

UNITED STATES ARMY GARRISON, FORT LEWIS
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION



CHILD, YOUTH & SCHOOL SERVICES



Joint Base Lewis-McChord Child, Youth & School Services

HANDBOOK





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JOINT BASE LEWIS-McCHORD
CHILD, YOUTH & SCHOOL SERVICES

Welcome to Joint Base Lewis-McChord and the Pacific Northwest!
CYSS provides quality childcare, outstanding school age care, exciting youth programming, fun and challenging sports opportunities and exceptional instructional programming for our Families.

CYS Services is a division of the Directorate of Family and Morale, Welfare and Recreation.

MISSION: *To reduce the conflict between mission readiness and parental responsibility by offering quality programs and accountability for children and youth.*

We strive to serve the needs, interests and responsibilities of each individual in the Joint Base Lewis-McChord community with support and leisure services designed to enhance the quality of their lives for as long as they are associated with the Army and Air Force.

Child, Youth & School Services becomes critical to the military mission during deployment, mobilization and contingency situations. When a Soldier or Airman loses duty time due to a lack of child care, it negatively impacts the military mission. Our job is to provide programs and service options that meet parental needs: early morning PT, extended hours, weekend youth programs and Family Child Care homes for extended periods of time while parent(s) are deployed.

VISION: CYS Services programs are dedicated to providing:

- Seamless delivery system for children and youth ages 4 weeks to 18 years
- Predictable services offered at all installations
- Safe, healthy, Family-friendly environments
- Well-managed programs
- Accountability for Army, Air Force, program, staff, child, youth and Family outcomes
- Satisfied customers—children, youth, parents, Army, Air Force, Congress
- Maintaining status as a “Benchmark for America’s Child Care” and becoming a “Benchmark for America’s Youth Programs”

PHILOSOPHY: CYS Services understands that customers come to us with a variety of needs with regard to childcare, and we’re prepared to assist them in locating services that will best meet the needs of their Family. As children grow, their developmental needs change; and we want the transitions among programs to be smooth and beneficial to all who use our services. All staff members are cross-trained and provided age-specific training throughout employment. Staff flexibility provides quality care to children and youth of multiple age groups.

OPEN DOOR POLICY: We extend an open invitation to you to drop-in often for informal visits or to visit your children/youth any time. This will give us the opportunity to become acquainted with you and enable us to provide optimal learning experiences for your children/youth.

PROGRAM GOALS: CYS Services is committed to providing high-quality, affordable, available, accountable and developmentally appropriate programs by:

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

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

Environments: The environment is a key element in fostering the development of children. An environment is defined as the use of space, materials, experiences, daily routines and interactions to enhance development. The objective is to create a nurturing, safe atmosphere, provide learning styles and encourage quality interactions.

CDS DEVELOPMENTAL ASSESSMENT: The formal method of developmental assessment of children in our Child Development Centers and Family Child Care homes is through the use of Creative Curriculum Developmental Continuum by Diane Trister Dodge. Informal observation notes and samples of children's art and other work are collected as part of the assessment process. The Creative Curriculum provides a framework that guides our teachers in planning appropriate activities that are individualized to meet each child's developmental needs. Teachers create developmental portfolios for each child to ensure learning goals and objectives are accomplished in the areas of intellectual, physical, social, emotional and language development.

Assessing individual and group progress allows planning for programs that respond to the needs, interests and abilities of children in any room. Teachers receive training on conducting observations and assessments as part of their regular ongoing training. Assessments are conducted three to four times a year, and the primary care teacher will discuss results with parents. Diagnostic referral and assessment can be facilitated between CYS Services and MAMC, as needed.

REGISTRATION

PARENT CENTRAL SERVICES

BLDG. 2295, 12th ST. & BITAR AVE. AT LEWIS MAIN 253-966-CYSS (2977)

BLDG. 100, COL. JOE JACKSON BLVD. AT McCHORD FIELD 253-966-CYSS (2977)

Parent Central Services is your gateway to CYS Services! Whether you're looking for full-day care or want to know when the next teen dance is scheduled, you'll find that information here. PCS has information on all Joint Base Lewis-McChord CYS Services programming: Child Development Centers, Family Child Care, School Age Services, Youth Services, Middle School/Teen, School Liaison Office, Sports, Fitness Center child care, Raindrops and Rainbows, SKIES*Unlimited* instructional programs, parent education and volunteer opportunities. Programs are available for children ages 4 weeks through 18 years.

If enrolling for any of the programs or activities listed in this booklet, the parent or guardian of the child or youth must be eligible for services, have completed the CYS Services forms and have provided a valid government ID card, proof of child's immunizations and complete all forms required for data entry into CYMS prior to enrollment. Enrollment may be initiated during the patron's resource and referral intake interview.

Lewis Main: Monday through Friday, 8 a.m. to 5 p.m. (after 4 p.m. by appointment only)

McChord Field: Monday through Thursday, 8 a.m. to 4 p.m.

Typical registration appointment can take up to 45 minutes. To make an appointment, call 253-966-CYSS (2977) or visit <https://webtrac.mwr.army.mil/jblmcyms.html>

Packets containing registration forms and a registration checklist detailing requirements may be picked up during hours of operation or downloaded from the JBLM Family and MWR website: JBLMmwr.com/CYS.htm. Completed forms and necessary documents must be presented at the time of registration. There are no fees for registering your child or youth.

Eligibility for CYS Services is as follows: Active duty military personnel, APF & NAF DoD civilian personnel, Reserve and National Guard on active duty or during inactive duty personnel training and DoD contractors. Retirees and Reserve/National Guard not on active duty are not eligible for CYS Services.

When a waiting period for enrollment exists, priorities for care needed to meet mission requirements will be in accordance with current Department of the Army and JBLM policies. Patrons who have children in full-day or school-age care must be employed full-time or be enrolled as a full-time student. Full-time employment is defined as working at least 25 hours per week or a full-time student enrolled in at least 12 credit hours. Patrons who are searching for a job will have 90 days from the time of child enrollment to find employment or enroll as a full-time student. At the end of the 90-day period, if a waiting list exists, CYS Services will provide a notice to patrons who don't meet the eligibility requirements for full time that their children will be disenrolled from the program. Patrons who have obtained full-time employment will be required to complete a new Application for DoD Child Care Fees at a Parent Central Services location.

Registration appointments are encouraged. Information required to complete registration:

- Sponsor name, local address, home telephone number, duty station and telephone
- Spouse name, duty station/work telephone number
- Local or AKO e-mail address
- Three local emergency release designees' names and telephone numbers. These individuals will be contacted in the event of an emergency if the sponsor or spouse cannot be reached.
- Up-to-date immunization records for all children are required.
- If enrolling a child in a CYS Services child care program or subsidized Family Child Care home, the patron must provide current LES statements and complete a DoD Application for Fees to determine Total Family Income and fee category. For the military sponsor, this includes Base Pay, BAS and BAH.
- CYS Services Health Screening Tool 1 information (Note: If a child has been diagnosed with any dietary restrictions, allergies, asthma, is taking ongoing medication or has any other special needs, a Medical Action Plan (MAP) will be required and a Special Needs Accommodation Process evaluation meeting may be scheduled. Prior to receiving CYS Services care, a SNAP team will review the case and recommended CYS Services care placement.

Information to be provided within 30 days of initial registration:

- Current physical/health assessment signed and stamped by a medical representative.

It's the responsibility of each parent to ensure that information on the form is kept current. Any changes in phone numbers, address, emergency contacts or income status should be provided to the administrative assistant as soon as possible to update CYMS information. Also, the most up-to-date copy of the child's immunizations is required and must be maintained within the child's file.



Sports physicals: At the time of enrollment in any sport, child/youth must present a health assessment/sports physical that's valid throughout the entire sports season (physicals valid for one year from the date of the health provider's signature).

A health assessment/sports physical must certify that the individual is physically able to participate in sport/activity and address any pertinent medical conditions or constraints, e.g., asthma, heart murmur, allergies. Health assessments are required for all team sports, individual sports and some SKIESUnlimited courses.

PROGRAMS AND SERVICES

CHILD DEVELOPMENT SERVICES

Child Development Services provides care for children ages 6 weeks through 5 years in CDCs and ages 4 weeks through 12 years in FCC homes.

CHILD DEVELOPMENT CENTERS

The Child Development Centers offer full-day, part-day and hourly care programs for children 6 weeks through 5 years of age. CYS Services programs ensure the same quality of care for children in all programs. A developmentally appropriate curriculum for young children is planned by the teachers with attention to the different needs, interests and developmental levels of those individual children.

The JBLM CDCs are accredited by the National Academy of Early Childhood Programs, which is a division of the National Association for the Education of Young Children. NAEYC is a civilian, membership-supported organization committed to fostering the growth and development of children from birth through eight years of age. Early childhood programs accredited by NAEYC have voluntarily undergone a comprehensive process of internal self study, invited external professional review to verify compliance with the Criteria for High Quality Early Childhood Programs.

All CDCs offer trained teachers , balanced meals and age-appropriate, developmental educational activities. Refer to the directory for a list of centers and phone numbers.

