

Parent Hand Book

Fort Campbell, KY



As of December 2009



Mission

Our mission is to enhance readiness and well being by reducing conflict between the military mission and parental responsibilities.

We reinforce Army values and foster family self-reliance. Child, Youth & School Services provides predictable and affordable programs that are inclusive of baseline requirements and enrichment opportunities. We commit to sustained quality in all service areas through timely and appropriate training, well-executed plans, and operations that allow for a seamless delivery of service.

Child, Youth & School Services

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

Philosophy

We at the (CYSS) Division recognize the responsibility of assisting the command in maintaining mission readiness. We believe the individual child is uniquely recognized and respected.

We meet the individual needs of the child and his or her families through appropriate child care enrichment activities. We nurture and provide love, trust and security in the healthy, positive and safe environment. Our focus is to enhance children's emotional, social, physical, intellectual and creative developmental needs.

Through real experiences, the child develops self-control, independence, core values and is introduced to different cultures of the world. Strengthened by our training, we take the extra step to provide opportunities in mastering new skills through bonding, role modeling and forming relationships with child/youth and families.

Eligibility

All DOD, active or retired military and civilian personnel working on Fort Campbell are eligible to use Child, Youth & School Services.

Registration The first step in enrolling your child in any of the CYSS programs is to visit the www.fortcampbellmwr.com website. There you will click on the CYSS web page. On the CYSS website link you will be guided to the next step which is to visit Central Enrollment. Registration (CER), located at bldg. 5658 Wickham Ave, Fort Campbell KY. Registration information may be obtained Monday through Friday 0800-1700, or by calling 207-798-0674. At the time of registration parents are required to furnish a copy of each child's school physical, original shot records, Leave and Earning Statement (LES), and at least one Emergency Release contact or Point of Contact other than the parents.

Allergies Parents should inform CER of any allergies or special dietary needs for their child. A doctor's statement is required to be on file with your child's registration record. We will try to accommodate these needs to every extent possible. Exceptions to this policy will be individually addressed.

SNAP

SNAP is the acronym for "Special Needs Accommodation Process" Is a multidisciplinary team established to ensure the safest and most appropriate placement of children with identified special needs.

Family Care Plan Single or dual military parents need to provide a certificate of acceptance as guardian or escort/DA 5840.

Fees and Payments

Fees, determined by CER, will be paid two weeks in advance of service. Payments are due on the 1 and 15th of each month, with a five-day grace period. If payment is not received by close of

business on the 15th of the month, a late fee of \$25 will be applied to your household. Payments can be made at any CYSS facility by cash, check, money order or credit card or online by visiting www.fortcampbellmrw.com.

A late pick up fees will be assessed when a child remains at the program more than 5 minutes after closing, at which point the staff will try to contact the parents. A late pick-up fee is \$1/minute/child not to exceed \$15.00.

Leave Policy for CDC and SAS programs

CYSS requires a written two-week notice if you plan to withdraw your child or if you are taking your vacation time allotted by the parent contract. Vacation time consists of the calendar year January through December any unused vacation time will not be rolled over to the next calendar year. Each facility will have the required forms available.

Vacation credit will be granted without loss of enrollment slot in the CDC and SAS programs. The weeks can be taken consecutively, but not less than full week increments. A two-week notice in writing is required. When a child is absent beyond the vacation period, full bi-weekly fees must be paid. No refunds are given for leave not taken.

Withdraw-al written notification must be given two weeks prior to withdrawing your child from the CYSS program.

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

Emergency leave-In case of emergency leave, payment may be waived for any weeks absent, upon presentation of DA Form 31 signed by the Unit Commander.

Parent Participation

CYSS has an open door policy. Parents are welcome to visit the program or participated in activities at any time. Parents are encouraged to participate in the daily operation of the program. That can be accomplished through the Parent Participation Program (PPP) or the Parent Advisory Counsel (PAC). If you spent time volunteering in the CYSS program, you may be able to reduce your fees.

