

51st Airman & Family Services Parent Handbook



Welcome to 51st Child and Youth Programs

I would like to extend a warm and friendly welcome to 51st Force Support Squadron Child and Youth Programs. We understand there are many options for your youth's activities in the local community and we are pleased that you have selected us. We feel we present the best quality comprehensive programming for any child between the ages of 6 weeks to 18 years old. Child and Youth Programs (CYP) strives to accommodate our military families by providing healthy, safe and enriching environments for your children so that you can accomplish your military mission with peace of mind knowing your children are safe.

Child and Youth Programs are comprised of six distinct areas: Child Development, School Age, Sports, Instructional, Youth and Teen Center Programs. We are affiliated with Boys and Girls Club of America and 4-H. We have combined their curriculums with our mandatory Department of Defense programming, which provides a variety of activities to enhance social, cultural, educational and creative abilities of young family members.

This handbook is designed to give you basic information and answer most commonly asked questions about our Child and Youth Programs.

We believe that we have developed a comprehensive program that will give your child an opportunities to explore, learn, play and just have fun.

Christopher Kitt
Chief, Airman and Family Services Flight

Program Vision, Mission and Goals

Vision

Expand and enhance opportunities for youth to learn life-long skills.

Mission

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

1. Recognize Accomplishments
2. Plan and Implement Programming
3. Create support system of Programs Staff
4. Youth/Teen programs will operationally and financially meet Air Force mandates

GENERAL INFORMATION

There are three facilities located on Osan Air Base that host the programs; Child Development Center, School Age Program, and Youth & Teen Centers. Within the CYP organization, there are specialized programs to meet the needs of all of your children ages 6 weeks to 18 years. Child Development Center offers full-time and PCS care. School Age Programs offers before and after school care, winter, spring and summer camps. The youth center offers educational support, core programming, open recreation, field trips and organized BCGA and 4-H activities. The Teen Center Programs are located in the Youth Centers and offers leadership development, employment skills, and service opportunities. Youth Sports and instructional programs are hosted in various locations throughout our base.

Program Eligibility

Dependents of active duty military members, DoD civilian employees and others authorized per AFI 34-144.

Program

Age Eligibility

| | |
|---------------------------------|--------------------------------------|
| <i>Child Development Center</i> | <i>6 month – 5 years</i> |
| School Age Program | 5-12 years (must be in kindergarten) |
| Youth/Teen Center | 9-18 years |
| Youth instructional Classes | up to 18 years |
| Youth Sports | 5-18 years |

Membership

All youth activities require a valid Youth Programs Membership. In addition to the membership fee, the parent or guardian must complete a Youth Activities Application (AF Form 88) and/or applicable registration forms. Membership must be renewed annually.

Fees

Each activity within CYP has established fees and charges for services. Fees may be paid in person at each facility. Monthly payments for Child Development Center and School Age Program will be set up as recurring transaction using the Orbital system. Payments for non-recurring activities may be made in person or over the phone using a credit card. At no time will the programs retain credit card information, therefore for non-recurring payments a call must be made each time payment is rendered.

Parent Involvement & Communication

There are several ways to become involved with CYP. The Parent Advisory Board (PAB) is for interested parents of children to assist, advise and guide CYP to develop the best possible programs. Continuous Quality Improvement Teams (QIT) meet quarterly and are designed for School Age Program parents to provide valuable feedback about your child's care and assist in developing new and interesting activities & programs. CYP has an open door policy and appreciates your feedback and suggestions.

Tobacco Policy

The use of all tobacco products are prohibited in CYP facilities and surrounding areas. This includes smokeless and electronic products. Please extinguish all smoking materials prior to arriving at the centers.

Use of Alcohol and Illegal Drugs

Alcoholic beverages or stimulants will not be brought to any CYP facilities. Persons suspected of indulging prior to coming to a facility will be denied admittance and their parents notified. Children will not be released to parents or patrons who appear to be under the influence of alcohol or drugs while on premises. Security Forces will be contacted immediately.

Medication Administration

Trained employees may only administer medicine to children enrolled in the full day care program. Because of the possibility of reactions, parents must administer the first dosage and wait twenty minutes before the child may be signed in. All medications need to be in their original container. The medication prescription label must have: child's name, physician's name, beginning and ending dates, dosage frequency, expiration date and name of medication. An AF Form 1055 must be on file, completed by the parent, following a medical care plan. Parents must sign the medical form each day the medication is to be administered.

Children attending youth program activities must administer their own medication. Special consideration can be arranged with the Director for youth in special circumstances. No illegal drug use is acceptable.

Illness/Injuries and Accidents

If your youth becomes injured or sick while involved in CYP, staff will contact the parents to pick up their child. We will do our best to isolate the child until the parent arrives. If a child is involved in a serious accident, staff will call the proper emergency medical service to provide first aid. We will contact parents or the emergency contact.

Because many childhood illnesses are contagious, please do not send your child to CYP activities if they exhibit signs of illness. Temporary exclusion is recommended when the illness prevents the child from participating comfortably in activities and/or results in a greater need for care than the program staff can provide.

The following symptoms require temporary exclusion in accordance with The American Academy of Pediatrics Managing Infectious Diseases in Child Care and Schools:

- 1) Appears sick; inexplicably irritable, persistent crying, lethargy or difficulty breathing
- 2) Fever greater than 101° orally, 100° auxiliary AND is accompanied by behavior change or other signs/symptoms of illness
- 3) Diarrhea - defined by more watery stools or decreased form (2 or more above what is normal for the child)
- 4) Blood or mucus in the stools not explained by dietary change, medication, or hard stools
- 5) Vomiting (more than 2 times in 24 hours) unless determined to be caused by a non-communicable condition and the child is not in danger of dehydration
- 6) Abdominal pain that continues for more than 2 hours or intermittent pain associated with fever or other symptoms
- 7) Mouth sores with drooling; unless the child's physician or health authority states that the child is noninfectious
- 8) Rash with fever or behavioral changes, until a physician has determined that the illness is not a communicable disease
- 9) Tuberculosis, until the child's physician or local health department states the child is on appropriate treatment and can return
- 10) Impetigo; until 24 hours after treatment has been started
- 11) Streptococcal pharyngitis (strep throat or other streptococcal infection) until 24 hours after treatment has been started
- 12) Head lice or nits; until after the first treatment (exclusion is not necessary before the end of the program day)
- 13) Scabies; until after treatment has been given
- 14) Chickenpox (varicella) until all lesions have dried or crusted
- 15) Rubella; until 6 days after the rash appears
- 16) Pertussis; until 5 days of appropriate antibiotic treatment
- 17) Mumps; until 5 days after onset of gland swelling
- 18) Measles; until 4 days after onset of rash
- 19) Hepatitis A; until 1 week after onset of illness or jaundice or as directed by the health department
- 20) Any child determined by the local health department to be contributing to the transmission of illness during an outbreak

