

Mountain Home AFB

CHILD DEVELOPMENT CENTER

450 Gunfighter Ave, Mountain Home AFB, ID 83648

CDC BLDG 2623, DSN 728-2443; Commercial 208-828-2443

CDC BLDG 2630, DSN 728-3436; Commercial 208-828-3436

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Welcome to the Mountain Home AFB Child and Youth Programs (CYP). Thank you for entrusting your child to our care. This handbook is designed to provide you with an overview of the processes and procedures of the Mountain Home AFB Child and Youth Program Child Development Center.

At Mountain Home CYP, we are committed to providing your child with exceptional developmental experience. Our curriculum is designed to nurture every aspect of your child's growth, including their cognitive, creative, language, social, emotional and physical skills. We believe that a strong partnership between parents and our program is essential for providing the highest quality of care. We value your feedback and encourage you to share your ideas, suggestions, and concerns with our staff and Directors. Your active participation helps us create the best possible environment for your child. Thank you for the opportunity to be a part of your child's development.

We're here to help! If you have any questions about our program, processes, or procedures, please reach out to program management. Additionally, if you would prefer the assistance of a translator, just let the Center Director know and we will be happy to arrange it.

Chartelle M Eichman

CHARTELLE M EICHMAN, M.Ed., PhD
Director, Child Development Center

366th Force Support Squadron Commander: Lt Col Michael Imholte

Child and Youth Programs Flight Chief: Mr. Christopher Kitt

Director: Ms. Chartelle Eichman

Assistant Directors: Ms. Erin Arel & Ms. Salena Rud

Training & Curriculum Specialists: Ms. Tracy Diamond & Ms. Robin Wettstein

Mission & Philosophy Statement

Mission

To assist Department of Defense (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 6wks through 18 years of age.

Philosophy

Our philosophical approach is grounded by current research and knowledge of early childhood education. The program is committed to welcoming children and families and to partner with and support them in their parenting role. 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 early childhood professionals within our programs.

Goals

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

Desired Outcomes for Children

- Children will experience growth and learning in their social, emotional, physical, language, and cognitive development.
- Children will develop a positive sense of self as valued members of the community; will progressively gain social competence and display pro-social behaviors.
- Children will gain competence in problem solving strategies, will gain understanding of concepts and relationships, and will develop logical, representational, and symbolic thinking skills, children will also learn to take initiative and make relevant decisions.
- Children will gain competence in their home language to include ability to communicate through language, to discriminate sounds of language, to ask/answer questions, to gain understanding of print and concepts, and to make sense of print.

- Children will display a progressively higher level of competence in their gross and fine motor skills, hand eye coordination, mobility, and balance.

Desired Outcomes for Families

- Families will feel supported and nurtured in their child rearing efforts.
- Families will experience greater support in dealing with the challenge of life in a military community.
- Families experiencing lengthy separations due to deployments will be supported via formal and informal parent/staff support groups and networks with other community agencies.

Registration & Admission

Hours of Operation

Operating hours are Monday through Friday 0645-1645 unless otherwise posted. The program is closed on all Federal Holidays, ACC Down Days, Wing Family Days and Wing Approved Training, Goal, & Down days. The following programs are available: Full time child care

If space, staffing, and/or need allow Part Day Preschool may be offered.

The extended duty care program is offered through the Family Child Care office for families who need child care beyond our regular business hours. Please call 208-828-6715 for additional information.

Exercise care may be provided if the 366th FW/CC approves extended hours for the Child Development Center. Hours will be determined by 366th FW/CC.

Services

Full time care:

The full day program provides child care for infants through preschool age children, six hours or more per day on a regular basis, for at least four days per week.

Classrooms & Ratios

The MHAFB Child Development Center features 13 classrooms designed to provide a safe and nurturing learning environment for your child. To best serve the needs of our military families and manage our waiting list, we have a unique and flexible classroom structure.