Child Abuse Prevention

Our primary focus is to keep our children safe. CYSS follows many procedures to ensure the safety of all to include: all staff is screened through background checks, staff is trained in child abuse prevention, and staff are trained in positive guidance and discipline techniques. To ensure the safety of our children enrolled in CYSS security cameras have been installed in facilities and on buses. As federally regulated referral agency, CYSS personnel are required by law to report any suspicion of abuse or neglect to authorities.

USDA Statement

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

CAACP Statement

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

The CACFP serves 380,480 meals and snacks annually to 16 sites on Fort Campbell. Proper nutrition plays a vital role in physical and mental development, which is why the CACFP strives to provide the best, most nutritious meals and snacks for children here at Fort Campbell.

Dress for Success

Children go outside daily and should be dressed so that they can function comfortably inside and outside. Layers of clothing for cold weather allow for comfort and warmth inside and outside. Parents are advised to have their children wear tennis shoes. This is the safest type of footwear for indoor and outdoor play.

A complete change of clothing (seasonal) should be given to your child's caregiver, to use in case of any accident. Please include shirt, pants, underwear, socks, and extra shoes (if possible), and ensure your child's name is on every item. Soiled clothes will be placed in a bag and returned to the parent at the end of the day.

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

Illness

A Child displaying any of the following symptoms will not be admitted into the center: Fever (under 3 months of age) at or above 100.5 degrees, (3 months or older) - at or above 101 degrees (all temperatures are taken under the arm), contagious illness such as- impetigo, scabies, ringworm, chicken pox, head lice, and/or diarrhea, vomiting, or inability to participate in daily activities to include outdoor play.

If your child becomes ill or has a suspected contagious disease, you will be notified to pick him/her up immediately. A doctor's statement may be required before your child is allowed to

be readmitted into the center. A child may return to the CYSS programs when the child feels well enough to participate in daily activities and has been symptom free for 24 hours.

Medical Emergencies

Children who have medical emergency conditions in CYSS will be transported immediately to BAC Emergency room by ambulance. CYSS personnel or FCC Providers will accompany the child.

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

Central Enrollment and Registration

Central Enrollment Registration (CER) 270-798-0674 or 270-412-0173 registers patrons for all Child, Youth & School Services programs. Parents may walk-in to complete registration Monday through Thursday 0800-1100. Appointments are available every afternoon and all day on Friday. At CER, parents may register and enroll in any CYSS program. We provide detailed information about each activity along with child and school-age day care.

To register, parents will need to provide a copy of the child's up-to-date shot record, proof of eligibility (DEERS enrollment form, ID card or birth certificate), sponsors e-mail address, total family income information (LES and or pay voucher), the names of at least one person to serve as an emergency contact or child release designee and his or her telephone number and a physical.

CER provides information to assist families with special needs in receiving necessary services and appropriate placement within CYSS. Program orientations are scheduled before beginning a program or activity to meet the staff and acquaint parents and children with program specific policies and procedures.

Child Development Centers

We meet the individual needs of the child and his or her family through appropriate child care enrichment activities. We nurture and provide love, trust and security in a healthy, positive and

safe environment. Our focus is to enhance children's emotional, social, physical, intellectual and creative developmental needs.

Through real experiences, the child develops self-control, independence, core values and is introduced to different cultures of the world. Strengthened by our training, we take the extra step to provide opportunities in mastering new skills through bonding, role modeling and forming relationships with child/youth and families.

CYSS has several programs for children 0-5 years of age. Full time care is available at Child Development Centers (Watters Child Development Center #1, Watters Child Development Center #2, Bastogne Child Development Center, Eagles Child Development Center and Polk Strong Beginnings Center).

A parent orientation is necessary prior to your child receiving care at our centers. This will give you the opportunity to meet those that will be giving care to your child and also give us an opportunity to meet you. We cannot stress enough the importance of this orientation. It starts you and your child off with a well-informed, positive experience.

We are here for you and your child. If ever you have comments, questions, or concerns please do not hesitate to talk with us.