Emergency Procedures for Weather and Catastrophes

In the event of base closure due to inclement weather, CYP facilities will be closed. If children are in the facility, parents will be notified by phone and facility will remain open one hour so all children can be picked up. If parent, legal guardian or emergency contact does not pick up children in one hour, then Military Police/Security Forces will be notified for assistance in locating the parents. Sponsor's leadership will be contacted to ensure safety of the child until such time as the parent, emergency contact or guardian is able to reclaim the child.

In the event CYP facilities have been damaged and children need to be removed, children will be transported to a designated safe haven in accordance with the Facilities Disaster Preparedness Plan.

Lost or Missing Youth

When children go on sanctioned field trips, staff maintains a roster of all participants, along with permission forms containing emergency contact information for parents or other emergency contact designees. In the event that a child is lost or missing from the program, the parents are immediately notified. Security Forces are also notified with the following information: child's name, description of the youth and his/her clothing, and last location of the child. Every attempt shall be made to locate the whereabouts of the lost or missing child. If off-base, staff will coordinate with appropriate off-base personnel to assist with locating the missing child.

High Risk Activity Supervision

All children are supervised in a safe manner when participating in high-risk activities. A "high-risk" activity is any activity where there is a greater potential for injury to a child. Staff/youth ratios will be adjusted to reflect the level of supervision needed for such activities. All equipment, material and facilities used by children will be in good repair, of safe design, and properly installed. Potentially hazardous items, such as archery equipment, hand and power tools, electrical hot plates, wood burning tools, knives for carving, etc. will be used by children only when adult supervision is provided. Such potential hazardous items, whether or not intended for use by children, shall be stored in locked areas or with other appropriate safeguards, or shall be removed from the premises. Prior to the use of these items, staff will instruct and demonstrate the proper use of said items and develop with the child a list of safety guidelines. Children will be required to follow safety guidelines at all times while participating in high-risk activities. Children who fail to follow safety guidelines will lose the privileges of using high-risk items or participating in high-risk activities.

Staff

All program staff members are highly trained professionals, dedicated to providing quality programs for the youth of military and DoD personnel. All staff are mandated to complete developmental modules, receive training in Medic First Aid and CPR. Youth staff also complete Boys and Girls Clubs' Program Basics, and Commitment to Quality. Youth staff use BGCA's "Back Pocket Program Hints" as an activity guide and Youth Development Outcome Measurement Tool Kit as a final evaluation step in their training.

Child Abuse Prevention and Reporting

All Youth Program staff, coaches, instructors and volunteers are mandated reporters and are held liable if aware of an instance of child abuse or neglect and fail to report. All are trained within 5 days of reporting to work and annually thereafter on proper identification and reporting child abuse and neglect.

Discipline and Guidance

We help children respect themselves, others and to be responsible for their actions. Positive guidance techniques used by the staff include role-modeling, problem solving, redirection, choices, sensitivity and exploration of feelings, communication and consistency. Staff, coaches, instructors and volunteers receive initial training and annually thereafter on proper guidance, discipline, appropriate/inappropriate touch and proper procedures for calling Family Advocacy and/or Security Forces if applicable.

Standards of Conduct:

Respect Yourself, Respect Others, Respect Equipment

Youth staff is authorized to suspend youth from the use of the center. Youth may be suspended until a parent conference with the staff and/or Youth Director has been held for failure to comply with the rules. In the event a youth is unable to participate in Youth Program activities due to disciplinary concerns, termination of membership will be elevated to the Mission Support Group Commander for approval/disapproval.

Medical Emergencies

Every attempt by the staff to prevent a medical emergency is necessary for a safe environment for youth. However, in the event of a medical emergency our first action is to care for the victim, notify the parent, and notify the chain of command of the medical emergency and procedures taken. To ensure that proper care is provided to the victim(s) it is required for all staff members to receive Medic First Aid and CPR training within the first six months of employment.

Emergency Response Plans

CYP response for most emergencies generally involves either sheltering in or evacuation of the building. An exception to this is providing emergency medical care. CYP conducts monthly fire evacuation drills as required by AFI 34-144. The times of the drills are varied. In the event of a natural emergency outside, children and all other occupants of the building will shelter in designated program areas. If an emergency requires evacuation away from the premises the program will coordinate transportation and continued care of children until picked up by an authorized individual.

CCTV Surveillance

Children & Youth participating in CYP may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in CYP.

Transportation of Children

Children are transported by bus, van or supervised walks. Children are never transported by personal vehicle. All staff authorized to transport children have valid driver's license and have passed a driving record background check. Children are required to wear seat belts at all times when in a vehicle.

A signed permission slip may be required for high risk activities or when going off the installation for field trips. All field trips require authorization on AF Form 1181, Youth Flight Program Registration.

Privacy and Confidentiality Policy

Your right to privacy and confidentiality are of utmost importance to us. All financial information, personal information, and your child's information are covered under our confidentiality policy. If you have any questions about what information is covered or who is allowed access to it, please contact the program manager.

Child Development Center (ages 6 weeks-5 years)

Welcome to the Osan AB Child and Youth Programs. We hope your children will flourish and grow while in our care.

We work to create a homelike atmosphere in which your children will be comfortable, happy, and enjoy many learning experiences. This booklet will help you to understand some of the policies of our program.

Our Child Development Center and Annex are nationally accredited through the National Association for the Education of Young Children (NAEYC). Thank you for entrusting your child to our care.

Osan AB Child and Youth Program stands behind our commitment to provide the best developmental experiences for your child. Our curriculum is designed to meet the cognitive, creative, language, social, affective and physical needs of each individual child. We are proud of what we have to offer you and your child. As always, your ideas for changes and improvements are welcome. Your support and active participation in our program help us to provide high quality care for young children. Once again, thank you for the opportunity to be involved in your child's development.