While our traditional layout includes dedicated classrooms for four distinct age groups, many of our spaces can be adapted to accommodate different ages as

program needs change. This ensures we can be responsive to the community while always adhering to strict fire safety and capacity standards.

We are committed to providing attentive care and maintaining low staff-to-child ratios in all classrooms:

Age Group	Children per Adult
Infants	4
Pre-Toddlers	5
Toddlers	7
Preschoolers	12

Hourly Care

Hourly care is offered during normal business hours Monday through Friday to support short-term needs and adheres to the same guidelines as full-time child care. Reservations may be made for hourly care by calling the center on 208-828-2443. All registration paperwork must be completed in CYPBMS 24 hours prior to care needed. Hourly care is \$8.00 an hour per child. Families will be charged for their scheduled care unless cancelled 24hrs prior.

Rental Space

All Child Development Centers will offer parents the option of renting their space when their child is not present for an entire week or more (must be in weeklong increments, Monday – Friday). Kinderspot is utilized for rental spaces when available. Parents wishing to rent their child care space and parents needing child care will access Kinderspot for posting/renting. Weekly fees are based on the renter's TFI.

Eligibility

Child care is a work force benefit; eligibility is contingent on the status of the sponsor as outlined in DoDI 6060.02 and DoDI 6060.04. Eligible patrons include active duty military, DoD Civilian employees either NAF or APF, Air National Guard or Air Force Reserve military personnel on active duty or inactive duty training status, active duty Coast Guard members, combat related wounded warriors, surviving spouses of military members who died from a combat related incident, those acting in loco parentis for the dependent child of an otherwise eligible patron, eligible

employees of DoD contractors, and others may be authorized on a space available basis.

In the case of unmarried, legally separated parents with joint custody, parents living separately with a legal custody agreement, or divorced parents with joint custody, children are eligible for child care only when they reside with the active-duty Service member or eligible civilian sponsor at least 25 percent of the time in a month that the child receives child care through DAF CYP Programs.

Families are required to register at MilitaryChildcare.com to be placed on the child development center's waiting list for placement eligibility. Priority for care is administered by MCC based on the eligibility requirements outlined in DoDI 6060.02.

Priority Status:

Military Family Type	Priority	Military Family Type	Priority
CHILD DEVELOPMENT PROGRAM STAFF		DOD CIVILIAN/COAST GUARD CIVILIAN	
Single Child Development Program Staff	1A	Single DoD Civilian/Coast Guard Civilian	2A
With Working Spouse	1A	Dual DoD Civilian/Coast Guard Civilian	2A
With Spouse Seeking Employment	1A	With Full-Time Working Spouse	2B
With Student Spouse	1A	DoD Civilian w/Spouse Seeking Employment	3B
With Non-Working Spouse	1A	With Full-Time Student Spouse	3C
ACTIVE DUTY COMBAT-RELATED WOUNDED WARRIOR		With Part-Time Working Spouse	3F
Active Duty Combat-Related Wounded Warrior	1B.1	With Part-Time Student Spouse	3F
ACTIVE DUTY MILITARY		With Non-Working Spouse	3F
Single Active Duty Military	1B.2	GOLD STAR SPOUSE (COMBAT-RELATED)	
Dual Active Duty Military	1B.2	Gold Star Spouse (Combat-Related)-Working	3D
With Full-Time Working Spouse	1B.4	Gold Star Spouse (Combat-Related)-Seeking Employment	3D
With Part-Time Working Spouse	1C.1	Gold Star Spouse (Combat-Related)-Student	3D
With Spouse Seeking Employment	1C.1	Gold Star Spouse (Combat-Related)-Non-working	3D
With Full-Time Student Spouse	1D.1	DOD CONTRACTOR	
With Part-Time Student Spouse	3A	Single DoD Contractor	3E
With Non-Working Spouse	3A	Dual DoD Contractor	3E
GUARD AND RESERVE ON ACTIVE DUTY		With Full-Time Working Spouse	3E
Single Guard and Reserve on Active Duty	1B.3	With Spouse Seeking Employment	3E
Dual Guard and Reserve on Active Duty	1B.3	With Full-Time Student Spouse	3E
With Full-Time Working Spouse	1B.5	With Part-Time Working Spouse	3F
With Part-Time Working Spouse	1C.2	With Non-Working Spouse	3F
With Spouse Seeking Employment	1C.2	OTHER ELIGIBLE	
With Full-Time Student Spouse	1D.2	Other Federal Employee	3F
With Part-Time Student Spouse	3A	Deactivated Guard/Reserve Personnel or Inactive Guard/Reserve in a Training Status	3F
With Non-Working Spouse	3A	Military Retiree	3F

