



Donna Head Child Development Center Family Handbook



Revised 2019

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Key Personnel

Donna Head Child Development Center

Building 6250

Commercial Telephone Number:

719.333.6779

DSN: 333.6779

Fax: 719.333.6463

DSN Fax: 333.6463

Director: Jessica Parks

Assistant Director: Melissa Fort

Training and Curriculum Specialist: Erlinda Aragon-Cutting

CDC Annex

Building 5150

Commercial Telephone Number:

719.333.4166

DSN: 333.4166

Fax: 719.333.3242

DSN Fax: 333.3242

Assistant Director & Family Child Care Coordinator:

Elizabeth Stigner

Training and Curriculum Specialist:

Karen Ende

Child and Youth Programs Flight Chief

Payal Metha

Building 5136

Commercial Telephone Number:

719.333.7781

DSN: 333.7781

Hours of Operation

Monday through Friday:

0630-1800

We are closed on all Federal Holidays

And any additional days approved by base leadership

Mission Statement

The mission of the Child Development Program is 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 program and services for eligible children and youth from birth through 18 years of age.

Program 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 interrelated and are 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

Multicultural Philosophy and Professional Ethics

Our program is committed to multicultural awareness. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff and community. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive childcare by affirming human differences and the right of people to make choices about their own lifestyle. We seek to recognize, appreciate and respect the uniqueness of each child.

Staff to Child Ratios

Air Force staff to child ratios are maintained as follows:

- 6 weeks-12 months: 1:4
- 12 months-24 months: 1:5
- 2 years-3 years old: 1:7
- 3 years-5 years old: 1:12

Staff Qualifications and Training

Staff members are trained in CPR and First Aid. They are also required to complete health and background checks in addition to 15 modules through the Virtual Lab School online in the areas of child development such as social/emotional development, positive guidance and child abuse prevention. Our staff receives at least 24 hours of annual training to ensure their knowledge in the early childhood field is current. Administrative clerks and food service staff are also required to accomplish annual training.

Curriculum

The program curriculum is based on Developmentally Appropriate Practices (DAP). DAP refers to integrating early childhood development knowledge and techniques into our care practices. Making thoughtful and appropriate decisions about childhood practices requires using the research and data about how children develop and learn best at various ages and stages.

Our curriculum offers children opportunities to make choices, provides freedom to explore the environment, express their values along with ideas, and encourages problem solving and appropriate risk taking. The staff plan and implement activities to enhance physical, social/emotional, cognitive, language and creative development. Teaching staff observe children based on what activity choices they make and how they interact with their peers throughout the day. The information gathered during observations is used in future planning to meet the individual needs and interests of children.

We regard caring for children as a partnership with parents, in addition to invite the families to participate in our program. A Training and Curriculum Specialist is available in each building to answer any questions you may have regarding our curriculum.

Assessment

Children are assessed regularly through formal and informal observations. The Ages and Stages Questionnaires tool is used in our program. With the information obtained, teaching staff and parents develop goals for their child's successful development. Program staff encourage and support families to make the primary decisions about services that their children need and they encourage families to obtain needed resources.

Special Needs and Inclusion

It is the policy and goal of Air Force Child & Youth Programs to make reasonable accommodations which support inclusion and participation of children/youth with and without disabilities. CYP programs must be designed to reasonably accommodate and be inclusive of children/youth (entering or already enrolled in the program), including those with identified disabilities as well as special learning, medical and developmental needs. CYPs must follow the most recent Air Force CYP Inclusion Action Team Instructional Guide.

Communication with Families

Our program allows for personal communication with families on a daily basis at drop off and pick up times. Please optimize this time as appropriate. If you need to further discuss a topic with your child's teacher and are unable to do so at the beginning or end of the day, please make arrangements to schedule a meeting. We also communicate with families via email and phone calls. We welcome your feedback and want to maintain the open lines of communication with you.

Parent conferences are conducted semi-annually and as requested by parents or staff. Conferences allow staff and parents to discuss the social, emotional, physical and cognitive development of individual children in our programs.

Family Participation

We welcome your involvement as a parent in our program. Our parents have the opportunity to be involved in many different ways. We encourage participation on the Parent Advisory Board, volunteering to help in the rooms, attending at our special functions and stopping by occasionally for breakfast or lunch with your children. Our Parent Advisory Board meets quarterly. Meetings are open to all parents and offer an opportunity for families to have a voice in our program and become acquainted with other families.

Classroom and Center Transitions

Children are promoted to the next room by age and developmental readiness. We try to promote children as close as possible to the appropriate date. However, we must also work within the guidelines on the number of spaces that are available in a classroom. This may mean that your child has to transition a little earlier or later than expected. You will be notified in writing of the transition date, the classroom and date to meet with new classroom staff.