If you have any questions about our program, processes or procedures, please do not hesitate to notify program management.

Philosophy

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

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, representation and appreciation for the arts
- ★ Develop initiative and decision-making skills

Hours of Operation

0700-1800

Closed on all federal holidays, Down Days, Weekends.

784-4966 (CDC)

784-4664 (Annex)

You are always welcome as a visitor at any time during our hours of operation.

Services

Full-Time Care

The full day CDC program offers childcare Monday through Friday for full time working parents. A late fee of \$5.00 per child will be assessed for each child left at the program after closing time (6:00 p.m.).

Hourly Care/ PCS Care

Hourly care or PCS care may be offered during normal business hours Monday through Friday on a space available basis at a rate of \$5.00 per hour. All registration paperwork must be completed before children arrive for hourly care. PCS care requires a PCS Care Certificate from the Airmen and Family Readiness Center.

Placement of Children

Placement of children is based on the request date indicated on the MilitaryChildCare.com website. Once a parent is contacted for a position, they will have 48 hours to accept or decline the slot for their child via the MilitaryChildCare.com website.

Registration

Prior to admission of a child, you must complete and sign all required forms as set forth by AF and/or other agencies. The CDC is responsible for validating immunization dates by reviewing and maintaining a copy of your child's shot record. Admission may be denied if established immunization requirements have not been fulfilled. Names and phone numbers of emergency contact must be annotated on AF Form 1181. Children will not be released to anyone not listed on this form or to siblings less than 14 years of age.

Parent Orientation

Prior to first day of enrollment, new families are required to have an orientation to the program. Parents are able to walk through the facility, meet the children's program assistants and review the contract. Mandatory orientation of all new parents of children takes place prior to starting.

Check-In/Out, Sign-In/Out

Daily check-in procedures at the Child Development Center require that parents check their child in/out at the front desk computers and also sign them in/out on AF FORM 1930, YOUTH FLIGHT DAILY ATTENDANCE RECORD, in the classroom. Signing/checking in is very important and used 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 program assistant and to ensure your child is safely settled.

Release of Children

Children will not be released to anyone other than those authorized by the parent and indicated on the registration paperwork. Parents may call or email an authorization if another adult other than the one listed on the AF Form 1181 is to pick up their child. All newly designated persons will be asked to show picture identification. Children will not be released to any individual who appears to be incapacitated by drug or alcohol use (e.g. stumbling, smells of alcohol).

Withdrawals

A two-week written notice is required prior to withdrawing your child from our program. Withdrawal forms are located at the front desk. Failure to give notice will result in a two-week payment charge.

Termination/Suspension of Enrollment

If your child is unable to function in the CDC environment you may be asked to find alternate care after all possible solutions have been exhausted. Non-payment, or failure to comply with program policy may also lead to termination/suspension of enrollment.

Challenging Behaviors

Any behavior that interferes with child/youth learning, development and success at play, is harmful to themselves, other children or adults or puts a child/youth at high risk for social problems or school failure. A support plan must be developed when children/youth display a pattern of behaviors that put themselves or others at risk.

Children with Special Needs/IEPs

At time of request, parents are required to submit all information regarding any special needs their child may have to include Individual Education Plan (IEPs). Based on the need, an inclusion panel may meet to determine if the environment of the facility can meet the needs of the child. The CDC must be made aware of any problems or special needs your child may have (allergies, asthma, speech delays, physical limitations, etc.) prior to your child's admittance into the program. We are required to coordinate care with the base medical advisor to help us ensure that each child receives the specialized attention they may need. Our goal is to help you place your child in the most appropriate environment available. If we cannot accommodate at the CDC, we will provide you resources for alternate care.

Daily Supplies for CDC

All clothing needs to be labeled with your child's first and last names. Many items look alike so this will help us in keeping your child's belongings organized. Toys, gum, candy, workbooks, and other personal items are not allowed to be brought from home. Acceptable personal items are blankets for resting for children ages 12 months (pre-toddler room) to 5 years old. Children over the age of Children must arrive clean and fully dressed. Closed-toed shoes are required for safety reasons.

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 time your child will be in the center and bring an adequate number of diapers. Label all bags, clothing, shoes, diapers, and other items brought to the center with your child's name. Many items look very similar and this would help us keep your child's belongings organized. Please dress your child in appropriate daytime clothing and footwear. The CDC includes outdoor activities in the children's daily schedule. Children who are able to walk must wear a sturdy pair of shoes. Children who are learning to walk should not arrive to the CDC in "sock shoes" as they do not provide adequate support for children who are learning to walk and run. For your child's safety, do not dress them in flip flops or open toed shoes. Rubber-soled shoes are the safest for climbing and running. Extra changes of clothing are necessary in case of soiling or spills. All items are necessary to ensure your child is safe, comfortable and receives proper care.

Nutrition and Food Service

The CDC is certified to participate in the USDA food program. All meals and snacks are approved and served in accordance with established guidelines. All food served is purchased by the center from approved sources. Weekly menus are posted outside the kitchen and in each classroom. If you would like a copy of the menu, please see the administrative staff at the front desk.

Meal and Snack Schedule

Serving Times:

Breakfast 08:00 – 08:30

Lunch 11:00 – 11:30

PM Snack 14:00 – 14:30

Light Snack 17:00 – 17:30

**Infants are fed on demand and do not have to adhere to the customary meal times.*

Any child in the center at meal or snack time will be served. If your child requires a special diet, a letter from a pediatrician is a requirement. It is imperative that you advise us of any food allergies that your child or children may have. All foods served must be purchased by the program and prepared by the CDC kitchen staff. The cost of meals and snacks are included in the fees. Parents who arrive at meal/snack time to pick up their child are invited to sit with their child until they have finished eating.

Foods from Home

The CDC cannot allow food to be brought to the center from home. The only exception is human milk/infant formula when a parent has chosen (personal preference) to bring in a different formula from the ones offered by the CDC. In this case, the formula/human milk must be brought in plastic bottles ready to be served, and the bottles need to be labeled with the child's first and last name, date and time it was prepared, and contents.

