



Fort McCoy Child and Youth Services

Family Handbook



UNITED STATES ARMY
CHILD & YOUTH SERVICES

July 2018

Dedicated to Quality

<https://mccoy.armymwr.com/categories/cys-services>

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Mission Statement

“Army Child and Youth Services (CYS) programs support military readiness by reducing the conflict between Soldiers’ parental responsibilities and mission requirements.” Simply stated, CYS 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.

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

Quality: All CYS programs operating on federal property are DoD certified. Community-based programs are licensed by the state. This means they are frequently inspected to ensure the safety, health and well-being of children and youth in our programs. In addition, Child Development Center and School Age Care programs are required to be accredited by a nationally recognized accrediting body to validate that quality standards are maintained.

Availability: We strive to ensure that sufficient numbers of spaces and support services are available to meet the needs of the installation, while keeping in mind the programs we offer are a *service* and not an *entitlement*. This means that while we make every effort to provide the right number of **spaces** in the right **settings** and in the right **age groups**, we may be unable (and it is not a requirement), to meet the total demand.

Affordability: CYS operates on a “shared cost responsibility” philosophy that ensures fees are affordable for **both** the Family and the Army. This means fees are based on a Family’s ability to pay, and not by the age of the child, typical in civilian programs. By public law, there is a **minimum** of a 50/50 match between parent fees and Army provided funding.

Accountability: Our managers are well trained and competent in safeguarding the Army’s resources by providing efficient management oversight, good fiscal stewardship to reduce waste and protect assets. CYS programs are not meant to produce a profit, but are expected to break even. All four of these cornerstones must work in harmony – a program can have sufficient “availability,” but if low quality, no one will use the spaces; a program may be meeting 100% of the demand, but perhaps at a cost the Army cannot sustain.

CYS PHILOSOPHY STATEMENT

The philosophy behind the Fort McCoy CYS Curriculum is that young children learn best by doing. Children are enabled to learn firsthand about the world we live in through

active thinking, hands-on activities, and experimenting to find out how things work. Children are encouraged to explore the world around them using all their senses. Play provides the foundation for academic learning and enables us to achieve the key goals for our early childhood curriculum.

The goal of the Fort McCoy CYS curriculum is to help children become enthusiastic life-long learners. The children should be encouraged to be active, inquisitive, and creative explorers. The CYS curriculum values the right of children to learn at their own pace and in the ways that are best for them.

Our curriculum identifies goals for children in all areas of development. The primary resource for curriculum development in CDC is Teaching Strategies The Creative Curriculum. Our school age program is a member of the Boys & Girls Clubs of America (BGCA) and 4-H. BGCA materials, as well as CHARACTER COUNTS! materials, support curriculum development for our school age, middle school and teen youth.

- Social/Emotional: To help children feel good about themselves and their Family, feel comfortable in the CYS environment, make friends and feel they are part of the group. To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- Cognitive: To help children become confident learners by letting them try out their own ideas and experience success, by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe the ideas, observations, and feelings.
- Physical: To help children increase their large and small muscle skills and feel confident about what their bodies can do.
- Language: To learn to communicate, to develop receptive and expressive language, to participate in conversations, to develop print concepts, and enjoy and value reading.

The activities planned for children, the way the environment is organized, the toys and materials selected, the daily schedule, and interactions with the adults and children in the environment are designed to accomplish the goals of our curriculum.

Fort McCoy CYS also believes that children benefit most when teachers and Families work together and value the contributions of each other. Families are considered the child's first and most important teacher. By working together, children are in an environment where they are more likely to feel secure and as a result be more likely to explore, to experiment and to learn.

1. Children learn best when they are the heart of the curriculum. Learning is a process, not a product, and children's potentials can best be developed by the provision of rich and varied learning experiences that allow for active participation.

2. Children learn best when they are cared for by loving, informed, and trained adults that strive to work cooperatively with the Families.
3. Children learn best when they are considered holistically. Program components should address individual children in relation to their total developmental needs.
4. Children learn best in a safe and nurturing environment. The physical, social, and emotional environment should provide an appropriate framework for self-expression, satisfying interest and curiosity, supporting self-help skills and creating a positive sense of belonging.
5. Children learn best when their nutritional and physical needs are met. When children's hunger needs are met and any distresses comforted, then children will learn to better trust the world around them.

Introduction

Child and Youth Services (CYS) provides quality programs for children and youth between the ages of six weeks through 12th grade. Our mission is to provide a safe environment, enriching experiences and warm, loving care for children. We extend an open invitation for Families to drop in for informal visits. This provides an opportunity to become acquainted with Families and enables us to provide optimum learning experiences for children. Our program is structured developmentally and geared to the needs and interests of the children and their Families. Army Regulation 608-10, Army Directive 2015-44 (Updated Policy for Army, Child, Youth and School Services Programs), and U.S. Army Child, Youth and School Services Operations Manual (2015) are the documents that govern CYS.

The program is also designed to promote social, physical and intellectual growth in children. It allows them the opportunity to express their own ideas, to ask questions and to use materials and activities to discover and create. We help one another deal with feelings of fear, anger, joy, separation, frustration, love and sadness. The program and settings are designed to promote self-confidence, independence, cooperation and consideration.

CYS seeks to meet the needs of the Fort McCoy community by providing Full day, Hourly, Strong Beginnings Pre-K, and School-age and Middle School/Teen services.

We welcome you with the certainty that CYS will provide enjoyable and worthwhile experiences for you and your child.

A confidential file will be established for each child registered in the CYS program. The registration file will contain all information gathered at the time of registration.

Any information in your child's file will be categorized as "For Official Use Only". The information will not be made available to anyone not directly related to implementing your child's program without your written consent. Army FMWRC staff are also authorized access to children's folders. All information in your child's file will be signed

and dated by the appropriate person. You will have access to your child's file upon request. All files will be kept in a locked file drawer. Files will be shredded three years after your child's departure.

We strive to provide the best possible care for you and your child. Please contact us at 388-4124 if you have questions, suggestions or comments.

Children will be released only to a parent/guardian or authorized child release designee as shown in the Child & Youth Management System (CYMS) unless prior parent/guardian authorization is given. Please speak to your program director if you have a unique Family situation or if your Family situation changes during enrollment.

No parent may be denied access to a child including the right to pick up a child from a CYS program unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file in the CYS program.

Eligibility

Child Eligibility Criteria:

Eligibility is contingent on the sponsor status. Eligible patrons include active duty military personnel: DoD Civilian employees paid from either Appropriate (APF) or Non Appropriated Fund (NAF); reserve component military personnel on active duty or inactive duty training status; combat-related wounded warriors; surviving spouses of military members who died from a combat-related incident; those acting in loco parentis for the dependent child of an otherwise eligible patron; eligible employees of DoD contractors; and others authorized on space-available basis.

In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children are eligible for child care only when they reside with the Military Service member or eligible civilian sponsor at least 25 percent of the time in a month that a child receives child care through an Army program.

Note: In an in loco parentis relationship, a person takes on the role of a lawful parent by assuming the obligations and discharging the duties of a parent without formally becoming an adoptive parent or legal guardian. The child (ren) must reside with and be supported by the person. A special power of attorney to act in loco parentis is required to be on file.

Open Door Policy

CYS program level staff members are approachable and accessible to parent/guardians during the center's operation hours. Parents/guardians can voice their concerns, complaints and/or compliments regarding their customer service experience. CYS offers a Family friendly environment that encourages parents/guardians to drop in to visit or observe their child/youth.

To the extent possible, CYS will be offered to the qualifying children of eligible patrons. Garrison commanders will implement the following eligibility priorities:

PRIORITY 1: In order listed:

- (1) Children of combat-related wounded warriors
- (2) Child development program direct care staff
- (3) Single or Dual Active Duty Military
- (4) Active Duty Military with full-time working spouse
- (5) Single/Dual DoD civilian
- (6) DoD civilian with full-time working spouse.
- (7) Surviving spouses of military members who died from combat-related incident.

PRIORITY 2: Priority given equally for those whose spouse is actively seeking employment. The status of actively seeking employment **must be verified every 90 days (not to exceed 180 days)**. Placement based on date of application.

- (1) Active Duty Military
- (2) DoD civilian
- (3) Surviving spouses of military members who died from combat-related incident.

PRIORITY 3: Priority given equally for spouse who is enrolled full time in an accredited post-secondary institution. The status of post-secondary full time enrollment **must be verified every 90 days**. Placement based on date of application.

- (1) Active duty military
- (2) DoD civilian
- (3) Surviving spouses of military members who died from combat-related incident.

After meeting the needs of parents in priorities 1, 2, and 3, CYS will support the need for full-time care for other eligible patrons, such as active duty military services members with nonworking spouses, DoD Civilian employees paid from APF an NAF with nonworking spouses or same-sex domestic partners, eligible employees of DoD contractors, Federal employees from non-DoD agencies, and military retirees, on a space available basis.

Priority 1 eligible patrons are listed in order of precedence and may not be changed. Priority 2, 3, and space-available eligible patrons are not listed in order of preference but are placed based on the date of application.

Military Child Care. Com

MilitaryChildCare.com (MCC) provides a single online gateway for Families to access military-operated or military-subsidized child care options worldwide across all Services. The site enables Families to create a household profile, conduct child care searches, submit requests for care, and manage their requests at any time and from any location.

The new DoD site offers a more streamlined approach to finding and requesting care, expedites placement through a standardized request process and waitlist management tools, and provides reports that help programs better plan for future placement needs.

Through MilitaryChildCare.com, eligible Families can search and request care for full day and part day options in facility-based care for children from birth through-5th grade. Families may remain on a preferred program's waitlist even after being offered care or enrolling in another program.

Waiting List

Request for care on MCC.com does not ensure that Families will receive care by their request date. There is a potential that their position on the waiting list may change based on priority levels of other applicants, additions of Families from the projected care request list and age shifts.

When there is not a space available, Families are placed on "immediate". When the date you need child care is in the future, Families are placed on "Projected" list. AR 608-10 and Army Directive 2015-44 (Updated Policy for Army Child, Youth, and School Services Programs) will be used to fill any openings.

Unborn children are maintained on the "Projected" list by sponsor priority and date of application until born. They are not considered immediate demand until birth.

Families who are on a waiting list (Projected or Immediate) must verify monthly that they wish to keep their request for care. Requests for care are removed by MCC.com if parents do not verify/update their request on a monthly basis. Updates are made through MCC.com. Parents are notified by an email from MCC.com to update their information.

When a slot becomes available, CYS personnel will make the offer to the Family through Mcc.com. CYS will also call or email to offer the spot.

Once notified, parents will have 48 hours to respond in Mcc.com if they are accepting or declining the offered spot. If a Family declines the spot but wishes to keep their request for care, your initial date will be changed to the date you declined. Upon acceptance, patrons have two (2) working days to return to Parent Central Services (PCS) Office to register, enroll in the program, and schedule a Parent Orientation. The offer will be removed, if the registration/enrollment process isn't completed within the 48 hours.

At the time the parent accepts a spot, they are required to pay a down payment which is equal to 10% of the patron's Total Family Income Category monthly payment. The down payment is non-refundable and will be credited towards the first month's payment. Consideration will be given to patrons who need to withdraw prior to the start date due to employment, Permanent Change in Station (PCS) moves, Family emergencies, etc.

First payment will be due 2 weeks from the date of acceptance or the first day the child starts.

If a space becomes available for an infant between birth and the date the space is needed (up to six weeks), the parent may accept the space and pay for it until the child is actually enrolled, or turn down the space and remain on the waiting list until a space becomes available after the child is old enough to enroll in the CYS program.

90 Day Waiver/Verification

For sponsors with spouses seeking employment, proof of actively seeking employment must be verified every 90 days, not to exceed 180 days. In the event that a waiting list exists after the waiver period, services may be terminated. For sponsors with spouses enrolled as full time students, proof of full time enrollment status must be verified every 90 days. If proof is not provided, services may be terminated. When an unemployed/seeking-employment spouse accepts employment or enrolls full time in school, documentation needs to be provided and the child will retain their childcare space in the program.

Registration

Parent Central Services serves as a "one stop shop" registration office to enroll your child or youth in any of our CYS programs. Parent Central Services is located in building 1668. Registration appointments are scheduled between 8:00am and 4:00pm Monday through Friday.

Registration forms can be picked up at Parent Central Services (Bldg. 1668) or Families can start the registration online at <https://webtrac.mwr.army.mil>.

Families that have been registered at another installation prior to transferring to Fort McCoy should contact our CYS Parent Central Services office so that your registration information can be transferred into our database. A valid e-mail address is required to confirm information.

