



# U.S. Army Child, Youth & School Services

# Parent Handbook

### ***Child, Youth and School Services Mission***

Child and Youth programs are essential family programs that directly support the military life style and reduce the conflict between parental responsibilities and unit mission requirements. Our programs focus on three essential elements: children, parents, and community/command. We strive to meet the needs of all those groups through six systems: Child Development Services (CDS), School-Age Services (SAS), Family Child Care (FCC), Youth and School Services (YS), Youth Sports and Fitness (YS&F), Outreach Services (OS) and School of Knowledge, Inspiration, Explorations and Skills (SKIES). These services are a supplement to, rather than a substitute for, the family as the primary agent in the care and development of children.

The USAG-Baumholder Child, Youth and School Services (CYSS) offer a range of age-appropriate opportunities and activities for children/youth four weeks to 18 years of age. These services are available in full-day, part-day, hourly care, sports, and other supplemental programs and services.

**Welcome to the United States Army Garrison-Baumholder Child, Youth and School Services (CYSS) programs. Whether you are enrolling your child in Child Development Services, School-Age Services, Youth and School Services, Family Child Care, SKIES, or Sport and Fitness Programs, we are happy to have your child in our program and we pledge to do our best to make it a positive experience for all.**

**Our programs are operated in accordance with USAREUR policies and Army Regulations 608-10 and 215-1. Our goal is to help each child/youth develop to his/her potential. We feel we have the responsibility to foster positive self-concept, strong emotional well being, productive social interaction, as well as intellectual and physical growth. We strive to provide a safe environment, enriching experiences, and loving care for your children and youth during their stay with us.**

**This handbook has been developed by the CYSS staff to outline the philosophies, policies, procedures, and programs that affect the delivery of our services for your children. We hope that the information furnished here will answer your questions and concerns. When you can, take time to read it thoroughly. This handbook also contains information you may find useful in caring for your children at home. The more you know about CYSS and the staff, the more you can help assure that your child is receiving the best possible services.**

**Thank you for permitting us to share with you in providing for the care, love, and nurturing of your child and youth. We look forward to working with you.**

**Child, Youth and School Services Staff  
USAG-Baumholder**

### ELIGIBILITY

Any child between four weeks and 18 years of age who is a family member of an active duty military, DoDDS, DoD civilian personnel paid from either appropriated funds (APF) or non-appropriated funds (NAF), reservists on active duty or in training, and DoD contractors, are eligible to use services in all CYS operated or sponsored programs (CDC, FCC, SAS, YS, and OS) are eligible. *Infants four – six weeks of age can receive care at an FCC home if parent is single or dual military.*

### CHAIN OF COMMAND

The most effective place to solve concerns is at the program level. However, sometimes situations arise that need to be referred to the chain of command. Please do not hesitate to use our chain of command to provide input about CYSS programs, both positive and negative. Our chain of command is:

Primary Caregiver

CDC Assistant Director / Director

Coordinator, CYSS

DSN: 485-7210

Civilian: 06783-6-7210

Directorate of Morale, Welfare and Recreation

DSN: 485-1550

Civilian: 06783-6-1550

Garrison Commander

DSN: 485-1500

Civilian: 06783-6-1500

If you are dissatisfied with services, please do not leave the program without talking to the chain of command, starting with your child's primary caregiver. Problems addressed on the spot are more readily resolved. Our commitment is to providing the best quality care possible. We need your feedback!

### STAFF QUALIFICATIONS

We conduct extensive background checks on all CYSS staff. The majority of these checks are conducted prior to employment. Staff members do not work alone with children unless all of their background checks are completed and the results are satisfactory. All staff working directly with children receive specialized training in Child and Youth development and other related topics. TACS and TAPS, professionally qualified educators hired by CYSS, conduct the training. The training starts before the staff member enters the facility and is continued throughout their employment. Training topics include, but are not limited to, First Aid, CPR, administering medications, nutrition, child growth and development, child/youth activities, and child guidance and safety.

We are extremely fortunate that many of our staff, besides being caring and nurturing, are truly interested in professional development. Some of our direct care staff are taking college courses in their field. Others have

received or are pursuing the Child Development Associate Credential, or an Army School Age Credential. Both credentials are nationally recognized and are only given to individuals who have demonstrated competency with children/youth.

If you have any concerns or suggestions, bring them to the attention of the Director. Parental involvement is a critical part of a successful program. We need your ideas to continue to improve our program and services.



## PROGRAM OPTIONS

### Child Development Centers

A Child Development Center (CDC) is a childcare option for working parents wanting peer social interaction for their children. Curriculum is based on the individual interests and development level of each child. There are three centers in the USAG-Baumholder area.

**Full-Day Program** The full day program provides care for children ages six weeks through five years who require care 5 to 12 hours per day on a regular basis. Patrons who use full-day care must be dual working parents, single working parents, or working parent with full-time student spouses. As space allows, children of non-working parents may enroll their child(ren) in programs fulltime until the space is needed by working parents.

**Part-Day Preschool Program** (PDPS) is designed for children ages three to five years of age. PDPS operates from August through June. It is not held when DoDDS is not in session during their spring, summer, and winter breaks. In centers where kindergarten and PDPS utilize the same room, PDPS will not be in session on school out days.

**Hourly Care** is designed as a short term child care option for parents with short term or irregular needs, e.g., volunteering, in-processing, respite care, and doctor's appointments. Parents can use the Hourly Program once they are registered and have attended an orientation with CYSS. The centers will accept reservations up to one month in advance for a maximum of 16 hours per week. Spaces are available on a first come, first serve basis. Parents who need to cancel their reservations for hourly care must do at least 2 hours before the start of their reservation. Failure to do this more than three times in a thirty day period will result in the loss of privileges for three months.

**Respite Child Care** Respite child care is available for all CYSS registered children of deployed and rear detachment soldiers. Please call the Deployment Respite Care Center for more information at 485-6641.

**Orientation** All parents must attend an orientation prior to their children attending the CDC. Orientation dates and times vary at each location. Please call CER at DSN 485-7003 or Civilian 06783-6-7003 for more information on scheduling an orientation.

### School-Age Center

SAS fosters social interaction, personal growth, recreational skills, and educational opportunities for children in the 1<sup>st</sup> through the 6<sup>th</sup> grades while they are not in school. The framework for the CYSS Youth Programs focuses on four service areas: Life Skills, Citizenship, and Leadership; Mentoring, Intervention, and Educational Support Services; Arts, Recreation, and Leisure; and Activities, Sports, Fitness, and Health. Children are supervised, they are safe,

and they have fun! There is one school-age program that operates within the USAG-Baumholder community and offers the following programs:

**Before / After School Program** This program provides services for school-age children six through twelve years old (1<sup>st</sup> – 6<sup>th</sup> grade) needing care before and/or after school and full time during school closures, and full day Summer Camps. Some spaces may be available for occasional/intermittent users for open recreation. Patrons who use this service must be dual working parents, single working parents, or a working parent with full-time student spouses. If space allows, child(ren) of non-working parents may be enrolled until such time as the space is required by working parents. Children registered in fulltime care will have first option for all camps.

**Summer and Vacation Camps** Full-day care for children ages six through twelve offering day camp activities, field trips, and sport clinics while school is not in session.

**Hourly Care** This program is designed as an option for parents with short term or irregular needs, e.g., volunteering, in-processing, respite care, and appointments. Parents can use the Hourly Program once they are registered and have attended an orientation with CYSS. School-Age Services will accept reservations up to one month in advance. Advance reservations are required. Spaces are given out on first come, first serve basis. Any parent who needs to cancel must call at least 2 hours prior to their reservation time. Failure to do this more than three times in a thirty day period will result in the loss of privileges for three months.

**Orientation** All parents must attend an orientation prior to their children attending any SAS program.

### **Youth and School Services (YS)**

Programs in YS serve students in 7th—12th grades and vary slightly each year but most offer all basic sports, camps, special events, and field/study trips. Depending upon the program, they are available to children of varying ages. There are also a variety of recreational programs for middle and high school youth, many at no cost. Please refer to the Program Activities section for more information.

**Middle School/Teen Program** An afternoon and Saturday program that offers a variety of activities for youth enrolled in middle/high School. This program is offered on Wetzel Kaserne and is free of charge. All youth must be registered through Central Registration.

### **Family Child Care (FCC)**

Full-day, Part-day, Hourly, and Before and After School care is available for children four weeks to twelve years of age, by fully trained family members in government quarters. The military child development program relies on FCC to help meet the needs of the community. FCC is an alternative to center-based childcare, offering the most flexible programs for soldiers in cases of deployment, field training exercises with extended hours, or 24 hour and long term care in a home environment for children. The FCC providers are not "baby-sitters." Rather, they are adults who operate a small business, which requires record keeping procedures and following strict administrative health and safety regulations. FCC providers are independent contractors. They have the right to determine some aspects of their work such as the number of children they will accept in care within the six child limit and hours of operation. Extensive background checks are conducted on all FCC providers, their sponsors, and all children over 12 years old living in the home. There is an in-depth home interview with the entire family to observe family dynamics and to ensure that the entire family understands and supports the provider's decision to become certified. All providers undergo an initial 40-hour training program prior to certification.

*Benefits of Family Child Care are* flexible hours, home-like environment, low adult-to-child ratios, long Term and extended care.

**Contracts** Each FCC provider must have a completed registration packet including DA Form 5226-R that is approved by Parent Central on before they can accept your child for care. ***Please read the contract and any addendum the provider may require you to sign.*** Request a copy of the contract for your records. Ask the provider to place his/her Social Security Number on the contract for tax purposes. These forms describe what is and is not available to you in their program. Read the contract carefully. If you do not agree with the provider's

requirements, address the issues immediately. If you cannot come to an agreement, do not sign the contract. If this occurs, please call Parent Central to obtain new names and phone numbers of additional FCC providers to interview.

**Extended and Long Term Care** Some providers offer care for children of parents who work evenings, unusual hours, weekends, shifts, or over 12 hours per day (duty-related) in order to support the mission. The government pays for a portion of the childcare costs; however, the parent is still responsible for their full daycare fees and a daily rate for weekends. All requests must be submitted no later than one week in advance and approved by the FCC Director. The forms are available at the FCC Office. Please call DSN 485-6588 / 8319 or Civilian 06783-6-6588/8319 for more information.