Family Style Dining

Meal times are a pleasant, social learning experience for children and provide opportunities to promote healthy nutrition habits. Children are encouraged to serve themselves based on their developmental abilities. Each child is encouraged to try some of every item served. Children will be encouraged to participate with table setting and clean up after meal times, according to their developmental abilities. Parents are welcome to come eat with the children.

CDC Curriculum

Daily Activities and Classroom Schedules

Diverse activities provide for both the care and development for all children. Outdoor activities are an important part of your child's development. Weather and air quality permitting, the children spend time outside daily. All children are required to go outside during scheduled outdoor time. Appropriate clothing should be brought to the center to meet the needs of the changing weather.

Resting/Quiet Times

A 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 a blanket or stuffed animal for rest time. 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.

Toilet Learning

Learning to use the toilet is a complicated and developmental process, which involves the integration of the child's physical, neurological, social, and emotional processes. When a child shows significant signs of readiness, i.e. verbalization of discomfort, dryness for extended periods of time, child initiated willingness to use the toilet, etc. a cooperative effort will be made between parent and caregiver to assist in developing healthy toileting habits.

Clothing/Personal Belongings/Toys

Children should be dressed appropriately for the daily activities in which they will participate to include wearing clothing that is dry and layered for warmth in cold weather. Children often need additional changes of clothing in the event of food or drink spillage or a toileting accident. If your child does not have a change of clothing, we may have to ask you to leave work to bring us the necessary items in order to keep your child comfortable. The CDC has a limited supply of extra children's clothing. The CDC offers age appropriate learning materials/toys in accordance with safety and health regulations. Your child may bring a small comfort object for rest time, or personal items on "Show and Share Days" (Show and Share for preschools rooms only). Classroom teachers will post the day/date of this activity. The CDC is not responsible for

lost/damaged items but will try to keep all items safe. You will be asked to take any other toys/ other possessions with you, before leaving your child at the center.

Child Assessment/Ages & Stages Questionnaire (ASQ)

Child assessment is an integral aspect of our program. Ongoing assessments are conducted on a regular basis and information is shared with parents during informal and formal parent-teacher conferences. The Ages & Stages Questionnaire (ASQ) is an additional screening tool provided to the parents upon enrollment and at regular intervals afterwards. It is used to evaluate children's strengths, interests, progress and needs and assist the center staff in adapting and improving classroom curricula and practices. If the completed questionnaires indicate the need for a more in-depth child evaluation, families are provided a referral to appropriate professionals.

Parent/Teacher Conferences

The CDC regularly provides opportunities for Parent-Teacher communication. Formal conferences are offered twice a year to all enrolled children. Conference time enables parents and teachers the opportunity to discuss their child's recent assessments, current development and future goals.

Children's Records

Please provide changes/updates and current duty and emergency phone numbers, release designee or any other pertinent information in a timely manner. Immunization records must be up-to-date at all times.

Medication Administration

Child Development Center will accommodate your child's individual medical needs by administering medically prescribed medications. Medication must be in its original container with prescription label indicating the child's name, physician's name, medication title, dosage to be given and the time of day it is to be given. "As needed" medication are accepted for use only when there is an expiration date. An AF Form 1055 must be on file, completed by the parent, following a medical care plan. Parents must sign the medical form each day the medication is to be administered.

Diaper Rash Ointment: The CDC requires parental permission so staff may apply diaper ointment for treatment purposes only. Parent permission must be given annually. Parents need to ensure that their child's first and last name is clearly marked on the tube/box and that the expiration date is monitored and ointment replaced when needed. The ointment it will be sent home when the child no longer needs it.

Sunscreen, Insect Repellent, Lip Balms, Hand Sanitizer and Over-the-Counter Lotions: The CDC require parental permission initially, and annually thereafter. Sunscreen, insect repellent and hand sanitizers must be approved by the CYP Medical Advisor and are purchased by the program. Hand sanitizer must only be used when soap and water is not available and shall only be used for children 2 years of age and older.

Asthma/Allergy Emergency Medication: Emergency “as needed” medications for asthma or allergies are accepted and used on an emergency basis. A current and complete action plan outlined by the prescribing health provider is required. Parents initial monthly to authorize administration of emergency asthma medication and annually authorizing the use of an Epi-Pen. Parents are contacted if it is necessary to administer the medication

Allergies: Please inform the center of any allergies your child may have by indicating such information on pertinent block of AF Form 1181. Food allergies must be verified by medical personnel and suitable food substitutes must be indicated.

Hand washing, Sanitation, Standard Precautions

Proper hand washing is required by all staff, volunteers, and children to reduce the risk of transmission of infectious diseases to themselves and others. Staff and those children who are developmentally able to learn health practices are instructed in, and monitored on proper hand washing procedures. Children will wash their hands independently or with staff assistance to ensure the task is completed successfully.

Cleaning and sanitizing the classroom environments is one of the most important steps in reducing the spread of infectious diseases among children and staff in child care settings. The center trains program staff on the guidelines and task frequency that must be adhered to in order to reduce the spread of infectious diseases and maintain a healthy, clean environment.

SIDS

Safe sleep practices in our infant rooms are in accordance with the AF Sudden Infant Death Syndrome (SIDS) Prevention Policy, the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission.

Infant/Toddler Feeding

At enrollment time, parents of infants provide staff with information about their child’s feeding schedule and a list of foods, if any, the child may be offered. Requests to deviate from above guidelines must be substantiated in writing by the child’s primary health care provider for a specific medical condition/dietary need and must include a list of alternative foods that can be safely offered.

Oral Health

Tooth brushing is included as part of the CDC program beginning with children 2 years of age. Toothbrushes are labeled with children’s names, and stored separately. Toothbrushes will only be used by the child to whom it belongs. Please supply the CDC with a toothbrush, and if you wish with toothpaste; toothpaste is not required, as the primary objective is to remove food and plaque.

Healthy Environments for Infants

In order to provide the healthiest environment possible for our infants, all adults are required to use shoe covers before entering the classrooms. Shoe covers are provided by the CDC and are located next to the entrance door to each infant classroom.

Classroom Pets

Prior to an animal being accepted into the program the Base Veterinarian must complete a health evaluation to ensure the animal is fully immunized and is suitable for contact with children. Teaching staff supervise interactions between the children and animals and guide children to interact appropriately.

Child Guidance

The goals of the guidance/touch policy are to assist children in developing self-control and engaging in socially acceptable behaviors. Adults will model, coach, and encourage techniques that are fair, consistent, and respectful of children and their needs. Simple and understandable rules will be established (with input from children when possible) so that expectations and limitations are clearly defined.

