

423 FSS/FSFY  
RAF Alconbury



School Age Care (SAC)  
Parent Handbook

A special note:

All children may be subject to closed circuit video monitoring  
and recording as part of their enrollment in CYP.

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**Purpose:** The purpose of the RAF Alconbury School-Age-Care (SAC) Program is to assist DoD military and civilian personnel in balancing the competing demands of family life, accomplishing the DoD and Air Force mission

and improving the economic viability of the family unit.

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

**Philosophy:** It is our philosophy that School Age care should provide safe, enriching, supervised environments for children and youth during out of school time. Individual interests, experiences, abilities and needs guide the programming. Children have the right to be heard, listened to and influence decisions. We promote experiences and opportunities that enhance rather than duplicate the school day. Our programs maintain an atmosphere that encourages flexibility and allows for freedom of choice within appropriate guidelines. We strive to reinforce family values and emphasize the uniqueness of each child by promoting positive attitudes and validating self-worth.

**Goals:** Personal Development – supporting positive self-concept, fostering independence and life skills, encouraging responsibility Social Development – establishing friendships, learning social skills, gaining social support, developing a sense of community and teamwork Physical Development – building physical and recreational skills, appreciating the ability to rest and relax Cognitive Development – advancing success in school, exploring new ideas and facts.

We incorporate Air Force, Boys & Girls Clubs of America, and 4-H partnerships into our daily activities and interactions. We implement positive guidance, mentorship, and leadership techniques to provide children and youth the opportunity to develop positive relationships, strong self-esteem, life skills, and experience and embrace diversity and community connections.

It is our goal to regularly assess the program and establish methods to improve the program quality, ability to meet the mission, and ability to meet child, youth and family needs when necessary. We maintain quality assessment and improvement teams throughout the year comprised of program personnel, community members, and parents. We maintain national accreditation through Council on Accreditation and maintain licensure through Department of Defense annual unannounced inspections.

**SAC Key Personnel:**

Airman and Family Services Flight Chief: Deborah Foley  
Youth Programs Director: Travis Apling  
SAC Coordinator: Anai Hernandez  
Training & Curriculum Specialist: Brooke Matthew  
Youth Sports Director: Sedgwick Simpson  
Teen Center Coordinator: Natasha Matthews

**Accrediting Services:** RAF Alconbury School Age Care Program is accredited through the Council on Accreditation (CoA), an independent agency. The program was re-accredited in 2015 and is current through 2019. Each year the program submits reports to maintain accreditation and we will begin the preparations for accreditation again in 2018.

**Family Rights and Responsibilities:**

*Families enrolled in the SAC have the following rights:*

- To safe and supervised care
- To fair and equal treatment
- To non-discrimination on the basis of race, ethnicity, national origin, gender, age, or disability

- To information about their child(ren) enrolled in the program
- To be involved in the program
- To express grievances

***Families enrolled in the SAC have the following responsibilities:***

- Remaining informed about program policies and procedures
- Communicating with their child(ren)'s primary group leader in a timely manner
- Using the appropriate methods of expressing grievances
- Keeping the program informed of ways they need their child's need met
- Honoring their contract with the program

***Children and youth in the program have the following rights:***

- To express their feelings
- To fair and equal treatment
- To not be discriminated against
- To not be bullied or teased
- To see their culture, traditions, ideas, and interests reflected in the program
- To express unfair treatment

***Children and youth in the program have the following responsibilities:***

- Using the locator system correctly
- Ensuring to communicate with the staff prior to switching areas
- Knowing and following program rules
- Communicating their needs

**Grievances:** School-Age-Care Program families and children have the right to express grievances or concerns. It is the program's policy that families and children have the right to be treated in a non-discriminatory manner and without fear of retaliation or punitive measures when expressing grievances. SAC patrons, children and youth, and program personnel are to follow these procedures for expressing grievances with the program. All persons involved in the grievances process are to conduct themselves in a professional and private manner. All parties have the right to exclude themselves from grievances discussions if they feel unsafe or that there is a violation of confidentiality or professionalism. All grievances and concerns should be presented and attempted to be resolved at the lowest level possible. Honest and open communication is the key to resolving most conflicts.

