**REVISED ON 16 Jan 2018**

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**Family**

**Handbook**

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# Welcome Letter

Dear Parents,

Welcome to the MINOT AIR FORCE BASE YOUTH CENTER SCHOOL-AGE CARE PROGRAM! We look forward to working with you and your child(ren) in the coming months. Our School-Age Program was reaccredited through the Council of Accreditation (COA) in 2014 and we are a recognized Boys and Girls Club.

We realize the importance of the trust you have placed in us to care for your child(ren), and we take this responsibility very seriously. It is our hope that we can work together to provide the very best care for your child(ren). We believe that you as the parent are your child’s first and primary educator. We hope that you will visit the program often to share your ideas and participate in our parent involvement activities. If you have any concerns, please feel free to bring it to our attention so that we can address it. The School Age care will be communicating with you to seek your input for program ideas, interventions, and events through written reports, surveys, the hallway white board and flyers on your child’s clipboard. Any specific questions regarding program improvement or about your child can be directed to the School Age Coordinator, Diana Nesko. If you would like to set up a one on one meeting, please call the front desk at 723-2838.

We want to make your child’s experience in our program a positive and happy one. We hope to help them build a healthy concept of themselves, develop their self-reliance, encourage their curiosity for new learning, and make lasting friendships. We work to create opportunities for staff/child, child/child, and staff/family interactions.

It is our goal to provide an age appropriate program of the highest quality in an environment that is both nurturing and stimulating. With all of us working together, we feel confident that we can meet your child’s individual needs. We would also encourage you to join our Parent Advisory Group which meets the first Wednesday of each month. Please contact us if we can be of any assistance to you or your family. Questions concerning payment of fees or any policies or procedures should be referred to us at 723-2838.

Thank you.

School-Age Care Staff

# Mission and Philosophy

The program’s mission is to assist DoD military and civilian personnel in balancing the competing demands of the accomplishment of the DoD mission and family life by managing and delivering a system of quality, available, and affordable programs and services for eligible children and youth birth through 18 years of age.

# Goals

To provide a safe, enriching, supervised environment for children and youth during out of school time which supports youth development as follows:

* Personal Development – support positive self-concept, foster independence and life skills, encourage responsibility
* Social Development - establish friendships, learn social skills, gain social support, develop a sense of community and teamwork
* Physical Development – build physical and recreational skills
* Cognitive Development – advance success in school, explore new ideas and facts

# Outcomes

Youth

* Youth will experience success and accomplishment in their social/emotional, physical, language and cognitive development as they grow and learn.

~ Youth will gain competence in the development of a positive sense of self as valued members of their community, family, and/or group; and will gain increased responsibility and independence.

~ Youth will display a progressively higher level of competence in their thinking, reasoning and questioning.

~ Youth will become more proficient in recognizing, reflecting on and appropriately expressing their emotions, managing stress and coping with positive and adverse situations while building positive relationships with others.

~ Youth will have the skills to make responsible and healthy lifestyle choices.

Family

* Families will feel supported in their child/youth rearing endeavors

~ Families will experience greater support in dealing with the challenges of life in a military community through on-going communication with program staff.

~ Families experiencing lengthy separations due to deployments will be supported via formal or informal parent/staff support groups and networks with other community agencies.

# Community Resources

Below is a list of local resources available to children and families. For additional information on these programs and more, please refer to our parent resource table, located in the School Age Care lobby.

**Minot Air Force Base/Air Force Services**

* **Military and Family Life Counselor (MFLC)-** The Military Family Life Consultant (MFLC) program provides non-medical, short term, situational, problem-solving counseling services to address issues that occur across the military lifestyle and help service members and their families cope with normal reactions to the stressful and often adverse situations created by deployments and reintegration. The MFLC is a professionally licensed counselor assigned to Minot AFB for 45 day rotations on a continuous basis. The A&FRC is the community oversight agency for coordination of MFLC services. The MFLC provide outreach services in our communities that expand capabilities to address needs of Airmen and their families and can be a bridge to other services available on base or off. Consultations and trainings are free and anonymous. No records are kept. Call (701) 425-8679 to schedule an appointment.
* **Airman and Family Readiness Center 723-3950 –** Respite care and information and referral and many other services for families
* **Air Force One Source –** resources and services for military families
  + **www.militaryonesource.gov** on line resource
  + **or 1-800-707-5784** all calls answered live

**Minot State University**

* **MSU Speech and Hearing Clinic 858-3030 –** speech and hearing evaluation and therapy
* **MSU Minot Infant Development Program 858-3054 –** children under 3 years of age

**Head Start and Early Head Start**

* **Head Start & Early Head Start 727-3330 or 857-4688** provides education, evaluation, and parent education

**Minot Public Schools**

* **Souris Valley Special Education Unit 857- 4410 or 857- 4413**

Screening and evaluation for speech and language and other developmental areas – children 3 years and older

**Pathfinder Services of ND**

* **837-7500** parent training and information resource center

**ND PASS**

* **837-7510** Parent resource center and email newsletter of interest for all parents

**Child Find of North Dakota**

* **800-472-2286** Identification of children with special needs and follow-up support

**Right Track**

**857-8663** Offers home visits to children birth to 3 years of age, developmental screenings, and activities to enrich a child’s development

**Trinity Hospital**

* **Mental Health 857-5998** – Evaluation and treatment of behavioral management
* **Speech Pathology 857-5514** –Referral through primary care physician

# Guidance

We subscribe to the Council on Accreditation Standards to guide AFI 34-144 govern our program. Our School-Age program takes part in an annual, unannounced inspection by Air Force Headquarters and is licensed by the Department of Defense. We also participate in the USDA Child and Adult Care Food Program.

# Hours of Operation

Monday through Friday

Closed All Federal Holidays and Storm Essential Only Days

School Day Hours: 0630-0900/1445-1730

Non-School Day Hours: 0630-1730

Extended hours for delayed opening of schools

Extended hours for base wide exercises—reservations only and depending on numbers, care may be offered at Extended Duty Care FCC homes and/or at the Child Development Center.

Productivity Days/UTE Days: Reservations Only

Family Down Days: Reservations Only provided through FCC, CDC, or SAP. *FCC Extended Duty Care will be utilized for Family Down Days, the School-Age Care Program is not guaranteed to be open. Families must reserve a care spot for their youth on Family Down Days. Additionally, parents must submit the Extended Duty Care Form and a memorandum from their supervisor stating their scheduled hours of work to the FCC office by the given suspense date. Both parents must be working in order for youth to be provided care.*

# Key Personnel

Diana P. Nesko…………………………………………………………………………….School Age Coordinator

Cindy Langlais………………………………………………………………………………School Age Annex Coordinator

Kelly Pringle…………………………………………………………………………………Director, Youth Programs

# Program Eligibility

Youth dependents of active duty military members, DoD civilian employees and others authorized per AFI 34-144 are eligible. The program provides care for Kindergarten through twelve (12) years of age.

Priority for accepting youth:

1. Assigned to Installation:
   1. Single/Dual Active Duty Military
   2. Single/Dual DoD Civilian (NAF or APF)
   3. CDC/SAP employee with employed spouse
2. Assigned to Installation:
   1. Active Duty Military w/ full-time employed spouse
   2. DoD Civilian w/ full-time employed spouse
   3. Active Duty w/ spouse enrolled full time in school
3. Assigned to Installation:
   1. DoD contractors w/ full time employed spouse
4. Assigned to Installation:
   1. Active Duty w/ non-working spouse
   2. DoD contractors w/ non-employed spouse
5. Assigned to Installation:
   1. DoD contractors w/ non-employed spouse

In the event of a waiting list, youth of non-working parents using slots may be terminated to provide care for youth of higher priority parents. Parents of youth required to terminate care will be notified in writing with a **two-week notice**.

**Note**- Summer Camp changes must be made in person at the YC and initials are needed to change weeks no longer needed. All changes must be made 1 week in advance or you will be charged for these days! No phone calls or verbal notifications.

