



# PARENTHANDBOOK

Los Angeles Air Force Base 61st Force Support Squadron

# Mission Statement for CYP Programs

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

## NAEYC ACCREDITATION

You have chosen a program for your child that is accredited by the National Association for the Education of Young Children (NAEYC), the mark of quality in early childhood education. High quality programs provide a safe and nurturing environment to support the developing child. LAAFB CDC has undergone a comprehensive process, which includes an internal self-study and external professional review verifying compliance of the 10 NAEYC Early Childhood Program Standards. The NAEYC Accreditation is valid for a five-year period. During this time, programs are required to submit annual reports documenting on-going compliance with NAEYC program standards. All NAEYC accredited Programs are subject to unannounced visits by accreditation assessors to ensure facilities continue to meet standards.

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# WELCOME

## **Welcome to the Los Angeles Air Force Base Child Development Center (LAAFB CDC), Bldg 281.**

LAAFB CDC provides a safe and nurturing environment while promoting the physical, social, emotional, and cognitive development for young children. In this program you will see:

- Frequent, positive, and engaging interactions among adults and children
- Planned learning activities appropriate to children's age and development, such as:

**Math & Science Activities**

**Large & Fine Motor Skills**

**Arts & Crafts**

**Emergent Literacy**

**Dramatic Play**

**Music**

**Computers**

- Specially trained caregivers
- Enough adults to respond to individual children's needs
- Nutritious meals and snacks
- Regular communication with parents
- Caring, effective administration
- Ongoing, systematic evaluation

This handbook will answer many of your questions about our services and inform you of our policies and procedures. Our program is designed to provide a meaningful service by creating stimulation and an enjoyable environment for children. Our aim is to make both you and your child happy, comfortable and involved in the activities at our center.

## PHILOSOPHY

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

## GOALS

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



## LONG RANGE CURRICULUM

The long-range curriculum goal for the CDC is to provide an environment rich in experiences to enhance the social, emotional, cognitive and physical developmental areas for the child. A strong emphasis is placed on child-initiated play and experiences, so that the child learns through discovery methods. Daily activities and schedules are tailored to fill the needs and interests of the children. The curriculum is sensitive to individual learning styles and respects the range of differences within each child.

Infants are provided individual schedules that best suit their needs; diapering, eating, and rest times. Infants are exposed to a multitude of experiences that provide auditory, visual, and tactile stimulation.

Pre-Toddlers and Toddlers are provided experiences and materials that enhance the development of positive self-concept. Toddlers learn by exploring their environment and

through active play. The curriculum stresses communication skills, fine and gross motor skills, and self-help skills appropriate to this stage of development.

Preschoolers are provided learning experiences through the curriculum, based on individual interest and abilities. Activities provide social interactions and problem-solving skills that build self-esteem while developing a positive feeling towards learning.





## REQUEST FOR CHILD CARE

*MilitaryChildCare.com* is a Department of Defense (DoD) program that facilitates placement in DoD child and youth programs. Using *MilitaryChildCare.com*, you can submit a request for care at any time, from any location. When you are offered a space you have 3 days to respond, after 3 days if the families do not respond, the system automatically removes the families from the wait list and the space is offered to the next person in line. In addition to accepting the space on-line, you will need to contact the CDC front desk to verbally accept your space. You will be expected to begin payment on the date the space becomes available. Please note: every 30 days families need to go online to concur remaining on the wait list or they will be removed automatically by the system.

# MILITARY CHILDCARE dot com



STEP

**1**

**CREATE ACCOUNT**

STEP

**2**

**SEARCH AND REQUEST CARE**

STEP

**3**

**MANAGE MY REQUESTS**

STEP

**4**

**UPDATE MY PROFILE**





## ADMISSION POLICY

Children 6 weeks to 5 years old, of all military services, NAF civilian personnel, and DOD civilian personnel are eligible to use the Child Development Center facilities. A priority placement policy has been established to ensure active military members obtain highest priority for childcare. Upon enrollment, if the spouse is not employed or attending school, the family can only be guaranteed 60 days of care if there is a waiting list. If employment is found within the 60 days, fees will be adjusted to the total family income amount and the 60-day requirement will be removed. A child's enrollment will be terminated if the spouse does not have a full time job, has not enrolled full-time in school or does not show proof of trying to obtain a job within 60 days.