Guidance Policy

The program will strive to model the proper way for children to interact with other children and adults. Physical punishment of any kind is prohibited.

Each center uses positive guidance techniques and redirection. The purpose of this is to help children learn acceptable behavior and develop self-control. When redirecting or guiding a child's behavior, the age, intellectual development, temperament and past experiences will be considered. The staff will make every effort to be consistent in explaining and maintaining rules and limits appropriate for the age of the child in a manner the child can understand.

Persistent behavior problems will be discussed with the families. We will solicit your help in working on a solution for your child. Before exclusion is required, every effort will be made by the staff to help your child. When unacceptable behavior erupts on a continuing basis, the families will be kept informed of occurrences verbally and in writing. When a child demonstrates persistent misbehavior, the child will be removed from the program. We have the responsibility for providing a safe and healthy environment for all children and staff members.

Transportation and Field Trips

Children ages 6 weeks to 2 years are not transported in a vehicle for field trips. Children ages 3 and above may participate in walking field trips on USAFA. A signed permission slip will be required.

Children's Belongings

Upon their arrival in the program, each child is given a cubby for personal belongings. Items and possessions should be labeled with the child's name. Toys and other articles of value should remain at home. We cannot assume responsibility for items brought from home.

Child Abuse and Neglect Reporting

In accordance with 34-700 Child Development Center Operating Procedures, our responsibilities for reporting child abuse and neglect are addressed. The Department of Defense hotline phone number for reporting suspected child abuse and neglect is 1.877.790.1197. The DHS phone number is 719-444-5700. There are hotline posters located in all of the classrooms, front lobby and offices. All staff are mandated reporters.

Food Program

The Child Development Centers participate in the USDA Childcare Food Program. All parents whose children are attending our program are required to complete a USDA Income Eligibility Form yearly upon enrollment in our program. The center serves breakfast, lunch, 2 pm snack and a 5:30 pm snack. Cycle menus are approved by the USAFA nutritionist and are posted on the parent board in the hallway.

Due to our participation in the USDA Food Program, **we do not allow any outside food to be brought into the center.** Meals provided in the center are in compliance with the USDA Food Program to ensure adequate nutrition for the children.

Injuries

Minor accidents, such as cuts, bumps and bruises will be reported to parents on an AF Form 1187 Accident Report when the child is picked up from care. You will be in contact if a bite breaks the skin, if an injury occurs to the head area, if the child complains of constant pain or if you have requested notification for any injury to your child. If the injury requires emergency medical attention, 911 will be called and an emergency response vehicle will escort your child to Memorial North Hospital. Every effort will be made to reach the parents once the ambulance has been called.

Medical and Health Policies

Our goal is to provide a safe and healthy environment for all children. Frequent handwashing is emphasized for staff and children. The Center for Disease Control procedures for diapering are followed. Public Health personnel perform unannounced inspections in each building. Handwashing is required when entering classrooms, before and after meals, during transitions and diapering and toileting. Classrooms are sanitized daily with disinfecting solutions to keep surfaces, toys and furnishings clean to reduce the spread of disease.

Communicable Diseases and Exclusion from Care

The rules and guidelines are established to protect all children in the Child Development Center. It is important for parents and children follow the guidelines for a safe return to the CDC. If your child should become ill or in contact with these infections/diseases, you or your authorized emergency contact will be notified to pick up your child. **Children must be picked up as soon as possible, but no longer than one hour after notification.** The following is a list of some of the most common childhood infections/diseases you will encounter in the CDC and the guidelines for their safe return to our programs.

- A. **Chickenpox (Varicella):** If your child is diagnosed with chicken pox, they may not return to the CDC until at least the 7th day and all lesions have encrusted over. A doctor's note needs to be brought in when the child returns to care.

