

A safe and caring environment for the ones you love

Eielson AFB Child Development Center

Parent Handbook



child development center
Air Force Services

**907-377-3237
Bldg. #5182
2449 French Creek Drive
Eielson AFB, Alaska 99702**

Date: 2020 July

Table of Contents

Welcome	3
Operating Hours.....	3
Key Staff	3
Air Force Child & Youth Mission.....	4
Child Development Center Philosophy	4
Goals.....	4
Programs.....	5
Exceptions to Posted Hours.....	6
Waiting List.....	6
Fees & Financial Policies	6-7
Hardship.....	7
Enrollment Requirements	7-8
Re-Registration	8
Notice of Withdrawal.....	8
Termination of Care	8
Guidance & Discipline	9
What Children Should Wear.....	9-10
Outside Temps	10
Parental Supply Items.....	10-11
Dental Hygiene	11
Hand washing	11
Rest Time	11
Health Policy	12-14
Special Needs.....	14
Medication Policy.....	15
Staff Qualifications.....	16
Meals & Formula	16-17
Activities and Daily Schedules	17
Signing In & Out	18
Parent Orientation.....	18
Parent Advisory Board.....	18-19
Parent Involvement & Communication	19-20
Emergency Plans & Procedures	20-21
Parent Training & Education.....	21
Child Abuse & Neglect Reporting	21-23
Alcohol, Drug & Tobacco Policy	23
Community Resources	23
Transitions	23-24
Field Trips	24
Children's Records & FOIA Requests.....	24-25
Building Security & CCTV Monitoring	25
Photography & Video of Children	25-26
Salute	26
Idling Vehicles/Unattended Children.....	26
USDA Non-Discrimination Policy	26-27

Welcome!

The Eielson AFB Child Development Center would like to welcome you and your family to our program. We offer developmental care for children from 6 weeks through 5 years of age. We hope your time at Eielson will be a great one! We look forward to being of service to you and your family.

The CDC provides child care services to assist active duty, reserve, civilian, and contractors to meet their obligations to the Air Force. The children enjoy social, educational and recreational opportunities while they are with us. The Eielson CDC team is committed to providing you the finest developmentally appropriate child care possible. The CDC is accredited by the National Association for the Education of Young Children (NAEYC).

We have an open door policy and encourage you to visit your child's classroom, observe and make comments, offer suggestions or come on in and have fun.

Operating Hours

Monday - Friday: 6:30 am—6:00 pm

Closed on Federal Holidays, Family Days, and Wing Down Days

Key Staff

Director: currently vacant

Assistant Director: Suzanne "Tess" Vega

Training and Curriculum Specialist: Carol Santana

Training Technician: Diane Williams

Front Desk Clerks: Jennie Jacobson

Amanda Karrs (assisting temporarily)

Flight Chief: Trina Good

Air Force Child and Youth Programs Mission

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

Child Development Center Philosophy

The practices of the Air Force Child Development Center 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 a sense of emotional well being
- Enhance social skills
- Encourage children to think, reason, question, problem-solve, 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

Programs

Full Day Care

Eligible for children 6 weeks-5 years. Enrolled patrons can use the care during any time the CDC is open. The parent is responsible for continued payment of tuition during any absences of the child.

Hourly Care

This program is offered on a space available basis. Registration includes completion of AF Form 1181, current immunization records for the child and special needs paperwork as applicable. The cost is \$5.00 per hour, per child. Parents must pay by 5:45 pm the same day as care provided. Hourly care may be scheduled from 6:30 am-6:00 pm daily. Children may be dropped off from 6:30 am-11:00 am or from 2:00 pm-4:00 pm. Because of the importance of rest to young children, we cannot accept drop offs for care between the hours of 11:00 pm-2:00 pm in the classrooms.

Leasing

If an enrolled child is going to be out for one full day or longer, the enrolled patron can lease the spot for a limited time to another child. Responsibilities for each family are:

Enrolled CDC family:

- Find a leasing family with correctly aged child
- Full payment of weekly fees in timely manner
- Leasing paper filled and turned in to CDC front desk

Leasing family:

- Form 1181 filled and turned in to CDC front desk
- Current shot records on file at the CDC
- Any allergy or special needs paperwork on file at CDC
- Following CDC policies

The leasing child needs to be the correct age for the classroom.