**Special Needs Youth:** Youth who have been identified with a special need(s) are provided services within the program when reasonable accommodations can be met. A technical definition of special needs is a youth who has a physical or mental impairment which substantially limits one or more major life activities. The youth’s developmental and/or medical requirements will be reviewed by the CYP medical advisor and a team of experts including: the CYP Medical Advisor, the Medical Group Exceptional Family Member representative, the Flight Chief, the Flight Training and Curriculum Specialist, the installation’s Legal Office, and others as determined by the installation that convene in order to determine if reasonable accommodations can be met. If reasonable accommodations can be met, an Inclusion Action Plan is developed to provide written instructions concerning how the program will meet the youth’s needs, changes to the environment, specialized training, required staff, youth ratios, etc. If reasonable accommodations cannot be met or there is a request to fundamentally alter the nature of the program, the Flight Chief will contact their MAJCOM Specialist to determine the appropriate course of action.

# Registration Procedures

To enroll your youth in the School-Age Program, you must complete and/or have upon registration:

1. **MCC.com**- All care must be reserved through militarychildcare.com with specific start dates needed for care. Once processed, parents will be contacted to make an in processing appointment and will be offered a slot via mcc.com.
2. ***LES/Pay Statements*** – Most recent statement for each parent. (Required, unless member elects placement in highest fee category)
3. ***Employment Letter of Verification*** - Acts as temporary pay statement *for new hires only.*
4. ***School Schedule*** – Must show full-time status for non-working spouse.
5. ***SAC Registration Packet Checklist*** – To be filled out and verified by program official.
6. ***Request for Care Form*** – Fill out top portion *only.* Agreement portion to be filled out upon acceptance of slot.
7. ***AF Form 1181: Air Force Youth Flight Program Patron Registration*** – Complete all items except immunizations portion. Emergency contact *must be* listed in “Adults Authorized to Sign Children In/Out” block. A signature is required in “Authorization for Field Trips” block.
8. ***DD Form 2652: Application for Department of Defense Child Care Fees*** – Complete all items. Sponsor and spouse signature required.
9. ***SAC Contract*** (4 pages) – Read and initial each item; sign and date at end of contract.
10. ***Priority Enrollment and Termination Notification*** – Read then sign and date on second page.
11. ***Special Needs Medical Evaluation Form*** – Complete *only if* child has a documented special need (i.e. physical handicap, developmental delay, etc). Forms must be signed by a physician.
12. ***Medical Statement for Child with Allergies Requiring Special Meals*** – Complete *only if* child has documented food allergies. Forms must be signed by a physician.
13. **Youth Flight Mediation Permission Form** – (If applicable) Must be filled out and then signed monthly by parent.
14. ***USDA Child Enrollment Form*** (3 pages) – Complete all items on first two pages. This form is mandatory for all, regardless of income.
15. ***CYB-MFLC Permission Form*** – Please indicate “DO or DO NOT” give permission (lines 6 or 7) and sign.
16. ***Inclement Weather Category Designation*** – This form is required and used for inclement weather days.
17. ***Family Member Programs Flight Credit Card Autopay Authorization Form*** – This form is mandatory for all and is only utilized if payment is late. (Forms are kept in a locked safe.) Please print cardholder name.
18. ***Automatic Payment Authorization Form*** *–* This form is optional. Complete only if you want to be enrolled into our automatic payment program.
19. ***Internet Permission Form*** –This form is used exclusively in the School-Age Care Program.
20. ***Sunscreen/Bug Spray/Transportation/Field Trip Agreement, Photography Release & Consent Form and Consent to posting allergy information-*** The program provides Coppertone SPF 50, and bug spray that contains less than 10% Deet.
21. ***Child Information Sheet “Getting to Know Your Child”*** – This information is optional, but helps caregivers to get to know your child.
22. ***Pre-Teen Sign-Out Form*** – Complete only if applicable. Youth Center membership required.
23. **Court documents-** regarding custody, divorce decree limiting parental rights and other documents regarding authorization of release.

At the time of enrollment, new families are offered an orientation to the program and invited to bring their youth to visit the program before attending. Additionally, we offer New Family Orientation every third Thursday. Registration for new enrollments is by appointment only. Youth who are currently enrolled in the School-Age Care Program are registered once a year at the beginning of the school year. Currently enrolled families fill out a request for care form to enroll in the summer program. Please ensure adequate timing when enrolling new youth. Once the enrollment packet has been submitted it generally takes 2 to 4 days for approval by the School-Age Coordinator and Youth Center Director. Youth will not be authorized to begin care until packets have been approved by both the Coordinator and Director.

# Transitions Between Grades

New kindergarteners are transitioned into the program before the start of their first year in school. This transition may occur at the beginning of the summer before the start of kindergarten, it may occur in the summer when they turn five, or it may occur at the end of the summer closer the start of the school year. Youth transition out of the Annex and into the Youth Center once they are in second grade. This transition will coincide with the kindergarten transition and may occur at the beginning, middle or end of summer prior to the start of the new school year. Youth who are held back a grade in school will transition based upon their grade, not age, as a means to support children and their interactions within their peer group.

# Financial Policies

The Military Child Care Act of 1989 and Chapter 88 of Title 10 U.S.C. (as added by section 568 of the National Defense Authorization Act for 1996, which codified the Military Child Care Act of 1989), requires the Department of Defense to prescribe uniform fee regulations for military childcare programs. Fees are based on total family income and apply to youth attending on a regular basis whether in a part-day or full-day program. Fee charts are available upon request from the front desk staff. Advanced payment for services is required. **Fee are charged on a weekly basis, fees are due each Monday. On Wednesday of each week, overdue accounts will have a $5.00 late fee charged to their account.**  During Summer/Winter Camp, payments are also weekly. A late fee of $5.00 will be applied on Wednesday of the week payment is due if payment is not made by close of business on each Tuesday. After three late consecutive payments **your child’s slot will be terminated.** Youth picked up after 1730 will be $25 for the first five minutes and then a dollar a minute until the youth is picked up. Refunds will only be granted to those who do not use the program on productivity days. You may request a copy of our fee chart from the front desk at the Youth Center; this chart lists monthly, weekly, daily and hourly fees for full time and part-time care for each of the fee categories. The Minot AFB School-Age Care Program has the following care options available: Before and After School Care, AM Only Care, PM Only Care and Per Schedule Care. Drop-in Care or “Per Schedule” Care is also an available option. Per Schedule care must be scheduled and paid in advance of care. Per Schedule care is charged on an “as used” basis, however, if youth are scheduled to be in care for three or more days then an entire week of care will be charged. “Per Schedule” care is not offered during summer camp.

## Winter Camp and Special Care Weeks

Winter Camp is treated as a special care week in the School-Age Program. Due to the high number of absentee youth during Winter Camp, parents are required to reserve a Winter Camp care spot for their youth each year. These reservations also enable management to grant caregivers holiday leave requests. Winter Camp reservations sheets are generally set out a month prior to the start of Winter Camp. No “drop-in” care is authorized during Winter Camp, parents must reserve their child’s care spot by the given suspense date. Winter Camp is charged by the week, no daily rates are authorized.

The School-Age Care Program may request reservation lists for spring break as well. However, since spring break is generally less than a week in our school district, it is not treated as a separate camp or special care week. Reservations taken for spring break are used for management to ensure proper staffing of the facility.

For both Spring Break and Winter Camp, those who do not sign up for care will still be charged normal fees. Those who are signed up for care will also be charged additional fees for all day care.

# Licensing and Subsides

The Minot Air Force Base is a Department of Defense licensed program and meets all requirements and standards set by DoD and North Dakota. This allows the Department of Social Services to provide financial assistance to those who may require it. Please contact the ND DSS at 852-3552 for more information.

# Child Care Tax Credit

Child care tax credit information will be provided at family request. Please see the front desk for your copy. It will include a copy of your annual payments made, along with the Youth Centers tax ID number.

# Child/Staff Ratios and Group Size

We follow the ratios prescribed in AFI 34-144 of one staff to every twelve children. The number of children an individual staff directly supervises depends on the age of child and the activity they are engaged in. Group size does not exceed 24 children.

# Supervision Policy

This policy provides specific guidelines on supervisory requirements within the School-Age Care Program and adjacent playground areas as well as supervision requirements during field trips and/or outings outside of facility. Program staff will adhere to the following detailed guidelines in order to appropriately supervise all children/youth at all times.