**Interview Tips** Your interview with a perspective FCC provider allows you the opportunity to make the choice that fits your childcare needs and come to an agreement on matters of importance to you and your child. Visits to FCC homes may take a bit more planning than you might suspect. Here are five helpful steps to an effective FCC interview.

1. Call
2. Visit
3. Check references and contract
4. Make the decision for quality care
5. Stay involved.

In order to receive provider's names, you must be registered with CER. For more information please call FCC: 485-6588 Civilian 06783-6-6588 or  
CER: 485-7003 Civilian 06783-6-7003

### **Special Needs**

Children with special needs are accommodated in our regular CYSS programs depending on the ability of the program to meet the child's needs. Decisions to accommodate a child are handled on a case-by-case basis by the Special Needs Assessment Process (SNAP). Parents are a vital part of this team. The team meets to determine appropriate placement for the child before enrollment in a CYSS program. The SNAP represents an installation-wide partnership that works to ensure the very best placement and care for all children utilizing CYSS programs. During this meeting, decisions are made regarding program adaptation and additional staff training needed to ensure the child's needs can be met. It is critical for parents to identify special needs upon registration so the best childcare option is chosen to maximize the child's development.

Special needs are considered challenges that a child has which require additional attention from caregivers. The following conditions are examples of common special needs: autism, asthma, food allergies, hearing or vision impairment, developmental delays, behavioral concerns, learning disabilities, speech/language delays, and ADD/ADHD. With help from parents and staff we are able to accommodate most special needs.

If your child has a special need, please bring it to the attention of CYSS staff during the registration process. If you have questions concerning our ability to accommodate your child with special needs please contact the CYSS Nurse Specialist at DSN 485-6639 Civilian 06783-6-6639.

### **Educational Developmental Intervention Services (EDIS)**

The first three years of a child's life are an amazing time of development. How a child learns to walk, talk, and play impacts them for a lifetime. The EDIS mission is to provide Early Intervention to eligible children and their families so that there is ample opportunity for optimal growth. The EDIS staff is eager to answer any questions you might have regarding your child's development. For more information or to schedule a developmental screening, call DSN 485-6710 or Civilian 06783-66710.

## PHILOSOPHY

Quality programs for young children are based on the knowledge that they learn through active involvement and that play is children's work. Play is the vehicle through which children naturally learn to understand and deal with the world, practice decision-making, test their new knowledge, and develop language. It is through play that children develop their self-image. In play activities there is no right or wrong answers, so children are successful. These successes help children learn to see themselves as capable, worthwhile people. This is an important first step in developing a healthy self-concept and a positive outlook on life. The setting that is most appropriate for a child/youth is a learning environment that is child/youth centered and offers and guides them to make choices, which enhance their development.

The role of the adult (parent, teacher, caregiver, FCC provider) in the curriculum is vital. Strong, supportive, nurturing, and adaptable staff members are necessary to structure the environment so that learning opportunities are increased as children explore the environment. As adults interact in a positive manner with children, constructive and rewarding relationships are formed. These serve as the basis for the child's own successful social interactions. When staff members and parents display respect for each other as well as children, all groups benefit.

Our goals are to enhance each child's physical growth and muscle development, encourage developing social/emotional skills, promote self-esteem, and develop cognitive skills without destroying the child's natural eagerness to learn. We accomplish these goals by providing a stimulating environment, introduction to new experiences, conversations with adults to broaden thinking skills, and opportunities to be creative. These goals cannot be reached through the traditional direct teaching approach so many of us are familiar with from our elementary school days. We do not use workbooks, coloring books or use methods of teaching which are not within the developmental guidelines as established by the National Association for the Education of Young Children, or the National Afterschool Association, our credentialing bodies. We adhere to developmentally appropriate curriculum and use the Creative Curriculum which is used throughout Army childcare worldwide.

Each CYSS program strives to help each child/youth develop a positive self-concept. The programs of activities, staff interactions with children and between children, and a carefully prepared environment all intertwine to provide a supportive, comfortable, and accepting atmosphere.

## PARENT / PROGRAM PARTNERSHIPS

One of the key elements of quality programs for children is a strong parent/program partnership. Research has shown that the child's experience is enhanced when parents are actively involved in the child's program. We request that you get involved through:

**Commitment to Quality** is an annual assessment tool used by CYSS to evaluate its programs. The goals and objectives are established by the Quality Team members who consist of USAG-Baumholder staff, parents, community leaders, and youths.

**Open Door Policy / Parent Visits** You are invited to participate in the program whenever possible and are encouraged to drop by whenever your child is in attendance. You are welcome to call and discuss items of concern with the Director or management representative on site.

**Parent Advisory Council (PAC)** There is a Parent Advisory Council (PAC) in your community for each program. All parents are invited to attend. Meetings are held monthly and are posted at each program. The group discusses common program issues and concerns and may provide input to program policy. The PAB elects officers annually who provide the agendas for the meetings. In some communities, the council has pursued recognition as a private organization and holds fund raising events for the program. In addition, special speakers and training is conducted at some of the meetings. For more information about the PAC, contact your program Director.

**Parent Volunteers** Some CYSS programs would not be possible without the selfless dedication of many volunteer coaches, team parents, bus drivers, and chaperones. All parents are encouraged to volunteer and CYSS is continuously seeking volunteers for all activities. You can accompany your child/youth on a field trip, repair broken toys, paint things, read a story to your child's class, demonstrate special projects for children, etc. All volunteers must agree to a background check. For more information about volunteering, talk to your program director.

**Parent Conferences** are a more formal means of communicating with parents. Those present during the conference include the staff working directly with the child as well as the parents. This is a great opportunity to discuss a child's progress in the program. These are scheduled once yearly, or parents may request additional conferences whenever they feel the need to do so.

**Special Activities** are ways in which CYSS communicates with parents on a continual basis. This includes inviting parents to eat with the children, having special workshops of interest to the parents, and activities such as those held during the Week of the Young Child and the Month of the Military Child.

**Parent Bulletin Boards** are located near the front desk at each facility and are used to inform you of current information.

**Parent Surveys** are done once a year. Sometimes parents are more willing to voice their concerns through writing or by responding to specific questions. ICE comment cards and boxes are located at each facility. This card rates each facility. Good or bad, we want to know if we are keeping our patrons satisfied.

**Parent Surveys for NAEYC/NAA** Parents are solicited for their input through formal surveys on both an annual and every three years as our programs seeking reaccreditation. Your input is critical to our success and we encourage your participation when these surveys are distributed.

**Installation Child and Youth Services Evaluation Team** (ICYET) reviews the CYSS programs for compliance with minimum standards and identifies needed program improvements. Team members include a command representative; representatives from the fire department, safety office, housing office, facility engineers, civilian personnel, preventive medicine and dietary services; CYSS Coordinator; and of course, our patrons. If you are asked to participate, please agree to do so. We want to ensure that our patrons' input is included in the programs.



**The Parent Participation Program** is a program designed to increase parent participation throughout CYSS programs. Patron's who participate in the program may receive a discount off their total fees.

Patrons must first enroll in the program through their center's management staff. Once enrolled in the program patrons will receive a 10% discount off their fees for every 10 parent participation hours they earn.

Patrons may receive Parent Participation Hours by:

- Volunteering to go on a field trip with the center

- Serving as a Classroom Helper with labeling and displays
- Serving as a Cleanup Helper
- Serving as a Nap Time Helper
- Serving as a Meal Helper
- Reading to the children or making tapes for children
- Occupation or talent sharing
- Outdoor or Indoor center maintenance
- Completing a special project for the classroom
- Attending Parent Education Classes
- Participating as a Parent Advisory Council Member
- Participating as an ICYET team member
- Participating as an NAEYC accreditation Team member
- Other activities pre-approved by management

The management staff will track Parent Participation Hours and will apply the 10% through CYMS every time 10 hours are reached.

Donations will not qualify for Parent Participation Hours. Hours may be earned in 1/2 hour increments.

Employees of CYSS must not be working in order to earn Parent Participation Hours.

**Parent Advisory Council Officers** will be elected for each center and for CYSS as a whole. Board members must attend 85% of meetings. Missing two consecutive meetings will cause a member to be removed from the board and an election will be held immediately to replace the absent board member.

The following board officers will be elected:

- Chair
- Vice Chair
- Secretary
- Treasurer

Board officers will set the agenda for future PAB meetings. They will decide what parent education classes will be presented and will set times and locations for PAB meetings. The board may also decide to register as a private organization with the Garrison to raise funds for the center.

**Parent Education** classes will be provided monthly during Parent advisory board meeting as well as scheduled through the Outreach Services Office quarterly. Classes will be taught by Training and Curriculum Specialists or outside experts and may include topics such as:

- Child Abuse Prevention
- Effective Discipline
- Communicating with your Child
- Dealing with Deployments
- First aid/CPR
- Potty training

Parent Central Services will maintain the parent education calendar and the Parent Education library. Contact Parent Central Services for information and resources. Patrons may check out resources from the Parent Education Library

free of charge. Materials may be kept for a period of up to two weeks. At the end of two weeks, materials should be returned to Parent Central Services.

### REGISTRATION/ENROLLMENT

Parents must register their child(ren) at the Parent Central Services prior to participating in any CYSS program. There is no annual registration fee.

Registration is available at Parent Central on a walk in basis or by appointment. Please bring shot records, health assessment, current LES, and two emergency contact phone numbers with you. The health assessment is due to Parent Central within thirty days of enrollment or services may be denied.

For the middle school/teen program, shot records and health assessment are not required. Registration at the middle school/teen program is available.

Registrations are valid for one year and must be updated annually by the anniversary date. Parents are responsible for making sure all information on their child's paperwork is complete and accurate. If during the course of the year, a family's information changes, (i.e., phone numbers, addresses, emergency contacts, immunizations, or income), parents must update the applicable forms. In an emergency situation, accurate information saves valuable time.

If you decide to enroll your child(ren) and are offered a space by Parent Central, you have one business day to decide whether to accept or decline the offer. If you accept the space, to come into Parent Central and pay a 10% non-refundable deposit on the space or it will be resubmitted for vacancy. At the time of payment, a reservation for an orientation will be scheduled for you. You must complete the orientation before beginning care. During the orientation you will be given a tour of the facility and have the opportunity to meet the staff members who will be working with your child. Please bring your completed registration packet with you to the orientation. You and the program Director or Assistant Director will also sign a Sponsor/Program Agreement (contract). ***Note: The orientation is required before a child's first day of attendance at the program.***

### EMERGENCY PLACEMENT

CYSS will accommodate emergency placements on a case by case basis. It is the unit's responsibility to assist in emergency situations. Units will contact the OS Director or the CYSS Coordinator as needed.

