is a continuous process in CYSS. Some training must be renewed annually to maintain currency and demonstrate competency.

In addition to having a caring and nurturing staff, CYSS is fortunate that many are interested in professional development and take college courses in their field. Others pursue the Child Development Associate Credential (CDA) and /or Army School Age Credential. Both of these are nationally recognized and are awarded only to individuals who have demonstrated competency with children or youth in addition to academic excellence.

DIRECT CARE STAFF TRAINING

A total of 38 hours of training are required for caregivers to reach their target level of training. Once target level training is completed, 24 hours of in-service training are required annually.

***Initial training**



- ✓ 8 hours of orientation prior to being assigned duty in an activity room (does not count towards the 38 hours of training).
- ✓ 16 Hours of work under the direct supervision of experienced caregiving employees are required prior to being solely responsible for assigned children.
- ✓ ***Entry level training** is completed in the first 6 months of employment to include communicable diseases, first aid, CPR, child abuse and neglect identification, 3 credits each of DOD Training Module Series and related topics.

***Skill level training** is completed within the next 6 months of hire to include DOD Training Manuals of Caring for Infants, Toddlers, Preschoolers, or School-age children (caregiver picks one age group module) and Creating Environments for Infants, Toddlers, Preschoolers, or School-age children (caregiver picks one age group module), child abuse prevention, observations of programs, classroom environment assessment, special projects and complete additional elective training.

***Target level training** is completed within the next 6 months of hire to include o which ALL employees are required to progress within specified times (usually 18 months). The training is developmentally appropriate and addresses such areas as cognitive development of children/youth, communication with children, youth, parents and co-workers, creative experiences for children and youth, how children and youth view themselves and the world around them, program management and professionalism along with specific installation requirements. Annually all staff and providers are required to complete 24 hours annually of on-going training, or complete requirement for a Child Development Associate (CDA) Credential, School Age Credential, or the Youth Practicum. Additional training is available for all staff and providers. Staff and providers is highly encouraged to attend additional training within the community and throughout the state, such as National Conferences and workshops. In some instances staff and providers will attend training nationwide.