Pre-registering online (for new CYS patrons) at <https://webtrac.mwr.army.mil> and transferring of data (for existing CYS patrons from another installation) will reduce time spent at the registration office. A typical new registration can take 45 minutes or longer at the office depending on how many Family members you will be registering with CYS.

Children enrolling in the Child Development Center (6 weeks-5 year olds) will be not be able to begin without a record of current immunizations. Immunization documentation for children in school age care is not required if they are enrolled in local public school systems where proof of current vaccinations is required. An immunization record is not required for youth enrolled in the Youth Center (YC).

If your child has a food allergy, physical, medical, behavioral, or development condition you must inform the registration office prior to completing registration. Notification is required to ensure any special provisions and medical documentation/forms are in place, if necessary, for your child (ren) while in any CYS setting. A Special Needs Accommodation Process (SNAP) meeting may be required **before** your child may start care.

Parents must fill out the necessary paperwork and attend an orientation with the Program Director before their child can receive services in any CYS program. As part of the in-brief for children enrolling in the CDC, Families will be asked to complete an Ages and Stages Questionnaire and Child and Family Profile Form (DA 5224). The information gathered will assist your child's teacher in planning appropriate program activities geared to your child's needs and abilities.

Youth Center (YC) members (6th -12th grade) need to complete the CYS Youth Program Registration & Sponsor Consent form before attending the youth center.

Sponsors must ensure that information on file is kept up-to-date. Any changes in phone numbers, address, student status, family income or emergency contacts should be reported to administration personnel.

CYS is a non-profit organization and does not discriminate on the basis of color, creed, race or sex.

Items Required for Child/Youth Registration: Children/Youth must be fully registered before they can use any CYS Programs.

To expedite or avoid delay of the registration process, please have the following available.

- Identification Card (Sponsor or Spouse)
- Social Security Number (Sponsor Only)
- Immunization Record or transcription (CDC children only)
- Proof of Income: (i.e. Leave and Earning Statements/Pay Vouchers or proof of fulltime school enrollment)
- Health Assessment – must be completed by a doctor and turned in within 30 days from your registration date. If this requirement is not met, your child's pass

will be suspended and child care services **will be denied** until the form is completed and turned in. The Health Assessment is due every three years and at any time there is a change in your child's medical condition.

- Local Emergency/Child Release Designee (minimum of two within a 30 mile radius)
- Family Care Plan (Dual/Single Military Only). No later than 30 days from registration.
- Sponsor/Spouse home and work information

The following forms must be completed, signed and dated to complete registration:

- DoD Child Care Fee Application (DD Form 2652) **or Electronic Version**
- Health Screening Tool (DA Form 7625-1)
- Medical Action Plan (MAP) – this form must be completed by a doctor for any child diagnosed with allergies, dietary restrictions, asthma, diabetes or seizures.
- USDA form
- Program Agreement (DA Form 5226-R)
- Infant Sleep Position (under the age of one year)
- Internet form (SAC only)

Re-Registration

Registration **must** be renewed annually at Parent Central Services (Bldg.1668). The sponsor will be notified to schedule an appointment to re-register. If this requirement is not met, your child's pass **will expire** and child care services **will be denied** until re-registration is complete. If a waitlist exists for your child's program, you will be placed on the waitlist until a space is available.

Sponsors are emailed the following forms to be completed and brought with them to their appointment:

- USDA Form
- Health Screening Tool (DA Form 7625-1)
- Health Assessment (if applicable)
- Program Agreement (DA Form 5226-R)
- Child and Family Profile Form (DA 5224) (CDC Only)
- Medical Action Plan (Asthma, Allergy, Seizure, or Diabetes if applicable)
- Special Diet Form (if applicable)

The sponsor will update and initial the following:

- Basic household information (address, phone numbers, emergency contacts)
- Work information (phone number, email, unit/branch, military rank/grade)
- Health Assessment – Review Health Assessment and if there are no changes to your child's medical status, print, sign your name and date the form. A new

health assessment will be required every three years and any time there are changes in your child's medical condition.

Immunization Schedule

Children enrolling in or currently enrolled in Army CYS programs must provide written documentation of immunizations appropriate for the child's age. **This includes documentation of an annual influenza vaccine.** CYS programs will follow the immunization recommendations of the Advisory Committee on Immunization Practices and comply with generally accepted practices endorsed by the American Academy of Pediatrics and the U.S. Centers for Disease Control and Prevention, as well as the latest guidance from the Office of Family Policy/Children and Youth. Children who have not received their age-appropriate immunizations before enrollment and who do not have documented and approved religious waivers or medical exemptions from routine childhood immunizations will show evidence of an appointment for immunizations. The required immunization series must be initiated within 30 days of the due date.

Immunization documentation for children in school-age care is not required if they are enrolled in local public school system where proof of current vaccinations is required. All other children must provide proof of immunization. Children's records will be updated annually or as needed for their health, safety, or well-being.

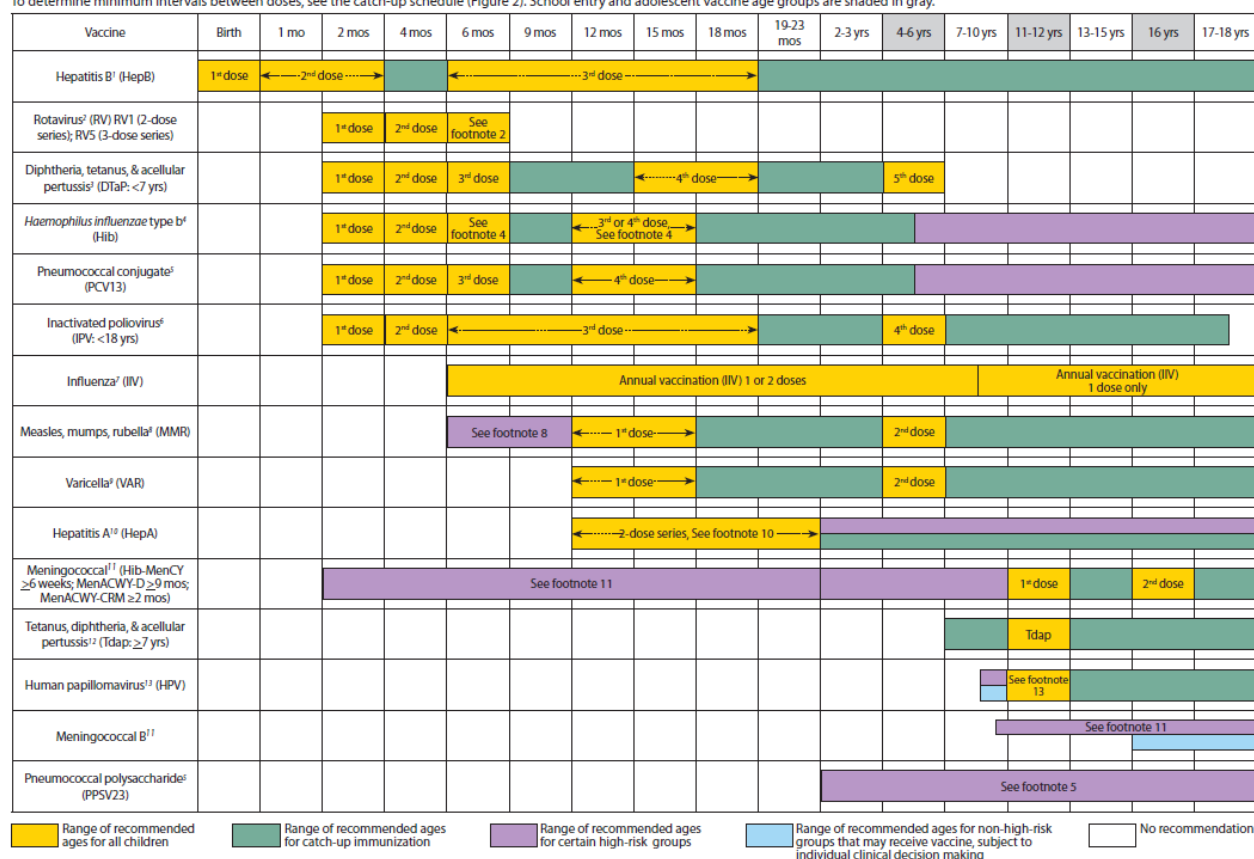
The only exceptions to the immunization requirement are for documented medical reasons from a health care provider or an approved religious objection waiver. If an immunization is not administered because of a parent's religious beliefs, the parent must provide a written request for waiver explaining the objection to the vaccination based on religious beliefs. Philosophical exemptions are not permitted. Parents must reapply for a new medical or religious exemption request at each installation.

The Garrison CYS Coordinator is the approval authority for all medical and religious exemption requests for that installation. The CYS Coordinator may seek advice from the supporting Army Public Health Nurse/Health Consultant or the Staff Judge Advocate Office on any particular waiver requests. In the event of an outbreak of an immunization-preventable disease, the CYS Coordinator will exclude children who have been granted immunization waivers from the CYS Programs.

Figure 1. Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger—United States, 2017.

(FOR THOSE WHO FALL BEHIND OR START LATE, SEE THE CATCH-UP SCHEDULE (FIGURE 2)).

These recommendations must be read with the footnotes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars in Figure 1. To determine minimum intervals between doses, see the catch-up schedule (Figure 2). School entry and adolescent vaccine age groups are shaded in gray.



NOTE: The above recommendations must be read along with the footnotes of this schedule.

PPD is not routinely required for group child care settings. Children in Families coming from high endemic areas may need a PPD test and those will be addressed on an individual basis.

It is important to provide a copy of the updated immunization record as children receive additional immunizations. **Maintaining an updated immunization record is a requirement to utilize child care services.** CYMS is set up to provide a 30 day advance notice that immunizations are due. For those children with pending immunizations, the parent will be notified in writing what is required and by what date. Parents must provide documentation of appointment if the appointment date is after the shot due date. If this requirement is not met, **child care services will be denied** until the updated immunization record is turned in. We are **required to comply with the Army Policy regarding required immunizations.**

If a child is unable to receive an immunization in a timely manner (such as being delayed due to illness on the day the immunization was scheduled), the sponsor is to provide documentation from a medical provider stating the reason for the delay and a new timeline of when the immunizations will be received.

Family fee determination occurs during the CYS registration process prior to enrollment in a regularly scheduled full or part day program. PCS will complete the DD Form 2652 or electronic equivalent to document eligibility and applicable fees. All earned income will be included on the DD Form 2652 or the electronic equivalent version to determine Total Family Income (TFI). Parents who do not provide the required documentation will be charged the highest fee category.

TFI is defined as all earned income and includes wages, salaries, tips, special duty pay (flight pay, active duty Demo pay, sea pay), and Active Duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income including SSI paid to the spouse and VA benefits paid to the surviving spouse before deductions for taxes.

TFI calculations must also include quarter's subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind. Rather than use the Basic Allowance for Housing (BAH) listed on the Leave and Earning Statement (LES), installations must use the Non-Locality Basic Allowance for Housing with Dependents Rate (BAH RC/T) for all members, regardless of whether they live in government housing or off installation. Use the local BAH rate in location where military members receive less than the BAH RC/T allowance. For dual military members, regardless of whether they reside in government housing or off the installation, use the BAH RC/T with Dependents Rate of the senior member only, disregarding the instructions on DD Form 2652 or electronic equivalent.

Family Subsistence Supplemental Allowance (FSSA) is not included in the TFI calculation. TFI calculations should not include alimony, child support received by the custodial parent, SSI received on behalf of the dependent child, reimbursement for educational expenses or health and wellness benefits, Cost of Living Allowance (COLA) received in high cost areas, temporary duty allowances, or re-enlistment bonuses.

Fees for blended married 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 separated and unable to reconcile their marital relationship, civil union, or domestic partnership. Notarized statements to document legal separation must be co-signed by the battalion level commander. DoD civilian patrons must provide a legal separation document. All other fee determination related to Family structure/situations will be resolved locally.

The TFI documentation for fee purposes will be based on:

- Military Sponsor's current Leave and Earning Statement (LES).

- Civilian Sponsor's Current LES.

- Spouse's/Partner's LES, W-2 forms, and/or other income documentation.

- Schedule C (IRS return) from previous year to demonstrate wages from self-employments.

Letter from employer if Spouse has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours in order to calculate an annual pay estimate. Pay stub must be submitted following the first month of employment.

In households where non-related families or non-married couples are living in the same residence, the income of all adults who are financially contributing to the welfare of the child is calculated in determining the TFI.

In households where parents are married or in a legal partnership and the custodial parent is geographically separated from the sponsor, TFI will be calculated using the income of both parents/legal partners.