Child Development Program staff will use only positive guidance techniques, redirection, anticipation and elimination of potential issues, and encouragement of appropriate behaviors.

Should a child repeatedly behave in a way that is detrimental to himself/herself, other children, or adults, the staff will inform the director/designee immediately. Parents may be contacted to discuss the problem; a parent/director conference may be required. Severe incidents may require immediate removal/suspension of a child.

If necessary due to repeated instances of inappropriate behaviors, Director, Assistant Director Training & Curriculum Specialist and staff will meet with parents to develop a behavior support/management plan.

Supervision of Children

Parking/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. 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. Temperatures in hot motor vehicles can reach dangerous levels within fifteen minutes. Vehicles should be locked when not in use and checked after use to make sure no child is left unintentionally in a vehicle.

Transitioning to a New Age Group

Teaching staff will identify children that are ready to transition to the next age group and notify management and Training & Curriculum Specialists of projected transitions two months in advance. Parents and staff in the new classroom will be notified 2-4 weeks in advance of the actual transitioning date. Parents are invited to tour the new classroom and meet the new staff. It is our goal to make each transition a success by working in partnership with each family.

Parent Survey and Needs Assessment

At least annually the CDC will ask that you participate in a survey to help us evaluate the CDC program and assess the current community needs.

Complaint/Grievances/Chain of Command

At any time you have a concern regarding the care of your child please follow the following steps. Speak with your child's caregiver or room lead. If you do not feel your concerns have been addressed, please feel free to discuss with management. Most issues can be resolved at the lowest level, but if a reasonable agreement cannot be reached, please speak with the Airman and Family Services Flight Chief.

At no time is it acceptable to use profanity, yell, argue, or inflict harm to others on the grounds of the Child Development Center. If conflicts cannot be resolved at the lowest level, the situation will be elevated through the proper chain of command.

Open Door Policy

Our program maintains an open door policy encouraging parents to communicate to staff and director any and all ideas, suggestions and concerns. Quality child care is the result of a strong partnership between the families and the program. We look forward to working with you to provide the best possible care for your child.

School Age Program (Ages 5-12)

School Age Programs are a full service child care program for children 5 and in Kindergarten to 12 years of age providing service before and after schools hours. The School Age Program adjusts to a full day program during winter, spring, and summer breaks, in-service days, and school snow closure. The School Age Program offers a wide range of physical as well as quiet activities. A gross motor activity area is available in the center and outside activities are a daily choice weather permitting. Power Hour homework, library and computer lab is available. The program offers interesting and fun field trips. There is something available for all ages and interests.

Philosophy and Goals

The School Age Programs are designed to create a healthy, safe and enriching environment for school age children. The program operates under the belief that each child is unique and should be treated with respect. The overall objective of the program is to facilitate and enhance each child's cognitive, social, emotional and physical development. This will be accomplished by implementing purposeful activities and interest areas from which each child may choose to explore. Enrichment and learning through play and hands-on activities will be our emphasis. We will accommodate each child's uniqueness by providing activities based on diverse learning styles. By meeting the needs of each child, it is our goal to promote each child's self-esteem and instill in each child the desire to reach his/her fullest potential. It is our hope that participation in this program will contribute to each child growing and living a successful life.

Hours of Operation

Monday through Friday 0700-1800

School Age Programs are closed on Federal Holidays, Down Days, and Family Days. Announcement of closures will be posted at the facility. Credits/reimbursements are not given for Federal Holidays, illness, and inclement weather days. Exercise/Training Day hours are based on the need for care as notified by the MSG/CC.

Registration

Registration packets are available at the School Age Program. All registration forms must be updated annually. The following forms must be complete prior to enrollment in this program:

- 1) Youth Flight Program Registration (AF Form 1181)
- 2) Applications for Department of Defense Child Care Fees (DD Form 2652) Parents must submit a copy of their most current LES or pay stubs. If LES or pay stubs are not provided, highest fee category will be charged.
- 4) School Age Program Contract
- 5) Medical care plan for food allergies, medications and special needs

Fees and Refund Policy

School Age fees are based on total family income and are mandated by DoD. Parents enrolled in the School Age Program must have a credit card on file as payment backup. School Age fees will only be adjusted annually, however if financial circumstances change during the year, parents may request a hardship waiver according to flight directives.

There are no School Age fee refunds for vacations, illnesses, Federal Holidays or disciplinary suspensions. Parents may apply for reimbursement if their child has been in the hospital, however, proof of hospitalization will be required and approval is from the Force Support Squadron Commander.

Parent Orientation

Prior to first day of enrollment, new families are required to have an orientation to the program. Parents are able to walk through the facility, meet the children's program assistants and review the contract. Mandatory orientation of all new parents of kindergarten children takes place in the middle of August right before school starts.

Sign in and Release

All children must be signed in and out of the program daily on Air Force Form 1930. School Age staff will sign your children in and out of the program for school. We use these sign in sheets for accountability, safety and emergency evacuations; AF form 1930 will remain in the possession of your child's group leader. When other authorized individuals pick up your child, please inform them that they will be asked to provide proof of identification in order to pick up your child. Children ages 9 and older may sign themselves in and out of the program with parent permission.

Security of Children

The security of your child is our number one priority. As a courtesy please inform the program if your child is not attending that day or if your child left school early. If we are not notified, we will call you to ensure your child's safety. Repeated occurrences of failing to notify the program may result in cancelation of your School Age Program contract. Emergency contacts will be required to show identification when picking up child/children from the school age program. Children will not be released to anyone other than parent/guardian without prior written notification.

Medication Administration

School Age will accommodate your child's individual medical needs by administering medically prescribed oral medications. Medication must be in its original container with prescription label indicating the child's name, physician's name, medication title, dosage to be given and the time of day it is to be given. "As needed" medication are accepted for use only when there is an expiration date. An AF Form 1055 must be on file, completed by the parent, following a medical care plan. Parents must sign the medical form each day the medication is to be administered.

Family Input on Policies

Comment cards are available continuously and parent surveys are conducted annually soliciting parent ideas/suggestions, concerns and compliments. We take this feedback very seriously as our policies, procedures and programs are developed and changed based on information received from these surveys and comment cards. We thank you in advance for taking the interest in our program to provide feedback.

