



U.S. Army Child, Youth
& School Services

CHILD, YOUTH AND SCHOOL SERVICES (CYSS)

WELCOME TO FORT CAMPBELL ARMY INSTALLATION

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CHILD, YOUTH AND SCHOOL SERVICES (CYSS)

WELCOME TO FORT CAMPBELL ARMY INSTALLATION

CYSS provides quality childcare, outstanding school-age care, exciting youth programming, fun and challenging sports opportunities, and exceptional instructional programming for our families.

CYSS is a division of the Directorate of Family and Moral, Welfare & Recreation (DFMWR)

Army Regulation (AR) 608-10 is the document which governs Child, Youth & School Services.

MISSION: *Army Child, Youth and School (CYS) Services programs support military readiness by reducing the conflict between Soldiers' parental responsibilities and mission requirements." Simply stated, CYS Services programs provide quality child care, youth out of school options, and school support services so that Soldiers and Department of Defense (DoD) civilians can focus on their job, knowing their children are well cared for by professional staff in state of the art facilities. Taking care of our Soldiers and their Families with consistent, effective and safe programs builds and enhances not only military readiness and retention, but also Family resilience.*

VISION: *The foundation of CYS Services rests on four cornerstones: Quality, Availability, Affordability and Accountability. All four cornerstones are equally important, and all four must be in balance for CYS Services programs to run effectively and efficiently. CYSS programs are dedicated to providing:*

- *Seamless delivery system for children and youth ages 4 weeks to 18 years*
- *Quality and accredited services offered at all Army installations*
- *Safe, healthy, family-oriented environments*
- *Well-managed Programs*
- *Accountability for Army, programs, staff, child, youth and family outcomes.*
- *Satisfied Customers – children, youth, Parents, Army and Congress*
- *Maintaining status as a "Benchmark for America's Child Care" and becoming "Benchmark for America's Youth Programs"*

PHILOSOPHY: *We at the (CYSS) Division recognize the responsibility of assisting the command in maintaining mission readiness. We believe the individual child is uniquely recognized and respected. We strive to meet the individual needs of the child and his or her family through appropriate child care enrichment activities. We nurture and provide love, trust and security in the healthy, positive and safe environment. Our focus is to enhance the child's emotional, social, physical, intellectual and creative developmental needs.*

OPEN DOOR POLICY: *CYSS has an open door policy. Parents are welcome to visit the program or participate in activities at any time. Parents are encouraged to participate in the daily operation of the program through the Parent Participation Program (PPP) or the Parent Advisory Council (PAC).*

Professional Staff: Fort Campbell CYSS is composed of professionally trained staff. All direct-care personnel have specialized competency-based training in child/youth development. The training starts before staff enter the classrooms or begin care in their homes, and continues throughout employment with CYSS. Management, support staff, and teaching staff work together as a team to establish an environment where each person is treated with respect and dignity. All members of this team receive training to ensure our programs reflect current knowledge of developmentally appropriate practices.

Training and Career Progression: CYSS is committed to adequate compensation and career progression. Training encompasses child abuse identification & prevention, nutrition, CPR, first aid, health and safety, regulatory guidance, administering medication, professionalism, age-appropriate activities, as well as child growth and development.

DEVELOPMENTAL PROGRAMMING

Programs: CYSS is committed to providing high quality, affordable, available, accountable and developmentally appropriate programs by:

- Providing a safe, caring and healthy learning environment.
- Helping children/youth develop constructive, thoughtful and creative qualities in order to become diligent and caring people.
- Providing opportunities for children/youth to experience success and failure without criticism.
- Encouraging children/youth to develop and sustain a positive self-image.
- Enhancing children's understanding and use of language, and knowledge of the world around them.
- Promoting children's physical development and skills through movement experiences.
- Providing children and youth with positive social experiences and role models.
- Being aware of each children or youth's abilities and needs, and respecting and nurturing individuality.

Families: Families are the first and primary teachers in their child's life. We support families in this role through a variety of services that address the specific needs of each family, to include formal and informal education opportunities. Communication between the child's primary teacher and family, as well as management and support staff, is critical and includes an open, honest exchange of ideas, concerns, shared decision making, and respect for cultural diversity.

Dress for Success: Children go outdoors to play daily and should be dressed so that they are comfortable in the environment. Layers of clothing for cold weather allow for comfort and warmth inside and outside. Parents are advised that footwear should be safe and appropriate for the activities in which children /youth are participating. We recommend footwear such as closed toe sneakers, or some type of soft soled closed toe shoes in most cases. There will be times when staff or activity instructors require a different type of clothing or footwear. In these cases parents will receive instructions. One example of an activity that would require special footwear is horseback riding, this activity requires shoes with a solid heal. A complete change of clothing (seasonal) should be given to your child's caregiver, to use in case of any accident. Please include shirt, pants, underwear, socks, and extra shoes (if possible), and ensure your child's name is on every item. Soiled clothes will be placed in a bag and returned to the parent at the end of the day.

Disposable diapers and wipes are to be furnished by the parents. Please label each diaper and the wipes container with the child's name. Cloth diapers are not permitted in the center unless accompanied by a doctor's statement.

REGISTRATION PROCEDURES
PARENT CENTRAL SERVICES (PCS)

Bldg. 5384 5th Street.

Phone: 270-798-0674

Respite Line: 270-412-0173/0174

Operating Times: Monday-Thursday 0800-1800hrs Friday 0800-1700 Appointment Only

Parent Central Services: PCS is your gateway to CYSS! Whether you are looking for full day care or want to know when the next teen dance is scheduled, you will find that information here. PCS has information on all Fort Campbell CYSS Programming: Child Development Centers (CDC), Family Child Care (FCC), School Age Care (SAC), Youth Services (YS)-Middle School/Teen (MS/T), School Liaison Office (SLO), Sports, S.K.I.E.S. *Unlimited* Instructional Programs, Soldier & Family Assistance Center (SFAC), EDGE! Program, HIRED Program, Parent Education, and volunteer opportunities. Programs are available for children age 4 weeks through 18 years of age.

Eligibility for CYSS: Active Duty Military, including Reserve Component military personnel on Active Duty or inactive duty training status, and members of the National Guard on full-time National Guard duty who are performing Active Guard and Reserve duty, combat related wounded warriors, surviving spouses of military who died from combat related incident, and those acting in loco parentis for dependent child of an otherwise eligible patron. DoD Civilian employees paid from either appropriated funds (APF or NAF) are eligible employees of DoD Contractors.

Hours of Operation: Parent registering for any CYSS program may do so at PCS are seen each Monday – Friday. Parents may walk-in to complete registration Monday - Thursday 0800-1800 hrs. Appointments are available Monday – Thursday 0800- 1800 hrs and Friday 0800-1700 hrs. When a waiting period for enrollment exists, priorities for care needed to meet mission requirements will be in accordance with current installation policy. Patrons who have children in full-day or school-age care must be employed full time or be enrolled as a full time student. (Full time employment is defined as working at least 25 hours per week or a full time student enrolled in at least 12 credit hours.) Patrons who are searching for a job will have 90 days from the time of child enrollment to find employment or enroll as a full time student. At the end of the 90 day period, if a waiting list exists, CYSS will provide a notice to patrons who do not meet the eligibility requirements for full time that their children will be dis-enrolled from the program. Patrons who have obtained full time employment will be required to complete a new Application for DoD Child Care Fees at a Parent Central office.

