

Kadena AFB
Child Development Center



Parent Handbook

2016-2017

Program Information

Niko Niko Child Development Center

BLDG. 334

Phone: 634-5263

From Cell: 098-961-5263

Ms. Maryvel Jones

CDC Director

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Asst. CDC Director

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Training & Curriculum

Wakaba Child Development Center

BLDG. 132

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Ms. Linda Britton

CDC Director

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Asst. CDC Director

Ms. Kristina Aubert

Training & Curriculum

Hours of Operation

Monday – Friday

0545-1800

Closed

Saturday & Sunday

All Federal Holidays

Command-Designated Family Days

Key Staff

Mr. Clifton Ashworth

CDC Program Director

Ms. Cathy Catling

FSF Flight Chief

Ms. Victoria Fragomeli

18th FSS Deputy Commander

Col. Eddy

18th FSS Commander

Col. Oldham

18th MSG Commander

Col. Barry Cornish

18th Wing Commander

MISSION

To assist Department of Defense (DoD) military and civilian personnel in balancing the competing demands of the accomplishment of the DoD mission and family life by managing and delivering a system of quality, available and affordable programs and services for eligible children and youth birth through 18 years of age.

PHILOSOPHY

The Kadena Child Development Centers practices are based on current knowledge of child development and developmentally appropriate Early Childhood Education activities. We are responsible for supporting the development of the whole child—all areas of development are considered interrelated and equally important. Our program acknowledges that children learn through “hands on”, concrete experiences and through play. Play is an essential part of a child’s development. Teachers/caregivers act as facilitators to provide enriching and challenging experiences that encourage further development. We respect each child’s unique interests, experiences, abilities and needs. Children are valued as individuals, as well as part of a group. Likewise, our program respects and supports the ideals, cultures, and values of families in their task of nurturing children. We advocate for children, families, and the early childhood professionals within our programs.

Developmentally appropriate activities and practices are implemented in the Kadena Child Development Centers for all ages of children. Individualized activity plans are completed on our infants so that we may enhance the unique skills and abilities of each infant to keep them challenged and stimulated.

“It is our vision that each child that comes through our door joins a community of children, families, and teachers engaged in the joy, work, and wonder of childhood.”

GOALS

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

OPERATING HOURS

Operating hours are Monday through Friday 5:45 am to 6:00 pm. The Centers are closed on all federal holidays. The centers offer quality developmental care to children ages six weeks to 5 years of age. The following programs are available: Full Time, limited Hourly Care, and a Part Day Enrichment Program.

The Extended Duty Care Program is available through the Family Child Care Office for those families that may need childcare beyond our regular business hours. Call 634-3464 for additional information.

Extended care may be offered to support Air Force 18th Wing exercises if directed by command. Extended care for exercises will only be offered for active duty and civilian personnel who are actively involved in the exercise.

SERVICES

The full day program offers childcare Monday through Friday for full time working parents. All fees and charges are directed by annual DoD and Air Force policies. When enrolling your child for full day care, you will be required to read and sign a detailed contract outlining specific information on weekly fees, hourly fees, late pick-up fees, and credits/refunds.

Hourly Care Hourly care is offered from 7:00 am to 5:00 pm Monday through Friday. Children are accepted on a space available basis and fees are assessed at the rate of \$4 per hour per child. Reservations are recommended to ensure space is available and registration must be complete before children are accepted into care. Patrons are responsible for notifying the CDC if they do not plan to use the reservation. In the event, the CDC is not notified of a cancellation, the regular hourly fee will be charged. Individuals who make reservations and display a pattern of not using them will lose reservation privileges.

The Part Day Enrichment program is offered to children three to five years of age that are not enrolled in the Center's full time program. Weekly fees are based on Total Family Income.

REQUEST FOR CARE

Parents requesting care at one of the Child Development Centers must complete a Department of Defense Child Development Program Request for Care Record (DD Form 2606). If there is a waiting list for care, the center staff will call you when there is a space available for your child and you will have 24 hours to respond. If you have not responded within 24 hours or you refuse services, you will be removed from the waiting list. If you would like to remain on the waiting list, you will need to fill out another DD Form 2606 and it will be placed at the bottom of the waiting list. The waiting list is prioritized by IAW, Command, and base policy. These priorities are established based on the Air Force goal of establishing Child Development Programs which

enhance Air Force readiness, sustain the mission, and contribute to the overall quality of life for the military members and families assigned to the installation.