The following listed items are required prior to the start of childcare for all children:

- **Form 1181, Youth Flight Program Patron Registration**
- **Child's current immunization record**

- **LES(s), paystub(s), and/or parent's proof of school enrollment**
- **Health Assessment signed by a physician (6 weeks)**

## FULL DAY CARE PROGRAM

Each slot at the CDC is for full-time care and is offered to families on the wait list in priority order. Once a space is accepted, the parent is required to pick-up an enrollment packet provided by the front desk.

A parent orientation is required prior to the start date for child care. This orientation gives new parents an opportunity to meet staff and review policies and procedures of the CDC. An orientation will need to be scheduled with management and the assigned classroom when the packet is completed. Orientations will not be conducted if the packet is incomplete at arrival of appointment and will need to be re-scheduled.

## FINANCIAL POLICES CHILD CARE FEES

Payments are due on the 1st and the 15th of each month. A late fee will be charged each day fees are not paid on the due date. Repeated delinquent payments will cause loss of child care services.

Fees and charges are established under DoD guidelines with approval of the Base Commander. Los Angeles Air Force Base requests yearly authorization to implement the optional high cost fee schedule because wages are affected by non-foreign area cost of living allowances (COLA). All fees are subject to change each October or as directed from DoD. Parents are required to turn in proof of income and/or schooling each fiscal year when fees are adjusted. If proof of income is not turned in by the due date, families will be placed in the highest fee category.

**Children must be picked up no later than our hours of operation, or a late pick up fee of \$10.00 for the first 15 min and \$1.00 for every 1 minute after.**

## HOURS OF OPERATION

The centers' hours of operation are approved by the Base Commander. These hours are based on utilization and the needs of the base populace. These hours are posted at the facility and a late fee will be charged for children remaining in the center each minute past the posted closing times.

Children must be picked up no later than our hours of operation, or a late pick up fee of \$10.00 for the first 15 min and \$1.00 for every 1 minute after. Security Forces will be contacted if we are unable to get a hold of the parent after 30 minutes of our closing time. If a child exceeds more than 3 late pick-ups, the CDC will request the right to cancel the agreement and dis-enroll a child from the 61st Mission Support Group Commander.

**Monday - Friday: 6:30 a.m. - 6:00 p.m.**

Parents will be required to pay for any additional openings or extended hours beyond normal weekday hours of operation.

We are closed on all Federal Holidays and designated Family Days. Our fees are un-annualized, therefore no sick days or vacation days are given. You are required to continue paying your fees even if your child does not attend.

## CHILDREN WITH SPECIAL NEEDS

Children who have been identified with a special need(s) are provided services within CYP when reasonable accommodations can be met. A technical definition for special needs is a child who has a physical or mental impairment which substantially limits one or more major life activities. Prior to enrolling in any CYP, the child's developmental and/or medical requirements have been reviewed by the CYP Medical Advisor and a team of experts to include: the CYP Medical Advisor, the Medical Group Exceptional Family Member representative, the Flight Chief, the Flight T&C, Director, the Exceptional Family Member Program Family Support Specialist, the installation's Legal Office, and others as determined by the installation convenes in order to

determine if reasonable accommodations can be met. If reasonable accommodations can be met, an Inclusion Action Plan is developed to provide written instructions concerning how the program will meet the child's needs, changes to the environment, specialized training, required staff: child ratios, etc. If reasonable accommodations cannot be met or there is a request to fundamentally alter the nature of the program (e.g. constant 1:1 ratio), the Flight Chief contacts their Major Command (MAJCOM) Specialist or Air Force Personnel Center Directorate of Services Installation Support Division Child and Youth Specialists to determine the appropriate course of action.



