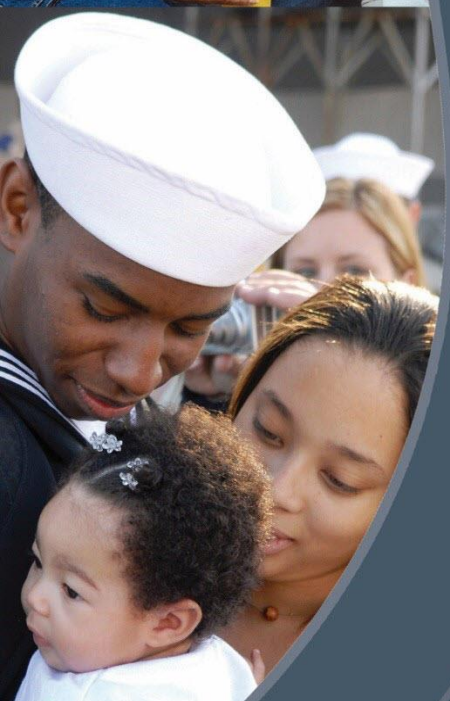
Revised December 2018







Navy Child and Youth Programs (CYP)

Parent Handbook

CNIC
★ FLEET ★ FIGHTER ★ FAMILY

NAVY CYP
Child and Youth Programs

Navy Child and Youth Programs
Local Installation Information Sheet

Thank you for choosing Navy Child and Youth Programs (CYP) to care for your child. We are looking forward to working with you and your child.

The following information contains details that are specific to your local CYP. Please review this information and keep it in a convenient location where you can refer to it when needed. You will also be receiving a Navy CYP Parent Handbook that will provide you with important information about Navy CYP's policies and procedures, overviews of our child and youth development goals and philosophies, details about our various child and youth offerings, and family involvement opportunities. When you receive your Navy CYP Parent Handbook, please take the time to read it carefully—and keep it also in a nearby location where you can refer to it at any time.

Again, thank you for allowing Navy CYP to care for your child. If you have any questions at any time, please do not hesitate to contact us.

Installation and Program Contacts

Last updated March 2019

Installation Information

Commanding Officer	727-2440	Executive Officer	727-2440

Child and Youth Programs (CYP) Information

SAC Program Director	727-2242	SAC Front Desk	727-2839
CDC Program Director	727-1105	CDC Front Desk	727-1100
Teen Program Director	727-2422	Youth Center Front Desk	727-4625
Installation CYP Director	727-2458		
Youth Sports & Fitness Director/Office		727-4721	
School Liaison Officer		727-2425	

Other Important Information / Contacts

Morale, Welfare and Recreation Director	727-1517
Fleet and Family Readiness Program	727-3232
Family Advocacy Program	727-3232
New Parent Support	727-3232

Locally Specific Procedures

CYP Online Services

CYP Online Services is a user-friendly access point to make child care payments, print receipts, get account information, make reservations for hourly care, sign up for local installation CYP activities, and more. Once you are registered in CYP, go to CYP Online Services to create a username and password. You have access to your account information at any time. The link to your region's CYP Online Services is below.

https://www.navymwrrota.com/child-youth/cyp-online-payment

Inclement Weather

There may be times when CYP operations are disrupted by inclement weather. Your local installation and CYP inclement weather policy and procedures are described below.

During T1 and T2, CYP will follow the installation procedures. For Youth Sports and Youth Recreation Activities, cancellations and postponements will be announced on the Rota MWR Facebook Page and disseminated through your Coach. If we experience weather that necessitates a closure (i.e; tornado, extreme flooding, etc.) announcements will be made via all base communication channels. We will also contact parents and/or emergency contacts to pick up your child within 30 minutes of the closure announcement. For all other inclement weather issues, we will cancel/postpone outdoor activities and fieldtrips.

Patron Satisfaction and Concern Procedures

Navy CYP is committed to providing your child and family with the highest quality of care possible. We welcome family feedback, suggestions, and comments at any time. You may ask questions, offer suggestions, or raise concerns by contacting the CYP front desk or your CYP Director. We will listen to your concerns and will work with you to determine the most appropriate response on an individual, case-by-case basis. Information about the local process for handling command/program complaints is listed next.

Daily programming questions and concerns can be addressed by your child's CYP Professional. Billing/attendance questions can be addressed by our CYP Operations Clerks at the Front Desk. All other question/concerns can be addressed by the site manager and if not resolved can be elevated to the Installation CYP Director. Parents can also participate in Parent Involvement Board outlined on page 23, our annual customer satisfaction surveys or utilize the online communication platforms: Talk to Us at https://www.navymwrrota.com/talk-to-us or Interactive Customer Evaluation link located at https://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota.html.

Emergency and Disaster Plans

Each CYP has a specific evacuation plan that is followed during evacuation drills as well as actual emergency evacuations. Local installation evacuation plans and notification procedures are described below.

Should an emergency arise in one of our CYPs such as a fire, flooding, active shooter, etc., our staff are trained in specific responses to minimize exposures; actions required by employees will normally include sounding the alarm, either evacuating or sheltering in place, assisting those children with special needs, and accounting for all children and employees.
In the event of evacuation, our muster areas for each program are as follows:

*Child Care Center, Bldg. 1963- West parking lot, or the East parking lot, depending on the emergency route. The base Chapel is our evacuation location should the facility be deemed unsafe.

*School Age Crae, Bldg. 41- The primary muster point is located between the Aquatics Center and the tennis courts. If this location proves unsafe, the secondary muster area is between the Aquatics and Fitness Centers. The Fitness Center is our evacuation location should the facility be deemed unsafe.

*Youth Center, Bldg. 3053-The West muster area is across the street from B3053 in grassy area south West of parking lot, or North muster area is to North of Building 3053 outside skate park, depending on the emergency route. The Boy Scout Hut, Bldg 134 is our evacuation location should the facility be deemed unsafe.

Parent Notification: In the event of an emergency, parents will be contacted by our staff to direct them to where and how to pick up their child.

Self Care Policy

The self care policy (or, home alone policy) provides guidance regarding when children under the age of 12, residing on or using services provided on a military installation, can be left without adult supervision. This includes weekends, evenings, or during school breaks in the day. This policy is developed by the local Installation Commanding Officer and is described below.

COMNAVSPAININST 1754.3D, Supervision of Minor Dependents and Guests outlines the procedures and expectations for the supervsion of minor dependents and guests of personnel assigned to U.S. Naval Activities (COMNAVACTS) Spain. The instruction can be found in its entirety under the CYP link on MWR's Webpage at https://www.navymwrrota.com. The following are the general restrictions apply to minors:

Age	Left Unattended In Quarters	Left Alone Overnight (2230-0530)	Left in Playground Unsupervised	Left in Car Unsupervised
0-5 yrs	NO	NO	NO	NO
6-9 yrs	NO	NO	YES*	NO
10-15 yrs	YES	NO	YES	YES
16+ yrs	YES	YES**	YES	YES

*Adult within hearing or visual conact *
With access to adult supervision-Designated adult capable of responding within a reasonable amount of time

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Welcome

Welcome to Navy Child and Youth Programs (CYP)!

Choosing child care is one of the most important decisions you make for your family. You have come to the right place for programs that are guided by the highest professional standards and tailored to meet the unique needs of Navy families.

One of the reasons you chose a life of military service is the Navy's deep commitment to supporting families. You will see that commitment in action in Navy CYP in nationally accredited care for infants to teens; in high-quality care even during nontraditional hours to accommodate your working schedule; and in attention to detail, such as implementing practices that promote good nutrition, physical activity, and school preparedness.

Please read through this *Parent Handbook* carefully to learn more about Navy CYP and why CYP Professionals are national leaders in child care and youth programming.

Thank you for choosing Navy CYP!

Philosophy

CYPs provide high-quality educational and recreational children's programs that respect families' cultures and values. Caring, knowledgeable CYP Professionals plan and facilitate developmentally appropriate offerings that are responsive to the ages, abilities, and interests of all children. CYP Professionals are committed to serving children of all races, ethnicities, and abilities, with an emphasis on respectful, positive interactions that foster each child's development and growing independence. CYPs support Navy children, families, CYP Professionals, and local communities, providing a safe environment for your child to explore and learn.

Whether your child is an infant or a youth in high school, needs care all week or only for an hour after school, is typically developing or has identified needs that require thoughtful accommodations for inclusion—CYPs are ready with trained professionals and outstanding programming to meet the unique child care needs and recreational interests of military families.

CYP Professionals

CYPs hire employees and certify Providers who truly care about the growth and well-being of children and youth. CYPs provide extensive training that begins on a CYP Professional's first

day and continues in accordance with a training schedule that ensures CYP Professionals are current on the best practices in child and youth programming. In addition, each CYP Professional goes through a clearance process that involves comprehensive background checks. You may notice that CYP Professionals wear different colors based on the status of their clearances. Those waiting for final clearances always work within sight of fully cleared CYP Professionals. In Child Development Homes, all Providers are fully cleared before any children begin in care. This close attention to line of sight supervision is another indication of CYPs' commitment to your child's safety.

After you have reviewed this *Parent Handbook*, please also take time to review the *Local Installation Information Sheet*, which contains important information specific to your location.

Program Administration

Navy CYP is a comprehensive system of care that offers a wide range of programs to meet the needs of military families. Children may be enrolled in just one program, but the whole system of connected programs, resources, and CYP Professionals supports all children and their families. Navy CYP is composed of the following components: Child Development Centers (CDCs), Child Development Homes (CDHs), Youth Programs (YPs), 24/7 Centers, Outreach, and Child and Youth Education Services (CYES).



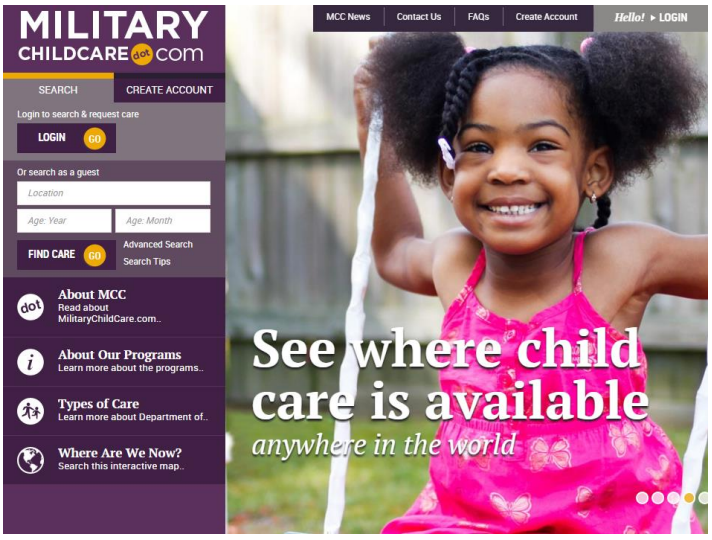
CYPs include a variety of offerings based on the size and needs of the installation community. Depending on the specific traits of the local installation, the CYP may offer the following CYP services and opportunities:

Navy Child and Youth Programs	
Program Component	**Description of Program Component**
Child Development Centers (CDCs)	Navy CDCs provide full-day and part-day early care and education (ECE) in a center-based learning environment, serving children ages 6 weeks through preschool (or until the child enters kindergarten).

Navy Child and Youth Programs	
Program Component	**Description of Program Component**
Child Development Home (CDH) Program	The CDH program combines high-quality care and learning opportunities from a certified Provider with the warm and nurturing environment of a private home. All Providers' homes, whether they are on or off installation, meet rigorous and continuing inspection standards. The CDH program provides care for children ages 6 weeks to 12 years.
Youth Programs (YPs)	YPs are designed to meet care needs once children start school, as well as provide recreational opportunities for children. YPs complement the school day by providing care or recreation when schools are not in session. Depending on the installation's specific needs, YPs provide the following types of programming for preschool age up through age 18: ▪ Recreational Preschool ▪ School Age Care (SAC) ▪ Recreational School Age Programs ▪ Child and Youth Education Services ▪ Youth Sports and Fitness ▪ Teen Programs
24/7 Centers	24/7 Centers provide care 24 hours a day, 7 days a week for the children of parents whose military employment requires them to work nontraditional hours when other programs typically are not open. Care for children of families working more traditional hours is available on a space available basis.

The following sections describe waitlist procedures, the eligibility requirements for specific programs, and fees.

Waitlist



MilitaryChildCare.com (MCC) is a secure Department of Defense (DoD) website that helps families find information on military-operated or military-approved child care programs worldwide. All requests for child care must be made through MCC. Families use the site to search for a wide range of child care options, submit requests for care, and accept offers of care when spaces become available. By creating profiles on MCC, families can communicate directly with programs and see the average wait times until spaces become available. Families can access MCC anytime and from anywhere, allowing them to begin the process of finding child care immediately when notified of a permanent change of station (PCS). Local CYP Professionals and MCC Help Desk support are available to answer questions about MCC and the process for requesting care through MCC.

Eligibility for Care

To be eligible for care in Navy CYP, your child must have a military or other eligible DoD-affiliated sponsor. Eligible sponsors include active duty military, DoD civilians, reservists on active orders, active duty combat-related Wounded Warriors, and surviving spouses of military members who died in combat-related incidents. Children of retirees from active duty and children of service members with Wounded Warrior status are eligible for recreational programs and noncustodial activities; however, they are not eligible for full-time care except on a space available basis. Navy CYPs with excess capacity may offer child care services to other military/family types on a space available basis.

DoD families must use MCC to request care at all Navy CYPs and are required to show proof of eligibility when they enroll. Families are sequenced on the waitlist and offered a child care space according to their military/family type and the request for care date. It is important to remember that families are responsible for informing the CYP immediately if their military/family type changes in any way after enrollment.

If a family's eligibility status changes to a space available status, the CYP will provide 90 days' notice to the family to transition out of the program unless the program is operating with no waitlist or potential for a waitlist.

An eligible sponsor's children include adopted children, recognized natural children, stepchildren, and foster children who live with the sponsor. If family members are geographically separated or the parents are divorced, their children are eligible if they live with the sponsor at least 25 percent of the time in the month the children receive care.

Fees

The goal of Navy CYP is to make high-quality programs available for all families, regardless of income. CYPs offer child care and youth services on a sliding fee scale. To ensure continuity of care for your child, it is very important to keep current with parent fee documents and fee payments. Fees must be paid in advance of receiving services.

