

# CHILD AND YOUTH PROGRAMS POLICIES & PROCEDURES

PLEASE INITIAL EACH BLOCK BELOW CONFIRMING YOUR UNDERSTANDING OF CHILD & YOUTH PROGRAM (CYP) POLICIES:

**PRIVACY POLICY: AUTHORITY: 5 U.S.C. Sec 301**

The information, which will be solicited at registration, is intended principally for the following purposes:

- Determination of those dependents eligible to be placed in the Child Development Center or School Age Care program maintained by the Marine Corps Logistics Base, Albany, Georgia.
- To provide information to the CYP personnel on any health problem of your child, or youth and to have necessary information on file to contact parents in case of emergency.
- Other determinations, as required, in the course of naval administrations.

**ROUTINE USE:** In addition to being used within the Department of the Navy and Defense for the purpose(s) indicated above, the record may, as appropriate, be furnished to the U.S. Attorney for use in determinations concerning issues of liability.

**DISCLOSURE:** Disclosure of requested information is voluntary. However, if requested information is not provided, individuals will not be allowed to utilize the CYP facilities.

**UPDATING EMERGENCY INFORMATION:** It is important that our staff maintain current and accurate records for each child so that parents can be contacted in the event of an emergency. It is the parent's responsibility to make sure that the CYP has current contact information. If there are any changes to this information, the office must be notified promptly so that records may be updated. All contact information and/or permission to release your child to other adults is required in writing, prior to pick up.

**DISCIPLINE POLICY:** Only managers, direct care staff, or teachers may discipline children. The discipline policy of the CYP is designed to help the child develop self-control, self-esteem, and a respect for the rights of others. In all cases, CYP Staff will give positive guidance, allow for redirection, and set clear behavior limits. In no case will any humiliating or frightening punishment be used to discipline a child. Only acceptable guidance techniques will be utilized to including talking with a child, temporarily removing the child from stressful situations, and limiting the child's participation in certain activities.

Children whose behavior cannot be corrected by these acceptable techniques should be instructed that his or her parent is a being called to the center. In the case of repeated incorrigible behavior; a child could be restricted from the use of the CYP facilities. Documentation of such incorrigible behavior, as well as any notification to the parents, is essential. Behavior will be handled on a case by case basis.

Child and Youth Program personnel will not exceed these acceptable techniques. To do so could result in the termination of their employment. Child and Youth Program personnel will be constantly mindful of the Marine Corps policies and Base policies concerning child abuse and will report all instances of suspected abuse, molestation, or neglect to the Child Development Center Director, Family Care Branch Director or Marine and Family Services Family Advocacy Program Manager.

**ABSENTEE POLICY:** Full payment of tuition is required on the 1st and 15th of each month, whether or not the child attends school each week. There is no absentee credit when school is missed because of holidays, illness, or for any other reason. There is one exception which is our vacation week.

**VACATION WEEK:** Patrons will receive one "vacation" week per child each year. To use this week, the patron account must show a zero balance owed to the CDC prior to redeeming. Patrons must also give the CDC two-week notice before taking this vacation. To receive the pro-rated amount students must not be in attendance at the CDC during this week.

**TOUCH POLICY:** The CYP touch policy is based on the premise that positive physical contact with children is absolutely necessary for their guidance: whereas, "no touch" under any circumstances, creates a stark and unacceptable atmosphere for young children. Based on this premise, individuals involved in direct care will provide positive physical contact (appropriate contact) and refrain from inappropriate touch. Children will always have the option to refuse touch except in the case of danger to other children or to themselves.

**MEDICAL CARE:** Take my child/children for medical treatment in case of an emergency where the child's condition poses an imminent or reasonably foreseeable threat to his/her loss of life, serious bodily injury, or other permanent or long term serious health risk. Additionally, it may be necessary for emergency medical personnel to transport my child/children to the best available medical facility in the vicinity.

**VACCINE POLICY:** Vaccine documentation is required for all children receiving care at the CDC. Vaccine documentation must be on the Georgia form (GRITS 3231) and submitted at time of enrollment and whenever the record is updated. The influenza vaccine (Flu Shot) is required for all registered children.

**HEALTH ASSESSMENT POLICY:** A Health Assessment (NAVMC 11902) is required for all children receiving care at the CDC. This document must be signed by a health care provider and submitted prior to the child receiving a start date. This form expires a year from date signed by doctor. Existing patrons are required to maintain a current Health Assessment.

**PAYMENT POLICY:** Accounts are billed on the 1st and 15th of the month. Automatic payment is highly encouraged and can be established by completing an "Automatic Payment Agreement." Credit card information provided will be secured and charged according to the agreement. Patrons are responsible to update form if there are any changes. If you opt not to use automatic payment option, fees are still due in full on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

Payment is considered late on the 2nd and 16th of each month. Partial payments will NOT be accepted. A charge of \$6 per day will be applied to delinquent accounts. If the balance due, including late fees, is not paid in full by five working days after the fifth day, services can be terminated. Accounts with outstanding balances will be turned over to the finance office for collection.

**TOTAL HOUSEHOLD INCOME:** is calculated from gross incomes (before taxes) includes BAH and BAS and all wage earning members of the household regardless of marital status. If patrons do not disclose income of all members of the household, they may be subjected to investigation and possible removal from CYP.

**REGISTRATION FEE:** An annual, non-refundable \$35 Registration Fee per child is required for CYP Services. This fee will be paid at the time of registration and on the anniversary date of enrollment each year.

**MEDIA RELEASE POLICY:** Children are occasionally photographed while in their classrooms or on campus. These photographs may be used in classroom activities, child portfolios, and/or our newsletter. Occasionally media sources video or photograph our students during special events as well which may be posted on the installation and/or MCCS Albany website and Facebook pages. You hereby grant, without limitation, permission for the use of any photographs of your child in any printed or online material for CYP. You may initial to accept the Media Release Policy or indicate below to decline the publication of your child's photograph.

**I CHOOSE TO DECLINE THE CYP MEDIA RELEASE**

**CLOSED CIRCUIT VIDEO MONITORING:** Sponsors will be allowed to view live video feed of your child's classroom and interactions with other children and staff via the CCTV system located within the foyer of the main lobby. To safeguard the privacy of others, however, updates to the MCO will no longer allow sponsors to view previously recorded footage upon demand. If a sponsor wishes to view footage of an incident/accident a written request must be filed with the installation Freedom of Information Act (FOIA) coordinator.

**BASE ACCESS:** Sponsors must visit the Pass and Identification office to complete an Authorization to Transport application with any spouses, alternate guardians and/or emergency contacts that do not have base access privileges. Individuals approved by Pass and Identification will be issued a pass for restricted base access. CYMS swipe cards will not be accepted at entry gates for the purposes of base access.

**SPONSOR HANDBOOK:** To view the full policies and all other operating guidelines please refer to your Sponsor Handbook which may be found at [www.mccsalbany.com](http://www.mccsalbany.com). To access, click on the Family Care tab, followed by the Child and Youth Programs tab. On this page you will find a link to our most updated CYP Sponsor Handbook.

## ***Child Abuse Doesn't Report Itself***

If you see or suspect child abuse, child neglect or a safety violation in your DoD Child and Youth Programs, please contact the following:

**Family Advocacy Program: (229) 639-5252**

**PMO: (229) 639-5181**

**DoD Child Abuse & Safety Violation Hotline: (877) 790-1197**