Exceptions to Posted Hours:

The CDC will be closed on Federal Holidays. These dates have already been considered in the Air Force fee schedule and will not be refunded.

The CDC is also closed during Family Days. This is determined by 354 FSS leadership and is announced ahead of time.

During an exercise or real-world situation, the CDC will follow 354 FW guidance regarding extending or decreasing hours and/or capacity.

Waiting List

All families seeking care at the CDC need to register on the Military Child Care website (www.militarychildcare.com). The waitlist is divided into the following priorities:

Priority 1: Wounded Warriors, CDC/SAC teaching staff, Single or dual active duty (Guard/Reserve on active orders), AD member with working spouse, Single or dual DoD civilian employees, DoD civilian employee with working spouse (non-DoD), surviving spouse of member killed in combat related incident, loco parentis of any of the above

Priority 2: Spouse seeking employment

Priority 3: Spouse attending post-secondary schooling

Priority 4 Space Available: Non-working spouse, contractors, retirees, non-DoD federal employees; May be given a 30 day notice if their spot is needed.

Fees & Financial Policies

Fees are established by DoD and are based on total family income (TFI). These fees are calculated upon enrollment and once annually (see Reregistration). You must include the most recent pay statements for all employed adults living in your household or contributing to the welfare of the child.

All fees are due on Friday prior to the week of services being rendered. In the event that the center has not received payment by COB on the Friday before care, a \$5.00 per day late

fee will be imposed beginning on Monday of week 1 of care. In the event that payments are not made by the Wednesday of week 1, patrons credit card on file will be charged. There will be a \$10.00 fee charged each time a credit card is declined by the bank. If payments are still not received by COB on Wednesday, patrons will not be allowed access to the program on Thursday of week 1.

Late Pick Up: In the event a child is not picked up by 6:00pm, a fee of \$2.00 per minute will be charged per child.

Hardship

Once weekly fees are determined at enrollment (or re-registration), any changes to these fees require a written request from the patron which will be submitted to the MSG Commander for approval. The CDC director can assist you with this process.

Enrollment Requirements

- Completed AF Form 1181: Youth Flight Patron Registration
- Immunization record: up-to-date according to the Center For Disease Control standards
- DD Form 2652: Application for DoD Child Care Fees along with current pay statements or LES for each adult in the household
- Family Agreement
- Child and Youth Behavioral Military & Family Life Counseling (MFLC) Permission Form
- Health Assessment
- Daily Care Form
- USDA Meal Benefit Form
- Special needs documentation (if applicable): IE: USDA Meal Accommodation Form, Allergy/Asthma Action Plan, medication authorization, etc.

It is very important to keep the AF Form 1181 up to date. CDC staff use this information in emergency situations. If there are any changes in your name, address, or phone numbers, please make changes at the front desk, immedi-

ately. Your AF Form 1181 must include two emergency contacts to notify if you cannot be reached. Your emergency contact should be made aware you have designated him or her on the form. The emergency contact must be local and must be someone other than the parents and be able to pick up your child in the event we cannot reach you. We ask that your primary emergency contact not be one of the CDC staff as this may disrupt care.

Re-Registration

The Department of Defense requires that all families reenroll annually. We follow their guidance for when this is performed. At that time all families are asked to resubmit the forms listed in the *Enrollment Requirements* section. The DoD also may adjust the fee scale at that time. We announce the re-registration one month in advance.

Notice of Withdrawal

A two week notice will be required prior to withdrawal. Parents who give less than two weeks notice will be obligated to pay their weekly fee for the two weeks. The two week notice may be waived by the director only in special circumstances.