Registration appointments are encouraged. A check-list of items needed to register or-register is available on our website www.fortcampbellmwr.com/cys.

USDA Statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202)720-5964 (voice and TDD). These forms may be obtained at each facility. USDA is an equal opportunity provider and employer. The enrollment form will be completed in each the program.

Child and Adult Care Food Program Statement (CACFP): The goal of the Child and Adult Care Food Program is to see that well balanced meals are served and that good eating habits are taught in child care settings. The CACFP provides nutritious meals and snacks served to eligible children in child care centers, family day care homes, and outside-school-hours centers.

The CACFP serves 200,000 meals and snacks annually to multiple sites on Fort Campbell. Proper nutrition plays a vital role in physical and mental development, which is why the CACFP strives to provide the best, most nutritious meals and snacks for children here at Fort Campbell.

FEES

Total Family Income (TFI) is defined as all earned income and includes wages, salaries, tips, long term disability benefits, voluntary salary deferrals, assignment incentive pay, quarter's allowances, subsistence allowances, in-kind quarters and subsistence received by military members, and anything else of value, even if not taxable that was received for providing services. Military Specialty Pay (for example Flight Pay, Sea Pay, Special Duty Pay, Demolition (DEMO) Pay, Save Pay and Survivor Benefit Pay) is included in TFI as well as income received under the Family Subsistence.

Total Family Income for fee purposes will be based on: Sponsor's current Leave and Earnings Statement (LES) and Spouse's LES, W-2, and/or other income documentation. In accordance with Department of the Army policy, TFI will be verified on an annual basis and individual fees adjusted accordingly. Parents who do not provide the required documentation will be charged the highest fee category. A detailed fee schedule for daily care programs is available at each CYSS facility. You will be informed of any fee changes as soon as guidance from the Department of the Army is received.

Total Family Income does include: Basic Allowance for Housing (BAH) annotated on LES; Basic Substance Allowance (BSA); Temporary Pays related to Deployment such as Family Separation, Hardship Duty and Imminent Danger/Combat Zone Pay; One Time Pays such as bonuses or Assignment Incentive Pay; Variable Housing Allowance (VHA); Cost of Living Allowance (COLA).

Non-Locality Basic Allowance for Housing: Total Family Income includes the appropriate Non Locality Basic Allowance for Housing with Dependents Rate, BAH RC/T, formerly referred to as BAH, for all military members regardless of whether they live in Government housing or off the installation. The BAH RC/T with Dependents Rate will be used for Single Military Parent Families residing on or off post and Senior Member of Dual Military Families residing on or off post.

Fees for Blended Families will be based on the TFI of the Household: Fees for Legally Separated Families are contingent on a legal separation document or a notarized statement stating the Sponsor is legally separated - (Notarized statements to document legal separation must be co-signed by the Battalion level commander). DoD Civilian patrons must provide a legal separation document.

Full Day & Part Day Fees: Full and part day fees are the same every payment regardless of days missed due to illness or holidays. It is the patron's commitment to the center that your child will attend daily, and it is our guarantee that a space will be available for your child. Since most of Fort Campbell School District's Pre- Kindergarten (Pre-K) program is of minimum duration, pre-K students present in the center more than 5 hours per day, are considered full-day care children by regulatory definition and for fee determination.

Payments: Fees for Full Day and Regularly Scheduled Part Day Programs are collected in advance of services rendered. Payments may be made in cash, check, credit card, auto debit or through *Webtrac*. Personal checks will be accepted in the amount due only. Checks must contain required identification information and be made payable to the IMWRF (stamping devices are available for your convenience at the reception desk). Personal checks may be verified through the Chase/US Dataworks check verification system to ensure that check cashing privileged are authorized. Post-dated checks will not be accepted. Government ID cards will be verified when payment is made. No CYSS program is authorized to extend credit. Forms to initiate auto debit payments are available at each facility. Although the fee for daily (full-day and part-day) care is a monthly fee, payment may be made twice monthly: on the 1st and 15th of the month (to coincide with Military paydays). Full payment must be made within 5 business days of Military paydays to retain your child's space. The five day period begins at 12:01 AM on the 1st or 15th of the month when your automatic billing is generated.

Refunds: Requests for refunds must be submitted in writing, with complete justification and receipt, to the center director.

Parent Participation fee reduction program

The goal of the Parent Participation program is ensure overall consistency in the operation of the program Army-wide. Program objectives include:

- Catalog of meaningful participation opportunities
- Standardized point system based on participation opportunities
- Standardized Points required for fee reduction
- Standardized process to apply fee reduction to monthly payment

Interested parents may see the facility director for more information about this program.

Parent Involvement and Volunteers

Parents as Partners: Parents are considered an integral part of CYSS and are encouraged to participate in many aspects of the programs:

- Observe your child/youth in the program setting. Parents are always welcome in their child's program at any time.
- Have daily contact with your child's teacher or FCC provider.
- Serve as a CYSS volunteer.
- Attend special programs offered in CYSS programs.

Late Payment Fees: Non-payment within these 5 days will result in denial of care for your child on the 6th day. A late fee of \$20.00 per child will be charged on the 6th working day from the 1st or 15th payday. (Payday is the first day of the 5-day period.) If payment has not been made by close of business the 7th working day after payday, the child care space will be considered abandoned. Passes for all family members will be suspended. Patrons will have an outstanding balance due equal to two-week fees and CYSS will initiate collection procedures.

Withdrawal Procedures: A two week written notification is required prior to withdrawing your child from the CYSS program. This allows CYSS staff an opportunity to export the family file to the next duty station if applicable. Parents should request the gaining installation import the family file or

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contact PCS for required documents. If you leave the installation with an outstanding balance on your household CYSS can issue a DD 139 or tax levy to collect the outstanding balance.

Extended Illness: In case of extended illness that results in absence of one or more weeks, payment can be waived at the director discretion upon presentation of a physician's note covering the period of illness.

Emergency Leave: In case of emergency leave, payment may be waived for any weeks absent, upon presentation of DA Form 31 signed by the Unit Commander. Family Child Care patrons will abide by the provider's contract regarding all of the above areas.

Fee Adjustments for Financial Hardship/Extenuating Circumstances: Garrison Commanders may adjust fees for individual families based on Financial Hardship or other special circumstances on a case-by-case basis. Families must demonstrate a need for Child Care Fee Reduction based on a review by an Army Community Service Financial Counselor.

Yearly Fee Adjustments: CYSS Fees are adjusted once per year unless:

- Child Care/Supervision options change from Part Day/Part Time to Full Day
- Unemployed patron Spouse finds paid employment
- Family is granted a Financial Hardship Reduction
- Family PCSs to another installation where fees are different
- Annual Internal Review Audit documents inaccurate documentation of TFI or Fee Changes

Multiple Child Fee Reductions: A 15% standard Army-wide Multiple Child & Youth Fee Reduction will apply to all regularly scheduled child care programs and seasonal Youth Sports offered by CYSS. Child care fee reductions and Youth Sports fee reductions are determined separately and may not be combined. Multiple Child Reductions are not applied to Hourly Care, SKIES *Unlimited* fees, and School Age Part Time and Daily fees.

Regularly Scheduled Child Care Programs: Applies to families with more than one child enrolled in an ongoing child care program. The child enrolled in the highest cost care option is considered the first child and pays full fee. Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in ongoing child care programs. For example, if a family has a Full Day infant and a Before & After School age child, the multiple child reduction is applied to the School Age fee. If two children are enrolled in the Full Day Program, the second child enrolled receives the multiple child reduction.