CDC PART-DAY PRESCHOOL

Part-day preschool for children 3 to 5 years of ages is offered in morning and afternoon sessions; two-day, three-day and five-day enrollment options are available. The part-day preschool program implements Creative Curriculum which is a pre-cursor to the Strong Beginnings program. The Creative Curriculum learning goals and objectives for preschoolers are developed into exciting activities that teach a variety of social , emotional, intellectual, physical and literacy skills.

STRONG BEGINNINGS

Strong Beginnings pre-kindergarten program meets five days each week in morning or afternoon sessions and is designed to ensure that all children who enter kindergarten are prepared to succeed. Early care and education programs serving children younger than 5 years of age have begun to develop and implement standardized Early Learning Standards that define what preschool children should know and be able to do before entering kindergarten. The standards guide CYS Services teachers in planning meaningful early experiences that prepare children for classes in school and lay the foundation for lifelong learning.

HOURLY CARE

Services are available at Clarkmoor Hourly Center and in many Family Child Care homes. Hourly care is short-term care for children whose parents have a medical/dental appointment, volunteer commitment or just need a short break. Hourly care is offered for children 6 weeks through 5 years old. Hourly care for children in

kindergarten through 5th grade is offered at the Cascade School-Age Center.

Reservations are required for all children using hourly care and may be made by calling 253-966-CYSS (2977) or online through WebTrac. The reservation system is necessary to ensure that optimal space and sufficient staff for children in care will be available. All spaces are on a first-come, first-served basis and may be made as early as one month in advance. Drop-in or walk-in care will be accepted on a space- and staff-available basis. Reservations won't be held longer than 30 minutes beyond the scheduled time. A \$4 fee will be assessed if the reservation is not canceled at least two hours before the reserved time.

Hourly payment is due when you pick up your child. The standard Army-wide hourly care rate is \$4 per hour per child regardless of Total Family Income. Multiple child reductions do not apply to hourly care.

Hourly care bags: Each child using hourly care will be issued a bag containing all the documents needed for that child to receive care. If a child arrives for hourly care without the bag, care will be denied.



FAMILY CHILD CARE

The Family Child Care Program is a child care option provided to military Family members, civilians and Department of Defense contractors through Child, Youth and School Services. The FCC Program is provided by military Family members as independent contractors on the installation or civilian housing off the installation.

FCC homes provide flexible hours, a comfortable Family setting and activities based on real-life experiences in the home and neighborhood. Most homes offer full-day, part-day and/or hourly care. Special services may include 24-hour and long-term care during mobilization and training exercises, evening and weekend care.

Parents can expect to receive the same quality of care in an FCC home as in a child development center or school-age program. FCC providers receive the same training and support as CYS Services facility-based staff. Each group of 25–40 providers is designated as an FCC Network with its own Director and Trainer.

FCC home capacity at any one time is generally six children who are enrolled in the program. Homes serving infants/toddlers exclusively (4 weeks–2 years) can serve a maximum of three children. Homes serving school-age children exclusively (5–12 years) can serve a maximum of eight children.

FCC providers and their homes meet specific requirements related to health, fire prevention, safety and child development programming and are certified by the Installation. FCC providers and their Family members older than 12 years of age pass stringent background checks and inspections. FCC homes are regularly visited by FCC, CYS Services and installation representatives. FCC providers work to attain a National Association for Family Child Care Accreditation, using the same level of standards as those of the centers.

All FCC providers are independent contractors who set their own fees and hours of operation. Many are available after 6 p.m. and on weekends for duty-related or recreational child care. All FCC fees and charges are determined by the FCC provider and patron, based on the length of care provided. Subsidies may be available.

FCC providers may accept into full day care only those children who have been referred through the CYSS waiting list when an excess demand exists for their age group.

If you are interested in using an FCC provider for hourly services, we urge you to visit and interview with the providers who are able to meet your hourly care needs. It is a good idea to bring your child to meet the providers. Choose more than one possible provider so that you are more likely to find one with openings when you need care. Parent Central Services will assist you in finding an FCC provider. There is also an on-line program, *FCC.com*, that provides you the opportunity to see the variety and quality of FCC homes that operate at JBLM. You can access *FCC.com* from your home or at the *FCC.com* computer terminal located at Parent Central Services. Please call 253-966-5993 to obtain a *FCC.com* login and password. If you are interested in one of the FCC homes you view on *FCC.com*, please visit Parent Central Services to ensure the provider you are interested in is available for hourly care. *FCC.com* does not provide information on current child care availability.



RAINDROPS & RAINBOWS

Bldg. 8197, American Lake Ave. at Lewis Main

The Raindrops & Rainbows Parent and Child Play Center offers Joint Base Lewis-McChord Families a place to play, learn and network. Parents and their children, birth to 5 years old, may drop in and take part in a variety of fun activities: learn how to make playdough, work on school readiness skills and learn infant massage techniques, baby signs and songs. A CYS Services early childhood professional will be onsite to conduct activities with you and your children or to assist you in activities of your choice. Contact the center for more information on specific classes and a calendar of events.

Program information: This free program offers onsite registration for this program only. Parents provide diapers, wipes, etc., for their children. Parents must stay at the center with their children and participate in the activities.

Hours of operation (subject to change):
Monday through Friday, 8:30 a.m. to noon and 1–4 p.m.
Saturday, 9 a.m. to noon and 12:30–3 p.m.

For more information, call 253-967-4802.

YOUTH SERVICES PROGRAMS

Our youth services programs serve school age, middle school and teen youth in kindergarten through 12th grade. Joint Base Lewis-McChord's Youth Services' mission is to provide a safe and healthy environment where youth can participate in fun, recreational, educational and age-appropriate developmental activities supervised by trained staff.

YS programs have ongoing partnerships with Boys and Girls Clubs of America, 4-H Clubs of Pierce County, National Alliance for Youth Sports and Character Counts that enable us to offer a variety of activities and opportunities to youth.

Youth services program goals:

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

SCHOOL AGE SERVICES

Our school age sites are nationally accredited to ensure the highest quality programming. School Age Services provides programs for youth in kindergarten through 5th grade. (Beginning in SY 11–12 children in 6th grade will be enrolled in the School Age Program regardless of school configuration at no-cost to Families.)

Program options:

- Before- and after-school care
- Camps
- Hourly Care

School Age Camps: School Age Camp is offered to meet the needs of working parents and the recreational needs of occasional users within a single program setting. Fees are established for these camp programs with expanded hours that reflect the parental duty day. The camp program allows Families to purchase camp weeks as needed. Families may select the weeks in which they plan to participate. Since payments are made on a weekly basis, vacation credit is not factored into the summer camp fees. If a Family takes vacation time during the summer, they don't sign up for that week.

Note: Enrollment in a school age summer camp does not guarantee placement in the before- and after-school program in the fall.



MIDDLE SCHOOL/TEEN

The Middle School/Teen Program currently provides programming for youth in 6th through 12th grades. *Note: Beginning in SY 11–12, only youth in grades 7–12 are eligible to participate in afternoon middle school/teen programs (1300-1800 at no cost regardless of the program location where the youth attends).*

Programs include:

- Before-school program for middle school
- Open recreation programs
- Inter-service events
- Middle school summer and vacation camps
- Trips and tours

Refer to the programs and facilities directory (pages 36–37) for a list of locations and phone numbers.

Transportation: Transportation is provided by Clover Park School District from CYS Services programs to the following schools:

On-base elementary schools:

Lewis Main:

- Clarkmoor Elementary School: 253-583-5220, South Division & Liggett
- Beachwood Elementary School: 253-583-5200, American Lake Ave
- Evergreen Elementary School: 253-583-5250, 9010 Blaine St
- Greenwood Elementary School: 253-583-5260, 5190 N. Division and Idaho
- Hillside Elementary School: 253-583-5280, Garcia & Magnolia

McChord Field:

- Carter Lake Elementary School: 253-583-5210, Lincoln Blvd.