Termination of Care

The Eielson AFB CDC does not wish to exclude any qualifying family, however there are some situations where termination of care would be carefully considered as a last option. Those cases would include failure to comply with the payment plan, special needs or child behaviors outside of the realm that can be provided for in our program, (see *Special Needs* section), or parent failure to comply with program policy. Termination of care would be coordinated with 354 FSS, sponsor's leadership, and in compliance with federal and state civil rights laws.

Guidance and Discipline

The CDC staff follows the Air Force Child and Youth Programs Positive Guidance & Appropriate Touch Instructional Guide. This entire document can be provided upon request. Portions are included below:

Children/youth need guidance from adults to keep them safe, encourage development of self-control, self-reliance and respect for the rights of others. These skills are crucial to their future success as adults. Guidance of child/youth behavior is ongoing and requires skill and patience.

Behaviors are a form of communication. Due to the limited language and experiences of a child/youth, sometimes their actions speak louder than words. Avoid blaming the child/youth for the challenging behavior. Look to identify the root cause of the behavior., address the cause and teach desired behavior.

CYP personnel never use threats or derogatory remarks about children, youth, or their families. At all times, children/youth should be free from criticism, repression and physical punishment.

What Children Should Wear

Children should wear "play" clothes. Many of our activities include washable paint, washable glue, and other materials one may consider messy. For safety reasons, children should wear shoes with enclosed toes and heel straps. Children cannot be admitted barefoot or wearing flip-flops, sandals, or slippers. Health standards require that clothes soiled by feces or urine be placed in plastic bags and sent home with parents. Children should not arrive at the CDC dressed in pajamas or night clothes, unless the child's room has announced a pajama day. During the warm months, bathing suits/shorts, water shoes and towels may be required for outdoor water activities. During winter months, children will also be participating in outdoor activities (except during inclement weather), so parents need to dress children appro-

privately for cold weather. If children are brought to the center without appropriate attire, parents will be asked to provide clothing prior to child participating in the program.

Outside Temps

Fresh air is important for children, even in cold weather. While Alaska has snow 8 months out of the year, children will still partake in the outdoors. Children will go outdoors based on the temperatures and age group below. This is based on the wind chill factor.

Infants-24 Months: 10 degrees F (above 0)

24-36 Months: 0 degrees F

Pre-school (3-5 years): -10 F (below 0)

School Age: -20 F (below 0)

Parental Supply Items

Parents are required to supply the following items for their child's daily care:

- Diapers/Pull-ups
- Wipes
- At least 2 changes of weather appropriate clothing, including underwear, pants/bottoms, socks, and tops/shirts. (4 for toilet training children)
- 1 pair of closed toe indoor shoes, and 1 pair of extra shoes for outdoors or if indoor pair becomes soiled.
- Bottles for infants (See Meals and Formula)
- Formula (if other than what the CDC provides) or breast milk for infants
- Other suggestions:
 - Small blanket for naptime (12 months and older)
 - Small soft comfort item (12 months and older)
 - Pacifier

Winter gear: (30 September - 15 April)

- Hat
- Gloves/mittens
- Neck warmer
- Snow suit/snow bibs
- Coat
- Wool socks
- Snow boots

Spring: (1 April-1 June)

This is also known as winter break/up, when everything is wet and muddy. There will be lots of puddles) that children will want to explore.

- Rain bibs or rain pants
- Rain jacket
- Fleece jacket
- Rain boots
- Knit gloves and/or gardening gloves
- Rain boots

Dental Hygiene

We encourage and promote dental hygiene by encouraging the children 12 months old and older to brush after meals. We provide everything that your child will need to participate in this program.

Hand Washing

Hand washing is the primary deterrent to the spread of germs, illness, and infectious diseases. When parents are dropping off children, we ask that you please wash your child's hands upon entering the classroom. We also ask that children wash their hands:

- After diapering and/or using the bathroom
- Before and after meals
- Before and after using sand and water tables
- When returning indoors from the playground

Rest Time

Rest periods and naps are important to your child's growth and development. All rooms for children 1 year and older have a rest time from 12:00 pm-2:00 pm daily. Children do not have to sleep. It is important that they rest quietly and respect the needs of the other children to sleep. Hourly care patrons who do not wish for their child to rest should keep these times in mind when scheduling the needed child care. Rest time in the infant classrooms is based on each child's individual needs.