Fees for Families utilizing Family Care Plans or other temporary guardianships are calculated based on sponsor's TFI.

The income for spouses/partners who work on commission and who do not have a previous tax year return should be calculated as follows: Individuals who have no employment income history and whose income fluctuates throughout the year must provide an employer estimate of the anticipated annual earnings. Individuals who are self-employed will be required to provide an estimate of annual earnings. TFI for individuals who own their own business should use the business net income amount.

DoD Contractor employees are no longer eligible to receive fee assistance and will have a different fee category than the rest of the eligible CYS patrons.

Total Family Income Adjustments and Fee Adjustments

TFI category is adjusted when:

- The unemployed spouse finds paid employment
- There is a documented reduction in TFI (e.g. change from full time to part time, furlough, loss of or new employment of unemployed spouse, etc)
- A Financial Hardship Waiver is granted to change the TFI.
- A TFI calculation error places Families in a higher TFI Category. Retroactive credit from the date of the error will be applied to the Family household. When TFI calculation errors result in underpayment, Families are notified that fees will be adjusted during the next re-registration, unless the mistake is determined to be fraudulent.

Parent Fees are adjusted when:

- The Family moves to a new TFI category (e.g. during re-registration or when an unemployed spouse looking for work finds employment).
- Children transition between programs with different fees, e.g., full day care to kindergarten, After School to Summer Camp).

- Army Fee policy directs a fee change.
- A Financial Hardship Waiver is approved.
- The Family relocates to another installation with different fees.

Parents who do not provide the required documentation will be charged the highest fee category.

Annual Fee Audit Installation audit agencies will conduct an annual audit of the processes and procedures used to determine TFI and the assignment of Child & Youth fees.

Patrons will be informed of any fee changes as soon as guidance from the Department of the Army is received.

Defense Civilian Sponsors may have a Potential Tax Liability for On Post Care. Please consult your tax advisor and register with the DoD Third Party Administrator when specifics are provided by DoD.

Financial Hardships

Per the fee policy, CYS and Army Community Services (ACS) will partner to provide necessary information to Commanders so a decision can be made for financial hardships. ACS Financial Readiness Program (FRP) or comparable qualified professional (in the case of contractors) will provide financial information and planning services to CYS patrons who are experiencing financial hardship/difficulties and/or cannot pay child care bills as outlined in program agreement.

Families who are experiencing financial hardship/difficulties are to immediately notify the Program Director in writing. The program director will refer patrons to the FRP and follow the procedures outlined in the Financial Hardship SOP.

Families whose child care fees are 25% or more of their Total Family Income will be informed that they have the option to immediately request a Financial Hardship.

CYS may discontinue any patron financial agreement if the patron fails to adhere to any of the stipulations agreed upon in the signed letter from FRP or the Financial Planning Worksheet.

FRP manager will arrange meetings with referred CYS patrons within 72 hours of patrons requesting assistance from FRP. The FRP will review patron finances and provide resources to meet financial needs, jointly develop a spending plan with patron and/or provide a recommendation to Garrison Commander for reduced child care fees. ACS/FRP will forward financial hardship recommendation to Garrison Commander with a copy to the CYS Coordinator. Requests that do not warrant consideration by the Garrison Commander/designee will be returned to CYS Coordinator. The Garrison

Commander will approve/disapprove FRP manager recommendation and notify CYS Coordinator and ACS Director of decision.

Refunds

Refunds are authorized for:

- Program closures for repair or renovation and an alternate care setting is not provided.
- Unexpected prolonged (over 2 weeks with Garrison Commander's approval) child absence due to Family emergency or extended illnesses.
- Other extenuating circumstances (Garrison Commander's decision).

Note: Garrison Commander may refund or credit fees on a case by case basis for individual Families with special circumstances when the child will not be in the program for a period of time and the fee has already been paid or when a program is closed for special circumstances. The refund must not have a significant financial impact on the program.

Refunds are NOT authorized for:

- Child absences two weeks or less
- CYS short term program closures due to inclement weather (3 days or less), staff training, or special installation circumstances determined by the Garrison Commander.
- Unused leave/vacation
- Withdrawal from a SKIES instructional class.

Payment Policy

Payment is due based on the payment plan specified on the sponsor/program agreement. Fees for child care including summer camp are the same every payment cycle regardless of days missed due to illness or holidays. For services billed twice a month (1st and 15th) a \$10.00 late fee will be assessed on the 6th business day of each missed payment cycle. For regularly scheduled activities billed monthly, a late payment of \$20.00 will be assessed on the 6th business day after the 1st of the month billing. Full payment (to include late fees) must be received by the last working day of the month or services will be suspended until full payment is received unless a financial hardship waiver has been initiated. Families risk losing their child care space on the last working day of the month when full fee payment is not received.

Hourly care must be paid in full on the day services are provided. Advance payments are also accepted. Hourly care patrons with an unpaid balance (for hourly or no-show fees) will be denied use of hourly services until the outstanding bill has been paid in full.

If there are special circumstances and the patron does not feel the late payment is warranted or there are special circumstances they wish to have considered, they may

request an exception to policy through the CYS Coordinator to the Garrison Commander or the Commander's delegated representative.

Patrons identified as having a delinquent account will be referred to Army Community Services' Financial Readiness Program (FRP) for financial counseling provided at no cost for CYS patrons. The FRP will assist in ways such as developing a household budget, determine if extenuating circumstances exist, determine if a request for financial hardship be sent to the Garrison Commander and/or establish a payment plan.

SAC/YC summer camp payments:

- SAC/YC summer camp operates on a weekly basis and payments are due in advance of service.
- **The non-refundable, non-transferable weekly payment is due no later than 5:30pm on the Monday prior to the beginning of camp week.**
- If your payment is not received by 5:30pm on Monday, you will be un-enrolled from that week of camp.
- If you wish to re-enroll for that camp week, space must be available and payment is required at the time of enrollment.
- You may request up to three full days of occasional care per week. Hourly care is limited to five hours per week. You may call up to one month in advance to request your dates and be placed on the list for those dates. Requesting hourly/hourly care does not mean that a space is available. The Friday of the week PRIOR to the dates you have requested, you can contact the SAC/YC to see if there is space available on your dates. Occasional day rate is \$30 per day and must be paid no later than the day of service. Hourly care is \$4.00 per hour and is also due no later than the day of service.

Sponsors are required to give written notice of at least two weeks when care is no longer required. If notice is not given, the sponsor will be charged for the time within the notification period that the space is not filled. **A one-time ten percent reduction may be applied to the final payment for full day, and before/after school care programs when a 30-day notification for withdrawal/disenrollment from a program is provided.** This reduction is not applied to Families transitioning to other on post CYS program (e.g. transitioning from CDC to SAC, etc.)

Special event field trips (typically off post) are offered at an additional cost and are not part of the regularly scheduled program fees. A sign-up roster will be provided and payment on a first come/first served basis for the field trip is what reserves your spot.

Some field trips are part of the regular camp programming and the cost is included in the weekly camp fee.

Post-dated checks are not accepted.

Checks that are returned due to insufficient funds will incur a service fee in addition to the face value of the check which must be paid to NAF Support Services (NSS) in Bldg. 1668. Check writing privileges for CYS programs will be permanently revoked. Late payment CYS fees may also be applied. NSS regulates check privileges and may assess further penalties for repeat offenders. Childcare services will also be suspended if payment, including all incurred fees, is not received in full by the last day of the month.

Termination/Collection Procedures

Collection process for military patrons:

A DD 139 Garnishment Action will be drafted/initiated IAW local Financial Management procedures.

Collection process for civilian patrons:

Collection actions will be initiated IAW local Financial Management procedures. At minimum, names/key contact information will be provided to Financial Management. Financial Management may obtain additional assistance on civilian collections from IMCOM-FMWRC Banking and Investment.

Denial of Service Procedure for Regularly Scheduled Full Day and After School:

If full payment (child care fees and any penalty fees) is not received by the last business day of the month, the following steps will be taken:

Children will be removed from the class activity roster before the installment bill for the next 1st of the month billing cycle is run.

Upon denial of services, the child's primary pass (CY-CHILD, or CY-SAS) will be suspended until such a time as the debt is cleared. This pass suspension will prohibit the child from using any CDC or SAC services (to include hourly care) during this period. Parents may not transfer between programs if there are delinquent in fees.

Once the above actions have taken place, patrons must work with the Financial Management Office (not CYS) to clear their account. Any future payments on this overdue account cannot be accepted by CYS or processed through CYMS. Patrons must make all payment arrangements for the overdue account directly with the Financial Management Office.

Reinstatement

Once a child has been terminated for non-payment, all delinquent fees and penalty fees must be paid in full for the child to be eligible to use any CYS child care programs.

With proof of payment, the child's pass will be changed from suspended to active. The original/renewal date remains the same. At this time, the child will be able to begin using hourly care services.

If Families want to re-enroll in regularly scheduled CYS child care program following payment of a delinquent account, they will be treated as a new Family. If the previous child care space is no longer available, the Family must submit a request for care on the Militarychildcare.com website.

If a wait list exists for the type of care the Family is requesting, the child will be placed on the wait list with the current calendar date as the new initial date. Any exception to the above procedures due to unusual need/Family circumstances must be requested in writing and approved through the Garrison Commander or the Commander's delegated representative.

Multi Child Fee Reduction

A 15% Multi Child Reduction (MCR) is applied when more than one child is enrolled in regularly scheduled child care programs (CDC, SAC, and YP before school/camp or youth sports).

Multi child reductions are not applied to Contractor employees, Hourly Care Services, SKIES *Unlimited* fees, or School Age Care occasional user fees.

Hourly Care Fees

The standard Army-wide hourly care rate is \$4.00 per hour per child for all CYS programs regardless of your TFI category. Hourly care fees and occasional use School Age fees are due **in advance of or on the day of service** when your child is picked up. Late fees will be assessed for failure to promptly pay hourly. Reservations can be requested up to 30 days in advance. Hourly care is provided utilizing vacant full-time spaces. CYS tries to accommodate all requests for hourly care, however requesting a time for hourly care does not guarantee that a space will be available. Same day reservations may be accepted on a space available basis. Any reservation cancelled after 8:00 am or not kept at all (no shows) will be charged the hourly rate for the time reserved or \$5.00, whichever is greater.

Youth utilizing hourly care at School Age Center receive four free open-recreation hours each month. An Army-wide hourly care rate of \$4.00 per hour for School Age children is established for Families needing five or fewer hours of child care per week. School Age hourly care may be used in 30 minute or one hour increments. Users may not exceed five hours per week at this rate or accumulate hours from week to week. If you require over five hours of care in a week, the partial day rate is \$16 per youth for up to four hours and \$30 per youth for over four hours.

SAC Occasional users may be charged separate fees for field trips, special activities and extended hours that would ordinarily be included in the regularly scheduled monthly/semi-monthly/weekly fees. Occasional care is only available on a space available basis.

Late Pick-Up Fees

CDC and SAC programs are authorized to charge a late pickup fee of \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. After 15 minutes, the charge is \$5.00 per child/per site for the next 45 minutes. CYS emergency procedures will be followed when the child (ren) is (are) left at the program one hour after closing the program. The clock on the CYMS computer will be used as the “official time”.

Patrons who anticipate being delayed 15 minutes or longer should contact one of their child release designees in advance to pick up their child.

A late fee is not charged for approved Mission Related circumstances or when specific arrangements are made to extend child care prior to pick up. Mission related circumstances must be validated by a Unit commander and/or equivalent supervisor. The supervisor or Commander must use a “Request for Mission Related Extended Hours” form to verify that the patron was unable to be released from their duties due to mission requirements in order to have the late fee removed from their account. The time frame covered by “extended hours” is before 0630 and after 1730 Monday – Friday for center based programs, weekends, holidays and any other days/times that the program is closed. More information regarding extended hours care is available in CYS SOP ADMIN 7.

Leave/Vacation Credit

CDC Families select a 2-week or 4-week Leave/Vacation Fee Plan (which reserves their child’s space) for each child enrolled in a regularly scheduled Child Development Center Program. Selection will occur during the Family’s initial registration period or at re-registration for the upcoming 12 months. Families who choose the 4-week vacation plan will pay a higher monthly fee than Families who choose the 2-week vacation plan since their fees are annualized to include leave/vacation. Once a Leave/Vacation Fee Plan is selected, it remains in effect for the entire registration year (12 months).

The 2-week or 4- week Leave/Vacation Fee Plan must be taken in a minimum increment of five consecutive work days. Consecutive work days include two days in one week and three days in the following week. In CDC programs, fees are not charged during the time the child is absent, and the child care space is reserved for the Family until the child returns.