**Supervision guidelines within facility and adjacent playgrounds:**

* Children/youth will be under the care of program staff with completed criminal history background checks at all times. Staff:child ratios, IAW AFI 34-144, will be maintained at all times to provide adequate supervision and ensure children/youth’s health and safety.

~All youth maybe subject to Closed Circuit Television (CCTV) and recording as part of their participation enrollment in Child and Youth Programs.~ If due to limited room/area capacity or utilization, this is not feasible, CCTV will be set to maintain continuous coverage of the program area with one teaching staff. Rotation through all other areas will continue via other monitors.~ When CCTV surveillance is used, the one program staff in the room/area and the administrative staff monitoring the CCTV have completed fingerprints check.

* If one program staff is sufficient to supervise a group of children/youth, a second program staff is in the building to assist in case emergencies occur.
* Convex mirrors may be used to augment program staff’s ability to provide direct supervision when the physical environment limits direct supervision by sight or sound.
* All children/youth should be easily seen (if not in the direct line of sight, then by looking up or slightly adjusting one’s position) by at least one member of the program staff.
* A specific teaching staff (documented on AF Form 1930) will be directly involved in the supervision of a ratio group of children/youth.
* A system (Safety Board) is in place to assist program staff in knowing where children/youth are at all times to include transitions.
* A system is in place to allow program staff to know which children/youth are in the restroom and how long they have been there.
* The number of children/youth assigned to an individual program staff for a specific activity is based on the ages, abilities, developmental levels and needs of the children/youth and the type, complexity and level of risk or difficulty of the activity in which they are engaged.
* Older children/youth permitted more independence will be supervised as follows:

~ Written parental permission is on file including a transportation agreement, if applicable, when older children/youth have permission to leave the program for lessons or other activities.

~ Program staff are aware of where older children/youth are and check on them at regular intervals when they have permission to be out of direct supervision (such as in specified areas).

* Program staff will purposefully position themselves on the playground to ensure all children can be seen and heard at all times.
* During all operating hours lights will remain on in all program areas, closets with windows, toilets, offices and storage areas. If it is not possible to view into closets, storerooms, etc. they are kept locked during hours of operation.
* Windows in the walls and doors must remain unobstructed to enhance visual monitoring.
* Volunteers, non-management interns, and students will be under teaching staff direct line-of-sight supervision when they are interacting with children.
* NOTE: We do not count persons under age 18 and volunteers in staff-to-child ratios and do not allow them to be alone with children/youth.

**Arrival and Departures will be supervised by implementing the following practices:**

* Parents will bring children/youth into, and pick them up from, the designated room/program area. Parents will sign children/youth in/out utilizing AF Form 1930 or parents have given written permission for the child/youth or staff to check him or herself out of the program if aged 9 and above.
* Program staff will release children/youth only to persons listed on the child/youth’s AF Form 1181, or for whom the parents have provided written and verbal authorization.
* There is a system in place to ensure all children/youth are picked up from school.
* Contact parents when children who arrive by bus or by walking do not arrive at the program when expected.
* Children/youth may not be released to siblings under 14 years of age.
* Children/youth may not be permitted to leave unaccompanied.
* Children/youth may not be permitted to leave for school and regularly scheduled activities without written parental permission.

**Learning Experiences** that may require increased supervision include those experiences with higher than normal potential for injury, to include field trips and outings. These experiences will be supervised as follows:

* Program staff will adjust staff:child ratios for experiences that pose a risk for injury.

~ Examples of high-risk activities are: woodworking, cooking and outdoor experiences where the use of equipment could cause an injury to children/youth.

~ Program staff will determine if additional staff are needed in a specific area to ensure the safety of children/youth when equipment is in use that could cause injury.

* Active and positive supervision should be used at all times, especially when children/youth are involved in high-risk experiences, and involves:

~ Knowing each child/youth’s abilities

~ Establishing clear and simple safety rules

~ Being aware of potential safety hazards

~ Standing in a strategic position

~ Scanning activities and circulating

~ Focusing on the positive rather than the negative to teach children/youth what is safe for them and others.

**Lost or Missing Children/Youth** – counting children/youth regularly (recorded on AF Form 1930) is the best measure to ensure accountability. Program staff will utilize the following procedures when they become aware of a missing/lost child/youth:

* If a child/youth appears to be missing from the program:

~ Contact the Supervisor on Duty immediately.

~ Stay calm and ensure the other children/youth are provided required supervision. All additional staff members will begin a search.

~ Check the playgrounds, the parking lots, and all program areas to ensure the child/youth has not hidden or been locked in anywhere within the boundary.

~ After a sweep of the facility and grounds the Supervisor on Duty will contact the security police and call the parents.

* If a child/youth is detected as missing/lost from an alternate location:

~ Notify the Supervisor on Duty immediately.

~ Keep the rest of the group together and re-check the AF Form 1930. Notify the program Supervisor on Duty if away from the facility on an outing/field trip.

~Stay calm and ensure the other children/youth are provided required supervision. All additional staff members will begin a search of the area.

~ After a sweep of the area the Trip Supervisor will contact the security section at the location, the installation security police and the parents.

**Plan for Staff Coverage** – Flexible and/or substitute staff are used to maintain ratios in case of emergencies or when program staff is absent. Emergencies may include transportation of a child in need of medical care, staff illness or base closures due to weather, etc. Youth Center and/or Child Development Center staff may be needed to ensure adequate supervision. All personnel who live on base will be mission essential employees and will be called to duty during base emergencies.

Supervision is basic to the prevention of harm. To be available for supervision or rescue in an emergency, staff must be able to see and hear children/youth at all times. Adults who are involved, aware and appreciative of children/youth’s behaviors are in the best position to safeguard their well-being. Please address any questions or concerns regarding this policy to the undersigned.

# Health and Safety Requirements

## Communicable Diseases and Ill Children

For the protection of your child and the other youth in our program, we need the cooperation of all parents to ensure that communicable diseases are not brought into our program. Children with contagious diseases will not be allowed to participate in the program during the time period when the disease may be transmitted to others. A physician’s statement of non-contagion must accompany the child upon return to the program. A child that is mildly ill will be removed as a routine policy. A child with a fever of 101 or higher will not be admitted to the program. If the youth arrives at the program with a fever, the parents will be telephoned to pick up the youth.

## Food Allergies

Youth, who have been identified with a food allergy/intolerance, will be provided meals/snacks which meet their dietary needs and are in accordance with USDA CACFP. Documentation to include substitutions and an exposure response plan is on file from the youth’s health care provider. For the Minot AFB School-Age Program, this documentation includes the 5MDOS memorandum for Medical Evaluation, the CACFP Medical Statement for Child with Allergies/ Chronic Disease/ Disabilities Requiring Special Meals form and a signed memorandum from a medical professional listing food substitution options. Children with a known food allergy must have these forms submitted prior to the start of care. Youth will not be accepted into care until these forms have been submitted and approved.

## Accidents

All accidents will be documented on AF Form 1187- Youth Accident Report, and the parents will be required to sign this form as acknowledgment of the accident. If the accident is in the need of medical attention, the parents will be notified immediately by telephone. If the parent is unreachable, the emergency contact person will be notified. If the accident is life threatening, 911 will be called and a staff member will escort that child in the ambulance. After calling 911, the parents will be notified immediately. If the parent is unreachable, the emergency contact person will be notified. In the event that we have to call the emergency contact person, staff will continue to try and reach the parent.

## Fire Drills

Monthly fire drills are held as staff and child training. Evacuation routes are posted on signs in each room where children are present. In case of fire, the evacuation of the children is our primary concern. There is a fire alarm pull station in each room and hallway in the building. Emergency phone numbers are posted at each office phone. In completing fire drills, staff will evacuate youth to the designated fire drill area. Staff will then complete name to face checks to ensure all youth have been accounted for. Additionally, supervisory staff complete additionally checks within the facility to ensure all youth have been evacuated. Youth and patrons of the Youth Center are not allowed back into the facility until the “all clear” has been given by the Fire Department.