Watters Child Development Center #1
35th & Bastogne Ave Bldg 3071

Polk Strong Beginnings Center
3612 Polk Ave

Fort Campbell, KY 42223
(270) 439-7993

Watters Child Development Center#2
35th & Bastogne Ave Bldg 3069
Fort Campbell, KY 42223
(270) 439-7996

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

Part Day Preschool
3066 Reed Ave.
Fort Campbell, KY 42223
(207) 412-6767

SKIES Unlimited
3411 Bastogne Ave.
Fort Campbell, KY 42223
(270)412-5455

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

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

School Liaison Office
5668 Wickham Ave
Fort Campbell, KY 42223
(270)798-3060

Fort Campbell, KY 42223
(270) 412-4471

Bastogne Child Development Center
3067 Bastogne Ave.
Fort Campbell, KY 42223
(270) 412-4485

Eagles Child Development
205 Bastogne Ave.
Fort Campbell, KY 42223
(270) 412-3303

FCC
5668 Wickham Ave
Fort Campbell, KY 42223
(270)798-4956

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

Teen Club
2577 B Kentucky Ave
Fort Campbell, KY 42223
(270)956-1030/1033

Central Registration Office
5668 Wickham Ave
Fort Campbell, KY 42223
(270)798-0674

Part Day Preschool/ Toddler Program

The Part Day Preschool/Toddler Program provides an opportunity for children to develop an early learning experience. Through careful observation of the children's interest, we develop and create activities that will stimulate them and keep them interested throughout the time that they are in the program. This type of curriculum is known as Creative Curriculum.

Each child is assigned a primary caregiver that will inform you of your child's progress while in our program. The caregiver will monitor and provide you with monthly samples of the child's handwriting, cutting, and art.

Parents are also encouraged to participate with ideas pertaining to the interest of their children so that they can be incorporated into the curriculum as it relates to the activities as they take place. The participation of parents is important to the program as it assists us in meeting the growth and development need of each individual child.

The PDPS program follows the Fort Campbell school calendar. During the summer months a summer session is provided.

We are located at 3066 Reed Ave. 270-412-6767. Hours of operation are 0830-1130 and 1300-1600.

TN CDC Hourly Care

Whether you are looking for a place for your child to be for a couple of hours while you take care of errands or for an entire day, it's important to know your child will receive quality child care. All Child, Youth and School Services (CYSS) Programs provide a healthy and safe environment, nutritious meals and snacks, specially trained staff, planned learning activities and materials appropriate for your child's age and development.

The Hourly Care Program is designed as a short term child care option for parents with children between 6 weeks and 5 years. It has been specifically tailored to meet the needs of those who require care for times when they are volunteering, in-processing, assuming respite care duties or having a doctor's appointment. The program is also designed to give children the opportunity to socialize and interact with other children in their age group. We are located at Bldg 5382 Tennessee Ave. 270-412-4477 or 270-417-4889. Hours of operations are from 0800-1700, Monday thru Friday.

School Age Services

It is the mission of Fort Campbell School Age Services (SAS) to promote quality of life by supporting Army readiness. SAS provides affordable before-school and after-school care in a quality program that meets the needs of children grades K-5th grade and parents. Transportation is available for select schools that are off post to and from SAS sites. In addition to before and after school care, separate SAS camps are operated during Winter and Spring breaks. During the summer months, SAS operates a full day camp.

Fort Campbell SAS is nationally accredited by the National Afterschool Association (NAA). This accreditation assures parents of a commitment to responsive and loving care, trained and competent staff, a safe and healthy environment, and consistent program improvement and quality. Fort Campbell SAS is a Boys & Girls Club and 4-H Club. The Boys & Girls Clubs of America promote positive youth development through the provision of opportunities for young

people to develop the skills they will need to become successful and contributing members of their communities.