ADMISSION POLICY AND PROGRAM INFORMATION

Eligible patrons of DoD Child Development Programs include Active Duty personnel, DoD civilian personnel paid from both appropriated funds and non-appropriated funds, Reservists & Air National Guard members on Active Duty or during inactive duty personnel training, and DoD contractors. Prior to admission, parents must complete and sign a Youth Flight Program Patron Registration (AF 1181) prior to the child's initial visit. To complete the AF Form 1181, proof that your child has received the required immunizations must be verified with an immunization record. Immunizations received after initial admission must also be verified by an immunization record. If your child has not received the required immunizations, he/she will not be admitted into the center. Please ask our front desk staff for a list of required immunizations if you have any concerns or questions.

If full day child care space is not available, all eligible children will be placed on a waiting list according to priority and age group.

Priority 1: Wounded Warriors, CDC/SAC teaching staff, Single or dual active duty (Guard/Reserve on active orders), AD member with working spouse, Single or dual DoD civilian employees, DoD civilian employee with working spouse (non-DoD), surviving spouse of member killed in combat related incident, loco parentis of any of the above

Priority 2: Spouse seeking employment

Priority 3: Spouse attending post-secondary schooling

Priority 4: Space available (non-working spouse, contractors, retirees, non-DoD federal employees); May be given a 30 day notice if their spot is needed.

FEES

Weekly fees are based on Total Family Income (TFI) and are calculated in accordance with the requirements of DD Form 2652. Parents not wishing to disclose income data or who are unable to provide the required documents will be placed in the highest fee category. The agreement fee is based upon the standard DOD weekly fee and category of care enrolled. Cash, check, and credit cards are accepted. Patrons that opt for auto pay will have their credit cards processed on the 2nd and/or 16th of each month. The register hours are 0700-1700 hours daily.

Weekly fees are due on Monday by 1700 for the current week of care. If your payment has not been made by 1700 on Monday, a late fee of \$5.00 per child, per day will be charged. If your payment is not made by 1700 on Tuesday, the credit card on file will be charged for the full amount owed, to include the \$5.00 late fee.

Late fees for pick-up will be issued for children who are still in care at 1800. The late pick up fee is \$1.00 per minute, per child for the first five minutes and an additional \$2.00 per minute, per child will be assessed. The program will notify the sponsor's supervisor to pick up the child if the child has not been picked up within 15 minutes after close of business or if the parent's emergency contact cannot be reached. After one hour, 18th Security Forces Squadron will be notified to pick-up the child. The program reserves the right to suspend services to those parents who are continually late picking up their children.

REFUNDS

Credits will not be issued for closures due to typhoons, unforeseen power outages or other unforeseen events that result in emergency closures. Any exceptions to this policy will be determined by 18th FSS/CC.

CHILDREN WITH SPECIAL NEEDS

Children who have been identified with a special need(s) are provided services within CYP when reasonable accommodations can be met. Children with special needs require more than routine and basic care. This includes Children with or at risk of disabilities, chronic illnesses and/or physical, developmental, behavioral, or emotional conditions requiring additional health and/or related services. Prior to enrolling in any CYP, the child's developmental and/or medical requirements will have to be reviewed by the CYP Medical Advisor and a team of experts to include: the CYP Medical Advisor, the Medical Group Exceptional Family Member representative, the AFS Flight Chief, the Flight Training and Curriculum (T&C) Specialist, FCC Coordinator, and others as determined by the installation convenes in order to determine if reasonable accommodations can be met.

If the child is identified with a special need(s) after enrollment, the child's developmental and/or medical requirements must be reviewed by the CYP Medical Advisor and the team of experts listed above within 45 days. If reasonable accommodations can be met, an Inclusion Action Plan is developed to provide written instructions concerning how the program will meet the child's needs, changes to the environment, specialized training, required staff:child ratios, etc. Annually, the Inclusion Action Plan is reviewed by the Inclusion Action Team (IAT); however, if the needs of the child change the IAT conducts the review earlier.

WITHDRAWAL

A two-week written notice is required prior to withdrawing your child from the program. Payment is required for the two weeks, regardless if your child attends.

TERMINATION/SUSPENSION

Termination/suspension of enrollment will occur when: non-payment of account, child/youth unable to adjust to program environment, and/or parent failure to comply with program policy.