## Visitors

All visitors to the program are required to sign in and out on AF Form 1109. Persons authorized to sign children in and out of the program, as listed on AF Form 1181 for each child, must be prepared to show identification before picking up the child. Staff is aware of children’s arrivals and departures and will immediately alert a supervisor if an intruder is detected.

## Inebriated Parents

Although we cannot prevent parents from taking custody of their child, it is our policy to notify Security Forces immediately if we suspect a parent has been drinking to excess. Efforts will be made to detain the inebriated person, even though the person may be authorized to pick up the child.

## Exposure to Alcohol, Illegal Drugs and Tobacco

Use of alcohol and tobacco is not allowed on YP/School-Age grounds or in YP/School-Age facilities. Illegal drugs are not allowed on YP/School-Age grounds or in YP/School-Age facilities. If the aforementioned items are used at our facilities, the individuals using the items will be asked to vacate the premises and Security Forces will be notified as required. If illegal drugs are detected, Security Forces will be immediately notified.

## Severe Weather

In the event of a tornado warning or other severe weather, the youth center shelters are the boys and girls bathrooms in the School-Age hallway and the food storage pantry. We are alerted to lightening and other threatening weather by the Minot AFB Command Post. Tornado sirens are sounded on base and audible at the Youth Center. If a tornado or other natural disaster does occur, all efforts to protect children will be made. After the storm passes, parents will be notified and assured of the child’s wellbeing. For additional information about severe weather or unsafe conditions see page 32.

# Medication Administration Policy and Procedure

1. **Medication Controls:**
   1. “Medication” includes routine prescription items such as antibiotics; over the counter medications such as pain relievers, and as needed emergency medications used to treat severe allergic reactions, asthma, seizures, and/or diabetic emergencies. The term medication excludes items such as sunscreens, lip balms, hand lotions, non-prescribed diaper ointments/creams, insect repellants, and hand sanitizers.
   2. All medications must be accompanied with instructions from the prescribing health care provider authorizing its use for a specific purpose and time frame.
   3. All medications must be in their original containers labeled with the child’s/youth’s full name, the date, dosage, and directions for administration.
   4. Medications can be prescribed for up to 12 months. An annual review of the dosage and necessity of the medication will be required.
   5. Injectable medications will not be administered except for medications necessary to counteract severe allergic reactions (EpiPen) or to assist with diabetic emergencies (Glucagon).
   6. Medications will not be mixed with liquids or food unless specifically directed by a health care provider.
   7. All medications are stored in a secured area, inaccessible to children/youth.
   8. Medications requiring refrigeration are kept in a designated, secured refrigerator that is clearly labeled “medications.”
   9. Medications will not be stored in the program beyond the stop/expiration date.
2. **Medication Administration Procedures**
3. CYP personnel, who have been trained annually to administer medication by installation medical staff, will administer medication to children/youth or provide assistance with medication administration. Whenever possible, the same CYP personnel will administer medication.
4. If the health care provider directs medication to be administered 3 times per day, CYP personnel will administer the medication once during a typical day (10 hours of care). If the medication is to be administered 4 times per day, CYP personnel will administer the medication two times during a typical day (10 hours of care). If medication is to be administered 1 or 2 times a day, medication will not be administered in the CYP. NOTE: This does not apply for children/youth that are in FCC for more than 12 hours per day.
5. Parents/guardians must be made aware adverse reactions to medication can occur anytime during treatment. The initial dose of medication must be administered by parents/guardians at least 20 minutes before the child/youth is signed in for care. CYP personnel will immediately advise the parent of any adverse reactions such as diarrhea, skin rash, high temperature, and/or refusal to take medication.
6. CYP personnel will inform parent/guardian and medical provider immediately if there are any errors in the administration of medication.
7. Youth attending the School-Age (SA) Program may administer prescription medications to themselves if the parent/guardian signs a written statement permitting the youth to do so. The youth must be under the supervision of CYP personnel who have been trained to administer medications and away from other youth.
8. In the event of a field trip, routine and emergency medications and the AF Form 1055 for children/youth in attendance requiring medication will accompany the group. The medications will be transported in a secured container (or, in the case of the YP, a backpack under the supervision of a staff member) and will remain under the supervision of the CYP personnel trained in medication administration. Medications will be administered at the scheduled times and the AF Form 1055 will be annotated. As needed emergency medications will be administered as required.

**AS NEEDED EMERGENCY MEDICATION:**

1. CYP personnel will accept as needed emergency medications to be administered for allergies or asthma such as inhalers and EpiPens; rectal medication used for emergency situations to stop cluster seizures (episodes of increased seizure activity); and Glucagon Emergency Kits for diabetic emergencies. (Note: Blood glucose testing and emergency procedures for children/youth with diabetes is addressed in the attached memorandum dated 25 Apr 05, Blood Glucose Testing and Emergency Procedures for Diabetic Children in Family Member Programs).
2. CYP personnel must receive specialized training from an installation health care provider to administer all as needed emergency medications.
3. Parents/guardians must provide the as needed emergency medications before children/youth are accepted for care.
4. A current (within the last 12 months) and complete action plan from the prescribing health care provider must be provided for any child/youth requiring as needed emergency medication. The action plan must include triggers, signs of distress, and medication administration instructions.
5. Administering as needed emergency rectal medication in CYP presents unique challenges for child/youth as well as staff. Every measure should be taken to not only administer the medication safely, but to also protect the privacy of the child/youth receiving the medication. Whenever possible, two adults must be present during the administration of as needed emergency rectal medication.
6. The AF Form 1055 will be initialed by the parent/guardian **annually** to authorize administration of the as needed emergency medication
7. If it is necessary to administer the medication, the parent/guardian will be notified immediately. NOTE: Depending on the severity of the situation, CYP personnel may need to administer medication or call for emergency medical assistance before attempting to contact the parent/guardian.
8. **Administration Procedures: Non-Emergency ‘over-the-counter’ medications**

This addendum provides further guidance on the use of over-the-counter medications.

1. Over-the-counter medications include aspirin or aspirin like products, antihistamines, decongestants, cough syrup, etc.. The SA Program will only accept aspirin or aspirin like products prescribed for fever reduction with approval from a medical authority authorizing its use for a specific purpose and time frame.
2. All over-the-counter medications must be accompanied with an AF Form 1055, completed in its entirety as indicated in paragraph 2a above before the medication can be accepted in the programs. The form must indicate the name of the medication as well as the brand and any directions for administration.
3. A stop date for the medication must be indicated on the prescription, label, and AF Form 1055. The stop date cannot exceed 6 months from the initial date on the form. A semi-annual review of the dosage and necessity of the medication is required.
4. **Administration/use of insect repellant, sunscreen, lotions, etc.**
5. Use of insect repellant requires yearly approval from the parent. Only insect repellant approved by the medical advisor and containing no more than 10% DEET sunscreen is to be used. Parents who wish to have a different insect repellant applied to their child will need to obtain an AF Form 1055 with appropriate information completed by a health care provider. All manufacturers’ requirements and instructions for application must be followed when using insect repellants.
6. Use of sunscreen requires yearly approval from the parent. Parents who wish to have a different sunscreen applied to their child will need to obtain an AF Form 1055 with appropriate information completed by a health care provider. All manufacturers’ requirements and instructions for application must be followed when using sunscreens
7. Parents may sign a form annually authorizing the application of lip balm or hand lotion for their child. These products must be supplied by the parents and should be clearly labeled with the date provided to the program and child’s first and last name.

# EXCLUSION & READMISSION POLICY

**(CHILDREN, STAFF/VOLUNTEERS)**

This policy provides detailed guidelines on exclusion and readmission of ill youth, staff and volunteers. These guidelines must be adhered to in order to minimize exposure to/contact with potentially infectious agents and to reduce the spread of communicable diseases. This program does not allow ill youths, staff, or volunteers to be in attendance unless cleared by a medical provider (written statement must indicate that individual is not contagious or that the individual is on an appropriate therapy and can attend school-age care).

