

DEPARTMENT OF THE AIR FORCE



**CHILD DEVELOPMENT
CENTER**

Nellis Air Force Base Child Development Centers Parent Handbook

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Phone (702) 652-4241 or (702) 652-8810
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Child Development Center II
5089 John Chapman Parkway
Phone (702) 652-1114 or (702) 652-1329
Fax (702) 652-1931

Child Development Center III
4207 Duffer Drive
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Nellis AFB Child Development Centers
Buildings 2966, 2967 & 600
99 FSS/FSYC I & II & III

It is a pleasure for us to welcome you to the Nellis Air Force Base Child Development Centers (CDCs). We are extremely proud of our facilities and the dynamic programs available to your children. Our centers are accredited by the National Association for the Education of Young Children (NAEYC) and certified by the Department of Defense (DoD) IAW AFI 34-144 Child and Youth Services.

The CDC's offer care, guidance, and developmental activities for your children while you fulfill your obligations to the Air Force or enjoy social, educational, or recreational opportunities.

The CDC's are operated by two directors, four assistant directors, five Training and Curriculum Specialists (T&Cs), and more than 220 other staff members selected and trained to provide quality care and programs for your children. These centers are an important function of the Force Support Squadron.

To maintain high caliber childcare services, your involvement is essential. We encourage you to discuss problems and make recommendations to the directors and assistant directors. Your participation is encouraged to assist with special events, field trips, curriculum enhancement, small group activities, parent education and training, and special projects. We believe a partnership between you and the CDC's will help ensure quality care for your child.

A Child Development Advisory Board (PAB), consisting of appointed parents of children attending Child Development Programs (CDPs), provides recommendations for improving parent involvement and gives valuable input on the program operations. The goal of this group is to enhance the overall satisfaction of parents, children and staff. We encourage all parents to become involved.

Our staff will be most happy to answer your questions or help you with problems you may encounter. You may make arrangements to talk with any staff member at 652-4241, 652-1114 or 652-5885.

KEANA SULLIVAN
Director, CDC I & II

VICKI SILVA
Director, CDC III

Our Philosophy

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

Our Goal

- Foster positive identity and sense of emotional well-being
- Enhance social skills
- Encourage children to think, reason, and experiment
- Promote language and literacy development
- Build physical development and skills
- Support sound health, safety, and nutritional practices
- Advance creative expression, representation, and appreciation for the arts
- Appreciate and respect cultural diversity

Communication

It is also the goal of the program to foster an open door policy that promotes healthy communication. This communication is from the program to its patrons and families, from parents to teachers, teachers to management and families to managers. Ultimately, we invite parents to come forward with their questions, needs and concerns. As a program, we will work to provide you with the customer service in a family focused environment. In the event of difficulties or differences that may arise in interactions between families and program staff, our program uses techniques to bridge communication. One technique is a formal conference with both parties to sit down and share perspectives with the goal of reaching a resolution agreeable for both the family and the program. The other technique is to use the chain of command to provide resolution.

Eligibility

All dependents, ages 6 weeks to 6 years, of active duty military/DoD civilian employees may use the CDC's in accordance with Air Force priorities. The CDC operates at capacity during some periods; therefore, space may not always be available for all children. Child care eligibility is contingent on the status of the sponsor. Eligible patrons include active duty military, DoD civilian employees either NAF or APF, Air National Guard or Air Force Reserve military personnel on active duty or inactive

duty training status, active duty Coast Guard members, combat related wounded warriors, surviving spouses of military members who died from a combat-related incident, those acting in loco parentis for the dependent child of an otherwise eligible patron, eligible employees of DoD contractors, and others may be authorized on a space available basis. In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children/youth are eligible for child care only when they reside with the eligible sponsor at least 25 percent of the time in a month. Reference DoDI 6060.02, Child Development Programs.

Wounded Warriors (WW) who are medically-retired are authorized to use AF child care programs until their dependent child reaches the age of 12 provided their spouse is in a full-time employed/student status (if married).

Otherwise ineligible users may be accepted in FCC; however, only eligible users are authorized to participate in the FCC Subsidy program.

