

DEPARTMENT OF AIR FORCE



**CHILD AND YOUTH  
PROGRAMS**

## **PARENT HANDBOOK**

McConnell AFB Child Development Center

53204 Parsons Street Building 337

316-759-4223

Hours of Operation:

Monday-Friday 0630-1730

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Flight Chief

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CDC Director

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## Welcome

The McConnell Child Development Center (CDC) would like to welcome you and your family to our program. Our program offers developmental care for children from 6 weeks through 5 years of age. We hope your tour at McConnell CDC will be a great one! We, your Force Support Family, look forward to being of service to you and your loved ones. The CDC provides childcare 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 the mission continues. The director and staff are committed to providing you the finest developmentally appropriate childcare possible. Our program is accredited by the National Association for the Education of Young Children (NAEYC). Parents are welcome to visit their children at any time.

## Enrollment Requirements

**Upon accepting care, an orientation will be scheduled, and the following forms will need to be completed:**

- CYPBMS- complete the parent profile, the child's profile, and upload your credit card information.
- United States Department of Agriculture Child & Adult Care Food Program Meal Benefits Sheet.
- Child & Family Profile for the classroom.

**The following additional information is required to complete enrollment:**

- Current pay statements for all employed adults in the household.
- Newly employed parents will submit verification of employment. The document must indicate anticipated gross yearly income or hourly wage with estimated number of hours per week worked. If the information is not provided, fees will be set in the highest fee category. Total family income is verified annually, and fees adjusted accordingly.
- Proof of student status, if applicable.
- Child's current immunization record. Your child must have all recommended immunizations as per the Center for Disease Control Immunization Schedule. Names and phone numbers of *local* emergency contacts (placed in CYPBMS)

**Confidentiality** – All forms with personally identifiable information will be kept confidential in locked filing cabinets.

## Financial Policies

Full day childcare is offered Monday through Friday with closures on all Federal Holidays, (52 weeks per year). Fees are established by DoD and based on Total Family Income (TFI). Current fee rates are located at the front desk. Subsidized fees may be applied for and are awarded based on TFI. Fees are not prorated for center closures to include Federal Holidays, illness, vacations, or TDY's.

If a long-term hardship arises, a fee reduction may be requested. Fee reductions are approved by the Mission Support Group Commander. Fee reduction requests are submitted through the program Director.

Hourly care is offered on a space available basis. Hourly care rate is \$8.00 per hour.

Late fees are \$5.00 per day for all patrons (with a maximum of \$50.00 per late payment).

The CDC hours of operation are Monday-Friday 0630-1730. Parents are given a 10-minute grace period to pick up their children after the facility closes. However, after three times, a fee of \$2.00 per minute per child will be charged to your account. If you are more than 30 minutes late, your emergency contact will be contacted. If they cannot be reached, Security Forces will be notified and your First Sergeant.

There is 15% multi-child discount provided for families who have multiple children enrolled in the CDC, SAC, or FCC Subsidy program. The 15% discount is applied to the oldest child/children.

Emergencies and special circumstances for partial /full refund will be considered on a case-by-case basis and approved by the MSG/CC.

Our facility uses **KINDERSPOT**, which is a program you can use to sublease your spot. It must be a complete week (Monday - Friday) and you are not able to use it more than 12 weeks during a fee cycle. For more information, please talk with the front desk and management staff.

## **Mission Statement**

To assist the Department of Defense (DoD) Military and Civilian personnel in balancing the competing demands of the accomplishments 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, 6 weeks through 18 years of age.

## **Philosophy**

Our practices are based on current knowledge of early childhood development and education. We support the development of the whole child. Our programs acknowledge 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. Children are valued as individuals, as well as part of a group. Our program respects and supports the ideals, cultures, and values of families. We advocate for children, families, and the early childhood profession.

## **Program 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 expressions, representation, and appreciation for the arts
- Appreciate and respect cultural diversity.