Pay Fees on Time!

CYPs must receive your payment in advance of providing care or programming for your child.

If you are late paying your fees, your CYP may be forced to **exclude your child from the program** until the fees are paid in full.

CYPs may also notify your chain of command or deduct overdue fees from your paycheck.

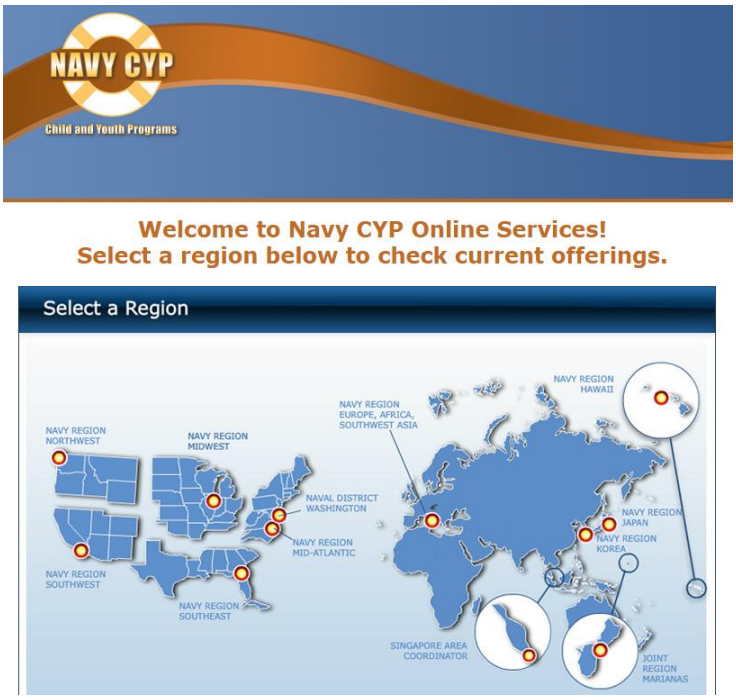
Annual Parent Fee Letter

When you register, and every year your child is enrolled in CYP, you will receive an annual Parent Fee Letter that lists the new DoD fees for your child's program for the upcoming year. The letter also shows the payment due dates and frequency (how often to pay). You will then need to update your parent fee agreement and registration forms according to the instructions in the letter. This allows programs to calculate your family's current fees using an income-based sliding scale. Please note that you must update your parent fee agreement and annual registration forms on time. CYPs, including the CDH program, may exclude a child from care if the parent fee documentation and registration forms are outdated. If you have

any questions or concerns regarding your fees, the Parent Fee Letter provides contact information for the local CYP Professionals who can help.

CYP Online Services

CYP Online Services is a user-friendly access point for families to make child care payments, print receipts, get account information, make reservations for hourly care, sign up for local installation CYP activities, and more. Once families are registered in CYP, they can visit CYP Online Services at https://myffr.navyaims.com/cyms.html to create a username and password. You have access to your account information at any time.



How and When to Pay Fees

CYP offers three methods for families to pay their child care fees: (1) go to CYP Online Services to make payments and access other services, (2) authorize automatic debit payments, or (3) use a credit card. CYP does not accept cash or checks. When you register on CYP Online Services, you can sign a form to allow your fees to be paid on the 1st and 15th of each month or just the 1st of each month, depending on the program. With automatic debit, payments are always on time, ensuring your child's care is never interrupted. Note that payment methods may vary for CDH programs; if your child is enrolled in the CDH program, check with your CDH Provider for payment options.

Please be aware that late payments may result in denial of child care or School Age Care (SAC).

Vacations

CDCs, SAC programs, and 24/7 Centers provide up to 10 days of vacation time for families. To receive this benefit, families must notify the CYP at least 30 days in advance and take the time off in a block of either 5 or 10 consecutive days. CYPs are unable to offer the vacation discount for a block of fewer than 5 days, but the vacation period can begin any day of the week.

Please note that CDH Providers may offer vacation discounts but are **not** required to offer this benefit. Please talk with your CDH Provider for details.

Maternity, Convalescent, and Other Leave

Children enrolled in CYP may continue to receive care without interruption for the same fees while families take maternity, convalescent, or other types of leave. However, if you want to remove your child from CYP during leave, you may use the annual vacation benefit (explained in the paragraph above). If you wish to remove your child from services beyond 10 days, you must either continue to pay the fees to keep the space or disenroll your child. If or when you decide to re-enroll your child, you must submit a new request for care through MCC.

Respite Care and Give Parents a Break

Respite care is offered to families who have been identified by the command as experiencing exceptional stress. These families may be eligible for up to 16 hours per month of no-cost child care to support mission readiness and family wellness. Contact your local Family Readiness Program representative or chaplain's office to discuss a possible referral. CYPs also offer free hourly child care for Wounded Warriors while they attend medical appointments. Families of Fallen Warriors may receive 40 hours of free child care during the year following their loss. Please talk with a CYP Professional about eligibility requirements and for more information on respite care at your installation.

CYP EFMP Respite Care

Military children enrolled in category IV or V of the Exceptional Family Member Program (EFMP) are eligible for the CYP EFM Respite Care Program.

Find out more by visiting:

http://usa.childcareaware.org/military-programs/military-providers/exceptional-family-member-program-efmp-respite-care/

or call Child Care Aware® at 1-800-424-2246.

In addition to respite care, some CYPs may offer a local Give Parents a Break program. The Give Parents a Break program provides busy parents with short breaks by occasionally offering extended operating hours.

Policies and Procedures

Navy CYP policies and procedures enable smooth daily operations and ensure that CYPs achieve their long-term goals of meeting and sustaining the highest quality of child care and youth programming for military families.

Child Supervision

Child safety starts with proper supervision. CYPs demonstrate commitment to your child's safety through clear and comprehensive policies and procedures regarding child supervision. CYPs ensure developmentally appropriate supervision for each age group of children, including established sign-in and sign-out policies that facilitate proper supervision both inside and outside CYPs.

Self-Care Policy

The DoD requires every installation to establish its own self-care policy (sometimes called the "home alone policy"). Each local installation, following state and local laws, decides the minimum age children must reach before they may be left at home by themselves, for how long, during what times of day, and how long a youth can supervise a younger child. CYP Professionals can explain the local self-care policy and help you find resources to keep your child safe and properly supervised.

Sign In and Sign Out

Children younger than the minimum age set by the installation's self-care policy **must** be signed in and signed out of programs by an authorized adult. When dropping off or picking up your child, you must shut off and secure your vehicle in the parking lot. Children should never be left unattended in the parking lot. These accountability measures are in place for your child's safety.

Children may be able to sign themselves in and out of SAC and other YPs if they have reached the minimum age specified in the installation's self-care policy **and** a parent has given permission for the child to self-release from the program. Parents of a

CYMS Key Fob

CYPs use an automated system called the Child and Youth Management System (CYMS) for a variety of recordkeeping tasks, including daily attendance.

Each family is issued a CYMS key fob when they enroll in CYPs (except CDH Providers' homes). You must swipe your CYMS key fob when entering or leaving a facility.

child who is eligible to self-release must sign a *Self-Release Form* during initial enrollment and each year during annual registration.

Parent Responsibility for Child Release

At registration, families must provide contact information for at least two local adults who are designated as emergency notification and/or nonemergency authorized contacts. CYPs need these contacts in case the program or CDH Provider needs help reaching you or in the event that your child needs to be picked up at a time when you are unreachable. CYPs will release your child only to you, the individuals you designated on the registration form, and any other adult who has legal custody of your child. CYPs adhere to the following release rules:

- Every person signing out children must show a photo ID at the entrance. Front desk employees or CDH Providers verify that the IDs match the information on the family's release documentation.
- Children may be signed out by older siblings or babysitters who are old enough according to the installation's self-care policy, and only if you have given written permission.
- Written permission for release is typically required, but verbal permission is acceptable in some limited circumstances. If your plans change between dropoff and pickup, you can call the CYP or your CDH Provider to give temporary permission (for no more than 24 hours) to release your child to a specific adult (age 18 or older). The verbally authorized adult must show a photo ID. If you need the adult to sign out your child more than once, talk with a CYP Professional or CDH Provider about adding the person to your emergency or nonemergency authorized contacts list.
- If anyone (including a parent) signing out a child appears to be under the influence of alcohol or drugs, or acts in a manner that CYP Professionals believe presents a potential danger to the child's safety, CYP Professionals must call installation security, the Family Advocacy Program, and Child Protective Services (on installations in the United States) for assistance in ensuring the child's safety.

Child Custody

If a military family is experiencing a legal situation involving child custody, the CYP is a neutral party. CYPs may not deny a parent or guardian access to his or her child unless there is an active restraining order, court order, or court-ordered visitation schedule on file that legally directs the program to deny access. If you have concerns about a child custody situation, please talk with the CYP Director.

CYP Professionals as Nonemergency Contacts

In some limited circumstances, a family may need to ask a CYP Professional to be their nonemergency authorized contact. This arrangement is allowed with the following guidelines:

- A CYP Professional may be your nonemergency contact only during the CYP Professional's off-duty hours. This designation cannot pull him or her away from job responsibilities.
- CYP Professionals may not be listed as emergency contacts because they cannot leave work to respond in an emergency situation.
- If you arrange for a CYP Professional to be your nonemergency authorized contact, the arrangement is strictly between you and the CYP Professional. CYPs are not responsible or legally liable for CYP Professionals' behaviors or actions outside of work hours.

Late Arrivals and Absences

If a change in plans affects your child's attendance or arrival time, please let the CYP or your CDH Provider know. Notify your program of any absence in advance or as soon as possible after your child's typical arrival time. If your family is going on vacation, please follow the vacation guidelines in the Program Administration section of this *Parent Handbook*.

You must notify the CYP when you know that your child will be late to the program. If your child does not arrive when expected and you have not contacted the program within a reasonable amount of time, the CYP is obligated to ensure that your child is not in distress. The program will attempt to contact you, then your spouse, and then individuals listed on your emergency contact list. If CYP Professionals are still unable to verify the safety of your child, they will contact your chain of command and installation security if necessary until your child is located.

Late Pickup

On Time, Every Time

CYP Professionals rely on you to pick up your child on time. Please, no late pickups. If a late pickup is unavoidable, you must call and inform the program. Thank you in advance for your help!

Timely child pickups enable CYPs to function much more effectively.

If you are late picking up your child at closing time, a late fee will be applied to your regular fees. The charge is $1 per minute past closing up to 15 minutes (or 30 minutes in a CDH Provider's home). CYP Professionals will try to reach you and then your spouse, if applicable. The program will then reach out to the emergency contacts on your child's registration form. If CYP Professionals have not yet reached anyone within 30 minutes past closing, they must call installation security, the Family Advocacy Program, and Child Protective Services (on installations in the United States).

Children may be in care in a CYP facility or program for a maximum of 12 hours (even if the program is open for more than 12 hours a day). You will be assessed a late fee if your child exceeds 12 hours in any one stay; if your family exceeds the 12-hour rule three times, your child may be subject to disenrollment. Exceptions to this rule may be made in rare circumstances, such as in an emergency or due to a mission requirement with a letter from the command. Please note that children enrolled in a 24/7 Center may be in care for up to 72

consecutive hours to meet the specific care needs of shift workers and watch standers on duty.

Withdrawals

When you need to withdraw your child from care, the following guidelines help the withdrawal process go smoothly.

Permanent Withdrawal

If your child is enrolled in full-time or part-time care in a CDC, SAC, 24/7 Center, or a CDH Provider's home, you must give a 2-week notice at a minimum to permanently withdraw your child, so that your program is better able to plan for your child's departure. If you give less than a 2-week notice, you must pay fees for those 2 weeks from the date you give notice.

Leaving?

Did you know? If you provide 30 or more days of written notice in advance of your child leaving the program, you will receive a 10-percent discount off your final MPD billing or last weekly CDH payment.

Families who provide programs or their Providers with a 30-day notice of their child's withdrawal receive a 10-percent discount off their final military pay day (MPD) billing or their last weekly CDH payment. Please check with your local program regarding the withdrawal process.

Temporary Withdrawal for TDY

If you are assigned to Temporary Additional Duty/Temporary Duty (TAD/TDY) at a location 30 miles or more from your usual CYP facility, the CYP may be able to hold your child's space without charging child care fees under the following circumstances:

- Your child is age 6 weeks to 12 years and is enrolled in full-time care in a CDC, SAC, or 24/7 Center.
- You take your child with you and enroll your child in a CYP at your TDY location. If you decline a viable child care space offered to you at the temporary location, CYP cannot reserve your space at your regular location.
- Your TAD/TDY lasts 90 or fewer days (longer periods require command approval).

If your situation meets these guidelines, you must show the following documents in order to reserve your child's space without incurring child care fees:

- Your official TAD/TDY orders
- Proof of your child's transportation (e.g., airline ticket) showing your child accompanied you to the temporary location
- Receipts from your child care fees at the temporary location

If you need to leave for a temporary period (longer than 2 weeks) but your situation does not meet these guidelines, you can permanently withdraw and later request care again on MCC, or you can pay your fees while you are gone to hold your space. Let your installation's CYP know if you need assistance finding child care in your temporary location. Please note that CDH Providers may, but are not required to, offer temporary withdrawal. Please talk with your CDH Provider for details.

Hourly Care

Sometimes families need child care for just 1 or 2 hours to deal with an emergency, attend a doctor's appointment, or take care of other responsibilities. If programs have hourly care spaces available in CDCs, SAC, 24/7 Centers, or CDH Providers' homes, those spaces are offered on a "first come, first served" basis during normal operating hours. (An exception to this policy exists for Wounded Warriors who have priority for available hourly care spaces to attend medical appointments.) Families can make reservations on CYP Online Services or by calling the center up to 30 days in advance for up to 25 hours per week (or up to 10 hours per week in Before school/Afterschool care). Before your child receives any hourly care, you must complete the registration packet. If you have any questions about the CYP's hourly care policies and procedures, please contact a CYP Professional.