### WAITING LISTS FOR FULL / PART-DAY CARE

The goal of CYSS is to provide each patron with a childcare option that meets his/her needs. Due to the fluctuating supply of child care available, it is sometimes necessary for families to be placed on a waiting list. The information below explains the different types of waiting lists used and the priority for filling vacant child care spaces.

**Priority for CYSS Care** Priority for care is determined by DoD and Army regulations. Priority is given to children of active duty military, DoD civilian personnel who are either single parents or whose spouse is employed full-time, or full-time students. The USAG-Baumholder Commander shall determine on a case-by-case basis, whether a spouse employed on a full-time basis by working within the home qualifies for priority treatment. The priority is as follows: first priority is for single and dual military personal and single or dual DoD civilians. Second priority is for military members or DoD civilians with spouses employed outside the DoD or full time students. Third are military members

or DoD civilians whose spouses are unemployed. The forth priority level is for individuals who decline a viable child care option to wait for a preferred option.

**Preference for Care List** This list is used to give preference to children already enrolled in a program and requesting to be changed to another center or FCC care. For example, if you accepted care with an FCC provider but preferred to be placed in a CDC, you may complete the Preference for Care waiting list application and be notified when a spot at a center becomes available. There is no priority on the Preference for Care waitlist. The date the patron filled out the Preference for Care waitlist is used to determine the order on the list.

**Excess Demand Waiting List** When there are no childcare options available, the O.S. Director begins an excess demand waiting list. Placement on this list is by sponsor priority and application date. When a space becomes available, and you are next on the waiting list, Parent Central will attempt to contact you three times within a two day period. If we are unable to reach you, your name will be removed from the list. If you are contacted you have 24 hours to accept or decline the offered space. If you decline the space your name will be removed from the waiting list. Center/FCC preference can't be guaranteed on the Excess Demand waiting list. If the space offered is not preferred, you may accept the space and then fill out the preference for care waiting list to transfer to your preferred source of care.

**Projected Demand List** If you are looking for care prior to the actual date you need it, your child's name will be placed on Projected Demand waiting list. This helps CYSS staff project community childcare needs. Placement on this list most often applies to expectant parents, individuals PCSing into the community, and individuals seeking employment. Children will be moved from the Projected Demand waitlist to the Excess Demand list after the date specified on the application. Placement on the Excess Demand list is based on your priority for care and the date you were placed on the Projected Demand waitlist.

**Updating Applications** You must contact Parent Central if you move, change units, or change any contact information to ensure you have the most up-to-date waitlist application. CYSS staff will attempt to contact you through both your civilian and military phone numbers to offer available spaces. If you cannot be located, your child will be removed from the applicable waiting list. In order for patrons to maintain their status on any waiting list they must call at least every three months to confirm they wish to remain on the list for the care requested. Failure to do so will automatically drop the patron/child's name from the waiting list. The patron will have to re-enter his/her name and will automatically go to the bottom of the waiting list.

## **FEES**

Child Development Centers and School-Age Center are Morale Support Fund Activities. They are supported by a combination of user fees and appropriated fund support. There is a sliding scale based on total family income (TFI) for full- and part-day programs and a flat rate for hourly care. Parent fees do not pay the full cost of care. All patrons are subsidized whether they are in Category I or Category VI. Patrons in the lower income categories are subsidized more than those in the higher income categories. Childcare fees are subject to change, but parents will be given a minimum of thirty days notice before changes are made.

**Determining Full/Part-Day Rate** If you use a full/ part-day program, you must complete an "Application for Department of Defense Child Care Fees." The fee application contains full instructions and definitions. You must use your current Leave and Earnings Statement (LES) and other financial documents to determine your total family income. You must include all earned income for both parents. If you do not wish to disclose your financial information or do not have a current LES at time of registration, you will be charged the highest category rate.

In USAREUR, local national wages and benefits and any foreign earned income and allowances (whether taxed or not) must also be included. Foreign currencies should be converted at the daily exchange rate. Basic Allowance for Housing (BAH), Basic Allowance for Subsistence (BAS), or "in-kind" equivalents must be included for all military sponsors. If you are newly employed and have not received a LES, you may bring in a memorandum from your employer stating your wages. If you work irregular, part-time, or intermittent schedules, average three or more consecutive LES' to determine an average monthly rate.

You must update your status annually. If your income decreases drastically, you may apply for reconsideration of your fees prior to your annual re-registration date. You must complete a new application form and provide documentation to support the change (current LES, divorce/separation papers signed by a stateside judge, personnel action showing resignation, etc.) The request must be reviewed and approved by Parent Central Services. Any adjustments will be effective the payment period following the approval date. Adjustments will not be retroactive. An annual audit will be conducted for a representative sampling of fee applications, to rule out possible fraudulent reporting of income.

### DISCOUNTS

**Multiple Child Discounts** Parents will receive a 10% discount for siblings in the full/part-day programs. If more than one child in a family is enrolled in full-day care within the same community, the parent pays the full rate for one child and all other full-day children in the same family receive a 10% discount. The discount will be applied to the least expensive type(s) of care and does not apply to hourly programs.

**CYSS Employee Discounts** Employee discounts will be available to all USAG-Baumholder CYSS employees. The 20% discount will be applied only to one child. Additional children will receive the 10% multiple child discount. No other discounts apply. Employees must register their children/youth through CER and complete the required paperwork.

**Parent Participation Discount Program** The parent participation discount program is based on a point system. Parents earn a predetermined number of points for assisting with various projects related to CDC, SAC, and FCC. Daily discounts for hourly patrons are not available. Excess points may be carried over to the next month. A list of the project point system is available at any location where this discount applies.

**Coaches' Discount** Allows one child of a CYSS volunteer coach to play the sport for free and subsequent children to pay only 50% of the fee.

### PAYMENTS

Payments are due prior to service. This payment is your commitment to CYSS that your child will be attending daily and is your guarantee that a daily space will be saved for your child.

**Full-Day, School-Age Central, and Family Child Care** Fees may be paid monthly or bi-monthly (twice a month) in advance of services. Bi-monthly payments will be one-half the monthly payments rounded up to the nearest dollar. Monthly payments will be due on the 1<sup>st</sup> day of each month. Bi-monthly payments will be due on the 1<sup>st</sup> and 15<sup>th</sup> day of each month.

**Part-Day Toddler and Preschool Programs** The PDPS Program is provided for children between the ages of three and five and the Part Day Toddler program is provided for children age two in classes that run approximately 3 hours per day. The same payment guidelines for full day apply to part day as well. This program follows the DoDDS schedule and does not meet when school is not in session. School closure days were taken into consideration when setting these fees and then divided into equal monthly payments. The fees are constant throughout the program year and refunds will not be issued for days preschool is not in session.

**Middle / High School Program** After-school programs during duty hours for youth 7<sup>th</sup> – 12<sup>th</sup> grades are free. For special events, contract classes, trips, camps, and sports check with your local YS. All youth must be registered with CYSS.

**Hourly Care Program** Fees for hourly care are payable upon check in of the child to the program. The charge for

hourly care is \$4.00 per hour per child for ages six weeks through Kindergarten for all patrons in Categories 2 – 6, \$2.50 for Category 1. For children in the first grade and up, the hourly care fee is \$3.00 per hour. Multiple child discounts and income categories do not apply. Patrons must pay on the day services are rendered. Parents may prepay for hourly services at any center.

**Free Hourly Care** Patrons of SAC (grades 1<sup>st</sup> through 6<sup>th</sup>) are eligible for five free hours of open recreation monthly on a first-come first-serve basis. These free hours cannot be applied to part-day or full-day programs.

**Late Payment Fees for CDC and SAC** As mentioned previously, monthly and bi-monthly payments are due in advance of services. A late fee of \$5 per child is assessed if you fail to pay a monthly payment within the first five business days of the payment due date. After the sixth business day, patrons who fail to pay their fees may be denied services. Collection efforts will be initiated through the military chain of command for delinquent accounts.

**Late Pickup Fees** If children are left at the facility/site after closing time, parents will pay a late pick up fee of \$1.00 per minute per child, not to exceed \$15.00. Every effort will be made to locate a parent or designee authorized to pick up the child. The military police will be notified if no one can be reached. If the parent is late more than a few times, the director will discuss the problem with the parent. If the problem is chronic, the patron may lose the privilege of using the program. Patrons must pay the fee the next morning or before children are readmitted into the program. The late fee cannot be “put on the account” and paid with the next month’s service payment.

**Hardship Provision** Patrons facing long or short term financial difficulties that affect their ability to meet established child care fees or payment schedules, may request evaluation as a hardship case. All hardship cases must be evaluated by Army Community Services (ACS) and approved in writing by the Garrison Commander. Recommendations may include deferred payment schedule, permanently or temporarily reduced fees, or payment after-the-fact for hourly care.

**Leave Provisions** You may take your child out of a full-day or part-day program for two weeks each registration year without having to pay for care during the time the child is away. These two weeks are referred to as “vacation credit.” We will deduct one or two weeks vacation credit (predetermined from the current fee schedule) from the next monthly or bi-monthly payment for childcare. You may use this leave any time after enrollment and for any purpose. However, it must be used in increments of either five or ten consecutive days and you ***must give at least two week’s written notice*** before exercising this option. Patrons cannot carry over unused leave from year to year or transfer leave from child to child. Cash refunds of unused leave are not permitted. Children from the same family do not have to take leave at the same time. Children may not be in attendance when using the vacation credit.

**Absenteeism** CYSS must pay staff salaries even if children are absent. No credit or refunds are issued for child absenteeism due to regular childhood illnesses or injuries, inclement weather, training holidays, or facility closures of short duration (one or two days). The CYSS Coordinator may grant exceptions under special circumstances. Special circumstances are limited to unexpected prolonged absenteeism due to serious illness and family emergency when supported by a Red Cross message or emergency leave orders. Patrons requesting refunds for circumstances outside the scope of this policy must submit a request in writing through the Coordinator for the USAG-Baumholder Commander’s approval. Remember, part-day and full-day fees offer parents a price break over hourly services because they are set up for a contracted amount of care as opposed to the actual care provided.