Although our program is available during all of our open hours, we ask that parents respect rest time when dropping off your children. Please avoid dropping off children other than infants between 12:00 pm-2:00 pm. If you absolutely need to, please be aware that you may be asked to stay with your child until they are quietly resting.

Health Policy

Children should be able to fully participate in the day's activities. We understand childhood illness can create a hardship on families. We follow the specific guidelines for inclusion and exclusion as outlined in *American Academy of Pediatrics: Managing Infectious Diseases in Child Care and Schools*. In addition, we work with Eielson's Public Health Department and follow their recommendations about specific cases.

If your child exhibits symptoms which warrant exclusion from the program, you can expect a phone call. We will make every attempt to contact the parent using the phone numbers on the registration and sign-in forms. If we cannot reach the parents we will contact the emergency contact. Children need to be picked up within an hour after contact has been made. If we cannot reach a parent or emergency contact, security forces will be notified.

We will call emergency medical services EMS Immediately if:

- Child's life seems to be at risk or there is a risk of permanent injury
- Child has difficulty breathing or is unable to speak
- Child's skin or lips look blue, purple, or gray
- Child has rhythmic jerking of arms and legs and loss of consciousness (Seizure)
- Child is unconscious
- Child is becoming less and less responsive
- After a head injury, child has decrease in level of alertness, confusion, headache, vomiting, irritability, difficulty walking
- Child has increasing or severe pain anywhere

- Child has a cut or burn that is large or deep or won't stop bleeding
- Child is vomiting blood
- Child has a severe stiff neck, headache, and fever
- Child is significantly dehydrated (sunken eyes, lethargic, not making tears, not urinating)
- Multiple children are affected by injury or serious illness at the same time
- Possible allergic reaction/anaphylaxis
- When in doubt about whether to call EMS, staff will make the call
- After calling EMS or simultaneously, child's parent will be called

Communicable Diseases

If your child is exposed to a communicable illness or disease, the exact illness or disease, symptoms, and preventive measures will be posted in your child's classroom.

We will exclude for following:

Fever:

- 101 F for infant or child older than 2 months
- 100.4 for infant younger than 2 months

Children must be 24 hours fever/symptom free without medication before returning to care

Diarrhea:

- Stool is not contained in the diaper for diapered children
- Diarrhea is causing accidents for toilet trained children
- Stool frequency exceeds 2 stools above normal during the time the child is in the program because this may cause too much work for teachers/caregivers and make it difficult to maintain good sanitation
- Blood or mucous in stool
- Black Stools
- No urine output in 8 hours
- Jaundice (yellow skin or eyes)
- Fever with behavior change

Itching due to:

- Chicken pox
- Ringworm
- Impetigo
- Scabies
- Head lice

Rash

- Rash covers 70% of body or greater
- Rash with behavior change or fever
- Oozing or open wound

Vomiting

- Vomiting 2 times in 24 hours
- Vomiting with fever or hives
- Vomit that appears green or bloody

COVID Pandemic

If your child has traveled out of state, he or she must quarantine for 2 weeks prior to returning to care. A person under quarantine may not enter any child and youth facilities. In addition to this, children must not attend if they have a fever of 100.5 or greater, cough, or shortness of breath. They may return after they are 72 hours symptom free without medication.

Children will go into their designated classroom instead of combining with other classrooms in the morning. Classrooms are cleaned 3 times per day and additional times as needed throughout the day. Classroom staff serve meals instead of having children self-serve, and as always, children can ask for seconds.

In the event that a child in our facility tests positive for Covid, that child would quarantine, as per base and state guidelines. In addition to this, the other children and staff in that classroom would quarantine for two weeks. After 1 week, that classroom would be thoroughly cleaned, sanitized, and disinfected in order to enable those without symptoms to return to care.

Special Needs

Children with special needs that require special services beyond those usually necessary to promote children's growth and development are encouraged to be a part of the Child Development Programs.