A variety of club-base programs are offered at all the SAS sites in four service areas: Sports & Fitness, Fine Arts, Citizenship & Leadership, and Leisure & Recreation. A major club program offered during the school year is our Academic Power Hour- this is an after school club that allows youth to work on homework assignments with qualified staff to assist them and the opportunity to engage in other higher learning activities to make learning fun!

For additional information about SAS please call:
(270)798-4129

Edge

The EDGE! Program offers out of-school opportunities for children and youth ages 6-18 to experience, develop, grow and excel by participating in cutting-edge art, fitness, life skills and adventure activities, known as Art EDGE!, Fit EDGE!, Life EDGE!, and Adventure EDGE! Art EDGE! promotes learning-by doing and focuses on the development of lifetime skills through exposure to the arts. Art EDGE! activities increase creative development while building self-esteem. Fit EDGE! educates and encourages children and youth to incorporate a healthier lifestyle through physical activity and nutritional awareness programs. Life EDGE! imparts upon children and youth the skills needed for life-long growth as well as the exploration of future career fields. Adventure EDGE! Encourages children and youth to embrace the outdoors and nature while being exposed to activities that stimulate relaxation. For more information please contact (270) 412-3955.

Youth Services

It is the mission of the Youth Services program to provide parents who prefer not leaving their youth home alone with an option for supervised activities. Youth Services offers camps during periods when schools are not in session and offer a full day camp during summer months.

Middle School

The Eagles Club for 6th-8th grades students is located at Taylor Youth Center, 80 Texas Ave. (270) 956-4506, 798-3643. Life Skills and Leadership opportunities, Role Modeling, Mentoring, Intervention, and Support Services, 15 Computers with internet connectivity, Triple Play Basketball, Assorted Clubs; Lock-Ins, Dances, Torch Club (volunteerism), Homework Lab, Cultural activities, Photography Club, 4-H Club, Youth Sponsorship Club, Leisure/Recreation, Field trips and outdoor summer activities, including Horseback Riding, Swimming, Canoeing, Fishing, Bicycling and Camping. Hours of operation are School Days 0600-0730 and 1430-

1900, on school holidays hours are 0600-1900. Eagle Club provides transportation from the following off post Middle Schools New Providence, North East, Kenwood, Rossvie, & West Creek.

Teen Club 24/7

The Teen Club 24/7 for 9th-12th grades students is located at 2577-B Kentucky Ave. (270) 956-1203 or 956-1030/1033. The Teen Club offers Life Skills and Leadership Opportunities, Role Modeling, Mentoring, Intervention, and Support Services, Tech Lab with 15 Computers with internet connectivity, Lock-Ins, Concerts, Triple Play Basketball, Assorted Clubs; Computer Technology Club, Poetry Club, Keystone Club (volunteerism), Photography Club, 4-H Club, Youth Sponsorship Club, Hire-A Teen Program, CPR-Baby Sitting Classes, Leisure/Recreation, Field trips and outdoor summer activities, including Swimming, Canoeing, Picnicking. The Teen Club transports from the following off post high schools Northwest, Kenwood Northeast, Rossvie, & West Creek as well as Fort Campbell High. Hours of operation are Tuesday-Thursday 1400-2000, Friday 1400-2300 and Saturday 1800-2330.

Teen Hire Program

The HIRED! Apprenticeship Program provides 15-18 year old youth with meaningful, professionally-managed career-exploration opportunities in Morale, Welfare and Recreation (MWR) operations. The HIRED! Apprenticeship Program offers valuable work experience and training to better equip each participant with the skills needed for a highly-competitive job market. For more information please contact (270) 412-3994

Family Child Care

Family child Care (FCC) offers care in homes on post and off post for patrons seeking child care. All homes are certified and monitored by the Family Child Care program staff and other proponents both on and off post. Extensive background checks are completed on the providers and anyone in their home 12 and over on an annual basis. The providers have completed child care training before caring for children, and receive training on a continuous basis after certification. Children receive nutritious meals as part of the Child and Adult Care Food program. Providers offer a wide variety of development activities to help your child grow in a safe, healthy environment. Some providers offer weekend care, hourly care, and extended care to meet your childcare needs. Parents should choose care which best suits their needs. You should interview several providers, tour their child care areas, and observe when they care for children so you can decide who cares for your child while you are away. Central Enrollment and Registration can direct you to the FCC staff who manages the program or you may call the director at (270) 798-4959. Our offices are located at 5668 Wickham Avenue. CER can also sign you up to view the www.armyfcc.com website as you search for a child care provider. All patrons must attend orientation with the FCC program prior to the start of care.