Care of children with physical, mental, or emotional disabilities or those requiring special diets, special procedures, medication for chronic illness or other special attention must be identified when registering on the waiting list. The web site for the waiting list is militarychildcare.com. If a child is identified as having a disability, medical condition or special need, CYP personnel will work with the family to determine if an Inclusion Action Team (IAT) meeting is needed. No child who meets the basic age and eligibility requirements may be excluded from AF CYP solely based on disability or special need.

Registration

Staff will be available in the CDC on all days of operation between the hours of 1000 and 1500 to accept new registrations or re-registrations, to provide information on registration (either at the desk or on the telephone), conduct tours of and provide information on the facility, and to complete initial orientations.

To register in the program, after verification of your eligibility you will be emailed an invitation to enroll in our Child and Youth Programs Business Management System (CYP-BMS). This website will contain all information required for enrollment and will allow you to add each child in your family. It will require input of information such as; local emergency contact other than the sponsor and spouse, address, phone numbers, credit card information, etc. A current immunization record will need to be provided to the center.

If a CYP-BMS account must be completed or transferred from a previous installation before care can be provided. It is your responsibility to ensure immunizations are up to date or care may be denied. You must bring each child's immunization records to the center for verification. In accordance with AFI 34-144, Child Development Centers, all children must receive immunizations recommended by Air Force Policy.

Certified written notification is required for any special care a child may need or any allergies a child may have.

Admittance Procedures

Please be sure you follow the procedures listed below each time you return to the CDC with your child:

- Clock/sign your child in and out of the CDC at the front desk
 - Sign your child into their assigned area on AF Form 1930 (Youth Flight Daily Attendance Record) with the correct time and your child's name
 - Ensure all emergency and duty information is accurate on AF Form 1181
 - Ensure all outstanding charges are paid in full
- Comply with food service, clothing, personal belongings, health, safety and other rules outlined in this publication

Releasing Children

When picking your child up from the center:

- Clock/sign your child out at the front desk.
- Proceed to your child's classroom, sign your child out on AF Form 1930 with the correct time and your full signature.

If you have two children, we ask that you pick up the youngest child first and not bring older children into the younger classrooms. All parents have access to their children unless CDC staff is provided with court documentation stating only one parent has access to the child. Any child custody order, divorce decree limiting parental rights, or other court document must be reviewed by the Installation Legal Office for guidance regarding release authorization upon receipt.

Parents are contacted by 0900 hours if their child does not arrive for care and no earlier notification was provided. If someone other than a parent/legal guardian is picking up a child, the parent/legal guardian must provide authorization in CYP-BMS. In accordance with AFI 34-144, children will not be released to siblings less than 14 years of age and will not be permitted to leave the center unaccompanied. The Child Development Center will not release children to adults appearing to be under the influence of alcohol or other substances, security forces will be called to assist.

Services

Reserved Weekly Care

Regular care is provided through an annual reserved space contract. If you wish to use the CDC on a regular basis, it is necessary to obtain a reserved space for your child. In order to do so, you must

sign an agreement outlining the conditions and terms for maintaining a guaranteed space in the center.

Reserved regular care for military sponsors will be discontinued upon separation from the military or retirement from the military. Reserved regular care for civilian sponsors will be discontinued if civilian employment ceases.

Hourly Care

To utilize hourly care each family must have an account created in CYP-BMS. Front desk clerks at each facility can assist with ensuring family accounts have been established and are complete.

Hourly care is provided on a non-recurring or irregular basis for children 6 weeks through 5 years of age. There is a minimum reservation of two hours and care cannot exceed 20 hours per child per week. Hourly care is not an alternative to regular care.

Reservations for hourly care are made on a space-available basis up to one month in advance. Reservations can be made at the front desk by calling (702) 652-4241, (702) 652-1114 or (702) 652-5885. Children will be accepted on a "walk-in" basis if space and staff are available.

You are responsible for paying for the total amount of time reserved even if you pick your child up early or drop your child off later, than the reservation time requested.

If you do not honor reservations or do not cancel reservations at least 24 hours in advance, you will be billed for the entire time reserved. These charges must be paid before another reservation is made for your child, or your child is again registered for care

Waiting List

You may place your child on the waiting list by creating a profile on the CDC web site militarychildcare.com. Once the profile has been established, it is your responsibility to ensure phone numbers and addresses are current and up-to-date. An e-mail will be sent to the patron when a space becomes available.