**Parents and guardians of children enrolled in the School-Age-Care Program may initiate a grievance at any time by speaking directly or submitting their issue in writing to the SAC Coordinator.**

**1<sup>st</sup> Level** - Discuss your concerns or grievances with the SAC Coordinator for a prompt resolution.

**2<sup>nd</sup> Level** - If grievance is unresolved at 1<sup>st</sup> level; you are encouraged to address your concern with the YP Director. The YP Director shall meet with parents within two business days when notification of a grievance is received to seek prompt resolution.

**3<sup>rd</sup> Level** – If grievance is unresolved at 2<sup>nd</sup> level; it will be brought to the attention of the Airman & Family Services (A&FS) Flight Chief. The A&FS Flight Chief will examine the facts to mediate a positive resolution within five business days of the grievance.

The RAF Alconbury Chain of Command or the Inspector General's Office are also available to military and DoD civilian sponsors.

**Program Eligibility:** Family members of full-time employed, active duty, and DOD civilians assigned to RAF Alconbury / Molesworth are eligible for care in the SAC. NAF employees are considered DoD civilians. Full-time is defined as 5 hours or more per day for at least 4 days per week, or 20 hours per week. A parent is considered a full-time student if they are enrolled for a minimum of 12 semester hours during the school year and 6 semester hours during the summer or the equivalent quarter hours. A copy of current class schedule will be required to verify program eligibility. Only 5% of childcare spaces may be reserved for volunteers. A copy of current class schedule will be required to verify program eligibility.

Priorities for care are established by the Department of Defense and are based on a variety of factors including the employment status of the Sponsor, active duty status, marital status, and employment/student status of the spouse. If care is not available at the time a Request for Care is made, families will be placed on the waiting list.

Once a waiting list is established and there are higher priority families (either single, dual military or dual employed parents) on the list, a non-working spouse with a child in the program will be asked to show proof that they are actively seeking employment in order to continue receiving care. Within 5 days of the spouse's new employment, a pay statement must be provided to the program. If a spouse cannot show proof of employment or actively seeking employment, a letter of termination will be issued. Enrollment will be terminated after a 90-day grace period.

**Registration and Enrollment:** To enroll your child in the school-age program you must come to the Youth Center and complete a Care Request Packet: Care selection sheet, Child placement questionnaire, AF Form 1181, DD Form 2652, DD Form 2606, SA parent agreement, verification of total family income. Copies of recent LES or pay statement for both working parents are necessary to determine pay category non-submission of pay statements will result in automatic Category 9 pay category. Current immunization records and verification of chicken pox, and influenza must be presented at the time of enrollment. When all spaces are filled, a waiting list will be established. Drop-ins will be accepted into the program on a space available basis. Parents must make arrangements and pay prior to the day of care.

An AF Form 357 is required for children of active duty single and dual military families. Families must provide a copy of the form as proof that the plan has been initiated if it is in progress. The form must be updated annually. The completed form must be on file within 30 days of enrollment.

Children with Special Needs, to include dietary restrictions and allergies, are required to have the program's Medical Advisor complete a *Recommendation for Care* form. Once completed forms are submitted, an Inclusion Action Team (IAT) will review the forms. This process is a mandatory requirement of the Air Force and the Department of Defense and will occur prior to an offer for care is made. Enrollment into the program may be delayed while the recommendations are reviewed and/or accomplished. Failure by families to maintain current and complete documents may result in denial of care until forms are brought up-to-date.

**Enrollment Termination:** In certain circumstances, it may be necessary to terminate care if a family of higher priority is on the waiting list and space is not available for lower priority families. In the event that a termination is necessary, parents will be given a 30 day termination notice. To terminate your child's enrollment, notification must be received two weeks in advance.

**Orientation:** Each family and child will receive an orientation to the program prior to starting in the program. Orientation will include a program tour, explanation of program rules and expectations, daily schedule, introduction to key staff and personnel, and to answer questions and concerns. Orientations can be scheduled with the front desk clerks.

**Hours of Operations:** SAC is opened from 0630-1745, Monday through Friday. Children left after closing time will be assessed a late pick-up fee of \$2.00 per minute for every child left in the program. The clock in the Youth

Center will be used for determining the time of pick-up. If the parent or emergency contact cannot be reached, staff will contact Security Forces. There will be no credit or refunds given for illness, family days, inclement weather, disciplinary suspensions, federal holidays, Family down days or any days parents choose not to bring their child to the program. Credit will be given for circumstances only as determined by the Squadron Commander. The SAC will be closed on all Federal holidays. USAFE Family Days will be dealt with on a case by case basis. Parents requesting care will be required to list a direct supervisor for verification of time required for work. At least 12 youth must be sign up for care to be provided on family days.

