

BUCKLEY AIR FORCE BASE  
Child and Youth Programs  
(CYP)

Parent Handbook



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Crested Butte CDC/SAC: 720-847-6174

A Basin CDC/SAC: 720-847-7215

Youth Programs: 720-847-9992

Family Child Care: 720-847-7215

## Air Force Child and Youth Programs Mission Statement

To assist DoD, military and civilian personnel in **balancing** the competing demands of the accomplishment of the DoD **Mission** and **Family** life by managing and delivering a system of **Quality**, **Available** and **Affordable** programs and services for eligible children and youth birth through 18 years of age.

### Child and Youth Programs Philosophy

The practices of the Air Force Child Development Programs are based on current knowledge of child development and early childhood education. We are responsible for supporting the development of the whole child, meaning all areas of development are considered to be inter-related and equally important. Our programs acknowledge that children learn through active hands-on involvement with their environment, peers and caring adults. We respect each child’s unique interests, experiences, abilities and needs. Children are valued as individuals as well as part of a group. Likewise, our programs respect and support the ideals, cultures and values of the children, families and child and youth professionals within our programs.

### Child and Youth Programs Goals

- Foster positive self-concept and sense of emotional well-being.
- Enhance social skills.
- Encourage children to think, reason, question and experiment.
- Promote language and literacy.
- Support sound health, safety and nutritional practices.
- Advance creative expression, representation and appreciation for the arts.
- Providing a multicultural/anti-bias oriented environment where children are aware of and comfortable with individual differences.
- Develop initiative and decision making skills.
- Encourage parent participation in all aspects of our program.

### Facilities and Operating Hours

Child Development Centers (CDC)	0615-1745 Monday-Friday
Family Child Care (FCC)	0730-1630 Monday-Friday
School Age Care Program (SAC)	0615-1745 Monday-Friday
Youth Programs (YP)	Front Desk: 0900-1800 Monday-Friday Open Recreation: 1500-1900 Monday-Friday Teen Program: 1500-1900 Monday-Friday No School Days/Holiday Breaks: open at 1300 Youth Sports and Fitness: Seasonal Summer Hours: 0800-1200 & 1300-1800 Monday-Friday

All of the above centers are closed on **Federal Holidays**. Surveys will be posted to determine if

a need for care exists on **Family Days**.

### **Accreditation**

The Child Development Centers (CDC) are accredited through the National Association for the Education of Young Children (NAEYC). This organization has been accrediting early childhood education programs since 1985 ensuring the highest quality programming throughout the United States. The Accreditation process takes place every five years, however annual reports are submitted to ensure the programs maintain the quality of care outlined in the ten NAEYC Standards.

The School Age Care Program (SAC) is accredited through National Association for the Education of Young Children (NAEYC). It is a requirement for this accreditation to be obtained and maintained in our programs.

### **CDC/SAC Registration**

CDCs and SAC register new patrons on an as needed basis. Existing Patrons are required to go through the complete re-registration process annually.

### **Open Rec Membership**

Memberships are only applicable to Youth Programs are \$40 for School Year (1 Sept-31 May) and \$40 for Summer (1 June-31 Aug). To be a member of Youth Programs you must have a completed AF Form 88 and have a current immunization record on file. Membership allows youth ages 9-12 to participate in the Open Recreation Program and teens ages 13-18 to participate in Teen programs. Children 6 to 8 years old may attend if they have a parent or sibling over 16 years or older supervising them. Membership also gives you discounts on sports registration, trips, camps, and special events.

### **Fees**

CDC/SAC fees are based on your Total Family Income (TFI) for all in your household. Instructional class costs vary between classes; please see Youth Programs Front Desk staff for specific information. Throughout the year, Child and Youth Programs may offer special events and trips. Please note that these may require additional fees. These will be communicated on an individual basis. Patrons who pick up late will be charged a late pick up fee of \$2.00 per minute for any child(ren) picked up after operating hours for CDC and SAC. Late payments will be charged \$5.00 a day. Those attending Parent's Night Out (PNO) and Give Parents a Break (GPAB) incur the same late pickup fee.