Upon notification of the availability of a regular space, you will have 48 hours, excluding the weekend, to accept or decline the space. If the space is accepted, you must take financial responsibility for the space, no later than two weeks from the date accepted or when the offered space is available if it is after the acceptance date. As children grow and enter a new age group or priorities change, they are placed in the new section or new priority list according to their original date of placement.

Unborn children may be placed on the waiting list through militarychildcare.com upon knowledge of pregnancy. Upon delivery, it is your responsibility to update your profile with child's name, birthday and date care needed. The infant will then be eligible to attend CDCs when they are 6 weeks of age if they meet the registration requirements.

If you decline space when an e-mail is received, your child's name will be removed from the waiting list. If you again desire enrollment, you will be required to re-accomplish the request and the request date will be changed accordingly.

Fees

IAWAFI34-144 9.4.13.2.4 Only electronic payments are accepted in the Child Development Center.

Hourly Care

Hourly care fees are offered at a flat rate. Fees for children under six years of age are \$8.00 per hour. A minimum fee for two hours is charged for any session of hourly care of less than two hours. Hourly fees are divided into 15 minute increments for partial hours used, over two. Hourly care is provided for no more than 20 hours per week.

Reserved Weekly Care

Regular fees are charged according to Total Family Income (TFI). For a complete listing of current reserved regular care fees and charges, please contact an administrative clerk at any center's front desk.

Regular fees are determined by TFI and certified by CDC staff. TFI includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, retirement or other pension income, etc.; before deductions for taxes, social security, etc. Quarter's subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind are included. **For dual military, BAH-II of the senior member only is included.** Anything else of value, even if not taxable, that was received for providing services is also included. Cost of living allowance (COLA) received in high cost areas, alimony and child support, temporary duty allowances, hostile fire pay, clothing allowance or short term temporary pay reimbursements for educational expenses, are not included.

If two or more children are registered with the Child Development Center and/or the Youth Center, a 10% discount is applied to the older child/ren. Reserved regular care must be paid for on a weekly basis, no later than the close of business each Tuesday. A late fee of \$5.00 per family will be charged for delinquent fees. **Reserved weekly care not paid for by the close of business each Friday, with late fees, will be suspended. You will be liable for delinquent payments.**

You are financially obligated to pay for CDC reserved space even when your child does not attend the program. No refunds or credits are issued for absences, including but not limited to, illnesses with or without a medical excuse, holidays, short work weeks, vacations, visiting caretakers, withdrawal without notice, etc.

For information on the process to seek a suitable substitute to fill space left vacant by your child while on a planned absence, please see the Front Desk staff, Kinderspot information will be given.. Guidance through the DAF Instructional Guide Sublet-Lease-Rent of Child Care Space is available. A two-week written notice of withdrawal

is required upon termination of a regular space. If this notification is not received, you are obligated to pay your established fee for two weeks.

Space Available

After meeting the needs of patrons in priorities 1, 2, and 3, CDC/SAC support the need for full-time care for other eligible patrons such as active duty Military Service members with non-working spouses, DoD civilian employees paid from APF and NAF with non-working spouses or same-sex domestic partners, eligible employees of DoD Contractors, Federal employees from non-DoD agencies and military retirees on a space available basis. Space available patrons are notified at the time of enrollment that their space must be vacated if a higher priority patron requires child care; parents must receive a 30 day written notice if their CDC/SAC space is needed.

After Closing Fees

If your child is left in care after the posted closing hour, you will be charged a \$2.00 per minute per child, for every minute your child is left in care. There is a 10 minute grace period. Each family will only be given a total of 3 grace periods during the fee year; after the 3rd time, the late pickup fee will be effective upon the closing time.

Waiver for Fees

CDC staff is not authorized to refund, give credit or waive posted fees. The Installation or Mission Support Group Commander may adjust a family's fees based on unusual financial circumstances, such as when a family's TFI declines. Such waivers are reviewed on a case-by-case basis.

Payment

Fees for child care will be charged via the credit card associated with your CYP-BMS accounts. All weekly patrons must provide a credit card prior to registering children. Patrons must use an automatic payment program (Orbital) for weekly or monthly assessment of fees.