Payments for hourly care must be made prior to dropping off your child for your scheduled reservation using CYP Online Services or in person with a credit card. If you have reserved hourly care for your child but you do not drop off your child, you will still be charged for the hours reserved. If your child is in hourly care and you are late to pick up your child from your agreed reservation time, you will continue to be charged the hourly rate until you pick up your child. For example, if your reservation is until 11 a.m., and you arrive for pickup at 11:10 a.m., the program must charge you for a full hour of hourly care beyond your reserved end time. Your child's continued presence in the program past the agreed-upon reservation causes difficulties in maintaining supervision ratios, so your on-time pickup is vitally important.

Set Fee for Hourly Care

CYP fees for care are on a sliding scale to ensure that child care and programming are accessible for all children regardless of family income. Hourly care is the exception—there is just one set fee for hourly care for every hour and for every child.

A CYP Professional can provide you with the hourly child care rate.

Visiting and Volunteering

CYPs welcome and encourage parents to visit at any time. If a visit is very short (for example, to drop off or pick up your child or to drop off supplies), then signing in and out as a visitor is not required. If a visit is any longer (for example, to volunteer or participate in a program), then you will be asked to sign in and out. Families attending special events, such as an evening Parent Night, are not considered visitors and do not wear a visitor badge or sign in for the duration of this type of event only.

Many parents enjoy volunteering in CYP facilities. Whether you volunteer regularly or once in a while, the CYP welcomes you and thanks you for your participation. Talk with a CYP Professional for more information about the opportunities for volunteering and the rules specific to these situations.

Closed Circuit Television (CCTV)

Most CYP facilities are equipped with a closed circuit television system (CCTV). (CDH Providers' homes do not have CCTV.) CYPs use CCTV for two purposes. First, it is an effective tool in the deterrence and prevention of child abuse and neglect. Second, it provides you the opportunity to observe your child in the care environment in real time without interrupting the daily routine and activities. You are always welcome to observe your child on the live CCTV monitors in the facility. Videorecordings of the CCTV system are not normally available; if you have a special circumstance requiring access to a CYP videorecording, contact the CYP Director about obtaining authorization from the appropriate command authority.

Bad Weather and Emergencies

In case of snow, ice, earthquake, tornado, or other unusual conditions such as power outages or excessive heat, or in the event of a local or national emergency, the command may decide to close CYPs, delay openings, shelter-in-place, lock down, or send children home early. The *Local Installation Information Sheet* that families receive with this *Parent Handbook* explains how you will be notified in such situations.



Program Standards

Congress passed the Military Child Care Act (MCCA) in 1989 to make child services more affordable and available and to establish higher standards for professional training and program operations. Today, CYPs are highly respected for the tremendous impact they have had on the entire early childhood and youth services field. Military CYPs serve as role models for other programs by consistently implementing quality program standards.

Quality Assurance

CYPs are committed to sustaining outstanding quality of care and programming. CYPs and CYP Professionals embrace and promote a culture of continuous quality improvement through the following:

- Constantly looking for ways to strengthen and enhance the services provided to Navy children, youth, and families
- Not believing that "good enough" is acceptable—but continually raising the bar for program quality
- Implementing rigorous and effective quality control systems

An Amazing Transformation

"People have referred to what happened with military child care as a Cinderella story, because you had this system going from a system in crisis to **a model for the nation**."

—Deborah Phillips, Professor of Psychology, Georgetown University, and first Executive Director of the Board on Children, Youth, and Families of the National Research Council and the Institute of Medicine, as quoted in the PBS Newshour segment "High Quality Child Care Gives Military Families Peace of Mind." 3/7/2017.

In addition to maintaining DoD and Navy quality standards, CYPs seek and maintain accreditation from nationally recognized accrediting agencies. CYP facilities and program locations are regularly monitored and inspected by headquarters and multidisciplinary teams on a full spectrum of quality assurance measures, including fire, safety, sanitation, and quality programming. This combination of continuous monitoring, frequent inspections, and an ongoing culture of excellence ensures safety and quality throughout every CYP service and offering.

Inclusion

CYPs welcome children of all abilities and offer outstanding programs to all. CYP Professionals are committed to the full inclusion of children with disabilities, differing abilities, and special needs. They collaborate with families and local Inclusion Action Teams (IATs) to support children across all CYPs.

Inclusion Action Team

The Inclusion Action Team (IAT) is a team of professionals that collaborates to support the full inclusion of children with diagnosed or undiagnosed disabilities, differing abilities, or special needs. These experts in the fields of medicine, therapy, family services, special education, and general education help CYPs locate resources for families and identify reasonable accommodations that can be implemented to support a child's success in that CYP. If CYP Professionals feel your child may benefit from a referral for IAT support, you are always consulted first and encouraged to participate in the discussion. You—the parent—are the expert on your child, and as such, you are the most valuable member of the IAT. Ask a CYP Professional for the Kids Included Together (KIT) brochure that details this process.

IAT Members

The specific members of the IAT depend upon the region and the installation. All IAT members have expertise that is relevant to a discussion on how best to include a child in all aspects of a program.

If an IAT is forming on behalf of your child, the program will encourage the first member of the team to be you, always. If you have any questions or concerns about the IAT process, talk with a CYP Professional.

Exceptional Family Member Program (EFMP)

If your child has been diagnosed with a disability or identified as having a special need before you enroll in CYP, please let the program know when you register to ensure that appropriate planning begins as soon as possible. Alternatively, previously unidentified special needs may become known while your child is enrolled in CYP. In either circumstance, your child may be eligible for the DoD Exceptional Family Member Program (EFMP), which can provide access to further resources to support your child and family. CYPs are committed to making all reasonable accommodations to facilitate the participation of children enrolled in EFMP.

Child Abuse Prevention, Education, and Reporting (CAPER)

The safety of the children participating in CYP services is the top priority. CYP Professionals follow best practices in the prevention, education, and reporting of child abuse, maltreatment, or neglect.

CYPs **prevent** incidents of child abuse through strict line of sight supervision; appropriate staffing ratios; and fostering positive, nurturing, and developmentally appropriate interactions among children, youth, and CYP Professionals.

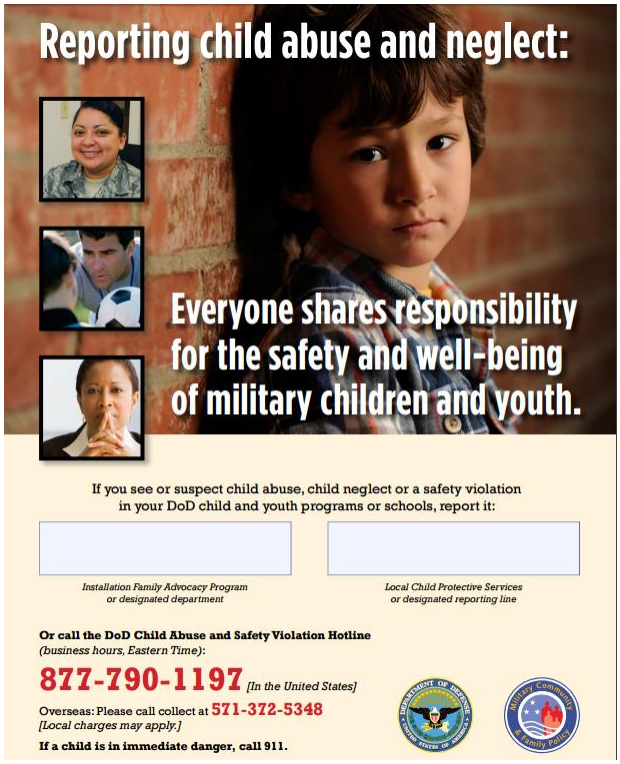
CAPER

CYPs keep children safe through:

- Prevention
- Education
- Reporting

CYPs **educate** all CYP Professionals as well as create educational opportunities for families and other community members to learn about children's developmental needs, risk factors for abuse, and resources available to support CYP Professionals, family members, and other adults in children's lives.

CYPs **report** any suspected or alleged abuse or neglect of a child. CYP Professionals are mandated reporters, meaning that they are required by law to make a report when abuse or neglect is suspected or alleged. CYP Professionals in the United States immediately and directly report child abuse or neglect suspicions to the installation Family Advocacy Representative (FAR) and Child Protective Services (CPS). CYP Professionals in overseas locations report these suspicions immediately and directly to the FAR.



In a mandated reporting situation, CYP Professionals may release family information to appropriate authorities without parent consent. **By signing for receipt of this *Parent Handbook* on the Permissions Statement that you receive at enrollment, you acknowledge your understanding of Navy CYP policies, including that CYP Professionals are mandated child abuse and neglect reporters.**

As a parent, you partner with the CYP to keep children safe. If you suspect child abuse or neglect, report it immediately to the proper authorities. Your local CYP Director can assist you in making a report to the FAR and to CPS. You can also report alleged child abuse and neglect directly to the DoD child abuse and safety hotline. If calling from the United States or from U.S. Territories, call 1-877-790-1197. If calling from a foreign location, call collect 571-372-5348. These hotline numbers are also posted in all CYP facilities on parent information boards.

Appropriate Touch

Appropriate touch is an essential aspect of providing care for children. CYP Professionals are trained to respect the personal space of others and to use appropriate touch with all children. CYP's Guidance and Touch Policy is available at Appendix A.

What Is Appropriate Touch?

CYP defines appropriate touch as gentle, positive, natural, and appropriate touch within the context of normal adult/child/youth interactions for each child's age.

Child Guidance

CYPs use positive guidance strategies. Research shows that the most effective and long-lasting strategies are those that guide children to engage in positive behaviors. CYP Professionals receive annual and ongoing training in child guidance and use a variety of positive guidance strategies to promote appropriate behaviors, including the following:

- Getting to know individual children in care and responding to their individual needs with respect, acceptance, and appreciation
- Keeping a consistent and reliable daily schedule
- Giving clear, simple instructions and setting clear limits
- Focusing on building trust, community, and self-esteem
- Organizing activities to reduce waiting and down time, so that children are engaged in positive activities
- Encouraging children to learn and use conflict resolution strategies while staying present to assist, discuss, and work out solutions
- Teaching social and emotional skills while closely supervising children to intervene during peer interactions and prevent, whenever possible, a behavioral incident before it happens

Positive Guidance

Research shows that the best way to help children learn lifelong behavior skills is through the positive guidance of caring adults.

"Horseplay"—rough, physical play that can cause harm—is not permitted.

Reasonable Expectations for Behavior

CYPs are designed to support all children to grow as individuals. Because programs serve diverse families and communities, they must be responsive to a wide range of learning styles and needs while celebrating the individuality of each child.

Within that framework of respect for differences, CYPs have high standards for acceptable behavior for children in care. Standards for behavior differ based on the age of the child; very young children can sometimes experiment with biting, hitting, scratching, or throwing objects without aggressive intent. CYP Professionals are trained to gently guide very young children to more appropriate behaviors. Older children are expected to act respectfully to themselves, staff, and others and to stay safe with no aggressive actions of any kind. Learning socially acceptable behaviors is part of growing up, and the children in care are in the process of developing the social and emotional skills that result in good behavioral choices. CYP Professionals are trained to support the overall development of children of all ages, including the development of appropriate social and emotional skills.

Behavioral Interventions

When behavioral incidents occur, CYP Professionals often respond through redirection and other developmentally appropriate behavior teaching strategies. If the behavioral incident poses a significant risk of injury to the child or others, or if the behavior is part of an

emerging pattern of challenging behavior that is not resolving based on initial CYP modification efforts, then the program will respond appropriately to maintain safety and provide parents with the *We Need Your Help Form*. The *We Need Your Help Form* is used to engage parents in collaborating on strategies for resolving the concerning behavior. Whether your child is very young and still learning appropriate behaviors, or your child is older and made a poor choice, CYP Professionals are available to discuss positive strategies with you to prevent further incidents.

If your child presents a direct safety threat to self or others, suspension is a possible consequence. The level of the CYP Professional's response depends on the seriousness of the incident and the responsiveness of the child to positive redirection.

CYPs encourage families to refrain from discussing incidents with other families and to trust CYP Professionals to handle incidents appropriately.

Addressing Persistent Behavioral Needs

If a child continually struggles with behavioral issues, the first step is to determine what need is being communicated through his or her behavior. CYP Professionals will request a family conference to review and discuss the reports regarding behavioral incidents. If the child's safety or the safety of others is a concern, or if one-on-one supervision is required to prevent behavioral issues, then the CYP may refer the concern to the Inclusion Action Team (IAT) described in the Inclusion section of this *Parent Handbook*. The IAT meets with the family to develop a plan to support the child's behavioral development. This written plan clearly states the family's and CYP's responsibilities in addressing behavioral needs. The IAT evaluates children's needs in the context of the program. IAT recommendations can include additional support, resources, and strategies, and occasionally suggestions for alternatives in care environments. Together, the IAT, parents, and CYP Professionals will create a plan that best meets the needs of the child. If all attempts to improve behavior have been exhausted and your child continues to present a direct safety threat to self or others, your child may be removed and an alternative type of child care may be suggested.

Bullying

CYPs are responsible for creating safe, caring, respectful environments for children. Bullying—including cyberbullying—is strictly prohibited. CYP defines bullying as:

- Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim
- A real or perceived power imbalance between the aggressor(s) and victim
- Any action that is repeated over time or causes severe emotional trauma based on a real or perceived characteristic, such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity and expression; or mental, physical, or sensory disability

CYP Professionals are trained to prevent, look for signs of, and intervene in bullying situations. If children engage in bullying behaviors, CYP Professionals respond with behavioral

interventions that are appropriate to the seriousness of the situation. Families and CYP Professionals must work together to keep all children safe from bullying.



Family Involvement

Navy CYP believes in working as a team with parents. From years of research, child development professionals have learned that children are more successful and programs are higher quality when parents are involved. While CYPs bring a depth of experience and professional knowledge about child development, **you** are the expert on your child. The CYP's role is to supplement—never replace—your caregiving.

Family involvement includes a range of practices such as open and ongoing communication, family focus groups, volunteer opportunities, special events, and much more. There are many ways to stay involved in your child's CYP experience.

CYP practices an open door policy with families. You are welcome to visit at any time, announced or unannounced. Your input and questions are always welcome. In addition, there are volunteer opportunities available that may result in CYP Reward points, as explained in the CYP Rewards Program section of this *Parent Handbook*. (Some limitations to the CYP Rewards Program may apply to CDH families; please ask for details in the CDH office on your installation.)

