



UNITED STATES ARMY
CHILD & YOUTH SERVICES

RESOURCE GUIDE FOR CHILD & YOUTH SERVICES

<https://bragg.armymwr.com/>



Administrative Offices
Soldier Support Center, Normandy Drive, 4th Floor

CYS Registration	Knox Street Bldg 1-4157	(910) 396-8110/5128
Child Development Services		(910) 396-0124
Family Child Care		(910) 396-3415/907-1965
Food Programs		(910) 396-5601/6674
Functional Technology		(910) 432-6428/907-1824
Parent and Outreach Services		
Registration (Parent Central Services)		(910) 396-8110/5128
Special Needs		(910) 396-5128
Schools of Knowledge, Inspiration, Exploration & Skills (SKIES) Unlimited		(910) 643-6039
Fort Bragg Scout Liaison		(910) 396-1270
National Visiting Youth Program		(910) 396-1270
CYS Program Operations		(910) 396-0124
Training & Curriculum Specialists		(910) 396-1907
School Support Services		(910) 432-1008
Youth Services		(910) 396-0124
Youth Sports		(910) 908-2619
Youth Sports Warehouse		(910) 396-6712
(Corner of Woodruff & Jackson Street)		

Sites

Alexander Child Development Center (Linden Oaks)	(910) 908-4269/4290
Baez School Age Center (Longstreet)	(910) 907-2828/2592
Bauguess Child Development Center (Longstreet)	(910) 907-5135/5131
Chay Youth Activity Center (Linden Oaks)	(910) 908-5012/5013
Cook Child Development Center (Gruber Road)	
East Bragg	(910) 396-2989/3349
Fernandez Child Development Center (Knox Street)	(910) 396-4733/3936
Maholic Child Development Center (Sicily Drive)	(910) 907-2613
SFAC/ Wounded Warrior BN	(910) 643-6661
Loredo (Next to Hercules Gym)	(910) 396-2210
Eagle Child Development Center (Armistead Street)	(910) 394-4323
Prager Child Development Center (2nd Street)	
(Adjacent to North Commissary)	(910) 396-1136/3836
Rodriguez Child Development Center (Sicily Drive)	
(One block off Normandy Drive) (currently closed)	(910) 396-5429/1546
Rodgers Child Development Center (2nd Street)	
(Adjacent to North Commissary)	(910) 432-5933/5281
Stout Child Development Center (Sicily Drive)	
(one block off Normandy Drive)	(910) 432-5042/907-2606
Tolson Youth Activities Center	
(Corner of Reilly St & Normandy Drive)	(910) 396-437(KIDS)
Wonderful World for Kids (Knox Street)	
(Adjacent to Watters Center)	(910) 396-2011/4621
Morales School Age Services (Rockefeller Boulevard)	(910) 432-6033/5275
(Linden Oaks)	

Visit Our Website at <http://bragg.armymwr.com>

**CHILD & YOUTH SERVICES
FORT BRAGG, NORTH CAROLINA
RESOURCE GUIDE FOR
CHILD & YOUTH SERVICES (CYS) FAMILIES**

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CHILD & YOUTH SERVICES
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1. Mission.

To enhance Soldier readiness and well-being by reducing the conflict between Soldier mission requirements and parental responsibilities.

2. Philosophy.

All CYS programs will be developmental in nature. Child & Youth Services (CYS), agrees with the position of the National Association for the Education of Young Children (NAEYC) and The Council on Accreditation (COA), that a “high quality” program provides a safe and nurturing environment that promotes the physical, social, emotional and cognitive development of children and youth while responding to the needs of Families.

3. Goals.

To provide affordable quality program options to military children and youth from ages 4 weeks to 18 years of age.

4. Fort Bragg Programs.

CYS programs all promote an open door policy for Families to ensure parental and child’s developmental needs are accomplished.

a. Child Development Services (CDS) – (910) 396-4313, Admin)

Hourly, part-day pre-school, full-day care and Strong Beginnings programs ages 4 to 5 years in centers which are nationally accredited.

- Hourly - Any or all rates/costs for the CYS programs, including hourly care are the responsibility of the sponsor. **(Appendix A)**
- Hourly Care Policy and Procedure. **(Appendix B)**
- Hourly care must be paid in full on the day service is provided. **Patrons with outstanding late pick up and/or no show fees will not be allowed to use or reserve a space for care until the fee is paid in full.**
- Preschool – Children ages 3-5 must be potty-trained if enrolling in Full-Day.
- Part-Day Preschool
5-Days/week for 5-Hours/day, 3-Days/Week for 3-Hours/day and
2-Days/week for 3-Hours/day (locations to be announced)
- Strong Beginnings – Child must be 4 years old by August 31

- 1) Alexander Child Development Center (Linden Oaks) (910) 908-4269.
Full Day Care, Hourly, Strong Beginnings Full and Part Day, Full and Part Day Pre-School.
- 2) Bauguess Child Development Center (Longstreet) (910) 907-5135/5131.
Full Day Care and Strong Beginnings.
- 3) Cook Child Development Center (Gruber Road) (910) 396-2989/3349.
Full Day Care and Strong Beginnings.
- 4) Eagle Child Development Center (Armistead [Pope]) (910) 394-4323.
Full Day Care and Strong Beginnings.
- 5) Fernandez Child Development Center (Knox Street) (910) 396-4733/3936.
Full Day Care, Strong Beginnings, Part-Day Preschool.
- 6) Maholic Child Development Center (Sicily Drive) (910) 907-2613.
Hourly Care and SKIES Programs, Part-Day Strong Beginnings, Part-Day Preschool, SFAC and Loreda Reservations required.
- 7) Prager Child Development Center (2nd Street) (910) 396-1136/3836.
Full day Care and Strong Beginnings.
- 8) Rodriguez Child Development Center (Sicily Drive) 396-5429/6979
Closed Pending Renovation
- 9) Rodgers Child Development Center (2nd Street) 432-5933/5281.
Full Day Care.
- 10) Stout Child Development Center (Sicily Drive) 432-5042/907-2606.
Full Day Care and Strong Beginnings.
- 11) Family Child Care (FCC) (4th Floor Soldier Support Center) (910) 396-3415
 - a) Serves children age 4 weeks 12 years old. FCC provides full time, part day, long term, before and after school care, Special Needs, extended, overnight, and hourly care. Some homes are bilingual and multi-cultural. Families that utilize Family Child Care receive a discount off of full day, part day, before and after school care based on the current DOD Fee Policy. FCC providers maybe certified by the National Association for Family Child Care (NAFCC).
 - b) MilitaryChildCare.com (MCC.com) is a Department of Defense (DoD) website for military families seeking child care. This single online gateway provides access to comprehensive information on military operated and military-subsidized child care options worldwide.

Web link: <https://militarychildcare.com>

4. Fort Bragg Programs Continued...

b. School Age Centers (SAC) – (910) 396-5780.

Provides before and after school age care for children K-5th grade, on Fort Bragg and Linden Oaks. Occasional Care options are available on school operational days during before and after school hours for the schools the program services. Slots must be reserved and a minimum of one hour must be paid in advance in order to ensure pickup from child's school. Parents must have children enrolled in schools prior to receiving before and after school care from CYS.

1) Locations:

a) Wonderful World for Kids SAC (on Knox Street adjacent to the Watters Center) (910) 396-2011/4621.

b) Morales SAC (on Rockefeller Blvd. in Linden Oaks) (910) 432-6033/5275.

c) Baez SAC (Longstreet) (910) 907-2828.

2) SAC offers a wide range of quality out-of-school experiences for children in Kindergarten - 5th grades in supervised, age-appropriate programs. Programs incorporate character building concepts through challenging activities and social interaction. Activities are designed to enhance positive attitudes in learning and self-development. SAC offers breakfast before school, transportation to and from school, special activities and some SKIES instructional programs.

3) SAC provides Winter, Spring, Summer camps at all locations. For current activities please visit <http://bragg.armymwr.com>

4) After school programs are available for school out days for traditional and year-round students who live in surrounding counties on non-Federal Holidays.

c. Middle School and Teen Programs.

1) Locations:

a) Tolson Youth Activities Center (on the corner of Reilly Street and Normandy Drive) (910) 395-5437.

b) Chay Youth Activity Center. (Linden Oaks) (910) 908-5012.
Rockefeller Blvd, Cameron NC

2) A chartered affiliate of the Boys and Girls Club of America and a partner with 4-H Cooperative Extension.

3) Programs are designed to provide out of school services and activities for middle school and teen youth in 6th-12th grades. The programs are committed to meeting community needs. Tolson Youth Center provides Winter, Spring, Summer camps as well as specialty camps and sports camps.

4) After school programs are available for school out days for traditional and year-around students who live in surrounding counties on non-Federal Holidays.

- 5) HIRED. A workforce-preparation and volunteer apprenticeship program for 15-18 year old teens with a parent who is either active duty Army or a DoD civilian employee on Fort Bragg.
- d. CYS Annual Special Events. Parent-Youth Deer Hunts; Fishing Derby; Dances; Open Houses; Halloween Carnival; Easter Carnival; Winter Carnival; Nutrition Fest; Stand for Children; Army Birthday; FCC Provider Recognition Ceremony and Volksmarch.
 - e. Parent and Outreach Services – (910) 396-5128.
 - 1) Parent Central Services (910-396-8110/5128). One stop registration for CYS patrons. Location: Knox Street, Bldg. 1-4157, (between Randolph Street and Honeycutt Road) Hours of Operation: 0830-1630, Monday-Friday.
APPOINTMENTS REQUIRED WALK IN HOURS Tuesday and Thursday 12-2pm Closed third Wednesday of each month from 0830-1200.
 - 2) Volunteer Child Care in Unit Settings (VCCUS) – (910) 396-5128.
 - a) VCCUS is designed to meet the needs for occasional no-cost, volunteer child care in an approved unit setting for unit Family members and private organizations during activities involving Family support groups, spouse meetings, and special unit functions.
 - b) VCCUS training is available to individuals within a military unit or recognized organization on Fort Bragg. Parent Outreach Services will provide the training and qualify volunteers to operate a VCCUS.
 - 3) Mult-interdisciplinary Action Team (MIAT formerly Special Needs Accommodation Process) – (910) 396-5128. A multi-disciplinary team that assists in determining the safest, least restrictive and most appropriate placement of children that require specialized care. This includes childcare, school age care, youth services, or recreational sports and fitness activities.
 - 4) The purpose of the team is work with the parents to ensure the child’s experience while in Child & Youth Services (CYS) are successful All Medical Action Plans (MAPs/Forms) are available at <https://webrac.mwr.army.mil>.
 - Medical Action Plans (MAPs/Forms) are required for the following specific diagnosis: Asthma/Respiratory concerns, Allergies, Special Diet Statement (SDS) for Dietary concerns (intolerance, allergic or religious), Seizures (any type), Diabetes (Daily and Emergency).
 - Any other medical concern will require a statement from physician noting diagnosis and any accommodations for child while utilizing CYS. If child has any educational accommodations such as an Individual Family Service Plan (IFSP) or an Individualized Educational Plan (IEP) or a 504 Plan in place, CYS will ask for a copy to implement Strategies and Goals to help the child succeed. The copy must be dated and signed to validate.
 - A SNAP Team evaluates and establishes goals to help ensure appropriate placement. Parents are aware the process may take 7-10 business days from

receipt of completed medical/educational paperwork to the Army Public Health Nurse for clearance. Once SNAP is cleared parent will be contacted by email or telephone to schedule an appointment to complete CYS membership.

