

Joint Base San Antonio



Parent Handbook



JOINT BASE SAN ANTONIO YOUTH PROGRAMS PARENT HANDBOOK

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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.”

WELCOME

We welcome your family to Joint Base San Antonio Child and Youth Programs. Our goal is to provide a well-rounded program that includes quality school age care, sports and fitness, open recreation and social events for your youth as well as provide quality customer service to our patrons. Our programs strive to provide opportunities and activities that meet the physical, social, emotional and intellectual needs of each youth.

If you have any questions about our policies or programs, Program Directors will be available to assist you. If you have any specific questions regarding specific areas of our program (before and after school, sports, social, etc), please speak with the activity manager of that area (listed on the back page) or Director of the program. We look forward to working with your family.

CHILD AND YOUTH PROGRAM (CYP) PHILOSOPHY

JBSA Child and Youth Programs (School-Age Care and Youth Programs) provide safe, enriching, and supervised environments for children and youth during out of school time. Individual interests, experiences, abilities and needs guide the programming. Children have the right to be heard, listened to and influence decisions. We promote experiences and opportunities that enhance rather than duplicate the school day. Our programs maintain an atmosphere that encourages flexibility and allows for freedom of choice within appropriate guidelines. We strive to emphasize the uniqueness of each child by promoting positive attitudes and validating self-worth.

OPERATING HOURS

Program	Fort Sam Houston	Randolph	Lackland
Youth Center (Open Rec)	Mon – Thur 1500-1900 Fri 1500 - 2100 Sat 1100 -1700	Mon – Thur 1500-1900 Fri 1500 - 2100 Sat 1100 -1700	Mon – Thur 1500-1900 Fri 1500 - 2100 Sat 1100 -1700
Admin Office	Mon – Fri 0900-1800	Mon – Fri 0900-1800	Mon – Fri 0800-1730
School Age Program	Mon – Fri 0530-1800	Mon – Fri 0630-1745	Mon – Fri 0600-1800
Teen Center	Mon – Thur 1500-1900 Fri 1500 - 2100 Sat 1100 -1700	Mon – Thur 1500-1900 Fri 1500 - 2100 Sat 1100 -1700	Mon – Thur 1500-1900 Fri 1500 - 2100 Sat 1100 -1700
Middle School Teens	Mon – Thur 1500-1900 Fri 1500 - 2100 Sat 1100 - 1700	N/A	N/A

FINANCIAL POLICIES

FEES AND CHARGES

Fees and charges are established according to guidelines from DoD and Air Force. These fees and charges are reviewed annually. Payments are due by Monday of the week prior to the week of care. If Monday is a holiday we will accept payments until close of business on Tuesday. If fees are not paid in full, a \$5.00 late fee per day, per child will be charged. The “Standard Business Policy for fee payments” states that all individuals using Child Development, School Age and Youth Programs must provide a MasterCard or Visa credit/debit account number and agree to have the card charged for late payments that are past due. If the parent fails to make payment by the close of the business on the second business day following the day the amount became due, the credit/debit card will automatically be charged for the amount owed, (to include late payment fees). Payments for care must be made prior to vacation periods or your space will be relinquished

LATE PICK-UP PROCEDURES AND FEES

If your child is at the center beyond the close of business (or published time for any unique program) you will be charged \$2.00 per minute per child thereafter. Every attempt will be made to contact you and/or an emergency contact using the telephone numbers provided on the AF 1181, AF IMT 88 and sign in/out sheets. If child/youth has not been picked up after the facility has been closed for one hour, proper authorities will be notified.

SPECIAL EVENT FEES

Fees for participation in Instructional classes, Sports & Fitness, and/or special events/field trips are due at the time of registration.

REFUNDS

Patrons may request a refund verbally or in writing to management. All customer refunds will be considered on a case-by-case basis. Most programs are non-refundable.

At no time will cash refunds be made for charged sales (i.e. club account); credit a customer's account for refunded charge sales. Under no circumstances will cash refunds be made from change funds. When refunds are payable with a check, coordination must be made between the Non-appropriated Accounting Office (NAF AO) and the Shared Service Center for payment. Allow a minimum of two working days for the check to be processed.

MEDICAL/HEALTH

EMERGENCY PROCEDURES FOR ACCIDENTS AND INJURIES

Each accident and/or injury case will be annotated on AF Form 1187, Youth Flight Accident Report. The staff will complete the top section and provide a factual description of the incident. A supervisor will sign the appropriate block and notify the parents if necessary. Inappropriate behaviors, resulting in suspected or actual injuries, will be reported on the above mentioned form. A journal entry number will be assigned to each incident report and annotated on AF Form 1023, Youth Flight Record of Injuries. Parents will receive the written report at the front desk. Parents are asked to review the incident report, sign and provide written comments as

appropriate. **Note:** *In the interest of confidentiality, the names of other youth or teens will not be included in the report, nor provided at any time. Only information pertaining to a parent's respective youth or teen will be released.*

Minor accidents (cuts, bruises, bites, etc.) will be reported to parents and they can decide whether to seek further treatment. An Incident Report (AF Form 1187) will be completed and reported to the Supervisor on duty if the youth has been involved in an accident/incident. Parents will receive a courtesy call if the incident that occurred to your youth is a head injury, or there is a mark that will remain on his/her body until your youth is picked up. If the injury requires emergency medical attention, 911 will be notified and medical personnel will transport your youth. A member of the CYP will be present with your youth and you will be notified immediately.