The waiting list is located at MilitaryChildCare.com (MCC) and monitored by the Child Development Center Director and Assistant Director. MCC provides a single online gateway for families to access military operated or military subsidized child care options worldwide across all services. The site enables families to create a household profile, conduct a child care search, submit requests for care, and manage their requests at any time and from any location. All patrons are required to register on MCC. It is the responsibility of the parent to ensure any information regarding their request for care date is updated on MCC. Parents who are Not Yet on station may register on MCC, updating their request for care date as needed. Unborn children can be placed on the waiting as well.

The Child Development Center Staff cannot manipulate the waiting list in any way. Children are placed in care by priority and placement on the list. It is the parent's responsibility to ensure all information required is accurate for placement. It is the parent's responsibility to ensure continued updates do not expire – Child Development Center Staff cannot reinstate your profile if you have let it expire.

Parents transitioning from an AFB with CYPBMS will be required to provide portal information to transfer profile.

Families in Priority 1.C, 1.D, 2, and 3 can be supplanted if spaces are needed for children on the waiting list in Priority 1.A and 1.B. Families who are supplanted will receive a 45-day letter notifying them that in 45 days care will no longer be available. The family can register on MCC to be placed back on the waiting list.

Children who have been identified with a special need(s) are provided with services within CYP when reasonable accommodation can be met. The Inclusion Action Team will determine if reasonable accommodation falls within the scope of CYP. Each child's need is supported on a case-by-case basis with input from the Inclusion Action team, KIT, CYP staff and other community-based providers if applicable. CYP is not required to provide accommodation when the individual poses an actual health or safety threat to themselves or others, when the needed accommodations fundamentally alter the nature of the program, when the needed accommodation would be an undue burden.

Reference DAF Inclusion Guide for further guidance

Families are registered in CYPBMS once a space is offered. Children cannot start care until all sections of CYPBMS have been completed, child profile is complete, Total Family Income (TFI) application is approved, Credit Card is entered, and immunizations have been verified/uploaded.

Total Family Income:

Total Family Income (TFI) is verified annually mandated by the Department of Defense. DoD Instruction 6060.02, defines TFI to include all earned income, including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, Basic Allowance for Housing Reserve Component/Transit (BAH RC/T) Chart (unless installation BAH is lower than what is provided in the chart, programs will use actual BAH on LES) and subsistence allowances, in-kind quarters; and subsistence received by a Military Service member, DoD civilian employee, and if applicable, his or her spouse; and anything else of value, even if not taxable, received for services. BAH RC/T and subsistence allowances include the Basic Allowance for Quarters and the Basic Allowance for Subsistence received by military and civilian personnel, when provided (with respect to grade and status), and the value of meals and lodging furnished in-kind to military personnel residing on military installations.