**Program Withdrawal / Refund** You must give at least a two week written notice of intent to withdraw your child from a full- or part-day program. This notice is necessary so vacancies can be quickly filled to maintain affordable fees for all patrons. If notice is not given, charges for services will continue. If the minimum two week notice is given after a monthly payment is made, you may be entitled to a partial refund. All refunds are calculated based on using the following method; Count the number of days the program is in the session that month. Divide the monthly fee by the number of days and the result is the daily rate. Multiply the daily times the number of days the patron will be using the program. Result is the amount due for that month. Refunds or credits will not be issued for absenteeism due to

regular illnesses, injuries, inclement weather, training holidays, or short duration facility closures. Patrons requesting refunds for circumstances outside the scope of the policy must submit a request in writing through the Coordinator for the Baumholder Commander's approval.

### DENIAL OF SERVICES

**If Your Child Becomes Ill at the Program.** When children become ill at the program, they are removed from the group setting and taken to an isolation room/area to prevent the spread of infection. We will then notify you that the child must be picked-up. If you cannot be contacted, the center will call your emergency designees. In many instances, you may need to come to the program and pick your child up. Please remember that a sick child needs special care and should be picked up in a reasonable amount of time (within one hour) by either the parent or an emergency designee (the designee should be able to gain access to the post). If this individual is not your documented emergency designee, written permission for release must be provided along with identification. If the program director feels that immediate medical attention is needed, emergency transportation will be arranged. One of the CYSS staff will accompany your child for medical treatment. You will be notified of the child's condition/reason for the emergency and where to meet the child. It is imperative that the program has accurate phone numbers and emergency contacts that can help us locate you in the event of an emergency.

**Your child will be denied care if any of the following conditions exist:**

Temperature in excess of 100.5 degrees (under the arm) for children up to three months of age, and in excess of 101 degrees for children over three months of age. Inability to participate in daily activities to include outdoor play. Inability to arouse child when admitted for care in the CYSS program. Illness such as, but not limited to, the following: impetigo, scabies, ringworm, chicken pox, head lice, conjunctivitis, also called "Pink Eye", diarrhea, pinworm, vomiting, and persistent cough. A culture proven strep throat that has not been under treatment for at least 24 hours. Symptoms of other contagious diseases such as measles, mumps, hepatitis, scarlet fever, and strep infection.

**Notification Requirements** Any time you take your child to the clinic due to illness, please inform the doctors and clinic staff that your child attends a CYSS program. This ensures that the medical personnel will make the best decision regarding your child's health and the health of the other children and staff at the program. If your child is diagnosed as having any serious or contagious illness such as measles, mumps, chicken pox, conjunctivitis, or scarlet fever, please notify us so we can alert staff and other parents.

**Returning to the Program After an Illness** A child may return to the program upon receipt of a statement from a licensed health care professional stating that the child's presence will not endanger the health of the other children. A child may be readmitted to the program without a medical statement providing the following conditions exist:

- Fever has been absent for 24 hours (without fever reducing medication).
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- An antibiotic has been administered over a 24 hour period for a known strep or other bacterial infection.
- Chicken pox lesions are crusted, usually 5 to 7 days after onset.
- Scabies are under treatment.
- Lice are under treatment.
- Pinworm and ringworm treatment has occurred 24 hours before readmission.
- Lesions from impetigo are no longer weeping.
- Conjunctivitis has diminished to the point that eyes are no longer discharging.

Conjunctivitis has diminished to the point that eyes are no longer discharging.

The child has completed the contagious stage of the illness.

The child must feel well enough to participate in usual daily activities. A child who is still on medication for illnesses such as an ear infection or strep throat may be permitted to return. The parent must submit a statement from a physician or medical facility (CDC Internal Form 003, Medical Referral) indicating illness is past the communicable stage and the child does not require additional CYSS staff to care for him/her.

### MEDICATIONS

CYSS staff may give some medications to children enrolled in the full-day programs and regularly scheduled before- and after-school programs, but only under strictly controlled circumstances. Medications will not be administered within the hourly care and part-day programs. Medications required by special needs children attending hourly and part-day preschool programs are administered on a case-by-case basis. Medications and special therapeutic procedures will be administered only when prescribed by a licensed practitioner and only when there is no other reasonable alternative for providing the medical treatment needed by the child.

As needed or "PRN" medications require a letter of exception from the CYSS Nurse. If your child requires a PRN medication, (e.g., inhalers), please feel free to contact the CYSS Nurse for assistance.

The parent must complete a medication card for each medication. The medication card is valid for only one month and more than one card will be required if the medication goes on into the next month. For example, a medication from 30 July to 09 August would require two cards, one for July and one for August.

All medications should be accompanied by a dosing syringe/cup/spoon, with measurements that match the prescription (i.e., mm, tsp, etc.). The physician or parents will administer the first dose of any medication and children will be on oral medication at least 24 hours before CYSS personnel administer a dosage. A physician cannot override this policy.

Medications must be in the original container with a child-proof cap; have a dated pharmacy label from a local American pharmacy attached to the container; have physician's name and instructions for use; be labeled with the child's name, name of medication, dosage (or strength), frequency of administration, how it is to be given, and start and stop dates; be stored according to instructions; and not be more than thirty (30) days old. German medications can be given if they are reviewed and are located on the approved medications list.

### BASIC CARE ITEMS

Basic care items such as topical items for the prevention of sunburn, diaper rash (ointments and lotions), and teething irritation may be used without a prescription only in the absence of unbroken skin. Ear, eye, and nose drops will not be given. If you need help with medication, please let us know. Each program has a current listing of approved medications and basic care items. In order to apply basic care items, an AE Form 608-10-1C must be completed by the parent. If the application of basic care items becomes disruptive for the care providers or is deemed unnecessary or dangerous by the Director or Nurse, application of basic care items may be denied.

### ALLERGIES

You should inform the staff if your child has any allergy or sensitivity to any food or drugs. Food-related allergies require a physician's statement indicating what your child is allergic to and what the acceptable substitutes are in order to ensure your child's daily nutritional needs are met. Special diets or religious prohibitions also require documentation.

### FOOD SERVICE

**Infant Food and Formula** If you are the parent of an infant, we provide two cans of formula with Iron. If you choose to use another brand or use more than 2 cans of formula with iron, we require that you provide formula or breast milk until your child graduates to cow/soy milk. Formula must be brought to the program daily in single servings (the amount your child normally takes at one feeding),

unbreakable plastic bottles. Infant cereal with dried fruit in it will not be served. All foods that are brought in must meet USDA Guidelines. Medications or cereal may not be mixed with formula in baby bottles. Only formula, breast milk, or water may be placed in bottles. Kinder teas are prohibited per army regulations. At the end of the day, you should take any unused portion home or staff will discard it for you. Label all of your child's bottles with your child's name and date prepared. We feed infants based on their individual schedules and doctor's instructions. Please leave instructions with staff when you drop your child off. Mothers who are breast-feeding are welcome at all times. If you are uncomfortable feeding your baby in the classroom, let us know and we will find a quiet place for you and your infant.

**Meals and Snacks** We provide wholesome, healthy foods for your child. Our menus are prepared by USAREUR and are based on the USDA Guidelines and approved by a registered dietician. The menus are posted and a copy may be obtained upon request. Breakfast, lunch, and snacks are provided to children who are in care during meal times. All meals are served family style as part of the developmental learning process. Part day programs are served a daily snack. Snacks for YS are based on USDA guidelines for their age group and will be offered after school in the Middle School and Teen Centers. Parents are welcome to join their children for any meal or snack, but must make prior arrangements with management so that sufficient food is prepared. Please note: a child-size portion will be prepared for your visit. Due to health requirements, no food can be brought into the program by patrons with the exception of infant formula, food for special occasions, and special dietary requirements when the program cannot provide it. Special dietary requirements must be documented by a physician for health reasons or by a minister/chaplain for religious reasons.

**Special Occasions (Birthdays)** Refer to policy section for more information.

**Cooking Activities** The children participate in cooking activities to develop self-help skills, strengthen nutritional awareness, and learn basic science and math concepts. They may prepare their own snack or part of their meal when participating in these activities.

## **CHILD ABUSE AND NEGLECT REPORTING**

CYSS staff members are mandated reporters of child abuse and are legally obligated to report any suspected incident of child abuse or neglect. If staff sees a child with suspicious bruises, cuts, burns, welts, or any other indicators of abuse or neglect, they must report it to the Military Police (MP). Verbal indicators from children and parents are also reasons for reporting abuse or neglect. The MP's may take the child for a medical assessment before or after contacting the parents depending on each individual situation. Suspected cases of child abuse or neglect are presented to the Family Advocacy Case Review Committee for disposition.

In the past, some suspected abuse has been accidentally reported to the MP's when a normal childhood accident or medical condition was the cause of the injury. If your child has a bad bruise, a severe rash, etc., please take the time to explain the situation to your child's caregiver when you drop your child off. Each caregiver is required to fill out an accident report each time an accident occurs. Upon picking up your child from the program, please check for any accident reports involving your child. If no report is available or if you have questions that are not answered by the report, talk to the staff or director immediately. All of the above procedures are for your child's protection.

### CHILD ABUSE / SAFETY HOTLINE

Department of Defense (DoD) has a national hotline for individuals to report suspected child abuse or safety violations at Military Child Development Programs. United States Hotline #:1-877-790-1197. Overseas: Please call collect 703-604-2547.

### TOUCH POLICIES

Touching in an appropriate manner is an important part of communication between adults and children and is essential in fostering a nurturing environment. Touching in a positive manner is essential for the emotional and social growth of a young child or youth. It can provide a sense of security and safety to a child, and it can teach affection. A child should never be forced to give or receive touching actions, positive or negative, against his/her will. The following addresses appropriate touch versus inappropriate touch and provides guidelines as to what is suitable physical contact with children in CYSS settings.

***Appropriate Touching:*** Touching that creates positive emotional/social growth in the child touched and/or properly affects the safety and well being of the child (i.e., holding hands of the child while crossing the street, holding a child gently, but firmly, during a temper tantrum). Restraining is a last resort. Examples of appropriate touch for young children include: hugs, lap sitting, reassuring touches on the shoulder, and nap time backrubs for a tense child. In older youth, it includes hugs, reassuring touches on the shoulder and handshakes.