Seasonal Youth Sports: Applies to families with more than one child enrolled in a seasonal Youth Sport. Standard Army-wide multiple child fee reduction is applied to the second child and all subsequent children enrolled in a Youth Sport occurring in the same season.

Leave/Vacation Policy Fee Credit: A two or four week Leave Vacation Fee Credit for each enrolled child has been calculated into the fees for regularly scheduled child care programs. Leave/Vacation fee credits must be taken in a *minimum* of one week increments. Fees will not be charged during the time the child is absent and the child care space is reserved for the family until the child returns. The child may not be in attendance in the program during this time.

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- Leave/Vacation Fee Credit begins at the time of child registration and concludes at the time of re-registration the following year.
- Leave/Vacation Fee Credit not used during the year may not be carried over to the following year.

Hourly Care Fees: The Standard Army-wide Hourly Care rate is \$4.00 per hour per child for ALL CYSS Programs regardless of Total Family Income Category. Multiple Child Reductions do not apply to Hourly Care. Payment of Hourly Care is due at the time of pick-up. Failure to make the payment will result in termination of availability of child care services. Reservations can be made up to 30 days in advance. Same day or walk-ins may be accepted on a space available basis. To make reservations or cancellations, call the Hourly Care Reservation Line at 270-412-4477 or 4889. Reservations may also be made on *Webtrac*. A reservation must be cancelled at least two hours before the reserved time to avoid a no-show fee.

CYSS HEALTH SERVICE

Child Health Requirements to maintain active status in CYSS Programs: Within 30 days of registration, a completed Health Assessment/Sports Physical Statement (HASPS) or Physical for each child must be on file. While physical for middle school youth and teens are not required unless the youth participate in sports, they are highly encouraged. The HASPS form will be updated with date and initials by the parent annually. A new physical will be required if child's health status changes and/or every three years. Sports physicals are required yearly. Immunizations must be current and up-to-date when the child is registered.

Required immunizations are as follows:

Dap, Polio, Hepatitis B, Hepatitis A, Hob or Homophiles Influenza, Streptococcus Pneumonia Vaccine, Measles, Mumps, and Rubella or MMR, Vermicelli or Chicken pox

An annual influenza vaccination is recommended for all children ages 6 months and older.

Exclusion criteria: Child's inability to fully participate in daily activities to include outdoor play. All **visible** signs or symptoms leading the CYSS staff to suspect illnesses and conditions including impetigo, pinworms, scabies, ringworm, chicken pox, head or body lice, pinkeye, skin rashes or infections, persistent cough, vomiting or recurrent diarrhea will require denial of child care services until evaluated and cleared by a medical provider.

Temperature Guidelines are as follows:

- Temperature in excess degrees of 100.5 F axillary (under arm) for children under 3 months of age.
- Temperature in excess degrees of 101 F axillary or externally applied temperature strip for those children over 3 months of age.

Guidelines may change during flu season. Guidance will be given at this time. Children should not be given Tylenol or Motrin before bringing to care.

Readmission criteria:

- Children may return to program if they are well enough to participate.
- Skin lesions or open sores are not weeping, oozing, or draining. Chicken pox lesions must be crusted over and this usually takes five to six days after onset.
- Fever must be absent for 24 hours/day- without the use of fever reducing medication.
- Nausea, vomiting, and /or diarrhea must have subsided for at least 24 hours/day. E. Scabies or lice must be under treatment.
- Pin worms have been treated for a full 24 hours/day.
- Contagious stage of communicable disease is over.
- Child has been excluded from care for 24 hours after the start of medication (i.e. antibiotics for strep) for the communicable disease. Parents or physician are always responsible for administering the first dose of any medication and child should have received 24 hours of that medication before returning to care.
- A completed Medical Referral Statement may be required before readmission

Reportable communicable diseases include: tuberculosis, mumps, measles, Hemophilic, Influenza B (HIB), Human Immunodeficiency Virus (HIV), polio, Diphtheria, pertussis (whooping cough), hepatitis, chicken pox, scarlet fever, rubella, meningitis, giardia, shigellosis, salmonella, other cases

of food or waterborne diseases, illnesses with accompanying rash, or clusters of cases of diarrheal illness.

Medication Administration: CYSS can administer certain medications. Please check with Director for guidance regarding this specific policy.

Medical Need/Special Need: If your child has a specific medical need, please do not hesitate to identify this on Tool #1 or HASP (Health Assessment and Sports Physical). When you identify this need, we will be better able to care for your child while in our care. CYSS works alongside ACS EFMP to ensure needs are being met through the MIAT process (Multi-disciplinary Inclusion Action Team).

Students who are enrolled in the Middle School and Teen Programs:

Are allowed to carry and self-administer inhalers **IF respiratory care plan has been signed by the:**

- **Physician**
- **Parent**
- **Student**

The physician must counsel and educate the student and parent on self-administration of inhaler. The student can then carry the inhaler and self-administer. A back-up inhaler will also be required (at the site) in the event of an emergency. Without the proper signatures, the student will not be allowed to hand carry inhalers and self-administer.

Medical Emergencies

Children who have medical emergency conditions in CYSS will be transported immediately to Blanchfield Army Community Hospital (BACH) Emergency room by ambulance. CYSS personnel or FCC Providers will accompany the child.

Attempts to contact parent/guardian will be made to have them meet their child at BACH emergency room. The person accompanying the child will remain with him/her until parent/guardian arrives at the emergency room.

HEALTH POLICY

CYSS programs are designed to care for healthy children. Parents should arrange for alternate care in the event of illness. Parent Central Services may be able to provide assistance in locating alternate care.

Illness Criteria for Denial of Service: Children or youth that appear to be ill may be denied admission based upon the following symptoms:

- Exclusion criteria for children/youth and adults who become ill during the influenza season include: having a fever (100 degrees Fahrenheit axillary or oral) **and** at least one (1) respiratory symptom such as runny nose, cough, congestion, sore throat, intestinal upset, and diarrhea. Note: Individuals may be infected with the flu (including 2009-2010 H1N1) and have respiratory symptoms **without** a fever.
- Persistent coughing (lasting more than one week) or a cough that interferes with activity.
- Severe diarrhea – loose, watery stools (not contained by diaper) or any loose stool that contains blood, pus or mucous or is accompanied by fever.

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- Vomiting – any episode accompanied by fever, not feeling well, diarrhea, the inability to participate in activities.
- Conjunctivitis (Pinkeye) – Red, water or puffy appearance of eyes with yellow or green discharge.
- Ringworm – flat, spreading ring-shaped lesions.
- Chicken Pox – crops of small blisters that become cloudy and crusted in two to four days.
- Impetigo – red, oozing erosions, capped with a golden yellow crust.
- Scabies – crusty, wavy ridges and tunnels in the webs of fingers, hands, wrists and trunk.
- Culture-proven Strep infections that have not been under treatment for at least 24 hours.
- Symptoms of other contagious diseases such as measles, mumps, hepatitis or Strep infections.
- Head lice – whitish-gray clots attached to hair shafts.
- Pinworm infestation.
- Inability to participate in routine program activities.

Please notify the program director if your child or youth has been exposed to or diagnosed with a contagious disease. All parents enrolled in the module or room will be notified if their child has been exposed to a contagious illness.

