

**Wright Patterson AFB
Youth Program**

**Family
Handbook**

88 FSS/FSFY

Table of Contents

Welcome.....	2
Mission Statements and Philosophy	2
Hours of Operation.....	3
Goals	3
Certification, Accreditation and Inspections	3
Privacy and Confidentiality	4
Enrollment.....	4
Fees	4
Health and Illness Policy	5
Injuries	5
Medication	5
Special Needs.....	6
Tobacco, Alcohol and Drug Free Policy.....	7
Supervision of Children/Transportation	7
Guidance Policy.....	7
Child Abuse/Neglect Reporting and CCTV	8
Communication with Families.....	8
Family and Cultural Values	9
Clothing	9
Staff Qualifications.....	10
Key Personnel.....	11
Community Resources.....	11
Appendix A Emergency Procedures	

CYP Facebook Page

Join our Child & Youth Facebook Page by scanning the QR code below. Stay up to date with information about the Child Development Centers, School Age Program, Youth Center, and Youth Sports.



Welcome

The Wright Patterson AFB Youth Center Program welcomes you and we look forward to serving your family. Our program offers intentional activities and experiences based on needs and interests of youth from 9 years of age through 18 years.

A cooperative, caring partnership between parents and staff members is our constant goal. We encourage close communication at all times and invite you to visit and enjoy our facilities and programs; families are welcome to visit their child at any time. We work to create an atmosphere in which your child will be comfortable, happy and enjoy many learning experiences. We welcome your suggestions on ways to improve our service to you and your family.

Air Force Child and Youth Program Mission Statement

“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.”

Wright-Patterson Mission Statement and Philosophy

The mission of the Wright-Patterson AFB Youth Programs is to provide a positive, safe place for exploration and a sense of belonging which encourages children to experience a variety of developmentally and concrete experiential learning that support curriculum content in areas of literacy, mathematics, social studies, art, music, physical education and health.

The practices of Air Force Youth Programs are based on current knowledge of child and youth development and supports the unique challenges of military life. We support the development of the whole child. Our program acknowledges that youth learn through active, hands-on involvement with their environment, peers, and caring adults. We respect each child’s unique interests, experiences, abilities and needs. Children are valued as individuals, as well as part of a group. Likewise, our program respects and supports the ideals, cultures and values of families when nurturing children. We advocate for children, families, and the early childhood professionals within our community.

Hours of Operation

The center is open Monday through Friday from 1430 to 1900 Monday – Thursday, 1430 – 2000 on Fridays. Closed on all Federal Holidays. Summer Program hours are 1200 – 1900 Monday – Thursdays and 1200 – 2000 on Fridays.

Goals

To offer a daily program of activities that is diverse, engaging and appealing to children and helps to develop their strengths and competencies in the areas of Character and Leadership, the Arts, Education and Career, Health and Life Skills and Fitness and Recreation

These activities will:

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

Certification, Accreditation and Inspections

The Wright-Patterson AFB Youth Program is certified through the Department of Defense. Certification is earned by high quality centers that provide a safe environment as well as developmentally appropriate curriculum.

The Military Child Care Act requires the following unannounced inspections: Higher Headquarters Inspection, annual comprehensive health/sanitation inspection, annual comprehensive fire and safety inspections and a multidisciplinary inspection (fire, safety, health, human resources, family advocacy and parent rep). The results of these inspections are available for review at the front desk.

Privacy and Confidentiality

Your right to privacy and confidentiality are of the utmost importance to our program. All financial information and personal information are covered under our confidentiality policy. The only persons with access to your financial information are our desk clerks, administrators, flight chief and any other persons that you specify.

Your personal information is only available to your child's classrooms teachers, training staff, administrators, and any other persons that you specify. If you have any questions about what information is covered, how the information is protected or who is allowed access to it, please contact the Youth Program Director.

Enrollment

All parents who enroll their child in the center will be provided an orientation and tour of the facility. The parent and child will be given an opportunity to visit, meet the staff, and become familiar with the program. To ensure your child's enrollment at the center, all forms are to be completed prior to your initial visit.

Information necessary to complete your child's registration:

- Air Force Youth Flight Program Patron Registration Form (AF Form 1181)
- Completed and up-to-date immunization record
- Signed Enrollment Agreement
- Military Family Life Consultant permission
- Completed and Approved Special Needs Package, if needed. All special needs packages must be reviewed by program medical advisor and Inclusion Action Team prior to enrollment.

Fees

Monthly fees are \$15.00 per month and are due by close of business Tuesday the first week of each month.

Health and Illness Policy

Children are screened at the time of entry and during care for signs of illness. Children may not be accepted into care when ill. The most current version of *The American Academy of Pediatrics Managing Infectious Diseases in Child Care and School* is

followed for exclusion of children and readmission into the program. If your child becomes ill during program hours, parents will be contacted and your child will be cared for in the isolation room. In general, a child is temporarily excluded or sent home as soon as possible if one or more of the following conditions exist:

- Illness prevents the child from participating comfortably in normally scheduled activities.
- Illness results in a greater need for care than the staff can provide without compromising the health, safety, and wellbeing of the other children.
- Poses a risk of spreading a harmful disease to others.