Middle and high schools (off-base):

- Mann Middle School: 253-583-5440, 11509 Holden Road SW
- Woodbrook Middle School: 253-583-5460, 14920 Spring Street SW
- Harrison Prep School: 253-583-5418, 121 St SW
- Clover Park High School: 253-583-5501, 11023 Gravelly Lake Dr. SW
- Lakes High School: 253-583-5550, 10320 Farwest Dr. SW

SCHOOL LIAISON SERVICES

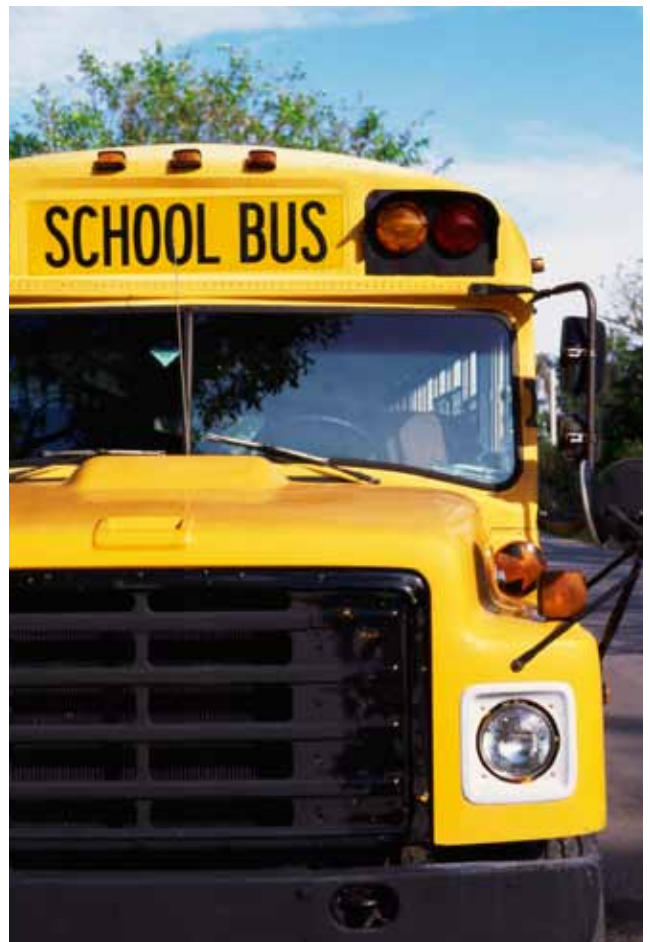
WALLER HALL AT LEWIS MAIN, 253-967-7195

McCHORD FIELD, BLDG. 100, 253-982-1002/1001

The School Liaison Officer acts as an advocate for military Families and their school-age children and youth. Some ways in which the School Liaison Officer may provide assistance are:

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

Clover Park School District information is available for transitioning Soldiers and Airmen via the Internet at www.cpsd.cloverpark.k12.wa.us.



CYS SERVICES SPORTS & FITNESS PROGRAM BLDG. 2295, 12th & BITAR AT LEWIS MAIN

The CYS Services Sports & Fitness Program hosts recreational leagues that are inclusive of all youth who want to learn the fundamentals of the game and to have fun. A wide variety of sports games and fitness opportunities are offered to children and youth throughout the year. Sports programs and services are provided to Army and Air Force children and youth 4 weeks through 18 years of age in the following four service areas: team sports, individual sports, fitness and health and outreach. The age groupings are aligned with the National Standards for Youth Sports, as endorsed by the National Alliance of Youth Sports. Prior to placement in sports programs, staffers consider the age and physical development of the child/youth to ensure they're able to understand the rules of the sport to enable them to participate safely. Sports registrations are accepted at Parent Central Services. Enrollment fees vary depending on each sports program.



The sports program focuses on the following:

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

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

Code of conduct basics: Athletic competition of student-athletes should be fun and also be a significant part of a sound educational program, embodying high standards of ethics and sportsmanship while developing good character and other important life skills. Essential elements of character building are intrinsic in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when learning from the T.E.A.M. concept (Teach, Enforce, Advocate and Model these values) and by committing to the ideal of pursuing victory with honor. Good-faith efforts to honor the words and spirit of this code will improve the quality of our programs and the well-being of all teammates.

Code of conduct for student-athletes: Excerpts from the code say to treat all people, including the teacher-coach with respect at all times. Demonstrate an appropriate demeanor that reflects self-control and an unwavering commitment to fair play. Live and play with class. Be a good sport. Be gracious in victory and accept defeat with dignity. Help fallen opponents, compliment extraordinary performance and show sincere respect in pre- and post-game rituals. Don't fight or show excessive displays of anger or frustration. Have the strength to overcome the temptation to retaliate. Safeguard your health. Don't use any illegal or unhealthy substances, including alcohol, tobacco, drugs and nutritional supplements or engage in any unhealthy techniques to gain, lose or maintain weight. Be informed about the health risks involved in the use of recreational and performance-enhancing drugs, tobacco and alcohol, as well as eating disorders. Have a thorough knowledge of and abide by all applicable game and competition rules. Demonstrate and demand integrity.

Code of conduct for teacher-coaches: Be faithful to the educational and character-development mission of Joint Base Lewis-McChord and assure that these objectives aren't compromised to achieve sports performance goals. Always place the academic, emotional, physical and moral well-being of student-athletes above desires and pressures to win. Coaches should be viewed first and foremost, as teachers and referred to as "teacher-coaches." Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse and conduct demeaning to student-athletes and others. Goals related to the sport should be stated clearly in a manner that is consistent with the educational mission for the Joint Base Lewis-McChord Sports and Fitness Program. Encourage student-athletes to pursue victory with passion, to think and play as a team, to do their best and continually improve through personal effort and discipline. Strive to enhance the physical, mental, social and moral development of student-athletes. Treat game officials with respect and don't complain or argue about calls or decisions during or after an athletic event. Be a worthy role-model.

Code of conduct for parents/guardians: Demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team. Treat all people with respect at all times and require the same of your student-athletes. Treat game officials with respect and don't complain or argue about calls or decisions during or after an athletic event.

Code of conduct for spectators: Live and cheer with class. Be a good sport. Be gracious in victory and accept defeat with dignity, compliment extraordinary performances and show sincere respect for all competitors. Don't engage in disrespectful conduct of any sort including profanity, obscene gestures and offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations or other actions that demean individuals or the sport. Don't participate in any negative or demeaning cheers.

Code of conduct for officials: Teach and model the importance of integrity by doing the right thing and making the right call even when the cost is high. Admit mistakes openly and honestly. Enforce the rules as written, as faithfully as they can in a manner consistent with guidelines and interpretation of the rules committee. Be generous with praise and treat all participants with impartiality.

Positive role models: Parents are encouraged to take an active role in the sports program and provide positive role modeling for children and youth by exhibiting sportsmanship behavior and demonstrating support of children involved in youth sports. Parents are asked to be knowledgeable of opportunities and responsibilities of having a child involved in youth sports.

Safe-playing situations: Coaches and staff ensure that sports facilities and areas are properly maintained and equipment is appropriately used. Coaches understand the consequences of improper skill techniques, poor conditioning and improper weight-control practices. Rules are modified for safe playing situations and coaches have knowledge of prevention and first aid for athletic injuries. All youth are provided the opportunity to play, grow and develop individual sports and fitness skills.

Call Parent Central Services at 253-966-CYSS (2977) for an appointment to register for sports programs. Refer to the phone directory for a list of directors' names and phone numbers.

Child/youth must have a copy of a current health assessment/sports physical when enrolling in a sport.

Health assessments/sports physicals are valid for one year from initial date and must be valid for the duration of the sports season.

ARMY FAMILY COVENANT EVENTS CENTER/SKATING ARENA

The Army Family Covenant Events Center is a joint Family and MWR directorate facility. It features a large indoor skating rink, an espresso and snack bar, Leisure Travel Services (formerly Information, Tickets and Tours) office and group meeting rooms. The AFC Events Center is located on Liggett Ave.

The rink provides low-cost child and youth skating, which is also available for unit and Family parties and is open to all Soldiers, Airmen, civilian employees, retirees and their Families. The rink is open for school districts' skate parties and off-base community parties and events. For information on hours of operation, birthday parties and/or private parties, call 253-967-4458 for more information.

Please note that all children (11 years and younger) must be accompanied by an adult.



FITNESS CENTER CHILD CARE

While you participate in fitness activities, onsite child care is available on a space-available basis at one of your JBLM Sports & Fitness Center (usually offered at Jensen Family Health and Fitness Center, the free child care is offered at Wilson Sports and Fitness Center while Jensen is renovated). Appropriate activities and supervision are provided by qualified CYS Services caregivers. Food service is not be provided. Children must be registered with CYS Services and have a red "hourly care bag," which must be brought with the child each time care is desired. The child care service is free. For more information on what parents need to provide while their

children are in this child care program, call 253-967-1254. Parent must remain in the facility while children are in CYS Services care.

For additional information about the fitness equipment and other amenities, visit JBLMmwr.com.



SKIESUnlimited (SCHOOLS OF KNOWLEDGE, INSPIRATION, EXPLORATION and SKILLS)

The SKIESUnlimited program is the framework for the Army's CYS Services instructional programs. It encompasses the four service areas: arts, recreation and leisure, life skills, citizenship and leadership; sports, fitness and health; and academic skills, mentoring and intervention. Children can explore new skills, pursue and nurture personal interests, interact socially with others, bolster college applications and foster close relationships with caring, knowledgeable adults outside the home.

SKIESUnlimited instructors have had local and national background checks and training in CPR, first aid, Child Abuse Reporting and Prevention, Guidance, Child Developmental Guidelines and Safety.

Program options: Instructional classes are offered in dance, arts and crafts, karate, gymnastics, personal interests and more. See SKIESUnlimited promotional fliers or visit JBLMmwr.com/CYS.htm for the current course offerings.

Enrollment information: Enrollment for all SKIESUnlimited classes takes place at Parent Central Services offices at Lewis Main and McChord Field. All enrolling students must have an active CYS Services registration.

Program location: Most SKIESUnlimited classes take place at Bldg. 6398, on Garcia Blvd. 253-477-2108. Additional locations are indicated on the SKIESUnlimited promotional fliers.