DAILY SIGN IN/OUT

Daily check-in procedures require that parents check their child in/out at the front desk using the computer and also sign them in/out on AF Form 1930, Youth Flight Daily Attendance Record, in the classroom. Signing your child in is very important for accountability of all children present in the event of an emergency. Please give any changes in emergency numbers to the front desk personnel. Parents must accompany their child to and from their assigned rooms. This allows you to become better acquainted with your child's teacher and to ensure your child is safely settled.

DRILLS, EVACUATIONS, TYPHOONS & LOCKDOWNS

During evacuations and drills, children may not be signed into or out of the program, to maintain an accurate count and parents in the center must enter/exit with the children. During lockdowns, doors are locked and parents, children, and staff will not be able to enter or exit the facility.

During typhoons, the Child Development Centers will close one hour after the announcement of Tropical Cyclone Conditions of Readiness One-Caution (TCORR 1-C). Parents need to pick up their children from the center within one hour of TCORR 1-C being announced. When TCORR-4, Storm Watch, or "All Clear" is announced, the centers will reopen no later than two hours after that announcement.

AUTHORIZED PICKUPS

Sometimes delays occur, so it is necessary for you to authorize another person to pick up your child when you are unable. It is the parent's responsibility to inform the CDC if someone other than those indicated on AF Form 1181 will be picking up their child. Names must be annotated on AF Form 1181. Children will not be released to anyone other than those authorized by the parent and indicated on the registration paperwork or to siblings less than 14 years of age. This request must be in writing. All newly designated persons will be asked to show picture identification.

DAILY SUPPLIES

Daily Supplies Children must arrive clean and fully dressed. The CDC will provide the majority of the items your child will need throughout the day. Parents of infants/toddlers are required to provide a sufficient number of wipes and disposable diapers. Diapers are checked frequently, so please calculate the amount of times your child will be in the program and bring an adequate number of diapers.

Please dress your child in clothing that is comfortable and will allow for play in mediums to include dirt, water, and paint. Young children often need additional changes of clothing in the event of food or drink spillage or a toileting accident. The CDC has a limited supply of extra children's clothing. Dress your child appropriately for weather conditions; children will go 11 outside to play daily, weather permitting. Extra changes of clothing are necessary in case of soiling or spills; extra clothing, shoes, and wipes if your child is toilet training; a supply of diapers and diaper wipes, for

children who are not yet using the toilet; and a soft comfort item (stuffed animal) or blanket. If your child does not have a change of clothing and your child requires a change, we may have to ask you to leave work to bring us the necessary items in order to keep your child comfortable. Children who are able to walk must wear a sturdy pair of shoes. When infants begin to walk, your child's teacher can recommend safe and comfortable shoes, which meet this requirement. Closed-toed/heeled shoes are required for safety reasons. Rubber-soled shoes are the safest for climbing and running.

All clothing, bags, shoes, lotions, and lip balms need to be labeled with your child's first and last name. Many items look alike; labeling will help us keep your child's belongings organized and is required by AF. The CDC cannot be accountable for items brought to the center that are not clearly marked with your child's name. All items are necessary to ensure your child is safe, comfortable, and receives proper care. All clothing and comfort items must fit compactly in your child's cubby.

MEALS AND SNACKS

Our centers participate in the United States Department of Agriculture Child and Adult Care Food Program. We provide nutritious meals and snacks for all children in the center during meal/snack times. Only food prepared at or for the Center is served for meals, snacks, and special events. Menus have been approved by a registered dietician and are posted on the program information board as well as the menu bulletin board. Menu changes may occur occasionally and are noted on the menu. Children signed in the Center are served all prepared meals and snacks.

Children eat in their rooms with their caregivers in a family style setting. Children are encouraged to help themselves and we encourage the children to try some of everything served. Caregivers model good table manners. Parents are invited to join their child for breakfast, lunch, or snack at any time. (Please notify front desk that extra food will be required.) The Center will also have special programs and events that parents are encouraged to attend.

Serving Times

<i>Infant and Pretoddlers</i>		<i>Toddlers and Preschool</i>	
Breakfast	7:45-8:15	Breakfast	8:00-8:30
Lunch	10:45-11:15	Lunch	11:00-11:30
Snack	1:45-2:15	Snack	2:00-2:30
Late Snack	4:45-5:15	Late Snack	5:00-5:30

Outside food/drinks are not permitted in the center. The only exceptions are breast milk and infant formula. In this case, the breast milk must be brought in plastic bottles with the lids. The bottle must also be labeled with the child's first and last name, date and times milk was expressed, and

the label “breast milk”. Formula must be brought in unsealed cans labeled with the child’s first and last name.