## **Professional Ethics**

**Standards and ethical behavior in early childhood care and education are based on commitment to the following NAEYC core values:**

- We appreciate childhood as a unique and valuable stage of the human life cycle.
- We base our work on knowledge of how children develop and learn.
- We appreciate and support the bond between the child and family.

- We recognize children are best understood and supported in the context of family, culture, community, and society.
- We respect the dignity, worth and uniqueness of everyone (child, family, member and colleague).
- We respect diversity in children, families, and colleagues.
- We recognize children and adults achieve their full potential in the context of relationships based on
- trust and respect.

## **Air Force Instruction and Guidance**

Air Force Child Development and School Age Programs are designed to be affordable and available and maintain quality standards. Air Force Instructions (34-144) and Department of Defense Instruction (DoDI 6060.2) guide program development and execution. Programs are monitored through four annual inspections, including a Higher Headquarters Air Force unannounced inspection. Air Force programs are also required to be accredited by a national accrediting body. National Association for the Education of Young Children (NAEYC) is our accrediting organization. NAEYC is highly regarded for their expertise and knowledge of early childhood education.

NAEYC accredited programs have completed an extensive process to receive accreditation.

You have high expectations, and so do we. You're responsible for the health and development of a very important and special person—your child. NAEYC has high expectations too. When you choose an accredited program, you're joining a center that meets those high expectations. Perhaps you've created a checklist of the characteristics that define a good childcare program—infants are laid down on their backs to nap, toddlers are taken outside for well-supervised play, and preschoolers are learning about shapes and solving puzzles. The list is endless.

### **NAEYC-Accredited Programs**

- Promote positive relationships for all children and adults to encourage each child's sense of individual worth.
- Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social.
- Use developmentally, culturally, and linguistically appropriate and effective teaching approaches.
- Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.
- Promote the nutrition and health of children and protect children and staff from illness and injury.
- Employ and support a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.
- Establish and maintain collaborative relationships with each child's family.
- Establish relationships with and use the resources of the community to support achievement of program goals.
- Provide a safe and healthy physical environment.
- Implement strong personnel, fiscal, and program management policies so that all children, families, and staff have high-quality experiences.

## **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. Our program uses the new Air Force Early Learning Matters (E.L.M.) Curriculum. Making thoughtful and appropriate decisions about childhood practices requires using the research and data about how children develop and learn best at various ages & stages.

Developmentally appropriate programs promote children's active exploration of their environment. Children manipulate real objects and learn through hands-on, direct experiences. We know through research that young children learn best through “hands on” play oriented activities. Therefore, we create an environment rich with materials that encourage children to experiment, explore, and pursue their interests while interacting, and communicating with other children and adults.

Our curriculum offers children opportunities to make choices, provides freedom to explore the environment, values 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. Field trips of an exciting, fun and educational nature are an extension of the program curriculum. Teaching staff observe children, their activity choices, and interactions with others 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 and families and invite families to participate in our program. A Training and Curriculum Specialist is available in each facility to answer any specific questions you may have regarding our curriculum.

## **Communication**

Our goal is to establish and maintain effective and meaningful relationships with families to support their child's development. Teaching staff use a variety of methods such as family orientations, monthly newsletters, parent trainings, individual formal & informal conferences, surveys, developmental questionnaires (ASQ), and the Parent Advisory Board to gain input from families throughout the year. Feedback collected drives classroom planning and program improvements.

Communication between parents and the staff enhances the experience for your child. It's important that you give your child's room staff as much information about your child as possible. Any suggestions or concerns should be brought immediately to your child's teacher or the Lead teacher in the classroom. If you need further support or have issues that you feel are not being handled appropriately, please see the front desk to schedule a meeting with the Director and/or Training and Curriculum Specialist

## **Parent Advisory Board**

The Parent Advisory Board (PAB) is an organization of parents fostering an open and collaborative environment in our Child and Youth Programs (CDC, FCC, and SAP/Youth). The PAB works closely with program staff and leadership to cultivate an environment of continued learning and growth. Additionally, we organize fundraisers that support the Child and Youth Programs activities and events centered on family interaction and involvement.