If notified to pick-up, the parent or parent designee MUST pick up the child within 1 hour and arrange for appropriate follow-up. Failure to provide current phone number for parents and emergency contacts and/or failure of parents to arrange for pick up within 30 minutes may result in exclusion from the program for a length of time to be determined by the Director or Coordinator.

Minor Health Problems: Minor injuries will be treated as needed, e.g., washing, band-aid or ice-pack. Parents will be notified in writing of the injury at the time of pick-up.

Child Incident Reports: Even though your child is under constant supervision, minor injuries may occur during play. When this occurs, our staff will perform necessary first aid and complete a Child Incident Report for you to read and sign when you return. We will notify you immediately if your child sustains a serious injury or becomes ill. To avoid confusion, please tell us when you arrive of any existing cuts, bruises or bumps, which your child sustained while playing at home.

Children with Special Needs: Child/Youth services will be provided for child/youth with special needs when the need of the particular child/youth can be reasonably accommodated. However, child/youth placement will not occur if resources that enable the child/youth to function successfully within CYSS programs are not available. Special Needs Care is determined on a case-by-case basis. Parents are responsible for informing the Parent Central Services registration clerk of any special needs, health conditions, and medications or services their child/youth may be receiving. Parents must complete an Army CYS Health Screening Tool #1 at CYSS Outreach Services Central Enrollment Registry. Additional CYSS forms and health provider documentation may be required based on the child or youth's need. CYSS services will not be authorized before the Multi-disciplinary Inclusion Action Team (MIAT) review.

Multi-disciplinary Inclusion Action Team (MIAT) (formerly known as SNAP): A MIAT includes an appointment with a multidisciplinary team of professionals who meet with parents to determine and make the final decision on the safest, least restrictive and most appropriate placement for children and youth in CYSS programs. The team will address the placement of the child/youth with consideration of developmentally appropriate environments, adult/child ratios, group size, health and

safety requirements and any necessary program adaptations. The developmental, physical, emotional and chronological age of the child will be considered when determining placement. The developmental age of the child, based upon medical evaluation, may be used for determining placement instead of the chronological age in some situations. The MIAT consists of the installation Exceptional Family Member Program (EFMP) manager, CYSS Chief or representative, CYSS Outreach Services Director, Army Public Health Nurse (APHN), parent/guardian and CYSS program staff and other installation representatives, as appropriate. The purpose of the MIAT is to work with the parent as a communication link with all agencies and serve as an advocate for the child, making recommendations for appropriate placement within the CYSS programs and conduct an annual periodic review of the child/youth individual care plans or as requested by CYSS. The team meets on a regular basis and may convene on an as-needed basis for emergencies.

Documentation may need to be provided. Paperwork can be found on our website or in the Parent Central Services Office.

PROGRAMS AND SERVICES

Child Development Centers: We strive to meet the individual needs of the child and his or her family through appropriate child care enrichment activities. We nurture and provide love, trust and security in a healthy, positive and safe environment. Our focus is to enhance children's emotional, social, physical, and intellectual and promote opportunities for the development of the child's individual creativity. Through real experiences, the child develops self-control, independence, core values and is introduced to different cultures of the world. Strengthened by our training, we take the extra step to provide opportunities in mastering new skills through bonding, role modeling and forming relationships with child/youth and families.

CYSS has several programs for children 6 weeks to 5 years of age. Full time care is available at Child Development Centers (Watters Child Development Center #1, Watters Child Development Center #2, Bastogne Child Development Center, Gardner Hill Child Development Center, and Eagles Child Development Center). A parent orientation is necessary prior to your child receiving care at our centers. This will give you the opportunity to meet those that will be giving care to your child and also give us an opportunity to meet you. We cannot stress enough the importance of this orientation. It starts you and your child off with a well-informed, positive experience. We are here for you and your child. If ever you have comments, questions, or concerns please do not hesitate to talk with us.

Nap and Rest Periods: Appropriate rest periods will be provided according to the age and needs of the child. A minimum of 1 hour will be scheduled for all children under 5 years of age enrolled in full day care in the CDC and FCC homes. Full-day children take naps after lunch. We ask that all children rest for approximately 15 minutes after the lunch period and if they have not fallen asleep, quiet activities (books, puzzles) are provided while the other children sleep.

Personal Belongings/Toys: Please leave your child's personal toys at home except in the case of a comfort item, such as a blanket or favorite stuffed animal to help your child adjust or rest. Personal toys may become broken or lost, and arguments between children can be avoided over a "special" toy. We have sufficient quantities of educational materials that encourage appropriate development.

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There may be certain days when the teachers will request certain items be brought to the program in order to supplement or illustrate a theme or concept that is being discussed. The teachers will notify you in advance of these days. ***Please ensure all clothing and other items are labeled with your child's first and last name.***

Pets and Plants: Pets and plants are considered key factors in a developmental program setting. Animals provide great science and language learning experiences, as well as the responsibility and opportunity to care for other living creatures. Only non-toxic plants will be allowed in the CYSS programs and FCC homes.

CDC Parent Conferences: Parents and teachers meet together during parent conferences, to review progress and evidence of the child's growth and development. Information is shared with Families on a daily basis, in person as well as telephonically. Semi-annual conferences are held during the year. During this time children, Families and their primary teacher discuss developmental progress.

Information Center: An information center is located in each CYSS facility. A monthly calendar, Parent Handbook, food menus, room schedules and other pertinent information are available.

Family Advisory Board (FAB): Parents can provide input concerning administrative policies and developmental programming by participating in FAB. Each facility has a FAB that consists of Program Administrators, parents, management staff, and caregivers/providers and meets quarterly. Contact your program's director for additional information if you are interested in participating in the FAB.

Infant Policy: Infants are always placed in separate cribs except during fire evacuations. Infants should sleep on their backs, in accordance with Preventive Medicine recommendations. Doctors and nurses now believe that fewer babies will die of sudden Infant Death Syndrome (SIDS) if they sleep on their backs. Most babies should sleep on their backs; however a few babies have health conditions requiring them to sleep on their tummies. If an infant has a medical condition that prevents the "back to sleep" position, the parent must provide a physician's signed statement with written instructions for appropriate sleep positions. The Infant Sleep Position Agreement and any exceptions will be attached to the infant's registration paperwork and provided to the center or FCC provider. Centers will maintain the signed agreement in the infant's room and in the center registration file. Infants will sleep in sleep sacks while at the center.

Infant formula (brands not used by the CDCs or FCC providers) and disposable diapers are provided by the parent. Diapers are changed as necessary according to the health standards that must be maintained. The parent will supply the CDC with an adequate number of diapers, pre-moistened disposable towelettes, and a change of clothing. Please label each diaper and the wipes container with the child's name. ***Cloth diapers are not permitted in the center unless accompanied by a doctor's statement.*** Parents should notify the director and caregiver of any special needs (prescribed medicines, etc.) pertaining to diapering. Diaper changing information will be filled out on a daily basis by caregivers, Daily Infant Care Record (as applicable). Diaper ointments and rash treatments will be administered in accordance with Blanchfield Army Community Hospital (BACH) Administration of Medication and Basic Care Items policy.