Record of Financial Transactions

An invoice for all payments is provided to you via email through CYP-BMS. In January each year, you will find a copy of all fees paid in your CYP-BMS account for tax purposes. When completing your income tax return, "Tax Exempt" should be entered in the space requesting that information. If filing electronically use 88-010-9646.

Hours of Operation

Regular hours of operation for all CDCs are Monday through Friday, 0600-1800. **All CDCs are closed on Saturdays, Sundays, ACC Family Days and all federal holidays.**

Schedule of Activities

A schedule of activities, including meal and nap times, is posted in each area. This is a flexible schedule which allows Child and Youth Program Assistant (CYPAs) to respond to children's individual needs and provide you with general times for scheduled activities.

The activities we plan for children - the way we organize the environment, select toys and materials, plan the daily schedules, and talk with children - are all designed to accomplish the goals of our curriculum and give your child a successful start in school. You are encouraged to visit your child's classroom at any time. Children enjoy having mom or dad come in and read stories, play games, or share meals.

Curriculum

Our program implements developmentally appropriate activities that promote the social, emotional, cognitive, and physical development of children enrolled. Our programs have Training and Curriculum Specialists who provide staff training on implementation of the curriculum and other safety, health, and child abuse prevention requirements in accordance with Air Force and DoD requirements.

Daily Activities

Daily activity schedules are outlined in the CYPA's lesson plans. These are posted on bulletin boards in each area of the CDC. Please feel free to discuss daily activities with the CYPAs in your child's classroom

Field Trips and Transportation

Field trips and walking excursions are planned as a regular part of the curriculum. For your child to participate in these activities, you must sign the classroom field trip permission form. We encourage you to join your child on classroom field trips. You may not pick up or drop off your child at field trip sites.

Should transportation in a government vehicle be needed the appropriate car seat for your child's age and weight, as mandated by the state of Nevada, must be used to transport your child.

Naps

After lunch all children 12 months and up take a nap, rest, or play quietly. Children 6 weeks to 12 months nap on demand and are placed on their backs to reduce the risk of Sudden Infant Death Syndrome (SIDS).

Parent Conferences

Parent conferences are conducted at least once a year. Additional conferences can be set up by consulting a CYPA or T&C assigned to your child's classroom and/or the CDC Assistant Director or Director. Whenever you would like information concerning our program, your child's

developmental progress, or if you have suggestions regarding your child which would be helpful to us, please let us know.

Food Service

All children left in the care of the CDC's receive breakfast, lunch, and an afternoon snack at designated times. Meal times are posted in each classroom.

Infant and Baby Food Service

Meals and snacks in the infant and baby areas are planned for each individual child. Baby food, milk, Similac Advanced, Similac Sensitive and Similac Soy-Isomil are provided. Similac Sensitive and Similac Soy-Isomil feature OptiGRO, an exclusive blend of DHA, Lutein and Vitamin E: a blend of important ingredients found in breast milk. You must provide empty, sterilized plastic bottles. If your child is breast-fed or cannot consume any of the provided formula, you must bring substitute formula or breast milk in a capped plastic bottle. When you provide formula, it cannot be transferred into bottles by CDC staff. CDC staff disposes of all food left in the center at the end of the business day. Please label your child's bottles with their name and the date. Infant cereals, medication, or other substances may not be added to infant bottles. **Pedialyte, Gatorade, Kool-Aide, etc. may not be brought into the CDC's or served to children.**

Infants and babies on formula or breast milk may not be left at the CDC without a bottle. Please be sure to bring an adequate supply of bottles for the time your little one is in our care. Nursing mothers are encouraged to come into the center for feeding.

Other Food Service Information

Child and Adult Care Food Program (CACFP) approved weekly meal and snack menus are posted in the lobby and on all classroom bulletin boards.

No food may be brought to the CDC. Suitable substitutes will be made for children with chronic allergies. **Written verification from the child's health care provider, confirming the restriction, is required.** Children unable to eat regular meals and snacks will be precluded from using the CDC unless suitable arrangements can be made. Please contact the CDC's Food Service Supervisor for more information.