The types of events we support throughout the year are Staff Appreciation, Art Auctions, Community Service Projects, and more!

PAB meetings are held every quarter at the CDC (unless an alternate location is discussed). If you would like more information about the PAB, please inquire with one of our front desk staff at the center.

## **Security and access to the Facility**

Children are subject to closed circuit video monitoring and recording as part of their participation and enrollment in the McConnell AFB Child and Youth Programs. Requests from parents to view video tapes should be addressed to the CDC Director/Assistant Director and Flight Chief and will be handled according to Air Force policies outlined in AFI 34-144.

For the security of your child(ren), a Key Entry has been installed in our facility. All parents will have to register either their Military CAC or receive a card from the Operations Clerk, which allows entrance in our facility. The Card Verification System will be programmed for our hours of operation, Monday – Friday, 0630-1730, which allows you to enter the facility anytime during these hours. It is essential you scan your card every time you enter the facility for Fire and Safety reasons.

## **Supporting Children and Families with Special Needs**

Children with special needs will need to complete additional paperwork to ensure the program is meeting the child's needs. This additional paperwork must be completed prior to enrollment. Children with special needs may require more than routine group and basic care. This includes children with or at risk for disabilities, chronic illnesses and/or physical development, behavioral, or emotional conditions requiring additional health and/or related services. Prior to enrollment in any Child and Youth Program, the child's development and/or medical requirements must be reviewed by the Child and Youth Inclusion Action Team. This paperwork may include documentation from the child's medical provider or special educator. Please notify the front desk staff of any special needs for your child so that they can provide you with the necessary forms.

## **Inclusion Guide**

CYP welcomes and supports all children in child and youth activities and programs. Programs that include children with and without disabilities are stronger, richer programs that afford multiple opportunities to children, families, and staff alike. Programs that promote inclusive practices model an appreciation of ability differences as forms of diversity. These benefits have an impact on the greater society, as children in inclusive environments grow up understanding disability as a natural part of life. Access to inclusive childcare enables parent to work, gives them opportunities for respite, helps them learn about their child's strengths and challenges in a group setting, allows them to share typical parenting experiences and develop relationships with other families. CYPs benefit from inclusion by developing networks of professional services and community resources and an overall awareness of how to support individual strengths and needs. CYP Professional who learn to make accommodations for children develop skills that enhance their abilities as childcare professional. The community benefits from supportive settings that encourage understanding, flexibility, and acceptance of differences.

CYP uses a comprehensive approach to support the needs of all children and their families, and to adhere to federal laws. This approach includes processes for CYP Professionals to identify needs, gather information, collaborate as a team, develop and track supports, and use the resources available. The focus is on the individual's needs and the accommodations required to meet the needs in the CYP environment rather than diagnoses or medical conditions. CYPs determine each child's needs on a case-by-case basis with the support of the family, the Inclusion Action Team (IAT), Kids Included Together (KIT), and other community-based providers as applicable.

## **Emergency Procedures/Plans**

Your child's safety and well-being are of utmost importance. Established procedures and plans are put in place to ensure your child's safety. In the event of any emergency, children will not be released to parents until the "all clear" is given.

**Fire Safety:** The McConnell Fire Prevention Office conducts and monitors monthly fire drills.

**In the event of a Fire Emergency:** All program staff, children, and visitors evacuate the building and proceed to the designated meeting point.

**In the event of an Active Shooter:** Staff will proceed with the children to predesignated hiding spots.

**In the event of a Tornado:** Staff will proceed with the children into their designated storm shelters located outside and adjacent to the facility and remain there until the "all clear" is made.

**In the event of a missing child:** Staff contact the front desk. Program staff check all areas of the program. Front desk will confirm child was not picked up. Security Forces will be contacted after an initial search of the building. Parents and Flight Chief will be contacted.