Part Day Preschool Program: The Part Day Preschool (PDPS) is a 3-hour program that is designed with an interactive curriculum to stimulate the entire development of children ages 3-5 years. The Part Day Preschool provides a positive and friendly early-learning experience. The part-day preschool program implements Creative Curriculum which is a pre-cursor to the Strong Beginnings program. The Creative Curriculum learning goals and objectives for preschoolers are developed into exciting activities that teach a variety of social, emotional, intellectual, and physical and literacy skills. The PDPS program follows the on-post school calendar. During the summer months, a summer session is provided. We are located at 3301 Indiana Avenue. Parents may select morning or afternoon sessions with a 2-day (Tues. and Thurs.) or a 3-day (Mon., Wed., & Fri.) program. Hours of operation are 0830-1130 hours and 1300-1600 hours.

Strong Beginnings: The Army Strong Beginnings Pre-K is a program designed to prepare children to be successful to enter school. The curriculum focuses on the social, emotional, and physical development of children; equips them with basic academics and "Kindergarten Classroom Etiquette" skills to enhance "school readiness." Our program is considered a "wrap-around program" combining full-daycare with 3 hours of instructional program (0830-1130 M-F). The Strong Beginnings Pre-K Program is offered at Watters CDC #1, Watters CDC #2, Bastogne CDC, and Gardner Hills CDC. Only children who will be entering Kindergarten the following fall (4 years old **prior** to 15 August) are eligible to attend Strong Beginnings Pre-K in any of these centers.

Hourly Care: Services are available at the Tennessee Child Development Center (CDC) Hourly Center, located at Bldg 5382 Tennessee Ave., and in many FCC homes. Hourly care is short-term care for children whose parents have a medical/dental appointment, volunteer commitment, or just need a short break. Hourly care is offered for children 6 weeks through 5 years old. Hourly care for kindergarten through 5th grade is offered at each School-Age Center. Reservations are required for all children using hourly care and may be made telephonically at 270-412-4477 or on line through *Webtrac*. Hours of operations are from 0800-1700, Monday thru Friday. The reservation system is necessary to ensure that optimal space and sufficient staff for children in care will be available. All spaces are on a first come, first served basis and may be made as early as 1 month in advance. Drop-in or walk-in care will be accepted on a space and staff available basis. Reservations will not be held longer than 1 hour beyond the scheduled time. An \$8.00 fee will be assessed if the reservation is not cancelled at least two hours before the reserved time.

Hourly payment is due when you pick up your child. The standard Army-wide hourly care rate is \$4.00 per hour/child regardless of Total Family Income. Multiple child reductions do not apply to hourly care.

Family Child Care: The U.S. Army Family Child Care (FCC) Program is a child care option provided to military family members, Department of Defense civilians and Department of Defense contractors through the Child, Youth and School Services (CYSS). The FCC Program is provided by military family members as independent contractors living on the installation. FCC homes provide flexible hours, a comfortable family setting, and activities based on real life experiences in the home and neighborhood. Most homes offer full-day, part-day, and/or hourly care. Special services may include 24-hour and long-term care during mobilization and training exercises, evening and weekend care. Parents can expect to receive the same quality of care in an FCC home as in a Child Development Center or School-Age program. FCC Providers receive the same training and

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support as CYSS facility based staff. Each group of 25-40 providers is designated as an FCC Network with its own Director and Trainer.

FCC Home capacity at any one time is generally six children who are enrolled in the program. Homes serving infants/toddlers exclusively (4 weeks to 2 years) can serve a maximum of three children. Homes serving school-age children exclusively (5-12 years) can serve a maximum of 8 children. FCC Providers and their homes meet specific requirements related to health, fire prevention, safety, and child development programming and are certified by the Installation. FCC providers and their family members, over 12 years of age, pass stringent background checks and inspections. FCC Homes are regularly visited by FCC, CYSS and Installation representatives. FCC providers work to attain a National Association for Family Child Care (NAFCC) Accreditation, using the same level of standards as those of the centers. All FCC providers are independent contractors who set their own fees and hours of operation. Many are available after 6:00 p.m. and on weekends for duty-related or recreational child care. All FCC fees and charges are determined by the FCC provider and patron, based on the length of care provided. Subsidies may be available.

FCC providers may accept into full day care only those children who have been referred through the CYSS waiting list when an excess demand exists for their age group. If you are interested in using an FCC provider for hourly services, we urge you to visit and interview with the providers who are able to meet your hourly care 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. Parent Central Services 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 Campbell. You can access FCC.com from your home or at the FCC.com computer terminal located at Parent Central Services. Please call 270-798-0674 or 270-412-0173/0174 to obtain an FCC.COM login and password. If you are interested in one of the FCC homes you view on FCC.com, please visit Parent Central Services to ensure the provider you are interested in is available for hourly care. FCC.com does not provide information on current child care availability. Parent Central Services can direct you to the FCC staff who manages the program, or you may call the director at (270) 798-4959.

School Age Care: Provides affordable before-school and after-school care in a quality program that meets the needs of children grades K-5th grade and parents. Transportation is available for select schools that are off post to and from SAC sites. Fort Campbell SAC is nationally accredited by the National Afterschool Association (NAA). 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, Fort Campbell SAC is affiliated with the Boys & Girls Club and 4-H Club. The Boys & Girls Clubs of America promote positive youth development through the provision of opportunities for young people to develop the skills they will need to become successful and contributing members of their communities. A variety of club-base programs are offered at each of the SAC sites in four service areas: Sports & Fitness, Fine Arts, Citizenship & Leadership, and Leisure & Recreation. A major club program offered during the school year is our Academic Power Hour- this is an after school club that allows youth to work on homework assignments with qualified staff to assist them and the opportunity to engage in other higher learning activities to make learning fun! As a 4-H club, SAC provides informal, hands-on educational experiences that guide children and youth to become responsible and productive citizens in their communities. The 4-H Clubs offered are Citizenship Club, Technology Club, the Photography Club, and the Fine Arts Club. For additional information about SAC please call: (270) 461-1042/1047 or (270) 461-0995/0996

Program Options: Before & After School Care, Camps, Hourly Care

School Age Camps: School Age Camps are offered to meet the needs of working parents and the recreational needs of occasional users within a single program setting. Fees are established for these camp programs with expanded hours that reflect the parental duty day. The camp program allows families to purchase camp weeks as needed. Families may select the weeks in which they plan to participate. Camps are offered for fall, winter, spring, and summer. Note: Enrollment in a school age summer camp does not guarantee placement in the before and after school program in the fall.

Youth Services Programs: It is the mission of the Youth Services program to provide parents who prefer not leaving their youth home alone with an option for supervised activities.

Our Youth Services (YS) programs serve middle school and high school youth in 6th through 12th grade. Youth Services' mission is to provide a safe and healthy environment where youth can participate in fun, recreational, educational and age-appropriate developmental activities, supervised by trained staff. YS programs have on-going partnerships with Boys and Girls Clubs of America (BGCA) & 4-H that enable us to offer a variety of activities and opportunities to youth.

Program Goals:

- Instill values that foster self-discipline, decision-making, leadership, and teamwork.
- Promote positive attitudes and reinforce Army core values.
- Provide a variety of opportunities for parental and command involvement.
- Provide opportunities to participate in a variety of activities that reduce the likelihood of situations and behaviors that put youth at risk.
- Empower youth to build skills that help them become stronger individuals.
- Teach Life Skills.
- Build cooperation, respect and teamwork skills.
- Build positive friendships while having fun.