TFI calculations must also include quarters' subsistence and other allowances appropriate for the rank and status of military or civilian personnel, whether received in cash or in-kind. Rather than use the BAH listed on an LES, installations must use the non-locality BAH RC/T with Dependent rate for all members, regardless of whether they live in government housing or off the installation. For military and DoD

civilian families receiving more than one housing allowance, such as dual military families, military and DoD civilian families, or dual DoD civilian families, including the BAH RC/T with Dependents rate of the senior member only. In locations where Service members receive less than the BAH RC/T allowance, use the local BAH rate. TFI calculations do not include alimony, child support received by the custodial parent, Supplemental Security Income benefits received on behalf of the dependent child, reimbursements for educational expenses or health and wellness benefits, Cost of Living Allowance (COLA), temporary duty allowances, re-enlistment bonuses, cash awards, bonuses, or overtime pay. Basic Needs Allowance, if received, is included in TFI calculations.

All CDC, SAC, and FCC Subsidy patrons, regardless of their income category, must provide income documentation. All families enrolled in CYP except for FCC, must have a credit card on file in CYPBMS.

In the case of unmarried parents, legally separated parents with joint custody, parents living separately with a legal custody agreement, or divorced parents with joint custody, children are eligible for child care only when they reside with the active duty Service member or eligible civilian sponsor at least 25 percent of the time in a month that the child receives child care through a DAF CYP Program. For blended families, the income of the household which establishes eligibility will be used for TFI. For households in which non-related adults or unmarried couples are living in the same residence, include the income of all adults who financially contribute to the welfare of the child. In households where the parents are married or in a legal partnership and one parent is geographically separated from the other include the income of both parents. During deployments or remote assignments, temporary custody to relatives or friends, TFI will only be based on the sponsor's TFI.

DoD civilian employees, DoD contractors, and specified space available patrons with children enrolled in DoD subsidized child care programs are subject to the requirements of, title 26, United States Code (also referred to as the Internal Revenue Code (IRC), Section 61 and title 26, Code of Federal Regulations, section 1.61-1.) The IRC requires that child care subsidies generally be treated as part of gross income for tax purposes (see Notification of Child Care Subsidy Tax Value - Tax Year 2025) attached. Active duty Service members are not impacted as they receive an exclusion from taxes for benefits under dependent care assistance programs based on language included in the Military Family Tax Relief Act, codified at Title 10, United States Code, Section 134(b).

Tax statement is available in your CYPBMS Parent account.

All payments for CDC/SAC/YP must be processed in CYPBMS with the exception that the YP Snack Bar may accept cash payments. Any use of credit card machines

in CYPs must be approved by AFSVC/VCY and be Payment Card Industry (PCI) compliant. All other payment systems are not authorized in CYPs.

Payment frequencies fees (i.e., Weekly, Bi-Weekly, Bi-Monthly, and Monthly) for CDC and SAC Before/After will be approved in CYPBMS. **Note: SAC Summer Camp Fees Payment Frequency is weekly.**

- Weekly – invoiced every Sunday – payment on Monday – late payment fee assessed as of Thursday
- Bi-Weekly – invoiced every other Sunday after the GS payday – payment every other Monday after GS payday – late payment fee assessed as of Thursday
- Bi-Monthly – invoiced every 2nd and 16th of each month – payment on 2nd/3rd and 16th /17th of each month – late payment assessed as of the 6th and 20th
- Monthly – invoiced on the 1st of each month – payment on the 2nd – late payment assessed on the 6th

Late payment fees are \$5 per day per family based on the above timelines. Based on individual circumstances the CYP Manager may adjust the late payment fee or terminate the payment grace period as applicable.

Hourly Care fees are assessed by COB the same day and parent will be charged through CYPBMS system with the credit card on profile. Parents must provide program 24 hour cancellation to avoid being charged fees for scheduled care.

The Child Development Center is closed all Federal Holidays and days declared/approved by the 366 FW, ACC, or DAF to be Family Days, Goal Days, Down Days, and Training Days. Program fees are non-refundable. Fees are not prorated/reimbursed for Federal Holidays, emergency closures, inclement weather, of illness that requires the child to be absent from care. Fees for Family Days, Goal Days, Down Days, and Training Days will be credited to your account.

Child care services will no longer be provided if the family has missed two consecutive payments. Upon the 2nd missed payment, programs will notify the family, without a payment in full or an approved payment plan (by the CYS Flight Chief), child care services will end at the close of business 2 business days later.