While enrolling children in MilitaryChildCare.com, the CDC must be made aware of any allergies, special needs, or special care instructions your child may have (allergies, asthma, speech delays, physical limitations, etc.), prior to your child's attendance in the program. We are required to coordinate care with our Inclusion Action Team (IAT), including our multidisciplinary group of professionals, before your child starts in our program. This policy ensures children will receive any specialized attention they may need.

If a special need presents itself while a child is in care, the CDC along with the parent will work together to meet the needs of the child. The Inclusion Action Team will also assist to make sure the needs of the child are being met.

Medication Policy

In an effort to ensure your child's medical needs are met while in our care, we are authorized and trained to administer medications in our program. Examples of times we may administer medication include: medication that is administered three or more times a day, emergency medication (Epi-Pens for example), or medications to be administered at specific times in our care. All prescription medications must be in their original container with the prescription label attached to the box/container.

Bring the medication to the front desk where the staff will assist the parents/guardians fill an authorization form AF1055. Parents must then initial daily to give permission for the medication to be administered. If the parent fails to initial and date the form, medication will not be administered. Parents will initial annually for as needed emergency medications (IE: Inhalers, Epi-pens, Benadryl). Medication is stored in the isolation room in a medication cabinet. It is in a

monitored area during our business hours and locked when the CDC is closed. Un-medicated topical creams such as diaper ointments may be applied with a completed annual permission form. All medications are stored in a secured area, inaccessible to children. For additional information about CDC policies regarding administration of medication, please see the front desk .

A current (within the last 12 mo.) and complete action plan from the prescribing health care provider must be provided for any child requiring as needed emergency medication. Copies of these forms and assistance is available at the front desk.

Staff Qualifications

All Air Force Centers are inspected annually by the DoD. All employees that work with children must successfully complete the following:

- Local, agency and national background checks
- New Employee Orientation and 24 hours annual training to include child abuse prevention, identification, and reporting, positive guidance and appropriate touch, infant safe sleep practices, and special needs.
- CPR and First Aid certification within 90 days of employment and completion of 15 training modules within 18 months of employment
- Many staff members have achieved a Child Development Associate (CDA) Credential. The CDA certifies the training, qualifications and demonstrated skills in child development.
- Many of our classroom leads and some of our classroom staff have completed Associate and Bachelor Degrees in Early Childhood or related fields.

Meals & Formula

All meals provided by the CDC are in accordance with the USDA Food Program. No outside food can be brought into the center. This helps us keep children with food allergies safe and meets the requirement of the food program. Costs

of meals and snacks are included in the fees. Meals are served family style. Staff members are role models and encourage self-help skills during meals. Infants are fed according to individual schedules, while older age group rooms follow the schedule below.

Breakfast	7:45 am—8:30 am
Lunch	11:00 am—12:00 pm
Snack	3:00 pm—3:30 pm

Please have children arrive by 8:10 am if they will be participating in breakfast.

Two types of formula are provided for infants at the center, one milk based and one soy based. Both formulas are iron fortified to meet USDA regulations. If a parent has selected a different formula brand from those offered by the center the parents should bring in a sealed can labeled with the child's first and last name. Regardless of what type of formula, all formula-fed infant families should bring enough bottles for each day. All bottles should be plastic, clean, sanitized, and marked with the child's first and last name, and date prepared.

Breast milk must be brought in plastic bottles with lids and the bottle labeled with the child's first and last name, date/time milk was expressed or thawed. Bottles should be placed into the classroom refrigerator by the parents at check-in.

Breastfeeding mothers are encouraged and welcomed in our center. Mothers can choose to breastfeed or pump either in their child's classroom or in our breastfeeding room.

Activities and Daily Schedules

The program provides a variety of activities for each child to participate at his/her own pace, level of ability and interest. The curriculum is structured to stimulate the child's normal curiosity and provides an atmosphere for learning skills that will be needed for a positive transition into formal school activities. Diverse activities provide for both the care and

development of all children. The daily schedule provides a balance of activities that are aimed at developing your child's cognitive, social, emotional, and physical skills. Details about each classroom's lesson plans and schedules are available on the parent board in each classroom.