CONDITION FOR SENDING ILL CHILDREN HOME

Youth shall be screened at the time of entry and during care for signs of illness. Youth may not be accepted into care when ill. Youth shall be accepted only when their presence no longer impacts the health of other youth as confirmed by the youth's health care provider. The CYP personnel shall know how to recognize the signs and symptoms of illness to ensure immediate medical needs are addressed. School Age Care and Youth Programs must follow the current version of *The American Academy of Pediatrics Managing Infectious Diseases in Child Care and School* for exclusion of youth and readmission into the program. Parents shall be informed when their youth is injured, exposed to disease, experiencing distress or becomes ill. Adults to include staff, contractors, specified volunteers and parents with a contagious illness shall have restricted access to CYP. Youth with broken bones or other serious injuries shall not participate in physical activities without a health care provider's approval.

If your youth should become ill while in the program you will be contacted to pick up your youth. If we are unable to contact you, we will then notify your emergency contact to pick up your youth. Your youth must be picked up within one hour of notification.

PROCEDURES FOR PARENTS TO NOTIFY THE PROGRAM IF THEIR CHILD/YOUTH HAS CONTRACTED/BEEN DIAGNOSED WITH A COMMUNICABLE ILLNESS/DISEASE, ALLERGIES

If a communicable disease is reported by the Medical Community or Public Health, the Installation CYP Medical Advisor will coordinate on any communication provided to parents. The CYP staff will notify AFSVA/SVI and consult with AFSVA/SVPY when a communicable disease causes modifications to any CYP. During documented communicable disease outbreaks, individuals without current vaccinations/ immunizations or an approved exemption from AF/AIS will not be allowed to participate in the program unless the installation CYP Medical Advisor approves of their participation.

ADMINISTRATION OF MEDICATION

Programs shall follow the policies and procedures in the AF CYP Medication Administration Instructional Guide for administering and storing medication. Designated CYP personnel are trained to administer medications and topical ointments. The training is updated annually or as needed for special circumstances. Every medication must be labeled with the child/youth's first and last name and approved by a medical authority for use in CYP. Only current medications for children/youth are maintained on site. AF Form 1055, *Youth Flight Medication Permission*

Form, must be completed before any medication may be administered to the child/youth. Medications will be administered only under daily written direction of parents, and with approval from a medical professional. Medications will not be administered during open recreation in Youth Programs, but may be given in programs that extend beyond the normal typical day (e.g. full-day camps, day-long field trips and overnight trips). Exception: Emergency medications (e.g. Epinephrine Pens, Glucagon) may be given during open recreation. Parents must initial AF Form 1055 annually to authorize administration of emergency as-needed medication in accordance with the child/youth's action/exposure plan in the event of an emergency. Parents are notified if administration of medication was required and initial the AF Form 1055 subsequently. Medication should be administered at home by parents/guardians, if possible. During a typical 10-hour day of care, CYP personnel will administer medication as follows:

Once if medication is to be administered three times a day.

Twice if medication is to be administered four times a day.

If medication is to be administered one or two times a day, medication will not be administered in CYP (except for time sensitive medications).

The first dose of medication must be administered by the parent/guardian prior to being in care. If the parent/guardian administers the first dose at the CYP, they must wait for 20 minutes before leaving the program. Over-the-counter medications, including aspirin or aspirin-like products, antihistamines, decongestants, and cough syrup will not be given without directions from a medical authority. Programs must have parental permission to apply sunscreen, insect repellent, lip balms, hand sanitizer and over-the-counter lotions and follow the policies and procedures in the CYP Topical Application Instructional Guide. Parent permission must be given annually.

Parents may come to the center to administer medication to their child at any time. Please do not send any medication inside the youth's personal belonging.

HEALTH AND HYGIENE

Every effort is made to provide a healthy and safe environment for all youth. To reduce the spread of germs, frequent hand washing is emphasized for staff and youth. Open sores must be covered with sterile preparation or Band-Aid until fully healed. Periodically, Public Health personnel make unannounced inspections. All caregivers are briefed annually by Public Health and by program personnel.

EMERGENCY PROCEDURES/PLAN

FIRE PREVENTION AND EVACUATION

Fire drills are conducted monthly to familiarize all staff and youth with the evacuation procedures. Youth are taken from their activity rooms to the designated fire evacuation area. Fire evacuation maps are posted in each activity room. Everyone in the facility must follow evacuation procedures. Youth may not be signed out of the program until the end of the drill. Accountability of all children/youth must be maintained.

PLANS FOR RELEASE OF CHILDREN

Each child will need to be signed in and out on AF form 1930 by a parent/guardian each day. A child may be released to a legal parent, guardian, and sibling over age 14, or an adult authorized on the child's AF Form 1181. Children ages 9 and up may sign themselves in or out of the program with written parent permission. Once a child signed out of the School Age Program, they will not be allowed to return. Parents are required to keep the Youth Programs updated on all information changes.