Middle School Program: The Middle School (MS) Program is for 6th -8th grade students located at Taylor Youth Center; Bldg. 80 Texas Ave. Phone numbers is (270) 798-3643. The MS Program consists of safe and accessible youth program settings that support and reflect youth interests, needs, input and involvement. Partnering with Boys and Girls Club of America and 4-H we offer programs in Fitness and Health, Citizenship & Leadership, Recreation & Leisure, Academic Support and Mentoring to include:

-Photography	-Money Matters	-Youth Sponsorship
-Smart Girls	-Homework Lab	-Technology
-Man Talk	-Journalism	-Intramural Sports

The MS Program also offers a variety of special events: Lock-Ins, dances, barbecues and an assortment of field trips. Summer camp is filled with fun and exciting outdoor activities such as horseback riding, swimming, canoeing, bicycling, challenge courses, archery and paintball just to name a few. Hours of operation during the School Year: 1400 -1900 Monday-Thursday, 1400-2200 on Friday and 1300-1900 on Saturday. On school-out days, such as school holidays, fall, winter,

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spring and summer break hours are 0630-1900 Monday-Thursdays and 0630-2200 on Friday. MS program provides transportation from the following Schools: Mahaffey, Wassom, New Providence, Northeast, Kenwood, and West Creek.

Teen Club 24/7: Teen Club 24/7 is for 9th -12th grade students located at Taylor Youth Center; Building 80 Texas Ave. Phone number is (270) 798-3643. The Teen Club consists of safe and accessible youth program settings that support and reflect youth interests, needs, input and involvement. Partnering with Boys and Girls Club of America and 4-H we offer programs in Fitness and Health, Citizenship & Leadership, Recreation & Leisure, Academic Support and Mentoring to include:

- | | | |
|--------------|----------------|--------------------|
| -Photography | -Keystone Club | -Youth Sponsorship |
| -Smart Girls | -Homework Lab | -Technology |
| -Man Talk | -Journalism | -Intramural Sports |

Teen Club 24/7 also offers a variety of special events: Lock-Ins, dances, barbecues and an assortment of field trips. Summer camp is filled with fun and exciting outdoor activities such as horseback riding, swimming, canoeing, bicycling, challenge courses, archery and paintball just to name a few. Hours of operation during the School Year: 1400 -1900 Monday-Thursday, 1400-2200 on Friday and 1300-1900 on Saturday. On school-out days, school holidays, fall, winter, spring, and summer break hours are 0630-1900 Monday-Thursdays and 0630-2200 on Friday. Teen Club 24/7 program provides transportation from the following Schools: Fort Campbell High, Northeast High, Kenwood High, and West Creek High.

Fort Campbell Youth Sports and Fitness: The Fort Campbell Youth Sports and Fitness program is located in Taylor Youth Center 80 Texas Ave. and can be reached at (270) 798-6355/3168. The CYSS Sports & Fitness Program hosts recreational leagues that are inclusive of all youth who want to learn the fundamentals of the game and to have fun. A wide variety of sports games and fitness opportunities are offered to children and youth throughout the year. Sports programs and services are provided to Army and Air Force children and youth 4 years to 18 years of age in the following four service areas: Team Sports, Individual Sports, Fitness & Health, and Outreach. The age groupings are aligned with the National Standards for Youth Sports, as endorsed by the National Alliance of Youth Sports (NAYS). Prior to placement in sports programs, staff consider the age and physical development of the child/youth to ensure they are able to understand the rules of the sport to enable them to participate safely. Sports registrations are accepted at Parent Central Services. Enrollment fees vary depending on each sports program.

The sports program focuses on the following:

- Leadership, sportsmanship and teamwork
- Programs based on the well-being of children/youth
- Skill building and increased self-esteem and self-confidence
- Reduce the likelihood of situations and behaviors that put children/youth at risk to include providing a drug, tobacco and alcohol-free environment at all child/youth sports activities.

Coaches Training: Coaches are trained and certified through the National Association of Youth Sports (NAYS). The NAYS organization is a volunteer coach training program that is designed to sensitize volunteer coaches to their responsibilities and hold them accountable to a strict code of ethics and conduct. All coaches have background clearance checks and are screened through the Army Central Registry, MPs, CID and Alcohol and Drug Prevention programs for any reported misconduct. Training includes psychological and emotional needs of youth, safety and first aid, conditioning and nutrition, teaching proper sports techniques and drug awareness. Volunteer coaches are always welcome for all sports programs.

SCHOOLS OF KNOWLEDGE, INSPIRATION, EXPLORATION and SKILLS (SKIES *Unlimited*): The SKIES *Unlimited* program is the framework for the Army's CYSS instructional programs. It encompasses the four service areas: Arts, Recreation & Leisure, Life Skills, Citizenship & Leadership; Sports, Fitness & Health; and Academic Skills, Mentoring & Intervention. Children can explore new skills, pursue and nurture personal interests, interact socially with others, bolster college applications and foster close relationships with caring, knowledgeable adults outside the home. Through SKIES *Unlimited* children and youth in Child Development Center (CDC), School Age Services (SAC), Middle School and Teen (MS&T), and Parent & Outreach Services (POS) Programs, as well as home schooled children, have equal access to opportunities that expand their knowledge, inspire them, allow them to explore, and acquire new skills. SKIES *Unlimited* instructors have had local and national background checks, training in CPR, First Aid, Child Abuse Reporting and Prevention, Guidance, Child Developmental Guidelines, and Safety.

Program Options: Instructional classes are offered in dance, arts, sign language, karate, gymnastics, personal interests and more. Please see SKIES promotional flyers or the website at www.fortcampbellmwr.com/cys for the current course offerings.

Enrollment Information: Enrollment for all SKIES classes takes place at the SKIES building, located at 3411 Bastogne Avenue. All enrolling students must have an active CYSS Registration.

Program Location: Most SKIES classes take place at the SKIES Center, Bldg. 3411 Bastogne Ave. Phone (270) 412-5811.

School Liaison Officer: The School Liaison Officer (SLO) acts as an advocate for military Families and their school-age children and youth. The school Liaison Officer acts as a communication link between the installation and the surrounding school districts. Through partnering with the local and military community, the School Liaison Officer uses a variety of resources to provide assistance with issues concerning student transition. The contact number is (270) 798-9874. Some ways in which the School Liaison Officer may provide assistance are:

- Address issues with registration and graduation requirements in the local schools (public and private) Assist with coordinating school transitions
- Provide resources for tutoring assistance Educate parents on local school districts Support home school families
- Provide information about schools for families making a PCS move Refers Families to SLO at gaining installation
- Serve as the in and out processing Point of Contact for CYSS

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- Serve as an advocate and resource for issues involving extracurricular activities and special needs.

Home School Support: Fort Campbell School Liaison Office, in collaboration with Child, Youth and School Services offers support to all military connected home school families. The Fort Campbell HS program includes monthly support meetings for military connected families living both on and off the installation and offers enrichment classes through SKIES *Unlimited*. For more information please call the School Liaison Office at 270-798-9874, or visit the CYS Administrative Offices at Building 79 Bastogne Avenue.

SFAC: The Soldier Family Assistance Center (SFAC) was created to provide compassionate, coordinated services to Warriors in Transition (WTs) and their Family Members. SFAC is a one-stop shop for services that partners with the Warrior Transition Unit (WTU) as a friendly supportive team dedicated to encouraging self-development, wellness and to meet the unique needs of WTs and their families. Childcare is provided on site for those families receiving services in the facility or who have an appointment at one of the treatments facilities. SFAC staff will attempt to answer any questions you have and can be reached at (270) 412-8446/6000.