Outdoor activities are an important part of your child's development. Weather permitting, the children spend time outside daily. All children are required to go outside during scheduled outdoor time. Appropriate clothing should be brought to meet the needs of the changing weather.

Signing In and Out

Parents must sign their children in at the front desk on the AF1182, Youth Flight Register, and again in the child's classroom on the AF1182, Youth Daily Attendance Record. Children must be accompanied to and from their room by their parent or person authorized by the parent on AF 1181. Children will be released only to their parent or a person authorized by the parent on AF 1181.

Accurate signing in is very important and used for accountability of all children present in the event of an emergency. If an emergency occurs, time is of the essence; therefore, each day the admitting parent will annotate a phone number where they can be reached that day on the AF Form 1930.

The CDC is required to have 100% accountability of children in the program by 9:00 am daily. We ask that you please notify the CDC by 8:15 am if children will be coming in after 8:30 am or not attending for the day.

Parent Orientation

Before children begin in the program, or within the first month of enrollment, all parents will be scheduled to attend an orientation. This briefing includes a more in-depth discussion of CDC policies, philosophy, curriculum, a tour of the facility, and an introduction to the child's teachers.

Parent Advisory Board (PAB)

The PAB provides parents from all child and youth programs the opportunity to participate in the PAB. The PAB's role is advisory, providing recommendations for improving services. The PAB meets monthly, generally on the first Tuesday of the month at 11:30am. Opportunities are scheduled for interaction with the CDC management, training staff, the Flight Chief and Mission Support Group Commander among others.

The PAB shares concerns and praise about what the program is accomplishing. This role is vital to ensure that our program can adapt to meet the changing need of the Air Force Mission. It also provides an opportunity for us to share what our AFI and inspection checklists require so we can find common ground as frequently as possible.

The PAB plans special functions for our caregivers, such as Caregiver Appreciation Day, as well as special activities for the children. PAB board meeting minutes are hanging in the parent board display in the CDC that can give you current information and dates for upcoming meetings.

Parent Involvement & Communication

There are many opportunities for parent involvement at our CDC. In addition to the PAB, check the Parent Involvement Calendar posted in your child's room, and inquire in the classroom and front desk for volunteer opportunities.

For children in the infant and pre-toddler rooms we ask that the parents fill out the daily sheet for their child when they are signed into the program, indicating how they slept, when they last ate and the last time their diaper/toileting needs were met. The room staff will continue filling in the paper throughout the day and send it home with each child when they are signed out.

We ask that the children are brought to the CDC "ready to go" for the day. If your child needs to be fed or changed when you arrive at the CDC, you are welcome to use our

facilities.

Parents are welcome in the classrooms at all times and are encouraged to keep an open line of communication with the room staff. Individual parent conferences are held biannually.

If parents have a question or concern about any aspect of the CDC, they are encouraged to bring their question or concern to the CDC staff.

Questions regarding payments, registration, waitlists and other programs may best be answered by the front desk clerks.

If the question has to do with their child's classroom, parents are encouraged to inquire with their child's teachers. Although all staff are willing and able to answer questions, the lead teacher in each room may be parents' best classroom resource. If parents would rather ask their question in a private arena or would prefer a more in-depth meeting, parents can always request a conference with their child's teacher outside of the biannual conferences mentioned above.

The Training and Curriculum Specialists are a great resource for parents. You can ask for them at the front desk or arrange to visit with them in their office.

The director and assistant directors are available if you have concerns, further questions, or issues you would like to elevate. You can ask for a manager at the front desk or stop by their offices near the front entrance.

If you do not feel that your questions or concerns have been adequately answered or addressed within the facility, you can proceed up our chain of command. The Child and Youth Flight Chief can be reached at (907)377-1582 or at trina.good@us.af.mil

Please feel free to leave us feedback using the Interactive Customer Evaluation (ICE) comment system. It can be ac-

cessed at <https://ice.disa.mil/>. It is preferred that families provide contact information so the CDC can follow up.