Families will be informed of the Leave/Vacation Fee Plan Policy during registration, program orientation, and re-registration.

Patrons must provide two-week advance notice to take leave/vacation. Leave/vacation is tracked in the Child & Youth management System. Patrons failing to notify CYS of a child’s absence due to leave/vacation will be charged the full package fee. Leave/Vacation credits not used during the registration year may not be carried over to the following year.

Parent involvement is a critical indicator of overall program quality and a key factor in the attainment of national accreditation for CYS programs. Successful CYS programs view Families as an integral part of their operation and strive to find meaningful ways for parents to enhance overall program quality through a variety of program specific participation opportunities. The Parent Participation Program is an important component of parent involvement but is not intended to cover all ways that parents are involved within their child's program.

Parents may earn a fee reduction for volunteering a minimum of ten hours generally in their child's program or on behalf of the entire CYS program.

Participation points may be accumulated from month to month until the parent earns 10 points.

A 10% reduction on one month's fee for one child may be awarded for each 10 hours of parent participation. Reductions are limited to 10% per child per month.

Parent Participation point may only be used for regularly scheduled programs (e.g. Full Day Care, After School Age Care, and School Break Camps). Parent participation points will not be used to reduce hourly care fees.

Parents may not share their parent participation points with other Families.

Parents who participate in the program are considered intermittent volunteers due to the occasional nature of the voluntary services. While they are not considered statutory volunteers, they will sign a gratuitous service agreement.

Background checks are not required for parents volunteering through the Parent Participation Program. Parent volunteers will never be left alone with children. Those who volunteer will normally do so without the responsibility of caring for their own enrolled or non-enrolled child except when participating in field trips.

Parents who participate in the Parent Participation Program will earn points toward a fee reduction based on the number of hours they volunteer. Categories, points of contact for each category, associated abbreviations and corresponding standard approved point values are detailed on the Parent Participation Program Opportunities chart that are displayed in each program. Categories for volunteer options and sample activities are as follows:

- PE (Program Evaluation): Assistance with Accreditation or Inspection team participation or survey completion
- ED (Parent Education): Teach a class for other parents or staff, attend a parent workshop or Parent Advisory Board (PAB) meeting, PAB classroom representative

- EV (Community or Special Event): Help with activities during Month of the Military Child, assist in some way at seasonal parties, coordinate a volunteer effort
- CA (Classroom Activities): participate in program activities (field trips, homework assistance, etc), share talent, make deployment boxes
- PWP (Program Wide Projects): repair toys/equipment, create bulletin boards, laminate classroom materials, sew smocks for staff
- IP (Individual Projects): make games, record books for MP3 players

Earning Parent Participation Points:

- When a parent is interested in providing one of the parent participation options, they will be required to contact the POC listed to obtain approval and/or further information.
- Parents will sign in and out on the Parent Volunteer Sign-In Sheet in order to receive credit for volunteer hours.
- Volunteer hours may be accrued in ½ hour increments but will be recorded by the hour.
- Parents participating on field trips will sign in as a field trip participant and may also be required to sign in on the central log depending on local policies and procedures.
- CYS personnel will use CYMS to officially record and track all parent participation points earned and redeemed.

Redeeming Parent Participation Points:

- The 10% reduction will be calculated on the activity balance (on one month's fee for one child) remaining after all other discounts have been applied.
- Parent signs the parent participation redemption sheet. By having parents sign up on the sheet they are acknowledging that they wish to use their accumulated points.
- Parents must earn credits by the last day of the month preceding the month in which they will be used (i.e., points earned in July cannot be applied to the July bill; they can first be redeemed against the August 1st bill).
- Parents may continue to make their payments on a semi-monthly basis, but the full discount for the month will be applied to the first of the month payment.
- Parents utilizing summer camp may use their points for a 10% fee reduction. Ten points redeemed = 10% discount up to four weeks of summer camp. Points

will be applied to future unbilled camp weeks only and cannot be applied to prior weeks.

- Parent may not redeem Parent Participation points when making online payments. Participation points must be redeemed at the point of service.
- Points do not expire as long as the Family holds a valid CYSS registration at the issuing garrison. Unused points can be carried forward from year to year at the issuing garrison.
- Points will not transfer from one garrison to another or from one Family to another.

When a Family leaves the program and has at least ten points accumulated, they may choose to have the 10% reduction applied to the prorated final bill. Any unused points will be forfeited since they cannot transfer with you to another garrison.

Parent Advisory Board

The Parent Advisory Board (PAB) works cooperatively with CYS personnel and management to ensure quality care and services for children while fostering parent participation in special events, field trips and other activities. The PAB can advise CYS management on issues regarding administrative policies and programs. The PAB meetings provide a forum for parent education, information sharing, and healthy positive discussion of issues relative to child and youth care. Regularly scheduled meetings are open to all parents who are eligible to use the Fort McCoy CYS programs

PAB meetings are usually held bi-monthly and are conducted through a board, referred to as the PAB. The PAB will be comprised of parent representatives from each CYS Program. The parent representatives will act as a liaison for their area and will attend the regularly scheduled PAB meetings to raise issues and share information with other room parents.

PAB meetings are also used for parent education events and workshops on topics that parents have expressed an interest in. All education topics will be announced prior to the meeting and parents will earn a parent participation point for attending the workshop.

Parents are encouraged to share any ideas or input they have regarding our Installation Child Youth Operations Plan (ICOP) or the Mobilization and Contingency (MAC) Plan during PAB meetings. The most recent ICOP and MAC Plan are briefed annually at PAB meetings. The PAB may also solicit members to participate in other planning groups for various program or special events.

Deployment Support Services

Deployment Support benefits are only authorized for eligible Army Families.

Mission levels are with the five (5) eligibility criteria below:

Criteria 1: Deployed Contingency Operations

Criteria 2: Assigned to a Warrior Transition Unit (WTU)

Criteria 3: Deployed Rotation Forces

Criteria 4: Deployed Non-Contingency Operations

Criteria 5: Survivor Outreach Services (SOS)

For a Soldier to be eligible for deployment support benefits, one of the above eligibility criteria must be indicated in either official orders or a letter from the Commander. TDY, TCS and PCS statuses must align with one of the five (5) eligibility criteria.

For more information, patrons should contact CYS Parent and Outreach Services Office.

Family Responsibilities

- Please dress your child in clothing suitable for active play. **Please do not dress your child in clothing you do not want soiled.**
- **Closed-toe shoes are required.**
- All loose clothing (jackets, boots, sweaters, etc) should be labeled with the child's first and last name. CYS is not responsible for lost clothing.
- Personal belongings – Children/youth should not bring gum, candy or other food, sippy cups, or personal toys or other items from home to any CYS program. CDC children (over 1 year of age) are allowed to bring blankets and other items that offer security. CYS will not be responsible for lost items.
- Cellular phones are not permitted for youth younger than the Youth Center (6th-12th grade) program. CDC and SAC youth are NOT allowed to have cell phones while at the program. Parents may reach CDC and SAC youth by calling the program main phone number and asking to speak with your child. Youth Center (Middle School/Teen) youth may use their personal cellular phones during designated times while at the program. Failure to follow the Youth Center rules regarding cell phone usage may result in the loss of this privilege.
- SAC/YC youth may bring clear (non-colored), covered, plastic water bottles labeled with first and last names to the program. Water is provided during all activities at and away from the Center, so water bottles are optional. Only clear water is allowed – no flavor additives, juice, soda, etc. All bottles must be taken home daily for cleaning or disposal. No spray/straw/or squirt tops are allowed;

bottles must have spill proof caps. Please see the SAC/YC management staff if you have questions regarding youth water bottles.

- Family involvement is vital! Parents/guardians are encouraged to visit and/or participate in any of the programs. Volunteers are always welcome! Patrons visiting their child during the day are required to sign in at the front desk and wear a visitor's nametag.
- All patrons utilizing CYS programs are requested to cooperate with established rules for operation. CYS is highly regulated and must comply with stricter criteria than most programs outside the gate. The additional regulations and requirements are indicative of the quality of care that resulted in CYS programs being identified on a national level as "the model for the nation".
- Courtesy to staff and other Families is expected at all times.
- Parents are responsible for the safe arrival and departure of their child in our program. You **MUST** escort your CDC/SAC child to and from the center and swipe your child in at the front desk as well as sign your child in on the daily attendance roster located in each classroom. The SAC sign-in sheets are located in the front hallway. It is extremely important for us to have an accurate count of children in our program both in the classroom and at the front desk.
- The YC youth (6th – 12th grade) can sign themselves in and out of the program.
- Full time patrons are issued two key fobs to swipe their child in/out at the front desk. If you are unable to find your key fobs, please notify the front desk and new ones will be issued. SAC/YC youth have swipe cards at the program and are able to swipe themselves into the computer system; parents must still sign SAC youth in and out on the clipboards.
- Please allow sufficient time (each morning and night) to help transition your child to and from the classroom. CDC parents should wash their child's hands, check their diaper and/or have them use the bathroom, and speak to the classroom teacher regarding your child's care for the day. SAC/YC staff are to ensure youth wash their own hands upon arrival.
- CYS staff must be able to contact the parent/guardian (or alternate) anytime throughout the day. Please ensure valid phone numbers are on file for parents and local emergency designees. If your phone numbers or emergency contacts change, please inform the front desk so they can make the necessary changes in our computer system.
- In accordance with the Installation Child Supervision Policy, children under the age of 10 years may not be left unattended in any motorized vehicle and children under 16 years may not be left unattended in a motorized vehicle that has the keys in the ignition and/or the engine running. No exceptions to this policy will be permitted.

- **Child/Youth Absences.** Please notify CYS as soon as possible if your child/youth will not be in attendance. Parents will be called if their child/ youth is not in attendance by 9:00am and prior notification has not been given. If you will be dropping off after 9:00am or not attending for the day, please contact the Center to let the front desk staff know your child will be absent or arriving late.

Closing Policy

CYS will close due to inclement weather when the post is OFFICIALLY CLOSED or when only mission essential personnel are to report for duty. We are also closed for all Federal Holidays, the day after Thanksgiving and Christmas Eve. CYS will notify patrons in advance, whenever possible, of additional periods of non-service (i.e. additional holidays, closings declared by the President or Installation Commander, or closure for training, etc).

Behavior Policy

Behavioral limits are clear and consistent. Children are expected to be considerate of others and to maintain materials properly. Each child is treated with warmth and respect and helped to express their feelings. Corporal punishment will not be used under ANY circumstances.

Our primary effort is to teach the children/youth acceptable ways to resolve conflict and to help the child/youth develop self-discipline. When a child's behavior becomes excessively inappropriate and unacceptable, temporary removal from the group may be necessary.

A child/youth may be excluded from the program when behavior is detrimental to the health and safety of the child, other children or staff, and is in the best interest of the program.

Standards of Conduct and Accountability

A copy of the Standards of Conduct and Accountability SOP is available. The SOP addresses appropriate versus inappropriate touching practices within the control of adult/child interactions. It delineates boundaries and stresses that appropriate nurturing interactions are healthy and necessary for child development.

Reporting Child Abuse

By Wisconsin State Law and by Army Regulation, all CYS personnel are required to report all suspected cases of neglect, physical, emotional or sexual child abuse. CYS personnel suspecting or observing evidence of child abuse or neglect will report it immediately to the Reporting Point of Contact (RPOC) Project CAN (Child Abuse Neglect) at 1-833-327-7233 between 0800-1630 and SIMULTANEOUSLY report to the CYS Program Director. Call the Fort McCoy Police at 608-388-2266 or 911 if outside of those hours. Below are the contact numbers for your use for reporting options in our community.

Project CAN	833-327-7233
Family Advocacy Program Manager	608-388-2412
Fort McCoy Police Department	608-388-2266
Installation Safety Office	608-388-3403
Department of Defense Hotline	877-790-1197
(DoD Hotline is for Institutional reporting)	

Field Trips

Special trips are sometimes planned to augment the developmental program. Patrons will be notified in advance of the date and destination of each trip and are encouraged to volunteer for these activities. Sponsor/Spouse must sign permission slips before each field trip.

Parents may be charged fees to cover the cost of occasional program enhancing special events. Events may include optional trips to amusement parks, water parks, carnivals, concerts and other activities determined to be outside the program operating budget. Spaces will be limited.