PROGRAM QUALITY

CURRICULUM

The Child Development Center staff plan and implement activities that are aimed at developing your child’s cognitive, physical, social-emotional, and language skills. A strong emphasis is placed on child-initiated play and experiences, so that the child learns through discovery methods. Daily activities and schedules are tailored to fill the needs and interests of the children. The curriculum is sensitive to individual learning styles and respects the range of differences within a single child.

Infants are provided individual schedules that best suit their needs; including diapering, eating, and rest times. Infants are exposed to a multitude of experiences that provide auditory, visual, and tactile stimulation. Infant teachers have received training in infant and toddler stimulation and development. These teachers work closely with the Training and Curriculum Specialist to ensure that they are fostering each child’s growth and development.

Toddlers are provided experiences and materials that enhance the development of positive self-concept. Toddlers learn by exploring their environment and through active play. The curriculum stresses communication skills, fine and gross motor skills, and self-help skills appropriate to this stage of development.

Preschoolers are provided learning experiences through the curriculum, based on individual interest and abilities. Activities provide social interactions and problem-solving skills that build self-esteem while developing a positive feeling towards learning.

REST

A quiet rest period is provided for children following lunch. The CDC provides individual cots, sheets and blankets for the children. However, children may bring a “security” item such as blanket or stuffed animal for rest time. Any items should not have capabilities of causing sound, which may disturb other children. A quiet area, soft music, stories and back patting contribute to relaxation. Children who choose not to sleep are provided opportunities for alternate quiet time activities. For health reasons cribs, cots, and mats are placed at least 18” apart when in use unless the cribs have closed ends. Infants nap according to their individual schedule.

All young infants have their own designated crib while the older infants use both individual cribs and cots for napping. No additional items are added into the cribs to protect from Sudden Infant Death Syndrome (SIDS).

TRANSITIONS

Moving from one age group to another is a big step for every parent and child. Our goal is to provide a smooth transition plan allowing success for children, parents and teaching staff. Children's readiness for transition is based on age and developmental milestones. The age appropriate milestones are noted on the accompanying chart. The milestones are guidelines for children at each age interval and are not the sole factor in determining children's ability to transition. Children who achieve the milestones prior to their chronological age may transition early, while others may need a little extra time to ensure a successful transition. Teaching staff work diligently with parents and children in preparation for the next age group. These steps ensure challenging activities are consistently supporting children's growth and development.

TOILET TRAINING

Our toilet training practices are based on current knowledge of child development and Early Childhood Education. Toilet training should not be rushed. When the child begins to show signs of readiness (i.e. wakes up dry after nap, seems to be aware of bodily functions, etc.), is when toilet training should be initiated. If your child does not show an interest, the training will be postponed until an interest is shown. When signs of readiness are evident, a cooperative effort will be made between parents and caregivers to assist in developing healthy toileting habits.

Some children have difficulty toilet training in pull-ups because of their similarity to a diaper. If this becomes a problem, the caregivers will ask you to begin to underwear/training pants only. Each child should have many changes of clothes each day in case of accidents. Wet or soiled clothing will be placed in a plastic bag and tied. For health reasons, caregivers will not rinse dirty garments.

STAFF QUALIFICATIONS

The key to quality care in the Child Development Center is by providing thorough and comprehensive training to the staff. These professionals are dedicated to the well-being of your child. Our New Employee Orientation program is designed to ensure the staff enter the classroom ready to interact positively with the children and ensure their growth and development.

Before any new employee is allowed to work alone with children they must participate in a briefing that includes safety and emergency procedures, sanitation and health practices and guidance techniques. The new employee is then assigned to work with an experienced caregiver in each age group. After these steps have been accomplished, the new caregiver will be given the responsibility for a group of children. In our centers, staff wearing red smocks have had their local background checks cleared, and their state and federal checks initiated. They will always work in the line of sight of a fellow staff member who has completed all local, state, and federal background checks. Those staff members wear blue smocks in order to be easily identified as having all checks cleared.