WEATHER CONDITIONS

Outdoor play is very important for youth. Opportunities for outside activities are provided. Youth will only be kept inside during inclement weather, such as sleet, hail, thunderstorms, etc. We follow the Outside Flag Alert System. When notified by the command post, the following is implemented:

- GREEN FLAG: Outside play permitted, no restrictions approved
- YELLOW FLAG: Outside play permitted, use caution and try to remain in shaded areas.
- RED FLAG: Youth must stay in shaded areas.
- BLACK FLAG: Youth are restricted from playing outside

ACTIVE SHOOTER

Active Shooter: In the event of an active shooter situation in the immediate area we will immediately turn off the lights, lock all of the doors and crouch below window lines until the all clear is given. If an active shooter enters the facility, we will take the make every effort to evacuate all children and staff to a safe location. Children and staff will shelter in place if unable to evacuate safely. If in a classroom, all windows will be covered, lights turned off and doors blocked with heavy equipment. As the situation allows, parents will be notified of the situation by telecom and/or local media outlets. Program management and staff will call parents to notify them of the situation and inform them where they can pick their child/ren up from security and police personnel say we can. Children and youth will not be released to parents/family members until authorized by the onsite commander. Facility and program access is strictly monitored and controlled as a child abuse preventive measure. Access is limited to parents, children and staff. Others needing access (i.e. civil engineers) are required to sign in. Visitors (i.e. grandparents) are welcome, but must also be signed in. Adults, other than parents, picking up children are required to provide photo identification, which will be compared with names listed on the AF Form 1181.

DISASTER PREPAREDNESS

CYP have established procedures and an emergency preparedness plan that addresses personnel responsibilities and facility readiness with respect to emergency evacuation, shelter-in-place, lockdown and similar contingencies.

The CYP may close for the following reason: prolonged water, electrical, heating, cooling failure, gas leaks or extreme conditions. In the event of severe weather, a delayed opening in the morning may be announced. The center will not always open at regular time for those parents who are considered "key and essential personnel"; please check ahead of arriving. Staff will

arrive at the time designated by the Installation Commander. In cases of early closing, parents must pick up their youth in a timely manner.

CONTINGENCY OPERATION

Our programs shall practice monthly evacuation drills and a minimum of two (varying scenarios) shelter-in-place drills per year. In case of evacuation, youth will be relocated to a designated location. Parents will be notified of the evacuation location once it is safe to do so. In case of the need to shelter-in-place, youth will be taken to an interior room. Parents/guardians will be notified once the immediate threat has passed

MISSING CHILD/YOUTH AND NOTIFICATION /LEAVING CHILD/YOUTH BEHIND

If the youth does not come to the meeting place, the staff will:

- Check with the school classroom teacher/front office
- Call parents phone number (home, cell and work)
- Call the CYP to inform the director of the situation and get further instructions
- Staff at CYP will continue to try to contact parents and/or emergency contact to find information about the youth
- Apprise the Flight Chief of the situation
- One staff will be remain at the school until the youth have been located or parent provide where about of child

Note: Please contact the program daily NLT 1300 if you know your child/youth will not be picked up after school. It is imperative that contact numbers are kept current on Air Force Form 1181 and/or Form 88.

TERMINATION/SUSPENSION OF ENROLLMENT

CYP services may be terminated for the following reasons by the FSG/CC: 1) not following program's policies and procedures; 2) exhibiting inappropriate guidance techniques while at the program; 3) displaying unprofessional behavior toward Youth personnel; 4) using inappropriate language; 5) ineligibility of services; 6) inaccurate credit card authorization information; 7) continuous tardiness on payments and neglecting to adhere to closing times. Termination of services may occur when families fail to provide required information that is vital for the program, to include Medical Profiles, immunizations, and school enrollment forms and other program policies.

SUPPORTING CHILDREN/YOUTH AND FAMILIES WITH SPECIAL NEEDS

A special need is defined as youth with conditions that require special services beyond those usually necessary to promote growth and development. These needs may be included but not be limited to youth with speech problems, development delays, physical handicaps, ADD or ADHD, allergies and medical problems, or any condition which might require additional supervision or medication be dispensed.

Youth with special needs are welcomed in our school age care program within the parameters of facility and staffing requirements. Youth with special needs will be admitted to our program with the written approval of the Inclusion Action Team after paperwork has been completed and the Multi-disciplinary Inclusion Action Team has reviewed each request.

It is understood that if your youth is on medication (including medications for ADD or ADHD), the youth must remain on medication while in our program. If they take medications at school, they must remain on those medications during the all day camps as well.

CHILD ABUSE AND NEGLECT REPORTING

CHILD ABUSE

All staff will receive annual child maltreatment identification, prevention and reporting training. All staff and regular volunteers must have an Installation Record Check, State Criminal History Check and National Agency Check. As child advocates, staff is mandated, by law, to report any suspected abuse or neglect immediately. Systems and procedures have been established for reporting. As a parent and adult concerned for children you may also report suspected abuse and neglect to the local Family Advocacy Office at 210-539-6350 or the Department of Defense Child Abuse and Neglect Hotline at 1-800-252-5400. There is a hotline poster located in all of our facilities.