Holiday, Birthday and Special Occasions

Contact your child's teacher or Program Director if you have input or recommendations for holiday activities that you feel should be included in the curriculum of activities. Let us know ways that you would like to share your special Family culture in our program. The following guidelines will be applied when conducting holiday, birthday, or special occasion celebrations within a CYS setting:

- Celebrations at CYS provide opportunities to enhance children's learning, encourage parent participation, and foster community interactions with our CYS programs.
- Children will participate in the planning and preparation of all celebrations.
- Families who wish to contribute their time or talents for a special occasion are welcome to do so with prior coordination with the classroom Lead Teacher and/or Program Director.
- Store bought food brought from parents for special occasions will be allowed, as long as the food is in the original container and still sealed. Please check with your classroom teacher regarding classroom food allergies if you are providing special occasion treats.
- Due to safety guidelines, balloons and lit candles are prohibited.

If Families plan on taking pictures/videos of the occasion, please notify the CYS Program Director at least two days in advance. This will allow time to post notification for the convenience of others who may not wish to have pictures taken.

Parents will sign the “CYS Statement of Understanding and Medical Consent Statement” which gives CYS personnel consent to notify Directorate of Emergency Services (DES) to transport a child to the nearest medical facility for care (medical or dental) in an emergency situation where the child’s condition represents a serious or imminent threat to life, health or well-being. In cases of a sudden, serious illness or injury, staff will simultaneously call emergency services and parent. If parents cannot be reached immediately, the child will be taken to the designated medical treatment facility by ambulance. A representative from CYS will accompany the child to the medical treatment facility and continue to make efforts to contact the parents.

Medication

When directions to give medication is once a day, the parents should administer the one dose and only at home unless the medication time on the label is indicated for a time when the child is in full day care. The administration of medication is limited to full day, part time or part day children; and for those special needs children in hourly care and youth enrolled in the youth center that have been through the SNAP process. Medications that can be administered by CYS staff include antibiotics, antihistamines, antifungals and decongestants.

Written, signed permission from a parent/guardian on the Medication Dispensation Record must be obtained before administering medication.

All medication will be:

- (1) In the original container with a child-proof cap.
- (2) Date with the health care provider’s name and instructions for use.
- (3) Labeled with the child’s name, name of medication, dosage strength, route of administration.
- (4) Medication will be stored at the appropriate temperature and secured out of the reach of children.

The physician or parent must administer the first dose of any medication. Children will be on oral medication at least 24-hours before dosages is given by CYS personnel. Medication will be returned to the parent when no longer needed, has expired, or when the child is no longer attending the program.

Over-the-counter medications will not be given by CYS personnel unless they are ordered by a prescription and meet all the criteria as previously listed.

Eye, ear and nose drops can be administered with a physician’s order.

Rescue medications are given to prevent or lessen potential life threatening reactions of a medical condition.

The administration of Diastat, prescribed for the treatment of seizures, is an approved medication that CYS personnel will administer with current CYS rescue medication protocols. Because Diastat is a controlled substance, personnel must follow proper medication storage procedures to ensure the safety and well-being of all children under care.

Staff take emergency medications on outings, on the playground, etc so medication is easily accessible when needed. Children/youth that require rescue medication are not allowed to participate in their program without their rescue medication and MAP being on site.

All medication will be:

- (1) In the original container with a child-proof cap.
- (2) Dated with the health care provider's name and instructions for use (i.e. "Inhale two (2) puffs every four (4) hours for wheezing or shortness of breath").
- (3) Labeled with child's name, name of medication, dosage strength, route of administration.
- (4) Medication will be stored in a secure cabinet or backpack, out of the reach of children but easily accessible in the event of an emergency.
- (5) MAPs will be stored with each rescue medication.
- (6) Rescue medication will only be administered as per prescription label and as directed by the Medical Action Plan.

If a child is prescribed an Epi Pen, parents will need to supply the center with two EpiPens.

Rescue medication will only be administer as per prescription label and as directed by the MAP. Over-the-counter medications will not be given by CYS personnel unless these are ordered by prescription and meet all criteria as previously specified.

Youth enrolled in SAC/YC can self-medicate if the youth's physician determines that it is developmentally appropriate and the youth knows enough about the disease and the treatment procedure to successfully self-medicate. CYS requires a MAP to be completed by the youth's physician that clearly spells out what self-medication is allowed and when/under what circumstances the youth must be referred back to the parents/physician. Generally, if children self- administer medication while in school, they should be able to do it in a CYS setting.

School Age and Youth Center Self-Carry Medication Policy

- No over the counter medications are allowed in the SAC/YC.
- Any youth with rescue medication that has a MAP allowing them to self-administer must bring the medicine with them each day they attend the SAC/YC.
- Upon arrival at the SAC/YC, the front desk staff will ask to see the medication. If the youth does not have the medication, the parent/guardian will be called to bring the medication or pick up the youth.
- If the youth uses the medication, he/she must inform the staff member in the room so they can complete the medication card.

Basic Care Items

Acceptable basic care items are limited to topical items used for the prevention of sunburn, diaper rash, teething irritation, lip balm, insect repellants and lotions.

In accordance with Food and Drug Administration guidance benzocaine (found in teething gel) products should not be used on children younger than two years of age.

Parent will provide the “basic care item” and complete the Child and Youth Services Basic Care Item Permission to Administer Form. The form must be completely filled out. The Basic Care Item Consent Form is good for 90 days. Each item should have the child’s first and last name legibly written on it.

Sudden/Serious Illness Injury

In cases of sudden, serious, illness or injury staff will simultaneously call emergency services and parent. If the parent cannot be reached immediately, the child will be taken to the designated Medical Treatment Facility by ambulance. A representative from CYS will accompany the child to the medical treatment facility and continue to make efforts to contact the parents. Conditions that require immediate medical care include, but are not limited to the following:

- (a) Convulsions
- (b) Marked difficulty breathing
- (c) Unconsciousness
- (d) Laceration (either significant in size or amount of bleeding)
- (e) Injury to an extremity with obvious deformity.
- (f) Head trauma associated with vomiting or altered consciousness.
- (g) Medication errors such as giving medication to the wrong child.

CYS personnel are authorized to administer first aid ONLY as prescribed in the First Aid training course. A first aid kit will be kept in each CYS Services program and out of the reach of children.

Health Policy

A Health SOP is available for review. It has been established and approved by the Fort McCoy Chief, Occupational Health Clinic and is adhered to by all CYS personnel. Any child who demonstrates symptoms of a contagious disease will be isolated and required to seek medical attention.

CYS personnel will screen each child before admission. Screening will be done immediately upon child's arrival and prior to the parent's departure. CYS personnel will inquire whether the child has had:

- (1) Nausea, vomiting or severe diarrhea (three (3) or more episodes within previous 24 hours).
- (2) Consultation with their primary health care provider regarding child health concerns.
- (3) Fever-axillary temperature greater than 100.5 degrees F for infants (three (3) months and younger) or greater than 101 degrees F axillary for oral in all other children.
- (4) Inability to participate in daily activities.

If any of the above symptoms are noted or reported, and the care provider determines that the child needs to be temporarily denied service, parents will be advised to:

- (1) Care for the child at home until symptoms have subsided and the child is able to participate in daily activities or
- (2) Consult their primary source of medical care for further instructions.

If a child becomes ill while in care, he/she will be immediately placed in the isolation area until the parent arrives. CYS personnel will be present at all times and will comfort the child and assure him/her that their parent has been called. The parent/guardian will be notified to pick up their child **within 20 minutes** of notification. If the parent is **unable to pick up within 20 minutes** then they should contact a designated release individual who is able to pick up the child in a timely manner. If the parent cannot be reached, the emergency designee will be contacted. If the emergency contact cannot be reached and the parent has not called back, the sponsor's 1SG or supervisor will be contacted.

Discretion will be shown when a child exhibits symptoms of an illness. If the child is verbal, the child is asked about his/her symptoms, asked about pain, where he/she hurts, when or how the symptoms started, and checked for elevated temperatures (every 15 minutes). CYS follows the illness criteria listed below.

Exclusionary Criteria: Children who appear ill or show visible signs of fever are excluded based on the following symptoms:

- Temperature in excess of 100.5 degrees F axillary (armpit) for children under three months of age, and greater than 101 degrees F axillary for children over three months of age.
- Exclusion criteria for children/youth and adults who become ill during the influenza season (1 October- 31 May) include: having a fever (100 degrees F 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 and have respiratory symptoms without a fever.
- Inability to participate comfortably in daily activities. This can include, but is not limited to: acute change in behavior this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash

Obvious Illness such as:

- Impetigo – red oozing erosion capped with a golden yellow crust that appears stuck on.
- Scabies – crusty wavy ridges and tunnels in the webs of fingers, hand, wrist or trunk.
- Ringworm – flat, spreading ring-shaped lesions.
- Diarrhea- defined by watery stools or decreased form of stool that is not associated with changes of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children in the diarrhea is causing soiled pants or clothing. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two (2) or more stool normal for that child; or loose or watery stools associated with fever; or if the child's ability to participate in program activities is affected. NOTE: Breast-fed infants may have loose stools that may not always be contained in the diaper; they are not excluded unless there is a significant change in their normal stool pattern. Children that are on antibiotics will sometimes have loose stools; they should not be excluded unless they meet the criteria above.
- Chickenpox- crops of small blisters on a red base that becomes cloudy and crusted in 2-4 days.

- Head lice – whitish-grey clot attached to hair shafts – nits’ small insects or whit egg sheaths (nits) in hair.
- Culture-proven strep infections that have not been under treatment for at least 24 hours.
- Conjunctivitis (pink eye) – red watery eyes with thick yellowish discharge.
- Persistent cough, severe diarrhea or vomiting.
- Pinworm infestation.
- Symptoms of other contagious diseases such as measles, mumps, hepatitis
- Hand, Foot and Mouth Disease – blisters on the hand, feet, or mouth cause sores in or on the mouth, hands, feet, and sometimes the buttocks/legs. The virus spreads easily through coughing and sneezing.

In keeping with the health regulations and in fairness to the child and his/her peers, it is required to keep a child home on any day when he/she:

- Has a rash
- Is in the late incubation stages of a contagious disease

It is mandatory for parents to notify CYS if their child contracts a communicable disease. This is for the protection of all children and staff that are in the program. Notices are posted to inform parents when their child may have been exposed to a communicable disease.

Re-admission after Illness Procedure

If the child was evaluated and treated by a medical provider for any condition (including those listed above), the parent/guardian must provide CYS staff with a signed, stamped note that states the child is cleared to return to care. A note is especially necessary if there is any question that the child is still communicable or is not well enough to return to care. In addition, any specific recommendations for limited activity or observations should be specified on the medical clearance note.

In addition, CYS staff must ensure that the following criteria are met:

- (a) The child is well enough to participate in normal activities for their developmental and cognitive ability.
- (b) The child’s presence will not endanger the health of other children.
- (c) The readmission criteria specific to child’s condition as listed on the Communicable Disease Chart is met.

- (d) Fever has been absent for 24 hours without the use of a fever-reducing agent or the parent provides a note from the child's healthcare provider clearing them to return to CYS care.
- (e) If an antibiotic was prescribed for a bacterial infection, the appropriate number of doses for antibiotic has been given over a 24 hour period.
- (f) Clarification from a provider that the child may return to the program is required when the following diseases are diagnosed (list is not all inclusive):
 - (1) Giardia Lamblia
 - (2) Shigella
 - (3) Salmonella
 - (4) Hepatitis A
 - (5) Haemophilus Influenza B (HIB)
 - (6) Tuberculosis
 - (7) Pertussis (whooping cough)
 - (8) Polio
 - (9) Diphtheria
 - (10) Rashes
 - (11) Conjunctivitis
 - (12) Impetigo
 - (13) Scabies
 - (14) Scarlet Fever
 - (15) Strep Throat
 - (16) Ringworm
 - (17) Measles
 - (18) Rubella
 - (19) Methicillin-resistant Staphylococcus Aureus (MRSA)

Children wearing casts, slings, have concussions/head injuries, of that have stitches must have a written statement from a healthcare provider with the level of participation allowed upon to return to care.

Please see the Health SOP for additional information. **CYS reserves the right to exclude a child who is unable to participate in activities or requires additional staff to care for him/her even if they have been seen and cleared to return by their PCP.**

Children with Special Needs

Services will be provided for children/youth with special needs when the needs of the particular child/youth can be reasonably and safely accommodated. Special needs care is determined on a case-by-case basis. Parents are responsible for informing Parent Central Services of any special needs, health conditions, medications, or services their child/youth may be receiving in a CYS program. Parents must complete an Army CYSS Health Screening Tool. Additional CYS forms and health provider documentation may be required based on the child/youth's needs. CYS forms can be found at <https://webtrac.mwr.army.mil>. Care will not be authorized before the SNAP team reviews.