## MEDICAL/HEALTH POLICIES

Caregivers will visually check each arriving child for signs of illness. If your child appears unhealthy, or has symptoms of a communicable disease before or after an illness he/she may be refused admittance or be required to bring a note from the clinic stating that the child is well enough to participate in all activities and is not contagious. However, the CDC follows Managing Infectious Diseases in child Care and schools, 3rd Edition to send children home. If a child develops signs of illness after being admitted, the parents will be contacted, asked to pick up the child within one hour, and will be required to bring a readmission form, complete with a physician's signature or keep their child for 24 hours. Children unable to participate in activities should be kept at home until they are well enough to be involved in all aspects of our program. It is very important to inform us if your child comes down with a communicable disease and has attended the Child Development Center at any time during the incubation period. When necessary, we inform parents of other children who were exposed to the

illness so they can be alerted to symptoms in their own child. **If a sponsor is contacted and asked to pick up a child due to illness or behavior problems, the child must be picked up within one hour of the call.** No sick days are given.

## TOILET TRAINING

Toilet training is a major milestone in your child's life! We would like to support you in this endeavor. Parents and staff need to work together to ensure success for your child. Our goal is to be consistent in working together. If your child does not show an interest, the training will be postponed until an interest is shown.



## ADMINISTERING MEDICATIONS

In accordance with AFI 34-144, and Air Force Child and Youth programs Medication Administration Instructional Guide the Child Development Center will adhere to the following guidelines when administering medication:

- A.** The center will administer only medications prescribed by a medical authority at 1100 and 1500. If the health care provider directs medication to be administered 3 times per day, CYP personnel will administer the medication once during a typical day (10 hours of care). If the medication is to be administered 4 times per day, CYP personnel will administer the medication two times during a typical day (10 hours of care). If medication is to be administered 1 or 2 times a day, medication will not be administered at the CDC.
- B.** Prior to administering medication, the parent or guardian must complete an AF Form 1055, Youth Flight Medical Permission and the parents must give daily written permission.
- C.** Prescription medication shall be in the original container, stored according to instruction, labeled with specific child's name, name of medication, dosage strength, and stop date, along with instructions for use and the physician's name and date of prescription. The prescription must be current (within the year).
- D.** No "over the counter" medications, including aspirin-like products, antihistamines, cough syrup, and diaper ointment will be administered unless a medical authority has prescribed them for a particular child.

## REST PERIODS/NAP

Rest periods or naps are scheduled to follow lunch. Children are not required to take a nap, but at minimum children are required to sit/lie quietly on sleeping mats.

## MEALS AND SNACKS

The CDC participates in the United States Department of Agriculture Child and Adult Care Food Program. We provide nutritious meals and snacks for all children in the center during meal/snack times. Only food prepared in the CDC kitchen is served for the children's meals, snacks, and special events. Outside food is not permitted. There are cycled menus approved by a nutritionist that are followed each week. Children eat in their rooms with their caregivers in a family style setting.

There are specific requirements for infants attending the center. The parents must provide a sufficient amount of labeled bottles with the date, first and last name for their

baby at the center. Bottles are warmed in a container of water in the sink. These guidelines prohibit adding any food substance (such as cereal or fruit) to formula bottles. As a participant in the USDA Foods Program, the Child Development Center offers infant formula and infant jarred foods to parents of infants.



If as a parent, you elect to use your own formula you must bring the bottles prepared with the amount of formula your child will drink and labeled with the child's first and last name. You must submit the official USDA form to decline providers' formula. If you are providing breast milk, you do not need to fill out the form.



The following are the infant formulas we offer:

- **Nestle Good Start**
- **Nestle Good Start Soy**

The center will also be offering fortified dry rice cereal, 100% juice and jarred Gerber fruits and vegetables. Mixed jarred dinners and foods will not be served.

If your child requires a special diet due to a food allergy, we will require a Doctor's note with required substitutions.

If we are unable to provide an equal alternate due to our purchasing requirements a Special Dietary Waiver must be completed for your child and forwarded to SVI.

Parents are required to sign authorizing the staff at the CDC to post information about their child's allergies and or special needs to assist in informing all staff who work in the classrooms. Furthermore, the child's photo can be added to the list to support visual recognition.