KIDS ON SITE

Kids on Site is child care provided to parents onsite while attending functions like Newcomers' Orientation, Army Family Team Building, PWOC, Sunday chapel services, Family resource functions and more.

Parents are asked to follow these procedures when their children are in care:

- Register with CYS Services and obtain a red "hourly care bag" with all documents needed for care (bag must accompany child each time care is requested)
- Remain onsite the entire time children are in care
- Assist with evacuation of their children in an emergency
- Pick up children immediately following each function
- Complete an Infant Information Sheet for children younger than 1 year old
- Sign their children in and out of the care site



Parents please provide the following for each age child:

Infants: A blanket, several diapers, baby wipes, extra set of clothing, unopened baby food jars, pre-mixed formula, labeled with child's first and last name and any other item needed by the infant.

Toddlers: A blanket, several diapers, baby wipes, extra set of clothing, sippy cup plus other needed items.

Preschool/school age: A blanket, if the child is in care during nap time.

Snacks may be provided to the children and generally consist of crackers and a variety of juices. Let our staff know if your child is allergic to any of these items. Due to the time of day or length of the function, sometimes lunches must be furnished by the parent. Please make sure your child's lunch is labeled with first and last name and that the food is cut into small pieces. We strongly discourage parents from packing grapes, nuts, popcorn and hotdogs.

Children will be observed for obvious signs of illness upon arrival. Children may be denied services if they appear ill or show visible signs of a fever or any symptoms listed in our Denial of Service Policy and Health SOP and on page 20 of this Handbook. For more information, call 253-966-5996 or 253-966-CYSS (2977).

VOLUNTEER CHILD CARE IN UNIT SETTINGS

Volunteers from units may become certified through CYS Services to provide free child care to their units for group meetings and functions. Call 253-966-5996 or 253-966-CYSS (2977) for more information.

PROGRAM PROCEDURES

Arrivals: When you arrive at a child development center or school age center, you'll be asked to:

- Scan your CYS Services tag at the front counter
- Sign your child into his/her room on the roster provided. This is important because it allows staff to document and verify children are in care if an emergency occurs. Lack of accountability in the event of a fire or other emergency could result in CYS Services having no knowledge of your child's presence.

Please ensure the teacher in charge of the module is aware of your arrival so that your child may be warmly received and become involved in an activity. You'll need to remain in the module until the teacher does a brief health screening of your child (see health policies on page 20 of this Handbook) and communication occurs. We hope that parents and teachers will spend time together, both at arrival and departure times, sharing information and insights with each other by way of informal conversation. In addition, parents can help their children make a happy transition from home to the center each morning by spending a few minutes with them in the child activity module before leaving.

Please be prepared to spend a few moments in the module to provide correct information and details pertaining to the care of your child. We ask that you make a nametag for your child (first name and last initial) using materials supplied by the teachers. Please note any allergies or special needs on the nametag.

In FCC homes and in any onsite child care location, a sign-in sheet is used and will be with the teacher or FCC provider.

Youth enrolled in the MST open recreation program are allowed to come and go from the teen center but

must scan/sign in/out at the front desk. Youth enrolled in before-school or camp programs must remain in the program until picked up by a parent.

Departures: When you return for your children, you'll be asked to:

- Scan your CYS Services tag at the front counter to sign children out of the center
- Provide your government ID if requested, prior to leaving the center with your child
- Pay any fees or provide pertinent documents related to your child's care
- Proceed to the activity module and sign your child out of their module prior to leaving
- Notify the child's teacher/provider prior to leaving

If you intend to give authorization to any other person to remove your child from a center, that person's name must be entered in the appropriate space on the CDS Registration Card. We won't accept any telephone calls, written notes, etc., for admitting or releasing a child. Under no circumstances will children be released to siblings or children younger than age 13. These policies are for your child's protection!

After-hours child departure: There have been occasions in the past when parents have forgotten the time or were delayed so that children remained after the closing hour of the center. Children are expected to leave by the time programs end. A late-fee penalty of \$1 per minute (up to a maximum of \$15 per site) is in effect at the closing hour of the program or facility. When a reasonable amount of time beyond the closing hour of the center has elapsed, our staff will call home, work and any other telephone numbers left by the child's parents. If the parent cannot be contacted, our staff will call the emergency contacts (parent designee) listed in the CYMS data base in order to find an authorized person to pick up the child. If there is no positive response to these calls, and if the child has not been picked up by one hour past the center's closing hour, appropriate authorities will be contacted for alternate placement and care of the child. We recognize the severity of this action and regret that it will have to be taken if efforts to reach either parents or the emergency point of contact fail. Please ensure that we have valid emergency contacts and accurate telephone numbers to avoid this situation, which is stressful for the child, parent(s) and CYS Services staffers.

FOOD & NUTRITION GUIDELINES

All CYS Services programs participate in the U.S. Department of Agriculture Child and Adult Care Food Program. Participation ensures that meals and snacks provided meet national nutritional standards. CYS Services programs are also monitored by an IMCOM West USDA Technology Specialist. CYS Services receives reimbursement through USDA for all meals and snacks that meet the standards. This reimbursement helps to keep the costs of CYS Services programs at an affordable level for parents. All menus are approved by a dietician prior to serving.

SAS and YS menus will be tailored to youth tastes, allowing for the appetites of older children/youth. Meal times and menus will be posted for parent information. USDA meals and snacks are served to all children in attendance at meal times. Costs for meals and snacks are included in all childcare program fees.

Please inform your child's teacher if your child has or develops any food allergies. Medically prescribed diets, as ordered by a physician, will be supported within program capabilities. This will be determined by the Special Needs Accommodation and Placement Team before placement. Although it isn't possible to accommodate individual Family food preferences, CYS Services programs will support food preferences based on religion with written documentation from the Chaplain.

Family-style meals and snacks are served to children in the CDC and FCC programs. Children participate in all phases of the meal service from setting the table to cleaning up. Teachers encourage children to serve themselves at least a taste of all food items to participate in conversation at the table. Good manners are encouraged and modeled by teachers

CYS Services programs serve all children and their parents without regard to race, creed, color, disability or national origin. If you believe you have been a victim of discrimination, contact the post Garrison Commander or the Secretary of Agriculture, Washington, D.C. 20250.

HEALTH POLICY

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

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

- Exclusion criteria for children/youth and adults who become ill during the influenza season include having a fever (100 degrees Fahrenheit axillary or oral) and at least one respiratory symptom such as runny nose, cough, congestion, sore throat, intestinal upset and diarrhea. *Note: Individuals may be infected with the flu (including 2009-2010 H1N1) and have respiratory symptoms without a fever.*
- Persistent coughing (lasting more than one week) or a cough that interferes with activity
- Severe diarrhea: loose, watery stools (not contained by diaper) or any loose stool that contains blood, pus or mucous or is accompanied by fever
- Vomiting: any episode accompanied by fever, not feeling well, diarrhea, the inability to participate in activities
- Conjunctivitis (pinkeye): red, watery or puffy appearance of eyes with yellow or green discharge
- Ringworm: flat, spreading ring-shaped lesions
- Chicken pox: crops of small blisters that become cloudy and crusted in two to four days
- Impetigo: red, oozing erosions, capped with a golden yellow crust
- Scabies: crusty, wavy ridges and tunnels in the webs of fingers, hands, wrists and trunk
- Culture-proven strep infections that have not been under treatment for at least 24 hours
- Symptoms of other contagious diseases such as measles, mumps, hepatitis or strep infections
- Head lice: whitish-gray clots attached to hair shafts
- Pinworm infestation
- Inability to participate in routine program activities

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

If notified to pick-up his/her child, the parent or parent designee **MUST** pick up the child within 30 minutes

and arrange for appropriate follow-up. Failure to provide current phone number for parents and emergency contacts and/or failure of parents to arrange for pick up within 30 minutes may result in exclusion from the program for a length of time to be determined by the director or coordinator.

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

It is mandatory for parents to notify their child's center or program if their child contracts a communicable disease. This is for the protection of all the children and staff in that center or program.

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

Personal belongings/toys: Please leave your child's personal toys at home except in the case of comfort items, such as a blanket or favorite stuffed animal to help your child adjust or rest. Personal toys may become broken or lost and arguments between children can be avoided over a "special" toy. We have sufficient quantities of educational materials that encourage appropriate development. There may be certain days when the teachers will request certain items be brought to the program in order to supplement or illustrate a theme or concept that is being discussed. The teachers will notify you in advance of these days. Please ensure all clothing and other items are labeled with your child's first and last name.

Only personal items that are needed for the child may be brought to the center, (clearly label all items) such as diapers (one diaper for each hour that a child will be in care), child size blankets, coats, hats and gloves. *Please check bags and pockets to ensure that medication and other personal items not appropriate for day care are not left onsite at any time.*

All children who are mobile, whether walking or crawling, must wear shoes for daytime care (open sandals and thongs/flip-flops aren't recommended) and parents should provide at least 1–2 changes of clothing.