## **Parents' Rights and Responsibilities**

Parents have the right:

- To know that their child is cared for in a safe, supportive environment
- To confer with SAC/YP/CDC staff about concerns related to the child or the program
- To be told about serious inappropriate behavior on the part of their child, and to visit with SAC/YP/CDC staff in order to bring about improvement in the situation
- To be regularly informed about program activities and special events
- To have access to their child at any time

Parents have the responsibility:

- To pay fees on time
- To keep their child's records up-to-date
- To drop-off and pick-up their child on time
- To follow the health policy
- To let the SAC/CDC staff know if their child will not be attending on a regularly scheduled day
- To take note of any communications from SAC/YP/CDC staff regarding their child's behavior and to cooperate in any efforts to bring about improvement in the situation
- To attempt to attend conferences/meetings scheduled by the school age program staff and child development program staff

## **Children's Rights and Responsibilities**

Children have the right:

- To have a clean, safe, supportive, and consistent environment
- To use all the program equipment, materials, and facilities on an equal basis
- To be treated respectfully
- To have discipline that is fair and non-punitive;
- To receive nurturing care from staff members who are actively involved with them
- To enjoy freedom of thought, conscience, cultural and ethnic practice
- To a reasonable degree of privacy
- To have his or her opinions heard and considered to the greatest extent possible
- To receive appropriate and reasonable adult guidance, support and supervision
- To be free from abuse, neglect and inhumane treatment
- To participate in higher level learning activities that maximize his/her potential

Children have the responsibility:

- To be accountable for their actions
- To respect the expectations in place at the School Age/Youth Programs and Child Development Centers

- To remain with the group and staff at all times during outings/field trips
- To care for materials and equipment properly in SAC/Youth Programs and CDC
- To be respectful of others at all times in SAC/Youth Programs

### **Code of Conduct**

All CYP participants are expected to follow these vital expectations to insure the health, safety, and welfare of all:

- Respect for all persons
- Respect for all property
- Respect for all facilities
- Respect for all equipment

### **Behavior and Guidance Policy**

The goals of the guidance policy are to assist in developing self-control and engaging children in positive acceptable behaviors. Staff will model, coach, and encourage techniques of discipline that are fair, consistent, and respectful of children. This is based on the understanding of individual needs and behavior of children of varying developmental levels.

All disciplinary concerns will be dealt with on an individual basis.

### **Termination/ Suspension**

IAW AFI 34-101 3.3 *Suspension, Termination, and Denial of Privileges*. Patronage privileges can be suspended (greater than 5 days), terminated, or denied by the installation commander (MSG/CC) for cause. Patrons must be aware that this might occur due to unpaid fees and other FSS policy related issues. Furthermore, if a child demonstrates unacceptable behavior such as but not limited to hitting, kicking, spitting, or biting other children or staff, the parents will be contacted and notified of such behavior. The parents will be informed that if the behavior is demonstrated again in the day, they will be called to remove the child from the program for the remainder of the day. If such behavior is demonstrated multiple times and/or a pattern is seen by program staff, CYP Managers, T&Cs, staff, and parents will collectively work together to develop a Behavior Action Plan. IAW AF CYP Behavior Support Plan Instructional Guide (July 2015), the plan will include timeline, expectations, and appropriate responses to behaviors. At times, the constraints of a program can place undue hardships on a child/youth. This includes group size, ratios, sensory stimulation, etc. A different environment may need to be explored to ensure the safety and health of the child/youth and the rest of the children/youth in the program.

### **Programming**

Each program will offer age appropriate activities and lessons for children and youth. All activity plans are posted in or directly outside of each classroom. CDCs utilize the Air Force approved

Creative Curriculum which offers a variety of age appropriate activities to promote Child Development. SAC and YP will use Boys and Girls Clubs of America and 4H curriculum throughout the year. YP participants will have opportunities to join clubs such as Torch Club, Keystone, art club, and more! All activities are reviewed and approved by the Training and Curriculum Specialist (T&C).

### **Parent Involvement and Input**

CYPs maintain an open door policy and highly encourage all parents to participate in activities.

The Buckley Child & Youth program is committed to working with families. We strongly encourage them to participate in every aspect of their child's program. Parents are welcome to visit the center any time. Our main focus is your child.

There a variety of ways that can parents can be involved and provide input in our programs. They are as follows:

- A. **Parent Conferences-** Parents are encouraged to come in for a conference with their child's counselor as needed to discuss the child's progress in the program. If a conference is needed please contact the SAC Coordinator/Program Director to schedule.
- B. **Parent Advisory Board-** This group of parents meets monthly to provide input regarding the programs for the children and their families. The team will act only in an advisory capacity, providing recommendations and input for improving services and operations.
- C. **Parent Activities-** Participation in monthly parent activities is an easy way to get involved without a huge time commitment. Parent activities take place in varying classrooms each month and require a one time commitment for 10-20 minutes. Please consider taking a moment to participate in an activity with your child.