**Program Care Options:** There are many options of care for families. During the school year, families may select Before School Care Only, After School Care Only, or Before & After School Care. There is also Daily drop-in care on a space available basis. The program also offers full day Camp Programs when school is not in session, such as Winter, Spring, and Summer breaks. On no school days such as, parent teacher conferences/teacher training day/Etc the SAP will automatically offer care to those who are enrolled in Before & After Care. All others will need to request care at least 1 week in advance. If your child is enrolled in the B&A and will not be attending that day you need to give us 1 week notice to avoid the all-day fee. Drop-in care times are 0730-0830 and afternoon 1500-1700. Drop in care must be requested the day of. Call the Youth Center at DSN 268-3604 or 01480843604 after 0700 to request care. Care will not be authorized until 0700 the day of. Fees for drop-in care must be paid at drop off. If drop in care is frequent you may be asked to pay for a regular spot. Fees are available for all care options at the Front Desk. During base-wide exercises, the need for extended care will be evaluated and the determination will be made by the Squadron Commander. Additional fees may be assessed for any extra hours of care received during base exercises. If your child is not picked up by 1745, a late pick-up fee will be charged.

**Inclement Weather:** The SAC Program follows any announcement regarding inclement weather made by the wing commander. The program will not offer care during base closures indicated by the command. Credit for childcare fees will not be given in the event of base wide closures authorized by the command. The program will offer extended care during any school delays and closures as they apply to the district. Additional fees will be assessed. When all non-essential personnel are released due to severe weather or other base emergency, parents will be notified by phone. Children must be picked up within one-hour of notification. If parents cannot be reached, emergency contacts will be notified. When the base has a delayed opening, the program will open 30 minutes prior to the delayed opening time. If you have not been notified, and are unsure of any delay in operations due to weather or any other emergency, please contact Security Forces at ext. 2400. The program will offer care at regular business hours for any mission-essential personnel reporting to duty during inclement weather.

**Fees and Payments:** The Military Child Care Act of 1989 (Public Law 1809, Section 1504) requires the Department of Defense (DoD) established uniform fees for childcare based upon Total Family Income (TFI). Parents enrolling their child in contract care are required to bring a copy of the sponsor's Leave and Earnings Statement (LES) and a copy of their spouse's pay statement (if applicable) to verify TFI. All income must be verified whether taxable or not. TFI is defined as all earned income such as wages, salary deferrals, quarters allowance and subsistence allowances, retirement or other pension income. Quarter allowances are defined as the Basic Allowance for Housing type II (BAHII) and Basic Allowance for Subsistence (BAS) received by military personnel. In dual military families the senior member's information is taken into consideration when configuring the BAH fee whether living on or off base. For households in which unmarried couples or pairs are living as a family, the total household income of the family unit will be used to determine TFI.

An Application for Department of Defense Fees, DD Form 2652, is required to determine which fee category will be charged. Families who do not present an LES and/or pay stub to verify total family income by the date first weekly payment is due will be defaulted to the highest fee category. A Fee Chart, based on TFI, is established by the DOD and used to determine a families weekly fee for childcare. New fee structures are completed by the DOD annually, typically released in mid-September, and all household TFI's are re-calculated at this time. Copies of the fee charts can be obtained from the front desk at any time.

All fees are due in advance of care received. Weekly fees are the COB on Friday before the week of care and no later than 1730 on Monday the week of care. Those made on and after Monday (the week of care) could be charged a \$5.00 late fee per day. If the first day of the week is a holiday, payment will be due the following day. Cash, personal checks, Visa or MasterCard are accepted as forms of payment. Checks must contain the following information: name, address, assigned unit, duty phone, home phone, and DoD identification number. Families whose fees become delinquent by over two weeks will be refused service until all fees are brought up-to-date and paid in full. If fees are not brought up-to-date within seven days, the child's slot in the program will be forfeited and/or filled by a patron on the waiting list. The SAC will attempt to work with families experiencing financial hardship; however the SAC cannot waive or reduce fees for childcare.

Fee categories for individual families may be adjusted only once annually except in the event of financial hardship. In these instances, families may submit a request to the Mission Support Commander through the Airman and Family Services Flight Chief to have their fee category adjusted.