***Inappropriate Touching:*** Touching that creates a negative emotional/social effect on the child or violates the law or American societal norms. Inappropriate touching usually involves coercion or other forms of exploitation of the child, satisfaction of adult needs at the expense of the child, or violates a cultural taboo regarding sexual and/or physical contact between adults and children. Attempts to change child behavior with adult physical force, often applied in anger, only reinforces to the child the concept that "striking out" is an acceptable response to a problem. Examples of inappropriate touching include forced greeting kisses (hello/good-bye), corporal punishment, slapping, striking or pinching, prolonged tickling, fondling, or molesting.

### CHILD GUIDANCE / DISCIPLINE

***Child Development Services/SAS and YS*** Appropriate care giving with young children focuses on guiding and supporting children with their problem-solving skills. Helping children to understand and decide what to do, rather than what not to do, is the basis for child guidance. Our role is to meet children's individual needs and thereby assist them in becoming confident, secure individuals with good problem solving and thinking abilities. Positive discipline will be used by CYSS personnel based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that every child will know what is expected of him/her.

CYSS personnel have training in child guidance techniques before they are assigned to a classroom. In accordance with AR 608-10, discipline is consistent, constructive in nature and based on the child's developmental level. Some of the strategies staff members use includes anticipation and redirection, distraction, gentle reminders, support of children's own problem solving skills, and gentle restraint.

CYSS staff encourages children to become responsible, caring individuals, to express their own feelings and to respect the feelings of others. Children who experience difficulty meeting these expectations are worked with on an individual basis. If serious behavior problems occur, parents are informed so they can become an integral part of the resolution process. Normally children do not 'decide' to misbehave. They want to do the right thing. They may misbehave due to physical or psychological reasons, participation in a program that does not meet their needs, problems at home, or for a variety of other reasons. Working together, we are more likely to identify the problem and

find strategies to which the child will respond.

If discipline problems continue without any progress towards resolution, we may refer the child for outside professional help and removal from the program and reassignment may be necessary. CYSS will assist parents in obtaining alternate childcare if the need arises, but the ultimate responsibility lies with the parent. Our goal is to help the child having behavior problems without sacrificing the safety of other children or staff.

Appropriate Forms of Guidance/Discipline include:

- Redirection: Removing a child/youth from a negative situation by redirecting the child's attention to more desirable/appropriate situations or activities.
- Positive Reinforcement: Encouragement given to a child for appropriate behavior.
- Natural Consequences: Helping children/youth understand cause and effect. For example, if a child spills juice, s/he needs to clean up the spill. If a youth consistently fails to clean up after them self or forgets to sign in upon arrival, they may be denied the use of the facility for a few days.
- Gentle physical restraint: A child is held when upset and unable to calm him/herself.
- Communication: The caregiver/provider will discuss the inappropriate behavior, as well as expectations for future behavior, with the child after each incident of misbehavior. This communication will be conducted after the child has calmed down and is receptive to the discussion. Even though some children may be too young to understand all concepts, the child will be able to learn the process.
- Extinction: Ignoring behaviors that are undesirable, but not dangerous or destructive.
- Substitution: Replacing an inappropriate expression of an activity with an appropriate expression of the same activity.



Inappropriate Forms of Guidance/Discipline include:

- Spanking, pinching, striking, shaking, or other corporal punishment.
- Isolation for long periods.
- Confinement in closets, boxes, or similar places.
- Any form of binding such as to restrain movement of mouth or limb.
- Humiliation or verbal abuse to include negative name-calling.
- Deprivations of meals, snacks, outdoor play opportunities, or other program components. Short-term restrictions on the use of specific play materials and equipment or participation in specific activity are permissible.
- Punishment for lapses in toilet training or for refusing food/medication.

## PROFESSIONALISM

Parents and staff serve as role models of behavior for our children. Staff members receive training in how to model appropriate behavior in order to be a positive influence on children/youth. We ask that parents remember that what they do and say while on the grounds influences children/youth. We ask that parents refrain from using profanity, spanking their children, or attempting to discipline other children/youth in our facilities. All of these behaviors can be frightening to children/youth and cannot occur in our facilities. When these problems occur the parent will be asked to leave the building/home and their use of the programs will be jeopardized.

## BITING & SCRATCHING

Biting and scratching are developmental stages most children go through. In accordance with AR 608-10, when a child bites or scratches, our focus is on modifying the child's behavior within the environment rather than suspending the child or terminating services. The same guidelines for child guidance will be followed in cases involving biting or scratching, but with additional emphasis on examining the physical environment, daily schedule, and activities provided as a mode of modifying the child's behavior. Parents and staff will work together to implement a plan for the child. Parents are responsible for keeping children's fingernails an appropriate length to prevent injury to others in the class.

## CELEBRATIONS

CYSS programs recognize that religious, cultural, and national celebrations are the foundation of many valuable family traditions. While these days may be acknowledged, we respect that each individual family will conduct their own celebration in ways that are appropriate and meaningful to them. Parents will be asked to participate in a survey to determine which holidays will be celebrated in individual programs. The CYSS staff will encourage and participate in child-initiated discussions of such celebrations. We also encourage families to share unique traditions with the staff when appropriate. The policy allows families to strengthen their own traditions and encourages an appreciation for differing beliefs. This approach avoids the commercial elements of many holidays.

**Special Occasions (Birthdays)** Birthdays and special events may be celebrated at the program and parents are encouraged to attend. We have learned, however, that elaborate parties and fancy cakes encourage competitiveness among the children for the 'best' party and take some of the joy and pleasure out of the celebration. The children enjoy planning and preparing special snacks for these celebrations. Please do not bring candy or individual party favors to the program for these occasions. They often result in problems for the staff and feelings of ill will between children. These items may also be a choking or safety hazard.

## CLOTHING

Children are involved in many messy developmental activities each day such as art, cooking, and water and sand play. Please dress your child appropriately for a busy day. Clothing that can take "wear and tear" is best. We cannot guarantee that your child will be spotless at the end of the day. We take all children outside on a daily basis, weather permitting. This includes cold weather days. Please provide outerwear appropriate for the weather. You may wish to send a cap or hat for outside play, even in the summer. It will protect your child's face from the sun and his/her hair from the sand. Because outside play includes climbing, running and bicycle play, opened toes shoes are not recommended.

Closed toed shoes with socks are highly recommended at all times for your child's safety.

All children need a couple of full changes of clothing including underwear. Children who are potty training may need

several more. These may be left at the center or brought to and from the center daily. A bag labeled with your child's name will be helpful for those extra clothes, supplies, etc. Label all of your child's clothing with his/her first and last name. Items sometimes are misplaced and many of our children wear the same or similar clothing. We do not assume responsibility for items left at the program. Check the Lost and Found box frequently for missing items.

If your child needs to change clothing for some reason, the soiled clothes will be bagged and given to you when you pick up your child. We do have some spare clothing for younger children for use in an emergency. If your child uses our clothing, please wash and return it as soon as possible. The CDCs will accept donations of clothing that your children have outgrown to be used by other children in emergencies.

### **DIAPERING / TOILET TRAINING**

For health-related reasons, only disposable diapers are permitted in our programs. Cloth diapers are only allowed when use of disposable diapers creates a health risk for the child. The child's physician prescribes the use of cloth diapers and the parent submits a physician's statement to that effect. If your child uses diapers, you must bring a sufficient supply of diapers and baby wipes. A sufficient supply of diapers is defined as one diaper per hour that the child is in care plus two extras for emergencies. Diapers are checked every hour and changed promptly if they are wet or soiled. Diapers and baby wipes should be labeled with the child's name.

Toilet training is a natural developmental process. Peak readiness is typical at 2 ½ years, but will vary with each child. We will not force children to use the toilet, nor will we punish a child for lapses in toilet training. Please consult with the staff in your child's room or home care provider before beginning toilet training. Planning a consistent toilet routine for home and center will go a long way in helping your child accomplish this developmental milestone. You must bring sufficient changes of clothing and training pants.

### **NAP/QUIET TIME**

Those children enrolled in full-day programs or hourly-care have a rest period following lunch. Children who need a nap can go to sleep; others may use this time to look at books or engage in some other quiet activity. NOTE: Naps for infants follow the infant's own schedule.

### **TOYS AND PERSONAL ITEMS**

Do not allow your child to bring toys or other personal items (i.e. jewelry, purse/wallet, money, etc...) to the program. They frequently become lost, broken, or a source of conflict. CYSS cannot be held responsible for items that are lost, damaged or soiled. If your child has a special soft toy or blanket that s/he naps with, it may be brought to the program. The naptime toy or blanket will be put in the child's cubby and made available during naptime. Please ensure all personal items (i.e., book bags, books, clothing, and blankets) are labeled.

### **OPEN DOOR POLICY**

We want your child to have a positive CYSS experience. If you have any suggestions or concerns, do not hesitate to speak to any staff member in your child's program. All USAG-Baumholder CYSS programs have an open door policy.

## GOING OUTDOORS

Children are taken out daily, even in cold, windy weather, and should be dressed accordingly. Colds and other respiratory illnesses are not caused by going outside in cold weather, but result from staying inside! School-age children are walked to school daily and should be dressed for the weather.

## INCLEMENT WEATHER AND CLOSURES

Childcare will be provided only for mission essential personnel during post closures. Hazardous road conditions dictate bringing in only sufficient staff to cover the communities' needs.

## GETTING STARTED

### HELPING YOUR CHILD ADJUST

Many children have a difficult time adjusting to settings outside of their home. This is normal and quite healthy. We want to work with you to help make your child's transition to the program as smooth an experience as possible.

Some ideas, which have been successful, include:

- Spending short periods of time with your child in the center when s/he first joins the program. This will enable you and your child to become familiar with those who will be interacting with your child on a daily basis, the activities your child will be participating in, and the new environment.
- Bring adequate supplies of diapers, wipes, infant food and formula, in unbreakable containers. Food must be in unopened jars. Formula must be prepared on a daily basis and labeled with bottle contents, name of child, and date prepared. For more information, please refer to the Food Service section
- Talk to your child about participating in the CYSS program. Giving an advance notice to children helps the adjustment process.
- When leaving your child with us, be sure to take time to hug your child and assure him/her that you will be returning. Slipping out unnoticed can result in mistrust.
- Understand that your child may not be happy about being left behind. Acknowledge and validate his/her sadness.
- Ensure your child is dressed casually enough to enjoy an active day of play.
- Be punctual in picking up your child. Children become upset when their friends are leaving and they are still waiting.
- A friendly greeting to your child and the staff strengthens bonds and stimulates positive communication.
- Talk to your child about his/her activities during the day.
- An extra set of clothing must be provided for your child to be used in the event s/he becomes wet or soiled. If this clothing is needed and has not been provided, you or your emergency designee will be contacted to bring a change of clothing or to pick up your child and change him/her prior to returning the child to the program. For the comfort of your child and the health of all the children, you will be required to respond within thirty minutes.