- As the safety of all the children enrolled in CYS is a priority, parents may be required to attend a FULL SNAP meeting, depending on the child's medical or educational diagnosis.
 - Parents must provide a statement from the school or the medical provider indicating child no longer has the diagnosis or is no longer followed with an educational plan.
- 5) National Visiting Youth Program (NVYP) – (910) 396-1270. An opportunity for nationally recognized youth groups to spend a weekend at Fort Bragg and become familiar with the goals, customs, and traditions of the Army.
 - 6) Fort Bragg Boy & Girl Scouts Liaison – (910) 396-1270.
Liaison for on-post scouting activities for Area 33 Girl Scouts of the United States and TUOCS District Boy Scouts.
- f. School Support Services 4th Floor, Room 420 in the Soldier Support Center (SSC) on Normandy Drive) – (910) 432-1008.
- 1) Programs include America's Promise Youth Volunteers Program, Youth Leadership Initiatives, Youth Computer Lab & Homework Center Linkages, and Community Partnership Initiatives.
 - 2) School Liaison Services. Programs include School Transition Support, Post-Secondary Opportunities, Home School Support, Education Summit Issues, Partners in Education, and Installation/School Communication.
 - 3) SKIES Unlimited – (910) 643-6039 - Instructional program for youth of military and DoD civilians. Classes are designed to complement and support the experiences children and youth have in Army CYS and in schools.
- g. CYS Food Services – (910) 396-5601/1907. CYS participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Programs and receives funding for food through this source. They develop menus and provide nutritious meals and snacks to all CYS programs. They are also available to assist in developing menus for the Family Child Care providers.
- 1) Per USDSA Guidelines and CYS Operating Manual CYS staff will not serve nor put cereal or other food in a bottle since this forces the baby to eat food this way and it is a risk for a choke hazard. CYS currently provides the following formulas, Enfamil with Iron, Similac with Iron, Enfamil with Iron and Isomil Similac Soy.
 - 2) Per CYS Operations Manual 2015, CYS does not allow for food preferences such as vegan meals or organic food. CYS Services programs do not have capability to provide or prepare food based on preference.
 - 3) Special Diet accommodations may be made for a medical concern, a medically diagnosed intolerance or for religious beliefs. A Special Diet Statement (SDS) will be

required to be completed by a physician if it is a medical diagnosis or by a religious official if it is due to religious belief.

- 4) Patrons may not bring outside food to CYS sites per AR 608-10 noting that if food is prepared at home and transported it has a higher risk of contamination and spoilage. Although the parent may have prepared the food which the center serves, the center accepts responsibility for the quality of the food at time of service and could be accused of serving tainted foods over which it has no control.
 - h. Training and Curriculum Specialists (TACS) & Training and Program Specialists (TAPS). (910-396-5601/6674). TACS and TAPS oversee CYS employee training to ensure the highest quality care and out of school experiences for children and youth in our programs. Their duties encompass programs serving children 4 weeks to 18 years in Child Development Centers, Family Child Care homes, School Age Services, Youth Services Middle School and Teen programs, and Kids on Site.
 - i. Youth Sports Office (4th Floor, Soldier Support Center) - 396-9123.
 - j. Sports Equipment Issue Warehouse (on the corner of Jackson and Woodruff Street, Bldg 2-2408 Jackson Street – (910) 396-6712.
5. Who is Eligible to Participate in CYS Programs?
- a. CYS programs are open to children of sponsors eligible to use Family and Morale, Welfare and Recreation activities as outlined in AR 215-1, AR 608-10, Army Directive CYS Operations Manual 2015, Standard Operating Procedures for Outreach Services and CYS Waiting List Standard Operating Procedures.
 - b. Eligibility.
 - Eligibility is contingent on the sponsor status. Eligible patrons include active duty military personnel; DoD Civilian employees paid from either APF or NAF; reserve component military personnel on active duty or inactive duty training status; combat-related wounded warriors; surviving spouses of military members who died from a combat-related incident; those acting *in loco parentis* for the dependent child of an otherwise eligible patron; eligible employees of DoD contractors.
 - Others authorized on a space-available basis. In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children are eligible for child care only when they reside with the military service member or eligible civilian sponsor at least 25 percent of the time in a month that a child receives child care through an Army program.
 - Retiree's eligibility is limited to the use of SKIES, YS and Sports and Fitness programs and with special Garrison permission programs such as summer camp where no wait list exists.
6. Registration.
- a. CYS Annual Household registration is free as part of the Army Strong. Registration is required when enrolling in any CYS program. Initial or annual renewal of registration of household must be completed at Parent Central Services. Required

documents can be downloaded at <https://webtrac.mwr.army.mil>(Appendix B). Appointments can be made by emailing braggcysregistration@conus.army.mil or by calling (910) 396-8110.

- b. CYS registration is transferable to other installations. Parents are required to update household data at their new duty station. When departing Fort Bragg, patrons are to complete a disenrollment form in order to have the household data transferred to new location. Patron will request that his/her household be exported from current duty station.
- c. After initial enrollment and activated membership, individual program enrollment can be made at any CYS facility. Additionally, Sports, SKIES and hourly care reservations can be made online at www.webtrac.mwr.army.mil. Patrons must call facilities (Alexander CDC, or Maholic CDC) directly for same day hourly care appointment.
- d. CYS uses the Child and Youth Management System (CYMS) for registration, payments, billings and all household demographics.
- e. Effective 30 June 2016, all Full-day, Part-Day, Before/After School Care, Winter, Spring and Summer Camp waiting lists are available for on-post care through MilitaryChildCare.com. To get started, visit: <https://militarychildcare.com>



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- STEP 1 CREATE ACCOUNT**
Go to **MilitaryChildCare.com** to create an account containing information about your family, or to login using an existing username and password.
- STEP 2 SEARCH and REQUEST CARE**
Search the system for the child care options that best fit your needs and submit your requests for care.
- STEP 3 MANAGE MY REQUESTS**
You can manage your requests for care from anywhere in the world.
- STEP 4 UPDATE MY PROFILE**
Keep your *My Profile* page up-to-date with important information.

It's that easy!

To get started, visit:
MilitaryChildCare.com
For questions/support, call:
855.696.2934

- f. Referrals are available for certified teenage babysitters. Referrals for off-post Child Care Centers and providers will not be provided through CYS on Fort Bragg.
- g. Registration Requirements.
 - 1) Military ID card or proof of employment for DoD and Federal Government employees.
 - 2) Legal or official proof of child's birth (passport, ID card, birth certificate or DEERS enrollment)

- 3) Current immunization record for children birth-5yrs (Pre-K). Immunization records are not required for school age children (Kinder-12th grade).
- 4) A CYS Services Health Assessment/Sport's Physical Statement (HASPS) will be completed by parents and a licensed independent practitioner within the past calendar year or within 30 days following an initial registration.
- 5) Two local individuals who can be contacted in case of an emergency, other than spouse. The address and telephone number (home, work, cell phone) of the emergency contact must be provided.
- 6) If enrolling in a billable program (i.e. Full-Day, Part-Day, Summer Camp, Spring Camp, Winter Camp, Before/After School Care), current income statement for both the sponsor and the spouse will be required. Fees are structured in accordance with DoD guidelines and based on Total Family Income, (includes all income except hazardous duty pay, clothing allowance, and child support). If the sponsor's spouse is a student, proof of school enrollment must be provided along with paid receipt. Student enrollment records must be verified every 90 days. Patrons are to contact Parent Central Services for information and an income category review should the Total Family Income change.
- 7) Parent Central Services will maintain an electronic copy of the Family Care Plan (FCP) DA Form 5305 for dual/single military parents registered in full and part time programs. FCP is required for MST youth enrolled in weekly before camp supervision programs operating before 1300. DA Form 5305 is the acceptable Army form. Official FCP from sponsors of other military services (Air Force, Navy, Marines, etc) on their Services forms are acceptable. If the service does not have a form they may utilize the Army form. The requirement for FCP only applies to US Active Duty Military. The FCP is required for children under the age of 19 who cannot care for themselves in the absence of the Service member. Parent Central Services (PCS) maintains the Short Term Release Designee information.
 - The Family Care Plan must be completed within 30 days of enrollment or service may be denied per AR 608-10 and CYS Operations Manual.
- 8) Legally appointed guardians may apply for CYS registration for children in their care. The following documentation is required: legal court documentation of guardianship, medical power of attorney, proof of child's age, and proof of guardian's military or DoD affiliation.
 - *Note.* In an *in loco parentis* relationship, a person takes on the role of a lawful parent by assuming the obligations and discharging the duties of a parent without formally becoming an adoptive parent or legal guardian. The child(ren) must reside with and be supported by the person. A special power of attorney to act *in loco parentis* is required to be on file.
- 9) Special Needs Enrollees. Special Needs participants must furnish required medical documentation supporting medical diagnosis disclosed. Some participants may be required to be evaluated by the MIAT team prior to securing membership or enrolling in a program.

- 10) Re-Enrollment or Renewal of CYS annual registration: CYS enrollment is done annually and patrons may renew as early as 30-days prior to the expiration date.
 - 11) Childcare Tax Statements: Parents may secure Childcare tax statement through webtrac by logging in to their accounts at <https://webtrac.mwr.army.mil>.
 - 12) **Army Strong Benefits: (Appendix C)**
Mission Level 1 eligibility is defined by the Internal Revenue Service (IRS). The IRS identifies combat zones designated by an Execution Order from the President as areas in which the U.S. Armed Forces are engaging or have engaged in combat. This is listed under the IRS website: <http://www.irs.gov/uac/Combat-Zones>. To identify military deployed to a combat zone, installations will use the locations identified by the IRS.
 - 13) Deployment Support Services are only approved for Army families. **Other Services are not eligible for Army Deployment Support Services.**
- h. Refunds. Refunds may be processed on site, contingent on availability of funds, or may require a check being issued by Finance.
- 1) Refund requests for CYS programs will be submitted in writing to program site. Refund requests are due no later than 3 working days before the start of a program.
 - 2) Refunds will only be processed in the manner in which patron paid.
 - a) If payment was made in cash, it may be refunded in cash if funds are available. If funds are unavailable, the patron's refund will be processed through DFMWR to process a check which will be mailed directly to the patron.
 - b) If payment was made by check a request through Finance will be processed through DFMWR and a check will be mailed to the patron.
 - c) If payment was made with a credit/debit card, patron must provide the credit/debit card previously used in order to have amount refunded directly to card.
 - 3) The following are reasons for non-standard refunds.
 - a) Refunds requested due to deployment or reassignment requires a copy of orders.
 - b) Refunds due to medical reasons after the program or activity starts. A doctor's statement is required when the request is submitted.
7. Waiting List.
- a. The waiting list is centralized for all CYS patrons requiring full day or part day care through <https://militarychildcare.com>. All patrons will be required to register with MilitaryChildcare.com in order to be placed on any waitlist for childcare.