TRANSPORTATION AND FIELD TRIPS

Only authorized staff will be permitted to transport youth. Vehicles used to transport children/youth comply with Federal motor vehicle safety standards in accordance with Title 49, U.S.C. Section 30125 and applicable State requirements. Vehicles used to transport children are appropriately licensed, inspected and maintained. Every effort is made to ensure the youth's safety while riding in the vehicle. All youth will be required to use occupant protective devices (e.g. restraints, child safety seats). When YP youth are transported off the installation, a minimum of two adults must be in the vehicle. When transporting youth solely on the installation and two or more vehicles are used, vehicles may travel in tandem with one adult in each vehicle. In this case, the vehicles must travel directly behind each other. Staff, contractors and volunteers will not transport youth in their personal vehicles while performing duties as part of their CYP role. In the event of a liability claim against the Air Force by reason of an accident resulting in injury to your youth, liability insurance coverage maintained by the parent.

SCHOOL PICK UP /DROP OFFS

Children will be transported/Walked to and from school each day school is in session. If your child will be absent from the program, please notify School Age Care by NLT 1300. Your cooperation will assist in locating children at the elementary school. If we are not informed that your child will be absent, we will call the parents. If your child is participating in an after-school activity, (i.e. tutoring, chess club, etc), parents must fill out a "Notification of School Activities" form.

ALCOHOL, DRUGS AND TOBACCO PRODUCTS POLICIES

By order of the Wing Commander, this is a smoke-free facility. In order to promote a healthy lifestyle, we ask that all smoking materials be extinguished before you exit your vehicle. There is absolutely NO smoking in or on the grounds of any CYP facility/property. There are NO designated smoking areas. If it is necessary for you to smoke, you must be in a place away from the property and out of the children's sight.

The use of alcohol, illegal substances, and tobacco are prohibited at all youth facilities, fields or functions. The Installation Commander can suspend the participation of youth and adults found using alcohol, illegal drugs, or tobacco products in YP facilities/functions.

PLANS FOR COMMUNICATING WITH PARENTS

We encourage your comments and suggestions as well as your compliments. Cooperation and teamwork from parents, caregivers and center management is needed to ensure program success. Parents are encouraged to communicate concerns regarding the care of their children to the staff. If parents are not satisfied with the response they receive they should talk to the activity manager. Communicating concerns in a respectful manner and in private is preferred as opposed to talking in front of other adults and children. If parents need a private area to hold a discussion there are places in the center that can be used to accommodate these situations. Please see the activity manager for further guidance.

CLOSED CIRCUIT VIDEO MONITORING

Every measure is taken to ensure the safety of children/youth at the Youth Programs. The facility is monitored by Closed Circuit Television (CCTV) and when in facilities not monitored by CCTV there will always be at least two adults present.

COMMUNITY RESOURCES

There is a program operated by the city of San Antonio that provides financial aid to all who qualify:

City of San Antonio
 Child Care Delivery Services (CCDS)
 702 San Pedro, Suite 100
 San Antonio, TX 78212
 210-246-5200

Community Partners	Ft Sam Houston	Lackland	Randolph
Alcohol, Drug and Prevention/Treatment	210-221-9651	210-292-4452	210-652-4386
Drug Demand Reduction Program	210-221-0849	210-671-9470	210-652-4430
Family Advocacy Program	210-539-6350	210-539-6350	210-539-6350
Military & Family Readiness	210-221-2705	210-671-3722	210-652-5321
Health and Wellness Center	210-539-1254	210-671-0566	210-652-3644
Integrated Mental Health	210-539-9589	210-292-7361	210-652-2448
School Liaison Officers	210-221-2214	210-671-8388	210-652-5321
Military Family Life Consultant	210-517-6666	210-632-3231	210-627-0338

ELIGIBILITY FOR CARE

Child care eligibility is contingent on the status of the sponsor. Eligible patrons include active duty military, DoD civilian employees either NAF or APF, Air National Guard or Air Force Reserve military personnel on active duty or inactive duty training status, active duty Coast Guard members, 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 may be authorized on a space available basis. In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children/youth are eligible for child care only when they reside with the eligible sponsor at least 25 percent of the time in a month. YP eligibility includes active duty military, Air National Guard and Air Force Reserve military personnel on active duty or inactive duty training status and retirees from active duty.

ADMISSIONS FORMS

Participation in Child and Youth Programs requires patrons to be registered. The registration process involves completing and submitting documentation to access fees and charges as well as ensure our facilities are able to assist your family with meeting its child care and recreational needs.

Parents on the waiting list are contacted when a child care space becomes available. Once the initial offer is made, a parent is given 24 hours to accept or decline the position. Parents who do not respond within 24 hours and those declining the offer will be removed from the waiting list and be required to submit a new waiting list form if care is needed in the future. If no contact is made within 24 hours or the space is refused by the sponsor, the space will be offered to the next family on the waiting list.