At the time of enrollment, parents sign a statement of consent permitting the Program to post their child's allergy information (with picture) in each activity room where the child has meals/snacks. Children's allergy information is posted in a similar location and in the same way in every activity room.

The CDC's food service is in accordance with CACFP regulations for child care centers. Any deviations from CACFP approved menus result in denial of reimbursement by the CACFP. You are required to fill out a food survey form on a yearly basis. This allows the CDC to meet CACFP requirements for participation in the program.

Birthdays

Celebrating your child on their birthday is encouraged. Party favors can be left at the front desk for your child's classroom. Absolutely no outside food items are permitted in any CDC classroom. In addition, small items must be discouraged for safety reasons.

Clothing

Your child should be dressed in washable play clothes. These clothes should be suitable for your child to get dirty, as playing outside is part of our curriculum and children DO get dirty.

Your child should not wear expensive clothing, as painting projects and other such activities may damage delicate clothing. We do use washable paints and markers, but not all of the colors wash out easily. Pre-treating before washing helps to more easily remove paint.

If your child is one year and older he/she must be dressed in street clothing. Proper outdoor clothing should also be provided, since outside activities are scheduled each day, and it is an important part of your child's development to go outside every day. The only times your child will not go outside is during dangerously high winds or extreme weather conditions.

You must bring in an extra set of clothing for your child to ensure their comfort in case of spills or other accidents.

You should dress infants, babies, and toddlers in comfortable clothes which are easy to put on and take off. If your child participates in water play, you must provide water shoes or tennis shoes with rubber soles. You should provide a sun hat and sun glasses for your child during hot and sunny seasons.

If your child is walking, he/she must wear shoes. Flip-flops, open-toed shoes, shoes that do not securely fit children, or shoes without a usable strap on the back, may not be worn because of safety factors. You must bring an ample supply of diapers and training pants for your child. We suggest a minimum of 1 diaper per hour your child will be in attendance.

Toddlers and children that are toilet training require more than one set of extra clothing. Bring babies and untrained toddlers in disposable diapers. **Plastic pants may be worn over regular underwear; however, with each change of the underwear, an additional pair of plastic pants must be furnished. CDC staff members are not responsible for cleaning or laundering soiled clothing.**

Label all children's belongings (jackets, sweaters, clothes, bottles, diaper bags, etc.) before coming to the CDC. We do not accept responsibility for clothing or other miscellaneous articles that are misplaced. If an item is misplaced, we will assist you in relocating it, by identifying a lost and found area and placing a "missing" notice at the front desk.

Personal Belongings

CDC staff are not responsible for lost or broken personal belongings. We ask that you do not allow your children to bring toys to the CDC's, as an ample supply of toys and games are available in the Centers and things brought from home cause fights and are easily broken or lost. We also ask that you not allow your child to wear jewelry or other high value items to the CDC's, as we cannot be responsible for the loss of such items. Food, gum, candy, and money may not be brought to the centers. Medications, creams or any other non-authorized items may **not** be stored/placed in your child's diaper bag or left in the center.

Health

CDC supervisors have the authority to refuse admittance to your child if his/her health is questionable, he/she is not clean, he/she is not adequately clothed, or he/she has a special health problem which has not been evaluated and cleared by the CDC Director and the Child and Youth Medical Advisor.

If your child has special needs (those with physical, mental, or emotional disabilities or those requiring special diets, special procedures, medication for chronic illness or other special attention) a required Inclusion Action Team(IAT) process must be initiated and completed prior to your child's first date of care. This team is comprised of a multidisciplinary group of professional whose purpose is to assess reasonable accommodation for children with identifies needs. Paperwork is provided and assessment must be conducted by a medical professional. Once your child is evaluated, the CYP Pediatric Medical Advisor, CYP Flight Chief, CDC Director and T&C will meet with the child's parents. If the IAT determines your child can be safely mainstreamed into the program within Air Force ratios, your child may be registered into the program or onto the waiting list. CDC staff may be trained to provide additional care services that will not require time away from other children in their ratio group, but under no circumstances are CDC staff allowed to provide treatment for children. If the IAT determines your child requires reduced ratios for care, the CYP Flight Chief will elevate the information to the base legal office and AFSVC/SVPY to determine if care can be provided with reasonable accommodation of the CDC program. If a determination is made that your child can be accepted into the program, you, the CDC Director, classroom staff, T&C and CYP Medical Advisor will meet to develop a care plan for your child, and determine what training of staff must take place and which center can best accommodate your child's needs. Each child with special needs must be reevaluated annually. It is recommended that you include the CDC staff in sessions with all agencies involved in determining developmental goals for your child.