- b. Priority is given in accordance with the DoD Directive 6060.02 and CYS Operations Manual 2015. Priority for filling spaces will be as follows:
- 1) **Priority 1:** The first priority for qualifying children from birth through age 12, in order of precedence from highest to lowest within priority 1, is children of combat-related wounded warriors, child development program direct care staff, single military service members on active duty or dual active duty service member couples, active duty service members with a working spouse (including a DoD Civilian spouse), single DoD Civilian employees paid from APF or NAF, dual DoD Civilian employee couples, DoD Civilians with working spouse who is not a DoD Civilian, and surviving spouses of military members who died from a combat-related incident.
 - 2) **Priority 2:** The second priority for full-time care will be given equally to qualifying children from birth through age 12 of active duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those individuals acting *in loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is actively seeking employment. The status of actively seeking employment must be verified every 90 days.
 - 3) **Priority 3:** The third priority for full-time care will be given equally to qualifying children from birth through age 12 of active duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those individuals acting *in loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is enrolled in an accredited post-secondary institution. The status of post-secondary enrollment must be verified every 90 days.
 - 4) After meeting the needs of parents in priorities 1, 2, and 3, CYS will support the need for full-time care for other eligible patrons, such as active duty military service members with nonworking spouses, DoD Civilian employees paid from APF and NAF with nonworking spouses or same-sex domestic partners, eligible employees of DoD contractors, Federal employees from non-DoD agencies, and military retirees, on a space-available basis. In this category, U.S. Army Installation Management Command (IMCOM) may also authorize otherwise ineligible patrons (for example, local community members) to enroll in CYS Services to make more efficient use of Army facilities and resources.

- c. Expectant mothers are encouraged to register through <https://militarychildcare.com> and place the unborn child on the waitlist. Sponsors are subsequently responsible for updating and maintaining their status on MCC.com. **Militarychildcare.com will require patrons to note the estimated date of birth for the unborn child**, and patrons will be required to update every 30 days through Militarychildcare.com.
 - d. Waiting lists for Middle School and Teen programs, instructional programs, and sports programs are filled on a first come, first served basis, based on vacancies.
8. Disenrollment (CDC, FCC and SAC)
- a. Disenrollment for care programs must be made a minimum of 2 weeks prior to the last date of attendance. Failure to submit the disenrollment will result in on-going assessment of fees. Disenrollment is required at the end of each school year for SAC if child is not returning for the next school year.
 - b. Exceptions for Disenrollment:
 - 1) Valid PCS orders. Fees will be prorated based on the number of days service is needed.
 - 2) Proof of Deployment. Parent Central Services will maintain a copy on file. Receipt is required when requesting a refund or credit for unused days of service. Service members who are deploying have the option of placing their children on a waiting through <https://militarychildcare.com>.
9. Payments and/or Late Fees.
- a. CDC, FCC and SAC payments are due the 1st and 15th of each month. A one-time \$10.00 per child late payment fee will be assessed on the 6th business day of each missed payment cycle.
 - b. Late payments for full or part time care, including before and after school care will result in a notice of suspension of services when fees are not paid in full by the 2nd billing date of the month. Services will be suspended on the last day of the month until the fees are paid in full or a hardship waiver/payment plan is approved by the garrison commander. Services may be terminated when fees are not paid in full or a financial hardship waiver is not approved
 - c. Payments for Instructional Classes are due by the 18th of each month. If the 18th falls on a weekend or Federal Holiday, the due date is the Friday prior. Failure to pay will result in the child being dropped from the program.
 - d. Subsequent to initial enrollment, payments may be made at any CYS facility or by visiting www.webtrac.mwr.army.mil.
 - e. Payment Options.
 - 1) Credit card (VISA, MasterCard or Discover).
 - 2) Debit card; personal check; money order.

- 3) Cash.
- f. Financial Hardship: Fee Adjustments for Family Financial Hardship Waiver: **A Family can demonstrate a severe hardship resulting from, but not limited to: sudden and unexpected illness or accident of the spouse or the same-sex domestic partner of an eligible DoD civilian employee; loss of the spouse's or eligible DoD civilian's same-sex domestic partner's employment or wages; property damage not covered by insurance; extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the patron.**
- Financial hardships are determined on a case by case basis in cooperation with Army Community Services (ACS) Financial Readiness Program. Patrons should contact Parent Central Services if they have questions regarding this policy.
- g. Delinquent Accounts (CDC and School Age Services). Failure to pay within 2 billing cycles, will result in a DD 139 (Pay Adjustment Authorization) being forwarded to the Finance and Accounting Office for collection of the entire amount. Patron will lose his/her space and will be required to re-apply though <https://militarychildcare.com> for child to be placed in a facility.
- h. Vacation Credit: During the membership year/re-registration process, families must select either a 2 or a 4 week Leave/Vacation fee option for each child to be used during non-attendance days.
- Vacation must be taken in a minimum increment of five consecutive work days.
 - FCC fees are annualized for a two week Leave/Vacation which reserves the child's space during non-attendance days.
 - Patrons provide the program/provider with a written Leave/Vacation notice at least two weeks in advance. If extenuating circumstances require less of a notice, the patron can provide a written request to the CYS Services Coordinator for consideration.
 - The option chosen must to be used during the registration year and cannot be carried over into the next year.
 - Families who opt for 4 weeks of Leave/Vacation, pay a higher monthly fee than families who chose the 2 weeks fee option. Leave vacation options are available to patrons enrolled in CDC/FCC programs only.
- i. Children/Youth left after hours.
- 1) Late Pick-Up Fees: \$1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care regardless of site. After 15 minutes, the charge is \$5.00 per child/per site for the next 45 minutes.
 - 2) CYS emergency procedures will be followed when a child(ren) is left at the program one hour after closing the program. Late Pick-Up Fees are not charged for verified mission related circumstances or when prior agreements are made to extend child care prior to pick-up or in other extenuating circumstances.
- j. Youth Services/Youth Sports.
- 1) The Provost Marshal's Office will be called to come and pick up youth who remain more than 1 hour after programs close.

10. Program Closures

- a. CYS programs are closed for Federal Holidays.
- b. Inclement Weather or Other Emergencies. Patrons will not receive credit or reimbursement due to inclement weather.
- c. If post is on a 2 hour delay, AM part day programs will not operate. Instructional classes will schedule make-up classes.
 - 1) Child Development Centers and Family Child Care Homes. In the event of inclement weather or other emergencies and the installation remains open, Child Development and School Age Centers will openly announce time that CYS facilities are opening for full day, hourly care, and Strong Beginning programs. Patrons are encouraged to consult social media at <http://www.fortbraggpresscenter.com>.
 - 2) If Fort Bragg Schools are closed due to inclement weather, Part Day Preschool, Part Day Strong Beginnings will be closed. These programs will operate on the Fort Bragg Schools schedule.
 - 3) If the installation is closed, all CYS facilities will be closed. Only essential personnel needing to report to duty will be directed to Family Child Care Providers.
 - 4) On days schools are in session and the decision is made to close early due to weather conditions, part day preschool, Strong Beginnings, and hourly children will need to be picked up early by parents or emergency designees.
 - 5) Child Development and School Age Centers will operate on the Post schedule for early closures. Family Child Care may be available to provide care when the installation is closed. A list of Family Child Care Providers may be accessed through <https://militarychildcare.com>.
 - 6) School Age Program. If Fort Bragg, Cumberland County and/or Harnett County Schools close due to inclement weather prior to school start time and the installation remains open, SAC will maintain a full day schedule. Our programs will continue to operate as long as the installation remains open. If schools remain closed due to extended bad weather conditions and the installation is operational, the SAC program will open based on the announced time for CYS facilities to open.
 - 7) Youth Activities Centers. When Fort Bragg schools close due to inclement weather or other emergencies and the installation is open, middle school and teen programs will continue to operate as long as the installation remains open. Children will not be transported to off-site activities.
 - 8) Instructional and Sports activities may be canceled based on the nature of the emergency. Closures will be posted on social media sites. These activities will be rescheduled for a later time, once weather conditions or other emergency situations stabilize and parents can safely transport their children.
 - 9) Evacuation Plans. Plans and procedures are available at each CYS site in the event a site is evacuated for safety, security, or any other unforeseeable reason.

- For updates on delayed openings go to <http://www.fortbraggpresscenter.com> for the latest installation weather status or alerts. Patrons are encouraged to sign up for the Emergency Mass Notification system to receive phone, text, and email alerts on installation status. Information on how to sign up is available through your sponsor's chain of command. This is the system CYS utilizes for mass notifications.

11. Parent Orientation.

CYS has an open door policy to address any concerns referencing your child's enrollment. All program directors are available to address any concerns you might have. In the event that you still have concerns please refer to the chain of command chart (**Appendix D**). We hope that your concerns can be met at your facility level.

- a. Parents must attend an orientation prior to the first day in a CDC or Family Child Care. The CDC staff or FCC provider will discuss programs, health and administrative procedures, parent involvement, and provide other information pertinent to the programs. Parents need to plan on spending approximately 45 minutes for the orientation. Please note a change in any program or activity will result in a modified orientation which will include completion of new forms, i.e. USDA food forms, infant form and behavior forms. Parents using the CDC sites may tour the facilities and meet the staff prior to child(ren) beginning care.
- b. School Age and Youth Services. Parents must attend an orientation prior to child's enrollment. The staff will discuss program policies, staff qualifications, and program operations. The orientations are designed to discuss program specific concerns, collect medications, complete medication cards and answer questions. Families may tour facilities and meet the staff during Open House in August or by appointment.

12. Parent Advisory Councils. CYS sites conduct at a minimum quarterly meetings with staff and parents. An open forum allows parents and staff to address areas of interest concerning programs, requests for changes to policy, and information regarding CYS programs.

13. Admission and Release Procedures.

- a. Child Development Centers. Children enrolled in CDC programs must swipe their CYS registration card in and out at the front reception desk. Only parents or parent designees are allowed to pick up children unless prior written documentation is furnished to the staff, allowing someone else to pick up the child(ren.) Parent designees are required to produce identification. Parents will not be denied access to their child(ren), including the right to pick up the child(ren), unless a copy of a custody agreement or court restraining order relinquishing such parental right, is on file with the CDC staff and the CYS Parent Central Services.
 - Child(ren) may not be released to siblings or other children under age 13 unless approved by the program director on a case-by-case basis .
- b. Family Child Care. Only parents or parent designees are allowed to pick up children enrolled with a Family Child Care provider unless prior written documentation is furnished to the provider, allowing someone else to pick up the child(ren). Parent designees are required to produce identification. Parents will not be denied access to their child(ren), including the right to pick up the child(ren), unless a copy of a custody agreement or court restraining order relinquishing such parental right, is on file with the provider and the CYS Parent Central Services.

c. School Age Program.

- 1) Parents must swipe their child's CYS Registration cards in and out of CYMS located at the front swipe station. This does not preclude group busing to a specific SAC facility or program.
- 2) SAC staff who bus youth to and from school will call roll and swipe the cards for those children into the facility. Parents are responsible for notifying the SAC staff when their child(ren) is not attending a program or will be absent from school.
- 3) Only parents or parent designees may pick up children unless staff is furnished written documentation allowing someone else to pick up the child(ren.)
- 4) Children will not be released to siblings or other children under age 13.
- 5) Parent designees will be requested to produce identification until such time as the staff recognizes them by sight.
- 6) Parents will not be denied access to their child, including the right to pick up the child, unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file with the SAC staff.

d. Tolson Youth Activities Center.

- 1) Youth enrolled in programs must swipe their CYS Registration cards in and out at the front desk.
- 2) Parents must notify the staff if child(ren) enrolled in Clubhouse program will not be attending the program or will be absent from school.
- 3) Only parents or parent designees may pick up children unless prior written documentation is furnished to the staff allowing someone else to pick them up. Parental release forms authorizing youth to sign out of the program are available. All authorizations will be maintained in the child's file.
- 4) Youth who participate in Open Recreation may do so without parental permission. Youth are permitted to leave the facility at any time.
- 5) Youth Services is not responsible for monitoring the outdoor areas of the Tolson Youth Activities Center unless there is a scheduled outdoor activity option posted on the day's calendar.
- 6) Parents will not be denied access to their child(ren), including the right to pick up the child(ren), unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file with Youth Services.