There are many ways that you can become involved in our program.

1. **Stay and Play** - this is probably the easiest way to get to know what your child is participating in. Play a game or make an art and crafts project with your child.
2. **Come on a field trip** - During the school break weeks we frequently take trips to local attractions. Plan the afternoon and come along! You are always welcome to accompany your child on trips.
3. **Share a skill** - If you have a skill or experience that you can share with a small group of children, please come forward and we can set up a time for you to share. We will buy the supplies while you provide the expertise which will allow the children to learn something new and exciting.
4. **Advisory Boards** – The Quality Improvement Board/Team and the Parent Advisory Board are perfect ways to become involved and to make a difference for children & youth.

Children with Special Needs

Our program makes every effort to serve children with special needs. To assist each child individually we ask that parents work closely with the School Age Program Director, Youth Director and installation medical advisor. The Medical Liaison, EFMP, School District, School Age Program and Youth Director will jointly develop a written plan of care which will determine how best to care for each child. Staff training will be provided and environmental changes may be made if necessary to implement each child's plan of care.

Food Service

The School Age Program is required to follow USDA guidelines. This allows us to ensure a variety of menu options for your children and ensure quality. We also receive reimbursement funding which allows us to offer breakfast, snack and lunch without additional cost. One of the requirements of the USDA Food program is that no outside food or drinks is brought to the program or served. Weekly menus are posted on the parent information board.

Dress Requirements

We plan a very busy and active day in the School Age Program. We request that sturdy shoes (tennis shoes) be worn so your child can play in the gym, go outside or on field trips. No sandals or jellies allowed. Children coming into the program with opened toed shoes will be sent home. We will take children outside so please ensure your child has appropriate clothing for the changing weather conditions. All extra clothing, coats and hats should be labeled with your child's name. The School Age Program has a variety of clothes for accidents that occur while your child is here. We just ask that you return the clothes to us clean. We keep a small supply of sanitary items for girls. Please inform your child that these supplies are available, they just need to ask their program assistant for help.

Youth Center (ages 9-12)

Youth Centers are recreational facilities designed especially for youth between the ages of 9 to 18. Gymnasium/multi-purpose court, lounge, games area, skills area, cyber café and snack bar makes an exceptional area for kids to relax, socialize with friends, surf the net or play a recreational game. The Youth Center serves as a popular place to meet friends after school.

Youth Center's core programming utilizes the Boys and Girls Clubs of America (BGCA) and 4-H curriculum. Programs are varied to promote character development, educational and career opportunities, health and life skills, plus the arts and creative expression. Staff members are equipped with tools and program support to develop, plan, implement, evaluate and improve programs and maximize their ability to serve young people.

Hours of Operation

Administrative Hours

Monday-Friday 0930-1730

School Year

Monday-Friday 1400-1800

Summer & Winter Break, School Closures

Monday-Friday 1200-1800

Sign in and Release Policy

The Youth Center is a free flowing facility where youth may come and go in a relaxed atmosphere. When youth enter the facility they must sign themselves in at the front desk, and sign themselves out when they leave. Upon parent request, this policy can be taken away.

Standards of Conduct:

Respect Yourself, Respect Others, Respect Equipment

Youth Programs staff is authorized to suspend youth from the use of the center. Youth may be suspended until a parent conference with the staff and/or Youth Director has been held for failure to comply with the rules.

BGCA

As affiliate members of Boys & Girls Clubs of America, Youth Programs offer tested, proven and nationally recognized programs in five core program areas – Character and Leadership Development , Education and Career Development , Health and Life Skills, The Arts and Sports, Fitness and Recreation and Specialized Initiatives.

Torch Clubs

Torch Clubs are charter small-group leadership and service clubs for boys and girls ages 11-13. The Torch Club is a powerful vehicle through which Club staff can help meet the special character development needs of younger adolescents at a critical stage in their development. Torch Club members learn to elect officers and work together to implement activities in four areas: service to Club and community, education, health and fitness and social recreation. Each year, Torch Club members from all over the country take part in a service-learning experience through the National Torch Club Project. All Torch Clubs maintain an up-to-date charter with Boys and Girls Clubs of America.

National Fine Arts Exhibit Program

This year-round program encourages artistic expression among Club members ages 6-18 through drawing, painting, printmaking, collage, mixed media and sculpture while providing opportunities for members to create artwork for display in a local exhibit. Up to 37 pieces of art (one piece per age group/category and one for the Group Project category) are selected from a Club's local exhibit and sent to one of seven regional judging events and exhibits. At each regional judging, 37 pieces of artwork are chosen and sent to BGCA National Headquarters for judging and selection for the National Fine Arts Exhibit. The artworks are displayed throughout the ensuing year at BGCA events, including the National Conference

Power Hour

Power Hour: Making Minutes Count helps Club members ages 9 - 18 achieve academic success by providing homework help, tutoring and high-yield learning activities and encouraging members to become self-directed learners.

Project Learn

Project Learn reinforces and enhances the skills and knowledge young people learn at school during the hours they spend at the Club. This comprehensive program strategy is based on Dr. Reginald Clark's research showing that students do much better in school when they spend their non-school hours engaged in fun, but academically beneficial, activities. Through Project Learn, Club staff use all the areas and programs in the Club to create opportunities for these *high-yield learning activities*, which include leisure reading, writing activities, discussions with knowledgeable adults, helping others, homework help and tutoring and games like Scrabble that develop young people's cognitive skills. Project Learn also emphasizes parent involvement and collaboration between Club and school

professionals as critical factors in creating the best after- school learning environment for Club members ages 9- 18.

Triple Play's Healthy Habits

Designed to incorporate healthy living and active learning in every part of the Club experience, Healthy Habits emphasizes good nutrition, regular physical activity and improving overall well- being. Triple Play, BGCA's comprehensive health and wellness initiative, strives to improve the overall health of members, ages 6-18, by increasing their daily physical activity, teaching them good nutrition and helping them develop healthy relationships.

4H Club Programming

Sponsored jointly by the U.S. Department of Agriculture and the Cooperative Extension Service, 4-H is the educational youth development program. Club activities are limited only by imagination.

Instructional Classes

Experience, develop, grow and excel with the Youth instructional Programs. We serve all youth through 18 years of age, offering classes including martial arts, Tae Kwon Do, and tumbling.