Medications are administered by CDC personnel for chronic illnesses only. Medication should be administered at home by parents/guardians, if possible. An Inclusion Action Plan with a yearly physical evaluation must be submitted prior to the child being given the appropriate medication. You must complete a Medication Permission Form (AF Form 1055) on a daily basis to permit CDC staff to dispense medication for chronic illnesses. All medication brought into the CDC's must be kept at the front desk and in a secured location. Staff designated to administer medication have received the appropriate training from a medical profession before medication can be given. Parents will be allowed to come in and administer medications for acute or short-term illnesses. **Mixing medicine in baby bottles brought to the CDC's is strictly prohibited.**

Permission for application of sunscreen (SPF 15 or higher, not waterproof), lotion, and/or lip balm; must be signed upon registration or when you request the use of such items. This authorization is good only during the fiscal year in which it is signed (1 Oct to 1 Oct). Sunscreen must be approved by the CYP Medical Advisor and purchased by the CDC.

If you have a premature infant, consultation with and written approval and instructions from the CDC Medical Advisor, must be obtained before he/she is admitted to the CDC's.

CDC Programs are not authorized to care for children who are unable to participate in CDC activities. IAW National Health & Safety Standards, your child may not be admitted or may not continue to stay in the centers, if he/she is unable to participate in CDC activities, even when medical authorities have released him/her to come back to the program. AFI 34-144, Chapter 6, Health, requires that we operate the program to protect the health of the children, maintain cleanliness, and reduce exposure to disease. Therefore, if your child shows symptoms of fever, diarrhea, vomiting, or contagious disease he/she will not be accepted for care. If your child is released from the CDC's with these symptoms, he/she may not be readmitted for care until the condition is absent .

If your child has a rash of any kind, he/she will not be admitted to the CDC without permission from a doctor, verifying that the rash is not contagious. Your child may be readmitted after a communicable illness when his/her presence will not endanger the health of staff or other children enrolled in the CDC. You must obtain a written statement from a medical professional indicating your child is no longer contagious, and give it to an administrative clerk to allow admission. If such statement is not available, your child may not be admitted until he/she has been absent for the period of time designated by Center policy.

If your child receives minor injuries in the CDC, he/she will be treated with anti-bacterial soap and band-aids. In case of serious injury, your child will be taken to the emergency room at the Michael O'Callahan Medical Center, on base, and you will be notified at your emergency phone number.

Concussion- a concussion occurs when a traumatic injury to the brain alters mental status or changes the way the brain normally works. It is caused by a blow to the head or body that forces the brain to move rapidly inside the skull. Should your child sustain such an injury while attending a CYP activity, they will be closely monitored by CYP staff. Some of the signs we will look for to indicate the possibility of concussion are: dazed or stunned appearance, confusion, clumsy movements, slow response or loss of consciousness. Please note that parents will be notified immediately and as with any serious injury, EMS will be contacted for medical evaluation. An AF Form 1187 will be written for any injury and requires your signature indicating you were notified.

Safety

Please maintain physical control of your child (carrying or holding your child's hand) at all times while in the hallways, grounds, and parking areas. You may not leave children unattended in cars in the parking lot and may not leave unattended automobiles running.

Monthly Fire drills, as well as, routine Shelter-In-Place and Bomb Threat exercises will be conducted at various times of the month. They will be documented and posted in the front lobby. All parents,

visitors and workers will be required to participate if they are on the premises during this time. Children cannot be released until completion of the drills for safety and full accountability. These drills keep children and program staff prepared for any potential disasters and/or weather conditions.