Special Needs Accommodation Process

The Special Needs Accommodation Process (SNAP) is responsible for exploring installation child care and youth supervision options for children and youth with medical diagnoses that reflect life threatening conditions, functional limitations and diagnosed behavioral/psychological conditions. A SNAP meeting includes an appointment with a multidisciplinary team of professionals who meet with parents to determine and make the final decision of the safest, least restrictive and most appropriate placement for children and youth in CYS 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 on medical evaluation, may be used for determining placement instead of the chronological age in some situations.

The SNAP team consists of the Exceptional Family Member Program (EFMP) Manager, CYS Coordinator, CYS Outreach Director/School Liaison Officer, CYS Training and Curriculum Specialist, CYS Program Director, Army Public Health Nurse or local designee, parent/guardian, CYS program staff and other installation or community representatives, as appropriate. The purpose of the SNAP 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 a CYS program and conduct an annual periodic review of the child/youth individual care plans or as requested by CYS. The team meets on a regular basis and may convene on an as-needed basis for emergencies.

Documentation required prior to the SNAP (as applicable for individual child/youth):

- Medical Documentation
- Medical Action Plan (Allergy, Respiratory, Diabetes or Seizure)
- Special Diet Statement
- IFSP (birth to three years of age)
- IDP/IEP
- 504 Plan
- Positive Behavior Intervention Plan

If this documentation is not received prior to the scheduled meeting, child care services will be denied and the SNAP meeting re-scheduled.

Medical Action Plans

If your child/youth is required to have a MAP, the form will be given to you to be completed by the child's medical provider. This form should state the specific needs of the child (physical or mental limitations, degree of mobility, requirements for continued medications, present degree of control of disorder, developmental level, special equipment in use and/or recommended, food allergy substitutions, appropriateness of attendance at CYS facilities, other considerations as indicated). The MAP must be completed, signed and dated prior to the SNAP meeting so it can be reviewed at the meeting. All MAPs are good for one year or until notified of a health status change at which time a new one will need to be filled out by a medical provider.

Food Program

Nutritious meals and snacks for the CYS program are served daily. CYS is a participant in the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and is monitored by a nutritionist.

Children with food allergies must have a Special Diet Statement completed by a medical provider identifying the following:

- The food or foods to be omitted from the child/youth's diet
- Reaction (if applicable)
- Authorized substitutions

Parents who request food substitutions for religious reasons are required by federal regulation to have a statement from a representative of their religious institution on file.

Parents and members of the SNAP Team must meet prior to the child entering the program to review the Special Diet Statement and Allergy MAP to determine if the substitutions can be made by CYS.

Food allergies are caused by the body's immune system and are most common in infants due to their immature digestive systems. Determination will be made whether the child's allergic condition meets the USDA's definition of a disability.

Is the child who is having the allergic reaction in a B.I.N.D?

B = breathing is difficult, throat or chest is tight

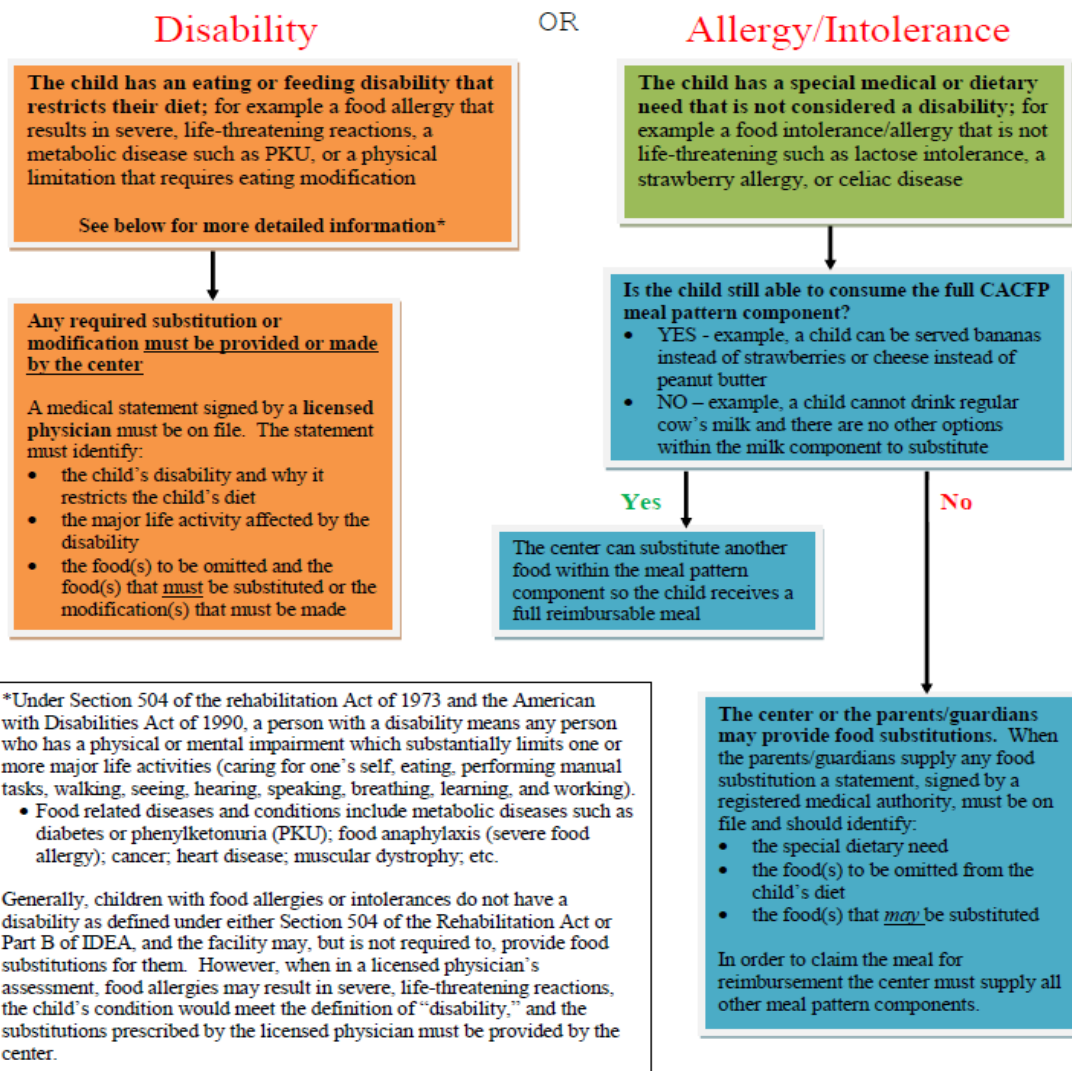
I = itchy lips, hives, swelling

N = nausea, vomiting

D = dizzy, unsteady, confused

CACFP Meal Requirements for an Eating/Feeding Disability or Food Allergy/Intolerance

Child care programs on the CACFP are responsible for serving meals and snacks to all children and, in order to claim reimbursement for meals and snacks served, are required to supply all components of the CACFP meal pattern. Sometimes a child is not able to consume one or more meal pattern components, or requires food or eating modification, because of a disability or special dietary need. Depending on the type of disability or special dietary need, your center may be required to supply the food substitution or meal modification. To determine what your center is required to do, work through the following flow chart:



Food intolerances do not involve the body's immune system (i.e. lactose intolerance) and are not considered a disability. CYS is not required by the USDA CACFP to provide substitute foods for food intolerances. Food substitutions may be accommodated if the recommended alternate food is available on the approved cycle menu and does not require extensive or excessive preparation time. The parent or guardian is responsible for food substitutions in all other situations. A Special Diet Statement will need to be completed by the child/youth's medical provider, however an Allergy MAP is not required if it is a food intolerance.

Daily menus are available; menu changes are posted when necessary. Mealtime is used to introduce new foods and to provide an opportunity for encouraging the independence and socialization of children. At CDC, the meals are served family style which consists of children setting the table, passing and serving themselves, pouring their own drink, feeding themselves, and cleaning their own space. Meals are served buffet style at SAC/YC. The youth help with set up and clean up and serve themselves at the buffet.

USDA Nondiscrimination statement with Complaint Filing Procedure (October 2017 Revision)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html(link is external), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov(link sends e-mail).

This institution is an equal opportunity provider.

Staff

The objective of CYS is to provide an atmosphere and experience which will foster development to the highest potential of those enrolled. We feel it is an essential goal of the program to provide for the emotional needs of all children. Careful selection of staff as to their ability to respond to and understand the need for security in children is a priority. In addition, a structured staff in-service training augments existing skills and ensures comprehensive programming.

The staff is comprised of a CYS Coordinator, Child Development Center (CDC) Training & Curriculum Specialist (TACS), School Age Center (SAC) and Youth Center (YC) Director, CDC Assistant Director, SAC/YC Assistant Director/Training and Curriculum Specialist, Supervisory Program Specialists, Pre-K Program Associate, Lead Education Technicians, Child & Youth Program Assistants, Administrative Support Assistants, Kitchen and custodial staff, School Liaison Officer, Outreach Services Director, and Functional Technology Specialist/Computer Lab Lead.

All CYS staff and volunteers have background checks done and are required to complete an extensive training program to ensure your child receives quality care. Individuals working under “line of sight supervision” should be clearly identified to parents and staff by wearing distinctive clothing, badges, wristbands or other visible and apparent markings. The majority of the Fort McCoy CYS staff possess college degrees or national credentials, one of the highest rates within DoD agencies.

Assessments

The Ages and Stages Questionnaire (ASQ) is a screening used at the CDC for developmental and social/emotional for children from one month to 5 ½ years. Highly reliable and valid, ASQ looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents’ expert knowledge about their children. The ASQ will be given to parents at the parent orientation for parents to complete. The ASQ must be returned to the program within 30 days.

After the parent in-brief, the Training and Curriculum Specialist (TACS) will score the ASQ screening instrument. The ASQ form will be placed in the child’s individual program folder to be kept confidential. Those needing access to the assessments or screenings will be teachers or members of the MIAT in order to have the necessary information relating to any concerns that would come up on the screening or assessment.

If there is an area of concern, the TACS will complete an observation in the classroom and confer with the classroom staff. A conference will be scheduled with the parents to discuss the child’s development and refer Families to the more

comprehensive local services provided by the Birth to Three program and the local school system.

If needed, additional screenings will occur when the classroom staff has a concern about a child's development and the parent has given permission for the additional screening.

Once a child has enrolled in our CDC program, the primary caregiver will begin developing an online portfolio. The portfolio will contain documentation of that child's interests, and work in the four Creative Curriculum domains: physical, cognitive, language, and social/emotional. The documentation may include information from the parents, observations of the child, work samples (which could include pictures of a block building, cutting sample, photographs, writing samples, art work and more), observations of behavior/interactions and skill checklists.

The staff will use this developing knowledge of a child gained from observation, reflection and documentation to plan appropriate activities for that child. Activities will be planned to encourage developing skills, to strengthen developed skills and to introduce challenging materials. Plans will include repetition of activities and concepts as well as novel activities to stimulate and expand interest and skills. The information gathered during this process of documentation and reflection about each child will also be used to improve the classroom environment, to improve teaching practices, and to build teamwork and professional skills.

Staff will complete the Teaching Strategies Gold Individual Child Report or Teaching Strategies Gold Checkpoints for each child on a quarterly basis. These checkpoints will also be documented on a classroom lesson plans which supports staff planning for the needs of their groups.

Staff will gather all the information they have observed and documented about each child. As a team, classroom staff will reflect on their observations and prepare a Teaching Strategies Gold family conference form. Classroom staff will focus on each child's accomplishments and emerging skills.

Family Conferences

Formal conferences for children in the CDC are offered twice a year. During these conferences, the child's social development, language development, fine and gross motor skills, and cognitive development will be discussed. Your input at these conferences is invaluable to the staff in planning a program to meet your child's needs. Parents will be encouraged to share what they are observing at home. Parents and staff will mutually develop and implement goals for the child for the next three to six months. Conferences will be documented in the child's online portfolio and stored in the classroom with the parent's signature.

Informal conferences will include parent/teacher communication at the beginning or end of each day and phone calls. These informal conferences could include sharing good news, accomplishments, incidents, information about the child's day and

information on early childhood topics. Arrangements will be made for additional staff coverage to allow the primary caregiver or classroom lead to meet with the sponsor during a time convenient for the parent if more time is needed than for an informal conference.

Parents/guardians may request a conference at any time to discuss concerns, needs support dealing with challenges or has a change in home circumstances, development, or to ask for resources. Your child's teacher may also request a conference with you at other times to discuss challenging behaviors, emerging skills, or other concerns.

SAC/YC Families may request a conference with their youth's teachers at any time.