**In the event of a medical emergency or accident resulting in an emergency:** 911 will be called/and or poison control center for poison emergency. First Aid/CPR will be administered as needed by trained personnel until EMS arrives. Parent or emergency contact is contacted. If a child is transported to a medical facility, a staff member will accompany the child to the medical facility with the child's 1181 (emergency information).

## **Concussion Policies and Information**

Children are very active and learning gross motor skills and limitations. Bumps and bruises are inevitable for children while they are learning how to move their bodies. In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body that may squeeze the brain against the skull. We would call 9-1-1 right away so that an EMS Technician could check for the following danger signs: one pupil larger than the other, drowsiness or inability to wake up, headache that gets worse and does not go away, slurred speech, weakness, numbness, decreased coordination, repeated vomiting or nausea, convulsions or seizures (shaking or twitching), increased confusion, restlessness, agitation, loss of consciousness; and in addition, with toddlers and infants danger signs would also include inconsolable crying, child will not nurse or eat.

Some signs and symptoms may show up right after the injury. However, we may not know how serious the injury is at first; and some symptoms may not show up for hours or days. We are trained to continue to check for signs of concussion right after the injury and a few days following an injury. If your child's concussion signs and symptoms get worse while in our care; we will call 9-1-1 immediately.

It is always advisable to get written concussion care instructions from your health care provider before returning to the program. These instructions should include information about when the child can return to normal play and what steps we should take to ease them back into the normal activities of their day. If you would like more information regarding concussions, you may visit

[https://www.cdc.gov/headsup/basics/concussion\\_respondingto.html](https://www.cdc.gov/headsup/basics/concussion_respondingto.html)

## **Alcohol, Drugs and Tobacco Products Policies**

Smoking, consuming alcohol, using tobacco products (including e-cigarettes), and illegal drugs (including



marijuana) are strictly prohibited in the presence of children participating in any Child and Youth Program (CYP) or sponsored activity. This includes outdoor CYP activity areas. Children or youth are not released to any individual who appears to be incapacitated by drug or alcohol use (e.g. stumbling, smells of alcohol). Security Forces is contacted for support.

## **Transportation and Field Trips**

Field trips are an integral part of the program for children three years and older. All vehicles used to transport children comply with Federal motor vehicle safety standards in accordance with Title 49, U.S.C. Section 30125 and applicable State requirements. All children will be required to use occupant protective devices (e.g., restraints, child safety seats).

Although parents give permission for field trips in CYPBMS, field trip permission forms with more detailed information will be prepared in advance and must be signed and returned by parents prior to their child participating in a field trip.

In case of an emergency or changes that would affect the arrival or a pick-up/drop-off time or location, staff will notify the program of the emergency or change, and the front desk staff and management will notify parents.

## **Sign In/Sign Out Policy and Procedures**

For the safety and well-being of children, we maintain strict accountability standards. Only adults authorized in CYPBMS (verified with picture ID) will be permitted to sign children out of the program. If an emergency arises and you are unable to pick up and the alternate is NOT authorized, you may call the CDC (316-759-4223) to let them know who will be picking up your child. However, when doing this, to ensure the safety of your child(ren), you will be asked questions (or called back) to verify legitimacy.

### **Upon arrival:**

- Clock your child(ren) in CYPBMS at the front desk (this needs to be done first so we know they are in the facility)
- Sign child into classroom using AF Form 1930, annotating child's first and last name, arrival time and daily contact information in comments column
- Do *not* sign in the parent's signature column upon arrival.

### **Upon departure:**

- Sign child out of classroom using AF Form 1930 annotating departure time.
- Parent's signature is *now required*.
- Clock your child(ren) out in CYPBMS at the front desk. (You are required to clock your child out last due to fire safety. If we must evacuate and you already clocked your child(ren) out, when our evacuation report is run, he/she/they will not be on our report and will be assumed to have already left the facility.

## **Medical and Health Procedures**

The Child Development Center follows the exclusion/readmission guidelines listed in [American Academy of Pediatrics, Managing Infectious Diseases in Child Care and Schools](#).