**Exclusion of Children:** Please refer to *Managing Infectious Diseases in Child Care and Schools, 3rd Edition.*

A youth is temporarily excluded or sent home as soon as possible if one or more of the following conditions exist:

* Illness prevents the youth from participating comfortably in normally scheduled activities
* Illness results in a greater need for care than the staff can provide without compromising the health, safety, and wellbeing of the other youths
* The youth has any of the following conditions:

~ Lethargy, irritability, difficult breathing, or other symptoms of possible severe illness

~ Fever (above 101˚F rectally, or 100˚F or higher axillary) accompanied by behavior changes.

~ Diarrhea (more watery stools, decreased form of stool, and increased frequency/not contained by the youth’s ability to use the toilet) until the diarrhea resolves. Refer to CARING when diarrhea is caused by Salmonella typhi, E coli, or Shigella infections.

~Blood in stools not explained by change in diet, medication, or constipation/hard stool.

~Vomiting (two or more incidents in the previous 24 hours)

~Persistent abdominal pain (more than 2 hours) or intermittent pain associated with fever or other signs/symptoms.

~ Mouth sores with drooling

~ Rash with fever or behavior change.

~ Pink or red conjunctiva (white of eye) with white or yellow drainage.

~ Tuberculosis

~ Impetigo

~ Strep throat or other streptococcal infection.

~ Chicken pox; Shingles; herpes simplex

~ Pertussis; Unspecified respiratory track illness

~ Hepatitis A

~ Measles, mumps, rubella

~ Scabies (until after treatment begun)

~ Head lice (at the end of the day until after the first treatment)

~ Any youth deemed by local health officials to be contributing to the transmission of illness during an outbreak.

**Interim Procedures for Children/Youth Who Require Exclusion:**

* A child who becomes ill while in attendance is made comfortable in a location away from other children (isolation room) and supervised by familiar staff.
* Child’s parents/guardian are contacted immediately to pick up child as soon as possible.
* Staff request that parents contact the program with the advice received from the child’s medical professional, if a medical visit was deemed necessary.

**Exclusion of staff/volunteers:**

This program does not allow ill staff or volunteers to have contact with children. Staff/volunteers are temporarily excluded or sent home as soon as possible if one or more of the following conditions exist:

* Chickenpox; shingles; rash with fever or joint pain
* Measles, mumps, rubella
* Diarrhea (three or more episodes during the previous 24 hours or blood in stools)
* Vomiting (two or more episodes during the previous 24 hours)
* Hepatitis A
* Skin infection; scabies
* Tuberculosis
* Strep throat
* Lice
* Conjunctivitis (as pink or red conjunctiva with white or yellow discharge)
* Haemophilus influenza type b
* Meningococcal infection
* Pertussis
* Respiratory illness if illness limits the staff’s ability to provide an acceptable level of child care and compromises the health, safety, and wellbeing of the children.

**Readmission:** Children, staff, and volunteers are readmitted when:

* The signs or symptoms that required exclusion are resolved (minimum of 24 hours)
* With a written statement by a medical provider that the individual is following prescribed therapy and is cleared to return to care/duty
* Child/youth is able to participate in normally scheduled activities

**Program Procedures for Reporting Exposure to Communicable Diseases:**

* Report all communicable diseases to public health officials.

# Signing Youth In and Out

Each youth must be signed in and out on his/her group’s AF Form 1930, Daily Attendance Record, by the parent or authorized person. Youth aged nine and over may sign themselves in or out with prior permission in writing by the parent/guardian. The group leader will check to see that each youth returns to the School-Age Care Program after school. If a child fails to show up for the bus or to the program, the parent will be notified immediately by telephone. **Please notify us if your child will not be using the program. It is our responsibility to call parents whose children do not show up but are expected to attend.**

Youth may be released only to a legal parent, guardian, or an adult authorized in writing on the AF Form 1181, by the parent or guardian. A sibling may pick up the youth if they are at least 14 years old and are listed on the youth’s AF Form 1181 as being authorized. When the staff member does not recognize an adult to whom the youth is to be released, the staff member will ask for identification and verify that the person is listed on the AF Form 1181.

For the release of a youth to a person previously not authorized in writing by the parent/guardian in an emergency situation will be: The parent must call to give the name of the person who will be picking up the youth. A staff member will record the name and call the parent/guardian back to verify this information. The person picking up the youth will be asked to show a valid picture ID before being allowed to leave with the youth.

The next time the parent/guardian is in the facility, they must add the person’s name to the AF Form 1181 as being authorized to pick up that youth.

# Guidance/Discipline Policy

The goal of guidance is to assist children/youth in developing self-discipline. Adults will need to provide positive guidance that teaches children/youth to make their own decision, help them process feelings, recognize consequences and explore alternative solutions and outcomes to solve problems. All staff and volunteers are responsible for adhering to the guidelines outlined in this policy and will receive training annually.

**Discipline techniques that are acceptable** to guide the behavior of children/youth enrolled in our programs include:

* Set clear and appropriate limits
* Model acceptable behavior
* Provide an environment that encourages self-discipline
* Anticipate and eliminate potential problems
* Use natural and logical consequences
* Recognize children/youth’s efforts
* Use negotiation, reasoning and redirection
* Encourage children/youth to use conflict resolution skills

**Discipline techniques that are unacceptable** to guide the behavior of children/youth enrolled in our programs include:

* Corporal punishment to include forced physical exercise
* Withholding nutrition or hydration
* Verbal abuse, threats or derogatory remarks about children/youth and their families
* Manual, mechanical and chemical restraints
* Isolation
* Punishment by peers and/or group punishment or discipline for individual behavior
* Punitive work assignments or unnecessarily punitive restrictions

The above acceptable discipline techniques are also to be used with children/youth that have special behavioral needs or issues; however, appropriate responses may vary depending on the child/youth and the situation. Use the following techniques if it becomes necessary to de-escalate a volatile situation:

* Use communication techniques (negotiation, mediation, listening)
* Encourage self-calming behaviors
* Separate those involved
* Involve child/youth in regaining control
* Escort to a space away from the area of the situation

When behavior problems arise program staff will look at the routines, the environment, and the individual needs of the child/youth to help them overcome the behavior. However, if a child/youth is consistently exhibiting inappropriate behaviors program staff should: (1) inform the SAP Coordinator and/or T&C specialist; (2) initiate a conversation with both the child/youth and their family; and (3) if necessary, develop a behavior support and management plan memorandum of agreement (attached) with the SAP coordinator and T&C specialist.

Program staff must also be aware of family issues such as deployments, divorce and blended families, gang pressures, etc. and the effect they have on children/youth’s behavior. Resource materials should be available for staff and families.

It is important for all program staff and volunteers to be aware of the language, the tone of voice, and the manner of speech they use when working with children/youth. You are to teach, guide, and build positive relationships with children/youth to encourage them to act responsibly.

# Bullying

School-Age has a zero-tolerance for bullying behaviors. Youth who are either physically or verbally aggressive to others will be disciplined. At the first offense youth will be spoken to by caregivers and explained as to how their behaviors are inappropriate and hurtful. At the second offense youth will be given a behavior report for their parents to review and sign. If youth continue to bully their parents will be called and the child may be sent home. Youth who persistently bully may be required to be put on a behavior plan.

Youth who are being bullied are encouraged to inform caregivers of any bullying incident. Caregivers will address the situation, persistent bullying will be addressed by the Coordinator. The MFLC may be used to facilitate discussions. Precautions will be taken to protect any child who is being bullied.

# Child Maltreatment Prevention and Reporting

**Prevention:**

Every measure is taken to assure the safety of your youth. The following procedures will be followed:

1. Rooms are monitored at all times by CCTV.
2. Staff working alone will be monitored closely.
3. The staff must possess a local, state and national agency clearance before they are allowed to work alone with youth.
4. All staff will receive initial and annual child abuse prevention training and acceptable guidance techniques training.
5. All visitors to the program will be signed in and escorted by a staff member.
6. There will be only one entrance allowed into the program and will be monitored by a staff member.
7. DoD Child Abuse and Safety Hotline: 1-877-790-1197
8. Family Advocacy: 723-5096

**Reporting:**

Youth Programs staffs, contract employees and volunteers are mandated reporters. They must be familiar with the program’s policies and operating instruction which detail procedures for prevention, identification and reporting of child abuse/neglect. In case of alleged director’s involvement, the Airman & Family Services Flight Chief will be informed immediately.