14. Health Records.

a. Child Development Centers, Family Child Care, and School Age Services.

- 1) Health assessments will be maintained on currently enrolled youth at the CYS Parent Central Services, and at the program sites the child(ren) attends.
- 2) Children attending care program must have a health assessment within 30 days of initial CYS membership. Services will be denied to patrons not meeting this requirement. Appointments for physical exams should be made immediately upon registration with the sponsor's designated medical care facility. The completed form must be returned to the CYS Parent Central Services or at your child(ren)'s program site. Special needs must be annotated as part of the physical. (See paragraph 3.f.(4), page 6).
- 3) Health assessments are valid for 3 years from the date of the physical unless the child's health status changes. Parents are responsible for updating health records with the CYS Parent Central Services annually or when your child's health status changes.
- 4) Current immunization records for children birth-5 years old are a requirement and will be maintained at the CYS Parent Central Services and at the program sites your child(ren) attend. Children in full day kindergarten and up are not required to have immunization records on file.
- 5) Parents are required to maintain current information with CYS.
- 6) Children must be free of communicable disease in all CYS programs.

b. Youth Sports.

- 1) Sport physicals are maintained in the Youth Sports Office. They remain current for one year and must be current during any given sports program.
- 2) Special Needs documentation must be annotated on sports physicals.
- 3) Parents are required to maintain current information with CYS Parent Central Services and program coordinators.
- 4) Youth must be free of communicable disease.

15. Emergency Medical Treatment.

a. Child Development Centers.

- 1) Medical Emergencies. Children who develop conditions after admission requiring immediate emergency medical attention will be taken to Womack Army Medical Center Emergency Room by ambulance for evaluation. Every effort will be made to contact parents prior to this action. A medical note for readmission may be required prior to the child returning to care.

- 2) Minor Health Problems. A child who becomes ill or injured while at a Center will be isolated from the group and closely monitored. This is for the comfort of the child and the protection of the other children. Once parents, or authorized designee is notified they must pick up the child within 60 minutes.
 - 3) Issues concerning the course of action to be taken in terms of health problems will be addressed to the Army Public Health Nurse.
- b. Family Child Care Homes.
- 1) The Provider will assess the child's condition.
 - 2) Give first aid and CPR, if necessary.
 - 3) Call 911 or other appropriate emergency help, as needed.
 - 4) Contact the parents or designated contact person and the FCC Office.
 - 5) Minor Health Problems. A child who becomes ill or injured while in a home will be isolated from the group and closely monitored. This is for the comfort of the child and the protection of the other children. Once parents, or authorized designee is notified they must pick up the child within 60 minutes.
- c. Youth Services, Youth Sports, School Age Services.
- 1) Consent for medical treatment or examination of children is a requirement for enrollment in programs. It authorizes the staff to take a youth for emergency medical care. Every effort will be made to notify a parent prior to such action. Emergency treatment at an Army Medical Facility may be provided without additional consent under the provisions of AR 40-3, paragraph 2-19.
 - 2) Medical emergencies that require immediate attention while the child(ren) is in the program will be taken to a medical facility for evaluation. Minor health problems will be handled by on-site staff. Staff will notify parents or emergency designee when youth become ill or injured during the time they are in the program. As a general rule, children with illness will remain isolated from other children until such time as reasonable arrangements can be made for their release to parents or designated parent representative.
 - 3) Issues concerning the course of action to be taken in terms of health problems will be addressed to the Army Public Health Nurse.
16. Re-admission following illness. Child(ren) may return to programs when they feel well enough to participate in usual daily activities and the following conditions exist:
- a. Contagious stage of illness has passed after treatment has begun and parents produce documentation that child can return to program.
 - b. Child is able to function in the program setting.
 - c. Fever has been absent for 24 hours without the aid of fever reducing medication.

- d. Nausea, vomiting, or diarrhea has subsided for 24 hours.
- e. Parents have administered the first dose of the medication prescribed for the illness. Child must be on oral medication at least 24 hours before the CYS staff will start to administer medication.
- f. Chicken pox lesions are crusted.
- g. Scabies are under treatment.
- h. Lice are under treatment.
- i. Pinworm treatment has occurred 24 hours before re-admission.
- j. Lesions from impetigo are no longer oozing and are under treatment.
- k. Conjunctivitis is under treatment and eyes are no longer discharging.
- l. Child has completed the physician's and Center of Disease Control definition of contagious stage of the illness.

17. Administering Medication.

- a. Children will not be forced to take medication.
- b. Requests for CYS staff to administer medication that is not on the approved medication list for children with special needs must be submitted to Parent Central Services. Request will be forwarded to the Army Public Health Nurse (APHN) to review and concur.
- c. Exception to Policy (ETP) requests are generated through IMCOM G9 for approval and APHN is a reviewing consulting entity. ETP must have accompanying documentation of APHN review and concurrence.
- d. A new DA 5225-R (Child Development Services (CDS) Medical Dispensation Record) , Jul 89, must be submitted at the start of each month if medication is required on a continuing basis.
- e. If a child is receiving medication for over 30 days, it is required that the label on the bottle be current (i.e., the bottle must have a date that is within 30 days). If a medication bottle is maintained at the CYS program and there is also a bottle for home use, the label on the bottle in the CYS program must indicate that the medication has been refilled within the last 30 days.
- f. Medication must be in the original container with a childproof cap. Containers and their labels must be kept clean and information written on the container must be legible.
- g. Medication must be dated with the licensed health care provider's name, telephone number, and instructions for use as well as the child's name, name of medication, and dosage strength. Prescription must note specific dosage, medication and time to be administered. CYS personnel is not allowed to assume time or dosage. Medication must not have a range noted (i.e. 4-6 hours; 1-2 puffs).

- h. No medication will be administered by staff on an “as needed” basis.
- i. Medication will be stored in a locked cabinet. Only authorized individuals will be allowed to remove and administer medications. Medications requiring refrigeration will be isolated within the refrigerator in a separate, secured container.
- j. No over-the-counter medications will be dispensed by CYS staff, FCC Providers or coaches. All medication administered will be properly recorded on the Medication Dispensation Record, DA Form 5225-R, by the person dispensing the medication.
- k. Permanent medication for children attending camps may be given to camp staff in weekly increments for dispensing with the exception of those medications that the Community Health Nurse has deemed the parent must provide daily (i.e. Ritalin) providing it is in the original container. The staff will return all empty medication containers to parents for disposal.
- l. All approved ETP will be immediately scanned and linked in to the Child, Youth Management Services (CYMS) database and a copy will be kept in the child’s file at the care site and Parent Central Services.
- m. No medication will be dispensed in non-care programs (Youth Sports, hourly care, SKIES, YESS, etc.).
- n. Youth in grades 6-12 who attend full day Middle School and Teen (MST) programs are eligible to self-medicate. A physician’s certification is required for children in 6th-12th grade to self-medicate. The Special Needs Accommodation Process (SNAP) team will review youth’s medical records before self-medication is permitted.
 - 1) Parents are required to update the Administering Medication card monthly.
 - 2) On-site staff will observe youth administering medication and annotate DA Form 5225-R (Child Development Services (CDS) Medical Dispensation Record,) Jul 89, and confirm the medication has been administered.
 - 3) Parents will be called when medication is not brought to the program. Failure to bring medication will result in denial of services. Subsequent failure to bring medication will be discussed with parents. Appropriate additional denial of services may be imposed by the Chief, Youth and School Age Services.

18. Behavior Management.

- a. Child Development Centers, Family Child Care, School Age and Middle School teen.
 - 1) The staff is trained in Preventions Methods from The Center on the Social and Emotional Foundations for Early Learning (CSEFEL) and Kids Included Together Inclusion Support Center. These prevention methods include redirecting, role modeling, looking for causes of behavior and using appropriate encouragement and guidance following established procedures. Inappropriate behavior will be documented on an incident report and signed by the caregiver witnessing the incident, the supervisor and TACS/TAPS. The parent must sign the report and receives the original copy. A second copy is placed on file at the center.
 - 2) Recurring incidents will be brought to the attention of the Center management. The Director will be notified and observations by TACS/TAPS and Military Family Life Consultant (MFLC) will be scheduled within 48 hours. All observations and incidents will be documented. Continued incidents will be discussed with parents, as deemed necessary by Center management.
 - 3) The Center Director and parents requesting assistance with SNAP will conduct a meeting with the appropriate personnel to develop a Behavior Support Plan (BSP). If the parents are unwilling to participate, they will be given two weeks to make alternative child care arrangements.
 - 4) An Individual Behavior Support Plan (IBSP) will be developed within 10 working days by a team consisting of the Center Director, Assistant Director primary caregiver, TACS/TAPS, CDS Coordinator, Outreach Services Director and the Exceptional Family Member Program Director. This team will meet with the parents to discuss the BSP and make further recommendations for its implementation. The BSP will be monitored and reassessed by the Behavior Support Team in writing. If no progress is noted and documented incidents continue to occur, the team will meet to determine the next course of action.
- b. Additional behavioral support mechanism for Youth Services, Youth Sports, School Age. Our staff is trained in techniques which ensure a positive approach to managing behavior. This includes focusing on reinforcement of acceptable behavior. The following guidelines are followed when dealing with youth:
 - 1) Developmentally age appropriate activities are planned jointly by youth and staff along with activity choices to ensure maximum interest and involvement for each participant.
 - 2) Clearly established guidelines outline the consequences of inappropriate behavior. Guidelines will be screened and approved by program managers before they are implemented.
 - 3) Staff is trained and encouraged to reinforce positive behavior to include small rewards and incentives of special privileges in return for desired or improved behavior.

- 4) Youth will be given leeway to choose the majority of the daily activities which allows for independent play opportunities. Some activities will be group oriented to ensure each child benefits from learning to work within a group and problem solve with their peers. Youth will not be forced to participate in activities, but they should not disrupt the activities of others. Allowing youth to watch an activity if they choose, may result in them deciding to participate. This is a basic principle in behavior management. Due to supervision requirements, some activity areas may be closed until sufficient staff is available to staff multiple activity choices. The choice to participate in the activity will be left up to the youth.
- 5) Part of the CYS mission is to provide opportunities for youth to learn lifelong skills. Conflict resolution is a critical skill for young people to learn to problem solve and negotiate compromise. This will help them when they become adults. In the Middle School Teen programs, youth will be encouraged to talk over their issues with other youth and try to come to resolution, with staff acting as mediators.
- 6) Parents will be informed when youth are consistently having problems following rules or when their behavior (hitting another youth open defiance to the leader, support staff, or other youth) results in a safety or potential safety hazard to the youth or other members of the group that parental involvement is needed. A summarization of the incidents will be documented. Parents will be furnished a copy as well as given information regarding actions taken, a staff plan of action for modifying behavior in the future, and what actions could occur if behavior does not improve. To protect the privacy of youth members, incident reports will not list any other child by name.
- 7) The staff will use the following progressive method of behavior management dealing with routine discipline problems:
 - a) Staff will initially attempt to talk with the youth for disruptive inappropriate behavior, explain the nature of the problem and what behavior is expected. If behavior is of a violent severe nature, immediate suspension may be the consequence.
 - b) If this approach is not effective, the youth may be asked to step out of the activity to gain their composure and explore options of different ways to handle the situation should they be faced with it again. If an incident occurs which involves violence (physical or verbal) against another individual or is self-inflicted, the youth will be removed immediately from the environment once the youth has calmed down sufficiently to leave the area on their own in order to protect themselves and others. Parents will be called to assist with modifying this type behavior and there will be a minimum of 24 hour suspension. Depending on the nature of the incident, the youth can be suspended up to one week by the program manager. Recommendations for suspensions of more than one week are made by the program managers. Suspension period begins when child is picked up by parent.
 - c) In the event that redirecting is not effective, the youth may be counseled by staff.
 - d) If the above measures are not producing the desired results or behavior is out of the range of routine discipline, the following measures may be invoked:

- e) The Director, Outreach Services may be asked for assistance in developing a Behavior Support Plan as well as a plan outlining the consequences which may result if behavior change is not effective. Parents are encouraged to request verbal follow up reports daily to check on progress. If progress is not evident, parents will be asked to speak with the program manager to resolve issues such as changing existing plans of behavior management and/or the consequences of lack of progress.
- f) Immediate expulsion from the program for youth who display excessively violent or disruptive behavior.
- g) Parents will be referred to Womack Army Medical Center (the Community Health Nurse or Department of Social Work) for consultation regarding options available to assist them in having negative behavioral tendencies evaluated and assessed through appropriate agencies.