In addition, if your child is not able to participate and staff members determine that they cannot care for your child without compromising their ability to care for the health and safety of the other children in the group, your child will be excluded from care. Parents will be contacted if their child's symptoms are excludable and must pick up their child within one hour of notification. If your child is diagnosed with a

communicable illness/disease, please notify the center as soon as possible. Parents will be contacted by the program if their child has not arrived by 0900 each day unless the parent has called prior to that to notify the center that their child will not be attending.

If your child has or develops an allergy, please notify the front desk. Only task certified staff members will administer medication. Parents are required to complete AF Form 1055, Youth Flight Medication Permission, daily to indicate when medications are to be administered. Medications will only be administered if the AF Form 1055 has been initialed for that day. Medications accepted on an “as needed” basis require the appropriate authorization from parents in the event the medication should need to be given. An AF Form 1055 must be completed for epi-pen and asthma medication. If authorization has not been given, the parent will be phoned to receive authorization and it will be annotated on the AF Form 1055. If the parent cannot be reached, the child’s medical provider will be contacted. All medications must be in the original container, have the following information on the prescription label: name of diagnosing provider, name of medication, date filled, date seen, prescription number (except for meds from the ER), child’s name, dosage amount and frequency, ending date (ex: use for 10 days or until completed) and expiration date of medication. Prescriptions must be current. Medications will only be administered when the prescription frequency is at least three times per day. An annual permission form can be completed for sunscreen, lip balm, diaper ointment, and hand lotion.

## **Guidance Policy**

The center provides a caring environment that encourages growth in communication and problem-solving skills in addition to developing a positive self-concept. A child’s attempt to learn, participate, and respond to people and activities in the center shall be respected as an important part of his or her overall development. Children are protected from hurting themselves and others. Adults will model, coach, and encourage techniques of guidance that are fair, consistent, and respectful of children and their needs. In this way, a child will learn the importance of similar behavior in his or her own life. The purpose of guidance is to assist children to develop appropriate behavior by cooperating, helping, and solving problems; dealing with their feelings; and verbalizing those feelings and ideas.

## **Inappropriate Guidance Techniques**

- a. CYPA personnel never use threats or derogatory remarks about children/youth or their families.
- b. At all times, children/youth should be free from criticism, repression, and punishment. Therefore, the following techniques are unacceptable for use by an adult (including parents) in CYP. NOTE: This list is not all-inclusive. Remember, any act that risks harming a child/youth physically or psychologically is not permitted in CYP.
- c. Spanking, slapping, biting, hitting, pinching, yanking, shoving, shaking, pulling hair or any other form of physical abuse.
- d. Threats, name-calling, sarcasm, belittling, teasing or any other form of verbal abuse.
- e. Isolation away from adult contact/sight
- f. Confinement in closets, boxes, or similar places
- g. Binding to restrain movement of mouth or limbs.
- h. Withholding or forcing meals, snacks, toileting, outdoor play experiences or rest time
- i. Allowing children/youth to remain in soiled or wet clothing.
- j. Intimidating a child with facial expression, tone of voice or a physical presence (ex. Standing over them, finger pointing)
- k. Touching children/youth in uncomfortable or inappropriate ways, such as : tickling, kissing, forced goodbye hugs/kisses, fondling or touching genitals (except when necessary to clean a child who has soiled himself/herself)
- l. Coercion or other forms of exploitation of a child’s lack of knowledge

## Termination/Suspension of Enrollment

A two-week written notice is required if a child withdraws from the CDC. Termination notices are available at the front desk. Failure to provide the required two-week written notice will result in a charge for two weeks payment even if the child does not attend the program during such time.

The program reserves the right to suspend services to those parents who are continually late picking up their children. The child will not be accepted into the program the following week and parents will remain responsible for paying those services rendered if the charge has been declined.

Termination or suspension of enrollment may occur with the 22 MSG/CC approval for non-payment of tuition, child/youth unable to adjust to program environment, or a parent's failure to comply with the program policies.