Emergency Procedures & Plans

In case of an emergency the following plans will be activated:

Individual Child Emergency:

Individual child emergencies may include injury, severe medical conditions or symptoms, or missing child. The manager on duty will decide if 911 will be called. Every effort will be made to contact the parents. If the parents cannot be reached the CDC will contact the emergency contact.

Fire:

911 will be called and the facility will be evacuated and 100% accountability will be assured. If prolonged evacuation of the building is called for, parents will be called to pick up their children.

For preparedness, our program undergoes monthly fire drills and inspections.

Lockdown & Active Shooter:

The facility will be secured. All children and staff will gather in designated classroom areas and will maintain contact through two-way radios until all clear is called.

Shelter In Place (SIP):

The gross motor room/gym is our designated SIP room. The ventilation system will be turned off and all openings to the SIP room will be sealed. Emergency food and water rations are stored in the SIP room.

Parent Training & Education

Parent training and workshops are offered frequently. Training on guidance, nutrition, daily activities and child abuse prevention are offered annually. Our Training and Curriculum Specialists offer a resource library, filled with great books on child development and parenting. Feel free to ask the front desk about browsing the shelves and checking

out materials.

Child Abuse & Neglect Reporting

All staff are mandated reporters of child abuse and neglect. They receive training as part of their new employee orientation and annually thereafter. If signs of child abuse and/or neglect are noticed by staff, the CDC will follow the guidelines in AFI 34-144. This includes giving a report to the base Family Advocacy Program (FAP), and to the CDC chain of command within 24 hours of the incident.

FAP will lead the investigation. Often FAP will work together with the Office of Special Investigation (OSI). This neutral team will determine if there was any child abuse or neglect. FAP will work with any involved families.

Staff who report suspicions of child abuse/neglect are immune from discharge, retaliation, or other disciplinary action

Airman and Family Services Flight Telephone List & Important Numbers	
Child Development Center	907-377-3237
Youth Center	907-377-3194
School Age Center	907-377-5437
Family Child Care	907-377-3635
Military Family Life Counselor (MFLC)	907-799-5949
School Liaison Office	907-385-9460
Flight Chief	907-377-1582
Local Child Protective Services	1-800-353-2650
Family Advocacy	1-907-377-4041
DoD Child Abuse Hotline	1-877-790-1197
Poison Help	1-800-222-1222

for that reason alone, unless it is proven that the report was intended to do harm.

If a staff member is involved in the allegation, they will be immediately removed from the classroom and contact with CDC children, for the protection of the children while the allegation is investigated. Employment will continue during the investigation, although it may be temporarily at a different facility.

When guidance policy infractions occur, Civilian Personnel (for APF staff) or Human Resources (for NAF staff) is consulted to determine appropriate disciplinary action. Staff who have broken the policy are retrained prior to being allowed access to children. Retraining is individualized and specific to the incident. Further disciplinary actions may include documentation in the employee's personnel record, Letter of Reprimand, suspension, or removal. In each of these cases, the employee has the right to respond to the allegations and proposed actions. They also have the right to representation, either on their own or in cooperation with a union representative.

Alcohol, Drug & Tobacco Products Policy

Alcohol, Drugs and Tobacco are not allowed in the Child Development Center or our grounds. Staff are randomly drug tested as a regular requirement of their employment.

Community Resources

Resources such as the Child & Youth Military Family Life Consultant (MFLC) services are available to support children and families in early childhood developmental areas as well as family dynamics. Please see the front desk, your child's teacher or the MFLC posters and handouts in the CDC lobby for more information.

Transitions

The CDC classrooms are typically divided into four age groups: Infants (6 wks—12 months), Pre-Toddlers (12 months-24 months), Toddlers (24 –36 months), and Preschoolers (3-5 yrs). Please request school age care at [militarychild-](#)

care.com for your pre-schooler 1 year prior to their kindergarten start date. When children start kindergarten, they transition to the School Age Program , located next to the Child Development Center.

Once a child has been offered a full-time spot at the CDC they will be assigned to a classroom. We expect that the child will remain in that classroom until they transition to the next age group. We feel that this helps the children create bonds with the caregivers and other children in their room. We know that continuity of care is important for early childhood development.