Late pickup fees for CDC and SAC (Before/After and Summer Camp): \$2.00 per minute/child will be assessed for late pickup following a 10-minute grace period.

Note: Families will only be authorized to use the grace period, 3x during the fee year; after the 3rd time, the late pickup fee will be effective upon the closing time. Based on individual circumstances the CYP Manager may adjust the late pickup fee or terminate the grace period as applicable.

A two-week written notice is required prior to withdrawing your child from the program. Withdrawal forms are located at the operations desk. Failure to provide a two-week notice will incur a two-week payment charge.

Immunizations:

CYP follows the immunization requirements outlined in DoDI 6060.02, DoDI 6060.04, Arm Regulation 40-562/BUMEDINST 6230.15B/AFI 48-10_IP/CG COMDTINST M6230.4G, *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases*, and Centers for Disease Control and Prevention. Child's immunization is required at time of enrollment. Any waivers for immunization must be approved prior to child starting care. The Mission Support Group Commander (MSG/CC) has the authority to exempt religious and medical immunization requirements for children and CYP personnel.

CYPBMS

Child and Youth Program Business platform that contains family demographic information, emergency contact, child information, and payment information. Parents are able to upload immunizations and make changes to profile at any time. Parents are required to review information annually to ensure it is current. Duty phone #s, emails, and emergency contacts should be checked regularly to ensure most current is available to program for contact purposes. In the event parents cannot be reached, program will reach out to emergency contacts. If we are unable to contact parents or receive required information from emergency contact Sponsor's 1st shirt will be contacted by 366th FSS 1st shirt.

Check In/Out & Sign In/Out

Daily attendance procedures require that adults check their child in at the front Desk utilizing the tablet for CYPBMS when they enter the facility and when they leave the facility at check out. Additionally, adults are required to sign their child in with just the child's name and time in on the AF form 1930 in their child's classroom and sign out with adult signature and time when picking up. Signing your child in is very important for accountability of all children present in the event of an emergency.

Child Development Center staff are required to begin no show calls by 0830 daily. If you are planning to be out for the day and/or arrive late, please notify ops desk as soon as possible. If parent is unable to be reached the emergency contact will be contacted. In the even parent and/or emergency contact is unable to be reached and/or confirm child's accountability the members 1st shirt and/or Commander will be contacted. This measure is in place for your child's safety. We are required to make contact; parents should not contact program staff outside of program hours to

notify child will not be in care. This information is required to be validated by the operations clerk and/or program manager.

Authorized Adults

Families should identify at least 2 adults who are able to pick up their child within 30 minutes of notification (no more than 1 hour away). Children cannot be released to anyone not indicated in CYPBMS. All designated adults new to program staff will be asked to show picture identification.

During evacuations and drills children may not be signed into or out of the program, to maintain accurate accountability. During lockdowns, doors are locked. Parents, children, and staff will not be able to enter/exit facility.

Daily Supplies:

Children must arrive clean and fully dressed. Infants should not arrive hungry to start their day. When entering the classroom to drop off parents are required to wash hands of self and child. If child is in diapers/pull up, parents are required to change child upon entering classroom for drop off. Children who are in diapers and/or pullups should have enough supplies to be changed every hour they are in care. We practice one wipe/one swipe to mitigate infections/cross contamination and may use up to 10 wipes per diaper change. Children are checked every hour and changed at least every two hours. If diaper/pullup is soiled just a little it will be changed. Toilet training children should also have several extra sets of clothing and extra shoes available in the event of an accident.

Infants who do not use center provided formulas are required to bring in a sealed can of formula and/or premade bottles. All bottles provided are required to be properly labeled.