## Community Resources and Programs

**Give Parents A Break – GPAB** -The Air Force Aid Society (AFAS) recognizes that Air Force families are subject to unique stresses due to the nature of military life. To help, AFAS in cooperation with AF Services, funds "Give Parents a Break" at the McConnell Child Development Center and Youth Center. You may check with any CYP Program or AF&RC for eligibility and further information.

### Expanded Programs Offered through Family Child Care (FCC)

**Exercises:** The Child Development Center may support ORI's and exercises with childcare. Upon command notification, the center will extend operating hours or refer parents to the Family child Care Program for assistance. Reservations for extended care are required to properly staff the classroom. Additional fees will be charged based on your TFI category.

**Expanded Child Care:** New Expanded childcare programs available for Wounded Warrior, Fallen Warriors, Medical Emergency or PCS for Army, Navy or Marines assigned to an Air Force installation. This program is no cost to parents. For more details, call the FCC office at 759-4222.

**Extended Duty Child Care (EDC):** EDC is provided for military DoD civilian members who need care beyond the member's regular 50-hour per week childcare arrangements and must work late, work on the weekends, are experiencing a shift change or are called in to support a deployment. The Extended Duty Child Care is available for on-base mission related duty, rapid mobilization, extended duty days, temporary shift changes or deployment care (pre, during, and post). Extended Child Care is also available to military members during an exercise. This is free childcare with a licensed FCC home for schedules that extend beyond normally scheduled work hours (including weekends). The child must be enrolled in regular childcare in another program and the supervisor must sign the form verifying the temporary work schedule and need for care. Transportation from a base program (CDC and YC) to the FCC home is available. You may only schedule for this extended care if you have a confirmed exercise schedule; stand by hours are not eligible.

### Pre-Deployment, Deployment and Return Home Care:

16 hours FREE childcare per child Pre-Deployment

16 hours FREE childcare per child during Deployment

16 hours FREE childcare Post Deployment

**FCC for PCS:** Families may use 20 hours of family childcare within 60 days before the family's departure from a base, and 60 days after arriving at the new base paid for by the AF Aid Society through the Child Care for PCS program. This program is open to all ranks.

**FCC for Volunteers:** The Air Force Aid Society provides funding for the childcare in FCC homes for volunteers who are engaged in supporting programs that benefit the Air Force community. This is a FREE program.

**Child Care Aware of Kansas:** [www.ks.childcareaware.org](http://www.ks.childcareaware.org) or 1-877-678-2548

**Child Care Aware of America:** <https://usa.childcareaware.org/>

**MCC Waiting List Registry Site:** [www.militarychildcare.com](http://www.militarychildcare.com); CDC, SAC, YC and FCC

**Military One Source:** [www.militaryonesource.com](http://www.militaryonesource.com) 24/7 support for the military community- confidential help, family, and relationships, financial and legal, health and wellness, education and employment, on and off base living, deployment and transition

**School Liaison Officer (SLO):** located in CDC; Building 337; 759-4223

**Exceptional Family Member Program (EFMP):** located at AF&RC; 759-6020

## **Child Abuse and Neglect Reporting**

- **Any person** who knows, or has reasonable cause to suspect that a child, or vulnerable adult, is abused, abandoned, or neglected, by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Abuse Hotline of the Department of Children and Families. Reporter may remain anonymous.
- **Professionally mandated reporter** - anyone who is legally obligated to not only report known abuse, but identify themselves when reporting (e.g. physicians, nurses, mental health professional practitioners who rely "solely on spiritual means for healing," teacher/school officials, social workers, professional child care workers, foster care, residential, or institutional workers, law enforcement, judges). A professionally mandatory reporter's name is entered into the record of the report, but is held confidential (39.202, F.S.)\

**McConnell AFB Family Advocacy Office: 759-5768**

**Local Child Protective Services Hotline: 1-800-922-5330**

**DoD Child Abuse and Safety Reporting Hotline: 1-877-790-1197**

**In emergencies always call 9-1-1; and if calling from a cell phone ask operator to connect you to McConnell Operator if you are on base.**