### DROPPING OFF AND PICKING UP

If your child is going to be absent from any program, we ask that you give us notification. This helps us to ensure the safety and well-being of your child. All visitors are required to sign in at all facilities in order to safeguard our children/youth.

### Child Development Centers

Parents or legal guardians (siblings or other individuals may be designated in writing) are required to drop off and pick up their child from the program. Arrivals and departures at the centers will be made through the front door. Children may not be dropped off at the door or in the parking lot.

**Arrival-** When you bring your child to the program, you must record your child's arrival at the front desk and also on the daily attendance sheet in the activity room. Please be sure that you have accurate emergency contact information in your child's file. Assisting your child in removing his/her outerwear is helpful to the staff in the room because they need to supervise the children in attendance while greeting you and your child. Make sure the staff member on duty is aware of your child's arrival before you leave the room. Early arrivals for part-day preschool programs or hourly care appointments are discouraged.

**Departure-** At departure, hourly patrons must pay their child care fees prior to picking up the child from the activity room. You must sign your child out from the child activity room. Please allow adequate time for your child to clean up before leaving. Encouraging your child to clean up before leaving, helps teach them responsibility. It is important to take a few moments to talk with the staff about your child's day. This not only keeps you informed, but it lets your children know that you are interested in what they do each day. And do not forget to ask your child if he/she has work to take home. The children work hard during the day using a variety of media and materials. They are very proud of their work, but never quite so proud as when you show interest in their efforts. Your interest and praise will encourage your child's creativity and build self-esteem.

**Child Release-**You may authorize someone else to pick up or drop off your child. However, we require advance notification in writing. Child release designees must be listed on the child's registration paperwork, which you sign. Please remember to keep these names updated as friends and co-workers leave the area. We require the child release designees to present proof of identification. A child release designee must be 13 years of age or older.

### School-Age Center

Parents, legal guardians, siblings, or those individuals designated in writing are required to drop off and pick up their child from the program. Arrivals and departures at the centers will be made through the front door. Children may not be dropped off at the door or in the parking lot.

**Arrival** When you bring your child to the program, you must record your child's arrival at the front desk. Please be sure that you have accurate emergency contact information in your child's file. If your child has an after school program that they attend during the week, it is the parent's responsibility to pick the child up from that activity and sign him/her into the SAC program. An exception to policy may be submitted for approval by the CYSS Coordinator for different arrangements. This exception applies to children 6-10 years of age.

**Departure** At departure time, hourly patrons must pay their child care fees prior to picking up the child. You must sign your child out at the front desk. Please allow adequate time for your child to clean up before leaving. Encouraging your child to clean up before leaving, helps teach them responsibility. It is important to take a few moments to talk with the staff about your child's day. This not only keeps you informed, but it lets your children know that you are interested in what they do each day. And do not forget to ask your child if s/he has work to take home. The children work hard during the day using a variety of media and materials. They are very proud of their work, but never quite so proud as when you show interest in their efforts. Your interest and praise will encourage your child's creativity and build self-esteem. Children in the 6th grade may leave a program unaccompanied for independent participation in events such as organized sports,

classes, youth organizations, and to walk home, if you give prior written permission. NOTE: Our responsibility for the child ends once s/he signs out of the program.



**Child Release** You may authorize someone else to pick up or drop off your child. However, we require ***advance notification in writing***. Child release designees must be listed on the child's registration paperwork, which you sign. Please remember to keep these names updated as friends and co-workers leave the area. We require the child release designees to present proof of identification. A child release designee must be 13 years of age or older.

### **Middle School/Teen**

The youth are required to sign in upon arrival and to sign out upon leaving. Grades 8<sup>th</sup> – 12<sup>th</sup> may leave a program unaccompanied for independent participation in events such as organized sports, classes, youth organizations, and to walk home. Prior written permission for 7<sup>th</sup> graders must be given. NOTE: Our responsibility for the youth ends once s/he signs out of the program.

### **PROGRAM ACTIVITIES**

#### **Child Development Centers (6 weeks through Kindergarten)**

Activity areas within the environment are those places designed for specific purposes. Children utilize these areas to interact with materials, other children, and adults. Activity areas are provisioned to support productive and age appropriate play. These areas help children develop skills and abilities needed to be successful in life. It is within these areas that literacy and mathematical skills emerge.

#### **BLOCKS**

Blocks are essential in all early childhood environments. Unit blocks are carefully measured and support children's understanding of mathematical concepts, balancing, and the literacy skills of discrimination. Children learn about sizes, shapes, numbers, order area, length, and weight as they select blocks and build structures. Large and small muscle development is enhanced in the block area. Language, cooperative play, and social interaction are encouraged. Many successful architects and engineers loved block play as children!

#### **DRAMATIC PLAY**

The dramatic play area bridges the home with the early childhood environment. Children are able to create worlds inhabited by both real and imaginary characters, making sense of their world in a safe haven. Dramatic play offers multiple opportunities for children to learn cognitive skills in a social setting. For example, setting the table gives children practice in one-to-one correspondence; reading a local paper and writing lists for grocery shopping reinforces literacy skills. Dramatic play areas can be developed after a field trip to a local restaurant—posting menus, bringing in play money, etc. This kind of play allows children to learn about themselves, their families, and the society around them.

#### **TABLE TOYS**

Table toys include games, manipulatives, and collectibles. In this area children are able to develop small muscles, social/emotional, and cognitive skills. Children build upon what they know and the experiences they bring with them to the childcare setting. The child's physical skills will be enhanced as s/he moves from tentative, simple types of play to more complex, integrated modes of play. For example, single piece puzzles with handles offer a challenge to the infant. As children experience more opportunities to put puzzles pieces together, they become more adept at manipulating interlocking fragments of a design.

## ART

For young children it is the process, not the product, which is important. Only as children gain more experience can the product be considered. Through art, children can express how they feel, think, and view the world.

## SAND AND WATER

Children's explorations with sand and water naturally lead to learning. Sand and water play allows children to encounter mathematics and scientific principles first hand. Dry sand mixed with water becomes firm as the water is absorbed. Some materials float in water while others sink. Children improve their physical dexterity by sifting sand, pumping water, and pouring from one container to another. Children experiment with conservation of matter, cause and effect, and the principles of measurement. They can talk about these activities with others working at the sand or water table. Sand and water activities challenge children and soothe them at the same time.

## LIBRARY AREA

The library area can be a place to get away from the real world and explore the wonders of adventure, fantasy, or poetry. It is an area where children can sit in soft chairs and dream if they wish. It is an area where there is lots of information. Children can learn about difficult issues through books. They can learn about social responsibilities. They are encouraged to read through exposure to good books.

For very young children (i.e., infants and toddlers) it is the process of looking at books that is important. Infants like to taste books as well as look at pictures. Simple, durable books are available to infants. They require thick pages, which can easily be turned. This activity helps them with their small muscle movements. Infants like to look at familiar objects and say or repeat the name of the object. Infants also like to mimic the voices of animals, the sounds of vehicles, and the noises in the environment.

Toddlers enjoy looking at picture books, but they are also interested in short stories. They like the familiar. In extremely small groups or one-to-one, toddlers will listen to the same story, over and over again, often repeating it to the reader.

Preschoolers enjoy a good book. Younger preschoolers and toddlers are able to turn pages fairly well if they have had lots of experience with books. Many preschoolers who have had extensive exposure and access to books are able to read familiar books to you. Although this may appear to be mere repetition, it is an important reading experience.

While books and information sources need to be spread throughout the environment, a book area focuses on books, accessibility to them, and provides a comfortable area to enjoy books.

## WOODWORKING AREA

Woodworking is another challenging and creative area for preschoolers and school-age children. Young children become very adept with hand-eye coordination when given opportunities to work in woodworking areas. In addition to the skills that can be obtained through woodworking, this area provides a soothing activity for many children who may have difficulties settling down.

## OUTDOORS

Activities that occur outdoors include climbing, sand and water play, riding, roller-skating, woodworking, gardening, dramatic play, art, reading, building, and running. Children can conduct experiments, watch plants grow, and follow the change of seasons. Outdoor spaces are excellent for supporting the development of large muscle skills through running, climbing, jumping, and hopping. Playground equipment and activities promote upper and lower body strength, balance, and coordination.

## FAMILY-STYLE DINING

Children eat meals family-style in their activity rooms. Meals are prepared in accordance with USDA guidelines. Children participate in the meal time preparation by setting tables with the adults, bringing food to the tables, serving their own food from bowls on the tables, and pouring their own drink. When they have finished eating, the children clear their place and return their plate to the food cart.

One goal of family-style dining is to help children enjoy mealtime as they enhance their social skills. Adults eat with the children and encourage positive social interactions. Children's coordination is improved through participation in family-style dining. Independence and opportunities for decision-making are included in this activity. Make an effort on occasion to join your child in the family-style dining experience.

### WRITING AREA

A writing center can be an excellent area for beginning writers, and experimentation with writing can begin with infants. The more experience with literacy and accessibility to writing materials, the more children will explore and write. Writing centers require a variety of materials appropriate to the age of the children supported, but include as a minimum, paper, pencils, markers, stamp pads, and other materials which support and encourage young writers.



### School-Age Center

*(6 years through 10 years)*

School-Age Center offers care for school age children generally six through twelve years old (1<sup>st</sup> through 6<sup>th</sup> grade) requiring care before/after school, full-time during school closures, and full-day Summer Camps during the summer break. SAC is affiliated with the Boys and Girls Club of America and uses materials from 4H clubs to incorporate diverse programs in four service areas: Life Skills, Citizenship, and Leadership; Mentoring, Intervention, and Educational Support Services; Arts, Recreation, and Leisure; and Activities, Sports, Fitness, and Health.