Building Security and Access- Parents are authorized unlimited access to areas where their children are being supervised or activities in which their youth are engaged. Parents are welcome to participate with their children during activities, meals, and field trips. For the safety of all participants, please remember to park only in designated areas and drive *slowly* through the parking lot. All visitors, other than parents, must sign in at the front desk before entering the program and sign out before leaving. Visitors will wear a visitor nametag and be escorted by staff member. There is only one entrance and one exit to the facility. The entrance is monitored by a staff member at all times during operating hours.

Accountability- Children are to be signed in to both the facility and the classroom (AF For m1930) by the individual dropping the child off for care. Program staff routinely cross reference these documents by conducting a name to face accountability check. In the event a child who is signed in is missing from their assigned group, program management will step in to secure the whereabouts of the child. If unsuccessful, parents and Security Forces will be notified.

Emergency Response- The building is equipped with a mass notification in the event of an emergency and automatic notifications to the local authorities for immediate response. The program has detailed policy letters addressing the procedures to follow in the event of: Active Shooter/Lockdown, Shelter in Place, Natural Disasters-Weather Emergencies, Evacuation Procedures. Please see the director for a copy of the policy.

Child Abuse Awareness

All CDC staff are trained in prevention of all forms of child abuse and neglect and in reporting any abuse or neglect they observe while children are in our care. This includes physical, sexual, emotional, or verbal abuse. Physical abuse includes slapping, spanking, hitting, shaking, striking, punching, kicking, shoving, or pinching. Verbal and emotional abuse include screaming, name calling, shaming, degrading, belittling, scaring, or threatening.

CDC personnel; to include direct care staff, front desk clerks, kitchen staff, contract workers, Training team and Managers are all mandated reporters and have been trained to report any suspected abuse, accordingly. All violations by staff, of the CDC guidance policy, are reported to the proper local Child Abuse reporting agencies. Please report any concerns or address any questions with a CDC Manager.

The Clark County Child Abuse and Neglect Hotline is available 24 hours a day, 7 days a week at (702) 399-0081 for urgent or emergency situations.

Policy Mentions

ABUSE OF DRUGS AND ALCOHOL

No smoking or use of alcohol or illegal drugs is allowed in any facility used by childcare patrons. CDC staff would like to remind you that the safety of the children in our care is our primary concern. If supervisory personnel suspect you of being under the influence of drugs or alcohol, they are required to notify Security Forces

CLOSED CIRCUIT TELEVISION

Properly functioning closed circuit televisions (CCTVs) are installed in each activity room. Cameras are positioned to limit blind spots. CCTV monitors are located at the front desk and can be clearly viewed by all personnel. Parents/guardians may come to CYP and view their child participating in events in real-time on the CCTV monitors. Further information on CCTV's may be found in AFI 34-144, 13.8.

TERMINATION OF ENROLLMENT NONCOMPLIANCE WITH ESTABLISHED PROCEDURES

The repetition of disruptive behavior may result in the suspension or expulsion of your child. Per AFI 34-144, the MSG Commander can determine if such action would be in the best interest of your child and/or the CDC. Termination may occur due to non-payment on the second due date or parent failure to comply with program policies.

It is important to remember that group care situations do not always meet the needs of every child. If your child would function better in a smaller environment, you will be referred to the Family Child Care office for assistance in locating other child care options. If you fail to follow established guidelines and procedures, you may lose CDC privileges. .

Miscellaneous

Visitors

Visitors other than parents and those authorized to pick up, must sign in and out at the front desk and be escorted by parents or CDC personnel.

Child Guidance

The goal of the guidance/touch policy are to assist children in developing self-control and engaging in socially acceptable behaviors. Adults will model, coach, and encourage techniques of discipline that are fair, consistent, and respectful of children and their needs. Simple and understandable rules will be established (with input from children when possible) so that expectations and limitations are clearly defined. Child Development Program staff and volunteers will use only positive guidance techniques, including logical or natural consequences applied in problem situations, redirection, anticipation and elimination of potential issues, and encouragement of appropriate behaviors.

1. Acceptable guidance techniques include:

Reinforcement of positive behavior, Anticipation of problem-triggering situations, calling attention to appropriate behaviors, involving children in discussions on how to handle inappropriate behavior,

affording each child a chance to regroup, temporary removal from a stressful situation, limiting the child's participation in some activities for a short period of time.