Training at the center is an on-going process. The Air Force has designed 15 comprehensive and developmentally appropriate modules in child development to enhance the caregiver's skills and

provide the opportunity to learn new ones. The program assistants have 18 months to complete all 15 modules. The 15 Program Assistant Certification Training (PACT) modules include:

- Keeping Children Safe
- Promoting Good Health and Nutrition
- Creating and Using and Environment for Learning
- Promoting Physical Development
- Promoting Cognitive Development
- Promoting Communication
- Promoting Children's Self-Esteem
- Promoting Social Development
- Providing Positive Guidance
- Working with Families
- Being an Effective Manager
- Maintaining a Commitment to Professionalism
- Identifying and Reporting Child Abuse
- Preventing and Responding to Child Abuse in Center Settings

Additionally, the staff participates in training each month that is focuses on child growth and development, classroom management, curriculum planning, or professional and personal development and are mandated to be retrained on an annual basis in child abuse, positive guidance, safety, food handlers. The Director, Assistant Director, Training and Curriculum Specialists, outside resource persons, or staff members who have a particular area of expertise conduct these training sessions. The staff is also trained in First Aid, CPR.

PROGRAM POLICIES

HEALTH POLICIES

Caregivers will visually check each arriving child for signs of illness. If your child appears unhealthy, or has symptoms of a communicable disease he/she may be refused admittance or be required to bring a note from the clinic stating that the child is well enough to participate in all activities and is not contagious. If a child develops signs of illness after being admitted, the parents will be contacted, asked to pick up the child within one hour. Children unable to participate in activities should be kept at home until they are well enough to be involved in all aspects of our program. It is very important to inform us if your child comes down with a communicable disease and has attended the Child Development Center at any time during the incubation period. When necessary, we inform parents of other children who were exposed to the illness so they can be alerted to symptoms in their own child.

In order to help prevent the spread of illness throughout the center, we ask that all children and adults wash their hands upon entering and exiting the classrooms. This will cut down on the spread of germs and help up provide a healthy environment for your child.

Outdoor play is very important for children. Each classroom is scheduled to go outside twice a day. Please dress your child according to the weather. The children will only be kept inside during inclement weather, such as rain, hail, thunderstorms, etc.

ADMINISTERING MEDICATIONS

In accordance with AFI 34-144, Child Development Programs, the Child Development Center will adhere to the following guidelines when administering medication:

- The center will administer only medications prescribed by a medical authority.
- Prior to administering medication, the parent or guardian must complete an AF Form 1055, Youth Flight Medical Permission and the parents must give daily written permission. If parents fail to provide written permission, the medication will not be administered unless the program staff contact the parents for approval phone, fax, or email. The parent will still need to sign AF 1055 at pick-up.
- Prescription medication shall be in the original container, stored according to instruction, labeled with specific child's name, name of medication, dosage strength, and stop date, along with instructions for use and the physician's name and date of prescription. The prescription must be current (within the year).
- If an over the counter medication is prescribed, the guidelines above are required to administer the medication.
- Programs must have parental permission to apply sunscreen, insect repellent, lip balms, diaper ointments, hand sanitizer and over-the-counter lotions and follow the policies and procedures in the CYP Topical Application Instructional Guide. Parent permission must be given annually.
- Medication will only be administered by trained staff members.
- Parents must administer the first dosage of medication and wait at least twenty minutes before the child may be signed it.
- Medication times will be as follows:
 - Medications will be administered according to directions.
 - Once if medication is to be administered three times a day.
 - Twice if medication is to be administered four times a day.

VISITORS, BUILDING ACCESS, AND SECURITY

The CDC has only one main entrance, which is used by staff, parents, and all visitors. Center visitors on official business (CE, Contracting, Public Health, local business representatives) are allowed in the classrooms with a staff escort. The escort remains with all non CDC personnel until their

designated duty is completed. All other visitors on non-official business will be asked to remain in the lobby area.

Our facility is consistently monitored by a CCTV program. All children, staff and visitors to our program may be subject to closed circuit video monitoring and recording as part of their participation/enrollment at the CDC.

CHILD ABUSE PREVENTION

Keeping children safe is everybody's business. Parents ensure their child's safety regardless of the setting. Staff are trained annually on child abuse and neglect identification procedures and reporting procedures. All staff members are required by law to report suspected child abuse or neglect. Staff observing signs of child abuse or suspecting child neglect will report their concerns to the Director or Assistant Director immediately.