Refer to Infant feeding guide for proper bottle labeling

Clothing should be appropriate for weather and play. Please do not send your child in that cute outfit you want for family photos. Clothing should be comfortable and fit appropriately to allow for play. We get messy in care please expect mediums that include dirt, water, paint, and foods to be on the clothing. Young children often need additional changes of clothing in the event of spillage and/or toileting accidents. The CDC has a limited supply of extra children's clothing. Dress your child appropriately for weather conditions; children will go outside to play daily, weather permitting. We live in Idaho and often start our morning off cool and end our days in the sun. We have rain, snow, and hot sun. Children should have gear to experience all these elements.

When infants begin to walk children are required to have hard soled shoes that are sturdy. It is recommended that toes do not point up for balance. Closed-toed/heeled shoes are required for safety reasons. Rubber soled shoes are the safest for climbing and running. Flip flops, slides, open-toed sandals are not allowed.

Clothing, bags, shoes, and blanket should be labeled with your child's name. The Child Development Center is not accountable for items brought to the center that are not clearly marked with your child's name. Bags must fit in the child's cubby, and all straps must be less than 12" long. Clothing with strings must not create a choking hazard. Strings may be shortened to reduce strangulation risks. Children should not wear necklaces and/or bracelets due to strangulation hazard. All earrings and hair accessories must be secured appropriately to reduce choking hazards. Items may be taken off and sent home.

Small blankets and one stuffed animal are acceptable for nap time. Items must easily fit into cubby and be able to be put away by child. Blankets should not be any larger than a lap blanket (36x36). To mitigate the spread of germs these items need to fit into the child's cubby without spilling out. Other toys and bedroom items are not allowed due to safety and accountability. Sleeping bags, and sleep mats attached to blankets are not permitted due to necessary ease of evacuation during emergencies. This is for your child's safety and the time frame required to evacuate the facility.

Approved lip balm, lotion, diaper creams are allowed. Sprays, homemade lotions/balms, powders, and glass jars are not accepted into the program. Staff will check expiration dates and return anything that is not cleared to be in the program.

Topical guidance is available at the front desk.

The Child Development Center reserves the right to send items home if they are not safe, do not fit in cubbies and/or are not used in the manner to which it is intended. Children are not allowed to have outside food, candy, gum, toys, books, money, or other possessions in the program.

Daily Schedule & Curriculum

Our daily schedule is more than just a timetable; it's a carefully designed rhythm that creates a balanced and enriching day for your child. Our approach is built on the understanding that children thrive when they have consistent opportunities to grow

in all areas of development. Our activities are intentionally planned to nurture your child's :

"Skill Area", "What It Looks Like"

"🎨 Creative Skills", "We encourage self-expression through art, music, and imaginative play. This helps children explore their ideas and build confidence."

"🧠 Cognitive Skills", "Activities like puzzles, science experiments, and counting games are designed to foster problem-solving, critical thinking, and a love for learning."

"🤝 Social Skills", "Through group activities and collaborative play, your child will learn to share, take turns, communicate with peers, and build positive relationships."

"❤️ Emotional Skills", "We help children recognize and manage their feelings in a supportive environment, fostering empathy, self-awareness, and resilience."

"🏃 Physical Skills", "From dancing and running outdoors (gross motor) to drawing and building with blocks (fine motor), we ensure your child develops coordination, strength, and balance."

"🗣️ Language Skills", "Storytime, songs, and engaging conversations are woven throughout our day to expand vocabulary and develop strong communication abilities."

We believe this balanced approach ensures that every day is a new opportunity for your child to learn, explore, and grow in a happy and supportive setting.

We are proud to use the Early Learning Matters (ELM) curriculum, a comprehensive, evidence-informed, and user-friendly program that supports the optimal learning and development of children from birth to five years of age.

Here's what that means for your child:

A Foundation for Success

The ELM curriculum is designed to prepare children for school and for life. It is full of developmentally appropriate experiences that support a broad range of skills linked to school readiness and life success.

These experiences are designed to be fun and engaging, with a focus on active learning, including guided play.