If there is an issue in the CYS program that you are concerned about, the first person to discuss this with is your child's primary caregiver or the lead teacher. If the issue warrants further discussion or your concerns have not been resolved to your satisfaction, the next step in the process is to arrange a meeting with the Program Director. Some Families may wish to provide a written memorandum identifying their concern. If the issue cannot be satisfactorily resolved at this level, a meeting with the CYS Coordinator can be arranged through the Program Director. In resolving your concern, the CYS Coordinator may consult with subject matter experts, including those at higher command level. If necessary, the CYS Coordinator will discuss your issue with appropriate personnel such as the Director, Family and Morale, Welfare and Recreation. You will be provided feedback on the resolution of your issue. We urge you to follow this chain in order to resolve your concern expediently and at the lowest possible level.

Daily Schedule

Activities are planned daily to meet the social, emotional, intellectual and physical needs and skills of individuals and various age groups. The activities touch upon such areas as music, art, creative movement, science, math, language development, reading readiness and social and emotional growth. Each day includes opportunities for individual, small group and large group activities.

The staff strives to work closely with Families to meet their individual needs. The CDC daily schedule consists of quiet and active periods, combined with naps, meals and snack time.

Child Development Center typical daily schedule Infant/Pre-toddler:

- 0630 - 0830 Center opens/supervised child selected activities
- 0830 - 0900 Breakfast
- 0900 - 1115 Developmental activities/Outside time
- 1115 - 1145 Lunch/tooth brushing/quiet activities
- 1200 - 1415 Rest time/activities for early risers
- 1415 - 1715 Snack/Learning games & child selected activities
- 1715 Center closes

Child Development Center typical daily schedule Toddler/Preschool:

- 0630 - 0830 Center opens/supervised child selected activities
- 0830 - 0900 Breakfast
- 0900 - 1130 Developmental activities/Outside time
- 1130 - 1200 Lunch/tooth brushing/quiet activities
- 1200 - 1430 Rest time/activities for early risers
- 1430 - 1715 Snack/Learning games & child selected activities
- 1715 Center closes

Strong Beginnings Pre-K typical daily schedule:

- 0800 – 0830 Breakfast
- 0830 – 0905 Morning meeting (Pledge, circle time, job board, music & movement activities, introduce daily activities, children discuss topics of interest)
- 0905 – 0925 Primary groups
- 0925 – 0950 Outside
- 1005 – 1115 Learning stations (Language/Literacy, Math, Social Studies, Science & Technology, Health, Woodworking, Arts, Physical Development)
- 1115 – 1130 Circle time (story with open ended questions)
- 1130 – 1200 Lunch/tooth brushing/quiet activities
- 1200 - 1430 Rest time/activities for early risers
- 1430 - 1715 Snack/Learning games & child selected activities
- 1715 Center closes

School Age Center typical daily schedule (after school):

- 1500 – 1545 School pick-ups
- 1545 – 1630 Snack available/free choice inside/outside
- 1615 – 1730 Power Hour homework help available
- 1615 – 1700 Clubs
- 1700 – 1730 Free choice inside/outside (Youth Tech Lab Tues/Thurs)
- 1730 Center closes

School Age Center typical daily schedule (non-school days/summer camp):

- 0630 – 0830 SAC opens, free choice inside/outside
- 0830 – 0900 Breakfast
- 0900 – 1100 Clubs/Outside Time
- 1100 – 1130 Free choice inside/outside
- 1130 – 1200 Lunch
- 1200 – 1230 Power Hour
- 1230 – 1430 Clubs or afternoon trips (swimming, bowling, etc)
- 1430 – 1500 Snack
- 1500 – 1600 Clubs
- 1600 - 1730 Free choice inside/outside
- 1730 Center closes

Youth Center sample full day schedule (changes daily based on youth input)

- 0630-0830 YC opens, free choice
- 0830-0900 Breakfast is served
- 0900-1130 Mix of Staff-directed and youth-initiated activities
- 1130-1200 Lunch Served
- 1200-1500 Afternoon activities (examples include trips, adult-directed and Youth-initiated activities)
- 1500 Snack served
- 1500-1730 Free choice
- 1730 YC closed

Age Groups and Ratios

CYS provides programs on the installation for children ranging in age from 6 weeks through 12th grade. CYSS meets all staff/child ratios as outlined in the regulatory guidance.

- CDC provides care for children 6 weeks – 5 years old
- SAC serves youth in Kindergarten – 5th grade
- YC serves youth in 6th – 12th grade

Mixed Age Grouping

Fort McCoy CYS advocates mixed-age groupings for children. Ages of children in each CDC classroom typically span at least 18 months. This minimizes transitions for children and allows for attachment to consistent caregivers and the environment. Another benefit of mixed age grouping is the resemblance to Family and neighborhood groupings; important because many young children now spend little time in either setting and “miss out” on learning made possible by inter-age contact. Mixed age grouping also enables staff to better meet the true development needs of children by recognizing that children develop in a predictable order but not a predictable rate. Cognitive research shows that children whose knowledge and abilities are similar but

not identical stimulate each other's cognitive growth. Consequently, interaction between children who are "novices" and those who are "experts" benefits all individuals both academically and socially. Younger children benefit from observation, emulation, and imitation of their older classmates. Older children develop enhanced leadership skills, responsibility, and empathy. Each CDC child is assigned a primary caregiver who is responsible for planning activities for that child and is the primary point of contact for the parent. In a mixed age environment, Family and sibling-like relationships can be fostered and be a source of affection, comfort, and closeness for all children involved.

Children ages 6 weeks to 24 months

Focus of Care for children 6 weeks - 24 months:

- Develop social, physical and emotional growth
- Provide a variety of activities
- Develop self-help skills
- Increase independence by increasing their self-help and social skills
- Develop fine and large motor skills
- Develop communication skills
- Develop creative talents and abilities

Children ages 18 months to 3 years old

Focus of Care for children 18 months to three year olds:

- Increase independence by increasing their self-help and social skills
- Develop emotional, social, physical, and cognitive abilities
- Develop individual personalities
- Foster self-esteem
- Develop fine and large motor skills
- Toilet training
- Develop communication skills
- Develop creative talents and abilities

Programs and Services

Child Development Center

Child Development Center (Bldg. 1796)

Hours of Operation:

Monday - Friday 6:30am – 5:15pm

****Closed weekends & Federal holidays to include Christmas Eve & the day after Thanksgiving****

The Child Development Center offers a full day and hourly care program for children six weeks through five years of age. CYS programs ensure the same quality of care for children in all programs. A developmentally appropriate curriculum for young children is planned by teachers with attention to the different needs, interests, and developmental levels of each individual child.

The Fort McCoy Child Development Center is accredited by the National Academy of Early Childhood Programs, which is a division of the National Association for the Education of Young Children. NAEYC is a civilian, membership-supported organization committed to fostering the growth and development of children from birth through eight years of age. Early childhood program accredited by NAEYC have voluntarily undergone a comprehensive process of internal study, invited external professional review to verify compliance with the criteria for high quality early childhood programs.

The Child Development Center offers trained teachers, balanced meals and age-appropriate, developmental educational activities. The following items are provided by CYS:

- Iron-fortified formula and soy formula
- Iron-fortified infant cereal (rice)
- Baby food
- Breakfast/lunch/snack that meets USDA guidelines
- Blankets (Over the age of 1)
- Toothpaste
- Tissues
- The center has clothing available for emergency use. The clothing should be cleaned and returned to CYS within 48 hours. If you have any extra clothing that your child has outgrown and would like to donate them to the center for emergency use, please let a staff member know.

Infant Supplies to be provided by Parent:

(Children under 12 months of age)

- Diapers - clearly labeled on the outside with child's first and last name. Parents will be asked to replenish these on an as needed basis.
- Diaper wipes - parents will be asked to replenish these on an as needed basis.
- Provide clean bottles complete with all accessories to accommodate an entire day. Each bottle is to be clearly labeled using the provided bottle labels and colored tape within the classroom. All used bottles and accessories will be sent home daily.

- Two changes of clothes – should be labeled with your child’s first and last name, appropriate for the current weather and changed seasonally.
- Shoes: Tennis shoes are preferred (for safety precautions, please no shoes with slippery soles or open toe shoes)
- Appropriate outer clothing for outdoor play.
- Special Items: Pacifiers or other items of comfort (excluding blankets) are allowed to ease the adjustment. Please be sure to label each item with child’s first and last name.
- Parents/guardians will provide basic care items with a signed and dated Basic Care Form stating the reason for use, frequency, amount, and location of application. Clearly label the medication with child’s first and last name; you will be notified when your supply is low. The following over-the-counter medications are authorized for use in CYS programs without a prescription:
 - Desitin ointment (or other comparable zinc-based ointments)
 - A & D ointment or petroleum jelly
 - Teething ointments such as Orajel (without Benzocaine) and Ambesol
 - Sunscreen (SPF 15 or higher)
 - Insect repellent in lotion, towelette or pump form (commercial products that are combination insect repellent/sunscreen cannot be applied).

Be alert to unsafe items in your diaper bag such as medications, scissors, keys, or any other item that you do not want your child to touch or that children should not have access to.

Infant Food Program: When your infant is developmentally ready for cereal and baby food, parents/guardians must complete the USDA Infant Meal Notification Letter. A checklist is provided to assist with selection of foods your infant has had and a plan is set up to schedule new foods to be introduced.

Toddler Supplies provided by Parent/Sponsor:

(Children from 1 - 3 years of age)

- Diapers (if necessary) - clearly labeled on the outside with child’s first and last name. Parents will be asked to replenish these on an as needed basis.
- Diaper wipes (if necessary) - parents will be asked to replenish these on an as needed basis.
- A small bag to store belongings. For safety reasons, please avoid plastic.
- Two changes of clothes – these should be labeled with your child’s first and last name, appropriate for the current weather and changed seasonally.

- One child-size toothbrush – parents will be asked to replace these every three months.
- Shoes: Tennis shoes are preferred (for safety precautions, please no shoes with slippery soles or open toe shoes)
- Special Items: Pacifiers, blankets, or other items of comfort are allowed to ease the adjustment. Blankets and stuffed animals need to be taken home and washed every week. Please be sure to label each item with child's first and last name.
- Parents/Guardians will provide basic care items with a signed and dated Basic Care Form stating the reason for use, frequency, amount, and location of application. Clearly label the medication with child's first and last name; you will be notified when your supply is low. The following over-the-counter medications are authorized for use in CYSS programs without a prescription:
 - Desitin ointment (or other comparable zinc-based ointments)
 - A & D ointment or petroleum jelly
 - Sunscreen (SPF 15 or higher)
 - Insect Repellent in lotion, towelette or pump form (commercial products that are combination insect repellent/sunscreen cannot be applied)
- Appropriate outer clothing for outdoor play.
- Family picture

Preschool Supplies provided by Parent/Sponsor:

(Children 3 - 5 years of age)

- A small bag to store belongings. For safety reasons, please avoid plastic.
- Two changes of clothes – these should be labeled with your child's first and last name, appropriate for the current weather and changed seasonally.
- Shoes: Tennis shoes are preferred (for safety precautions, please no shoes with slippery soles or open toe shoes)
- One child-size toothbrush – parents will be asked to replace these every three months.
- Family Picture
- Basic care items such as sunscreen (SPF 15 or higher) or insect repellent
- Appropriate outer clothing for outdoor play.

Toilet Training:

Toilet training is done according to signs of readiness. Staying dry for two-hour intervals, waking up dry, dressing and undressing themselves are all signs of readiness. Toilet training will be decided mutually between the parents and teachers.

When a child starts toilet training they will need the following:

- 3 - 4 pairs of training pants/underwear
- 3 complete sets of clothing everyday
- 6 - 8 diapers (naptime and emergency use)
- Extra pair of shoes (if possible)

Strong Beginnings Pre-K: The Army's Strong Beginnings Pre-K program is designed to prepare children to be successful when they enter school. Curriculum focuses on the social, emotional, and physical development of children, and equips them with basic academic and "Kindergarten Classroom Etiquette" skills to enhance school readiness.

Creative Curriculum: The Department of Army has adopted The Creative Curriculum by Teaching Strategies. This curriculum is based on accepted theories of child development and supports our philosophy that young children learn the best by active exploration, self-expression, and collaboration.

Our environment is designed to facilitate maximum learning and includes a wide variety of activities and experiences which promote fine motor, gross motor, social, and emotional development. Children are able to select activities and materials that interest them and allow them to be actively involved.

Our staff works with the individual child to promote development in all areas. Knowledge of child development, interactions, and observations allow teachers to gather information about each child's temperament, interest, culture, emerging capabilities, and preferred learning style to meet the needs of every child and plan appropriate environments and activities. Weekly plans are posted on the parent boards in each classroom. Individual goals for each child are completed on a weekly basis and shared with parents on weekly plans.