SUPERVISION OF CHILDREN

Parking and Unattended Children in Cars Parking spaces are available in the front of the center for your convenience. Vehicles left unattended while running or unattended and running with children in them pose an extreme danger. Please ask the front desk staff or a manager for a current copy of the Kadena Youth Supervision Policy regarding the age a child can be left unattended in a vehicle. To ensure the safest environment for everyone involved, parents must always take all children out of their vehicles and turn off the vehicle before entering the facility. If you suspect child abuse, child neglect, or a safety violation in your CDC, call Family Advocacy at 634-4033.

GUIDANCE POLICY

The goals of the guidance policy are to assist children in developing self-control and engaging in socially acceptable behaviors. Adults will model, coach, and encourage techniques of discipline that are fair, consistent, and respectful of children and their needs.

Acceptable guidance techniques include but are not limited to:

- Reinforcement of positive behavior by using encouragement and words of praise.
- Anticipation of situations that may trigger behavior issues; keeping expectations to a child's level; solicitation cooperation; involving children in rule setting.
- Calling attention to appropriate behaviors using expressions such as "thank you" and "please".
- Involving children in discussions on how to handle inappropriate behavior; providing several alternatives to undesirable behavior; guiding children in problem solving applying natural/logical consequences.
- Affording each child a chance to regroup or regain control in a quiet are of the room.
- Temporary removal from stressful situations
- Limiting the child's participation in some activities.

Unacceptable guidance techniques include:

Discipline techniques may not be delegated to older children or peers.

Unacceptable guidance techniques include any humiliating or frightening punishment and are strictly forbidden. These include but are not limited to:

- Spanking, hitting, slapping, pinching, shaking, or giving any form of physical punishment.
- Verbal abuse, threats, or derogatory remarks about the child or his/her family.
- Binding, trying to restrict movement or placing in a confined space such as a closet, locked room, box, or similar place.
- Withholding or forcing meals, snacks, or naps.

Children may never be punished for lapses in toilet training.

Should a child reportedly behave in a way that is detrimental to themselves, other children or adults, the staff will inform the Director and the Training & Curriculum Specialist. An intervention plan will be initiated which begins with a meeting between staff and the parents. The plan will be based on observations, a daily log of behaviors, input from parents. The plan is flexible and designed to meet the needs of the child.

TOUCH POLICY

Positive physical contact is a significant part of the Child Development Center's approach to childcare. Positive physical contact is essential to a child's emotional/social growth. Warm, positive adult relationships help children develop a sense of trust and security in the world and directly affect children's self-esteem.

Appropriate touching is touching that creates a positive emotional/social growth in the child touched and affects the safety and well-being of the child (i.e. holding the child's hand while crossing the street, holding the child's hand gently but firmly during temper tantrums). Appropriate touching includes hugs, lap sitting, reassuring touches on the shoulder or hand, and naptime back rubs for a tense child.

Inappropriate touching is touching that creates an improper/negative emotional effect of the child and is a touching that violates the law and societal norms. Inappropriate touching may involve coercion or other forms of exploitation of a child solely for the satisfaction of adult needs, attempts to change child's behavior with adult physical force, often attempts to change child's behavior with adult physical force, often applied in anger and physically striking a child to solve a problem. Inappropriate touching includes forced kissing, corporal punishment, slapping, pinching or striking, prolonged tickling, fondling, or molestation.

DRUG ALCOHOL AND TOBACCO POLICY

Alcohol, Drugs and Tobacco are not allowed in the Child Development Center or grounds.

FIELD TRIPS

We take two kinds of trips out of the building: walking trips and field trips away from the center. For walking trips the staff take accountability of the children before and after leaving the building. Infants are transported in strollers, while pre-toddlers and toddlers are transported in our wagons. These trips last no longer 15 minutes. Preschoolers will walk and can be out of the facility for longer.

Field trips offer children opportunities to see various aspects of their community first hand. Parents will be notified in advance and provided specific information about the upcoming field trip. All children who are transported by the center must have a signed parental permission form on file in order to attend the field trip.

BIRTHDAYS AND OTHER SPECIAL CELEBRATIONS

Parents are always welcome to contribute and participate in any special celebration held at the center. Due to health and food regulations, food prepared outside of the CDC is not allowed. Party favors are not permitted and will not be passed on to other families through the program. Families can participate in many ways with their child and we are always interested in new ways to include family traditions and cultures into the curriculum. Please share your ideas with your child's caregiver, Training & Curriculum Specialist, or a Director. If you are interested in taking photos or making a videotape of special activities, please advise your child's caregiver in advance. Permission from each child's parents must be secured before photos and videotaping may be allowed.