### **Closed Circuit Television**

All childcare facilities are required to utilize closed circuit televisions (CCTV) as a supervision tool. They are located within each classroom, hallway, and outdoor play area. At any time, parents may view the CCTV in real-time on a CCTV monitor.

### **Child and Youth with Special Needs**

It is the policy and goal of Air Force CYP to make reasonable accommodations which support inclusion and participation of children/youth with and without disabilities. CYP personnel will work with families to determine if an Inclusion Action Team (IAT) meeting is necessary. The Inclusion Action Team is comprised of the following members:

- CYP Flight Chief (or GS-12 or above designee).
- CYP Managers
- CYP Medical Advisor

- Exceptional Family Member Programs (EFMP) Family Support Coordinators and/or School Liaison Officer (SLO)
- Training and Curriculum Specialist (T&C)
- Parent(s) of the child/youth

Other IAT members who may be consulted as needed may include:

- Installation legal office
- Educational and Developmental Intervention Service (EDIS), Pediatric Behavior Medicine, or other community resources
- CYP personnel who will be working with or have objectively observed the child/youth

The case will be reviewed as soon as possible to ensure environments, accommodations and any training required are in place before the child/youth starts. If reasonable accommodations can be met, an Inclusion Action Plan must be developed to provide written instructions concerning how the program will meet the individual needs to include changes to the environment, specialized staff training and required staff to child ratios. The Inclusion Action Plan must be updated annually or sooner if needed. If the child is identified with a special need(s) after enrollment, the child's developmental and/or medical requirements must be reviewed by the CYP Medical Advisor and the team of experts listed below within 45 days.

### **Immunizations**

In accordance with AFI 34-144, all participants in Child and Youth Programs are required to provide and maintain current immunizations. AFI 34-144 11.5.3 states in accordance with AF Instruction 48-110 IP, *Immunization and Chemoprophylaxis for the Prevention of Infectious Diseases*, **all** children and youth enrolled in CYP are required to follow Center for Disease Control and Prevention (CDC)/Advisory Committee on Immunization Practices (ACIP) recommended age-appropriate vaccinations and immunizations. These individuals may not attend CYP without an approved medical/religious exemption from AF/AIS on file.

### **Illness**

Children/youth shall be screened at the time of entry and during care for signs of illness. Children/youth may not be accepted into care when ill. Children/youth shall be accepted only when their presence no longer impacts the health of other children as confirmed by the child's/youth's health care provider. Centers will use the current version of *The American Academy of Pediatrics Managing Infectious Diseases in Child Care and School* for exclusion of children/youth and readmission into the program. If your child is in distress, becomes ill or is exposed to disease, you will be contacted. The most current copy of the CYP Exclusion Policy is signed by the CYP Medical Advisor and available at the front desk of each program. Additionally, the CYP utilizes the most current version of *Caring for Our Children* and follows

ALL recommendations made within to ensure we are implementing the most up to date health and safety practices within the program.

\*If your child should become ill while at the center, you will be notified promptly. We expect you to come as quickly as possible, not more than one hour, to take your child home.

### **Injuries and Accidents**

Accidents will happen, but we will do our very best to minimize the possibility of your child sustaining an injury or having an accident while in our care. In the event your child is injured, you will be contacted and the proper documentation will be completed. If we cannot reach you, your emergency contact will be contacted to inform them of the injury. If the injury is severe, program staff will contact 911 for further medical attention. Every effort will be made to contact the parent prior to inform them of the injury.

### **Family and Staff Communication**

CDCs will conduct family conferences twice a year. The SAC program will conduct family conferences on an as needed basis. At any time, please request a conference as you deem necessary.

SAC and YP Staff utilize emails for the majority of contact with parents regarding upcoming events. It is the parent's responsibility to ensure that all email addresses are current if they wish to stay informed on the programs events.

Parents are also responsible for updating any other contact information on their child's AF Form 1181 or AF Form 88 to include: phone numbers, marital status, emergency contact information, and adults approved to pick up their youth.