All instructors have current background investigations and receive annual training in child abuse prevention and reporting, appropriate touch and positive guidance. Fees vary depending on the classes.

Our Youth Instructional Program is an excellent avenue for volunteers; if you have a hobby or talent you would like to share please let us know.

Teen Program (Ages 13-18)

The Teen Programs are engineered around the Boys and Girls Clubs of America (BGCA) and 4-H Curriculum. Programs exist that promote character development, educational and career opportunities, health and life skills, plus the arts and creative expression. We have created the perfect “Hang Outs” for teens to relax, socialize with friends, surf the net, learn a new skills, develop their leadership qualities or just play some recreational games. Looking forward to hanging out on Saturdays? In addition to published hours both Teen Programs open for special evening & weekend events and activities.

Hours of Operation

Administrative Hours

Monday-Friday 0930-1730

School Year

Monday-Thursday 1400-2000

Friday 1400-2200

Summer

Monday-Friday 1200-2000

Keystone Club

The Keystone Club allows youth to build character, leadership, and decision making skills. The Club consists of a small group of teens that are able to plan and implement their own activities in six core areas; service to club and to the community, leadership development, education, career development, and social recreation for club members 13-18 years of age. The Keystone Clubs are chartered through Boys and Girls Clubs of America.

The Club has its own officers, who carry on the business of the Club, and an adult advisor, who provides the necessary support and guidance that the club requires.

The general purpose of the club is to create and maintain high standards of health, education, character and citizenship. Keystone Club promotes:

- ❖ Leadership and citizenship training Service to the Club and Community
- ❖ Good Will and understanding between groups and individuals Cooperation with local and national Boys and Girls Programs
- ❖ Fellowship through a diversified program in which every member has a voice

Teen Council

The Air Force Teen Council (AFTC) is a network of teens working to resolve issues and voice concerns to the highest levels of AF leadership on behalf of teens locally and worldwide. The goals of the Air Force Teen Council are to:

- ❖ •Increase and improve communication between Air Force teens and Air Force Leadership
- ❖ •Cultivate an environment of civic leadership among teen members
- ❖ •Increase relevancy of Youth Programs in teens' lives
- ❖ •Initiate change which will improve quality of life for AF youth and teens

Congressional Award

The Congressional Award is a national character developing program where teen age youth establish and achieve personal goals in physical development, leadership, community service and exploration. Program awards include bronze, silver and gold levels. This is a noncompetitive program open to young adults ages 14 to 23 years old, United States citizens regardless of prior or current achievements, life circumstances, physical or mental abilities. This is an excellent way for teens and young adults to be recognized for their efforts.

Military Youth of the Year

PACAF and Boys & Girls Clubs of America recognize youth throughout the year for their accomplishments. Each Military affiliated Boys & Girls Club selects one outstanding youth as their Military Youth of the Year. This outstanding youth has the opportunity to participate in several levels of competitions; local Installation, State, Regional, Pentagon and Nationals. The Military Youth of the Year will vie for the national title along with the other 6 regional finalists. There are several incentives and awards along the way with the national winner receiving a four (4) year college scholarship.

Job Shadow

Youth Programs partners with the School Liaison Program to provide job shadow opportunities for high school students. OSAN jobs provide a diverse listing of shadowing possibilities. Student- interest surveys help guide placement with a mentor. Students spend a day with employees to learn about a job and get “hands-on” experience when possible. Students learn characteristics of good employees and the importance of training and education e.g., completion of high school, seeking of a college degree or alternative training, as they consider options to their career goals. Employees answer questions, provide career-related feedback and discuss the student’s interests/goals. The objective of the Job Shadow is to assist students in gaining experiential knowledge and understanding needed to make informed decisions about education, career, and training related issues.

Welcome to the Youth Sports Program

The Youth Sports Program has been developed and organized to provide a recreational age appropriate sports environment. Each sport supports youth development enhancing the emotional, physical, social and educational well-being of each participating youth while also providing a fun-filled experience with positive role models that serve as coaches, assistant coaches and team parents. Our Youth Sports program is affiliated with the National Alliance of Youth Sports (NAYS), Boys and Girls Clubs of America (BGCA) and as a result focuses on the *Youth Development Strategy*. Strategy states all participating children will have a positive experience that contributes to a positive sense of self-esteem by assuring youth develop, a sense of competence, a sense of usefulness, a sense of belonging and a sense of influence. Our sports program is a community effort. Our volunteer coaches are the heartbeat of our program. Our staff and faithful volunteers have applied a lot of energy and effort to our very successful sports program. Youth Programs has made a commitment to ensure all volunteers working in key leadership roles with youth are certified by the National Youth Sports Coaches Association (NYSCA). This certification program is not meant to be a determination of whether a volunteer is an expert coach in a particular sport. The NYSCA certification program provides volunteers an awareness of the current philosophy spreading across our nation: to provide a safe, positive environment for youth involved in out-of-school sports leagues. The NYSCA program works to "sensitize" coaches to their responsibilities when working with children in sports and hold them accountable to the NYSCA Coaches' Code of Ethics. In addition, parents are required to review and sign the NYSCA Parents' Code of Ethics.

It is the desire of 51st Youth Sports Program to provide an opportunity for all children to participate in sports if it is their desire to do so. Sports, by definition, are competitive; however, our program stresses safety and FUN, as well as the basic skill building and good sportsmanship of each participant.

Thank you for your interest, participation and continued support of our community program. Best wishes for a fun and successful experience in our program!

Philosophy and Goals

The Youth Sports program is developed and organized to provide an age appropriate recreational sports environment. Each sport supports youth development, enhancing emotional, physical, social, and cognitive development, while providing a fun experience. The program's objectives, policies, and procedures are a direct result of community input from youth, parents, coaches, and league administrators.

Goals:

- Provide all military youth with opportunities for participation, fun, and enjoyment.
- Provide opportunities to the military youth for the development of lifetime leisure skills.
- To assist military youth with physical development by:
 - Teaching fundamental and safe sports skills appropriate for their age.
 - Improving their physical condition.
 - Teaching sound health habits.
 - Providing safe playing areas and proper equipment.
- To help military youth develop psychologically by:
 - Fostering the development of self-worth and personal identity.
 - Providing the opportunity to express and control emotions.
 - Creating a learning environment.
- To help military youth develop socially by:
 - Learning cooperation and sportsmanship.
 - Providing opportunities to learn independence and the important of teamwork.
 - Providing all youth with opportunities to develop leadership skills and initiative.