**Reporting procedures:** All suspected cases will be referred to the coordinator/designee. When a potential situation exists or an allegation of child abuse or neglect is received, the Airman & Family Services Flight Chief, (723-4512) and the Family Advocacy Office (FAO) will be contacted (723-5096) within one hour.

**Actual reporting of incident:** All staff to include Program Assistants, Leads, Rec Aids/Assistants, Coordinators, Directors, desk clerks, food service personnel, or flight chief will report all suspicions of child maltreatment to the FAO (IAW AFI 34-144). During director’s absences, the supervisor on duty is responsible for ensuring that reporting procedures are implemented.

**Written report:** A written report must be completed and forwarded to FAO and Airman and Family Services Flight Chief, ASAP. Flight Chief will forward to HQ ACC within 24 hours. The report should include date, location and type of incident, name and age of alleged victim, pertinent information on alleged offender, description of incident, sponsor’s name, social security number and branch of service. Blank copies of the report are available with management.

# Internet Safety

We encourage youth to use our computers as means to learn skills, develop interests and research information. To ensure the safety of youth our computers have blocker software installed that helps to prevent access to inappropriate websites and images. Youth are only allowed access to the websites listed on the “SAP Approved Website List”. This list is subject to change, we encourage parents to share with us any websites their child uses, especially those that are educationally based. When computers are in use, staff will monitor youth closely to ensure they are not exposed to anything inappropriate and to help youth develop computer skills. Youth are not allowed access to any social media site while in the School-Age Program; additionally caregivers are not to “friend” or “add” any School-Age youth who may be a member of a given website.

# Professional Development Plan

The Minot AFB School-Age Care Program Professional Development Plan provides expertise to guide curriculum implementation and learning.

The program employs a Training and Curriculum (T&C) Specialist to provide initial and ongoing training to all teaching staff and to guide the implementation of the program curriculum.

# Curriculum

The program’s curriculum design involves planning, implementation, and ongoing evaluation of activities, materials and equipment, and schedules. The curriculum includes well-designed environments (indoor and outdoor), and varied appropriate activities/experiences supporting children/youth social, emotional, cognitive, and physical development. Boys and Girls Clubs of America and 4-H curriculum/programming are also integrated in everyday experiences.

# Training

All teaching staff are required to complete the 15 Department of Defense (DoD) School-Age Staff Training Modules within 18 months of hire. The modules were developed to provide school-age program staff comprehensive, performance-based training on how to plan and carry out developmentally appropriate out-of-school programs for children in kindergarten through sixth grade. Successful completion of each module requires demonstrating knowledge and competency of practices. The completion of the module training program leads to college credits through Concordia University, St Paul College of Education.

A comprehensive annual training plan is established every year; this plan guides and informs our training approach so that our training objectives can be achieved.

* The Site Director receives at least 30 hours of training in each 12-month period. This training includes attending Air Force and regional or national school-age and youth development conferences. Training also includes information in areas such as: disease control, cultural issues, financial management, risk management, quality assurance and other school-age topics.
* Child and Youth Program Assistants who have completed the DoD School-Age Training Modules receive at least 21 hours of training in each 12-month period. Annual training is provided on: positive discipline techniques including training on acceptable and unacceptable ways of touching, talking to, and handling children and on how to report suspected child abuse and neglect. This training also includes information such as: how to work with families, how to relate to children/youth in ways that promote their development, how to set up program space and design activities, and hot to promote the safety, health, and nutrition of children/youth.

# Family Involvement & Support Plan

The School-Age Program subscribes to a family focused approach and submits that a family program offers the following benefits:

1. Acknowledges the families’ primary responsibility for the education of their children and supports their involvement in the entire process.
2. Acknowledges the youth as part of a dynamic unit to better understand the individual circumstances and resources that affect the youth/family unit.
3. Facilitates ongoing dialogue between families and program staff so as to support individual youth’s interests and to meet their needs.
4. Maintains a center program relevant to the needs of families, recognizing and acting on parental expectations in a culturally/linguistically sensitive fashion.
5. Supports the home language when possible, and provides or arranges for translation services, if needed.
6. Offers a variety of parent educational opportunities to enhance parenting skills and promote family resiliency.
7. Helps families access and develop their community resources.

**The following goals and objectives are inherent to the Family Involvement & Support Plan:**

1. Provide emotional support – Many parents/guardians face the challenge of balancing the demands upon their time, energy and financial resources, while trying to build and maintain healthy relationships within their families. The program offers support through educational services and ongoing practical guidance that influences the well-being and development of their children/youth; partnership with other parents is encouraged.
2. Encourage information-sharing between parent and staff and promote acquisition of new skills – A two-way flow of information is essential to provide consistency and continuity of School-Age care. This can be accomplished through formal and informal parent/staff conferences, daily communication, newsletters, and follow-up. Staff developed workshops, program observations, video presentations and group trainings provide the opportunities to share expertise.
3. Foster family participation in program’s activities – While parents have the opportunity to determine the type and degree of their own involvement, they are invited to participate on advisory committees, quality improvement working groups, and in special events, to be involved in decisions about their children/youth’s program, and to assist in creative as well as routine duties.
4. Facilitate the use and development of community resources – The program informs families about availability and access to community resources (health, mental health, assessment, educational services and other early education programs) and provide liaison, referral and coordination functions to various services, if needed.

**The Family Involvement & Support plan is implemented by using the following strategies:**

1. Informal contacts, initial orientation, ongoing dialogue, parent bulletin boards, newsletters and parent handbooks offer opportunities to exchange/share information about youth and program activities on a regular basis.
2. The program’s open-door policy states that families are welcome at all times; parents are invited to visit the program at their convenience and communicate to staff and School-Age coordinator any and all ideas or suggestions. Parents are also encouraged to discuss other issues, concerns or differences in perspectives. Should difficulties or differences arise, the program is committed to work with parents to find mutually agreeable solutions through open dialogue, meetings, and other culturally sensitive approaches.
3. The program has an active Parent Advisory Board comprised of parents and staff. This board meets monthly to develop the overall “family involvement” calendar; to plan community or enrichment activities; to address parents’ suggestions, ideas and concerns; and to assist families and program staff in negotiating differences, if necessary. Parents who attend PAG for three consecutive months will receive a $25 rebate to be used on future child care, at their present child care facility.
4. The Quality Improvement Team or QIT meets quarterly to discuss areas of improvement, concerns from parents or staff and to applaud areas of excellence.
5. Informal daily conversations with parents provide a time for information exchange and shared problem solving. Formal conferences may be arranged by request. Informal conferences/verbal exchanges take place on a daily or weekly basis. The content of conferences is kept confidential and specific to individual needs.
6. Open house, parent workshops, and parent involvement activities are additional opportunities for families to visit the center, to meet other families, and to become involved with the program.

Minot School-Age Care Program realizes the importance parents plan in the education and development of their children/youth; and, strives to share this responsibility with families by respecting their ideas and concerns, encouraging involvement in the program and providing support in an effort to establish and maintain collaborative relationships with each child/youth’s family.

# Parent Advisory Group

The Parent Advisory Group (PAG) holds monthly meetings the first Wednesday of each month at 1100. The meetings are held at the Child Development Center, their purpose is to obtain parent input and to disseminate information to parents. Parents are encouraged to attend; PAG offers payment credits to families who attend multiple meetings. Please see the Front Desk for additional information.

**Quality Improvement Team**

The quality Improvement Team (QIT) Meeting bridges the gap between school, parents and the School Age Care Program. The meeting allows for an exchange of information and ideas between all parties. QIT meets quarterly and parents are highly encouraged to attend meetings in order to stay informed on upcoming events in the School Age Program and to offer further suggestions or to bring up areas that they think should be addressed.