Pets and plants: Pets and plants are considered key factors in a developmental program setting. Animals provide great science and language learning experiences, as well as the responsibility and opportunity to care for other living creatures. Only non-toxic plants will be allowed in the CYS Services programs and FCC homes. Please see the CYS Services Plant and Pets SOP for more information and a list on non-toxic plants.

PROGRAM CLOSURES

All CYS Services programs close on federal holidays and on any unscheduled Presidential Executive Order holiday. Prior notification will be given to patrons before a decision is made to close CYS Services programs for training holidays other than those listed above.

Severe weather or emergencies: If the Garrison Commander identifies that the installation is in operation for MISSION ESSENTIAL AND CRITICAL personnel—ROAD CONDITIONS RED—the CDC and SAS programs will remain operational. Hourly care and open recreation programs will be closed. If instructions are provided by the Garrison Commander to close a program early, you'll be notified to pick up your child. Daily fees will not be refunded. Parents are required to have a back-up for emergency situations, i.e., illness, center closures, etc. Each CYS Services site has a severe weather/emergency plan that designates "mission essential" staff and primary/secondary evacuation sites.

If the Garrison Commander identifies that the installation is in operation for CRITICAL personnel only—ROAD CONDITION BLACK—the following CYS Services programs will open for business for patrons who are CRITICAL personnel at Joint Base Lewis-McChord:

- **Clarkmoor Child Development Center** (Lewis Main) Bldg. 2095: for children of parents who are critical and are currently enrolled in full-day child development centers at Lewis Main and Lewis North
- **West Child Development Center** (McChord Field) Bldg. 580: for children of patrons who are critical and are currently enrolled in full-day care child development centers at McChord Field
- **Cascade School Age Center** (Lewis Main) Bldg. 2402: for children of personnel who are critical and are currently enrolled in North Fort School Age Services or the Before School Program Middle School Main Post Youth Center
- **School Age Center** (McChord Field) Bldg. 560: for children of patrons who are critical and are currently enrolled in this center

For additional information on road conditions at Joint Base Lewis-McChord, call 253-967-1733 for a recorded message. For additional information about weather: tune to AM 1500 Radio or the Command Information Channel 21.

CHILD ABUSE AND NEGLECT POLICY

CYS Services has developed a comprehensive program to facilitate prevention, identification and reporting of suspected child abuse and neglect. All CYS Services employees and FCC providers are required to have background clearances and pass with favorable results prior to working for CYS Services or contracting with CYS Services. All CYS Services employees and FCC providers receive mandatory training (to include annual updates) in identifying and reporting suspected abuse/neglect.

A variety of inspections and assessments are conducted annually to determine any risks that can be reduced or remove. Every year, Installation Child & Youth Evaluation Team and Child Abuse Risk Assessment Tool observations are conducted to improve program quality and child abuse/neglect is one focus. Ratios are maintained to provide effective supervision of children. CYS Services staff, volunteers and FCC providers are mandated by law to immediately report any suspected cases of child abuse or neglect.

As part of child abuse prevention, parents are provided information concerning child abuse/neglect through pamphlets, articles and workshops. Parents have access to child/youth facilities and FCC homes, when children are present, to observe the program. Scanning/signing in and out is a procedure that helps restrict access to children by non-center personnel and non-FCC home Family members.

Response to child maltreatment: Parents may not physically punish their children while in CYS Services facilities or on the grounds of CYS Services facilities. Children exhibiting suspicious bruises, abrasions, burns or other physical marks will be reported to the appropriate authorities. If a child is suspected of being abused or neglected, a referral will be made for evaluation and disposition. This policy is designed to enhance the safety of all enrolled children. All CYS Services employees are mandated by regulation and Washington state law to report all incidents of suspected child abuse or neglect.

All staff members receive training in child abuse and neglect identification and reporting procedures. Protection of children from abuse is a shared responsibility between our staffers and parents.

Reporting child abuse/neglect: Failure to report child abuse/neglect or safety violations is a criminal offense. To report child abuse, child neglect or a safety violation, IMMEDIATELY contact:

Local military police: 253-967-3107

DoD Child Abuse & Safety Violation Hotline: 1-800-336-4592

Definitions of child abuse: Definitions of child abuse include physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities or other maltreatment of any child under the age of 18 by a parent, guardian, employee, volunteer or any staff person providing out-of-home care or supervision who is responsible for the child's welfare, under circumstances that indicate that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of the responsible person. Child neglect includes abandonment, deprivation of necessities, educational neglect, lack of supervision, medical neglect and/or nonorganic failure to thrive.

If you, as a parent or guardian, have any questions regarding this policy, or concerns yourself, please feel free to contact the center or program director. SOPs and fliers, including our discipline and touch policies, and child abuse/neglect prevention and others related to this issue are available for your review.

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

All CYS Services sponsored programs are violence-free. Spanking, slapping or other physical punishment is not permitted. Any such behavior will be reported to the MPS.

DEVELOPMENTAL PROGRAMMING

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

Training and career progression: CYS Services is committed to adequate compensation and career progression. Training encompasses child abuse identification and prevention, nutrition, CPR, first aid, safety, regulatory guidance, administering medication, age-appropriate activities and child growth and development.

The CYS Services Training Specialists are child/youth professionals who work under the direct supervision of the Program Directors and in conjunction with the supervisory TS. Each program has at least one assigned TS. This enables the TS to monitor the execution of the program requirements, assess program quality, model developmentally appropriate practices and manage and occasionally deliver staff training. For additional information, contact the TS office at 253-967-6274.

Each module or program group has a lead teacher who writes daily activity plans in coordination with the other teachers in the module. The TS reviews every lesson plan for developmental appropriateness. Look for the lesson plans posted inside your child/youth's module or program.

FCC provider training and certification: FCC provider training requires 40 hours of training to include child growth and development; positive guidance techniques; planning developmentally appropriate activities for children; business practices; CPR and first aid; safety and emergency procedures; meal planning and nutrition; medication and communicable diseases; business practices; child abuse/neglect identification, reporting and prevention; regulations and SOPs; and parent/public relations. Applicants' homes must pass inspections by fire, safety, health and food program representatives. After certification is awarded, providers must continue their training with a minimum 24 credit hours each year. Homes are monitored by FCC staff members to ensure that standards are maintained. The TS provides guidance regarding activities; activity plans must be posted for parents to review.

DISCIPLINE POLICY

CYS Services programs strive to approach discipline in a positive and consistent manner. The individual needs, age and development level must be considered in guiding behavior. Each child or youth activity sets simple, reasonable rules, which are posted for parental review.

Discipline will be constructive in nature. Such methods as redirection, positive reinforcement and gentle physical restraint will be used as appropriate.

When a child or youth's behavior is harmful to people or property, the child or youth will be asked to select another activity or may be diverted to a calming activity. Teachers will ask the child or youth to choose an activity where he/she will have time alone to gain control of their challenging behaviors. Teachers get to know the children and youth and use a variety of teaching strategies to de-escalate challenging behaviors.

Children are encouraged to problem-solve and to use words to ask for what they want or tell others how they feel. Older children and youth are encouraged to talk about the problem with the other child or an adult and find a solution that works for everyone.

CYS Services programs will NOT use any of the following methods of discipline:

- Physical punishment of any kind to include pinching, slapping, spanking, etc.
- Confinement in closets, boxes or similar places
- Isolation for long periods of time
- Verbal abuse to include yelling, humiliation, etc.
- Deprivation of meals, snacks, outdoor play, etc.
- Children will not be punished for accidents or lapses in toilet training
- High chairs and cribs will not be used for discipline purposes
- Biting policies should focus on modifying child behavior within the existing environment rather than suspending the child. When this isn't possible, parents will be consulted and assisted in obtaining care in another CYS Services setting, if necessary and if available.

Parents will be notified when a child or youth's behavior is dangerous or causes severe disruption to the group's activity. In the event that teachers and parents working together cannot resolve the problem, it may be necessary to ask parents to remove children or youth from a program. Allowing children or youth to remain in programs in which they are not experiencing success is detrimental to their self-esteem.

CYS Services personnel will make every effort to assist parents in finding alternative care if necessary. CYS Services is committed to protecting the health and well-being of all children.

FEES

Total Family Income: In 1989, Congress passed legislation, The Military Child Care Act, requiring DoD to establish a uniform child care fee policy. Since child care is an employment expense, the fees are established on a sliding scale and are updated annually. The Congressional intent is for Families to pay a fair share of the cost of care. The Army subsidizes every patron regardless of rank or income.

Family fee determination occurs during the CYS Services registration process prior to enrollment in a regularly scheduled full- or part-day program. Patrons will complete a Department of Defense (DoD) Form 2652, Application for DoD Child Care Fees to document eligibility and applicable fees. All earned income, as well as the allowance on the BAH RC/T chart, Quarters Subsistence and other allowances applicable to the rank/status of the military or civilian personnel will be included on the DoD Form 2652 to determine Total Family Income.

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

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

Total Family Income does not include Basic Allowance for Housing annotated on LES; temporary pays related to deployment such as Family Separation Pay, Hardship Duty Pay and Imminent Danger/Combat Zone Pay; one-time pays such as bonuses or assignment incentive pay; variable housing allowance; and cost of living allowance.