- B. **Pink Eye (Conjunctivitis):** If we suspect your child has pink eye, your child will be excluded until diagnosed by a physician. They may return to care with a doctor's note and after the medication is administered.
- C. **Diarrhea:** If your child is experiencing an increased number of stools compared to their normal pattern, with increases in stool water, you will be notified. After the third occurrence, your child will be excluded until symptom free for 24 hours.
- D. **Vomiting:** If your child vomits 3 times within 24 hours, they will be excluded from care. If vomiting accompanies other symptoms, they will be excluded prior to the third occurrence. Your child may return to care after being symptom free for 24 hours.
- E. **Fever:** If your child's fever reaches 100.5 degrees Fahrenheit, they will be excluded from care and may not return until being fever free for 24 hours.
- F. **Strep Throat:** If your child is diagnosed with strep throat, the child must complete the full 24 hour treatment and be fever free for 24 hours before returning to care.
- G. **Hand, Foot and Mouth Disease:** If your child is diagnosed with hand, foot and mouth disease, children are not to return to care until all lesions are dried out in addition to them being fever and diarrhea free for 24 hours. If lesions are not oozing, the child may return to care after being seen by a medical physician with a doctor's note.
- H. **Head Lice:** If you suspect your child has head lice, treat it with over-the-counter lice shampoo, such as Rid or Nix. You should follow the instructions on the box exactly. If these are not effective, a physician may prescribe a stronger shampoo. Children who have received the initial treatment can return to the CDC; all nits need be removed from the hair.
- I. **Impetigo:** If diagnosed with impetigo, the child must be on antibiotic treatment long enough to have dried the lesions. There must be no new lesions in the past 24 hours prior to returning to the CDC. Depending on the severity of the infection, this will usually require 3 to 5 days of antibiotic treatment.
- J. **Ear Infection (Otitis Media):** The child who is under treatment for an ear infection can return to the CDC as soon as they start prescribed antibiotics. The child must be fever free for 24 hours prior to the return to care.
- K. **Ringworm (Tinea Corporis):** If diagnosed with ringworm, the lesions must be treated and covered before the infected child can return to the CDC. The lesions should be loosely covered for the first few days of treatment to prevent spread to other children through direct contact with the lesion. Coverage with loose clothing is fine.
- L. **Rashes:** Any child with an unidentified rash will be sent out of the CDC until the rash is diagnosed by a medical physician and return to care is advised.
- M. **Diaper Rashes:** A diaper rash needs evaluation if the rash has open sores or is bleeding. The child may be excluded from care depending on the severity of the rash.

Medication Administration

The CDC will only administer medications prescribed by a doctor. Parents will administer the first dosage of any medication.

A trained and designated staff member will administer oral medication at 10 am and/or 2 pm. Please bring medication in the original container with the child's name. The medication must have a current doctor's prescription. Permission form (AF Form 1055) must be completed in entirety, signed and initialed daily for the medication to be administered.

Sunscreen provided by the center will be applied to children 30 minutes prior to going outside. If a parent would like to provide another brand of sunscreen they will need to supply a doctor's note with the child's name on it and what brand is to be used. Once the note is received, it is forwarded to our medical advisor. Once we receive the approval, we can administer the sunscreen on the child's exposed skin. Sunscreen that is either a spritz or aerosol spray is prohibited.

Specific diaper ointments are applied by staff if there is an existing rash. Staff is given parental permission annually to apply any topical ointments and/or lotions. Please do not send any medication inside your child's personal belongings into their activity rooms.

Clothing and Outdoor Play

Please ensure your child is dressed appropriately as we will go outside if temperatures fall between 15 and 95 degrees Fahrenheit. Remember, play is the work of childhood.

Safety

Please do not leave your vehicle running while unattended. Refer to the USAFA Supervision Grid for authorized guidance for the age children may be left unattended in a car. The grid is available in our lobby area. For children in our program with older siblings, we ask that they are accompanied by you when taking your child to their classroom. We do not permit older siblings to wait in the lobby by themselves. This is an accountability issue in case of an evacuation drill and the front desk cannot monitor them while on duty.

Security Procedures

Facility and program access is strictly monitored and controlled as a child abuse preventive measure. Access is limited to parents, children and staff. Others needing access, for example, civil engineers are required to sign in. Authorized adults, other than parents, picking up their children are required to provide photo identification. The authorized adult will then be compared to the names listed on the AF Form 1181. Visitors other than enrolled parents who are authorized to be at the program must check in at the program office immediately upon entering the facility. Visitors are also asked to sign in on the forms provided at the front desk.

Closed Circuit Video Monitoring

All children enrolled in our facility are subject to closed circuit video monitoring and recording. Parents may come and view their child participating in real-time events on the CCTV monitor at the front desk.

Emergency Evacuations

If the center must evacuate the facility due to an emergency, parents can pick up their children at the following locations: The Main CDC will evacuate to the Airman & Family Readiness Center and the CDC Annex children will evacuate to the Fitness Center.

Fire Drills

Fire drills are conducted monthly so all staff members and children are familiar with evacuation procedures. Children are taken from their activity rooms to the designated fire evacuation area. Fire evacuation maps are posted in each room. Parents will be unable to drop off or pick up a child from care during a fire drill. All children are accounted for in evacuations.