# Food Program and Food Allergies

The program serves breakfast, lunch, afternoon snack, and dinner in accordance with the USDA Child and Adult Care Food Program. Please refer to the parent bulletin board located inside the SAP area for meal schedules for school and non-school days. Dinner will be served to those who are staying past regular hours due to base wide exercises at 1800. Please inform the program of any food allergies your child may have. No outside food may be brought into the program. The only exception would be when the program cannot secure specialty foods for the children with food allergies. Youth, who have been identified with a food allergy/intolerance, will be provided meals/snacks which meet their dietary needs and are in accordance with USDA CACFP. Documentation to include substitutions and an exposure response plan is on file from the youth’s health care provider. For the Minot AFB School-Age Program, this documentation includes the 5MDOS memorandum for Medical Evaluation, the CACFP Medical Statement for Child with Allergies/ Chronic Disease/ Disabilities Requiring Special Meals form and a signed memorandum from a medical professional listing food substitution options.

# Nutrition Philosophy Statement

We believe that good nutrition is a basic right of every child. Our nutrition policies reflect our commitment to ensuring that the children’s nutritional needs will be met in a positive, nurturing manner with respect for individual needs and preferences of the children and their families. We provide meals that emphasize fresh fruits, vegetables, whole grain breads, low fat milk, meats, poultry, fish and cheeses. We provide nutritious snacks that are low in fat and sugar; such as fresh fruit and vegetables and fruit juices. We discourage high-sugar foods such as candy, cookies, cakes, fruit drinks, and high-fat foods such as potato chips. We believe that exposure to different ethnic foods promote a positive awareness of the various cultures of the world in which we live. We include a variety of ethnic foods to the children in our care.

# Special Needs

Children with special needs are accepted at the Youth Center. Youth who have been identified with a special need(s) are provided services within the program when reasonable accommodations can be met. A technical definition of special needs is a youth who has a physical or mental impairment which substantially limits one or more major life activities. The youth’s developmental and/or medical requirements will be reviewed by the CYP medical advisor and a team of experts including: the CYP Medical Advisor, the Medical Group Exceptional Family Member representative, the Flight Chief, the Flight Training and Curriculum Specialist, the installation’s Legal Office, and others as determined by the installation that convene in order to determine if reasonable accommodations can be met. If reasonable accommodations can be met, an Inclusion Action Plan is developed to provide written instructions concerning how the program will meet the youth’s needs, changes to the environment, specialized training, required staff, youth ratios, etc. If reasonable accommodations cannot be met or there is a request to fundamentally alter the nature of the program, the Flight Chief will contact their MAJCOM Specialist to determine the appropriate course of action.

# Dress Requirements

We plan a very busy and active day at the program. Please dress your youth accordingly. We request that sturdy shoes are worn so your child might enjoy our playground equipment, neighborhood walks and field trips. **Open toed or opened heeled shoes are not allowed.** We will take the youth out every day, weather permitting, so please dress them appropriately for the weather conditions. If you feel that your youth might need an extra set of clothing, please send it with them. All extra clothing, coats, gloves/mittens and hats should be labeled with your child’s name.

# School Connection

We support the school district in their pursuit of the best education available for your child. We have participated in activities that reinforce curriculum used in the district, and offer an open door policy to educators and administrators of the school district. If your child has any special educational needs, please share this information with us so that we might be a partner in their academic endeavors. With the School-Age Program, families, schools and communities working for the best interests of children we can form a safety net for each child that will support them and boost their success in school and in life. Completion of homework is a choice for each child in the School-Age Program in a designated quiet area with additional materials provided.

# Field Trips

One of the most exciting parts of our program is field trips. Field trips provide the opportunity for the children to feel a part of the larger community. By making use of community resources, our program can introduce the children to many educational, cultural and historical activities. Trips are planned locally to include the library, bowling center, swimming pool, picnic areas, playground, and tours of base organizations. Some of these area trips will require admission fees that you will be asked to pay in addition to your weekly fee. In order for youth to attend field trips, parents must authorize transportation of youth by the School-Age Care Program on the AF 1181. Youth will be transported by a staff member who holds a GOV license, using Youth Programs vehicles which are inspected on a daily basis.

Lunch will be provided from the center so your child will not need to bring any money on these days unless requested by the staff. We will provide children with a School-Age field trip shirt on the day of the field trip that matches that of our caregivers, children will change into the shirts before the field trip and return them immediately following the field trip. We encourage and would appreciate parent volunteers on our trips. Emergency phone numbers, a first aid kit, food, necessary medication, and activities are taken on field trips. While the children are on the trip, emergency numbers for the trip location, directions to the location, departure and expected time of arrival information remain at the center.

Field trips are a choice and a privilege; children are not required to attend field trips. Children who wish to forgo a field trip will be allowed to remain at the School-Age facility as long as there is adequate staff on duty. Children may lose the privilege of attending a field trip if they have persistent behavior issues on the day of the field trip.

# Transportation

Youth will be transported to and from school in GOV vans and buses for the months of August, September, October, April and May. The remainder of the months, the youth will be transported on contracted buses to and from school. Youth will also be transported on GOV vans and buses for all field trips. In order for the School-Age staff to transport youth, parents must sign to authorize youth for transportation on the AF 1181.

# Program Areas and Objectives

Interest areas in our school-age program vary with each school year and summer program. Physical areas can be changed based on the children’s interests. Our current activity rooms are as follows:

* **Fantasy-** This room is all about dramatic play and imagination. The objective of this room is to provide youth with an area where they can express themselves in meaningful ways such as through writing, music, and theater.
* **Gallery-** This room is all about art: Fine Art, Digital Art, Crafting and everything in between! The objective of this room is the provide youth an area where they can use their fine motor skills to express themselves artistically through various mediums.
* **Discovery-** This room focuses on science, social studies and mathematics. The objective of this room is to provide youth with resources with which they can explore the world around them.
* **Preteen-** Located at the Youth Center, this area includes more challenging games and activities suited for youth 9 and up. The objective of this area is to provide preteens with a special area where they can be among their peers with age and ability appropriate activities.
* **Gym/Playground-** We utilize the playground whenever the weather is permitting; otherwise youth will play in the gym. The objective of this area is to provide youth with an outlet to use their energy, practice gross motor skills, learn new games and develop a positive and life long relationship with physical activity.

Currently, interest areas include: Building Area; Computer Area; Reading Area; Quiet/Homework Area; Games Area; Video Game Area; Salon Area; Barbie Area; Dress-Up Area; Writing Station; Science Lab; Arts and Crafts. Through challenging and fun activities, children have the opportunity to do homework or learn more through the use of computers or reference materials.

# Homework Help

The agreement to do homework should be between you and your child. We will provide a quiet space and resource materials for your child and encourage him/her to complete their homework. We facilitate the completion of homework by offering Power Hour after snack (during the school year only), additionally a staff member can always help with homework or studying if requested and if resources are available.

# Force Protection

The youth center will comply with all force protection measures implemented by wing command. During EXERCISE conditions which require the building to be secured and 100% ID check, the youth center will implement these measures as required and will resume normal activities, when directed, with heightened state of alertness. You will not be denied access to your child. During REAL WORLD conditions, which require the building to be secured, and 100% ID check for entrance, a staff member will be posted at the door and the youth center will comply for the entire duration of the Real World situation. Although we cannot deny you access to your child, once inside the center, you will be expected to comply with all force protection measures, even when they include restricting your departure from the building.

# Safety Requirements for Unsafe Conditions

**Safety Hazards**

Report safety hazards in the facility and program areas immediately to the Director, who will in turn, submit a written report to the Squadron Safety representative. Staff will correct safety hazards immediately, when possible, or turn over to a qualified person to correct. Fire prevention is an ongoing task. Staff complete daily fire and safety checks prior to opening the facility and the Director completes monthly fire and safety checks as well. Additionally, a representative from the fire department completes monthly checks of both School-Age facilities.

# Emergency Evacuation

Full details of evacuation procedures, location and use of emergency equipment and individual responsibilities are included in initial orientation.