Non-Locality Basic Allowance for Housing: Total Family Income includes the appropriate Non Locality Basic Allowance for Housing with Dependents Rate, BAH RC/T, formerly referred to as BAH, for all military members regardless of whether they live in government housing or off the installation. The BAH RC/T with-dependents rate will be used for single military parent Families residing on- or off-base and senior member of dual military Families residing on- or off-base.

Fees for blended Families will be based on the TFI of the household. Fees for legally separated Families are contingent on a legal separation document or a notarized statement stating the Sponsor is legally separated (Notarized statements to document legal separation must be co-signed by the battalion commander.). Civilian employee patrons must provide a legal separation document.

Payments: Fees for full-day and regularly scheduled part-day programs are collected in advance of services rendered. Payments may be made with cash, check, credit card, auto debit or through WebTrac. Personal checks will be accepted in the amount due only. Checks must contain required identification information and be made payable to the IMWRF (stamping devices are available for your convenience at the reception desk). Personal checks may be verified through the TRW check verification system to ensure that check cashing privileges are authorized. Post-dated checks won't be accepted. Government ID cards will be verified when payment is made. No CYS Services program is authorized to extend credit. Forms to initiate auto debit payments are available at each facility.

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

Deposits/first payment upon enrollment into a full-day, part-day and part-time programs: Families accepting a space in the Child Development Center and School Age Services will be required to make a \$50 "first payment"/deposit in advance of the child's start date. The deposit will be made within two days of acceptance of the space. This deposit will be credited to the first month's payment. **This deposit is non-refundable.**

Full-day and part-day fees: Full- and part-day fees are the same every payment regardless of days missed due to illness or holidays. It's the patron's commitment to the center that your child will attend daily, and it's our guarantee that a space will be available for your child. Operating costs of the program are not eliminated when a particular child is absent. There will be no refunds for days absent.

Kindergarten fees: Since most of Clover Park School District's kindergarten program is of minimum duration, kindergartners present in the center more than five hours per day, are considered full-day child care children by regulatory definition and for fee determination. Those children who attend a Clover Park full-day kindergarten program will be charged before- and after-school fees.

Payment dates: Although the fee for daily (full-day and part-day) care is a monthly fee, payment may be made twice monthly (on the 1st and 15th of the month, coinciding with military paydays). Full payment must be made within five business days of military payday to retain your child's space. The five-day period begins at 12:01 on the 1st and 15th of the month when your automatic billing is generated.

Late payment fees: Non-payment within these five days will result in denial of care for your child on the sixth day. A late fee of \$5 per child will be charged on the sixth working day from the 1st or 15th payday. Payday is the first day of the five-day period. If payment hasn't been made by close of business on the seventh business day after payday, the child care space will be considered abandoned. Passes for all Family members will be suspended. Patrons will have an outstanding balance due equal to two-weeks' fees and CYS Services will initiate collection procedures.

Late pickup fees: Child care centers, hourly care and school age centers charge a late pickup fee after a program closes. The late pickup fee is \$1 per minute or a maximum of \$15 per Family at each CYS Services program site. For example: A Family who has two children in a CDC and one in SAS will pay a \$15 late pickup fee at each site if pickup is 15 minutes after closing hours.

Fee adjustments for financial hardship/extenuating circumstances: Garrison Commanders (or their delegated representatives) may adjust fees for individual Families based on financial hardship or other special circumstances on a case-by-case basis. Families must demonstrate a need for child care fee reduction based on a review by an Army Community Service financial counselor. Financial/extenuating circumstances hardship must be reviewed and approved by the Commander or designee.

Yearly fee adjustments: CYS Services fees are adjusted once per year unless:

- Child care/supervision options change from part-day/part-time to full-day
- Unemployed patron spouse finds paid employment
- Family is granted a Financial Hardship Reduction
- Family PCSs to another installation where fees are different
- Annual Internal Review Audit documents inaccurate documentation of TFI or Fee Changes

Multiple child fee reductions: A 15-percent standard Army-wide Multiple Child & Youth Fee Reduction will apply to all regularly scheduled child care programs and seasonal youth sports offered by CYS Services. Child care fee reductions and youth sports fee reductions are determined separately and may not be combined. Multiple child reductions aren't applied to hourly care, SKIESUnlimited fees and School Age Part Time and Daily fees.

Regularly scheduled child care programs: Applies to Families with more than one child enrolled in ongoing child care programs. Child enrolled in the highest cost care option is considered the first child and pays full fee. Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in ongoing child care programs. For example, if a Family has a full-day infant and a before- and after-school age child, the Multiple Child Reduction is applied to the school age fee. If two children are enrolled in the full-day program, the second child enrolled receives the Multiple Child Reduction.

Seasonal youth sports: Applies to Families with more than one child enrolled in a seasonal youth sport. Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in a youth sport occurring in the same season.

Leave/vacation policy fee credit: A two-week leave vacation fee credit for each enrolled child has been calculated into the fees for Regularly Scheduled Child Care Programs.

Leave/vacation fee credits must be taken in a minimum of one week increments. Fees won't be charged during the time the child is absent and the child care space is reserved for the Family until the child returns. The child may not be in attendance in the program during this time.

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

Hourly care fees: The Standard Army-wide hourly care rate is \$4 per hour per child for ALL CYS Services programs regardless of Total Family Income category. Multiple Child Reductions do not apply to hourly care.

Payment of hourly care is due at the time of pick-up. Failure to make the payment will result in termination of availability of child care services. Reservations can be made up to 30 days in advance. Same day or walk-ins may be accepted on a space available basis. To make reservations or cancellations, call the Hourly Care Reservation Line at 253-966-CYSS (2977). Reservations may also be made on WebTrac. A reservation must be canceled at least two hours before the reserved time.

Parent participation fee reduction: Parents may earn a fee reduction for volunteering a minimum of 10 hours and earning Parent Participation Points in a CYS Services full-day, part-day and part-time program. Participation may occur in their own child's program or another CYS Services Program. Participation Points may be accumulated from month to month until the parent earns 10 hours to receive a 10-percent reduction on one month's fees for one child.

Community-based fee assistance programs: Washington State and local Child Care Resource & Referral Agencies assist Active and Reserve Component Soldiers and Army Civilians locate off-base child care for their children ages birth through 12 years. Services support Families (both geographically dispersed and those living near installations) who cannot access on-base services due to long waiting periods for care. Army Fee Assistance, through Army CYS Services Third Party Administrator and General Services Administration, is available for these Families to help offset the higher cost of off-base care.

Fees are based on Total Family Income. Registration fees are reimbursed up to \$150 per child per year. The Army will subsidize the child care provider the difference between the child care provider rate and the parent fee that would be paid on the installation.

MEDICAL EMERGENCIES: Children who develop conditions requiring immediate medical treatment—if the parents cannot be reached immediately—will be taken to the Madigan Army Medical Center Emergency Department by ambulance or by private vehicle. A representative from CYS Services should accompany the child to the clinic. CYS Services personnel will continue to contact the parents who **MUST** meet the child at the hospital.

Conditions that require immediate medical care include, but are not limited to the following:

- Convulsions
- Marked difficulty in breathing
- Unconsciousness
- Laceration (either significant in size or amount of bleeding)
- Injury to an extremity with obvious deformity
- Head trauma associated with vomiting or altered consciousness

Readmissions following illness: Children may be readmitted after treatment has begun, the contagious stage of the illness has passed as defined by the installation Health SOP, and the child is physically able to function in the program setting. Children may return to programs only if they are well enough to participate in usual daily activities and the following conditions exist:

- Fever has been absent for 24 hours without the use of fever-reducing medication
- Nausea, vomiting or diarrhea has subsided for 24 hours
- The appropriate number of doses of antibiotics has been given during a 24-hour period for known strep or other bacterial infections and the physician has approved readmission
- Chickenpox lesions are crusted, usually five to six days from onset
- Scabies are under treatment
- Lice are under treatment and show no evidence of nits or live lice
- Pinworms have been under treatment for 24 hours
- Ringworm lesions are healed or covered
- Lesions from impetigo are not longer weeping
- Conjunctivitis (pink eye) has diminished to the point where there is no longer a discharge from the eyes
- The child has completed the contagious stages of the illness
- The child does not require additional CYS Services staff to care for him/her
- Children still in diapers with positive cultures for salmonella will not be readmitted until two stool cultures at least 24 hours apart are negative
- Older children (toilet trained) shedding salmonella may be readmitted providing there is strict adherence to hand washing policies by care providers and children following use of the toilet

Note: Timeframes (i.e. 24 hours) start at the time the child is picked up from care.

PARENT INVOLVEMENT AND VOLUNTEERS

Parents As Partners: Parents are considered an integral part of CYS Services and are encouraged to participate in many aspects of the programs:

- Observe your child/youth in the program setting. Parents are always welcome in their child's program at anytime
- Have daily contact with your child's teacher or FCC provider
- Serve as a CYS Services volunteer
- Attend special programs offered in CYS Services programs
- Participate in parent conferences, surveys and educational workshops

Parent conferences: Parents and teachers meet together during parent conferences to review progress and evidence of the child's growth and development. Information is shared with Families on a daily basis, in person as well as

by phone. Semi-annual conferences are held during the year. During this time children, Families and their primary teacher discuss developmental progress.