Additional documentation may be required to support special dietary requirements to include but not limited to review and approval by the Inclusion Action Team. Documentation must be maintained in the child's registration file stored at the program where the child participates.

Upon accepting care, an appointment will be scheduled to complete the following:

- AF Form 1181 (Air Force Youth Flight Program Patron Registration)
- Guidance Policy
- Transportation Permission (see AF Form 1181-Authorization for Field Trips)
- U.S. Department of Agriculture Child and Adult Care Food Program Meal Benefits Income Eligibility Form
- DD Form 2652 (Application For Department of Defense Child Care Fees)
- Credit Card Automated Payment Authorization Form
- School Age Care Parent Agreement
- Annual Authorizations Form
- AF IMT 88 (Youth Program Only)
- 4-H Enrollment (Youth Program Only)
- Military Family Life Consultant Agreement

The following additional information is required to complete enrollment

- Current pay statements for all employed adults in the household.
- Fees are based on total family income (TFI) and apply to all children who attend CDC programs on regular basis. Combat related wounded warriors are assessed Fee Category I regardless of TFI. All military members and federal employees must supply most recent 1st of the month Leave and Earnings Statement. Civilians must supply most recent pay statement. Newly employed parents must submit verification of employment. The document must indicate anticipated gross yearly income or hourly wage with estimated number of hours per week worked. If the information is not provided, fees will be set in the highest fee category. Programs will verify patron TFI annually and adjust fees accordingly.
- Proof of student status every 90 days, if applicable.
- Child's immunization record. See Center for Disease Control and Prevention (CDC)/Advisory Committee on Immunization Practices (ACIP)
 - If records indicate immunizations are missing, you must contact your physician and provide the CDP a schedule to catch up. The plan must be submitted to the CDP prior to the start date, otherwise enrollment will be suspended. Parents will be responsible for all fees from the scheduled start date.
- Current Health Assessment
- Names and phone numbers for two local emergency contacts within 1 hour distance.

Notes: -Enrollment is not final until all paperwork is completed and submitted to the corresponding child care facility for your child. Additionally, the first payment must be made for the first two weeks of care. Failure to complete enrollment by start date will result in loss of care.

-If your child no longer requires our services, a termination notice is required. A written termination notice must be provided to front desk personnel or management two weeks in advance. Assessment of fees will continue until a two week written notice is received.

-Throughout the year, parents must keep vital registration and contact information correct.

-Annually, reenrollment is completed and required documentation is to be re-accomplish.

If a child has been identified as having a special need, additional documentation (i.e. medical action plans, behavior management plans, etc) may be requested to complete the registration process prior to granting enrollment in our programs.

CHILD CARE PRIORITIES

Priority for child care is based on guidance found on Department of Defense Instruction (DoDI) 6060.02, *Child Development Programs*, 5 August 2015 and Air Force Instruction (AFI) 34-144, *Child and Youth Programs*, 2 March 2016. Eligible patrons include Active duty military personnel, Department of Defense (DoD) civilian employees paid from either appropriated funds (APF) or non-appropriated funds (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 a space available basis. To the extent possible, CDPs shall be offered to the qualifying children of eligible patrons.

Priority 1 The highest priority for full-time care shall be given to qualifying children from birth through age 12 years of age of combat related wounded warriors, child development program direct care staff, single or dual active duty Military Service members, single or dual 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. With the exception of combat related wounded warriors, ALL eligible parents or caregivers residing with the child are employed outside the home.

Priority 2 The second priority for full-time care shall be given equally to qualifying 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 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 parents in priorities 1, 2, and 3, CDPs shall 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, CDPs may also authorize otherwise ineligible patrons in accordance with 10 U.S.C. 1783, 1791 through 1800, 2809, and 2812 to enroll in the CDP to make more efficient use of DoD facilities and resources.

Working spouse is defined as having a job outside the home or a home based business or spouses who are FULL time Students (12 credit hours being taken, proof of registration required).

A contractor is defined as an individual working for the primary company hired to fulfill a contract on a JBSA base. This does not include subcontractors hired to fulfill a contract for the primary contractor

INTEREST CENTERS

Children/Youth may participate in a variety of self-directed or teacher-directed activities. Daily, we offer a program of activities that is diverse, engaging and appealing to boys and girls of all ages and backgrounds and helps them develop their strengths and competencies. Opportunities are offered in at least three of the five core program areas: character and leadership; the arts; health and life skills; sports, fitness and recreation; and education and career development. We strive to offer activities that foster self-concept, develop social skills, cognitive abilities, creative expression and the Arts, as well as, literacy and language. Activities that encourage physical development, appreciation of all cultures, and promote health, safety and nutrition are provided, also.

Programs integrate technology into the above five core program areas to enable staff and youth to engage with a variety of digital media experiences, to boost computer based literacy skills and to explore technology opportunities including but not limited to robotics, coding, graphic design and media making.

Participation in Boys and Girls Club of America and 4H clubs is available. In addition, various interest clubs and special activities are offered. Clubs target and develop specific skills and afford children meaningful social opportunities. Clubs vary according to the interest of children/youth.