19. Fort Bragg Child, Youth and School Services (CYS) Statement of Understanding and Touch Policy

1. Fort Bragg Child, Youth and School Services developed this policy to address the need to define “appropriate” touch in the care giving setting. All Child Development Center, School Age Center, Youth Center staff and Family Child Care providers will be familiar with and adhere to this policy in every aspect. Parents may expect to see the behaviors deemed appropriate in all CYS programs since our overriding concern is that children be given affection and comfort when needed without alarming parents. Also, this policy should allow caregivers and providers to feel relatively free of potential legal action or accusations when performing these actions.
2. Guidelines applicable for children ages 4 weeks to 5 years.
 - a. Appropriate touching is defined as:
 - (1) Hugs, reassuring touches on the shoulder, backrubs at naptimes to help a restless child fall asleep.
 - (2) Holding a child on your lap that needs comforting due to separation anxiety, illness or injury when it is desired by the child.
 - (3) Assisting a child with toileting or diaper/genital areas as necessary.
 - (4) Touches that affect the safety and well-being of a child, i.e. holding hands while crossing the street, holding a child gently but firmly during temper tantrum to prevent self-injury.
 - (5) Rocking infants or holding children in a manner that recognizes the importance of physical contact to child nurturance and guidance.
 - b. Inappropriate touching is defined as:
 - (1) Forced hugs, or use of coercion or other forms of exploitation of a child’s lack of knowledge.
 - (2) Prolonged tickling, fondling, or molestation. Forced goodbye kisses, corporal punishment, slapping, striking or pinching.
 - (3) Prolonged physical contact with diaper areas while providing toileting assistance or diaper changing.
 - (4) Attempts to change behavior with adult physical force, often applied in anger.
 - (5) Violation of laws against sexual contact between children and adults.
 - (6) Satisfaction of adult needs at a child’s expense.

- (7) The reinforcement concept with a child of “striking out” to respond to a problem.
- c. Additionally, all Child Development Center staff and Family Child Care providers will ensure that the following procedures apply to care giving situations:
 - (1) Clothing will be removed from children only when soiled or wet and then only to be changed. Children may be changed into swim suits for water play when necessary. Changing of clothing will take place only in diaper changing or bathroom areas of the center/home.
 - (2) Children able to undress and dress themselves will be allowed to do so in privacy unless assistance is needed.
- 3. Guidelines applicable for children and youth ages 5 years to 18 years in youth recreation and school age care programs.
 - a. Appropriate touching is defined as:
 - (1) Assisting in physical activities such as skill development in sports.
 - (2) Reassurance touching on shoulders or light pats on the back accompanied by positive verbal reinforcement so the youth does not misinterpret the contact.
 - (4) Touching such as hugging, hand holding, back rubbing are acceptable when the youth openly solicit the staff/volunteer for positive physical feedback.
 - (5) Youth in need of consoling due to illness, injury, or visible disappointment/sadness are considered in need of positive physical and verbal contact, if the youth is receptive to the adult consoling them.
 - (6) Touching that is part of a normal game activity such as “duck, duck, goose”, red rover, etc. are acceptable as long as the staff participates in the activity and touches in the manner in which they would want the youth to touch them (the norm being where no physical harm comes to either participant)
 - b. Inappropriate touching is defined as improper contact that creates a negative emotional and social growth experience for the youth, violation of law or American societal norms. Inappropriate touching by an adult involves:
 - (1) Coercion or other forms of exploitation.
 - (2) Attempts to change youth behavior with physical force either by human contact or contact with an object.
 - (3) Corporal punishment.
 - (4) Prolonged tickling.
 - (5) Fondling or molestation.
 - (6) Satisfies adult needs at the expense of a youth.
 - (7) Any physical contact that is against the desires of youth as long as contact is not being made for the safety and well-being of the child.
 - c. In the event of an incident where there is potential for harm, staff are to remove all children from the area and isolate the child in an area where items that could harm the child can be moved.
 - d. In the event of injury or toileting accident involving staff to examine genital areas, the program specialist and another trained staff member are required to be present if the injury/accident is of a nature requiring the staff to check the area. Examination should not be conducted in the general area of other youth or large groups of staff to protect the privacy of the individual. The genital area should normally not be touched. The visual examination is to be documented on DA Form 4106 – Report of Unusual Occurrence and signed by a witness. Parents are to be notified of the injury as soon as possible after the examination.

- e. Touching youth for the purposes of giving specified medical treatment for which staff members have received training for through the Community Health Nurse is authorized. Proper procedures for administering certain medications/catheterizations are to be in signed consent from the parent/legal guardian and must be accompanied by written instructions from Army medical professionals.
- ***All CYS Personnel and Volunteers will sign an agreement to the Statement of Understanding and Touch Policy. It will be verified by Facility Managers, Training Coordinators.***

20. CYS Volunteers.

- a. Volunteers (youth and adults) play an essential role in our programs. They affect our Soldiers, their families, the organization, and installation readiness. Any patron wishing to volunteer is to contact the Army Community Services, Volunteer Coordinator at (910) 396-2996. Volunteers are required to register online through the Volunteer Management Information System (VMIS). Volunteers are required to keep track of their volunteer hours through VMIS.
 - b. Adult volunteers have the opportunity to volunteer at all CYS programs. Contact the program site manager for details and applications.
 - 2-126. For other categories of personnel not supported by the CPAC (i.e. providers, volunteers, contractors, and others), the appropriate manager (i.e. Parent & Outreach Services Director for volunteers and contractors, FCC Director for FCC/HOPS homes, etc.) completes the background check verification sheet and establishes suitability files. When personnel are placed in other programs within CYS the manager receives completed and signed copy of the background check verification sheet as documentation that required background checks are complete before allowing the individual to work with children.
 - **Volunteers (Short Term)** - Background checks are not required for volunteers who service will be of shorter duration than is required to perform the background checks and who are under line of sight supervision (LOSS) by an individual who has a favorably adjudicated CNACI and IRCs.
 - c. Benefits, Awards, Recognition. Volunteers are eligible for child care discounts, sport program discounts and installation recognition.
 - d. Acceptance of adult volunteers (age 18 and up) is contingent upon completion of appropriate background checks.
21. **Child Abuse DoD Hotline 1-877-790-1197. (Appendix E) Preventing, identifying, reporting, and handling incidents of child abuse or neglect are the combined responsibility of all CYS personnel in cooperation with the Family Advocacy Program (FAP.) We are mandated by law to report all child abuse to the military police.**
22. Home Alone Policy. XVIII Airborne Corps and Fort Bragg Policy #87, 8 Feb 10, specifies the level of supervision required for juveniles ages 17 years and under who live in quarters on Fort Bragg or use Fort Bragg facilities. The intent of this policy is to ensure the safety of children

by not leaving them unattended under circumstances involving potential or actual risk to the child's health and safety. (**Appendix F**).

23. Curfew for Juveniles (**Appendix G**). XVIII Airborne Corps and Fort Bragg Policy #20, 31 Jan 05, establishes a curfew for juveniles ages 17 years and under who are found on Fort Bragg, outside government quarters or government-leased housing during designated hours.

Resource Guide for Child, Youth and School Services (CYS) Families
Appendix A
Hourly Care Announcement

Prepayment will be the only payment option for SFAC and Lored. Prepayment will be available online upon reserving your space. Payments WILL NOT be able to be processed at SFAC or Lored.

Children must be registered to use CYSS Hourly Care. Registration must be completed in person at CYSS Parent Central Services (Bldg. 1-4157, Knox St. — Near Throckmorton Library).

All newly registered patrons must attend Hourly Care Orientation.

Hourly Care Information:

-\$4.00 an Hour

- Reservations can be made online up to 2 weeks in advance at <https://webtrac.mwr.army.mil>

Instructions on how to prepay online can be found at <http://bragg.armymwr.com/us/bragg/programs/hourly-care>

For more information please contact:

Maholic Child Development Center-(910) 907-2608

U.S. Army Child, Youth & School Services

Pre-Paying online for Hourly Care

To pre-pay for Hourly Care online visit <https://webtrac.mwr.army.mil>
Log in using user ID and password
Follow these steps on WebTrac

1. Select My Account & Make Payment
2. Select Pre-Pay Hourly Care
3. Enter the Amount to Add, select Add, Proceed to Checkout.

1. Select My Account & Make Payment

Ft. Bragg | Change Gar

MY ACCOUNT FORMS

Make Payment

Print Reports

Apply for waitlist

My Shopping History

Change Password - Email

2. Select Pre-Pay Hourly Care

Select the type of payment you wish to make.

Pay Outstanding Bills Pre-Pay Programs **Pre-Pay Hourly Care** Back

3. Enter the Amount to Add, select Add, Proceed to Checkout.

Enter An Amount To Add To Your Hourly Care Account:

Current Hourly Care Balance: 0.00

Amount To Add: 0.00

Add

U.S. ARMY MWR

FOR MORE INFORMATION PLEASE CONTACT
Maholic CDC
(910) 907-2613
Bldg. B-7125 Sicily Dr.

Resource Guide for Child, Youth and School Services (CYS) Families
Appendix B
Hourly Care Policy & Procedure



HOURLY CARE Policy & Procedure

AGES 6 WEEKS TO TWELVE YEARS

Short term quality child care option for children ages 6 weeks to 12 years. Reservations may be made 2 weeks in advance by calling 432-CARE Monday- Friday 0830-1630 or online reservations: <https://webtrac-mwr.army.mil>

GENERAL INFORMATION:

- Patrons are responsible for payments upon pick up of child.
- Payments are based on start/end of scheduled reservation.
- Minimum stay for payment is two hours. Maximum stay is 25 hours per week per child.
- Meals and snacks are provided.
- Only rescue medications (i.e. epi-pens, inhalers) are given while in hourly care, and must be dropped off and picked up each day child is in care. No medication can be left at the center. Medications such as antibiotics are not administered while in hourly care.