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

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

Parent volunteers: As parents, you've been responsible for the early teaching of your child. Although your child is involved in a CYS Services program, you are still the most important teacher in your child's life. Here are some ways you can help your child and share your expertise with other children in the programs:

- Read stories
- Help with art/craft projects
- Help children start collections and share collections that you have started
- Promote good health and safety habits
- Share Family activity ideas and experiences
- Share special talents with children

Contact your program's director if you would like to volunteer in one of the programs.





INFANT POLICY

Infants are always placed in separate cribs except during fire evacuations. Infants should sleep on their backs, in accordance with preventive medicine recommendations. Doctors and nurses now believe that fewer babies will die of sudden Infant Death Syndrome if they sleep on their backs. Most babies should sleep on their backs; however, a few babies have health conditions requiring them to sleep on their tummies.

If an infant has a medical condition that prevents the “back to sleep” position, the parent will need to provide a physician’s note with signed instructions for appropriate sleep positions. The Infant Sleep Position Agreement and any exceptions will be attached to the infant’s registration paperwork and provided to the center or FCC provider. Centers will maintain the signed agreement in the infant’s room and in the center registration file. Infants will sleep in sleep sacks while at the center.

Infant formula brands not used by the CDCs or FCC providers and disposable diapers are provided by the parent. Diapers are changed as necessary according to the health standards that must be maintained. The parent will supply the CDC with an adequate number of diapers and a change of clothing and pre-moistened disposable towelettes (if desired). If cloth diapers are required, parents will provide diapers, which must have an absorbent inner lining completely contained within an outer covering made of waterproof materials. Parents will also supply a tightly covered receptacle, a clean plastic liner for the receptacle daily and an adequate supply of plastic bags (for soiled diapers).

Parents should notify the director and caregiver of any special needs (prescribed medicines, etc.) pertaining to diapering. Diaper changing information will be filled out on a daily basis by caregivers on HFL Form 95, Daily Infant Care Record (as applicable). Diaper ointments and rash treatments will be administered in accordance with Madigan Army Medical Center, Administration of Medication and Basic Care Items policy.

HOME ALONE POLICY

Age Requirements: Children 3 years or younger require direct supervision; 4–6 year-olds must have immediate supervision (within eyesight or hearing distance of child); 7–9 year-olds must have monitored supervision (can explore playgrounds and yards); 10–11 year-olds may not be unattended for more than two hours; 12–14 year-olds may not be left alone overnight or for more than three hours without an adult checking on them either telephonically or in person; 15–17 year-olds can be left alone for up to six hours during the day or evening hours but not overnight. For all ages, there must be an emergency plan in place with access to an adult in the case of an emergency.

Full text of Home Alone Policy is available at all CYS Services Facilities and JBLMmwr.com/CYS.htm.

RIGHTS & RESPONSIBILITIES

Children's rights include to be respected; to have a choice of activities; to have a safe and reliable environment; to have equipment in working order with all pieces; to express their creativity; to express emotions in an appropriate manner and to have staff members that care and enjoy them.

Parent's rights include to be respected; to visit the site at any time; to know their child is safe; to voice concerns about the programs or activities; to know if their child is misbehaving, ill or injured; to know about field trips and to have open communication with directors and the CYS Services Chief.

Staff members' rights include to be respected by children, parents and other staff; to give input into the program; to express their creativity and to have a safe, comfortable work environment.

Children's responsibilities include taking care of equipment; cleaning up after themselves; sharing equipment with others; keeping their hands to themselves; using appropriate language and being responsible for all personal belongings.

Parent's responsibilities include signing their child in and out; picking their child up on time; treating staffers with respect; paying their fees on time; bringing their concerns to the staff; notifying staff of pick-up changes; knowing about changes in policy; informing staff of child's illness and keeping child's record up-to-date.

Staff's responsibilities include treating children and parents with respect; providing a safe, warm environment; providing a variety of interesting activities; keeping parents informed; keeping accurate records and being a positive role model for the children.

CHILDREN WITH SPECIAL NEEDS

Further information and forms can be found at JBLMmwr.com/CYS.

Admission criteria for children/youth with special needs: Child/youth services will be provided for child/youth with special needs when the need of the particular child/youth can be reasonably accommodated. However, child/youth placement won't occur if resources that enable the child/youth to function successfully within CYS Services programs are not available. Special needs care is determined on a case-by-case basis. Parents are responsible for informing the CER registration clerk of any special needs, health conditions and medications or services their child/youth may be receiving. Parents must complete an Army CYSS Health Screening Tool #1 at CYS Services Outreach Services. Additional CYS Services forms and health provider documentation may be required based on the child or youth's need. CYSS services will not be authorized before the SNAP teams review.



Special Needs Accommodation Process: A SNAP includes an appointment with a multidisciplinary team of professionals who meet with parents to determine and make the final decision on the safest, least restrictive and most appropriate placement for children and youth in CYS Services programs. The team will address the placement of the child/youth with consideration of developmentally appropriate environments, adult/child ratios, group size, health and safety requirements and any necessary program adaptations. The developmental, physical, emotional and chronological age of the child will be considered when determining placement. The developmental age of the child, based upon medical evaluation, may be used for determining placement instead of the chronological age in some situations. The SNAP team consists of the JBLM Exceptional Family Member Program manager, CYS Services Chief or representative, CYS Services Outreach Services Director, Army Public Health Nurse, parent/guardian and CYS Services program staffers and other installation representatives, as appropriate. The purpose of the SNAP is to work with the parent as a communication link with all agencies and serve as an advocate for the child, making recommendations for appropriate placement within the CYS Services programs and conduct an annual periodic review of the child/youth individual care plans or as requested by CYS Services. The team meets on a regular basis and may convene on an as-needed basis for emergencies.

Documentation (as applicable for individual child) required for SNAP:

- Medical documentation if child is not treated at MAMC
- Allergy Medical Action Plan
- Asthma Medical Action Plan
- Diabetes Medical Action Plan
- Seizure Medical Action Plan
- Respiratory Medical Action Plan
- Special Diet Statement
- IFSP (birth to 3 years of age)
- IDP/IEP
- 504 Plan
- Positive Behavior Intervention Plan

Medical Action Plan: If required, when you enroll your child at Parent Central Services for a CYS Services program, you'll receive a Medical Action Plan form. Parents will need their child's medical provider to complete the MAP, stating the specific needs of the child (e.g., physical or mental limitations, degree of mobility, requirements for continual medications, present degree of control of disorder, developmental level, special equipment in use and /or recommended, food allergy substitutions, appropriateness of attendance at CYSS facilities, other considerations as indicated). This form must be completed by a licensed medical provider and the parent will deliver the form to Parent Central Services (Bldg. 2295, 12th and Bitar at Lewis Main or Bldg. 100 at McChord Field). The APHN will review the MAP form and contact the EFMP office. The EFMP office will set up a SNAP meeting for those children requiring review by the team. **Must have MAP in within 30 days of registration date.**

STAFF QUALIFICATIONS AND TRAINING

Employment eligibility requirements for CYS Services staffers vary with the level of each position. The minimum qualifications for an entry level teacher is to be 18 years of age, have a high school diploma or equivalent, be able to speak, read and write English and be able to lift 40 pounds.

All teachers must complete a minimum of eight orientation training units prior to working with children or youth. They are also required to have 16 clock hours supervised work experience with the children/youth and an assigned experienced mentor/teacher prior to their first official duty assignment. Following initial training, each employee is required to complete a minimum of two hours of training per month and to complete the 13 Army CYS Services training modules within 18 months of initial employment. Everyone directly working with children is encouraged to earn the Child Development Associate Credential, Military School-Age Credential, Army Youth Practicum or Family Child Care Certification, which are part of a nationally recognized system of continuing education sponsored by the National Academy of Early Childhood Programs, The National School Age Care Association and the National Association of Family Child Care providers, respectively.

CYS Services support staffers, to include cooks, clerks, trainers and management personnel, have a prescribed training agenda tailored to meet the requirements of their positions. The overall program goal of quality service to children and youth cannot be met without trained teachers and support staff. There are many people in our centers involved in providing comprehensive care for your children. We like to think of our staff members as part of one team, one Family of people interested in all the children's and youth's welfare. In order to function as a team, we routinely share information about children/youth, Families and program content with each other. The information is shared in an effort to provide a consistent and individualized program for each child and Family. However, confidentiality of children's records is maintained.

CYS Services emphasizes a multi-disciplinary team approach to childcare. Personnel meet to discuss the program and children in order to be certain that the best service is provided for each child. We want to include parents in the planning, too. Please get to know the staff and become involved through parent meetings and conferences, our advisory boards and other program activities.