CAMPS

Our programs offer camps to support out of school sessions during the school year and summer. Camp offerings are provided according to the installation school calendar where the program is located. All three locations (programs) follows their respective ISD school calendar. These camps are separate programs from our Before-/After-School programs. To utilize camp, patrons must register individually for each camp session being requested.

CLOTHING

Please ensure your youth is dressed appropriately for the various activities in which he/she will participate in daily. Remember, "Play is the work of childhood." At the center, your youth has opportunities to interact with many different types of equipment and explore and experience various exciting tools and materials. At times, he/she mixes his/her own paints, cooks, constructs, and plays with materials that may cause stains. Be aware stains may occur on clothing. Please dress your youth so he/she feels free to jump, climb, and roll in the grass and is able to unfasten his/her garments. Some clothing items must be marked with your youth's name, such as jackets. Youth attending our program must be able to participate in all activities. Outdoor play is a daily part of our schedule. Please be sure your youth is dressed appropriately for the season. Youth will remain indoors only if the temperature is below 35 degrees Fahrenheit. During the summer, the center follows the outdoor guidelines established for the flag advisories (green, yellow, red and black).

PERSONAL BELONGINGS / LOST & FOUND

Please remember to label all clothing and belongings with your youth's first and last name. Our staff will make every effort to help the youth learn responsibility for their belongings; however some things are inevitably left behind. The center has a lost and found container; please check

with the front desk if you are missing items. Items not claimed within two weeks will either be donated to charity or used in the center for loaner items. The center is not responsible for lost items. Do not bring toys or electronic equipment from home as appropriate toys for our youth are provided in the center. The center and/or Air Force will not be responsible for personal items.

BIRTHDAY CELEBRATIONS

Birthdays are celebrated one day each month. On that special day, all children whose birthday occurs in that month will be recognized. Due to restrictions by the USDA Food Program, only food provided by the CYP will be offered.

FOOD PROGRAM

The CYP participates in the USDA Food Program. All patrons whose children are attending our program are required to complete the USDA Form H1531: Child and Adult Care Food Program and Summer Food Service Program Child Nutrition Program Application upon enrollment in our program. Only foods prepared at or for the CYP are served for meals, snacks and special events. When the CYP is unable to provide foods required for a child/youth's medical condition, parents may provide food when prescribed in writing by the child/youth's health care provider and approved by the installation CYP Medical Advisor. The food must meet USDA CACFP guidelines and coordination for its safe storage will be made with the installation Public Health office. Any other food requests to bring food from home are not permitted. The CYP utilizes cycle menus that have been approved by a dietitian or AFSVA/SVI. Only USDA creditable foods will be purchased and served. Snack is offered every afternoon upon arrival

PARENT PARTICIPATION

We welcome your involvement as a concerned parent in our program. Our parents have the opportunity to be involved in many different ways. We encourage participation on the Parent Advisory Board, volunteering to help your child's group on field trips, helping with planning, attendance at our special functions, or stopping by for breakfast, snacks, or lunch with the children. Parents are welcomed to visit at any time.

Parents are a vital part of the school-age care national accreditation process. We need parents to help observe the program, tally numbers, assist children with surveys and help with our "Process Improvement Plan" developed at the Parent Advisory Board meetings.

Our Parent Advisory Board meetings are held monthly (time and date will be posted in the lobby). Meetings are open to all parents and offer an opportunity for families to become acquainted with other parents and to take part in our program activities. The minutes of these meetings are available upon request.

If you are interested in volunteering, please inform the staff. Parent volunteers are a valuable asset and enable us to offer additional activities for children. Activities may include opportunities to explore/experience the areas of music, science, cooking, self-selection, blocks,

manipulatives, story time, and especially sharing cultural or family background games, music, food or traditions. We appreciate the help of parents in the various centers.

ORIENTATIONS, CALENDARS AND NEWSLETTERS

Parent newsletters and calendars are distributed monthly. Parent orientations will be conducted at the beginning of new programs and as requested by parents or staff. Individual conferences can be held as requested by parents or staff. This will allow staff and parents to discuss the social, emotional, physical and cognitive development of individual children in our programs. Observations are used to help us plan appropriate developmental activities for each child based on individual needs and interests.

HOLDING YOUTH ACCOUNTABLE FOR THEIR BEHAVIOR

The purpose of positive guidance and redirection in a center is to help children learn acceptable behavior and develop self-control. When redirecting or guiding a child's behavior, the age, intellectual development, temperament and past experiences will be considered. The staff will make every effort to be consistent in explaining and maintaining rules and limits appropriate for the age of the child and in a manner the child can understand.

Unacceptable and acceptable behavior will be recorded on AF Form 1187 Child Care Incident Report, reported to the Supervisor on duty and shared with the parent. In the event continued unacceptable behavior is displayed by youth, the parent will be informed in writing. We will request your help in working on a solution for your youth. Before a suspension is implemented, every effort will be made by the staff to help your youth. Our goal is not to remove youth from our program, but to assist the youth in developing pro-social behavior. Many minor incidents may escape documentation because they are dealt with immediately using a proactive, positive reinforcement, problem solving approach. However, repeated offenses that endanger the safety of the youth, other youth, staff or actions that result in property abuse or destruction will warrant more serious intervention. We have the responsibility for providing a safe and healthy environment for all youth and staff members.