As a child grows and develops, he or she is going to transition to the next age group. This is dependent upon more factors than the child's chronological age solely. Caregivers, Training & Curriculum Specialists, and/or the Director/ Assistant Directors all give input on transitioning to the next age group. This is also dependent upon space availability.

If parents have a specific classroom in mind they can voice that request to the front desk staff and/or management. No guarantees are given that the request will be able to be fulfilled, but it will be taken into account. Transition paperwork is given to parents through the classroom staff. A transition usually includes planned visits during the day for the children to acclimate to their new classroom. These visits will be listed in the transition paperwork.

Field Trips

We often take field trips out of the building. For walking trips the staff take accountability of the children before and after leaving the building. Infants are transported in strollers, toddlers are transported in our wagons, while preschoolers walk. Parent volunteers are always welcome on our field trips.

Children's Records & FOIA Requests

The CDC securely keeps a file for each child at the front desk. Each file is in a monitored area during our business hours. Upon closing, the files drawers are locked. These files are confidential but immediately available upon request to:

CDC administrators, the child parents or legal guardians, and regulatory authorities such as Air Force Child and Youth Program or Public Health inspectors.

Freedom of Information Act (FOIA) requests will be needed in order for parents/guardians to receive copies of forms commonly used at the CDC. These forms include but are not limited to: AF1181 (Youth Fight Program Patron Registration), AF1187 (Youth Flight Accident Report), recordings of CCTV footage, and AF1930 (Youth Flight Daily Attendance Record). FOIA requests can be filled with the FOIA Office (2543 Wabash Ave. Bldg 3109, Rm 216 Eielson AFB, AK 99702) The FOIA Office will contact the CDC directly with all approved requests. The Eielson AFB FOIA Office can be contacted at (907) 377-5947.

Building Security & CCTV Monitoring

During our open hours the CDC has a single point of entry, through the front doors. When those doors are open there will be a staff at the front desk to monitor the entry point.

The other doors to the facility remain locked from the outside. Doors to the hallway exits and the playground gates are alarmed.

Periodically the Security Forces Squadron conducts Random Anti-Terrorism Measures. You may see them conducting ID checks at the door or walking our halls. We welcome their presence.

Our facility is consistently monitored by a CCTV program. All children, staff and visitors to our program may be subject to closed circuit video monitoring and recording as part of their participation/enrollment at the CDC.

In the spirit of openness and transparency, parents/guardians may come to CYP and view their child/youth participating in events in real-time on the CCTV monitor in the lobby. Parents/guardians who would like to review an event that happened in the past can submit a FOIA request through the FOIA office. (See FOIA Requests chapter).

Photographing and Video of Children

At times, the CDC staff will use program cameras to take pictures of the children to be used within the program. Parents are also given the option of participating in situations when others may photograph or video the children at the CDC and those images may be used for advertisement, public affairs promotions, or other programs or documents. Parents may opt to participate or not by giving consent in their weekly care agreement.

Staff are not allowed to use their personal devices to photograph or record the children, including the use of their cell phones.

We ask that parents only photograph or record their own children only when in the CDC. This protects the privacy of the other children at the CDC.

Salute

Parents who are encumbered carrying or escorting their children to and from the parking area should follow AFI 1-1 and remember they are not expected to render a salute.

Idling Vehicles/Unattended Children

Parents are discouraged from idling vehicles in CDC parking areas, except if vehicles need to idle in extreme heat or cold to maintain engine or interior temperatures. Children are not to be left alone in vehicles. Unattended children will be reported to security forces.

United States Department of Agriculture (USDA) Non-Discrimination Policy

The USDA prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation,

or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (907) 479-3159 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Notes:





Eielson AFB
Child Development Center
Parent Handbook



Hours of Operation
Monday-Friday
6:30 am—6:00pm
Closed Weekends, all Federal
Holidays, and Family Days

907-377-3237

Current as of: August 20, 2020
Subject to change without notice.