Please talk with your installation's CYP Professionals about your own ideas for family engagement. They want to hear what you have in mind.

Family Communication

As children navigate and explore their CYP environments, they stretch their physical skills and test their limits. Consequently, children sometimes fall or are injured, either on their own or during interactions with others. These types of incidents do not always result in an injury and are simply natural consequences of their development, interactions, and activities. If your child is injured while in care that results in a physical injury (such as a bump on the head or cut on the arm), the program will provide you with the *We Care Form* with details of the situation. The program will also provide you with the *We Care Form* any time your child becomes ill or shows symptoms of illness significant enough to require support beyond what the program can provide. If the form does not answer your questions, you are always welcome to contact your CYP Professional for followup information.

If a child engages in behaviors that pose a significant risk of injury to him/herself or to others, or if the behavior is part of an emerging pattern of challenging behavior that is not resolving based on initial CYP modification efforts, then the CYP will inform the family with a *We Need Your Help Form*.

The following table shows the four forms used in CYPs that aid open communication between CYP and home.

CYP to Home Communication Forms		
Name of Form	**Description**	**Example of Use**
Daily Gram (used in CDCs, 24/7 Centers, and CDH Providers' homes)	Communication of daily activities used with children ages 6 weeks to 3 years, but may be used with older children as needed	An infant is in care in a CDC classroom. The parent notes when the infant woke up and ate before arriving. The Teacher then records notes on the infant's sleeping, eating, diaper changes, and other items of note.
We Care Form (used in all CYPs)	Communication of illness or injury while a child is in care	A 9-year-old falls on the basketball court in the outdoor activity area of a SAC program and scrapes her knee and elbow. A CYP Professional attends to the injury and completes a *We Care Form*.
We Need Your Help Form (used in all CYPs)	Communication of a behavioral incident that poses a significant risk of injury to the child or others or a pattern of challenging behavior that is persistent, serious, and for which the child has not responded to positive redirection and re-teaching of behavior skill	An 8-year-old is working on his homework at the kitchen table in a CDH. He becomes frustrated, rips up the paper, and breaks his pencil. Since this kind of situation has occurred before and her efforts to help him haven't worked, the Provider completes a *We Need Your Help Form* to engage the parents about their son's struggles with frustration and request a meeting with them to talk together about strategies to help him build better coping skills.
Permission Slip (used in all CYPs)	Communication of a special event or activity (field trip) that requires the attention of the family	The Teen Program is sponsoring a trip to a play. They send permission slips to families to provide logistical information, including transportation plans, and to obtain signed parent permission.

One of the simplest and best ways to stay involved with your child's CYP experience is through allowing a little extra time at pickup or dropoff to talk with CYP Professionals. They share what they observed while caring for your child, and you can share details about your child's health, developmental progress, and much more.

All CYPs offer Parent Information Boards at the front desk or lobby, or at the entrance area to CDH Providers' homes. Your program may create newsletters and program-specific social media pages to communicate about special events, new opportunities, and family education classes. Connect with a CYP Professional to get the latest news from the installation's CYP and from your child's specific program.

Need to Talk?

CYP Professionals are always available for formal conferences or informal discussions. Let them know what is on your mind.

Email and text messaging are helpful communication tools. Emails and texts are particularly useful for sharing vital communication such as updates on delays and closings due to bad weather and emergencies or reminders about upcoming events and activities. Many programs maintain distribution lists of all enrolled families for sharing information through

mass emails or group texts. CYPs always send emails or texts as blind copies to all recipients to ensure your individual email address or number remains private. Please make sure the CYP has your most current email address and mobile phone number.

CYP Professionals do not engage in one-on-one online relationships with any child, including sending emails or texts or connecting on social media sites or gaming sites. CYP Professionals may create a group account to update families on the latest activities and opportunities in their program.

Parent Satisfaction and Concerns

CYP Professionals count on families to share perspectives and offer suggestions. Your feedback allows CYPs to improve quality continuously and helps programs to maintain high professional standards. Please feel free to share your compliments, concerns, or suggestions with your program at any time.

Satisfaction Surveys

Families are invited to participate in the installation's annual CYP patron satisfaction survey. You can share your anonymous feedback on paper or online at some installations. CYPs use the information gathered through these surveys in planning and decision-making that enhance CYP programming. Please take advantage of the opportunity to share your valued feedback.

Suggestion Box

CYPs would still like to hear from you during other times of the year when the annual survey is not in progress. Each CYP facility, including the CDH office, provides a suggestion box where families can provide anonymous feedback, concerns, or recommendations. Family input is extremely important and appreciated. All suggestions, whether submitted anonymously or by an identified person, are read and addressed quickly by the CYP.

Parent Concern Procedures

If at any time you have a concern or question, please feel free to reach out to the front desk employees or CDH Provider, or contact the CYP Director. Contact a CYP Professional for information on local processes for handling program concerns.

CYP Rewards Program

The CYP Rewards Program was developed to show how much Navy CYP values and appreciates active parent participation and volunteering. With CYP Rewards, parents earn a discount in exchange for donating time and talents that support children in the CYP. See Appendix B for more information about family engagement and the CYP Rewards Program.

When you volunteer or participate in program activities and special events, you earn CYP Reward points. When you accumulate 10 points, a discount is applied to your next payment.

Each household may use one discount per month but may earn and use the discount for an unlimited number of months.

Local installations will be implementing the CYP Rewards Program on a rolling basis. Ask a CYP Professional for more information about the CYP Rewards Program, including when it will be available at your installation. Some limitations apply for CDH families; please talk to your CDH office for more information.

Parent Involvement Board

Each installation operates a Parent Involvement Board (PIB) to further support CYP operations in meeting the needs of children, youth, and their families. Every family enrolled in the CYP is automatically a PIB member. PIB members meet quarterly to provide recommendations for improving services, help plan special events, and discuss other opportunities for family participation.

Parents who participate on the PIB not only earn CYP Reward points, but also support the continued well-being of all children in the program. Please consider participating in your local PIB.

Health, Safety, and Nutrition

Navy CYP is committed to supporting the physical, mental, social, and emotional health and well-being of your child. CYPs play an important role in the fight against childhood obesity. Good nutrition and physical activity are cornerstones of all programs. Your child not only has the opportunity to eat well and participate in regular physical activity, but he or she can also learn skills and develop attitudes that build the foundation for a healthy lifestyle. Additionally, CYPs limit screen time according to American Academy of Pediatrics (AAP) guidelines to help children get up and keep moving. The U.S. Department of Agriculture (USDA) and the Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy offer tips for healthy military children; more information is available at Appendix C.

CYP Professionals ensure healthy and safe program environments. You help by ensuring that each day you bring your child to a CYP, he or she is free from obvious illness and is in good health. CYPs are unable to provide care for any child who is acutely ill.



Health and Safety Practices

CYP health and safety practices follow the guidelines in *Caring for Our Children: National Health and Safety Standards Guidelines for Early Care and Education, 3rd ed.*, published jointly by the American Academy of Pediatrics, the American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education. The foundation of these practices is ongoing, high-quality professional development for all CYP Professionals in health and safety, including first aid and CPR training, thorough background checks, ongoing monitoring, health and safety inspections, and fire and emergency drills conducted on a regular basis.

> Your child's safety is always the CYP's highest priority.

In addition, each program is prepared in the event of an emergency situation with an individual emergency response plan in place. If any emergency should take place in which children, youth, and CYP Professionals must leave the facility or CDH Provider's home, you

are notified as soon as possible. They always keep you informed of your child's safety and location during emergencies.

Immunizations

Children enrolling in any CYP who have not yet started school (e.g., infants through 6 years old) or homeschooled children of any age must have written documentation from a qualified health care provider that they are fully immunized within 30 days of enrolling in the CYP. Additionally, when your child ages into a new immunization requirement, you must provide documentation when it is completed. Families must submit updated immunization documentation within 30 days of the due date. **CYPs, including the CDH program, are required to exclude a child from care whose immunizations have lapsed.**

In addition to the age-appropriate immunization requirements, all children between 6 months old and the time they start school must show proof of an annual flu vaccine.

If your child is enrolled in a local public school where proof of current vaccination is required, then no additional immunization documentation is required for CYP. Current immunization requirements can be found at http://www.cdc.gov/vaccines.

Immunizations—Keep them Current!

Up-to-date immunizations are an important part of keeping children, youth, and CYP Professionals healthy and free from disease.

CYPs work with you to remind you of immunization due dates and keeping your documentation up-to-date.

A child with lapsed immunization documentation will be excluded.

DoD recognizes there may be circumstances in which a child cannot receive one or more of the required immunizations, such as a medical condition or a family's religious beliefs. If this applies to your child, you must submit an immunization waiver request. Unless an approved waiver is on file documenting an exemption from an immunization, or documentation is on file of an authorized delay, the immunization requirements apply.

Child Illness or Serious Injury

Your child must be free from illness or serious injury to attend the CYP. For children ages 5 years and younger, a CYP Professional conducts a daily health check through direct observation and asking your child questions. Older children and youth are asked how they are feeling if they appear unwell. If your child shows signs or symptoms of an illness that requires temporary exclusion from the program, you will be notified to pick up your child immediately. If your child is not well enough to participate in all activities (including outdoor time), he or she should stay home. Depending on the type and seriousness of the illness or injury, your child may need clearance from a physician to return to care.

To learn what symptoms and signs of illness indicate that your child should stay home, refer to the Signs and Symptoms Chart in the National Resource Center's *Caring for Our Children*, 3rd ed., found at the following link:

http://nrckids.org/files/appendix/AppendixA.pdf

Note that the Signs and Symptoms Chart is not exhaustive; your child must be well enough to participate in all activities to attend.

Medication

When you register your child, you will be asked to sign a permission form authorizing CYPs to apply topical, nonprescription products on an as-needed basis, such as sunscreen, dry skin lotion, or diaper rash ointment. CYPs do not administer any ingestible nonprescription products or medications, such as pain relief medication or antihistamines, without a doctor's prescription.

Prescription Medications

The best place for your child to take a prescription medication is at home. If the dosage schedule and your work schedule make it impossible to administer a medicine only at home, then the CYP Professionals will work with you on a case-by-case basis to determine if they can administer the medicine at the program. Only CYP Professionals who have completed medication administration training, conducted by a health care professional, will provide medicine to your child.

Administration of a medication is allowable only under the following conditions:

- The medication must be prescribed by a licensed health care provider, even if it is available over-the-counter.
- Parents must submit a *Medication Authorization Form* that includes a signed statement from the prescribing physician specifying the medication type and full instructions for dosage, times, and application.
- Parents must administer the first dose of a new medicine at home.
- The medication must be in its original container with its original label.
- The label clearly shows the following:
    - The child's first and last name
    - Date prescription was filled
    - Expiration date
    - Name of the prescribing health care provider
    - Instructions for administration and storage
    - Name and strength of medication

Infection Control

CYPs minimize the possibility of spreading infection through proper hygiene practices. All CYP Professionals use and teach proper procedures to wash hands and are also trained in general infection control, safe food handling, and diapering and toileting procedures. The easiest and most effective way to stop the spread of infection is through careful hand washing. Everyone, including CYP Professionals, children, youth, parents, and other visitors, must wash their hands upon entering a CDH Provider's home, program area, or classroom, even if they just came from another program area or classroom.

These types of safe hygiene practices reduce the risk of infectious disease or illness and help to ensure the health and safety of your child.

Injury Prevention

CYP facilities are safe places for children. All CYP Professionals are certified in CPR and first aid and are trained to help prevent accidents and injuries from occurring. CYP Professionals treat minor injuries using standard first aid procedures and provide you with the *We Care Form*. If a more serious injury occurs while your child is in care, CYP Professionals provide immediate care and then contact you and emergency services (if needed). Depending on the severity of the injury, you may be asked to provide a clearance from a physician before your child returns to care to ensure the appropriate accommodations are made for your child. Keep your child's emergency contact information current so you can be reached as soon as possible when needed. If an injury involves another child, CYP Professionals maintain confidentiality regarding the identity of the other child and the outcomes of the injury.

Emergency Preparedness

CYPs practice all established emergency procedures so that everyone in the program or facility has a calm, clear plan of action in the event of an emergency. CYP Professionals model a matter-of-fact approach to emergency procedure drills. In case of an actual emergency that requires a sudden need to change operating hours, the CYP will notify families immediately. No matter what the unexpected situation, the safety and supervision of children remains the CYP's top priority.

No Smoking Policy

Federal and state regulations prohibit smoking or using other tobacco products in CYP facilities. CYP Professionals, families, visitors, children, and youth must NOT smoke (including electronic cigarettes or other nicotine-vaporizing devices) or use smokeless tobacco products in or near any CYP facility or playground at any time. CDH Providers follow the same rules while children are in care.

Nutrition

CYPs offer nutritious meals and snacks based on the U.S. Department of Agriculture's (USDA's) Child and Adult Care Food Program (CACFP) guidelines. Programs provide children a clean and pleasant environment in which to enjoy their food, and food preparation areas, whether in CYP facilities or in CDH Providers' homes, are inspected regularly to ensure they meet high health and sanitation standards.



CDCs, 24/7 Centers, SAC programs, and CDH Providers plan and post a weekly menu so that families can see the healthy choices available.

Allergies

CYP Professionals work with families to plan healthful, appealing meals and snacks that accommodate every child's needs. At registration, please let the CYP Professionals know if your child has any food allergies or other special dietary needs. If your child is unable to eat a certain food for medical reasons, you must provide a written statement signed by your health care provider identifying the food(s) to avoid and the suggested substitution. CYP Professionals who prepare food will use this documentation to make every attempt to identify an appropriate substitute food for your child. CYPs post menus in advance so that families can make informed food decisions.

Severe Allergy Situations

Although CYP food substitution policies work for most food allergy situations, a child may have allergies too severe to eliminate every risk factor. If this applies to your child, please talk with a CYP Professional. Ultimately, parents must determine whether the risk of allergens in a group care setting makes that program the best choice for their child.

Food Preferences and Substitutions

If your family prefers to send a food from home as a substitution for a menu item, please let your program or CDH Provider know in advance. You are required to develop a written plan in collaboration with the CYP. Liability regarding the safety of home foods ultimately rests with the parent who packaged the food. Food must be brought in a clean, tightly sealed container, dated and labeled with your child's name. Any leftover food will be discarded at the end of meal service and the unwashed container returned to you if it is not disposable. "Fast food" items will not be accepted as a meal replacement under any circumstances. Any request for changes to normal child feeding guidelines, such as a request for your child not to be served milk, must be accompanied by a physician's order.