STAFF QUALIFICATIONS AND TRAINING

We have a dedicated and professional staff. Our supervisory and training staff holds degrees or credentials in childhood education, child development or related fields. Staff members are trained in Cardiopulmonary Resuscitation and First Aid. Our staff is also required to have Food Handlers Certificates, health assessments, and National Agency Checks (background checks). All staff members working with children are required to complete fifteen Air Force modules in the areas of child development, safety, child abuse prevention, identification and reporting, child guidance and nutrition. Some of our care giving staff hold degrees or credentials in childhood education, child development or a related area. Our staff receives annual training to ensure their knowledge in the childhood field is current. Administrative staff and food service staff are required to accomplish annual training.

GUIDANCE POLICY

The program strives to model the proper way for youth to interact with other youth and adults. Positive guidance and discipline is used to assist youth in learning. Physical discipline and verbal abuse is prohibited. Positive guidance techniques such as talking with the youth helping the youth negotiate to resolve conflicts, temporarily removing the participation in activities are acceptable methods of guidance and discipline.

Staff *and* families are required to follow our guidance and touch policies when they are at a CYP facility or function.

TOUCH POLICY

Effective guidance takes place when children/youth trust adults caring for them and the adults show children/youth their concern for them is unconditional. The CYP personnel, specified volunteers and contractors (excluding custodians) are trained prior to working with youth using the AF CYP Positive Guidance and Appropriate Touch Instructional Guide and sign a statement acknowledging the required policies and procedures.

FACILITY USAGE

Youth 5 years old and under may participate in only those activities organized for their age groups, such as school age care, instructional classes, special events, and specific specialty camps/clinics. Children 6-8 years old must be accompanied by a parent or sibling over 16 years old unless they are participating in an activity that includes continuous supervision by an adult. Guests are allowed to participate in the open recreational and teen programs but must be accompanied by a youth with an approved YP application. Youth oriented groups such as home-schoolers, mother-child play groups, and family child care providers may request use of the facility by submitting a letter of request to the YP director. Groups will be asked to submit a sheet of attendees during the function. Adult groups may only utilize the facility for meetings, practices, etc., during times youth are not in the building. Official YP functions i.e., SA program, youth sports, youth classes, will have priority over other programs and groups. The YP Director must approve all use of YP facilities, including outdoor areas.

FIELD TRIPS

One of the most exciting events in Child and Youth Programs is the field trip. If you do not wish for your child to participate in scheduled field trips, you will need to make alternate arrangements for care during the time of the trip. During full day trips, the program will provide meals. Parents are welcome to volunteer to attend field trips as long as space is available in vehicles. Volunteers are responsible for their own admission fees. Siblings may not attend field trips. Prompt arrival is important on field trip days to ensure there is adequate time to reach the destination, visit the attractions and return to the program as scheduled. If you arrive at the program after the departure for the field trip, you will be required to find alternate care for your children.

HIGH-RISK ACTIVITIES

It is developmentally appropriate for youth to desire challenges and to take risks. Therefore, we offer activities that may present a high-risk. To make it a safe and pleasant learning experience, we follow careful safety guidelines. Ratios for high-risk activities vary according to activity and skill level of youth. The adult leader gives safety instructions specific to the high-risk activity. Rules, made by the youth and staff, are posted in all high-risk areas. During orientation and training, the staff is taught proper safety procedures for high-risk activities for youth. A certified lifeguard will administer a mandatory swimming test on the first day of swimming for each youth.

It is the responsibility of all parents to inform the staff of any special needs which your youth may have when participating in high-risk activities.

TEEN PROGRAM

BGCA teen-focused programs (e.g. Youth of the Year, Keystone Club), AF Teen Council, AF Teen Movement Projects, DoD Joint Services Teen Council lock-ins, Congressional Award Program.

Keystone Club - Is a leadership development core programs in Service to Club and Community, Career and Education Development, Character and Leadership Development, Unity, Free Enterprise, and Social Recreation in order to be eligible to attend national, regional, state, and city conferences.

The club develops activities to support the core areas for everyone to enjoy, from age 13-18. Monthly in house activities include: Arts & Crafts, DJ Training and events, electronic games, pool, table tennis, computer lab, and just having fun hanging out. Field trips are available.

MIDDLE TEEN PROGRAM (FT SAM HOUSTON ONLY)

The Middle School Teen Center provides recreation and educational programs for teens (grades 6-12). The activities within the program provide youth with a wide-range of recreational, social, leadership and volunteer opportunities. At the MST Center you will find a game room, computer lab, homework support, kitchen area, gym, lounging area and an art studio.

Fees are assessed according to Total Family Income Category. All youth enrolling for Youth Programs can registered at a Youth Center or [Parent Central](#).