Alcohol, Drugs and Tobacco Products

Drugs and alcohol consumption is prohibited to USAFA staff while being responsible for a group of children. Regardless of state law, the use of marijuana is prohibited for our staff members. Tobacco products may be used in designated areas never within sight of enrolled children.

Financial Policies

At USAFA CYP, we currently have a weekly and bimonthly payment plan. Once a plan is chosen, it must remain in place for the full contract year. Payments will be automatically deducted from either a credit card or checking account. The weekly payments are due **on Tuesday** of each week. Payments that are not received within two duty days will be charged with a **\$5 late fee per day**. The bimonthly payments are scheduled for deduction on the 1st and 15th of each month. If payments are not received within two duty days on both the 1st and 15th then a **\$5 late fee per day** will be assessed. If your payment is not brought up-to-date within the week, you will automatically relinquish your contract privileges. If your child is at the center beyond close of business, you will be given a **five minute grace period and then charged \$2 for every minute thereafter**. Every attempt will be made to contact you and/or an emergency contact using the numbers provided on your AF Form 1181, emergency contact cards and on the AF Form 1930s in the classroom. At one hour past the close of business, proper authorities will be notified. *The child may be removed from the center and placed with Family Advocacy.*

Hourly Care

The Child Development Center and CDC Annex offer hourly care. Hourly care is designed for children ages 6 months to five years. Enrollment paperwork must be completed and certified in advance of making an hourly reservation. Reservations can be made when space is available. Please call 333-6779 to make reservations. The hourly charge is \$5 per hour.

Snow Days and Base Closures

In case of early closing, parents must pick up their children within one hour of being released from duty. This helps us to release our employees before conditions become more hazardous. When the Wing Commander indicates a base closure, the CDCs will close as well. On delayed reporting days, we are only open to mission-essential personnel during the hours of the delay.

Sign In and Sign Out Policy

For the safety and well-being of children we maintain strict accountability standards. It is imperative parents follow established sign in and sign out procedures. Under no circumstances will outsiders be permitted in the facility without being escorted or signed in. Children are signed in at the front desk each day by a parent or other authorized person. At the CDC Annex, the AF Form 1182 (sign in/sign out) must be correct each day. While at the CDC Main, parents are issued a pin to sign in and out with the EZ Care computer system. Parents must escort their children to the proper rooms and sign the child over to the direct care staff on the AF Form 1930. A contact number is required on the AF Form 1930 if it is different than those currently on the AF Form 1181. The same procedure occurs when

picking up a child. These procedures are necessary to confirm all children are accounted for at all times.

If a person other than the parent signs a child out, his/her name must be on the AF Form 1181 as a person authorized to pick up the child. Siblings picking up children must be at least 14 years old. For the child's safety, a picture ID is required of all persons picking up children until the front desk staff become familiar with who they are.

Termination of Care

Families that fall into the Space Available priority will be provided with a 30 day termination notice if there is an active waiting list. In addition, families that do not pay their childcare fees in accordance with the current signed family agreement will lose their childcare slot effective COB Friday the week the payment is due. If your family has special circumstances that will not allow you to make your payment on time, please contact the Child Development Center Director to make arrangements.

Resources and Referrals

Programs maintain a current list of child and family support services available in the community. There are resources located at the Family Childcare office at the CDC Annex and in the parent information areas in each CDC. The following services are listed below:

- a. Health
- b. Mental health
- c. Oral health
- d. Nutrition
- e. Child welfare
- f. Parenting programs
- g. Early intervention-special education screening and assessment services
- h. National Association Child Care Resources Agency (NACCRA)
- i. Basic needs such as housing and childcare subsidies

Community Resources

- Early Intervention Colorado: www.eicolorado.org
- Air Force Aid: 333.6393
- Airman & Family Readiness Center: 333.3444
- Alcohol & Drug Abuse Prevention: 333.5177
- American Red Cross: 877.272.7337
- Chaplains Service: 333.3300
- Domestic Violence Crisis Line: 633.3819
- El Paso County Disaster Assistance Center: 444.8301
- Employee Assistance Program: 333.4364
- Family Advocacy Office: 333.5270
- Health and Wellness Center: 333.3733
- Mental Health Clinic: 333.5177
- Military Life Consultant: 333.1721
- Military One Source: 800.342.9647
- National Domestic Violence Hotline: 800.799.SAFE
- New Parent Support Program: 333.5270
- Pikes Peak Legal Services: 471.0380

- Pikes Peak Mental Health: 635.7000
- Pikes Peak Respite Services: 659.6344 or www.pikespeakrespite.com
- Sexual Assault Coordinator (SARC): 333.7272
- USAFA Security Forces: 333.2000

*All standards may be references in AFI-34-144, DOD inspection criteria, and NAEYC standards.