## GUIDANCE POLICY

Positive guidance is used at the CDC to strengthen children's ability to thought process. The language attached to the situation helps children logically think of before and after concepts. Each staff is trained annual and as needed on the requirements for positive guidance.

## CHILD ABUSE PREVENTION PROGRAM

The Child Development Center has taken several steps to protect children from abuse and neglect and to support CDC parents and staff. CYP Personnel, SV, and CW have a legal and ethical responsibility to protect children from harm. These individuals are mandated reporters of suspicions of child abuse or neglect.

**DEPARTMENT OF DEFENSE  
NATIONAL HOTLINE**

**310-653-6860**

- If a child is in immediate danger, CYP Personnel are to call 911 or the local number for OCONUS installations
- CYP Personnel, SVs, and CWs will immediately report to the program manager (or supervisor on duty) all incidents which endanger a child

If you or another parent suspects any child abuse or neglect, in any way at the CDC, report it immediately to the director. All suspected cases of child abuse and neglect are reported to the Family Advocacy Office and HQ AFSPC Child Development Project Officers within 24 hours.

There is a Department of Defense national hotline for individuals to report suspected child abuse of safety violations at military Child Development Centers or Family Child Care Homes. The telephone number is: **FAO (310-653-6860)**.

## CLOSED CIRCUIT TELEVISION (CCTV)

All children enrolled at the CDC may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in CYP.

Closed Circuit Television (CCTV) is required in each CDC and any systems purchased after publication of AFI 34-144 must have video recording capabilities.

- Properly functioning cameras must be installed in each activity room
- Cameras must be positioned to limit blind spots
- CCTV monitors are located where the front desk personnel can clearly view and regularly observe each room

## EMERGENCY PROCEDURES/ PLANS

Procedures in case of disaster Preparedness and Emergency Evacuation for weather conditions, active shooter and evacuation, plans for release of children, and notification of families.

Upon alarm notification, evacuate the building in the most expedient and orderly manner. Administrative personnel will assist CYPS in infant and pre-toddler classrooms. Evacuation cribs and wagons will be used to transport non-mobile children. All employees will leave the building with children in their care by the closest exit.

All children and staff will assemble in the parking area between the gym and building 272. Front desk will take attendance and identifying any missing individuals. Facility manger will account for all employees, children and visitors in attendance and will then brief emergency personnel upon

arrival and then stand for additional instruction and report status to security forces. Children will not be released to parents until we have taken attendance.

If we are going to our shelter in place we will take the hallways to the multipurpose rooms.



## INSPECTIONS

The Military Child Care Act of 1989 and current Department of Defense and Air Force policies require unannounced inspections of all Child Development Programs. These include a comprehensive fire, safety and health inspection as well as an annual unannounced higher headquarters inspection. In addition, there is a multi-discipline inspection.

## STAFF REQUIREMENTS

A variety of comprehensive staff development and trainings for both staff and managers is provided over the course of the year.

The key to maintaining excellence in the CDC is within the staff's knowledge and ability to apply to the children. These professionals are dedicated to each child and are engaged in an on-going training process. In addition to background checks, health and routine trainings, each staff member is required to complete 15 comprehensive developmentally

appropriate modules in child development. New staff members have 18 months to complete all 15 modules. The 15 Program Assistant Certification Training (PACT) modules include:

- Keeping Children Safe
- Promoting Good Health & Nutrition
- Creating & Using an Environment for Learning
- Promoting Physical Development
- Promoting Cognitive Development
- Promoting Communication
- Promoting Children's Self-Esteem
- Promoting Social Development
- Providing Positive Guidance
- Working with Families
- Being an Effective Manager
- Maintaining a Commitment to Professionalism
- Identifying & Reporting Child Abuse
- Preventing & Responding to Child Abuse in Center Settings

LA AFB has 41 Staff, which includes Management: A CDC Director, CDC Assistant Director, Training & Curriculum Specialist and two front desk Operations Clerks. 10 Lead Educational Technicians.