**Absences:** Parents are asked to contact the SAC at 268-3604 to notify program staff if their child will not be in attendance. Parents should also keep program staff informed of any extracurricular activities their child is participating in that may interfere with their attendance in the program. Program staff will contact parents if a child has not arrived in the cafeteria at pick up time and are not listed as absent. In the case that parents may not be reached the emergency contact will be called.

**Withdrawal:** The weekly fee must be paid in full for each week regardless whether the child attends the program. Families wishing to withdraw from the program must submit a written two-week notice to the program. Families who withdraw their child without a two-week notice will be financially responsible for the two weeks.

**Child Supervision:** Parents are asked to review the Base Child Supervision Policy. Children should never be left unattended in POV's in the Youth Center parking lot. Additionally, parents are asked to never leave a running car unattended in the parking lot.

**Instructional Classes and Sports:** Parents that enroll children in instructional classes (dance, karate) and or sports are responsible for transportation and supervision of their children.

**Signing In/Out:** Families must designate on the AF Form 1181 those adults authorized to sign their child into and out of the program. The person(s) listed on AF Form 1181 must be able to present proper identification upon request. The AF Form 1930 must be signed by an authorized individual each day as the child enters and and/or leaves the program. Children/Siblings under 14 years of age will not be authorized to sign children in/out of the program. Children 9 years and older may arrive and/or depart from the program and sign themselves in/out with written permission on file from the parent(s). Children responsible for signing themselves in/out of the program will lose this privilege if unable to complete the daily AF Form 1930 as required. Families are asked to contact the SAC when someone other than a parent or guardian is picking a child up.

**Illness/Disease:** The program will not accept children into care who are exhibiting signs of illness to include: fever, diarrhea, vomiting, rash with fever or behavioral changes, active tuberculosis, impetigo, streptococcal pharyngitis, head lice, scabies, chickenpox, rubella, pertussis, mumps, measles, hepatitis A, and other illness identified by a doctor or the base Medical Advisor requiring exclusion. Families should not bring children to the program if they are exhibiting signs of a contagious disease. Parents are asked to contact the program if their child has a contagious illness so that we can inform other parents of their child's exposure. Children who become ill while in the program will be removed from the classroom until a parent/guardian picks them up. This would include fever of 101 degrees, diarrhea, or vomiting that occurs two or more times within two hours or if the child does not feel well enough to participate in activities.

The child must be picked up within one hour from the time the parent is called. The SAC will contact a family's Emergency Contact and/or Sponsor's Supervisor if the child remains in the program for two hours after the initial contact. The Supervisor on Duty will discuss the signs and symptoms of illness with the parent. Procedures for returning to the program will also be discussed. A copy of the "Illness and Exclusion from the Programs" form will be given to the parent. Parents of children having contact with known communicable diseases will be notified via posted notifications.

**Medications:** Medications can be administered in the program with proper documentation only. Children may not keep prescription or over-the-counter medications on their person or their cubbies. All medications must be kept at the front desk and administered by task-certified staff members. Parents must complete an AF Form 1055 and initial the form daily, indicating when medications are to be administered. Medications will not be administered if the AF Form 1055 has not been initialed for that day.

"As needed" and emergency medication must be initialed once a year by the parent/guardian. If it is necessary to use them, the program will contact the parent by phone and receive confirmation to administer the medication. Medications must arrive to the Youth Center in the original container. All medications must have the following information on the prescription label: name of physician, date filled, prescription number (except for meds from the ER), child's name, dosage amount and frequency, ending date (ex: use for 10 days or until completed). Prescriptions must be current within 10 days of the date filled. Please label all items clearly with child's first and last names.

**Drug, Alcohol, Tobacco Policy:** Smoking and the use of tobacco is not permitted within 50 feet of an Air Force youth facility. Air Force Youth Programs are drug, tobacco, and alcohol free environments. This includes the School-Age-Care Program and any and all playgrounds, fields, and outdoor areas used by the program as well as during any program sponsored field trips and special events.

**Field Trips:** Parents will be notified of any field trips requiring parent/guardian permission in advance. Parents are required to sign a field trip permission form if their child is attending a field trip with the SAC. Children without permission will not be able to attend and parents will be responsible for providing care. For all Program-wide field trip, all children are required to attend; any child without permission must be picked up prior to the departure time by a parent, guardian, or emergency contact. The program staff will make all reasonable attempts to contact a parent in advance to obtain permission. The SAC will not provide care for children in the center when there is a program-wide field trip. If a parent/guardian chooses not to allow their child to attend a program-wide field trip, or arrives after the scheduled departure for the field trip, it is the parent/guardian's responsibility to arrange for alternate care. Childcare fees will not be pro-rated or refunded in the event that a parent must make alternate care arrangements when not participating in a program-wide field trip.