CD Home

Child, Youth & School Services now offers a Child Development (CD) Home that was established to meet the need for non-traditional child care hours. Our CD Home is designed to provide care for parents that work hours which cannot be accommodated by the operational hours of our other CYSS programs. The CD Home provides care for children 6 weeks through 12 years of age. Staff receives on-going training in Child Development, CPR, First Aid, Child Abuse, Extended Hour Care, Special Needs Care, Infant/Toddler or school-age Care, Emergency Action Principles, and Accident Prevention. The home is for extended hours. Children should not be in care more than 12 hours a day (60 hours a week) with exceptions made to accommodate individual work schedules. The CD home provides a rich environment to enhance children's individual learning styles. We offer daily activities, which cover the 5 areas of child development: Physical, Social, Emotional, Cognitive, and Creative. Space is limited and patrons are screened for eligibility based on the work schedules and child care needs. Central Enrollment can direct you to the CD Home staff who manages the program or you may the director at (270) 798-4959.

Youth Sports and Fitness

Fort Campbell Youth Sports and Fitness program is located in Taylor Youth Center 80 Texas Ave. and can be reached at (270) 798-6355/3168. Year around physical activities for ages 4-18. Individual and Team Sports, Fitness Activities, Start Smart Sports, Pursuing Victory with Honor, Summer Sports Clinics are all offered to enable children to experience and learn about all kinds of sports activities. Training for Volunteer Coaches is held through cooperation with National Youth Sports Coaches Association (NYSCA) and is offered throughout the year. All volunteer coaches must undergo a background check prior to being assigned to coach a team. Participants must be registrar with CYSS and have a recent physical.

SKIES *Unlimited*

The name is *SKIESUnlimited* is an acronym for "School of Knowledge, Inspiration, Exploration, and Skills" with the word "Unlimited" for the unlimited possibilities this program can offer Army children and youth. *SKIESUnlimited* encompass instructional programs for children and youth ranging from four weeks old to adolescence. Through *SKIES Unlimited* children and youth in Child Development Center (CDC), School Age Services (SAS), Middle School and Teen (MS&T), and Outreach Services (OS) Programs, as well as home schooled children, have equal access to opportunities that expand their knowledge, inspire them, allow them to explore, and acquire new skills. *SKIESUnlimited* has a four-school system. The four schools are: School of Sports, School of Arts, School of Life Skills, and School of Academic. *SKIESUnlimited* is located at 3411 Bastogne Ave. (270) 412-5455.

School Liaison Officer

The School Liaison Officer works in conjunction with the Child, Youth & School Services Division and the local school community to address educational issues involving military children. Through partnering with the local and military community, the School Liaison Officer uses a variety of resources to provide assistance with issues concerning student transition. The school Liaison Officer acts as a communication link between the installation and the surrounding school districts. The contact number is (270) 798-9874.

Home School Support

Fort Campbell School Liaison Office, in collaboration with Child, Youth and School Services offers support to all military connected home school families. The Fort Campbell HS program includes monthly support meetings for military connected families living both on and off the installation and currently offers PE and Computer classes on Mondays and Wednesdays at Taylor Youth Center (TYC).

For more information please call the School Liaison Office at 270-798-9874.

SFAC

The soldier Family Assistance Center (SFAC) was created to provide compassionate, coordinated services to Warriors in Transition (WTs) and their Family Members. SFAC is a one-stop shop for services that partners with the Warrior Transition Unit (WTU) as a friendly supportive team dedicated to encouraging self-development, wellness and to meet the unique needs of WTs and their families. SFAC staff will attempt to answer any questions you have and can be reached at (270) 412-6984.