2. Unacceptable guidance techniques include:

Physical punishment, verbal abuse, staff will not tease, humiliate, indult, frighten or bully children. Discussing children's behavior in front of the child or other children, restrictions or confinement by physical means, withholding meals, snacks or punishing children for toileting accidents.

When behavior problem arise, program staff will look at the routines, the environment, and the individual needs of the child to help them correct the behavior. Examples of inappropriate children's behaviors that may require adult interventions: Causing physical harm to other children/adults by hitting, biting, kicking, throwing toys/equipment. Use of inappropriate language/verbal abuse, spitting, degrading comments directed at adults. Repeated refusal to comply with center/room rules and or failure to listen to staff. Children's behavior that is potentially harmful to themselves or others.

Should a child repeatedly behave in a way that is detrimental to himself/herself, other children, or adults, the staff will inform the director/designee immediately. Parents may be contacted to discuss the problem, a parent/director conference may be required. Severe incidents may require immediate removal/suspension of a child. If necessary due to repeated instances of inappropriate behavior, director, assistant director, Training and Curriculum Specialist and staff will meet with parents to develop a behavior support/management plan.

Full version of the *Air Force Child and Youth Programs Positive Guidance and Appropriate Touch Instructional Guide* see [Attachment 1](#)

Discipline

The CDC's uses a variety of positive child guidance techniques to assist young children to develop self-discipline and self-esteem. Appropriate classroom planning, redirection, conflict resolution, and logical consequences are among the techniques used by our staff. If your child is unresponsive, the CDC relies on your involvement to correct the undesirable behavior. If your child's behavior necessitates contacting you, you must respond within a reasonable amount of time (45 minutes). Failure to do so may result in denial of services. You must adhere to positive discipline approaches with your child while on CDC grounds. CDC staff is required by AFI 34-144 and Nevada statute 200.508 to refer any unexplained injury or suspected case of child abuse or neglect to a Family Advocacy Officer and/or Security Forces. Therefore, we ask that you refrain from physical punishment or excessive verbal discipline that might be upsetting to other children, parents, or staff.

Potty Training

CDC staff will assist you as much as possible in training your child if he/she is two years or older. Your child must show definite signs of interest and have the ability to remove clothes and communicate with the classroom CYPAs. Your child should be left in disposable diapers until accidents are very infrequent; thereafter, please provide an ample supply of training pants/underwear in case of accidents. **Potty-chairs may not be brought to the CDC.**

Community Resources

Nellis AFB Airman and Family Readiness Center

(702)652-3327

The professionals at the Airman & Family Readiness Center are ready to assist single and married active duty military members, guard, reserve, retirees and DoD civilians and their families with a wide range of services. The Airman and Family Readiness Center serves as a one-stop information and referral center connecting members with both on and off base agencies.

Military Family Life Consultant (702)505-2566

MFLCs are here to listen and are available to help address deployment/reintegration issues, marriage and relationship issues, children and family issues, stress and anxiety, etc. Except for certain “duty to warn” situations, consultations are anonymous and no records are kept.

Child Find (702)799-7463

The [Child Find Project](#) is a service of the Clark County School District (CCSD) under the direction of the Student Support Services Division. Its objective is to identify students, ages 3 to 21, who are not enrolled in public school and who may be eligible for special education services. These students include preschoolers, students attending private or parochial schools or students receiving home schooling.

Early Intervention Services Hotline (800)522-0066

The Nevada Early Intervention Services (NEIS) System provides services to children birth until three with developmental delays or disabilities, and their families. If you are concerned about your child's development, the first step is to have your child referred for evaluation, which looks at his or her basic skills. This evaluation is free of charge. You can refer your child directly or you can have your child's physician make the referral for you.

DoD Child Abuse and Safety Hotline: 877-790-1197 OCONUS 571-372-5348

Key Personnel:

CDCI-II

Director- Keana Sullivan 652-9729

Assistant Director CDCI- Jessica Curry 652-9730

Assistant Director CDCII- Tatanisha Jones 652-1313

Trainers- Ariona Epps, Jasmine Taylor 652-8281

CDCIII

Director- Vicki Silva- 652-5873

Assistant Director –Kristin Patterson 652-0272

Trainers- Emily Kirshenbaum and Vanessa Terrell 652-7520