**Meals:** Children will be served balanced and healthy meals following strict USDA guidelines. During the school year breakfast and snack will be provided. Breakfast will be served from 0730-0800 and snacks will be available from 1530-1600 pm. During a full day of care breakfast, lunch, and snack will be provided. Meals are provided during the following times Breakfast 0800-0830, lunch 1100-1130 pm, and snacks 1400-1430 and 1700-1730 pm. Hours and menus are posted on the small bulletin board in the café area changes may occur due to program modifications or non-availability of items. Meals will not be available outside of meal times. All children will be served meals according to the menu unless a physician's statement has been provided indicating dietary restrictions, appropriate substitutions and length of special diet. Alternative food items will be served for children with special dietary requirements as certified by a medical professional. Children who attend full day camp and open rec can receive snack if they do not sign out of the SAC program once they sign out they will not be allowed to return for snacks. Foods from home, fast food restaurants, etc. are not permitted in the program this also applies on fieldtrip days. Parents who wish to take their child to lunch must ensure all food is finished before the child can re-enter the program. Families are encouraged to attend meals with their child.



**Personal Items:** Personal items including toys, money, and valuables are not to be brought to the SAC. Mark all personal items-including jackets, towels, goggles, etc-clearly with permanent ink. Children are encouraged to keep all personal items in their cubby. The program has a lost and found for missing items. The lost and found will be emptied periodically; notices will be made to parents in advance. The School-Age-Care Program cannot be held accountable for lost or stolen money/articles. Each child's cubby will be labeled with their name at all times.

**Behavior Expectations:** Each individual classroom posts expectations for children's behavior within the classroom. Parents are encouraged to get to know classroom expectations so that they may be reinforced at home. Children and youth will also receive direct consequences for behavior in the program. Children may lose privileges in the program such as removal from activities, the freedom to choose the classroom they play in, or loss of field trip privileges for inappropriate behavior.

**Guidance:** Program staff will work closely with parents to monitor behavior. This will include day-to-day interactions, written reports, informal and formal conferences. Parents of children exhibiting unsafe, harmful or disruptive behaviors may be called and asked to remove the child from the program. Repeated behaviors or those that jeopardize the safety of the child, other children, or staff can result in the child being temporarily suspended or removed from the program permanently. If a child has been suspended from the program, parents are responsible for finding alternate care during that time.

Program staff utilizes conflict resolution skills with children in the program. Children are encouraged to solve their own conflicts and are taught strategies to help them resolve their issues. Parents are asked to encourage their children to work through conflicts.

In certain circumstances it may be necessary for a child to be placed on a Behavior Support Plan (BSP). The objective of the BSP is to assist Child & Youth Programs (CYP) personnel in developing individualized supports to promote pro-social behaviors and effective communication. A BSP is developed by a team of individuals who are invested in the child's life, including families, CYP personnel, therapist, teachers, etc. The team collaborates in developing, implementing, and monitoring the BSP. If inappropriate behavior is repeated during the same week the program coordinator will schedule a conference with parents and implement a Behavior Improvement Plan if necessary. If behavior is repeated within a 4 week period after the parent conference, the child may be suspended from the program for a designated time period or restriction from participating on field trips.

**Accidents/Injuries:** The SAC utilizes a variety of methods of communication when a child is injured in the program. Parents will receive written notification of a child's injury on an AF Form 1187, Youth Flight Accident Report. Form will be available for signature at the Front Desk. Parents are asked to sign reports in a timely manner to acknowledge they have been notified of the injury. Program staff will contact parents by phone within one hour of the injury to notify them of any injuries to child's head, face, or injury that might involve sprain, fracture, or broken bone. Emergency personnel will be contacted for any life threatening injury or an injury that requires immediate first aid attention that the program is unable to provide.