Hourly Care

Hourly care services are provided based on space availability. Reservation requests are required for all children wishing to utilize hourly care so we can ensure that patrons can be notified of an available space as soon as it becomes available. Reservation requests can be made up to one month in advance and works on a first-come, first serve basis. A reservation request does not mean that there is a guarantee that space will be available for the date and time you are requesting. Drop-in/walk-in care will be accepted on a space available basis.

Cancellations are due by 8am the day of the reservation. Any reservation cancelled after 8am or not kept at all (no shows) will be charged the hourly rate for the time reserved or \$5.00, whichever is greater.

The standard Army-wide hourly care rate is \$4.00 per hour per child regardless of Total Family Income. Payment is due the same day when the child is picked up; no credit will be extended. Families can also pay in advance of services. Multiple child reductions do not apply to hourly care.

Family Child Care

Fort McCoy CYC does not have a Family Child Care program. In accordance with AR 608-10, on-post housing may not be used as a Family Child Care home without CYC certification. Providing child care on a regular basis in on-post housing may jeopardize the sponsor's on-post housing privileges.

School Age Center

School-Age Center (Bldg. 1792)

Hours of Operation:

School Year: Monday - Friday 3:00pm – 5:30pm

Summer/Non-School Days: Monday - Friday 6:30am – 5:30pm

****closed weekends & Federal holidays to include Christmas Eve & the day after Thanksgiving****

School Age Center (SAC) is accredited by The Council on Accreditation (COA) and provides care for children in Kindergarten through 5th grade. A full day summer camp program operates June through August and an after-school program is available during the school year.

SAC Summer Camp is for youth who have completed Kindergarten through 5th grade this school term. Registration information is available at Parent Central Services, Bldg. 1668.

SAC program follows the public school calendars for Sparta and Tomah Public School Districts. When private school calendars do not match the public school calendars (including starting the school year early) parents should discuss with the Program Director if transportation is available.

The SAC program provides after-school bus transportation to the installation for youth in Sparta and Tomah. Youth will also be picked up on scheduled early release days and when schools close early due to inclement weather. SAC does not provide transportation to school and does not open in the mornings when school is delayed (late start) due to inclement weather. An after-school snack is provided.

SAC is open from 0630 - 1730 on scheduled non-school days designated by the Sparta and Tomah Public School Districts and on days school is cancelled due to

inclement weather. Parents are responsible for transporting youth to SAC on these days. Breakfast, lunch and an afternoon snack are provided on non-school days.

SAC picks up youth from the following schools:

Tomah: LaGrange, Miller, Lemonweir, Queen of the Apostles Parish School, St. Paul's and Baptist Academy

Sparta: Lawrence Lawson, Southside, St. Pat's, St. John's, Lakeview Montessori, Maplewood, and Meadowview Intermediate. Youth who attend school in Cataract can take the bus to Meadowview and transfer to the Fort McCoy bus; however, parents must arrange this transportation to Meadowview with their youth's school.

We strive to provide the best possible care for you and your children. Our program promotes social, physical, and intellectual growth in members as they express ideas, adjust to different situations and work cooperatively to solve problems. The program builds self-confidence, independence, cooperation, and consideration for others. We strive to foster self-help skills. Youth in our SAC program help with daily routines such as clean-up to help maintain the SAC environment.

Our program is a member of the Boys & Girls Clubs of America and also includes 4-H activities and CHARACTER COUNTS! programming.

The SAC Five Service Areas are:

- Education Support & Career Exploration
- Character and Leadership Development
- Health, Wellness and Life Skills
- Sports, Fitness and Recreation
- The Arts

The six pillars of CHARACTER COUNTS! impact strongly on the programming provided. These pillars are Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Activities are planned to promote each of these qualities in our youth.

PROGRAM RULES

- SAFETY FIRST
- RESPECT THE RIGHTS, PROPERTY & FEELINGS OF OTHERS
- STAY WITH THE GROUP

Smoking, drugs or alcohol in any form are strictly forbidden.

Closed toe shoes and shirts must be worn at all times. Please ensure clothing with advertising or other print worn by youth attending SAC is consistent with the values promoted in CYS programs.

Food, toys, sharp objects, squirt guns, wildlife, etc. are to be left at home.

Cellular phones are not permitted for SAC (K-5th grade) youth. Parents may reach SAC youth by calling the program main phone number and asking to speak with your child.

SAC youth may bring clear (non-colored), covered, plastic water bottles labeled with first and last names to the program. Water is provided during all activities at and away from the Center, so water bottles are optional. Only clear water is allowed – no flavor additives, juice, soda, etc. All bottles must be taken home daily for cleaning or disposal. No spray/straw/or squirt tops are allowed; bottles must have spill proof caps. Please see the SAC/YC management staff if you have questions regarding youth water bottles.

Dress appropriately for weather and scheduled activities.

TECHNOLOGY EDUCATION

CYS boasts a state of the art youth technology lab. All software is nonviolent and educational. All groups will utilize the computer lab and a computer lab instructor will guide participants in all grades. There is internet access in the computer lab and all children need a signed permission form from their parents before they are allowed to access the internet. The SAC/YC also has Wi-Fi and Wi-Fi enabled devices such as iPads. A Wi-Fi permission slip must be on file for a youth to receive a system log-in and password to use on personal or program wireless devices.

IMPORTANT REMINDERS:

- Youth attending any CYS program must be registered.
- Sign-up for non-school days, special events, and field trips are mandatory NLT one week before the event date for those patrons not regularly scheduled.
- All payments are due in advance of services.
- Hourly care and occasional use is on a space available basis. There is no guarantee that space will be available.

Youth Center

Youth Center (Bldg. 1792)

Hours of Operation:

School Year: Monday - Friday 3:00pm – 5:30pm

Summer/Non-School Days: Monday - Friday 6:30am – 5:30pm

Youth Centers offer comprehensive, supervised program options and affordable, quality, predictable services that are easily accessible for eligible youth in grades 6-12. This is achieved through a comprehensive framework consisting of the Four Service Areas. Through formal partnerships agreements with nationally-recognized youth-serving organizations, such as United States Department of Agriculture (USDA), 4-H and Boys & Girls Clubs of America (BGCA), youth have access to programs, standard curricula, special events, camps, scholarships, etc., no matter where they live. Supervision and programming is provided by trained staff and operations are subject to DoD Certification.

The YC Five Service Areas are:

- Education Support & Career Exploration
- Character and Leadership Development
- Health, Wellness and Life Skills
- Sports, Fitness and Recreation
- The Arts

We transport youth from Tomah Middle School, Tomah High School and Sparta Meadowview Middle School. Sparta High School students can take the bus to Meadowview and transfer to the Fort McCoy bus at Meadowview.

- Quarterly special events such as lock-ins and field trips are planned by the youth and staff.
- Youth may sign themselves in and out of the program. When signed out, youth are no longer under the supervision and responsibility of CYS staff.
- Youth Center (Middle School/Teen) youth may use their personal cellular phones during designated times while at the program. Failure to follow the Youth Center rules regarding cell phone usage may result in the loss of this privilege.

The six pillars of CHARACTER COUNTS! impact strongly on the programming provided. These pillars are Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Activities are planned to promote each of these qualities in our youth.

TECHNOLOGY EDUCATION

CYS boasts a state of the art youth technology lab. All software is nonviolent and educational. All groups will utilize the computer lab and a computer lab instructor will guide participants in all grades. There is internet access in the computer lab and all children need a signed permission form from their parents before they are allowed to

access the internet. The SAC/YC also has Wi-Fi and Wi-Fi enabled devices such as iPads. A Wi-Fi permission slip must be on file for a youth to receive a system log-in and password to use on personal or program wireless devices.

School Support Programs

School support programs provide access to a wide range of resources to facilitate Army youth education transitions. Under school support programs is the School Liaison Officer (SLO).

School Support Vision: A driving force for student success.

School Liaison Officer

The School Liaison Officer (SLO) serves as a primary advisor to Garrison Command staff on school matters impacting children of soldiers assigned to the installation. The SLO Works closely with local school personnel to identify and resolve issues that impact transitioning Military students, and serves as point of contact between Military Families and schools during in and out processing periods

For more information or you have questions, contact the SLO at 608-388-6814.

Youth Sponsorship Program

Matches youth ages 6-18 coming to Fort McCoy with volunteer sponsors their same age. The sponsor will help new youth become familiar with post and the surrounding area. Below is information on becoming a sponsor and requesting sponsorship.

WHAT DOES A YOUTH SPONSOR DO? Helps other youth by providing them with information they would like to know about Fort McCoy and the surrounding community. Being a youth sponsor will provide the youth with a less stressful and challenging move. It is a fun, exciting, and rewarding program that helps youth transition from HERE TO THERE! The most important part of being a youth sponsor is to be a friend and to make them feel welcome in their new community.

HOW DO I BECOME A YOUTH SPONSOR? To become a youth sponsor fill out a Youth/Teen Sponsor Profile. You can obtain the profile by calling the SLO. Once the profile is completed, mail or email it back to the School Liaison usarmy.mccoy.imcom-fmwrc.mbx.slo@mail.mil. When a youth requests sponsorship we will match you up according to your age and interests.

REQUEST FOR YOUTH SPONSORSHIP: What is it? If you're between the ages of 6-18 and are on your way to Fort McCoy, someone of the same age can help you become familiar with Fort McCoy and the surrounding communities.

HOW DO I REQUEST A SPONSOR? Fill out the Youth Sponsorship Request form and either mail or email it to usarmy.mccoy.imcom-fmwrc.mbx.slo@mail.mil. You can obtain the form by calling the SLO at 608-388-6814. After we have your request, we will

match you up with one of our sponsors who will be around the same age and share the same interests.

Mailing Address: DEPARTMENT OF THE ARMY
IMMC-MWR-WC
ATTN: SCHOOL LIAISON OFFICER
1668 SOUTH J STREET
FORT McCOY WI 54656-5266

SKIESUnlimited

SKIESUnlimited is the Schools of Knowledge, Inspiration, Exploration and Skills and provides the framework for all instructional programming in the CYS system worldwide. Fort McCoy CYS is not funded for a SKIES program however CYS is able to offer limited SKIES classes through our partnerships with other MWR programs on the installation such as Outdoor Recreation and the Fitness Center. Upcoming SKIES classes are announced using the MWR e-news.

There are many opportunities for instructional classes and competitive sports provided by a variety of sources in the local communities.

Tutor.com

Tutor.com is an effort to assist children of Military Families to receive additional assistance when needed. This program is funded by the Department of Defense MWR Library Program, Yellow Ribbon Reintegration Program and Navy General Library Program. Get homework and studying help from a professional tutor anytime you need it. Free for students in Army, Navy, Air Force, Marines, National Guard and Reserve Families. Expert tutors are online 24/7 and available to help in more than 16 subjects, including test prep, proofreading, Math, Science, English, and Social Studies. Tutors are background checked and are certified teachers, college professors and graduate students. To sign up, please visit <http://www.tutor.com/military>.

CYS Phone Numbers

CYS Coordinator	608-388-6308
Child Development Center	608-388-2238
School-Age Center	608-388-4373
Youth Center	608-388-4373
School Liaison Officer	608-388-6814
Parent Central Services	608-388-8956

Emergency Evacuation Locations

CYS has a Mobilization and Contingency (MAC) plan in place to relocate children due to an emergency or circumstance that might prevent occupancy of the buildings occupied by CYS. In the event of an evacuation, the first choice for relocation of CYS children/youth is another CYS facility. If another CYS facility is not available, McCoy's Community Center (bldg. 1571) is the designated shelter area. Several other buildings on the installation have also been identified as suitable for use in the event a CYS program must evacuate. The decision as to which building to evacuate to will be made in conjunction with facility managers and the CYS MAC Team including the emergency operations center, fire, safety and health proponents. Facility selection will be based on best meeting the health and safety needs of the children. Administrative personnel will notify parents regarding which emergency evacuation point their children have been relocated to. In the event CYS is unable to contact you, please call the Emergency Operations Center (EOC), Bldg 102, at 608-388-4747.

Special Annual Events

Month of the Military Child - April
Child Abuse Prevention Month – April
Week of the Young Child - April
CDC Parent Teacher Conferences - April & October
BGCA Week – March/April
Army Birthday Celebration - June
Fort McCoy Day for Kids - September
Red Ribbon Week – October
Character Counts! Week – October
4H Week - October
Month of the Military Family - November
Holiday Tree Lighting and Children's Holiday Party - December

Additional Family Activities Available include Whitetail Ridge Ski Area, Pine View Campground, Community Activities, & McCoy's Community Center.