WHAT TO BRING:

- Complete set of extra clothing.
- Hourly care packet
- All children in attendance must wear closed toed shoes.
- Disposable diapers (bring one diaper for each hour child will be in attendance)
- Bottles. All bottles must be prepared and can contain only 100% formula or breast milk. The bottles must have lids/caps. No cereal or other foods may be added to bottle. If a child is under 12 months of age, there **MUST BE A BOTTLE LEFT FOR CHILD TO STAY IN ATTENDANCE.**
- Rescue Medication, if applicable.
- Pacifiers are only used in infant rooms.
- All items brought into center (bottles, diapers, wipes, etc) must be labeled with child's first and last name.

CANCELLATIONS, NO SHOWS & LATE FEE POLICIES:

- Same day cancellation fees are \$8 per child; permitted that the reservation is cancelled prior to the reservations scheduled time of arrival.
- No show fees are \$8 per child. All outstanding fees must be paid in full before the next visit.

Resource Guide for Child, Youth and School Services (CYS) Families

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U.S. Army Child, Youth
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- Late pick up fees will be applied at \$1 per minute after reservation ends up to a maximum of \$15 per family and \$5 per child per facility for the remainder of the hour. Payment is expected at time of pick-up. If parents are going to be late, please call to check if the space is available for your child to stay beyond the reservation time.
- Drop in/Walk in care will be accepted on a space and staff available basis. Please ask for the director who will be available to evaluate an individual need and make necessary arrangements as possible.

INFANT POLICY

Infants are always placed in separate cribs except during fire evacuations. Infants will be placed on their backs to sleep in accordance with U.S. Army and CYSS Standard Operating Procedures (SOP) and guidelines. Doctors and nurses now believe that fewer babies will die of Sudden Infant Death Syndrome (SIDS) if they sleep on their backs. If an infant has a medical condition that prevents the “BACK to SLEEP” position, the parent will need to provide a physician’s written, signed instructions for appropriate sleep positions. The Infant Sleep Position Agreement and any exceptions will be attached to the infant’s registration paperwork and provide a copy to the child’s center classroom. Children are placed in sleep sacs for sleeping. Blankets are not allowed in the cribs. The CDC is required to maintain the signed agreement in the infant’s room and in the center registration file.

INFANT FORMULA/BREAST MILK

If you are the parent of an infant, CYS Services provides infant formula until your child is ready and able to eat table food prepared by the program (approximately one year of age). Formula must be “ready to serve,” pre-mixed and in bottle. No formula will be prepared at the CDC. The program provides infant formula (**Gentle Good Start with Iron**) but the parents must provide unbreakable, clean bottles for the formula. Bottles cannot be re-used; there must be a clean bottle for each feeding, if using the center’s formula. The bottles must have lids. All bottles will be returned home with the parents at the end of each day. If breast milk is provided, it will be treated the same as formula and must be labeled with name, date and marked breast milk.

Breast milk may be brought in bottles labeled with the child’s first/last name, marked as breast milk and the date. It is recommended that the bottles contain no more than 2 to 3 ounces of breast milk. Breast milk that has been warmed but is not consumed must be discarded. Breast milk that has not been served should be returned to the parents at the end of each day. It is the parents’ responsibility to ensure that breast milk sent to CYSS program has been stored appropriately while at home (appropriate temperature and length of time).

Breastfed babies typically feed more often than formula-fed babies as breast milk is digested more quickly and completely. Mother must be told whenever the baby drinks more milk than expected. The baby may be experiencing a growth spurt and additional milk is required. Every effort should be made by staff members not to waste expressed breast milk.

Infants must be held during all bottle feedings. Bottles will not be propped for self-feeding.

Resource Guide for Child, Youth and School Services (CYS) Families

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Hourly Care Policy & Procedure



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INFANT FORMULA/BREAST MILK continued...

The CDC programs will provide all jar food and cereal for infant feedings. Infant jar food must be all fruit, vegetable or meat. Cereal must be iron-fortified and must not contain fruit. No outside food can be brought into the program.

Infants will be fed individually. Patterns established for infant's feedings will be based on individual children's feeding plans and individual schedules will be developed by caregivers in coordination with parents. Spoon-feeding and self-feeding will be encouraged based on the child's interest and ability. Infants may be seated in highchairs or held on an adult's lap for spoon-feeding.

NOTE: Glass bottles are not allowed and all bottles must have caps. Medications or cereal may not be mixed with formula in baby bottles. Only formula, breast milk, whole milk for children 12 months and older or water may be placed on bottles which are transparent.

We feed infants based on their schedules and the parents' instructions. Parents are required to fill out the infant daily sheet to explain child's eating habits and times. Please leave these instructions with the staff when you drop off your child (the form is provided by the program). We welcome at all times mothers who breast feed.

If you are uncomfortable breast feeding in the activity room, please let us know and we will try to find a quiet place for you and your infant.

Infant formula brands not used by the CDC (MUST be Iron fortified) and disposable diapers are provided by the parent. Diapers are changed as necessary according to the health standards that must be maintained. The parent will supply the CDC with a minimum of 1 diaper per hour child is in care, pre moistened wipes, and a change of clothing. Cloth diapers are not permitted unless a doctor's note is obtained and approved by the Army Public Health Nurse (APHN).

MEALS AND SNACKS

We provide wholesome, healthy foods that are based on the United States Department of Agriculture (USDA) guidelines and are approved by a dietician. Menus are posted for your child's programs at the front desk or on the kitchen bulletin board. We provide breakfast, lunch, and snacks to children who are in care during meal times. All meals are served family style as part of the development learning process. We welcome parents to join their child for any meal or snack, but please make prior arrangements with management so that we can prepare sufficient food.

FAMILY-STYLE DINING

Children eat meals family-style in their activity rooms. Meals are prepared in accordance with United States Department of Agriculture guidelines. Children participate in the meal time preparation by setting tables with the adults, bringing food to the tables, serving their own food from bowls on the tables, and pouring their own drinks. When they have finished eating, the children clear their place and return their plate to the food cart. One goal of family-style dining is to help children enjoy mealtime as they enhance their social skills. Adults eat with the children

Resource Guide for Child, Youth and School Services (CYS) Families

Appendix B

Hourly Care Policy & Procedure



U.S. Army Child, Youth
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and encourage positive social interactions. Children's coordination is improved through participation in family-style dining. Independence and opportunities for decision-making are included in this activity. Make an effort on occasion to join your child in the family-style dining experience.

All children will be served the same foods and encouraged to try all foods. There are no food substitutes for individual preferences. The kitchen staff works hard to make food appetizing. We will provide ethnic foods and invite parents to provide their favorite recipes. Please be aware of the meal schedules. If you are arriving late for meal times, you must feed your child prior to dropping off at the center. Parents are NOT allowed to bring outside food into the classroom or center for your child to eat.

Due to health requirements, no food can be brought into the program by patrons with the exception of infant formula and special dietary requirements (when approved by APHN). Special dietary requirements must be documented by a physician for health reasons (medically documented food allergy) or by a chaplain for documented religious reasons. Parent preference is not accepted.

Currently, the CDC (0-5 years) is a NUT FREE environment.

All food allergies diagnosed by a physician will be posted with the child's name on the wall near food preparation tables to avoid a "near miss" feeding mistake. The allergy will be posted in a location visible to staff in the eating area.

REST TIME

A rest/nap period is scheduled for all children 5 years and younger (not required in Kindergarten). This allows children to rest and rejuvenate thus enabling them to complete their day. Children are provided their own area during rest period, with a mat, a crib, a cot, and a blanket. For safety purposes, children under age 3 are prohibited from using pillows. You are welcome to bring your child's (12 months and over) favorite blanket for nap time.

Rest time is scheduled according to the ages and needs of the children. Infants and pre-toddlers nap or rest on their own individual schedules. Children ages 2-5 years generally have a 2 hour scheduled rest period.

Children who cannot rest or sleep will be allowed to participate in quiet activities that do not disturb other children who are sleeping. Families are encouraged to bring children to the program prior to rest time in order to minimize disruption to the other children.

I, _____, have received the hourly care policy and procedure packet and understand the guidelines and policies.



Fort Bragg Child and Youth Services Deployment Support Services

Effective 1 November 2017

Eligibility Criteria 1

Deployed: Contingency Operation

Deployments 180 Days or longer

- 16 hours of free hourly respite care per child per month. Starting 30 days before deployment and ending 90 days after return
- 20% reduction to fees for regularly scheduled full-day or part-day care. Valid for 30 days prior to deployment and 90 days after returning from deployment. (Discount begins on the next bill cycle after orders are received. Bill cycles are the 1st and 15th of each month.)

Deployments 90-179 Days

- 16 hours of free hourly respite care per child per month. Starting 30 days before deployment and ending 30 days after return
- 20% reduction to fees for regularly scheduled full-day or part-day care. Valid for 30 days prior to deployment and 90 days after returning from deployment. (Discount begins on the next bill cycle after orders are received. Bill cycles are the 1st and 15th of each month.)

Deployments 89 Days or less

- 16 hours of free hourly respite care per child per month. Care is during the time of deployment only, not pre and post deployment.
- 20% reduction to fees for regularly scheduled full-day or part-day care. Valid for 30 days prior to deployment and 90 days after returning from deployment. (Discount begins on the next bill cycle after orders are received. Bill cycles are the 1st and 15th of each month.)

Eligibility Criteria 2

Assigned to Warrior Transition Unit (WTU)

- 16 hours of free hourly respite care per child per month while assigned to the WTU
- Free hourly care for medical appointments while assigned to the WTU
- 20% reduction to fees for regularly scheduled full-day or part-day care while assigned to WTU. (Discount begins on the next bill cycle after orders are received. Bill cycles are the 1st and 15th of each month.)

Eligibility Criteria 3

Deployed: Rotational Forces

- 16 hours of free hourly respite care per child per month. Starting 30 days before deployment and ending 30 days after return.

Eligibility Criteria 4

Deployed: Non-Contingency Operation

180 Days or longer

- 16 hours of free hourly respite care per child per month. Starting 30 days before deployment and ending 30 days after return.

90-179 Days

- 16 hours of free hourly respite care per child per month. Care is during the time of deployment only, not pre and post deployment.

Eligibility Criteria 5

Survivor Outreach Services (SOS)

- Bereavement Hourly Care 40 hours of free hourly care per child for immediate family of deceased. Valid from notification to four weeks after burial.
- Memorial Hourly Care. Free on-post hourly care for all attendees of a memorial service for a fallen Soldier.

Resource Guide for Child, Youth Services (CYS) Families
Appendix C
Deployment Support Services/Eligibility Criteria Definitions

Eligibility Criteria Definitions

Criteria 1. Deployed: Contingency Operations. Contingency operation means a military operation that: (A) is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in: military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (B) results in the call or order to, or retention on, active duty of members of the uniformed services under section 688, 12301 (a), 12302, 12304, 12304a, 12305, or 12406 of this title, chapter 15 of this title, section 712 of title 14, or any other provision of law during a war or during a national emergency declared by the President or Congress.

Criteria 2. Assigned to Warrior Transition Unit (WTU). WTUs provide critical support to Regular Army Soldiers who are expected to require 6 months or more of rehabilitation care and complex medical management in an inpatient or outpatient status and to Reserve component Soldiers who are in need of definitive health care based on medical conditions identified, incurred or aggravated while in an active duty status, in support of Overseas Contingency Operations (OCO) and non-OCO activity.

(The following subset definitions to Criteria 2 are NOT eligibility criteria. They are subset definitions provided for clarity only).