**Dress Code:** For safety reasons children are not permitted to wear open-toe sandal type shoes, flip flops, or slippers to the program. Children go outside regularly and participate in messy activities. A change of clothing is also recommended and may be kept in a child's cubby. Label all items with first and last name. Parents of children wearing clothing deemed inappropriate may be called to bring a change of clothing for their child. Inappropriate clothing includes, but is not limited to: shorts/skirts that are too short, tube tops, spaghetti strapped tops or dresses (spaghetti straps are considered anything that's less than one inch in width), shirts showing mid-drift area, clothing with excessive holes, shirts with inappropriate or profane advertisements or writing. Parents should provide children with a swimsuit and towel for water play and swimming field trips. Parents wanting their child to play on program

bicycles and scooters will need to provide appropriate safety gear to be kept in their child's cubby. Helmets are required for all children on bicycles and scooters. Parents should label gear with a permanent marker. Children will not be permitted to share safety gear. Parents are expected to provide their children with appropriate weather apparel to include, but not limited to, coats, gloves, hats, and boots.

**Suspension & Termination of Enrollment:** In certain circumstances it may be necessary to suspend or terminate care child due to behavior issues. In most cases, a suspension or termination will occur after several steps have occurred to develop more acceptable behavior from a child and the parents will have been involved in or had knowledge of each of these steps. However, there are potential situations in which a child may be suspended for a portion of a day or longer based on the severity of the child's behavior. This includes, but is not limited to, situations in which the child poses a significant safety or health risk to themselves, other children, or staff or the child is a flight risk. In the event that a child has to be suspended for any duration, the parents will be notified and will be required to pick the child up immediately, but no later than 1 hour after receiving the notification. Parents will be informed of the reason for the suspension and the length of the suspension. Long term suspensions (more than 24 hours) will be coordinated through the AFS Flight Chief. In extreme circumstances child care may need to be terminated. In the event of a termination, the process will be coordinated through the AFS Flight Chief and the FSS Commander and the MSG Commander as necessary.

**Special Needs:** The SAC supports children and families with Special Needs. Services include inclusion into the general youth population and participation in all activities. Activity plans can be modified to meet children's needs and ability levels. The SAC has an Inclusion Action Team (IAT) which regularly reviews special needs requirements and determines the best methods for ensuring youth are successful in the program. The IAT includes members from the community such as the School Liaison officer and Exceptional Family Member Program Coordinator, the Airmen and Family Services Flight Chief, and the Med Group Pediatrics Advisor. The SAC will also work closely with the School to ensure that children on IEP's are receiving consistent care and assistance.

**Family Involvement:** There are a number of different ways for parents and families to become involved in the program. Families are encouraged to participate in classroom and program activities. Parents may join their child for breakfast, lunch, and/or snack in the program at any time. RSVP's are appreciated to guarantee enough food is on hand. Parents may also become involved through the SAC parent advisory board, which meets quarterly. Dates and times are posted on the Program Information bulletin board. Parents may volunteer in their child's classroom and/or for any program field trip at any time.

**Communication:** On registration, new families are offered an orientation to the program and invited to bring their child to visit the program before attending.

Quarterly Parent Advisory Board (PAB) and Continuous Quality Improvement Team (CQI) and Parenting Educational Classes are offered. All parents are invited to attend and offer ideas or suggestions for improving the program. Monthly Newsletters are offered, and current information is posted on the parent information bulletin board.

Parents are welcome and encouraged to participate in our program at any time. Please join us on field trips, visit the program, participate in special events, share a special talent, hobby or cultural tradition or just come and have a snack/lunch with us.

**Parent Communication:** Parents will find there are many ways to communicate with program personnel. Each child in the program will be assigned to a staff member, who will be responsible for keeping parents informed about program announcements and concerns regarding their child and their behavior. Parents may also speak directly to the staff members, SAC Coordinator, and/or Training and Curriculum Specialist regarding their child's behavior, program questions, concerns, or suggestions.

The program utilizes monthly newsletters to inform parents of program announcements and special events. A Program Parent Bulletin Board will keep parents informed on menus, community events, and other important information. Daily interactions of importance to parents will be documented using Observation Report forms. Families and/or program staff and managers can request conferences to discuss a child's behavior at any time during the year.

**Emergency Preparedness:** Children in the program will experience emergency drills, to include monthly fire evacuations, Shelter in Place Drills, and Emergency Preparedness Drills. These drills are conducted to acquaint children and staff with the proper evacuation procedures and other scenarios. Parents are asked to reinforce the importance of such practices with their children. CYP staff and managers are trained in the proper procedures for each of these types of drills and will instruct children on the proper procedures to follow. The Emergency Preparedness plans are available at the front desk for parent review. For Fire Evacuation- Each child is under the care of a specific care provider. In case of Fire, children are immediately evacuated from the building and escorted to an assigned meeting located 75 feet from the YC. Face to name check is conducted by CYP staff. In the case of an Active shooter, Front desk will do what they can to inform the YC personnel about emergency. AF 1930's will be gathered. Children will be moved into a designated shelter in place. Children will be kept calm until rescue efforts begin. If it is safe to escape the building staff will take children they are accountable for and proceed to the closest most secure hiding place. If Security Forces is on scene, staff will remain calm and follow their directions. Active shooter situations are never the same and never predictable.