Please inform us if your child is ill with a contagious disease. Families whose children have been exposed to a contagious illness will be notified and signs will be posted.

Injuries

CYP personnel are CPR/first aid trained to treat injuries, respond to accidents and medical emergencies. Families will be notified if their child sustains an injury while at the school age care program. An accident report is completed, made available for review when your child is picked up, then placed in the child's folder. Parents will be immediately notified if the injury is more serious in nature. In addition 911 may be called if your child's injuries appear to be in critical. There is always a CPR and first aid trained staff on-site.

Medications

Medication will be administered in accordance with the AF CYP Medication Administration Instructional guide. Medications include prescription items, over the counter medications and emergency medications. Injectable medications will not be administered except for medications necessary to counteract severe allergic reactions (EpiPen) or to assist with diabetic emergencies (Glucagon).

- All medication (including over-the-counter medication as Tylenol) must have instructions from the healthcare provider authorizing its use for a specific purpose and time frame. A stop date is required.
- Medications must be in their original container labeled with the child's full name, date filled, dosage and directions for administration
- The AF Form 1055 must be completed before any medication can be given, then initialed/dated by the parent each day medication is to be administered

- Parents must provide the ‘as needed’ emergency medications before children are accepted into care. A current (within 12 months) and complete action plan from the prescribing health care provider must be provided for any child requiring ‘as needed’ emergency medication. The action plan must include triggers, signs of distress and medication administration instructions.
- Medications will not be stored in the program beyond the stop and/or expiration date
- Medications are stored in a secure location at the front desk
- On an annual basis, parental permission to apply sunscreen and insect repellent (approved by medical advisor and purchased by the program) is obtained.
- The first dose of a new medicine must be given by the child’s family who remain with the child for twenty minutes in case of allergic reaction.

Staff who administer medication are trained annually by a health professional on the correct procedures for administering medications.

Special Needs

The Youth Program supports inclusion and participation of children with disabilities, special learning, medical and/or developmental needs. The program and family work closely with the medical advisor and the Inclusion Action Team (IAT) for placement in the most appropriate, inclusive setting.

1. When a child is enrolled and the parents indicate a special need, a Special Needs Package must be filled out by the parents and their pediatrician. Once the package has been filled out, it is returned to the center for a review by the IAT. Families are invited to the meeting as active participants.
2. If the recommendation is for inclusion in the program, an Inclusion Action Plan will be developed. A reasonable period of time will be determined to allow for staff training and environmental modification to meet the child’s needs.
3. If a child is identified with a potential special need once enrolled in the program, families will be required to seek professional evaluation and package submission to the IAT within 45 days. If the parents refuse to engage additional services to support their child’s development, termination from our program may be necessary.

Tobacco, Drug and Alcohol Free Policy

Smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal drugs are strictly prohibited in the sight or presence of children/youth participating in any CYP program or sponsored activity.

Supervision of Children/Transportation

Children are under adult supervision at all times. Child/youth ratios may vary by activity room provided the overall building ratio remains no more than 12 children to 1 teaching staff.

When on field trips the ratio is one staff per twelve children. For water related and other high risk activities, the ratio is one staff for every eight children. We may also ask that parental volunteers go on the trip to provide additional supervision, or if your child requires additional supervision to ensure safety.

Transportation of children for field trips will be in accordance with AFI 34-144.5.6 with inspected vehicles, vetted drivers, and appropriate supervision.

In the unlikely event that a child is left behind or is unaccounted for, simultaneously action will be taken to immediately notify law enforcement, the family and management while a search is conducted in vicinity of last known area until law enforcement arrives and directs the actions of center staff.

All staff have completed background checks prior to working alone with children. Please be aware that if a staff member is wearing a red shirt the center is awaiting completion of their background check and they may not be alone with children.

Guidance/Discipline Policy and termination

Staff are actively engaged with children and relate to them in positive ways. No one specific guidance technique will work in every situation. Guidance approaches include understanding typical child behavior, recognizing children as individuals, encouraging children to make choices and become more responsible, creating an environment that prevents and discourages bullying by modeling appropriate behavior, responding consistently to issues and encouraging youth to

resolve their own conflicts as appropriate.

Staff follow the CYP Positive Guidance and Appropriate Touch instructional guide which prohibits harming a child/youth physically or psychologically.

A behavior support plan may be needed when a child displays behaviors that are consistent, intense and/or put themselves or others at risk. The plan will be developed with input from parents, staff, managers and trainer. Occasionally, the program may not be appropriate for a child's continued enrollment. Termination may result if the program cannot meet the needs of your child or if your child displays repeatedly disruptive or inappropriate behavior.