NYSCA Coaches' Code of Ethics

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

NYSCA Parents' Code of Ethics

- I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics:
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of my personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth - not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
- I will read the National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

Program Organization

1. The Youth Sports program is the responsibility of the Youth Director and the Youth Sports Director. They will coordinate and assemble base resources through the Youth Center in support of respective league and division matters.
2. Teams will have no returning players. There will be no player trading once teams have been formed.
3. At parents' request, sibling combinations will play on the same teams. All reasonable requests by spouses of deployed active duty members will be honored.
4. A waiver must be obtained from the Youth Sports Director if a parent wishes to move a child to a higher age. If the Youth Sports Director approves the waiver, the child will remain on the new team for the remainder of the season.
5. Teams and leagues shall be organized according to age. A maximum of a two-year age division will be used except in cases of low enrollment.
6. Parent head coaches may automatically be assigned their son/daughter, however, the number of coaches allowed this privilege per team shall be determined at the beginning of each season for each respective sport.
7. No coaches, including assistants, shall change teams for the duration of the season unless specifically approved by the Youth Sports Director.
8. Once teams have been formed, assignment of remaining players shall be made only by the league administrator and/or the Youth Sports Director.
9. The number of players on a team roster will be determined by the number of players registered and by the Youth Sports Director; however, the number of players shall match between teams as much as possible. Player assignment will be based primarily on the relative strength of the teams, with the objective of keeping the teams as equally matched as possible.
10. Normally, new coaches will be assigned in an assistant status.
11. The Youth Sports program will initiate and obtain a completed Installation Records Check on all managers, coaches, and officials.
12. A \$10.00 late registration fee will be assessed after the end of the registration period. New PCS individuals showing orders will be waived this fee and be evaluated by the Youth Director or Sports Director on a case-by-case basis.

Positive Points

Everyone Plays – Any eligible child can register and be assigned to a team, regardless of athletic ability. No registered child is ever excluded from participation!

Playing Time – Any eligible child is guaranteed equal playing time. Our philosophy upholds the old adage, “It is better to play on a losing team, than sit on the bench of a winning team.”

Safety – Playing rules, equipment, and playing fields/areas are scaled to maximize safety and performance. The Youth Sports director, all coaches, and all umpires are responsible for ensuring the safety of equipment and playing fields prior to each game and practice.

Program Safety & Risk Management

1. All coaches must complete CPR and First Aid training.
2. Players will only wear protective equipment issued by the Youth Center. Equipment bought by individual players is not authorized unless inspected and approved by the Youth Sports Director.
3. Any player receiving an injury requiring a cast or splint will be placed on the injured list and not allowed to participate for the remainder of the season unless a written consent from the doctor is received by the coach and league administrators.
4. Once a player is removed from a game because of injury or illness, he or she will not be allowed to play if doubt exists as to the nature and extent of injury and/or illness. The game official will determine if the player is able to reenter the game.
5. In accordance with Air Force regulation, youth participating in a youth sports league must have a youth sports physical at least annually.
6. Individual game safety rules will be published in the by-laws prepared for each sport.

Program Conduct and Discipline

All coaches, parents, and players must establish and maintain the highest standard of behavior and integrity. The 673rd Youth Sports program provides a drug, alcohol, and tobacco-free environment. In addition, our program provides a profanity, and violence-free environment. Any violation of the NYSCA Code of Ethics will be addressed and, if appropriate, disciplinary action will be pursued.

Coaches – each coach signs the NYSCA Coaches’ Code of Ethics. If the coach does not honor this code, he or she will be counseled and possibly lose coaching privileges. Any coach dismissed from a game for unsportsmanlike behavior will be disqualified for the remainder of that game and the next official game in which that respective team participates.

Parents – each parent signs the NYSCA Parents’ Code of Ethics. This pledge specifies what is expected of all parents. Parents who break the code of ethics can and will be asked to leave the practice/playing area. The playing area is considered any surrounding area, which could be considered close enough to possibly cause further disruptions. Repeated violations will result in permanently being barred from attending sporting events.

Players – each player signs the NYSCA Players’ Code of Ethics. The coach will review the code of ethics with players. If a player breaks the code of ethics, the following disciplinary actions will be taken:

First Offense – the player, with his or her parents, will be counseled with the Youth Sports Director present.

Second Offense – the player, with his or her parents, will be counseled and provided notification that an ensuing incident will result in the player being benched for one game.

Third Offense – a conference with the player, parents, coach, and Youth Sports director will be held. The Youth Sports Director will determine the proper action after counseling with the Youth Programs Director.

Family Resources

There are times when a family may require specialized assistance to address personal or family situations. There are several on base and off base resources that can provide guidance and support.

On Base Resources

| | |
|--|---|
| *Family Advocacy Office | 784-5010 |
| *Airman & Family Readiness Center | 784-5440 |
| *Child & Youth Behavioral Consultant | 784-5010 |
| *School Liaison Officer | 784-6584/4966 |
| *Military Family Life Consultant | 784-5440 |
| *Exceptional Family Member Coordinator | 783-4636 |
| *Give Parents A Break Program | 784-4966 |
| *Military One Source | 1-800-342-9647 www.militaryonesource.com |
| *Base Chapel | 784-5000 |
| *Mental Health | 784-2148 |

Off Base Resources:

| | |
|---|--|
| *TRICARE Behavioral Health Care | 1-888-874-9378 |
| *Child Find – Early Intervention Program | 784-6912 |
| email: laura.brown@dodea.edu | carol.mccormick@dodea.edu |
| *EDIS – Educational and Developmental Intervention Services | 737-1300 |

***Department of Defense Child Abuse and Safety Violation Hotline (571)372-5348/784-5010**

For more information contact the Center Director, Assistant Director or the Training & Curriculum Specialists.

Phone Numbers:

| | |
|------------------------------------|----------|
| Osan CDC: | 784-4966 |
| Osan Annex CDC: | 784-4664 |
| School Age Center: | 784-4607 |
| Youth Center: | 784-1492 |
| Training and Curriculum Specialist | 784-1923 |