**Child Abuse Prevention:** Any case of suspected maltreatment, to include child abuse and neglect, of a child by a parent or staff member will be reported immediately to the appropriate agency and/or office. All program personnel are mandated reports of child abuse and neglect. The program uses closed circuit television as well as extensive background checks of all personnel and volunteers to protect children enrolled in the program. Unauthorized persons will not be granted access to the program and/or children without staff escort. Please contact Family Advocacy at 268-4541, Local CPS 268-4504 or Department of Defense Child Abuse and Safety Violation Hotline at (571) 372-5348 to report any concerns.

**Programming:** Programs and activities in the SAC are guided by AFMAN 34-251 *School Age Programs*, AFI 34-144 *Youth Programs* and the most recent *Air Force Youth Programs and School Age Care Inspection Criteria*. Core programming requirements include: Character & Leadership development, Education and Career development, The Arts, Informal Youth Sports & Fitness, and Health & Life Skills. In addition, the SAC is a partner with Boys & Girls Clubs of America (BGCA) and 4-H which allows the program to offer an activity curriculum provided by these agencies. All children must enroll in 4-H upon enrolling into the SAC. This free partnership allows participation in these activities as well as having children's artwork and projects to be submitted into fairs and receive awards for their hard work. Parents who would like more information on BGCA and 4-H programming should speak with the SAC Coordinator or Training and Curriculum Specialist.

Weekly curriculum plans are posted in each area at the beginning of the week. Developmentally appropriate and engaging activities are planned for each activity area. Parents and children are encouraged to suggest activity ideas, volunteer to lead or teach activities, or contribute to activities in any way possible.

**Homework Assistance:** During the school year, the program is dedicated to providing children and youth assistance with homework, school assignments, and test preparation. Parents are encouraged to speak with their child's assigned staff member to discuss personalized ways the program can meet their child's needs. Staff members encourage children to work toward education goals in fun and supportive ways. Staff will gladly remind children of homework expectations but will not limit or deny children's choice to participate in other activities prior to completing homework.

**Daily Schedule:** Daily schedules for Before & After School and Camp sessions will be posted on the Parent Information Board. Parents can request the most current copy of the daily schedule from the Front Desk at any time.

**Locator Policy:** The School-Age-Program has a system in place to ensure staff knows the whereabouts of children at all times. Below are the guidelines for the locator system. Please review the guidelines with your children so that everyone understands the importance of the system.

- Children receive a nametag. The color of their nametag magnet also matches their assigned group's color.

When children arrive at the program, they will:

- Wash their hands upon Arrival.
- Locate their nametag and place it on the locator board.
- Each time a child changes locations, they will need to return to the locator board and move their nametag to the new location.
- When a child leaves the program for the day, their name tag will need to be returned to the bin in lounge 1 or to the velcro on their cubbies.

Additional important information:

- A child's first choice may not always be available, but each child must select a room that is available.
- Children whose name tags becomes lost or worn out need to speak with the staff for a replacement tag.
- Name tags should not go home with the child.

Because accountability and supervision are critical areas of concern for our program, we need full support from children, staff, and families to ensure the system works properly. Freedom to move independently throughout the program requires responsibility on the part of the child. It is important that children follow the safety rules at all times. Additionally, once children are signed out of the program they may not wait for their parents in the lounges they must remain by their parents side at all times. This policy is in place to ensure that the classroom staff knows where all the children are during the program hours.

**Community Resources:**

<u>Unit</u>	<u>Ph. Number</u>
Airman & Family Services Chief	268-3757
Education Center and Library Chief	268-3883
A&FRC Section Chief	268-3267
Fitness Center	268-3531
A&FRC SLO	268-3232
Community Center Director	268-3758
SAPR (Sexual Assault)	268-3832
EO (Equal Opportunity)	268-3829
HC (Chapel)	268-3343
ADAPT (Drug and Alcohol)	268-4503

Resiliency

268-4503

Family Advocacy

268-4541