More information about the USDA's Center for Nutrition Policy and Promotion's healthy eating recommendations is available at ChooseMyPlate.gov and in Appendix D.

Family Style Dining

Meals in CDCs, 24/7 Centers, and CDH Providers' homes are served "family style." Family style dining teaches and positively reinforces family dining skills and engages children in conversation, which aids their development of social skills and oral language skills. In SAC, meals may be served either family style or through buffet service.

Infant Feeding

CYP Professionals are trained in best practices in infant feeding according to the National Association for the Education of Young Children (NAEYC) and National Association for Family Child Care (NAFCC) standards. Some highlights of those high standards for infant nutrition and safety include the following:

- CYP Professionals hold infants as appropriate to their age and development as they drink from a bottle. Bottles are never propped up.
- All bottles or containers of breastmilk or formula must be labeled with your child's first and last name and the date and time they were prepared.
- For health and safety reasons, a bottle of formula or breastmilk must be discarded within a 1-hour window after it is first offered to your child.

CYPs understand that infant feeding schedules, amounts, and foods vary from one infant and family to another. CYP Professionals will work with you to individualize your baby's feeding plan. Whether you are feeding through breastfeeding, by providing pumped breastmilk or formula, or a combination, your CYP Professionals are your partners in creating an infant feeding plan that is the right fit for your baby's nutritional needs and developmental stage.

Snacks and Vending Machines in YP

YPs designed for preteens and teens may offer food and drink at no additional cost, such as meals during a cooking class or pizza activity night, or snacks during a special event or program. Some YPs may also offer food and drink at minimal cost from vending machines and snack bars.

Oral Hygiene

In CDCs, 24/7 Centers, and CDH Providers' homes, toothbrushing with individual, labeled toothbrushes is encouraged after meals and snacks (or before bed in 24/7 Centers or in the homes of CDH Providers who offer care during nontraditional hours). CYP Professionals teach toothbrushing skills in a relaxed, positive manner to help children learn to care for their teeth and to develop good oral hygiene habits from an early age. Toothpaste is only used by children ages 3 and over.

Celebrations and Food From Home

CYPs respect the cultural backgrounds of all families and strive to include expressions of diversity in programming. Please share your cultural traditions or observances with a CYP Professional, who will work with you to share family celebrations with other children, youth, and families.

Birthdays are opportunities to acknowledge and reinforce each child's personal identity. If you wish to celebrate your child's birthday at the CYP, please talk with a CYP Professional in advance.

Food brought to the CYP for special occasions must be provided in the original sealed package with nutritional information clearly listed. CYP Professionals will let you know if there are foods to avoid due to allergies. Unfortunately, homemade baked goods or cooked foods are not permitted for sharing in CYP facilities.

Child Development Centers and 24/7 Centers

Welcome to your Child Development Center and 24/7 Center!

These two facilities offer quality care and education services. The Child Development Center (CDC) serves children ages 6 weeks to 5 years (or until kindergarten) during "traditional" working hours, while the 24/7 Center serves children 6 weeks to 12 years who need care during nontraditional hours, while their parents work extended shifts (nights and weekends) and/or fulfill their duties as watch standers. Both programs are certified by DoD, and CDCs are further accredited by the National Association for the Education of Young Children (NAEYC). NAEYC accreditation is nationally recognized as the ECE gold standard. Both CDCs and 24/7 Centers use *The Creative Curriculum*®, a research-based curriculum based on best practices in early learning to foster your child's cognitive, physical, social, emotional, and creative development.

NAEYC

The National Association for the Education of Young Children (NAEYC) promotes high-quality learning for children birth through age 8 by connecting practice, policy, and research. Since 1985, the NAEYC national accreditation system has set professional standards for early childhood education programs.

CDC General Program Information

CDCs offer a variety of care options in a warm and nurturing environment. Specific care options may vary based on the size of the installation and the needs of local families. Consult with your CYP Professional about options for care available at your installation.

24/7 Center General Program Information

24/7 Centers combine the strengths of a traditional center-based care environment—which fosters active group learning and socializing—with the strengths of a homelike setting for children in care during nontraditional hours. 24/7 Centers always have at least two CYP Professionals on duty at all times, regardless of the hour.

24/7 Centers cannot care for your child for more than 72 continuous hours. The only exception to this rule is in an emergency with approval from the local command.

24/7 Center Eligibility

24/7 Centers are designed to meet the needs of watch standers, shift workers, and other Navy parents who are called for duty during nontraditional hours. Other families may use 24/7 Center care for emergency care, hourly care, or even full-time care if space is available. However, priority goes to families for whom 24/7 Centers were specifically designed:

Options for Nontraditional Hours

CYPs work with you to find solutions when your duty obligations include nontraditional hours. Not all installations offer a 24/7 Center. If yours does not, child care during evenings, nights, and weekends may still be available through the CDH program. Please talk with a CYP Professional to learn what support is available at your installation.

- Watch standers: Parents who are watch standers occasionally need child care during nontraditional hours. For example, if you work one or two overnight shifts a month or if you "stand duty" once or twice a month, your child is eligible for 24/7 Center care during those overnight shifts.
- Shift workers: Parents who are shift workers have regular work schedules that include weekends, evenings, and overnight shifts. For example, if your shift schedule is 11 p.m.–7 a.m. Monday through Friday, your child is eligible for 24/7 Center care while you are on duty. If your weekly schedule is two day shifts (such as 7 a.m.–3:30 p.m.) and two afternoon or evening shifts (such as 3 p.m.–11 p.m.) followed by 3 days off, your child is eligible for 24/7 Center care while you are on duty.

Monthly Schedules for 24/7 Centers

To establish and maintain your priority as a watch stander or shift worker, you must provide a copy of your monthly work schedule signed by the command. If at any time your schedule changes, the 24/7 Center will need an updated schedule 30 days before the next month starts or as soon as the revised schedule is issued. This advance notice allows the program to prepare for care during the hours you need. If your command does not provide schedules 30 days in advance, please talk with a CYP Professional.

Your Child's Experience

The operations and programming at these centers take a comprehensive approach to quality. They use a carefully chosen curriculum, well-crafted lesson plans, and a rigorous training schedule that ensures CYP Professionals are current in ECE best practices. Every detail leads to one goal—a quality experience for your child that nurtures growth and development.

Transitioning to CDCs and 24/7 Centers

Some children experience distress when separated from family members, while others separate from their families quite smoothly. Both reactions are developmentally appropriate when a child transitions from home to a care environment. To facilitate the transition process

into care and help minimize the child's (potential) separation anxiety, families receive a daily schedule and program information, tour the child's classroom or activity area, and meet staff members and other children. Please feel free to discuss preferred communication methods with your CYP Professionals so that you may work together to make your child's transition a positive experience.

Transitioning to a New CDC Classroom

Over time, children enrolled in CDCs may need to transition to new classrooms as they develop the need for new challenges and social interactions in their peer group. The timing of classroom transitions is based on many factors, including consultation with the family, the child's age and developmental readiness, and space availability. You are invited to visit your child's new classroom in advance of the transition to meet the new teachers and help make the transition smooth and enjoyable. Children are gently integrated into their new environment through a series of visits to the new classroom. CYP Professionals are always available to answer questions and discuss how your child's transition is going. If you have concerns about classroom changes or any other transitions, please talk with your CYP Professionals.

Care During Nontraditional Hours at the 24/7 Center

CYP Professionals provide a list of items that your child needs while in care at the 24/7 Center. In addition to the usual change of clothing that is required for care in any CYP facility, children in a 24/7 Center need to bring pajamas. Accommodations have been made at the 24/7 Center for children staying long hours, including overnight. CYP Professionals will share with you menus for meals and snacks and bath and bedtime routines. If you have any questions, concerns, or requests about the environment for your child's comfort, please talk with a CYP Professional.

Your Child's Classroom or Activity Area

Most CDCs offer classrooms for infants, pretoddlers, toddlers, and preschool children. All classrooms have access to natural daylight, developmentally appropriate toileting facilities, and enough room for both energetic exploration and quieter play. CDCs offer both group learning experiences and independent learning.

24/7 Centers offer a home-like setting in which multi-age groups of children can learn, relax, and play together, much like the members of a family. 24/7 Centers may also offer a separate infant room to ensure the feeding, resting, and learning needs of infants are met in an appropriate environment.

Personalized Storage for Personal Belongings

Your child is provided a special place (such as a cubby) labeled with his or her name in which to keep personal belongings such as a coat and other clothing. In the 24/7 Center, your child will have space to keep pajamas, a personal toothbrush, clean linens, and a towel. Items of monetary or sentimental value are best left at home, although centers may make

exceptions for special projects or special occasions; please talk with your CYP Professional in advance.

Child's Attire

Your child participates in a variety of activities both indoors and outdoors. Dress your child in comfortable and weather-appropriate clothes and shoes that are suitable for indoor and outdoor play, including sensory and sand activities and working with art materials. Shoes must have closed toes and heels, such as sneakers. Open-toed sandals and flip-flops are not allowed. Every child enrolled must have at least one full change of clothing at the center, including underwear and socks; two changes of clothing are recommended. Children staying night hours at the 24/7 Center must also have pajamas.

Toilet Learning

Just as children learn to walk at different times, children learn toileting skills at different times. CYP Professionals partner with families to support each child's toilet learning and to accommodate the different stages of development. If there are unique circumstances for your child, please talk with a CYP Professional.

Child Safety

CYP Professionals create safe environments through the selection, arrangement, and use of physical elements, such as age-appropriate furniture, supplies, and equipment. They complete daily safety checklists for all areas, including outdoor play spaces and playgrounds. CYP Professionals are trained to make safety a priority every day.

Biting

Biting is a very common behavior in infants, pretoddlers, and toddlers and occasionally occurs with younger preschoolers. Infants mouth objects to learn about them. This tendency often leads to biting behaviors, especially when they feel teething pain, frustration, or confusion. As young children learn other ways to communicate, biting generally lessens and disappears.

Although common, biting can be upsetting and harmful. CYP Professionals are trained to prevent biting incidents, and they use positive strategies to redirect children to more appropriate situations or behaviors. However, some behaviors take time and consistent responses from caregivers to eliminate. If a child is injured due to the biting behavior of another child, CYP Professionals will treat the injury and provide the family with the *We Care Form*. Due to confidentiality requirements, the identity of a child who has bitten another child is not shared with the other family. If a child has a biting behavior that persists, a CYP Professional will contact the family to schedule a conference to discuss the concern. Together, a plan of positive strategies will be developed to help children learn more appropriate responses.

SIDS Prevention

CYP Professionals are trained in best practices for minimizing the risks associated with sudden infant death syndrome (SIDS) and adhere to the following practices:

- All infants 12 months and younger are placed on their backs to sleep. If your child has a medical condition that requires a modified sleep position, please talk with your CYP Professional.
- CDCs and 24/7 Centers only use cribs and firm infant sleeping surfaces that meet current standards of the Consumer Product Safety Commission (CPSC).
- CDCs and 24/7 Centers never use blankets in a crib, but instead use the SleepSack® Wearable Blanket by Halo Innovations. Notify the program if you prefer to use your own SleepSack® Wearable Blanket that meets CYP requirements for your child's exclusive use or you prefer for your child to sleep only in his or her current daily wear.
- Soft toys or other soft items are not allowed in an infant's sleeping space.
- CDCs and 24/7 Centers use only approved pacifiers with no cords, toys, or anything else attached to them.
- Infants who arrive asleep in car seats are immediately moved to an approved sleeping surface.

Families are strongly encouraged to follow the same SIDS prevention guidelines at home. Refer to the SIDS prevention guidelines provided in Appendix E.

CDC and 24/7 Center Programming

CDC and 24/7 early childhood programming is thoughtfully planned, challenging, engaging, developmentally appropriate, culturally and linguistically responsive, and comprehensive to support school readiness and provide a foundation for lifelong learning.

CYP Professionals plan the daily schedule with a variety of indoor and outdoor activities, culminating with quiet activities in the evening to help children prepare for a restful night's sleep.

Curriculum

CDCs and 24/7 Centers use *The Creative Curriculum*®, a nationally recognized, award-winning, comprehensive, research-based curriculum. CDCs use the version created for young children, and 24/7 Centers use the version designed for a multi-aged (birth through age 12) nontraditional hours care environment.

Parents as First Teachers

CYPs believe that parents are a child's first and most important teachers. More information about extending learning to home for young children is available at Appendix F.

For children birth through age 5, both programs complement *The Creative Curriculum*® with the Teaching Strategies GOLD® Assessment System, which enables CYP Professionals to note your child's progress and advance school-preparedness through hands-on experiences and play.

For school-age children, the 24/7 Center tailors the curriculum to support children's needs. For example, 24/7 Centers provide indoor and outdoor activities that enhance and complement the school day, and they offer suitable environments to complete homework.

Environments

Both CDCs and 24/7 Centers offer indoor and outdoor experiences that are important to a child's growth and learning. All program environments are designed for your child to explore. Weather permitting, children of all ages have the opportunity to go outdoors every day to enjoy a safe play environment with age-appropriate equipment and materials that are in excellent condition.

Screen-Based Media

24/7 Centers and some CDCs offer computers or other computerized devices to foster technology learning. If computer activities are offered, they are integrated into lesson plans that offer other activities with hands-on materials, since hands-on learning is proven best for young children. CDCs and 24/7 Centers follow the American Academy of Pediatrics (AAP) guidelines on screen-based media time limits by age of the child.

Schedules

CYP Professionals create a balance between individual activities and group experiences during your child's time in care. Children learn and grow best when they have choices among quality activities and opportunities for both social engagement and quiet time.

Schedules for infants, such as for feeding and sleeping, are individualized and are planned in partnership with parents. As your child grows older, more learning opportunities in group settings are offered. Both centers are committed to making accommodations for children with scheduling needs as much as possible within the quality and safety guidelines.