Kids on Site

Kids on Site is an on-site hourly care for groups within the same building where parents are attending a function or immediately adjacent to the parent's function. Coordination must be made with the OS Director at least one week prior to the event to discuss procedures for site approval, registration, and fees.

Army Family Covenant

Child, Youth & School Services is committed to providing support to the Families of Fort Campbell through the deployments and hard ship tours. They CYSS Army Family Covenant Includes: Free Registration to all military families, 20% fee reduction on regularly scheduled full or part time care per child, free transportation to and from surrounding schools for children enrolled in SAS & MS&T, hourly care reduced to \$2 per hour, four free instructional courses (up to 8 weeks per course) at SKIES unlimited, two free CYSS Team or Individual Sports per child.

16 hours free respite care (in four hour blocks) provided Super Saturday and Friday Night Out. These benefits are subject to change due to funding.

Child Development Services (CDS) Discipline Policy

Constructive discipline techniques are used with installation touch policy. No form of

Corporal punishment is permitted. CDS personnel will discipline in a consistent way based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that expectations and limitations are clearly defined.

- A. Child care providers help children learn to develop self-control, express their feelings in acceptable ways, and when age appropriate, learn to resolve their own conflicts and be involved in rule making.
- B. Child care providers role model appropriate behavior and conflict resolution skills, and use of positive rather than negative language.
- C. Child care providers demonstrate realistic, age appropriate expectations of children's behavior.
- D. Guidance techniques used will be constructive in nature, including diversion, separation of a child from the situations, praise of appropriate behavior, or gentle physical restraint. No inappropriate touch including corporal punishment, slapping, pinching, prolonged tickling, fondling or molestation.
- E. A child may not be punished by:
 - 1. Spanking, punching, shaking or other types of corporal punishment.
 - 2. Isolation away from adult sight/contact
 - 3. Confinement in closets, boxes, or similar place.
 - 4. Binding to restrain movement of mouth or limb.
 - 5. Humiliation or verbal abuse.
 - 6. Deprivation of meals, snacks, outdoor play opportunities, or other program components. Short term restrictions on the use of specific play materials and equipment or participation in a specific activity are permissible.
- F. Children are not punished for lapses in toileting or refusing food.
- G. Use of time-out is limited to one minute per year of age (i.e. 3 years = 3 minutes)
- H. Highchairs are not to be used for discipline purposes.
- I. Biting policies focus on modifying children's behavior within the setting and working with parent's to identify alternative strategies within the existing

environment rather than "suspending" the child. When this is not possible, parent's will be assisted in obtaining care in another CDS setting if available.

- J. Development of a written touch and discipline policy is to ensure use of appropriate guidance techniques (compatible with child's developmental level), which minimize risk of child abuse. To ensure guidance techniques focus on inappropriate behavior rather than "bad" children.

Corporal punishment is not allowed in the Child, Youth and School Services programs under any circumstances even with parental approval. Discipline techniques used in the homes are realistic to the infraction the child has committed. The provider and the parent are in philosophical agreement as to which discipline technique will be employed for the child. FCC providers may not use corporal punishment with their own children when FCC children are present in the home.

Touch Policy

A touch policy is implemented. Policy addresses, at a minimum, appropriate versus inappropriate touches.

- A. Examples of appropriate touches include: hugs, lap settings, reassuring touches on shoulders, naptime backrubs.
- B. Examples of inappropriate touches include: forced good-bye kisses, corporal punishment, slapping, striking, punching, tickling for prolonged period, fondling or molestation.

INTENT: To define appropriate touching practices within the context of adult/child physical interactions in Child, Youth and School Service programs. The intent is not to make child care providers afraid of physical contact with the children, but rather to delineate "boundaries" and stress that appropriate nurturing interactions are healthy and necessary for the development of children.