## PLAN FOR COMMUNICATING WITH PARENTS

The CDC has a Parent Advisory Board that encourages parents to become involved at the CDC. Parents have the opportunity to participate in events and voice ideas.

Children also benefit when the significant adults (parents/teachers) in their lives are working together in a partnership. The staff uses the following strategies to communicate with families:



- Program's Open Door policy
- Initial management orientation
- Initial/transition age group orientation with lead teachers in the classrooms
- Informal verbal/phone contacts
- Ongoing dialogue with staff am and pm
- Parent bulletin Boards in each room and in the lobby
- Newsletters and memos
- Open House
- Parent workshops and events
- Parent/staff conferences, both formal and informal

## PARENT RESPONSIBILITIES

- Sign child in and out each day at the front desk and in the classroom
- Communicate with care takers (upcoming PCS, visitors, illness, other major events)
- Ensure extra clothing is in the child's cubby (especially for potty training)

- Dress children in weather appropriate play clothes and closed toe shoes (infants not required to wear shoes unless they have started walking)
- Label all clothing
- Ensure enough disposable diapers are available for the week (cloth diapers are not permitted)
- Provide a toothbrush so child can participate in oral hygiene and a blanket for naptime in rooms 12 months and up
- Review the work and projects left in child's cubby
- Arrive for pick-up before closing to ensure no late fees accrue

## TERMINATION/SUSPENSION OF ENROLLMENT:

The CDC agreement will guarantee a reservation for your child each week until the expiration date of the agreement.

To cancel your agreement, a **TWO-WEEK WRITTEN NOTIFICATION** is required or the sponsor is obligated to pay the weekly fees due. Parents who are not in compliance with the policies and regulations of the center will be asked

to remove their child immediately with approval from the 61st Mission Support Group Commander.

## FIELDTRIPS

The CDC will take walking fieldtrips to various base sites such as the commissary, base clinic or gym. Annually the CDC has a parade around the base for Month of the Military Child. Parents are required to sign a permission slip upon enrollment.



## COMMUNITY RESOURCES:

We are able to direct you to [www.usa.childcareaware.org](http://www.usa.childcareaware.org) for information on Fee Assistance programs and help in finding off-base child care. To get more information on eligibility please call **(800) 424-2246** or email at [msp@usa.childcareaware.org](mailto:msp@usa.childcareaware.org).

Register for Fee Assistance at <https://faps.americasteamforchildcare.org/website/>

### Additional Sites for Locating Licensed and/or Accredited Care

1. State of California: <https://secure.dss.ca.gov/CareFacilitySearch/>
2. National Accreditation for the Education of Young Children: <http://www.naeyc.org/academy/accreditation/search>
3. National Association for Family Child Care: <https://www.nafcc.org/Accredited-Provider-Search-Function>

### Community Resources for Developmental Assessments and Programs

- Leaps n Boundz- Behavior and Social Skills: **(310) 821-0963**
- ECA- Every Child Achieves - Early Intervention Program: **(800) ECA-8860**
- Connections for Children: **(310) 452-3325**
- Special Needs Advisory Project: **(213) 427-2709**



## FAMILY CHILD CARE PROGRAM

The Family Child Care Program offers childcare in a home setting either in base housing or in an affiliated home off-base. Each home is required to comply with Air Force Instructions, monthly inspections, fire, health and safety inspections, trainings and modules. Extensive background screenings, orientation trainings and First Aid/CPR are required prior to licensing. Only licensed providers are authorized to offer childcare services in a government-housing unit.

If you are interested in providing childcare, please contact the FCC Coordinator at **(310) 653-6802** or **(310) 653-8632** for full details.

### **THIS IS A TOBACCO, ALCOHOL, AND DRUG FREE FACILITY.**

The base has designated smoking areas at least 50 feet away from our Building

**Child Development Center**

El Segundo, Bldg. 281  
(310) 653-6800

**Family Child Care Office**

El Segundo, Bldg. 281  
(310) 653-6802

**School Age Program**

Fort MacArthur, Bldg. 425  
(310) 653-8383