The following are general guidelines for **fire drills**:

* When the emergency alarm sounds, the building must be evacuated immediately, using the primary or secondary exits as applicable.
* Youth and staff will evacuate by walking in an orderly manner using the primary exit.
* The supervisor/staff will check bathrooms and storage areas to ensure occupants have evacuated.
* School-Age will use their AF Form 1930 to account for all children in care. Youth are to gather with their assigned caregiver by color group.
* Auxiliary staff (janitorial and kitchen staff, T/C’s, coordinator) will be assigned specific responsibilities during evacuation.
* The desk clerk will notify the fire department and be available for assistance.
* All personnel are required to know the following emergency phone numbers:

**On base from your cell phone on base is 701-723-1991.**

**For evacuations of the facility due to gas leak**, etc, the youth will be evacuated from the nearest exit and assembled at least 75 ft. away from the building. Attendance will be taken immediately. When all youth are accounted for, we will then proceed to the Northern Lights Chapel. If a youth is found to be missing, staff will not re-enter the building, but notify emergency personnel with a description of the youth and where the youth was last seen. Designated staff will check all rooms prior to departure, including the bathrooms. Designated staff will call 911 services to alert emergency personnel.

**For bomb threat evacuation** the staff will assemble all youth at the edge of the parking lot closest to the Northern Lights Chapel. Staff will hand carry the Sign In/Out sheets. Attendance will be taken immediately. When all youth are accounted for, we will then proceed to the Northern Lights Chapel, primary or Family Support Center, secondary. If a youth is found to be missing, staff will not re-enter the building, but notify emergency personnel with a description of the youth and where the youth was last seen. Designated staff will check all rooms prior to departure, including the bathrooms. Designated staff will call 911 to alert emergency personnel.

**For tornadoes and plane crashes:** In the event that the alarm is sounded, the staff will ensure that all youth proceed to “The Gallery” room # 118 or the locker hallway, or the bathrooms if necessary and take cover on the east wall in the tuck position. Staff will take their Sign In/Out sheets. The staff and youth will remain in this position until the alarms have stopped. A designated staff will then survey the building for damage and possible evacuation procedures. When the facility must close for an emergency, the youth will be evacuated to a safer location. Parents will be notified by telephone of the change.

# Emergency Closing Policy

It is our policy to support the childcare needs of mission essential personnel during emergency closings. These closings may be due to the weather, reduced manning, holidays, or other times, as announced by the wing commander.

During these times, care will be provided as announced at either the Youth Center or the Child Development Center. Care will be provided for essential personnel only.

A signed letter containing the signature of the sponsor’s commander must be on file in the center to validate the mission essential status.

If the base is closed to all personnel, including those who are mission essential, the center will close and no care available.

**Facility Usage by Other Programs**

Utilization of the YP facility by a sponsored youth group and/or other organization will be coordinated with the YP Director at least two weeks in advance of the desired date and is subject to a rental fee. Fees will be determined by the Youth Director, approved through proper channels, and specified on the rental contract.

# Rights of Children and Families

Our School-Age youth and their families have the right to fair and equitable treatment. Youth and their families are to be treated in a non-discriminatory manner, including affirmative experiences relating to language, religion, and culture. Children who have special needs will receive the accommodations to receive equitable treatment and be able to grow within the School-Age Program. If any child, youth or family feels as though their rights have been impeded upon, they are entitled to filing a grievance report.

# Grievance Policy

**Youth:** Youth may initiate a grievance at any time by speaking directly to a caregiver or to the School-Age Coordinator, or by submitting their issue in writing.

-1st Level- Discuss your concern with the individual if possible.

-2nd Level- If grievance is unresolved; you are encouraged to address your concern with the SAP Coordinator.

-3rd Level- If grievance is unresolved; it will be brought to the attention of the Youth Programs Director.

**Parents:** Parents may initiate a grievance at any time by speaking directly or submitting their issue in writing to the School-Age Coordinator.

-1st Level- Discuss your concerns or grievances with the SAP Coordinator for a prompt resolution.

-2nd Level- If grievance is unresolved you are encouraged to address your concern with the Youth Programs Director.

-3rd Level- If grievance is unresolved it will be brought to the attention of the Airman & Family Services (A&FS) Flight Chief.

# Staff Recognition

We encourage our School-Age families to let us know when they feel a staff member has gone above and beyond in their duties. Please let the supervisor on duty know when you feel a staff member deserves kudos or fill out an ICE comment card located that the front desk.

# POINTS TO REMEMBER

1. The School-Age Care Program does not encourage or accept responsibility for toys and other items brought from home.
2. Please place your youth’s name on each article of clothing to ensure a quick return if it should become lost. Please check the lost and found regularly for any lost items. Items are later donated to local charities. The program is not responsible for lost items or clothing.
3. Advance notice of appointments is appreciated, as youth may be in an alternative area for an activity. Please notify staff of a youth’s planned absence.
4. For after school-care participants, please notify the program if your youth will not be attending. We want to ensure their safety and whereabouts.
5. For before school-care participants, please notify the program is your youth will not be attending. We want to ensure their safety and whereabouts.
6. Please send your youth in comfortable clothes and tennis shoes. No open toed or open heeled shoes.
7. Please read all notes or literature sent home. This is extremely important and sometimes the only means of communication with working parents. Please check parent information boards for pertinent information also.
8. Parents are most welcome to observe in the rooms, go on field trips, and attend program activities and to share their talents or interests with our youth at any time. We hope each parent will do one special activity with the program during the year.
9. The School-Age Care Program and surrounding grounds are non-smoking area. Please extinguish all smoking materials before arriving at the program and throw them in a proper container.
10. School-Age Care Program policies and procedures change dependent upon Department of Defense and Air Force regulations, USDA requirements, command, group and base level guidance, other official agency decrees and the general needs of our program. Parents will be notified of changes in a timely manner via official memorandum, in the monthly parent letter, via email correspondence, in the parent handbook, on the parent information board, orally by School-Age staff, and/or via our Facebook® page.

# School Year Schedule

**0630-0700** Arrival

Self-Directed Activities

Planned Activities

Breakfast Preparation (cleanup and hand washing)

\*As youth arrive, they participate in self-directed/low-energy planned activities (games, reading, listening to music, and begin or finish projects). Staff oversee a low-key group game or activity.

**0700-0800** Breakfast

**0800-0830**  Self-Directed and Planned Activities

Indoor/Outdoor physical/fitness activities

\*Youth make choices moving independently to participate in Physical play (inside/outside), self-directed and planned activities (dramatic play, music, blocks/construction, arts and crafts, science, games, literacy)

**0800-0815**  North Plains Youth Prepare and Depart for School

**830-0845** Dakota Youth Prepare and Depart for School

**1500** North Plains Youth Arrive from School \*\*Group meetings are held

**1530**  Dakota Youth Arrive from School \*\*Group meetings are held

\*\*Brief group meetings are held to discuss any issues/concerns, make announcements, share news, invite ideas for projects and activities and youth agenda items.

**1500-1615** Snack

**1500-1730** Self-Directed and Planned Activities

Power Hour

Indoor/Outdoor Physical/Fitness Activities

Club Activities

\*Youth make choices moving independently to participate in physical play (inside and outside), self directed and planned activities, (dramatic play, music, blocks, construction, arts and crafts, science, games and literacy)

\*Power Hour is a time period reserved after lunch to offer academic achievement options. Children are encouraged to read, play educational computer/board games or participate in high-yield activities that increase literacy, writing and STEM skills.

**1730** Departure

# Non-School Day Schedule (Includes Summer Camp)

**630-830** Arrival

Brief Group Meetings\*\*

Self-Directed Activities\*

Planned Activities\*

Breakfast Preparation (clean-up and hand washing)

**730-830** Breakfast

**830-1130**  Self-Directed Activities\*

Planned Activities\*

Indoor/Outdoor Activities

Physical/Fitness Activities

Club Activities

Lunch Preparation (clean-up and hand washing)

**1130-1230** Lunch

**1230-1330** Power Hour

**1230-1500** Self-Directed Activities\*

Planned Activities\*

Indoor/Outdoor Activities

Club Activities

**1500-1600** Snack

**1500-1730** Self-Directed Activities\*

Planned Activities\*

Indoor/Outdoor Activities

Club Activities

**1730** Departure

\*Planned Activities include but are not limited to diverse curriculum with long-term activities, field trips, featured activities, and club activities.

\*Self-Directed Activities include but are not limited to computers, music, arts and crafts, video games, science experiments, board games, legos, little pet shop, Barbies, field trips.

\*\*Brief group meetings are held to discuss any issues/concerns, make announcements, share news, invite ideas for projects and activities and youth agenda items.