### OPEN RECREATION

All patrons are offered five free Open Recreation hours. These five hours per month are not cumulative. "Open Recreation" is a term for occasional use of the SAC program and includes participation in regularly scheduled activities being offered each day within the four service areas. Occasional users may use their five free hours only during After School programs or on "school-out" days. A reservation must be made in advance.

### COMPUTER LAB

The computer labs have a wide range of software and Internet access. Our experienced instructors will show youth how to utilize software.

### HOMEWORK LAB

Does your child need help with homework? From explaining how to do the assignments to planning a class project, our certified instructors are available to help children with their homework.

### SAC SUMMER CAMP

Every summer, SAC offers a summer camp for youth 6 to 10 years of age. Summer camp offers a wide and exciting range of activities to include field trips to amusement parks and swimming pools, sports, arts and crafts, and more.

### FIELD / STUDY TRIPS

When the youth do not have school, SAC tries to plan a well-paced full day of activities. Usually your child will go on a field / study trip. Field trips allow for a good deal of physical activity! Please dress your child appropriately. Some fees may apply.

## Youth and School Services (Grades 7 – 12))

All centers are affiliated with the Boys and Girls Club of America and uses materials from 4H clubs to incorporate diverse programs in four service areas: Life Skills, Citizenship, and Leadership; Mentoring, Intervention, and Educational Support Services; Arts, Recreation, and Leisure; and Activities, Sports, Fitness, and Health. Our baseline programs are comprised of the following activities: open recreation, workforce preparation, youth sponsorship, computer labs, homework centers, teen councils, community service, and individual sports and fitness. In addition, we are responsible for the team sports program and special events that are geared for youth 3 to 18 years of age.

### **OPEN RECREATION**

A wide variety of activities are available from pool, to video and board games, or just come and relax at the snack bar and talk with your friends or meet new friends. There is always a tournament, a video or other activity taking place.

### **COMPUTER LAB**

The computer labs have a wide range of software and Internet access. Our experienced instructors will show youth how to utilize software and assist in setting up an email account. Youth will be encouraged and instructed on modern technology as it applies to the computing environment. Our instructors will assist the youth in developing and posting web pages to the internet.

### **HOMEWORK LAB**

Does your youth need help with homework? From explaining how to do the assignments to planning a research project, the YS staff and volunteers are available to help youth with their homework.

### **DANCES**

On a regular basis, Youth Services sponsors dances for teens in the community. This is a great time to socialize and meet youth from other areas. Dances are broken into groups, grades 7 through 8 and 9 through 12.

### **FINE ARTS**

This year-round program encourages artistic expression for youth ages 12-18 through drawing, painting, printmaking, collage, mixed media, and sculpture. A panel of distinguished judges selects works for inclusion in the National Fine Arts Exhibit, which debuts at the Boys and Girls Club of America's (BGCA) National Conference and is displayed throughout the ensuing year at other events. Other classes are offered based on instructor availability.

### **TRIPS**

Youth Services staff are travel experts! Be it touring, adventuring, or shopping, we design trips that are safe, interesting, and fun. Throughout the year, there are a variety of trips offered. Youth input is always needed in our trip planning. For more information on upcoming trips, please contact the Teen Center.

### **USDA 4-H CLUB**

Our Middle School Program and Teen Center are also affiliated with the 4-H Council. This relationship has permitted us to have access to a number of recreational/educational programs. You will find a number of 4-H programs being used in our summer camp program.

The U.S. Army, Community & Family Support Center (CFSC) and the USDA Cooperative State Research Education and Extension Service (CSREES) share the goal of providing positive youth development programs to build the skills and competencies youth need to live productive, healthy and self-sufficient lives.

### **BOYS AND GIRLS CLUB OF AMERICA**

Youth Services is affiliated with the Boys and Girls Club of America. (BGCA) This relationship provides increased program opportunities. The club is a nationwide affiliation of autonomous organizations working to help youth of all backgrounds to develop the qualities needed to become responsible leaders and citizens.

### **TORCH CLUB**

Torch Clubs are chartered small-group leadership and service clubs for boys and girls ages 11 to 13. A Torch Club is a powerful vehicle through which Youth Services staff can help meet the special needs of younger adolescents at a critical stage in their development. Torch Club members learn to elect officers and work together to plan and implement activities in four areas: service to community, education, fitness, and social recreation.

### **KEYSTONE CLUB**

Keystone Clubs are chartered small-group leadership and service clubs for boys and girls 14 to 18 years of age. Keystone members elect officers and plan and implement their own activities in six areas: service to the community, leadership development, education and career exploration, unity, free enterprise, and social recreation.

### **SMART GIRLS/PASSPORT TO MANHOOD (Skills Mastery and Resistance Training)**

This nationally acclaimed comprehensive prevention programs helping young people resist alcohol, tobacco, and other drug use, as well as premature sexual activity. The program features engaging, interactive small group activities designed to increase participants' peer support, enhance their life skills, build their resiliency, and strengthen their leadership skills. This year-round program encourages collaborations among Youth Services staff, youth, parents, and representatives from other community organizations.

### **PROMISE PASSPORT**

Youth Services is looking for youth who are interested in volunteering to support programs within the community. Through volunteering, young people meet new people, learn potential job skills, improve self-esteem, take pride in accomplishments, receive the self-satisfaction of helping others, and are recognized by the command for their efforts. Some of the volunteer opportunities include: coaching, working at the Teen Center, working with younger children, and other opportunities. Participants receive recognition awards. The YS sponsors special events for our youth volunteers. Contact your local YS for more information.

### **YOUTH SPONSORSHIP**

Our Youth Sponsorship Program involves introducing newly arrived youth to youth living in the community. Planned events for newcomers happen regularly. YS, DoDDS, and Club Beyond host several events throughout the year. What is Sponsorship? It's greeting and assisting service members and civilian employees who've been assigned to a new duty station. Youth Sponsorship helps to build life skills and leadership. Youth Sponsorship helps relocate youth to become familiar with their new home in Baumholder. Sponsors are matched to youth according to their gender, age, and interests. The sponsors escort incoming youth around the post, school area, and to CYSS. They introduce the new arrival to others within their age/grade level and to the various activities. There are "Hail and Farewell" activities for the newly arrived and the soon to depart youth. These social functions assist in making new

friends and saying good-bye to old ones.

### **HIRED!**

A Career exploration program for Teens ages 15-18yrs offering 12 week terms, 4 times per year. Students may earn cash award and a certificate from Kansas State University upon completion of the term. Additional educational incentive awards available for 17&18 year- olds.

## Youth Sports and Fitness

**Program Vision:** To provide consistent and comprehensive opportunities for children and youth to develop their physical, social, emotional and cognitive abilities. Sports & Fitness Programs maximize participation and are affordable to families.

**Program Philosophy:** To provide age-appropriate experiences that promote positive child and youth development outcomes. The outcomes are facilitated through a comprehensive and predictable programming framework of Four Service Areas: Team Sports, Individual Sports, Fitness & Health and Outreach. Programs offered within the framework include:

### Team Sports

Fall: Soccer, Cheerleading, Flag Football & Tackle Football

Winter: Basketball & Cheerleading

Spring: Tee-Ball, Coach-Pitch, Baseball & Softball

### Individual Sports

Badminton, Bicycling, Bowling, Racquetball, Skiing/Snowboarding, Swimming, Tennis, Wall-Climbing, & Wrestling

### Fitness & Health

Nutrition Education/Counseling & Health Promotion Activities/Events

### Outreach

Motor Skill Activities, Skill Building Clinics & MWR Partnerships



## YOUTH EMPLOYMENT

Youth Services offers support and information for the following youth employment opportunities. Our computer labs are available for youths to work on their resume and applications.

## Summer Hire Program

The USAREUR "Summer Hire" program is a seven week community based employment program for youth ages 14 through 23 years. This is an excellent opportunity for young adults to begin to learn and develop work-related skills and prepare for life in the competitive job market. Youth work up to 40 hours per week. "Summer Hire" begins in June and ends in August. Call the Civilian Personnel Assistance Center at 06783-66735.

## Resource and Referral for Teen Babysitters

The Parent Central Office maintains a referral list of certified babysitters. All babysitters have received training. For more information please call Parent Central at DSN 485-7003 or Civilian 06783-6-7003 or the American Red Cross Office at DSN 485-1760 or Civilian 06783-61760.

Army and Air Force Exchange Service (AAFES) AFFES offers jobs for youth ages 16 and up. Jobs available are cashier, food services, custodial worker, and many more. For more information please call 06783-3086 or apply online [www.aafes.com](http://www.aafes.com).

**HIRED!** A Career exploration program for Teens ages 15-18 yrs offering 12 week terms, 4 times per year. Students may earn cash award and a certificate from Kansas State University upon completion of the term. Additional educational incentive awards available for 17&18 year- olds.

## CYSS OUTREACH SERVICES

Parents' Night Out and Super Saturdays Are you looking for a night out or a shopping day? Each month CYSS offers differing programs such as Parents' Night Out and Super Saturday apart from regular child care hours. Call Parent Central for dates and details. CYSS offer two festivals for the entire family to enjoy!

Month of the Military Child April is traditionally the Month of the Military Child and is a time for the community to celebrate and appreciate its children. The CYSS programs plan a myriad of activities during the month that focus on children of all ages. These activities serve as opportunities for parents, educators, and community members to renew their commitment to children and youth. Come join the fun!

Kids On Site (KOS) is on-site hourly group childcare within the same building or a building adjacent to where parents or guardians of all children in care are attending the same on-post function All children attending a KOS session must be registered with Parent Central. Childcare fees for a KOS session are the regular hourly rate. The organization is responsible for payment of all agreed fees prior to the event.

Volunteer Child Care in the Unit Setting (VCCUS) VCCUS is free childcare provided by the family members in one military unit or organization for family members in another military unit or organization in exchange for similar services at a future, mutually agreed upon time. Sites for VCCUS sessions must be approved in advance. Please call the OS Director for more information at DSN 485-7393 or Civilian 06783-6-7393.

SKIES Unlimited Does your youth want to learn martial arts? How about ballet? Our instructional classes are intended to teach youth the basic and more advanced skills. These contractual classes expand our potential to offer your child more programs that may be of special interest to them. We are always seeking more parent and community members who have specialist skills that they can contract out to us and teach through this SKIES programming. Open to various ages of youth. There is a fee for these programs. For more information, please call DSN 485-7276/6810 Civilian 06783-6-7276/6810.