Field Trips and Transportation

Depending on the location of your center, nearby resources, weather, and other factors, your center may offer field trips as part of routine programming to benefit your child's learning and development. Field trips may occur both on and off the installation. During enrollment, parents are asked to sign the Permissions Statement, which includes permission for field trips. Infants may take "buggy" field trips within a short distance from the center, and pretoddlers and toddlers may take short, age-appropriate walking field trips to enhance their

Parent Chaperones

You are invited to join field trips! CDCs are always seeking parent volunteers to help chaperone field trips. Please talk with your CYP Professionals if you are able to donate your time and talent. Thank you for your support!

learning. Only preschool children or older may take field trips in motor vehicles.

All vehicles used to transport your child on field trips meet the school bus safety standards recommended by the National Highway Traffic Safety Administration (NHTSA) and applicable state laws. All drivers are trained and licensed and meet state, local, and installation requirements. CDCs comply with all seatbelt and child safety seat regulations during field trips. CYP Professionals may not transport enrolled children in personal vehicles.

Family Conferences

Both centers offer scheduled family conferences three times during the year for children ages 6 weeks to 5 years. Conferences are opportunities for focused, two-way communication between you and your CYP Professionals, which allows them to create and share with you the developmental profile for your child. This profile helps CYP Professionals assess your child's progress toward typical developmental milestones. This tool is used to plan for your child's continued growth, accounting for any special help or accommodations, if needed. You will also have the opportunity to discuss any changes in your child's behaviors, learning styles, medical needs, upcoming transitions, and other topics as needed to best support your child and your family.

Between Family Conferences

If any questions or concerns come up between conference times, please do not wait. CYP Professionals are happy to schedule a conference with you any time, or feel free to talk informally with them if issues arise.

For school-aged children at the 24/7 Center, conferences are offered as needed. Feel free to contact the 24/7 Center for a conference, either formal or informal, any time you feel it is needed for the continued success of your child. Likewise, CYP Professionals may request a conference with you as the need arises.

Child Development Homes

Welcome to your Child Development Home (CDH) program!

The CDH program offers quality child care from a CYP Professional in the small, nurturing setting of a family home. CDH Providers are Navy-certified; they meet and sustain the highest quality family child care standards. CDH care is available for children ages 6 weeks through 12 years.

Your installation can provide more information on the child care solutions offered by local CDH Providers.

CDH General Program Information

All CDH Providers meet and sustain high-quality child care standards. Navy certification requires a Provider to not only offer safe, inviting spaces, but also create educational, developmentally appropriate activities designed to meet the needs and interests of your child. Navy certification requirements meet or exceed both the guidelines of the National Association for Family Child Care (NAFCC) and state family child care licensing requirements. CDH Providers are CYP Professionals. They are held to the same rigorous standards as center-based CYP Professionals, including meeting the requirements for comprehensive training and thorough clearances.

NAFCC

National Association for Family Child Care (NAFCC) supports professional Providers throughout the United States and on U.S. military bases worldwide. NAFCC is dedicated to promoting quality child care by strengthening the profession of family child care, and they offer a nationally recognized family child care credential.

Quality Assurance

To ensure ongoing compliance with the Navy's high standards for safety, health, sanitation, and developmentally appropriate activities and environments, CDH office employees and other installation quality assurance personnel conduct both announced and unannounced home visits regularly. In addition, CDH Providers are required to renew their CYP certification annually.

Contacting Your CDH Office

Your CDH Provider is a great resource for information about child development and best practices in care. If you have further questions or concerns, you are always welcome and encouraged to contact CDH office employees to talk informally or schedule a meeting.

Substitutes and Back-Up Providers

All CDH Providers have a designated substitute or back-up Provider in case of a planned or emergency absence. Your Provider informs you who the substitute or back-up Provider is, and that information is posted on the Parent Information Board. The substitute or back-up Provider is a trained and screened individual who is qualified to be a CDH Provider and has met all CYP requirements to provide care. Whether or not you choose to use the child care services of a substitute or back-up Provider if your regular Provider is absent is entirely your decision.

Parent-Provider Contract

In addition to this *Parent Handbook*, each Provider has a Parent-Provider Contract that you will have the opportunity to review and sign when you first enroll your child. This contract describes the Provider's policies and procedures regarding fees, hours, holidays and vacation time, emergency plans and contact information, absences and sicknesses, and much more. If you have questions after you read the contract, please follow up with a phone call or talk with your Provider in person.

Absences From Care

Your Parent-Provider contract details what to do in case your child is absent from care and if absences require payment. Please let your Provider know as soon as possible if you know your child needs to be absent from care.

Care During Nontraditional Hours

Providers choose the hours they provide care—during typical workday hours, nontraditional hours such as evenings, nights, and weekends, or a combination. Your Provider may offer nontraditional hours occasionally but not as a part of the regular schedule. If you have a duty-related child care need for nights or weekends, discuss the situation with your Provider. If your Provider cannot support those hours, contact your CDH office staff, who may be able to help you find a Provider to meet that need.

If Providers offer night and weekend care, they will inform you of the accommodations they have made in their care environments for those hours. Your Provider will also explain the fees in advance. These may vary based on the hours or if your care need is duty-related.

Late Pickup

CDH Providers rely on you to pick up your child at the agreed-upon time. After closing time, the Provider may have other obligations, such as picking up other children from school. Your attention to on-time pickup helps ensure the smooth operation of the home.

Your Provider's specific policies about pickup, dropoff, and what happens if you are late, including fees incurred, are included in the Parent-Provider Contract.

Your Child's Experience

For many parents, the CDH program is the right solution. Your child benefits from a care environment that meets rigorous quality standards but has a small number of children in care in the relaxed atmosphere of a family home.

Transitioning to a CDH Provider's Home

Some children experience distress when separated from family members, while others separate from their family quite smoothly. Both reactions are developmentally appropriate when a child transitions from home to another care environment. Please feel free to discuss preferred communication methods with your CDH Provider so that you may work together to make your child's transition into the Provider's home a positive experience for him or her.

Personalized Storage for Personal Belongings

Your child is provided a special place, labeled with your child's name, in which to keep his or her personal belongings. Your Provider will let you know which personal items your child needs (for example, diapers, a full change of clothing, or clothing appropriate to the season, backpacks for school-age children, etc.). Pacifiers must be labeled with your child's name.

Child's Attire

Throughout the program day, children participate in a variety of indoor and outdoor activities. Dress your child in comfortable and weather-appropriate clothes and shoes that are suitable for indoor and outdoor play, including sensory and sand activities and working with art materials. If your child stays for nontraditional care hours, your Provider may have other clothing requirements, such as pajamas and a change of clothing. The goal is for your child to be comfortable, unrestricted by clothing issues, and able to participate in activities.

Toilet Learning

Just as children learn to walk at different times, children learn toileting skills at different times. CDH Providers partner with families to support each child's toilet learning and to accommodate the different stages of development. If there are unique circumstances for your child, please talk with your CDH Provider.

Child Safety

CDH Providers create environments with safety in mind. All CDH Providers are trained to make safety a priority every day. In addition, the CDH program has quality control measures in place to ensure each home meets and sustains high standards for safety and sanitation.

Biting

Biting is a very common behavior in infants, pretoddlers, and toddlers and occasionally occurs with younger preschoolers. Infants mouth objects to learn about them. This tendency often leads to biting behaviors, especially when they feel teething pain, frustration, or confusion. As young children learn other ways to communicate, biting generally lessens and disappears.

Although common, biting can be upsetting and harmful. CDH Providers are trained to prevent biting incidents, and they use positive strategies to redirect children to more appropriate situations or behaviors. However, some behaviors take time and consistent responses from Providers to eliminate. If a child is injured due to the biting behavior of another child, Providers will treat the injury and provide the family with the *We Care Form*. Due to confidentiality requirements, the identity of a child who has bitten another child is not shared with the other family. If a child has a biting behavior that persists, the Provider will contact the family to schedule a conference to discuss the concern. Families work together with CDH Providers to develop positive strategies to help children learn more appropriate responses.

SIDS Prevention

CDH Providers are trained in best practices for minimizing the risks association with sudden infant death syndrome (SIDS). All CDH Providers adhere to the following practices:

- All infants 12 months and younger are placed on their backs to sleep. If your child has a medical condition that requires a modified sleep position, talk with your CDH Provider.
- The CDH program only uses firm infant sleeping surfaces that meet current standards of the Consumer Product Safety Commission (CPSC), such as Graco® Pack 'N Play®.
- The CDH program never uses blankets in safe sleep environments. Instead, they use the SleepSack® Wearable Blanket by Halo Innovations. Notify the Provider if you prefer to use your own SleepSack® Wearable Blanket that meets CYP requirements for your child's exclusive use or you prefer for your child to sleep only in his or her daily wear.
- Infant sleeping areas in all homes are required to be well lit and co-located with the activity areas so CDH Providers can maintain continual supervision of all children in their care, including during sleep.
- Soft toys or other soft items are not allowed in an infant's sleeping space.
- The CDH program uses only approved pacifiers with no cords, toys, or anything else attached to them.
- Infants who arrive asleep in their car seats are immediately moved to an approved sleeping surface.

Families are strongly encouraged to follow the same SIDS prevention guidelines at home. Refer to the SIDS prevention guidelines provided in Appendix E.

Programming

CDH Providers use a curriculum to support high-quality learning opportunities for your child. They may choose to use a version of *The Creative Curriculum*® that is specially designed for children in family child care who are birth through age 12, or they may offer another developmentally appropriate, quality curriculum of their choice that meets the Navy's quality standards. CDH Providers accommodate and celebrate different learning styles. Your CDH Provider shares the same commitment as your installation's facility-based CYPs to high-quality learning opportunities for younger children and opportunities that enrich and complement the school day for school-age children.

Environments

CDH Providers do not attempt to match the CDC or SAC environments but rather provide home atmospheres that are educational and developmentally appropriate places for children to grow and play. Each CDH Provider's home is unique and reflects the interests, skills, and personality of the Provider.

Schedules

Providers post their daily schedules in their homes. Schedules are specific to the needs of the children enrolled and vary based on the day of the week or the children present on any given day. Providers who work with children of multiple ages have schedules that reflect a more integrated approach in order to include all ages and children's needs, including recreation activities, creative play activities, and time to complete homework for school-age children. Please look for the posted schedule in your Provider's home, and feel free to ask questions about daily events.

Field Trips and Transportation

CDH Providers often include field trips in their regular programming. Many Providers take walking field trips, typically to local playgrounds or parks, to enhance learning opportunities and take advantage of the small group size in a home. If Providers routinely take walking field trips, they will explain them in detail during orientation. During enrollment, parents are asked to sign the Permissions Statement, which includes permission for field trips. CDH Providers who offer field trips in vehicles are fully insured to transport children as part of their small business insurance coverage, and they have the appropriate seatbelts or car seats for each child. If you have questions regarding field trips, talk with your Provider.

Most Providers do not transport children to or from other locations, such as schools, although some Providers within walking distance from a child's school may walk with children from school to the home. Provider transportation services vary; if you have specific transportation needs, please talk with your Provider.

Pets

One of the benefits of the CDH program is that children may have the opportunity to interact with a friendly family pet. If a CDH Provider has a pet, detailed information is listed in the Parent-Provider Contract, including where the pet spends its time and whether children are permitted to assist in its care or feeding. All animals in a CDH Provider's home are fully immunized and certified healthy by a veterinarian. Only some types of pets are DoD-approved for a CDH environment; dogs, cats, and fish are typical examples. Please talk with your CDH Provider about any questions or concerns you may have about your child's interaction with family pets, and talk with your CDH office employees for further information about local pet policies.

Screen-Based Media

Some Providers offer computers or other devices with screens to foster technology learning. If computer activities or television viewing are offered, they are built into lesson plans as only one element of a learning environment. CDH Providers offer many activity choices with hands-on toys and materials. The CDH program follows the American Academy of Pediatrics (AAP) guidelines on screen-based media time limits by age of child. Your Provider's screen-based media policy is detailed in the Parent-Provider Contract.

Family Conferences

Providers offer formal family conferences once a year for younger children and on an as-needed basis for school-age children. Conferences are opportunities for focused, two-way communication between you and your Provider to discuss your child's growth and development. If you would like to schedule more frequent conferences, please talk with your Provider. More details about conferences are in the Parent-Provider Contract. The best communication is a combination of formal and informal conversations.

Need to Talk?

Your CDH Provider is available for formal conferences or informal discussions. Let your Provider know what is on your mind.

Youth Programs

Welcome to CYP Youth Programs!

Youth Programs (YPs) include a wide variety of offerings on the installation to meet your child care needs once youth start school and to provide recreational opportunities for your youth. YPs complement the school day, providing care or recreation when schools are typically not in session. Specific offerings at your location depend on the size of the installation, local family needs, school schedules, and command requirements.

YP General Information

YPs go far beyond keeping your youth "busy." They offer quality programming that helps develop character. The School Age Care (SAC) program earns national accreditation through the Council on Accreditation (COA). Additionally, YPs maintain affiliation with nationally recognized, high-quality organizations to bring new experiences, challenges, and a wide variety of opportunities to youth in their out-of-school hours. Navy YPs are affiliated with Boys and Girls Club of America (BGCA), 4-H, and National Alliance for Youth Sports (NAYS). These affiliations, along with a robust programming schedule, show the Navy's commitment to providing a broad range of positive options for your youth to grow, learn, and thrive. Talk with a CYP Professional about which offerings (and their operating hours) are available on your installation

Council on Accreditation (COA)

The Council on Accreditation (COA) is an international, nonprofit accrediting organization. Founded in 1977, the mission of the COA is to partner with human service organizations by developing, applying, and promoting accreditation standards for the well-being of individuals, families, and communities.

Your Youth's Experience

YPs offer your youth opportunities to build leadership skills, enhance educational experiences, learn and use technology, explore career choices, and expand health and life skills. CYP Professionals help youth incorporate sports, fitness, and the arts into their daily lives and provide quality experiences to expand their horizons.

Part of YP programming is designed to support youth in achieving academic goals by offering suitable environments for completing homework. In addition to spaces for recreation and socializing, YP facilities offer quiet spaces for study and concentration stocked with homework supplies, computers, and other research materials.

Accommodating Learning Styles

Youth develop through a variety of learning styles. CYP Professionals are trained to recognize learning differences and use strategies to accommodate the ways youth learn best. CYP Professionals at YPs build in opportunities as often as possible for self-paced exploration to nurture the development of new skills or knowledge.