### **Signing In/Out**

All Child Development Programs will use AF Form 1930 for signing in and out of the program. It is the responsibility of the parent, or any adult listed on AF Form 1181, to sign the child in to and out of the program daily. This is a vital accountability practice in our programs. When a child is not going to be in attendance on a specific day(s) due to illness or any other reason, parents are required to notify the CYP. The CDC will contact parents before 0900 hours if the child does not arrive for care and no notification was provided. The SAC will contact parents before 0900 on no school days and by 1600 on days school is in session.

### **Safety**

Our parking area can be a busy place at certain times of the day. Please help us in providing a safe environment. Follow base youth safety Guidelines:

- Please watch your child closely

- Please turn your car off
- Never leave young children unattended in your car
- Please drive slowly in the parking lot

### **Child Abuse and Neglect Reporting**

CYP operates in a manner that minimizes the risk for child/youth maltreatment.

Adult/child/youth interactions are positive in nature creating an atmosphere of trust. Practices that physically or emotionally harm children/youth are not permitted within the program and will not be tolerated. All employees are mandated reporters for any suspected abuse or neglect. All staff and patrons utilizing the CYP are required to follow the AF Positive Guidance and Appropriate Touch Instructional Guide which is posted at the front desk of every facility. If the CYP finds it necessary to report an incident the Family Advocacy office will be contacted and the CYP will await further guidance.

### **Emergency Procedures and Plans**

All CYP personnel are trained to respond to a variety of possible emergency situations and participate in frequent base exercises and drills to ensure staff and children are prepared to respond accordingly.

Each program participates in monthly fire drills to ensure staff, children, youth, and parents are aware of the evacuation plans and proper responses in the event of a fire. In the event of a serious weather condition shelter in place may be utilized to ensure the safety of all. In the event of an active shooter, evacuation will be the first response. If evacuation is not an option, staff will secure children within the building. In the event of a lost or missing child, parents and Security Forces will be notified immediately.

### **Alcohol/Drug/Tobacco Policies**

IAW AFI34-144, smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal/illicit drugs (including marijuana) are strictly prohibited in the sight or presence of children/youth participating in any CYP program or sponsored activity. This includes outdoor CYP activity areas.

In the event a parent, legal guardian, or patron authorized to pick up comes to the facility and demonstrates behaviors leading staff to suspect they are under the influence of drugs/alcohol, the supervisor on duty has the right to deny the adult pick up of the child. The parent must call another adult to come pick up the child. Security Forces will also be contacted and the parent will be reported of suspected driving while under the influence and endangering a minor.

### **Transportation and Field Trips**

CDCs and SAC will transport children via walking and government vehicles to and from school. School age children are transported to and from school daily. Please note that children will be walking to school in the rain, snow, sleet, and fog so please send your child with proper outerwear. At times, a government vehicle may be used to transport your child to/from school however this is not the primary form of transportation. Transportation is only provided to support CYP programs.

CYP may take field trips throughout the year to provide children and youth hands-on experiences outside of their normal classroom environment. Information pertaining to fieldtrips will be dispersed prior to the field trip taking place. During the summer months, Youth Programs will organize and host a variety of trips. These trips are additional costs and transportation may not always be provided by the center. Please be sure to read all the details when registering for the trips. If any of the programs plan a trip off base, you will be provided advanced written notice.

### **Key Personnel**

Child and Youth Programs Specialist Flight Chief	DSN: 847-6132 COMM: 720-847-6132
Crested Butte CDC Director	DSN: 847-6174 COMM: 720-847-6174
A Basin CDC Director	DSN: 847-7215 COMM: 720-847-7215
Youth Programs Director	DSN: 847-9992 COMM: 720-847-9992

### **Community Resources**

CYP offers a variety of resources within our community. Below please find a list of resources and contact information.

Exceptional Family Members Program (EFMP)	DSN: 847-7667 COMM: 720-847-7667
Child Find Arapahoe County	COMM: 720-554-4001
Family Child Care (FCC)	DSN: 847-7215 COMM: 720-847-7215
Airman and Family Readiness Center (AFRC)	DSN: 847-6681 COMM: 720-847-6681
Library	DSN: 226-3713 COMM: 01638 523713
Chapel	DSN: 847-4631 COMM: 720-847-4631

Health and Wellness Center	DSN: 847-5699 COMM: 720-847-5699
American Red Cross	COMM:303-722-7474
Family Advocacy and Parent Support Programs	DSN: 847-6453 COMM: 720-847-6453
School Liaison Officer (SLO)	DSN: 847-6681 COMM: 720-847-6681
Colorado Child Care Assistance	COMM: 303-604-1043 (ext. 2817)
Military Child Care in Your Neighborhood	<a href="http://www.usa.childcareaware.org">www.usa.childcareaware.org</a> Child Care Aware®, a department of Child Care Aware® of America, assists families with finding resources for child care and other needs in their community and state. Keep reading to see how Child Care Aware® can serve you and your family.