KIDS ON SITE (KOS): “Kids on Site” is child care provided to parents on-site while attending functions like Newcomer’s Orientation, Army Family Team Building, family resource functions, and more. Parents are asked to follow these procedures when their children are in care: Register with CYSS and obtain all documents needed for Care—documents must accompany child each time care is requested; in addition,

- Remain on-site during the entire time children are in care
- Assist with evacuation of their children in an emergency
- Pick up their children immediately following each function
- Complete an Infant Information Sheet for children under 1 year old
- Sign their children in and out of the care site

Parents please provide the following for each age child:

- Infants - A blanket, several diapers, baby wipes, extra set of clothing, unopened baby food jars, pre-mixed formula, labeled with child’s first and last name and any other item needed by the infant.
- Toddlers – A blanket, several diapers, baby wipes, extra set of clothing, sippy cup plus other needed items.
- Preschool/School Age – A blanket, if the child is in care during nap time.
- Children will be observed for obvious signs of illness upon arrival. Children may be denied services if they appear ill or show visible signs of a fever or any symptoms listed in our Denial of Service/Readmission Policy. To obtain further information please contact the facility director for your child’s program.

VOLUNTEER CHILD CARE IN UNIT SETTINGS (VCCUS): Volunteers from units may become certified through CYSS to provide free child care to their units for group meetings and functions. Telephone: (270) 412-6535 for more information. KIDS AT HOME – Available workshops that assist parents in preparing children to remain at home alone for a few hours after school.

Total Army Strong: Child, Youth & School Services is committed to providing support to the Families of Fort Campbell through the deployments and hard ship tours. The CYSS Total Army Strong Includes: Free Registration to all military families, 20% fee reduction on regularly scheduled full or part time care per child, free transportation to and from surrounding schools for children enrolled in SAC, Eagles and Teen 24/7, hourly care reduced to \$2 per hour. SKIES *Unlimited* offers a total of \$300 per child in activities, classes and clinics and Youth Sports & Fitness offers a total of \$100 per child. 16 hours free respite care is provided on our monthly Super Saturday 0900-1700, and during the week at Hourly Care. These benefits are subject to change due to funding. Reservations for Super Saturday can be made by calling 270-412-0174 or 270-412-0173. Reservations will be accepted until 1700 on the Thursday prior to the event.

Cancellations for respite care must be made 24 hours prior to the event. If a cancellation is not made prior to the event then the child/ren will be considered as a “no show” and fees could be assessed.

CYSS PROGRAM PROCEDURES

Arrivals: Child Development Center, parents/designee will swipe into Child and Youth management System (CYMS) their child(ren) using their Child Pass card at the front desk before proceeding to their child(ren)’s classroom. Under no circumstance will the parent/designee move beyond the front desk without first swiping in. Upon entering the classroom, the parent/ designee will sign the child(ren) in, annotating his/her name, date, time and signature.

School Age Care (SAC) Center, parents/designee will swipe their child into CYMS using their SA Pass card at the front desk (or the child(ren) may key in their PIN themselves while monitored by the parent) before proceeding to their child(ren)’s activity room. Under no circumstance will the parent/designee move beyond the front desk without first swiping in. The child(ren) may sign themselves in the activity room (as age appropriate), using the established method of the program (in some cases, annotating his/her name, date, time and signature, in others annotating on the Locator/Accountability Board that the child(ren) is “In”). The CYPA present will ensure that all children are properly signed into the classroom before the parent/designee departs the room/area.

Youth Center, Middle School/Teens (MST) youth participate in an open recreation program, which means they are allowed to enter and depart the facility without a parent/designee. MSTs will swipe in or enter their PIN and sign in before they may participate in the CYS Services program. YCs must accommodate the needs of parents of 11 and 12 year-old middle school youth who require Reserved Care after school or on school-out days, by providing services starting at 1300 hours. (Army Fee Guidance applies before 1300 hours). Youth enrolled in the MST open recreation program are allowed to come and go from the teen center, but must scan/sign in/out at the front desk. Youth enrolled in before school or camp programs must remain in the program until picked up by a parent.

FCC Homes and in any on-site child care location, a sign-in sheet is used and will be located with the teacher or FCC provider.

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Please ensure the teacher in charge of the module is aware of your arrival so that your child may be warmly received and become involved in an activity. You will need to remain in the module until the teacher does a brief health screening of your child and communication occurs. We hope that parents and teachers will spend time together, both at arrival and departure times, sharing information and insights with each other by way of informal conversation. In addition, parents can help their children make a happy transition from home to the center each morning by spending a few minutes with them in the child activity module before leaving.

Departures: CDC Programs, upon entering the classroom/activity area, the parent/designated representative will sign the child(ren) out before they are allowed to depart with the child(ren). The parent/designated representative will swipe the child(ren) out using their Child Pass card at the front desk after they have picked up their child(ren) and signed out of the classroom/activity area.

SAC programs, children must be swiped out of CYMS and “signed” out according to the program practice (i.e., removing the child’s name from the Choice Board or another method that designates the child(ren) has departed for the day or gone to sports, etc).

The MST will swipe/sign out to indicate they are departing the building. If you intend to give authorization to any other person to remove your child from a center, that person’s name must be entered in the appropriate space on the CDS Registration Card. We will not accept any telephone calls, written notes, etc., for admitting or releasing a child. Under no circumstances will children be released to siblings or children under age 13. These policies are for your child’s protection!

Late Pick-up: There have been occasions in the past when parents have forgotten the time or were delayed so that children remained after the closing hour of the center. Children are expected to leave by the time programs end. **A late-fee penalty of \$1.00 per minute (to a maximum of \$15.00 per site) is in effect at the closing hour of the program or facility. When the family is later than 15 minutes, the family is charged \$5.00 per child, per site, for the remainder of the hour and then \$5.00 per child, per site for each hour thereafter.** When a reasonable amount of time beyond the closing hour of the center has elapsed, our staff will call home, work and any other telephone numbers left by the child’s parents. If the parent cannot be contacted, our staff will call the emergency contacts (parent designee) listed on in the CYMS data base in order to find an authorized person to pick up the child. If there is no positive response to these calls, and if the child has not been picked up by 1 hour past the center’s closing hour, appropriate authorities will be contacted for alternate placement and care of the child. Please ensure that we have valid emergency contacts and accurate telephone numbers to avoid this situation which is stressful for the child.

Program Closures: All CYSS programs close on Federal holidays and on any unscheduled Presidential Executive Order holiday. Prior notification will be given to patrons before a decision is made to close CYSS programs for annual training days.

Severe Weather or Emergencies: If the Garrison Commander identifies that the installation is in operation for **MISSION ESSENTIAL & CRITICAL personnel—ROAD CONDITIONS RED/Black**, the CDC and SAC programs will remain operational for those personnel only. Hourly care and open recreation programs will be closed. Parents are required to have a back-up for emergency situations, i.e., illness, center closures, etc. Each CYSS site has a severe weather/emergency plan that designates “Mission Essential” staff and primary/secondary evacuation

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sites. The following CYSS programs will open for business for patrons who are **critical personnel** on Fort Campbell:

- **Eagles CDC**—for children of parents who are critical and are currently enrolled in full day child development centers at CDC#1,2, Bastogne, and Gardner Hills.
- **Building 1232**— for children of personnel who are critical and are currently enrolled in SAC program. **For additional information on road conditions:** Contact local TV and Radio stations.