Army Wounded Warrior (AW2). These Soldiers are classified as severely wounded, ill or injured Service Members (SM). These are category three (3) individuals (amputation, severe TBI/PTSD, limited life expectancy, etc.) as prescribed in DODI 1300.24. *(AW2 status is NOT the defining criteria for eligibility of deployment child care support. AW2 Soldiers MUST be currently assigned to a WTU to be eligible).*

Non-Medical Attendant (NMA). A person selected by an eligible Soldier, and approved by the Soldier's attending physician and the Medical Treatment Facility (MTF) commander, who will contribute to the healing and recovery of the Soldier. This individual is placed on military orders which provide certain benefits to the individual. The NMA program is designed for seriously wounded, ill and injured Soldiers who could benefit from the presence and assistance of family or friends. If the Soldier's primary care manager (PCM) determines that the Soldier is eligible for NMA assistance, then one person, designated by the Soldier, is authorized to serve as a NMA. This person provides additional support as the Soldier recovers, rehabilitates and transitions.

Soldiers in Transition. These Soldiers are distinct from Wounded Warriors. They are Soldiers assigned/attached to the Warrior Transition Units/Community Care Units (WTU/CCU) who require at least six months of complex care/treatment/case management. They do not meet AW2 criteria for severely wounded, ill or injured Soldiers as their condition is not as severe as those that meet AW2 criteria.

Criteria 3. Deployed: Rotational Forces. Forces allocated to a Combatant Command to execute tasks as assigned by the commander in that commander's area of responsibility for a specified period of time. Forces identified in the Combatant Commanders annual force requirements submission, and validated in the global force management process. *(Note that these Forces must fall under the initial paragraph definition of Operational Deployment. As noted in that paragraph, "Forces operationally employed by Secretary of Defense Orders at their home station or in "prepare-to-deploy order" (PTDO) status at home station are NOT operationally deployed").*

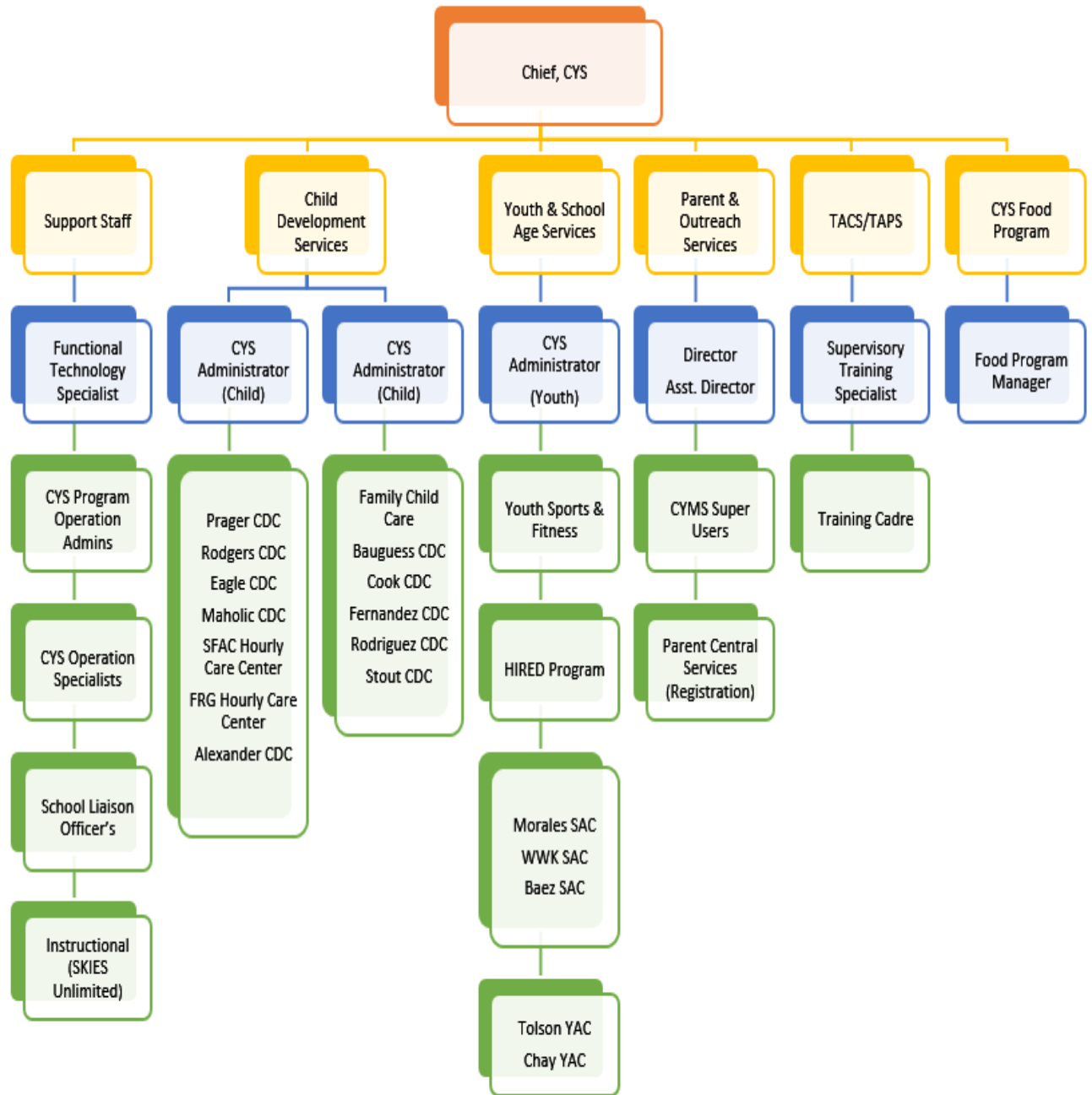
Combatant Command Combat Operations. An exercise is a simulated wartime operation involving planning, preparation, and execution that is carried out for the purpose of training and evaluation.

Criteria 4. Deployed: Non-Contingency Operations. Operations that don't meet the definition of contingency operations. For example, humanitarian and civic assistance, which is assistance to the local populace, specifically authorized by Title 10, United States Code, Section 401, and funded under separate authorities, provided by predominantly United States forces in conjunction with military operations.

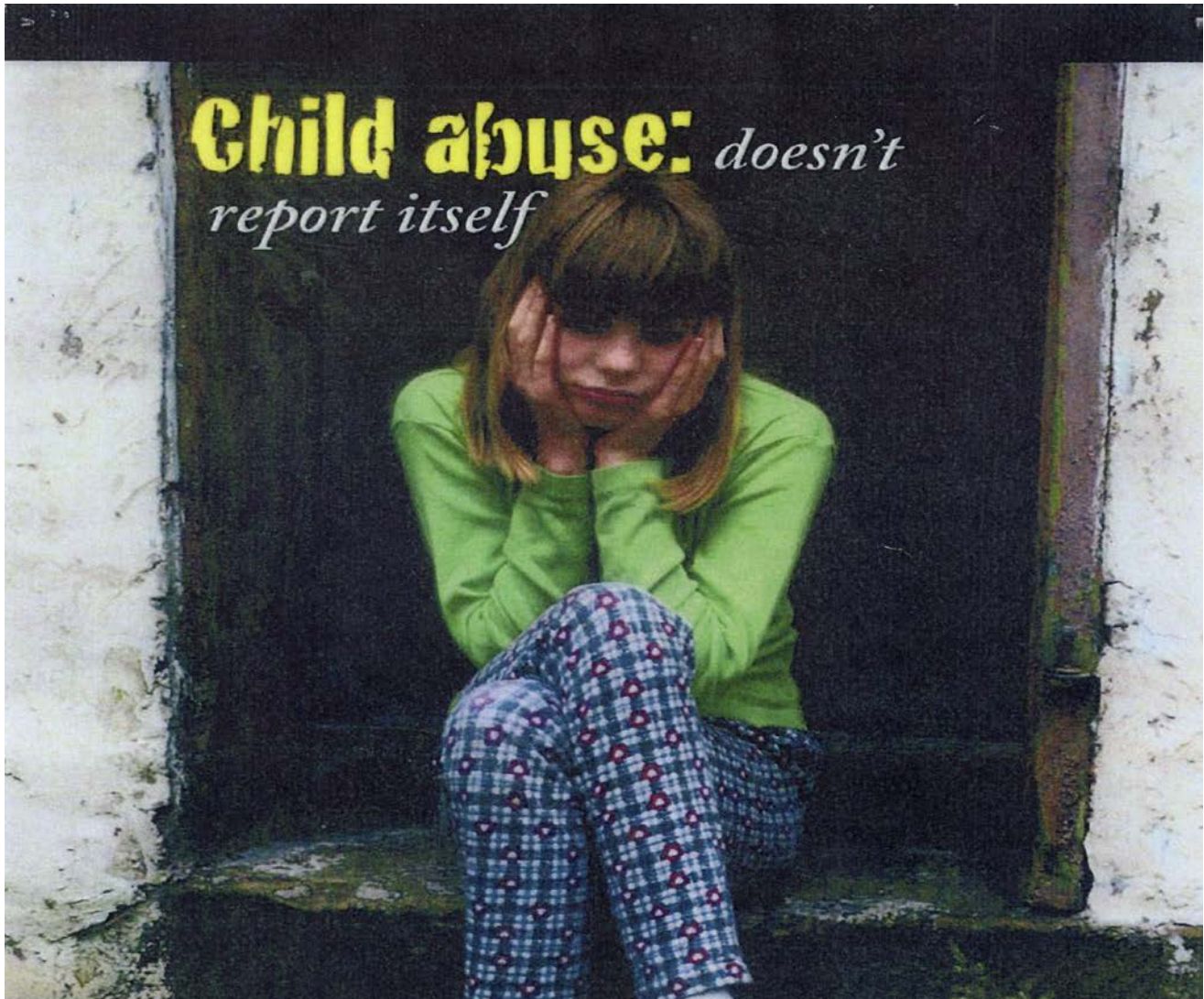
Criteria 5. Survivor Outreach Services. Care for children survivors of fallen Soldiers.

Resource Guide for Child, Youth Services(CYS) Families
Appendix C
Total Army Strong Benefits (IRS Combat Zones)

CYS Chain of Command Chart



Resource Guide for Child, Youth and School Services (CYS) Families
Appendix E
DoD Child Abuse Hotline



Child abuse: *doesn't report itself*

If you see or suspect child abuse, child neglect or a safety violation in your DoD CYSS Programs or Schools, report it to your installation:


910-396-0391	910-907-7869	910-907-0079
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Child Abuse Reporting Point of Contact (RPOC) *Family Advocacy Program* *Safety Office*

or call the DoD Child Abuse and Safety Violation Hotline at:

1-877-790-1197
(in the United States)

OVERSEAS: Please Call Collect 703-604-2547
(local charges may apply)



Is Your Child Home Alone?

Minimum Level of Supervision

- **Children from birth to 4th grade** need direct supervision by a responsible adult at all times.
- **Children from 5th to 6th grades (at least 10 years of age)** can be alone for no more than 2 hours at a time. An adult must be aware of the child's location and activities, check-in with the child, and ensure the child knows how to properly handle emergencies.
- **Mature 7th and 8th graders** can care for themselves alone for up to 4 hours at a time if they know how to properly handle a small crisis and are able to contact a parent or responsible adult in case of emergency.
- **9th and 10th graders** can care for themselves alone for up to 6 hours at a time if they know how to handle a small crisis and are able to contact a parent or responsible adult in case of emergency.
- **11th and 12th graders (16 and 17 years of age)** can care for themselves alone for up to 10 hours. This includes overnight at home. "Overnight" is defined as:
10 p.m. - 5 a.m. Sun-Thurs
11 p.m. - 5 a.m. Fri-Sat

VIOLATIONS of this policy are referred to the Military Police. Parents may face child neglect actions as a result of violations.