Leadership Programs

The MST Center offers a variety of clubs and programs designed to help develop and strengthen core leadership values and provide opportunities for youth to build leadership skills:

[Torch Club](#)
[4-H](#)

[Keystone Club](#)
[Passport to Manhood](#)

[Smart Girls](#)
[Triple Play](#)

YOUTH CENTER OPEN RECREATION

A wide variety of recreational activities are planned to help youth, ages 9 – 12, develop stronger social skills and encourage the making of new friends. Check the monthly calendar for dates and times of scheduled activities and events. Youth, 9 years of age and older participating in open recreation/teen program may sign themselves in and out of the YP facility without parental oversight

Torch Club: This club is for boys and girls, ages 9 – 12 years and is geared towards service to club and community, education, health and fitness and social recreation. Members are involved in activities that promote character and leadership development. Youth will be encouraged to plan and initiate ideas for trips, events and activities. Goals are set that help improve communication, leadership, and self-esteem and provide a positive place for youth to learn life skills. This is the stepping-stone into Keystone Club for teens. Check monthly calendar for times and dates of meeting.

SPORTS PROGRAMS

The Youth Sports Program mission is to encourage and enhance physical fitness and provides opportunities for fun, decision-making, problem solving, self-knowledge, and socialization with peers & responsible adult volunteers through a wide range of organized sports.

In all leagues (on/off installation), a minimum play rule is required for all youth regardless of ability. Youth, 5-12 years of age, must be permitted to play at least half of every game. Only youth 11 years of age and up are permitted to participate in post season play (e.g. tournaments, play-offs, championship games). Care is taken to minimize risk of concussion and head injury. Youth below the age of 11 years are not permitted to participate in activities that result in significant or frequent collisions involving the head or neck (e.g. tackle football, boxing, wrestling).

DRESS CODE POLICY

All YP staff are expected to report to work in proper uniform or appropriate attire. Staff wear shirts with YP identifying apparel. Staff wearing red shirts have local background checks completed and are awaiting the national checks. These staff are not left alone with a group of children until all clearances are returned.

Staff with red shirt are fully qualified to supervise and engage in youth development with your child.

SCHOOL AGE CARE PROGRAM

The mission of the School-Age Program is to support the needs of working parents by providing their families with a safe and caring environment that nurtures the development of character, cultural awareness, leadership and social values. The program, parents, and staff will encourage and enhance youth education and development by providing opportunities for risk taking, decision making, problem solving, self-knowledge, fitness and fun.

HOLIDAY CAMPS / SUMMER CAMP

Holiday camps are held on those days when the Independent School District is closed, but the Center is opened (i.e. Thanksgiving break, Christmas break, spring break, summer). Those days are a separate program from our Before and After School program. So, even if you are registered for Before and After School, you will still need to register your child for the holiday/summer camps (dates will be announced).

Camps are full-day, fun packed and includes field trips, arts and crafts, education and entertainment, recreational swimming, sports and fitness, games and of course fun and friendship. For summer camp, the child must be going into kindergarten.

We open at 0600 and close at 1800, however, you may not leave your child in the center for more than 10 hours. Breakfast, lunch and afternoon snacks will be served.

RELEASE OF CHILDREN TO APPARENTLY INTOXICATED PARENTS

It is the responsibility of the parent to arrive at the child's location in a sober condition. The supervisor must ask the parent if there is someone else with the parent who can drive. If not, the supervisor must ask if they can call a friend or a taxi to give the parent and child a ride home. If the parent refuses a taxi, ask to contact the person's first sergeant or commander. The supervisor will not enter into physical conflict with the parent; however, if the parent becomes threatening, belligerent or uncooperative, contact the Security Forces. If the parent will not wait for the Security Forces, the gates will be notified. The Department of Human Services (DHS) and Security Forces will be called if the welfare of the child is at risk. Supervisor and 1 other staff will remain to administer to the child's needs until the DHS representative accepts responsibility of the child.

TAX BENEFITS FOR PEOPLE WHO WORK

Did you know you might be eligible for the Earned Income Credit? If so, you'll owe less in taxes and you could get cash back. Even if you don't owe income tax, you can get the EIC. Check with your squadron's tax advisor to see if you qualify.

LIST OF KEY PERSONNEL

JBSA Lackland

Youth Program Director	Bldg 8420	671-2388
School Age Care Coordinator	Bldg 8420	671-3241
Teen Director	Bldg 8420	671-7343
Pre Teen Coordinator	Bldg 8420	671-5846
Youth Sports	Bldg 8420	671-2611

JBSA Fort Sam Houston

Youth Program Director	Bldg 1630	221-3502
School Age Care Coordinator	Bldg 1703	221-5151
Teen Director	Bldg 1630	221-3502
Middle School Teen Program	Bldg 2515	221-3630

Youth Sports	Bldg 1630	221-5513
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JBSA Randolph

Youth Program Director	Bldg 584	652-2088
School Age Care Coordinator	Bldg 585	652-2088
Teen Director	Bldg 585	652-4262
Pre Teen Coordinator	Bldg 584	652-4262
Youth Sports	Bldg 584	652-4262