PERSONAL BELONGINGS

All children will need additional changes of clothing in the event of an accident. All clothing must be labeled with the child's first and last names. Many items look alike and this will aid in keeping your child's belonging organized. Closed-toed shoes with backs are required for safety reasons. Remember to label everything brought into the center. We make every effort to keep a child's belongings together but sometimes items are misplaced or given to the wrong child. Children may take off their socks and shoes or a caregiver may change a child's shirt and inadvertently put it in the wrong bag. If the child's name is permanently marked on each article, items can be found more readily and returned to the owner.

Children are discouraged from bringing toys, money, food, gum, and other possessions to the CDC. We realize how difficult this may be for some children, but keeping these items at home is the best way to ensure these possessions are not lost or broken. We do, however, encourage you to bring a comfort item for your child to use during nap time, especially if it is already part of your child's routine. Comfort items may include blankets, stuff animals, and pillows. With prior arrangement with the child's caregiver, it is permissible to bring books or other possessions to be

shared during group time. The CDC is not responsible for lost or damaged items but we will make every effort to keep all items safe.

FAMILY INVOLVEMENT AND RESOURCES

PARENT INVOLVEMENT

Communication between parents and the Child Development Center staff enhances the care for your child. It is important that you give the desk clerk and the caregivers as much information about your child as possible. Any suggestions or concerns should be brought immediately to the attention of the Director or Assistant Director. Get to know the people who care for your child. Let the caregivers know about such things as a TDY, illness, visiting relatives, or other events that might affect your child's behavior.

Parent Involvement We encourage you to be actively involved in the CDC program. Parents are encouraged to share their hobbies skills and expertise and talents within the program. Our objective is to establish a partnership with the parents of the children for which we provide care. Strong parent involvement correlates with quality childcare and our parents are welcome in the center at any time. The following are suggestions for parental involvement in the CDC Programs:

- Attend /serve as an officer of the Parent Advisory Group (PAG) Develop and implement an annual parent involvement plan.
- Volunteer for field trips, classroom activities or special events.
- Attend social gatherings such as open house, luncheons and picnics.
- Share a particular interest or skill, or even an aspect of their cultural heritage.
- Assist or just observe in the classrooms; read to the children or help with a project.
- Volunteer to assist staff on "spring clean-up days", "adopt a playground".
- Plan and implement a special cooking, science, art, or other activity with the children.
- Read the monthly newsletter about the activities and events taking place at the CDC.
- Attend CDC training workshops throughout the year. Parents are encouraged to attend and to suggest training topics.
- At least annually, the CDC will ask that you participate in a survey to help us evaluate all CDC programs and assess the current community needs.
- Attend parent conference: In addition to daily communication, parents are offered an opportunity to meet on a one-on-one basis with their child's primary caregiver to share the milestones your child has accomplished. They are offered twice a year or anytime by request. We encourage your comments and suggestions as well as your compliments. Cooperation and teamwork from parents, caregivers and CDC management is needed to make the CDC a success.

PARENT ADVISORY BOARD

The Child Development Center has a Parent Advisory Board, which is composed of parents of children attending the program. The purpose of this board is to increase parent involvement in the Child Development Programs. Teachers benefit when parents share their knowledge about their children and contribute to the program by donating their time and resources to enrich the curriculum. Children benefit the most when the significant adults in their lives are working together to give them the support and guidance they need to grow and develop. Trust in their center environment is more easily established when children see that their two worlds are linked closely together.

FAMILY RESOURCES

Name	Contact Information
Airmen & Family Readiness Center - Exceptional Family Member Coordinator - Give Parents a Break - School Liaison	634-3366
Family Advocacy Office - Parenting With Love and Logic Classes - Surviving Adolescent and Young Adulthood Classes - Anger Management Classes - Stress Management Classes - Dad's 101 Bootcamp Classes - 1-2-3 Magic: Parenting Children 2-1 Classes - Marriage Links Classes	634-4033
DOD Child Abuse Hotline	1-877-790-1197 or 634-4033
Military OneSource	1-800-342-9647 www.militaryonesource.com