TOUCH POLICY

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

Appropriate touch involves:

- Recognition that physical contact is an important part of nurturing and guiding children/youth
- Adult respect for personal privacy and personal space of children/youth
- Having the permission of the child/youth to be touched as well as an advance description of the nature of the touch

- Responses affecting the safety and well being of the child (e.g., holding hands when crossing the street; holding the child gently but firmly during a temper tantrum, assisting child/youth after an injury)
- Role modeling of appropriate touch by teaching staff and always being part of an open interaction (not taking place in secret)

Examples of appropriate touch are:

- Hugs and holding hands (ages 10 and younger) and lap sitting (ages 6 and younger only) as expressions of affection to build self-esteem or when the child needs to be comforted
- Hugs that are spontaneous during competitions or initiated by the child/youth
- Reassuring touch on the shoulder to show approval or provide support
- Naptime back rubs to relax a tense child (kindergarten age and younger only)
- Diapering
- Assistance in toileting for young children when child cannot cope on his/her own
- Assistance for application of basic care items—sunscreen (ages 6 and younger), diaper ointment, teething gel

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

Inappropriate touch may involve any or all of the following:

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

Examples of inappropriate touch are:

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

**CHILD, YOUTH & SCHOOL SERVICES
PROGRAM & FACILITY DIRECTORY
BOX 339500 MS 20-R
JOINT BASE LEWIS-McCHORD, WA 98433-9500**

CHILD, YOUTH & SCHOOL SERVICES DIVISION ADMINISTRATION OFFICES

Bldg. 2013-B, N. 3rd Ave

253-967-3056

PARENT CENTRAL SERVICES

Bldg. 2295 12th & Bitar at Lewis Main

253-966-CYSS (2977)

Bldg. 100, Col. Joe Jackson Blvd. at McChord Field

253-966-CYSS (2977)

jblmcysregistration@conus.army.mil

BEACHWOOD CHILD DEVELOPMENT CENTER (closed for renovations)

Bldg. 8300 American Lake Ave.

253-967-2600/2084

CLARKMOOR CHILD DEVELOPMENT CENTER

Bldg. 2095 Bitar Ave.

253-967-2300/5996

CLARKMOOR HOURLY CENTER

Bldg. 2094 Bitar Ave.

253-966-2490

McCHORD CHILD DEVELOPMENT CENTERS

Bldg. 578 & 580 Lincoln Blvd.

253-982-4166

MADIGAN CHILD DEVELOPMENT CENTER

Bldg. 6995 Jackson Ave.

253-967-2800

MADIGAN INFANT/TODDLER CHILD DEVELOPMENT CENTER

Bldg. 6993 Jackson Ave.

253-968-7924

WARRIOR CHILD DEVELOPMENT CENTER

Bldg. 9037 Gardner Loop

253-968-5656

NORTH FORT CHILD DEVELOPMENT CENTER

Bldg. 8589 American Lake Ave.

253-966-8901

HILLSIDE CHILD DEVELOPMENT CENTER

Bldg. 6400 Garcia Blvd.

253-477-3130

FAMILY CHILDCARE PROGRAM

Bldg. 2013-B N. 3rd Ave.

253-967-3039

USDA FOOD PROGRAM

Bldg. 2013B N. 3rd Ave.

253-967-6217

NORTH FORT OUTBACK

Bldg. 9597 American Lake Ave.

253-966-9715

CASCADE SCHOOL AGE CENTER

Bldg. 2094 Bitar Ave.

253-967-6710

McCHORD SCHOOL AGE CENTER

Bldg. 560 Lincoln Blvd.

253-982-9056

LEWIS MAIN MIDDLE SCHOOL/TEEN PROGRAM (TEEN ZONE)

Bldg. 2295 12th St. & Bitar Ave.

253-967-4441

McCHORD YOUTH CENTER

Bldg. 3032 Dogwood St.

253-982-2203

JENSEN FAMILY FITNESS CENTER CHILD CARE (*projected reopening: Fall 2011*)

Bldg. 2022 Liggett Ave.

253-967-1254

WILSON FITNESS CENTER KIDS ON SITE (*projected open through Fall 2011*)

Bldg. 11596 D St. & 41st Division Dr.

253-967-1254

RAINDROPS & RAINBOWS PARENT AND CHILD PLAY CENTER

Bldg. 8197 American Lake Ave.

253-966-4802

SCHOOL LIAISON OFFICE

Bldg. 2140 Waller Hall

253-967-7195

SPORTS & FITNESS DEPARTMENT

Bldg. 2295 12th St. & Bitar Ave.

253-967-2405

ARMY FAMILY COVENANT EVENTS CENTER/SUMMIT SKATING ARENA

Bldg. 2275 Liggett Ave.

253-967-4458

SKIES*Unlimited* INSTRUCTIONAL PROGRAMS CENTER

Bldg. 6398 Garcia Blvd.

253-966-3539

HOURLY CARE RESERVATION LINE

253-966-CYSS (2977)

Important notice: All information in this brochure is subject to change.

For the most current information, call Parent Central Services at 253-966-CYSS (2977).

ARMY FAMILY COVENANT

We are committed to providing Soldiers, Airmen and Families a quality of life that is commensurate with their service. We are committed to building a partnership with Families that enhances their strength and resilience.

We are committed to improving Family readiness by:

- **Standardizing and funding existing Family programs and services**
- **Increasing accessibility and quality of health care**
- **Improving Soldier and Family housing**
- **Ensuring excellence in schools, youth services, and child care**
- **Expanding education and employment opportunities for Family members**

Services are available upon submission of required documentation to the Parent Central Services: Deployment orders; TCS orders; PCS orders and/or other documentation of Mission Level. CYS Services registration packets can be picked up at Parent Central Services, Bldg. 2295 12th St. & Bitar Ave. For more information, call 253-966-CYSS (2977).

Deployment support eligibility: Patron's eligibility categories ensure consistent delivery of Army Family Covenant CYSS programs and services in support of Soldiers, Airmen and Department of Defense Civilians who support the Army GWOT mission and Expeditionary Army at War. Patron eligibility categories are as follows:

- Mission Level 1: Families of deployed Soldiers, Airmen and DoD civilians
- Mission Level 2: Families of Soldiers, Airmen and DoD civilians serving under the following orders: Temporary Change of Station and Permanent Change of Station, unaccompanied tour and Temporary Duty status for 90-179 days
- Mission Level 3: Rear Detachment Cadre supporting the immediate Families of deployed Soldiers and Airmen as identified on the Rear Detachment and Personnel Availability Report
- Families of Wounded Warriors: Army Wounded Warriors and Warriors in Transition as identified by the WT Unit Commander
- Immediate Families of Fallen Warriors

Services for each of these categories are as follows:

All CYS Services patrons:

- Free CYS Services registration and re-registration fees
- Free hourly group care for all attendees of a memorial service for a fallen Soldier

Mission Level 1

Eligibility period: begins 30 days before deployment and ends 90 days after return.

Support services:

- 16 hours free hourly respite care per child per month.

- Hourly fee reduction to \$2 per child per hour for any hourly care beyond the free respite care hours.
- 20-percent fee reduction for regularly scheduled full- and part-day care
- \$300 in SKIES*Unlimited* classes per child per youth during deployment period
- \$100 in sports benefits per child/youth during deployment period

Mission Level 2:

Eligibility period: for the duration of their TCS, PCS (unaccompanied) or TDY orders.

Support services:

- 16 hours free hourly respite care per child per month during eligible period
- Hourly fee reduction to \$2 per child per hour for any hourly care beyond the free respite care hours
- \$150 in SKIES*Unlimited* classes per child/youth during deployment period
- \$50 in sports benefit per child/youth during deployment period

Mission Level 3:

Eligibility period: Soldiers or Airmen identified on the Rear Detachment Personnel Availability Report for the duration of this status

Support services:

- 5 hours free hourly respite care per child per month during eligible period
- Hourly fee reduction to \$2 per child per hour for any hourly care beyond the free respite care hours
- \$150 in SKIES*Unlimited* classes per child/youth during deployment period
- \$50 in sports benefit per child/youth during deployment period

Wounded Warriors:

Eligibility period: Soldiers or Airmen identified by the WT Unit Commander for the duration of this status

Support services:

- 16 hours free hourly respite care per child per month during eligible period
- Hourly fee reduction to \$2 per child per hour for any hourly care beyond the free respite care hours
- Unlimited free hourly care for medical appointments
- Category 1 fees for regularly scheduled full- and part-day care
- \$300 in SKIES*Unlimited* classes per child/youth during deployment period
- \$100 in sports benefit per child/youth during deployment period

(renewable on a fiscal year basis)

Fallen Warriors:

Initial eligibility period: begins from date of notification to 28 days after interment

- 56 hours free child care (16 hours respite plus 40 hours bereavement)

Continued eligibility period: post-bereavement to indefinite

Support services:

- 16 hours free hourly respite care per child per month
- Hourly fee reduction to \$2 per child per hour for any hourly care beyond the free respite care hours
- Category 1 fees for regularly scheduled full- and part-day care
- \$300 in SKIES*Unlimited* classes per child/youth during deployment period
- \$100 in sports benefit per child/youth during deployment period