Personalized Storage for Personal Belongings

If your youth attends YPs on a daily or near-daily basis, he or she will have a place in which to keep personal belongings. During summer programs, this may be a group location for backpacks and supplies; during the school year, this is an individualized space that is labeled by name, such as a locker or cubby. Items of monetary or sentimental value are best left at home. Your installation may have restrictions on the tech devices that are permitted in various programs; please talk with your CYP Professionals for further details.

Youth Attire

Please ensure your youth wears clothes (including shoes) that enable his or her participation in all YPs. Specialty clothing may be required depending on the program; for example, the SAC program may schedule a day at a local swimming pool that requires a swimsuit and towel, or a sports program may require specialty footwear such as cleats or nonmarking rubber soles. Your CYP Professionals supply you with a complete list of attire requirements at registration. Most importantly, clothing for all youth must be clean and appropriate.

Field Trips

Your installation's YPs may plan field trips to increase youth's firsthand knowledge of the world. During enrollment, parents are asked to sign the Permissions Statement, which includes permission for field trips. Typical destinations may include a ballfield, tennis courts, swimming pool, or a nearby gym. Your program may require parents to sign an additional field trip permission slip for trips off the installation.

Parent Chaperones

You are invited to join field trips! YPs are always seeking parent volunteers to help chaperone field trips. Please talk with your CYP Professionals if you are able to donate your time and talent. Thank you for your support!

Safety

Your youth's safety is the YP's top priority. Safety is the foremost consideration in all planned activities, the setting up of program environments, the selection of equipment and materials, and in the training of CYP Professionals who work with your youth.

Behavior and Program Expectations

Youth can show respect for themselves and others in a variety of social situations. As young people, they are still in the process of developing positive social and emotional skills. YPs

facilitate behavioral growth and learning by setting clear expectations for behaviors that are clearly communicated and positively reinforced. Your installation's YPs have established behavioral expectations similar to the following:

- Be safe and respectful.
- Keep your hands and feet to yourself.
- Walk to stay safe and run only when it is safe.
- Stay inside established boundaries and stay with the group.
- Follow directions and communicate questions or disagreements politely.
- Clean up after yourself.
- Share and play with others.
- Be aware of your surroundings.
- Remember to take care of yourself.

Programming

YP programming is based on actively and continuously seeking input, ideas, and opinions from the youth participating in YP offerings. YPs' collaborative emphasis builds enthusiasm and engagement among youth and provides them with leadership, planning, and responsibility opportunities. YPs may seek input related to programming options through social media, online surveys, paper surveys, meetings, and informal information gathering.

Family Input

Do you have an idea for a new program, field trip, or activity? Please let your YP know! YPs welcome and encourage family input. Use surveys to share ideas, or visit YP facilities to talk with your CYP Professionals in person.

Schedules

Schedules are planned in advance to ensure families can plan for participation. If activities require specialty shoes or clothing (such as swimsuits for a beach trip), the YP will inform you in advance. Schedules communicate not only upcoming activities, but also the goals and learning objectives of specific activities. Schedules also provide ideas about how you can volunteer in or support the program and how you can extend your youth's learning at home.

Environments

Programming spaces vary across YP facilities. Your installation may offer some of the following: space for group activities, socializing, and enjoying snacks or meals; gym and fitness space; screen-based media and gaming space; sound-recording space equipped with instruments; and peaceful space for reading, homework, or just relaxing. Other environments may be offered at your installation; talk with your CYP Professionals for more information.

YP Professionals "think outside the box" regarding environments that can support the learning and skills development of your youth. Often, activities may start indoors and then move outdoors. YPs may partner with local businesses and communities for the use of their gyms or ball fields. Programs may explore different parks and recreation areas as part of an experiment or project.

Transportation

YPs may have transportation built into their services on some installations. For example, the SAC program may provide transportation to/from local schools, such as CYP Professionals walking with an organized group of youth to/from school or a bus or van bringing youth to/from facilities. The vehicles used to transport youth meet school bus safety standards recommended by the National Highway Traffic Safety Administration (NHTSA) and applicable state laws. CYP drivers are trained and licensed and meet state, local, and installation requirements. YPs comply with all seatbelt laws during field trips. CYP Professionals may not transport enrolled youth in personal vehicles.

Screen-Based Media

Age-Appropriate Media

YPs ensure that all media that children encounter in programs are age-appropriate. More information about age-appropriate ratings for games and other media is available at Appendix G.

Computers and tablets are widely available in the facilities for older youth to foster learning. Offering your youth opportunities to explore interests and engage with technology allows CYP Professionals to guide him or her toward meaningful educational and positive recreational uses for screen-based media. YPs encourage research and information retrieval, socialization and networking, communicating with duty-deployed family members, connecting with loved ones and friends separated due to PCS, and connecting with CYPs on installations where your youth may be moving, such as with the Youth Sponsorship program. All CYPs follow the American Academy of Pediatrics (AAP) guidelines for screen use limitations for youth.

YPs want to partner with you to ensure your youth is safe and building healthy screen-based media habits. You and your youth must sign an agreement to use screen-based media (such as computers, tablets, or gaming devices) while participating in CYP. If you have any questions or concerns regarding your youth's screen-based media use, please talk with a CYP Professional.

Youth Sponsorship

Many youth not only experience the usual challenges of transitioning from childhood to adulthood but also are working through unique challenges associated with military life, such as frequent moves and being away from their friends and family through Permanent Change of Station (PCS) and deployments. Connecting to people is what makes the difference between a smooth transition and a rocky one, so YPs offer sponsorship programs at each installation. Youth Sponsorship, aimed primarily at preteens and teens, helps youth integrate into a new community of friends and mentors when they move to a new installation. CYP Professionals identify incoming youth, connect them with youth currently on the installation, and provide information about programs and activities on the installation and in the surrounding community.



Child and Youth Education Services (CYES)



YP Professionals make a difference for Navy youth ages 5–18 during school hours, too. Child and Youth Education Services (CYES) help "level the playing field" for school-age youth who are dealing with a family member's Permanent Change of Station (PCS), Temporary Duty (TDY), and/or deployments. CYP School Liaison Officers (SLOs) prepare local schools for transitioning students and also provide Navy families with a range of resources for academic success. SLOs facilitate smooth communication between home and school and help families plan and prepare for postsecondary options. Ask your installation's CYP Professionals for more information about CYES and how to contact your SLO.

Family Conferences

Need to Talk?

Let's talk. CYP Professionals are always available for formal conferences or informal discussions. Let them know what is on your mind.

While YPs do not schedule family conferences at regular intervals during the year, feel free to contact your CYP Professionals for a conference, either formal or informal, any time you feel it is needed for the continued success of your youth. Likewise, your CYP Professionals may request a conference with you as the need arises. Conferences are opportunities for focused, two-way communication between you and your CYP Professionals. They look forward to collaborating with you to provide the best possible support for your youth.

Appendix A: Navy CYP Guidance and Touch Policy

The intent of the Navy CYP Guidance and Touch Policy is to inform CYP Professionals about their responsibilities for ensuring appropriate adult:child interactions across all programs. The Navy requires a positive approach to guidance that teaches children and youth conflict resolution, facilitates their understanding of boundaries, and builds self-esteem. Guidance is positive discipline and should be consistent so children and youth know what is expected, and over time expected and desired behaviors become automatic. This ensures children and youth are safe and protected, provides a positive climate that promotes healthy social and emotional development, and teaches and models appropriate behavior.

Across CYP, adult:child interactions that cause harm to or put children and youth in danger may be considered child maltreatment or abuse, which is prohibited and considered a condition for immediate dismissal. CYP Professionals must be aware of and understand the types of discipline that are considered inappropriate. The following interactions are considered inappropriate and are prohibited forms of CYP Professional guidance:

- Corporal punishment or any humiliating, frightening, or threatening language or punishment. Corporal punishment includes spanking, hitting or punching, slapping, pinching, shaking (this is life-threatening behavior toward infants), exposure to extreme temperatures or other measures producing physical pain, and any form of physical punishment. Corporal punishment is not allowed in any CYP setting by any individual, including family members;
- Verbal abuse, threats, abusive or profane language, criticism, or derogatory remarks about a child or family;
- Physical restraint; binding; restricting the movements of or placing the child or youth in a confined space as a form of punishment; forcing the child or youth to stay in a restricted space, corner, bathroom, cot, or any area of the room where he/she is separated from the rest of the group;
- Any form of emotional abuse, including any form of public or private humiliation, including threats of physical punishment;
- Rejecting, terrorizing, ignoring, isolating, corrupting, and/or exploiting a child or youth;
- Withholding or forcing naps, meals, or snacks; to include the denial of "seconds" until a child has finished everything on his/her plate;
- Punishing for toileting accidents or a lapse in toilet training;
- Withholding outdoor play as a form of punishment; and
- Bodily harm from forceful pulling/jerking and/or "grabbing" a child or youth from any position. (Note: A physical response may be needed for a child with unsafe behavior because there is observable action that puts the child or others at risk for immediate harm and it is probable that the action will lead to actual injury. For

example, if a child unexpectedly dashes into a parking lot, the CYP Professional may need to quickly remove the child or youth for his/her own safety.)

Touch is an essential part of providing care for children and youth and must be used in a positive, affectionate manner. Children and youth should not feel uncomfortable because of a touch from a CYP Professional. Inappropriate touch by a CYP Professional is prohibited by the Navy. The following table provides examples of appropriate and inappropriate touch by age category.

Types of Touch by Age Category

Age Category	Appropriate Touch	Inappropriate Touch
Infant, Pretoddler, and Toddler	▸ Cuddling ▸ Holding ▸ Rocking ▸ Gently patting a child's back for a short period at rest time ▸ Sitting in the CYP Professional's lap ▸ Hugging ▸ Hand holding ▸ Kissing on the cheek, forehead, hand, or hair ▸ Stroking the hair to assist in resting ▸ Changing diapers and assisting with toileting (i.e., wiping child, putting on diaper rash cream, etc.)	▸ Pinching, hitting or punching, squeezing, slapping, shaking, arm twisting, or grabbing* ▸ Physically restraining a child** ▸ Any form of physical punishment ▸ Violating laws against adult/child physical or sexual contact ▸ Forcing of hugs, kisses, or other touches on the child ▸ Kissing a child on the lips ▸ Tickling ▸ Holding a child down on his/her cot to force napping
Preschool	▸ Hand holding ▸ Assisting child with activities ▸ Child initiated hugs ▸ Assisting with toileting accidents if necessary ▸ Assisting a child with unsafe behavior by physically responding to protect everyone's health and safety** ▸ Sitting on CYP Professional's lap at the request of the child (i.e., verbal or nonverbal)	▸ Forced goodbyes ▸ Tickling ▸ Pinching, hitting, punching, squeezing, slapping, shaking, arm twisting, or grabbing* ▸ Restricting a child's movement by any means in any way ▸ Physically restraining a child** ▸ Any form of physical punishment ▸ Violating laws against adult/child physical or sexual contact ▸ Forcing of hugs, kisses, or other touches on the child. ▸ Kissing a child on the lips ▸ Holding a child down on his/her cot to force napping

Youth and Teens	▸ Sitting side-by-side with youth ▸ Touches on the shoulder ▸ Pats on the back ▸ Handshakes ▸ Assistance in taking care of injuries ▸ Application of sunscreen to face, neck, and back only ▸ Hugging when initiated by the youth/teen ▸ Assisting a youth/teen with unsafe behavior to calm down by physically responding to protect everyone's safety**	▸ Youth sitting on a CYP Professional's lap ▸ Kissing ▸ Pinching, hitting, punching, squeezing, slapping, shaking, arm twisting, or grabbing* ▸ Any form of physical punishment ▸ Physically restraining a youth/teen ▸ Violating laws against adult/child physical or sexual contact ▸ Forcing of hugs, kisses, or other touches on the youth

*Grabbing is inappropriate unless it protects the child or youth from immediate danger, protecting his/her safety.
** A physical response may be needed for a child or youth with unsafe behavior because there is observable action that puts the child or youth or others at risk for immediate harm and it is probable that the action will lead to actual injury.

Hourly Rewards Activities

In addition to the Standard Rewards Engagement Opportunities, there are many other ways to earn CYP Rewards by the hour!

Earn one CYP reward for every one hour spent performing activities, such as:

- Attending parent/teacher conferences
- Assisting with health and nutrition activities such as gardening and recipe sharing
- Assisting the training specialist with CYP professional training
- Creating or arranging seasonal decorations/bulletin boards
- Assisting with daily routines and programming venues
- Working with children on special projects such as healthy cooking, performing arts activities
- Photographing or videotaping program activities
- Reading or playing a musical instrument with small groups or individual children
- Sharing information with children about professional occupations or special talents
- Tutoring SAC children, youths or teens
- Volunteering during special events, parades or festivals
- Writing articles for the CYP newsletter

Need More Information?

If you are interested in learning more about the Family Engagement Program, contact your Navy Child and Youth Programs. Thank you for being an active participant in your child's experience in CYP!

Family ENGAGEMENT Program



CNIC
★ FLEET ★ FIGHTER ★ FAMILY

NAVY CYP

Navy Child and Youth Programs

Welcome

Welcome and thank you for being a part of our Navy CYP family! We would like to encourage you to be an active partner in your child's program. When you are involved in your child's experience, it not only increases the quality of our programs, but it's also very rewarding for your child. Through our Family Engagement Program, CYP strives to partner with you and identify opportunities for you to share your talents, abilities, knowledge, and skills!

Overview

Family engagement opportunities are designed to actively engage you and encourage ongoing participation in CYP activities and in your child's program. The program offers you opportunities to build relationships with the staff, become familiar with how our programs operate, and allow you to be involved in your child's ongoing growth and development.

Points and How They Turn Into Discounts

You can earn points, or CYP Rewards, by becoming involved in a wide range of activities or events with your children. The program offers different activities daily, so there are plenty of opportunities! The CYP Rewards are measured by the amount of time that you spend participating in the activity (one CYP Reward for one hour) and the activity itself.

When you accumulate a total of 10 CYP Rewards, you will receive a discount on your next military child care fee.



Examples of CYP Rewards Opportunities

Chair of Parent Involvement Board (PIB): 10 points per meeting chaired

10 pts

Chair members of the Parent Involvement Board are recognized for their continued activity and feedback provided to the board. For every meeting you chair, you will receive 10 CYP Rewards.