To find the complete CYSS Fort Bragg Home Alone Policy, visit <http://www.FortBraggMWR.com/CYSS>


For supervised child care, call CYSS at (910) 396-8110

U.S. Army Child, Youth & School Services

ARMY COMMUNITY SERVICE
ACS
Real-Life Solutions for Successful Army Living



Resource Guide for Child, Youth and School Services (CYS) Families
Appendix F
XVIII Airborne Corps and Fort Bragg Memo 25-31
Master Policy No. 87, 18 July 2012
Home Alone Policy

FORT BRAGG POLICY OR PRECEDENT				
For use of this form see XVIII Abu Corps and Ft Bragg Memo 25-31; the proponent agency is HRA.				
1. SUBJECT Home Alone Policy			2. MASTER POLICY NO. 87	
3. ORIGINATOR IMBG-MWC		4. PHONE NUMBER (910) 396-0124/1951		5. DATE ESTABLISHED 18 July 2012
6. SYNOPSIS: (if more space is needed, use reverse side.)				
<p>a. Purpose. To establish an XVIII Airborne Corps and Fort Bragg policy which will ensure the safety of children by not leaving them unattended under circumstances involving potential or actual risk to the child's health or safety.</p> <p>b. Applicability. This policy applies to all children ages 17 years and under who live in quarters on Fort Bragg or use Fort Bragg facilities. This policy also applies to children walking to and from school and at bus stops on Fort Bragg.</p> <p>c. Definitions:</p> <p>(1) Adult. A person age 18 and older who reasonably can be expected to provide adequate supervision for a child.</p> <p>(2) Child. A person age 17 and younger.</p> <p>d. Levels of Supervision. Fort Bragg recognizes the following levels of supervision:</p> <p>(1) Direct Supervision. On-site supervision is provided by an adult or a parent-designated responsible person. A child in grades 7-12 may provide the supervision for non-siblings if they have completed the Army Child, Youth and School Services (CYSS) Baby-sitter certification class or equivalent. Although strongly encouraged, a child in grades 7-12 need not have completed the Army CYSS Baby-sitter certification class or equivalent to care for a sibling. A child in grades 7 or 8 will provide direct supervision for no more than four consecutive hours per day.</p> <p>(2) Monitored Care. An adult is aware of a child's location and activities, and ensures the child is capable and knowledgeable in handling emergency situations. To facilitate timely responses to emergency situations, the child will know how to contact by phone a parent or a responsible adult, designated by the parent, who lives in close proximity to the monitored child's home. The parent or designated adult must check in with the child as circumstances dictate, but at least once every two hours.</p> <p>(3) Self Care. Child must be mature and competent in home alone skills, and be able to contact a parent or designated adult in case of emergency. Competence in home alone skills includes possessing the necessary physical, emotional, intellectual, and social skills to respond appropriately to a small crisis (such as being locked out of the house or losing electricity) or an emergency (fire, severe weather, accidents requiring first aid). It also includes possessing a level of maturity and discipline to follow rules or guidelines established by a parent.</p> <p style="text-align: center;">(Continued)</p>				
7. TYPE POLICY <input type="checkbox"/> NEW <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> REVOCATION		8. IDENTIFY POLICY AFFECTED This policy supersedes Master Policy No. 87, dated 10 December 2009.		
		9. LAST REVIEWED		
		DATE	REVIEWING OFFICER	ORGANIZATION
				INITIALS
10. APPROVED: STEVEN J. SMITH, COL GS, CHIEF OF STAFF		 <small>Press For CAC Signature</small>		
11. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.) DODI 6060.3, 19 December 1996				
12. DISTRIBUTION: Special (Electronic Media only)				13. DATE PUBLISHED OCT 12 2012

Resource Guide for Child, Youth and School Services (CYS) Families
 Appendix F
 XVIII Airborne Corps and Fort Bragg Memo 25-50
 Master Policy No. 87, 18 July 2012
 Home Alone Policy (2)

FORT BRAGG POLICY OR PRECEDENT

For use of this form see XVIII Abn Corps and Ft. Bragg Memo 25-31, proponent agency is HRA.

6. SYNOPSIS: (Continued)

e. Minimum Levels of Supervision for children on Fort Bragg:

GRADES/AGES	LEVEL OF SUPERVISION	LENGTH OF TIME
0 yrs to 4th Grade	Direct Supervision	At all times
5th and 6th Grade (at least 10 yrs)	Monitored Care	2 consecutive hours
7th and 8th Grade	Self Care	4 consecutive hours
9th thru 10th Grade	Self Care	6 consecutive hours
11th thru 12th Grade (age 16-17)	Self Care	10 consecutive hours

Children ages 16-17 may be under self-care overnight in their assigned quarters. "Overnight" is defined as 2200-0500 Sunday through Thursday and 2300-0500 Friday through Saturday.

f. It is a parental responsibility to provide for the appropriate level of supervision of their children. This policy uses age and education level of the child as the primary factor in establishing an appropriate minimum level of supervision. However, the parent must use good judgement and common sense in deciding whether the child's maturity and ability to care for one's self dictates a greater degree of supervision.

g. A violation of this policy will be referred to the Case Review Committee, in accordance with AR 608-18, the Family Advocacy Program, paragraph 2-3, 30 October 2007, for a determination as to whether the circumstances constitute child neglect. In addition, parents may face administrative and/or punitive action for child neglect.

Resource Guide for Child, Youth and School Services (CYS) Families
Appendix F
XVIII Airborne Corps and Fort Bragg Memo 25-50
Master Policy No. 87, 18 July 2012
Home Alone Policy (3)

FORT BRAGG POLICY OR PRECEDENT

For use of this form see XVIII Abn Corps and Ft. Bragg Memo 25-31, proponent agency is HRA.

6. SYNOPSIS: (Continued)

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Resource Guide for Child & Youth Services (CYS) Families
Appendix G
XVIII Airborne Corps and Fort Bragg Memo 25-31
Master Policy No. 20, 20 June 2011
Curfew for Juveniles

FORT BRAGG POLICY OR PRECEDENT				
For use of this form see XVIII Abn Corps and Ft Bragg Memo 25-31; the proponent agency is HRA.				
1. SUBJECT Curfew for Juveniles		2. MASTER POLICY NO. 20		
3. ORIGINATOR IMSE-BRG-ESM		4. PHONE NUMBER (910) 643-8586		5. DATE ESTABLISHED 20 June 2011
6. SYNOPSIS: (if more space is needed, use reverse side.)				
<p>a. Purpose. To establish an installation policy pertaining to curfew hours for juveniles.</p> <p>b. Applicability. This policy applies to all juveniles under the age of 18 years who either reside in government quarters or visit on Fort Bragg, to include satellite housing areas within Fort Bragg's jurisdiction.</p> <p>c. General. The enforcement of this policy will greatly prevent juvenile crime, i.e., breaking and entering, trespassing, larceny of unsecured property, loitering, and gang activity.</p> <p>d. Policy.</p> <p>(1) Any Family member or civilian under the age of 18 years who is not married, or a service member, is required to be in their quarters or accompanied by an adult during curfew hours.</p> <p>(2) Curfew hours.</p> <p style="padding-left: 40px;">Sunday through Thursday 2200-0500</p> <p style="padding-left: 40px;">Friday through Saturday 2300-0500</p> <p>(3) Exceptions to this policy are provided when youth:</p> <p>(a) Is accompanied by their parents or guardian.</p> <p>(b) Participates in social functions sponsored/authorized by the installation.</p> <p>(c) Is involved in an emergency.</p> <p>(d) Participates in other individual occasions as deemed appropriate by the parent or guardian.</p> <p style="text-align: center;">(Continued)</p>				
7. TYPE POLICY <input type="checkbox"/> NEW <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> REVOCATION		8. IDENTIFY POLICY AFFECTED This policy supersedes Master Policy No. 20, 4 April 2005.		
		9. LAST REVIEWED		
		DATE	REVIEWING OFFICER	ORGANIZATION
10. APPROVED: MASON W. THORNAL, COL, GS, Chief of Staff		Press For CAC Signature		
11. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.) AR 190-13, The Army Physical Security Program, 25 February 2011.				
12. DISTRIBUTION: Special (Electronic Media Only)				13. DATE PUBLISHED AUG 2 2011

Resource Guide for Child, Youth and School Services (CYS) Families
Appendix G
XVIII Airborne Corps and Fort Bragg Memo 25-31
Master Policy No. 20, 20 June 2011
Curfew for Juveniles (2)

FORT BRAGG POLICY OR PRECEDENT

For use of this form see XVIII Abn Corps and Ft. Bragg Memo 25-31, proponent agency is HRA.

6. SYNOPSIS: (Continued)

(4) Enforcement.

(a) Violations of this policy by juvenile offenders on-post, will result in them being detained, transported to the Law Enforcement Center, and entered into the blotter (as protected identity). A parent, legal guardian, or an adult designated by the parents of the offending juvenile will be contacted and arrangements will be made to return the juvenile back to his/her home.

(b) First offense. A juvenile violating the curfew on Fort Bragg will be taken to the Law Enforcement Center where his/her parent will be notified and requested to take control of the juvenile.

(c) Subsequent offense(s). The Garrison Commander will be notified. Curfew violations may provide evidence of negligence or misconduct on the part of sponsors and or their Family Members who reside in government housing and may result in them being evicted from family housing.

(5) Unescorted juveniles who are not military dependents:

(a) Will not be allowed on-post outside of private quarters during the curfew hours provided in paragraph 6d(2) above.

(b) If found on-post outside of private quarters during the curfew hours provided in 6d(2) above, the Law Enforcement Center will take all necessary actions to ensure they are removed from post and/or delivered to their parents, a responsible party, or to proper authorities.

e. The chain of command will vigorously enforce this policy in all locations on the installation.

Resource Guide for Child, Youth and School Services (CYS) Families
Appendix G
XVIII Airborne Corps and Fort Bragg Memo 25-31
Master Policy No. 20, 20 June 2011
Curfew for Juveniles (3)

AFZA-JA-A
SUBJECT: Curfew for Juveniles

Master Policy No. 20

(a) First Offense: A juvenile violating the curfew on the Fort Bragg installation will be taken to the Provost Marshal Office (PMO) where his/her parent will be notified and requested to take control of the juvenile; or, a juvenile violating the curfew in government-leased housing off the Fort Bragg installation will be reported to the housing area mayor or designated representative. The parents of the juvenile will be notified and required to take control of the juvenile.

(b) Subsequent offense. The Garrison Commander will be notified. Curfew violations may provide evidence of misconduct on the part of sponsors and their family members who reside in government housing and may cause them to be evicted from family housing.

(5) Unescorted juveniles who are not military dependents.

(a) Such persons will not be allowed on-post outside of private quarters during the curfew hours as indicated in 4b, above.

(b) If such juveniles are found on-post outside of private quarters between these hours, the PMO will take all necessary action to ensure they are removed from post and/or delivered to their parents, a responsible party, or to proper authorities.

(c) If such juveniles are found outside of private quarters in off-post, government-leased housing during curfew hours, the housing area mayor or designated representative will report identifying information to civilian law enforcement authorities.

e. The chain of command will vigorously enforce this policy in all locations on the installation.