EDGE! offers is designed for kids in grades 1—12 that seek out-of-school opportunities to experience, develop, grow and excel by participating in cutting-edge art fitness, life skills and adventure activities know as Art EDGE!, Fit EDGE, Life EDGE, and Adventure EDGE!

**The School Liaison Officer** is the vital link between parents, schools, and Child Youth & School Services on issues regarding transitions, deployments, and PCS moves. School Liaison Services also provide families with Installation/School communications. Programs include: Home School Linkage, Local National School information, and Post Secondary preparations opportunities and information, as well as information, referrals, education and advocacy. Other services provided are the Free & Reduced Lunch Program, Summer Hire Program, Youth Sponsorship. Call DSN 485-6968 or 06783-6-66968 for more information.

#### **DODD's School Registration Requirements:**

- Sponsors Orders
- Immunization Record
- Birth Certificate
- Passport
- ID Card
- Social Security card
- Transcript/School Records/Last Report Card (If available)
- For High School Sports: Sports Physical evaluation record, signed by a Physician (valid for one year)
- Sports Physical Examination may be coordinated with the Medical clinic.

#### **Local Schools**

Baumholder Community Schools:

Baumholder Middle/High School 06783-67590

Wetzel Elementary School 06783-66416

Smith Elementary School 06783-67589



#### **CONTACT INFORMATION**

##### ***Parent Central Services***

Dispensary Kaserne, Bldg. 8743

M-F 8 a.m. - 5 p.m., TEL 06783-67003

Email: baumholdercyssinfo@eur.army.mil

##### ***Smith Child Development Center***

Smith Barracks, Bldg. 8099

M-F 6 a.m. - 6 p.m. TEL 06783-66461

##### ***Wetzel Child Development Center***

Wetzel Housing, Bldg. 8062

M-F 6 a.m. – 6 p.m. TEL 06783-67133

##### ***Wetzel School Age Center***

Wetzel Housing, Bldg. 8879

M-F 6 a.m.—6 p.m. TEL 06783-67475

##### ***Middle School/Teen Center***

Wetzel Housing, Bldg. 8875,

M-Th 3 p.m.– 8 p.m., Fri 3 p.m.– 10 p.m.,

Sat 12 p.m. - 8 p.m. Closed Sunday

TEL 06783-66810

Summer hours: M-F 12 p.m. - 8 p.m.

Sat. 12 p.m. – 6 p.m



##### ***CYSS Annex/SKIES Academy***

Smith Barracks, Bldg 8046

Part Day Programs/SKIES/Respite Care

TEL 06783-66969

CYSS is closed on all federal holidays.

**USAG Baumholder and Baumholder Schools**  
**Anti-Bullying Policy**

The U.S. Army Garrison Baumholder and Baumholder DoDD Schools are committed to making our community and school safe, caring, and welcoming places for all our children and youth. We will treat each other with respect, and we will refuse to tolerate bullying in any form in our community or at our school.

Our community and school define respect as follows: Treat others with the dignity and regard you would want to be treated with.

Our community and school define bullying as follows: Bullying is a mean and one-sided activity intended to harm where those doing the bullying get pleasure from a targeted child's pain and/or misery. Bullying can be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time, however, once is enough to constitute bullying.

Bullying that happens off of school grounds, including all forms of cyberbullying can impact the feeling of safety the targeted child has upon returning to school with the perpetrator(s) and can create an intimidating, hostile or offensive environment for all students. The school and the Civilian Misconduct Action Authority (CMAA) will address these actions when necessary for the well-being and safety of the community and all students involved. All suspension and expulsion documents, if forwarded to the CMAA, may be used as aggravating factors when considering administrative action in juvenile civilian misconduct under Army Europe Regulation 27-9.

Examples of bullying include but are not limited to:

- Taunting
- Using put-downs, such as insulting or making fun of someone's race, religion, physical ability or disability, mental ability or disability, gender—including perceived or actual sexual orientation
- Threatening or ganging up on someone
- Stealing or damaging another person's things (stealing or damaging can also be considered a criminal offense)
- Spreading rumors about someone
- Physically hurting a targeted child, including, but not limited to hitting, kicking, tripping, pushing, shoving
- Unwanted touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping (can be considered a form of assault which is a criminal offense)
- Shunning or purposefully excluding a targeted student or trying to get other students not to play with targeted child
- Using a cell phone, gaming device, the Internet, or other social media to threaten, stalk, ridicule, humiliate, taunt, spread rumors, lock out of a game, or hack into a targeted child's account
- Hazing, i.e. "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization"

**Adults in our community and staff at our school will do the following to prevent bullying and help children feel safe:**

- Closely supervise children and youth in all areas of the Child, Youth and School (CYS) Services and school (to include the school and playground)
- Watch for signs of bullying behavior and stop it when it happens

- Teach the Steps to Respect program and/or other supplemental Social Skills lessons to increase awareness and empowerment in all children and youth in our school and CYS Services (It is the school culture and social environment that these policies, procedures, and programs create as well as reflect)
- Provide training opportunities for students and families regarding awareness and prevention of bullying
- Take seriously families' concerns about bullying and create a procedure for reporting
- Look into all reported bullying incidents and respond quickly and appropriately
- Assign consequences for bullying based on the school discipline code.
- Maintain open communication between CYS Services staff and school staff for optimal support of all children involved in a bullying incident
- Provide immediate consequences for retaliation against students who report bullying

#### **Children and Youth in our Community will do the following to prevent bullying:**

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult
- Try to include everyone in play and social interaction, especially those who are often left out

#### **Discipline Procedures for Bullying in School**

Consequences for bullying will always include a procedure for holding accountable for their actions the perpetrator(s) and any bystanders who played an active supporting role in the bullying. Other procedures can range from positive behavioral interventions to expulsion from school. These consequences are dependent on the nature and severity of the behavior, the age of the student and the student's past behavior. The purpose of these procedures is for holding student(s) accountable for the bullying, preventing another occurrence, and protecting the targeted child.

Consequences for bullying may include, but are not limited to the following:

- Notify parents/guardian of the incident and consequences
- Assisting the perpetrator(s) to find more appropriate ways to relate to peers
- Conference with teacher, principal, and/or parent
- Referral to school counselor
- Corrective instruction
- Behavior management plan
- Temporary removal from the classroom
- Loss of school privileges
- Classroom or administration detention
- In-school suspension
- Out of school suspension
- Legal action
- Expulsion

Note: If the school can handle the behavior problem internally, it is within their right to do so. Should the behavior escalate, or present a danger to the order, discipline, and safety of the Garrison, the individual should be referred to the Assistant Civilian Misconduct Action Authority (ACMAA). Any behavior that constitutes a criminal act or breaks the law *must* be reported to the military Police with a notification to the ACMAA.

#### **Discipline Procedure for Bullying in CYS Services**

Consequences for bullying will always include a procedure for holding accountable for their actions the perpetrator(s) and any bystanders who played an active supporting role in the bullying. Other procedures can range from positive behavioral interventions to removal from the program. These consequences are dependent on the nature and severity of the behavior, the age of the youth and the youth's past behavior. The purpose of these procedures is for holding perpetrator(s) accountable for the bullying, preventing another occurrence, and protecting the targeted youth.

Consequences for bullying may include, but are not limited to the following:

- Notify parents/guardian of the incident and consequences
- Assisting the perpetrator(s) to find more appropriate ways to relate to peers.
- Conference with youth and/or parent
- Referral to Social Work Services, such as Social Work Services, Garrison Chaplain and Military Family Life Counselors
- Corrective instruction
- Behavior management plan
- Community Service—as determined by the CMAA
- Temporary loss of CYS Services program privileges as determined by Program Director and CYS Services Coordinator
- Loss of logistical support as determined by the CMAA
- Legal action
- Removal from all CYS Services programs

Note: If CYS Services can handle the behavior problem internally, it is within their right to do so. Should the behavior escalate, or present a danger to the order, discipline, and safety of the Garrison, the individual should be referred to the ACMAA. Any behavior that constitutes a criminal act or breaks the law *must* be reported to the Military Police with a notification to the ACMAA.

### Support for a Target of Bullying

The effects of bullying on the targeted youth cannot be over emphasized. Isolation, lack of friends and/or support, and a feeling of helplessness that targets of bullying experience can be devastating. The Garrison and School will ensure that targeted youth receive all support necessary. Actions may include but are not limited to:

- Notify parents/guardians immediately of the incident. Give them the method to use to report any further targeting of their child.
- Take effective measures to keep the targeted youth safe at school and at CYS Services; give him/her tools to stand up to the perpetrator(s), and support to keep the targeted youth from succumbing to the bullying.
- Identify a person or persons to whom the targeted youth can safely report any further bullying incidents.
- Should the targeted youth appear to be in immediate danger of hurting himself/herself; parents will be notified without delay. If parents are not available, the Military Police will be contacted and asked for an immediate and emergency referral to Social Work Services.
- Should the behavior be a concern to the well-being and safety of the community, the ACMAA will be contacted.
- Provide referrals to counseling services, such as Social Work Services, Garrison Chaplain and Military Family Life Counselors.
- Maintain open communication between CYSS staff and school staff for optimal support of the targeted youth.

### Important note on Discipline vs. Punishment:

**Punishment** is adult oriented, imposes power from without, arouses anger and resentment, invites more conflict, exacerbates wounds rather than heals them; is preoccupied with blame and pain; does not consider reasons or look for solutions; does something to a student; involves a strong element of judgment; and demonstrates a teacher's ability to control a student.

**Discipline** is not judgmental, arbitrary, confusing, or coercive. It is not something we do to students. It is working with them. It is a process that gives life to a student's learning. It is restorative, and invites reconciliation. Its goal is to instruct, guide, and help students develop self-discipline—an ordering of the self from the inside, not an imposition from the outside.

The process of discipline does four things the act of punishment cannot do:

1. Shows students what they have done.
2. Gives them as much ownership of the problem that they can handle.
3. Gives them options for solving the problem.
4. Leaves their dignity intact.

For mistakes, mischief, and mayhem that unintentionally or intentionally create serious problems of great consequence, the **Three R's**—restitution, resolution, and reconciliation—are incorporated into the four steps of discipline.

**R.S.V.P.**--Consequences need to be **R**easonable, **S**imple, **V**aluable, and **P**ractical.