Participation in Parent Involvement Board (PIB): three points per meeting attended

3 pts

Meetings are held bi-monthly. Updates on all Child and Youth Programs, children's activities and parenting information are presented. One parent from each family attending the PIB will receive three CYP Rewards.

Participation on the Multi-Disciplinary Team Inspection (MDTI): five points for participation

5 pts

Take advantage of the opportunity to serve as a team member for the annual Multi-Disciplinary Team Inspection and receive five points!

Attending CYP Family-sponsored Education Events: one point for each event attended

1 pt

Join CYP for a family-sponsored education event, designed to enhance parenting skills, provide new ideas for parent-child interaction, and promote networking between parents. Some events include storytelling, potty learning, traveling with children, safety, child abuse awareness, and creativity.

Serve as a Field Trip Chaperone with Responsibility for a Group of Children: three points for each field trip

3 pts

CYP sponsors field trips off base as well as on base. Earn three CYP Rewards by joining CYP for walks with children and regularly-scheduled activities for youth, including library visits, bowling and skating, and off-base field trips.

Youth Sports and Fitness (YSF) Coach: 10 points for each completed six-week sports season OR no-cost registration for all the coach's children for the sport they coach

10 pts

Coaches are valuable members of youth sports teams. To recognize their dedication, 10 CYP Rewards will be given to coaches for each completed six-week sports season. An alternative CYP Reward for coaches is no-cost registration for all of that coach's children for the sport they coach.

Appendix C: 5, 2, 1, 0 for Health

5210 Healthy Military Children

Tips for Families



5 or more servings of fruits and vegetables

Fruits and vegetables provide a lot of nutrients and water without a lot of calories. They also contain fiber and a variety of phytochemicals that help prevent cancer, heart disease, and other diseases. Young children often reject new foods at first – it may take several exposures to a new food before it is accepted so keep trying!

- Prepare meals and snacks at home using fruits and vegetables and let children help in the kitchen so they learn how to make healthy foods.
- Eat together as a family and model healthy eating to your children.
- Offer a variety of fruits and vegetables and other healthy foods at planned times throughout the day. Let children choose whether and how much they eat.

2 or fewer hours of recreational screen time+

+review guidelines on parenting strategies to encourage quality screen time (AAP, 2015)

Screen time is free time spent in front of screens – like televisions, video games, and the internet. It is possible to get enough physical activity and still engage in an unhealthy amount of screen time – so encourage your family to find other fun ways to spend their free time!

- Same parenting rules apply to screen time – set limits.
- Role modeling is critical – limit your own screen time.
- Children learn better from live interactions than from passive videos – talk to your children!
- Content matters – review what your children are watching and don't just set a timer!

1 or more hours of physical activity

Moving your body is a great way to burn calories, improve your mood, boost your energy, prevent cancer and cardiovascular diseases, and help you sleep better at night – plus, it can be a lot of fun! Look for activities your family can enjoy together so everyone can reap the benefits and help keep one another stay on track!

- Use activities instead of foods as incentives – a trip to the park, sledding hill, laser tag arena, skating rink, batting cage, or community pool can be a great alternative to the ice cream shop to celebrate a job well done.
- Walk or bike as a family to get where you're going.
- Set up activity dates with like-minded families or sign up your family for a charity walk – if you're accountable to someone else you may be more likely to stay active.

0 sweetened beverages

It is important to drink fluids to stay healthy, but sweetened beverages add extra sugar and calories to the diet. Watch out for drinks with the following ingredients: sugar, honey, sweetener, syrup (e.g., corn syrup, brown rice syrup), and/or ingredients ending in "ose" (e.g., glucose, dextrose).

- Make water the norm for quenching thirst – drink water when you are thirsty and offer water to thirsty children.
- Sparkling water, still water with slices of lemon, and fruity herbal iced teas are fun alternatives to plain water.
- Nonfat and 1% milk and 100% fruit and vegetable juices contain beneficial nutrients and calories, so think of them as foods that contribute towards your family's healthy diet.

Contact the Clearinghouse for Military Family Readiness at 1-877-382-9185 or www.militaryfamilies.psu.edu for help identifying programs and resources targeting nutrition, physical activity, and screen time!

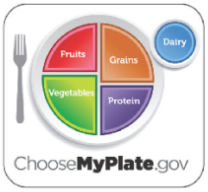
This material is based upon work supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, and the Office of Family Policy, Children and Youth, U.S. Department of Defense under Award No. 2010-48709-21867 developed in collaboration with The Clearinghouse for Military Family Readiness at Penn State University.
5210 Healthy Military Children is adapted from Let's Go! www.letsgo.org.

Appendix D: My Plate

10 tips
Nutrition Education Series

choose MyPlate

10 tips to a great plate



Making food choices for a healthy lifestyle can be as simple as using these 10 Tips.
Use the ideas in this list to *balance your calories*, to choose foods to *eat more often*, and to cut back on foods to *eat less often*.

1 balance calories

Find out how many calories YOU need for a day as a first step in managing your weight. Go to www.ChooseMyPlate.gov to find your calorie level. Being physically active also helps you balance calories.

2 enjoy your food, but eat less



Take the time to fully enjoy your food as you eat it. Eating too fast or when your attention is elsewhere may lead to eating too many calories. Pay attention to hunger and fullness cues before, during, and after meals. Use them to recognize when to eat and when you've had enough.

3 avoid oversized portions

Use a smaller plate, bowl, and glass. Portion out foods before you eat. When eating out, choose a smaller size option, share a dish, or take home part of your meal.

4 foods to eat more often

Eat more vegetables, fruits, whole grains, and fat-free or 1% milk and dairy products. These foods have the nutrients you need for health—including potassium, calcium, vitamin D, and fiber. Make them the basis for meals and snacks.



5 make half your plate fruits and vegetables

Choose red, orange, and dark-green vegetables like tomatoes, sweet potatoes, and broccoli, along with other vegetables for your meals. Add fruit to meals as part of main or side dishes or as dessert.

6 switch to fat-free or low-fat (1%) milk



They have the same amount of calcium and other essential nutrients as whole milk, but fewer calories and less saturated fat.

7 make half your grains whole grains

To eat more whole grains, substitute a whole-grain product for a refined product—such as eating whole-wheat bread instead of white bread or brown rice instead of white rice.

8 foods to eat less often

Cut back on foods high in solid fats, added sugars, and salt. They include cakes, cookies, ice cream, candies, sweetened drinks, pizza, and fatty meats like ribs, sausages, bacon, and hot dogs. Use these foods as occasional treats, not everyday foods.

9 compare sodium in foods



Use the Nutrition Facts label to choose lower sodium versions of foods like soup, bread, and frozen meals. Select canned foods labeled "low sodium," "reduced sodium," or "no salt added."

10 drink water instead of sugary drinks

Cut calories by drinking water or unsweetened beverages. Soda, energy drinks, and sports drinks are a major source of added sugar, and calories, in American diets.

USDA United States Department of Agriculture
Center for Nutrition Policy and Promotion

Go to www.ChooseMyPlate.gov for more information.

DG TipSheet No. 1
June 2011
USDA is an equal opportunity provider and employer.

Appendix E: SIDS Prevention

Create a **Safe Sleep Environment** for Baby

Did you know that the features of your baby's sleep area can affect his/her risk for **Sudden Infant Death Syndrome (SIDS)** and other sleep-related causes of infant death, such as suffocation?

Reduce the risk of SIDS and other sleep-related causes of infant death by **creating a safe sleep environment** for your baby.

How can you make a **safe sleep environment**?



- Always place baby **on his or her back** to sleep for all sleep times, including naps.



- Have the baby **share your room, not your bed.** Your baby should not sleep in an adult bed, on a couch, or on a chair alone, with you, or with anyone else. Try room sharing—keeping baby's sleep area in the *same* room next to where you sleep.



- Use a **firm sleep surface**, such as a mattress in a safety-approved* crib, covered by a fitted sheet.



- Keep soft objects, toys, pillows, crib bumpers, and loose bedding **out of your baby's sleep area.**



- Dress your baby in **no more than one layer of clothing more than an adult would wear** to be comfortable, and leave the blanket out of the crib. A one-piece sleeper or wearable blanket can be used for sleep clothing. Keep the room at a temperature that is comfortable for an adult.



Safety-approved* portable play yards can also provide a safe sleep environment for your baby. When using a portable play yard, always place baby to sleep on his or her back and keep toys, pillows, and blankets out of the play yard. These actions help reduce the risk of SIDS and other sleep-related causes of infant death.

***Visit** the U.S. Consumer Product Safety Commission website for more information about safety-approved baby sleep areas: http://www.cpsc.gov/en/Safety-Education/Safety-Education-Centers/cribs/

NIH *Eunice Kennedy Shriver* National Institute of Child Health and Human Development

20th Anniversary SAFE TO SLEEP

Learn more about ways to reduce the risk of SIDS and other sleep-related causes of infant death at http://safetosleep.nichd.nih.gov

Appendix F: Talk, Read, and Sing!



TALK, READ AND SING TOGETHER EVERY DAY!

TIPS FOR FAMILIES

When you talk, read and sing with your child – even before they can use words – you're helping them learn. And making them happier too! Research shows that talking, reading and singing with your child every day from birth helps build their brains as well as important language, math, reading and social skills for use in school and beyond. Talk, read and sing with your child in the language you are most comfortable using.

You probably naturally talk to your baby about the events of the day. Keep doing it, and do it more! The more words and conversations you share together, the better prepared they will be to learn. You are your baby's first teacher!

For children with disabilities or delays, communicate with your service providers and keep each other informed about the strategies you are using to enhance their language environment.

TIPS FOR INFANTS

TALK

- Your touch and voice help your baby learn. Listen to the fun sounds your baby makes and repeat them. When they coo, coo back. Hold their hand gently and when they smile, smile back. Your loving touch combined with this back-and-forth "baby language" are the first steps in talking.
- Everywhere you go, talk about what you see and what your baby is looking at: "Wow, I see the four dogs, too!" "I love that red truck you're playing with. It goes beep beep!"
- Play "Peek-a-boo" while getting your baby dressed. Ask, "Where's (baby's name)?" when you pull a shirt over your baby's head. Then say, "There you are!"
- As you feed your baby, use words to describe what foods taste, feel, and look like. "This yogurt is smooth." "That yellow banana is sweet!"
- Looking into your baby's eyes, holding your baby's hand, and talking to your baby in a high voice are all ways that you can help your child grow up to be a confident, loving adult.

READ

- Read a book or tell a story to your baby every day – in whatever language you feel most comfortable – beginning at birth.
- Cuddle with your baby as you share a book. It doesn't matter how young your child is; even newborn babies are learning when their parents read with them.
- Point to the book's pictures: "Look, the train goes choo-choo!" Using words to describe what you see builds language.

SING

- Hold your baby close during bedtime and sing a favorite song again and again. Singing the same song can help your baby feel calm and safe.
- Sing silly songs about your day to help get your baby's attention during diaper changing.
- Your baby loves to hear your voice even if you think you can't sing! The sound of your voice is comforting to your baby.

TIPS FOR TODDLERS

TALK

- Everywhere you go, talk about what you see. A stop sign, a traffic light, or a tree might seem boring to you, but it's a whole new world to your child, so teach them about it!
- Young children learn best during playful, everyday activities. Play "I-Spy" in the grocery store together. Choose a color and encourage your child to point out objects that match the color.
- Try some early math activities: point out shapes on your child's plate or around the kitchen. Ask your child, "How many sides does a square have?" "How about a triangle?"
- Play games during bath time to help your child learn new words. Take turns dropping toys in the water. Say, "Watch it sink!" or "It floats!"

READ

- You can inspire a love of books and words in your young child by reading or telling a story together every day.
- Point to the pictures, letters, and numbers in books. Ask open-ended questions as you share the book together. "What do you see? How does he feel? What would you do if you were her? What's your favorite page?"
- Let your child turn the book's pages. It's OK if they skip pages, or like a few pages better than others. You just want your child to get used to touching books.

SING

- Sing during everyday activities like driving in the car, or during bath time. It can be repetitive and simple, like "Wash your toes, wash your nose!"
- Singing songs that have basic counting or rhyming patterns also helps children learn basic math skills. "One, two, buckle my shoe. Three, four, open the door."
- Your toddler loves to get positive attention from you. Singing is a great way for you and your toddler to share an activity together.



You can find more tips like these—as well as videos, information, and more—on Too Small to Fail's website, www.talkingisteaching.org.

Every child develops at his or her own pace, but if you are ever worried about your child's development, don't wait! Acting early can make a big difference. Remember, you know your child best. Talk with your child's doctor if you have concerns. Get tips to help you prepare at cdc.gov/Concerned.

For more information on developmentaland behavioral screening, visit Birth to Five: Watch Me Thrive!

Appendix G: ESRB Rating System

The Entertainment Software Rating Board (ESRB) is the non-profit organization that assigns age and content rating information for video games and apps so parents can make informed decisions. The rating system is voluntary, but many US retailers will only sell video games that have been rated by the ESRB while enforcing their store policy not to sell games rated M (Mature) to customers under 17 without permission from a parent or guardian. Below is a description of the six age rating categories and Rating Pending.

Rating Categories suggest age appropriateness.

	**EARLY CHILDHOOD** Content is intended for young children.
	**EVERYONE** Content is generally suitable for all ages. May contain minimal cartoon, fantasy or mild violence and/or infrequent use of mild language.
	**EVERYONE 10+** Content is generally suitable for ages 10 and up. May contain more cartoon, fantasy or mild violence, mild language and/or minimal suggestive themes.
	**TEEN** Content is generally suitable for ages 13 and up. May contain violence, suggestive themes, crude humor, minimal blood, simulated gambling, and/or infrequent use of strong language.
	**MATURE** Content is generally suitable for ages 17 and up. May contain intense violence, blood and gore, sexual content and/or strong language.
	**ADULTS ONLY** Content suitable only for adults ages 18 years and up. May include prolonged scenes of intense violence, graphic sexual content and/or gambling with real currency.
	**RATING PENDING** Not yet assigned a final ESRB rating. Appears only in advertising, marketing and promotional materials related to a “boxed” video game that is expected to carry an ESRB rating, and should be replaced by a game's rating once it has been assigned.