Thank you for your support of Air Force Child and Youth Programs. We look forward to working together to provide the best experience for your family.

### **MilitaryChildCare.com**

MilitaryChildCare.com (MCC) is a Department of Defense website for military families seeking child care. This single online gateway provides access to a wide military-operated and military-subsidized child care options across all Services. It enables families to search for and request care, manage their requests, and update their profile online, making it easier for families to find the child care they need.

Families requesting care can register online at MilitaryChildCare.com.

The highest priority for full-time care must be given in the following priority order for qualifying sponsors of children from birth through 12 years of age. With the exception of combat related wounded warriors (WW), ALL eligible parents or caregivers residing with the child are employed outside the home.

Priority 1A – Combat related Wounded Warriors

Priority 1B – Child & Youth Program Staff

Priority 1C – Single/Dual Active Military, guard, and reserves (on orders)

Priority 1D – Active duty, guard, and reserves (on orders) service members w/ working spouse

Priority 1E – Single/Dual DoD Civilian employees

Priority 1F – DoD Civilian employees w/ working spouse (NOT DoD)

Priority 1G – Surviving spouses of Military members who died from combat related incident

Priority 1H – Acting in loco parentis on behalf of eligible patrons

**Priority 2** – The second priority for full-time care shall be given equally to qualifying sponsors of children from birth through 12 years of age of active duty Military Service members, DoD civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those acting in loco parentis on behalf of the aforementioned eligible patrons, where a non-working spouse, or in the case of a DoD civilian employee with a same-sex domestic partner, is actively seeking employment. The status of actively seeking employment must be verified every 90 days.

**Priority 3** – The third priority for full-time care shall be given equally to qualifying sponsors of children from birth through 12 years of age of active duty Military Service members, DoD civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those acting in loco parentis on behalf of the aforementioned eligible patrons, where a non-working spouse, or in the case of a DoD civilian employee with a same-sex domestic partner, is enrolled in an accredited post-secondary institution. The status of post-secondary enrollment must be verified every 90 days.

**Space Available** – After meeting the needs of patrons in priorities 1, 2, and 3, CDC/SAC support the need for full-time care for other eligible patrons such as active duty Military Service members with non-working spouses, DoD civilian employees paid from APF and NAF with non-working 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. In this category, CDC/SAC may also authorize otherwise ineligible patrons in accordance with 10 U.S.C. 1783, 1791 through 1800, 2809 and 2812 to enroll in CDC/SAC to make more efficient use of DoD facilities and resources.

Space available patrons are notified at the time of enrollment that their space must be vacated if a higher priority patron requires child care; parents must receive a 30 day written notice if their CDC/SAC space is needed.

### **Clothing/Diapers**

Children should be dressed to participate fully in all indoor and outdoor activities such as playing in the sandbox, painting or water play. While children's clothes will be covered during messy activities, the program is not responsible for damages. Parents are encouraged to dress children in "play wear". Children must wear closed toed shoes for safety. During season changes, due to temperature fluctuation, children should dress in layers. Outdoor play is part of the daily curriculum and outdoor weather gear (coat, gloves, and hats) is a curriculum required.

Patrons are required to supply enough diapers and wipes for the time the child will be in the Center so that staff can change wet or soiled diapers promptly. Please check with classroom staff to determine the frequency of diaper changes. Items belonging to each child, including but not limited to, clothing, diapers and bottles, must be clearly labeled with the child's name prior to admission to the Center. The CDC is not responsible for any misplaced or damaged personal belongings.

### **Nutrition and Food Service**

Your child is provided breakfast, lunch and an afternoon snack which are nutritious and delicious. Foods low in sugar, salt and saturated fat and high in vitamins and minerals are the primary components. The food program meets U. S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines. The program takes steps to ensure food safety. Only food prepared in the facility is served. Parents are asked not to bring any food into the center. The program provides 2 standard infant formulas (regular and soy based) as part of the USDA food program. Clean bottles and supplies must be provided daily for each feeding. Parents may provide their preferred formula brand or human milk in pre-made bottles, but are requested to complete a waiver.