SUPERVISION OF MINOR CHILDREN ON FORT CAMPBELL

(Home Alone Policy)

CAM Regulation 608-3 states that 5 years or younger require direct supervision inside or outside of quarters, and cannot be left alone in a vehicle. 4-5 year olds that are enrolled in school must be under direct supervision of a designated adult when meeting or being dropped off from a bus; 6-10 year olds must have immediate supervision (within eyesight or hearing distance of child) and may not be left alone in quarters or in a vehicle; 11-14 year olds may be unattended or home alone for no more than three hours; 15-17 year olds may be left alone for up to six hours during the day or evening hours but not overnight. For all ages, there must be an emergency plan in place with access to an adult in the case of an emergency. The full text of the ***SUPERVISION OF MINOR CHILDREN ON FORT CAMPBELL*** is available at all CYSS facilities and on the MWR webpage at <http://www.fortcampbellmwr.com/cys>

CHILD ABUSE AND NEGLECT POLICY

CYSS has developed a comprehensive program to facilitate prevention, identification and reporting of suspected child abuse and neglect. All CYSS employees and FCC providers are required to have background clearances and pass with favorable results prior to working for CYSS or contracting with CYSS. All CYSS employees and FCC providers receive mandatory training (to include annual updates) in identifying and reporting suspected abuse/neglect. A variety of inspections and assessments are conducted annually to determine any risks that can be reduced or remove. Every year, Installation Child & Youth Evaluation Team (ICYET) and Child Abuse Risk Assessment Tool (CARAT) observations are conducted to improve program quality and child abuse/neglect is one focus. Ratios are maintained to provide effective supervision of children. CYSS staff, volunteers, and FCC providers are mandated by law to immediately report any suspected cases of child abuse or neglect. The Installation POC for suspected Child Abuse is Social Work Services at (270) 798-8601, or DOD Hotline at 1-877-790-1197. As part of child abuse prevention, parents are provided information concerning child abuse/neglect through pamphlets, articles, and workshops. Parents have access to child/youth facilities and FCC homes when children are present, to observe the program. Scanning/signing in and out is a procedure that helps restrict access to children by non-center personnel, and non-FCC home Family members.

Response to Child Maltreatment:

ALL CYSS SPONSORED PROGRAMS ARE VIOLENCE-FREE. SPANKING, SLAPPING OR OTHER PHYSICAL PUNISHMENT IS NOT PERMITTED. ANY SUCH BEHAVIOR WILL BE REPORTED TO THE PROPER AUTHORITIES.

Reporting Child Abuse/Neglect:

All CYSS employees are mandated by regulation, as well as Tennessee and Kentucky State Laws, to report all incidents of suspected child abuse or neglect.

BACH Social Work Services: (270) 798-8601
BACH Social Work Services After Hours: 931-216-3399

Touch Policy: The installation CYSS touch policy is applicable to all CYSS settings. The policy has been coordinated with Army Community Services (ACS), the Family Advocacy Program Manager (FAPM), Department of Social Work (DSW) and Staff Judge Advocate (SJA). All CYSS personnel will review and sign the policy during orientation training and annually thereafter. The policy is available here in written form for CYSS parents. The CYSS Touch Policy addresses appropriate versus inappropriate touching as follows;

Appropriate touch involves:

- Recognition that physical contact is an important part of nurturing and guiding children/youth
- Adult respect for personal privacy and personal space of children/youth
- Having the permission of the child/youth to be touched as well as an advance description of the nature of the touch
- Responses affecting the safety and well-being of the child (e.g., holding hands when crossing the street; holding the child gently but firmly during a temper tantrum, assisting child/youth after an injury).
- Role modeling of appropriate touch by teaching staff and always being part of an open interaction (not taking place in secret)

Examples of appropriate touch are:

- Hugs and holding hands (ages ten and under) and lap sitting (ages six and under only) as expressions of affection to build self-esteem or when the child needs to be comforted
- Hugs that are spontaneous during competitions or initiated by the child/youth
- Reassuring touch on the shoulder to show approval or provide support
- Naptime back rubs to relax a tense child (kindergarten age and younger only)
- Diapering
- Assistance in toileting for young children when child cannot cope on his/her own
- Assistance for application of basic care items – sunscreen (ages six and under), diaper ointment, teething gel

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- When helping a child/youth with a disability participate in an activity or with toileting or dressing, maintain a professional, sensitive, matter-of-fact manner. This communicates acceptance of and respect for the disabled child/youth.

Inappropriate touch may involve any or all of the following:

- Coercion (physical or emotional) or other forms of exploitation of the child/youth's lack of knowledge
- Disregard for the safety and well-being of the child/youth
- Failure to respect the child/youth's right to personal privacy and space or to refuse touch from an adult
- Satisfaction of adult needs at the expense of the child/youth
- Violation of laws against sexual contact between adults and children/youth
- Attempts to change child/youth's behavior with adult physical force (often applied in anger)
- Patting on the buttocks – even if meant for approval

Examples of inappropriate touch are:

- Forceful holding of a child in a chair or squeezing a child's hand with sufficient force to cause pain as a way to change behavior
- Forced good-bye kisses
- Corporal punishment (spanking)

Please address any question about this policy to your facility director.

WELCOME TO FORT CAMPBELL ARMY INSTALLATION

Facilities and Programs

Parent Central Services 5384 Tennessee Ave
Fort Campbell, KY 42223 (270) 798-0674

Family Child Care (FCC) 5384 Tennessee Ave
Fort Campbell, KY 42223 (270) 798-6539

Kid's On Site (KOS)
1501 William C. Lee Road Fort Campbell, KY 42223 (270)956-4381

School Liaison Office (SLO) Bldg. 79 Bastogne Ave.
Fort Campbell, KY 42223 (270) 798-9214

Watters CDC #1 Currahee & Bastogne Ave Bldg. 3071
Fort Campbell, KY 42223 (270) 412-6925/6926

Watters CDC#2 Currahee & Bastogne Ave Bldg. 3069
Fort Campbell, KY 42223 (270) 798-7280/7072

Bastogne CDC 3067 Bastogne Ave
Fort Campbell, KY 42223 (270) 412-4485

Gardner Hills CDC 7404 McAulifee Loop
Fort Campbell, KY 42223 (270) 412-0392/0393

Eagles CDC 205 Bastogne Ave
Fort Campbell, KY 42223 (270) 412-3303/3304

Tennessee CDC- Hourly 5382 Tennessee Ave
Fort Campbell, KY 42223 (270) 412-4477

SKIES *Unlimited* 3411 Bastogne Ave
Fort Campbell, KY 42223 (270)412-5811

Part Day Preschool 3301 Indiana Ave
Fort Campbell, KY 42223 (207) 412-2315

Youth Sports & Fitness 80 Texas Ave
Fort Campbell, KY 42223 (270)798-6355/6217

Taylor Youth Activities (MST) 80 Texas Ave.
Fort Campbell, KY 42223 (270)798-3643

Airborne School Age Center 1231 Airborne Street
Fort Campbell, KY 42223 (270)461-1042/1047

Bastogne School Age Center Building 1232 Bastogne Ave
Fort Campbell, KY 42223 (270)461-0995/0996

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Gate 10 School Age Center 7402 McAuliffe Loop
Fort Campbell, KY 42223 (270)461-0641/0642