Child Abuse/Neglect Reporting

All staff are mandated reporters of suspicions of child abuse or neglect and will immediately report to the program manager (or supervisor on duty) all incidents which endanger the health of a child/youth. The program director notifies Family Advocacy Office (FAO) who then determine what action needs to be taken and contacts the appropriate agencies. Staff suspected of physical abuse and/or neglect will be immediately removed from having access to children/youth pending outcome of all investigations stemming from the report. Contact information for the DoD Child Abuse Hotline is on page 14.

Prevention of child abuse includes the following:

- All children/youth are subject to closed circuit video monitoring and recording as part of their SAC enrollment
- All parents/visitors enter/exit through the main entrance
- Visitors must sign in, wear a badge and be monitored
- Main entrance is continuously monitored during hours of operation
- Personnel will not hold private meetings with any child/youth. If a situation arises that requires a personal conference, the conference must either include the child/youth's parent or another CYP staff member.

Communication with Families

Communicating with parents on an on-going basis is one of the main goals of our staff. We utilize several different methods to effectively communicate with families. Some examples include

formal and informal conferences, surveys, handouts for special events, lobby marquee display, Parent Information Board and special event calendars.

Family and Cultural Values

We strive to implement our curriculum in a way that is respectful to cultural and individual differences to help youth develop a respect for ethnic and cultural diversity. We will expose youth to different cultural perspectives and encourage youth and families to share their home culture and language.

Parent Advisory Board and Quality improvement Team

Parents are an integral part of the Youth Program and the Consolidated Parent Advisory Board for all CYP programs serves in an advisory function, providing recommendations for improving services, partnering with the center to offer additional opportunities for family participation and recognize exemplary staff. Information about inspections, new requirements, and other topics are covered at the quarterly meetings of this board of family members.

Parents also are encouraged to participate in the Quality Improvement Team which focuses only on the Youth Center Program.

Please see the front desk for information the next scheduled meetings for both groups

Clothing

Please send your child in clothes they can play in. If you feel your child needs an extra set of clothing, please label with your child's name and place in their homeroom locker. We want children to feel free to participate in all activities.

Closed-toed shoes safe for active play must be worn. Sandals are not permitted.

Daily Procedures

Each child must signed in/out each day they are in attendance by their parent or other authorized person.

During the School Year, the Youth Center participates in Power Hour, a homework assistance program in conjunction with the

Boys & Girls Clubs of America. This a voluntary program as youth can only be encouraged to get homework completed.

We ask that youth do not bring toys or anything of value to the program. The program is not responsible for any broken, lost or stolen items.

Emergency Procedures/Plans

Severe Weather: In the event of a severe weather emergency, parents will be notified via telephone or email for pick-up procedures. We ask all families to check in with the program when snow is falling during the duty day to stay informed and be ready to contact individuals who are authorized to pick-up their children in the event they cannot pick-up before the time of the early release closure.

Base Early Release: The Youth Center Program will close 90 minutes after the “staggered release” of base employees has been initiated.

Hazards and Environmental Risks: The protection, safety and well-being of children and adults are paramount to Youth Programs. The proper base agency is notified when a hazard is suspected and appropriate safety measures are taken. If the facility/classroom is in danger due to a chemical spill, fire hazard or prolonged heat or cold conditions the following actions may be taken:

- Re-locate to another activity room
- Evacuate to another base facility. Parents will be contacted to inform them of the location of their child, or if time permits parents will be contacted to pick up their child immediately.

Staff Qualifications

All Youth Program staff who work with children must successfully complete the following:

- 18 years of age
- Hold a high school diploma or equivalent
- Maintain current immunizations
- Background checks: Installation Records check, FBI Advanced Fingerprints, Childcare National Agency Check with Inquiries and a State Criminal History Check.
- New Employee Orientation and 24 hours of annual training to include positive guidance, appropriate touch, child abuse reporting and identification.
- CPR and First Aid within 90 days of employment

- Completion of the fifteen competency based training modules within eighteen months of hire
- Twenty four hours of annual training
- Ongoing staff development and goal setting through observations and small group debrief sessions

Key Personnel

Susan Anderson, Flight Chief, Child & Youth	937-257-6763
Melissa Zehring, Youth Director	937-656-8683
Fred McDaniels, Asst. Youth Director	937-656-8682
Sharita Hayes, SAC Coordinator	937-656-8688
Lynn Tufts, Training & Curriculum Specialist	937-656-8688
Jennifer Shade, Lead Trng & Curriculum Spec.	937-656-8681

Community Resources

1. DoD Child Abuse and Safety Hotline:
Local: 937-257-4608
Greene County: 937-562-6600
Montgomery County: 937-276-6121
DoD: 877-790-1197
2. ABC Pediatric Therapy
3817 Colonel Glenn Hwy, Beavercreek, OH 45431
937-427-9200
3. United Rehabilitation Center
4710 Troy Pike
Dayton, OH 45424
937-233-1230
4. A Guide to Services, Outreach, & Resources for Wright-Patterson AFB can be accessed at the following site:

<https://cs.eis.afmc.af.mil/sites/WPAFB/WPAFB%20Helping%20Agencies/WPAFB%20Helping%20Agencies%20-%20Viewable.xps>