What it Looks Like in the Classroom

At the heart of the ELM curriculum are weekly activity plans that build on children's pathways to development. These plans are not rigid; instead, they are designed to be responsive to your child's actions, understandings, and interests.

This means that while we have a plan, we also have the flexibility to follow your child's lead, which is a key part of our play-based approach.

Our teachers use these plans to create a learning environment that is:

- **Playful:** We believe that play is the most important way children learn. Through play, children can manipulate and understand the physical properties of objects, use and hear new language, build relationships with caregivers and peers, and use their bodies in new ways.
- **Intentional:** Our teachers are intentional and focused on how children learn and grow. They build on children's intrinsic strengths by providing developmentally appropriate instruction and opportunities for exploration and meaningful play.
- **Individualized:** The curriculum includes tools and strategies to help staff adapt and individualize learning experiences to meet the needs of each child.

Our Partnership with You

The ELM curriculum also emphasizes the importance of a strong connection between home and school. We believe that families are children's first and most important caregivers, teachers, and advocates.

We are committed to working in partnership with you to support your child's learning and development.

We are excited to be on this learning journey with you and your child! If you have any questions about the Early Learning Matters curriculum, please don't hesitate to ask.

Rest & Nap time

We understand that rest is a vital part of every child's day. Our goal is to provide a calm, safe, and comfortable environment that meets each child's individual needs.

For Toddlers and Preschoolers

A quiet rest period is offered each day to help children relax and recharge.

- **Comfortable Environment:** Each child is provided with their own cot. To create a relaxing atmosphere, we play soft music, read stories, and offer gentle back pats to help them settle.
- **Quiet Time Options:** We know that not all children will sleep during rest time. Children who do not sleep will be offered a choice of quiet activities, such as looking at books or doing puzzles, in a designated area.

For Infants

Our infants' well-being and safety are our highest priorities, especially during naptime.

- Individual Schedules: Infants nap based on their own unique schedules and needs. We work with you to ensure their home routine is followed as closely as possible.
- Safe Sleep Practices: Younger infants have their own designated crib. To ensure a safe sleep environment and protect against Sudden Infant Death Syndrome (SIDS), we keep cribs completely clear of any additional items like blankets, pillows, or toys. Older infants may use either a crib or a personal rest mat.



Safe Sleep for Babies

Safe Sleeping Tips For Baby

- ✓ Place infant(s) to sleep on their backs
- ✓ Use firm, tight-fitting mattress
- ✓ Never use extra padding, blankets, or pillows under baby
- ✓ Remove pillows or thick comforters
- ✓ Positioning devices are not necessary and can be deadly
- ✓ Regularly check crib for loose, missing or broken parts or slats
- ✓ Do not try to fix a broken crib
- ✓ Place cribs or playpens away from windows to avoid window covering or fall hazards

* Beginning June 28, 2011, all cribs sold in the United States must meet new federal requirements.

Check www.cpsc.gov to find out if your crib, bassinet, or play yard has been recalled.


Safe Sleep

 U.S. Consumer Product Safety Commission
CPSC Hotline: (800) 638-2772
(301) 595-7054 (TTY)

 NSN
Sign up to receive free NSN Safety Alerts and Posters at:
www.cpsc.gov

Toilet training

We will begin to introduce toilet learning when a child shows consistent signs of readiness. These signs are a good indication that the child is prepared to start the process, which will make the experience more positive for everyone. Look for the following cues:

- Verbal Cues: The child begins to use words to express their need to go to the bathroom (e.g., "I have to potty," "I'm wet").
- Staying Dry: The child's diaper remains dry for longer periods, for example, waking up dry from a nap.
- Child's Initiative: The child shows interest in the toilet, wants to wear underwear, or tries to use the toilet on their own.
- Discomfort with Diapers: The child expresses discomfort with wet or soiled diapers and may try to remove them.

Our Partnership

Once these signs of readiness are evident, we will partner with you to create a consistent and supportive toilet learning plan. Communication is key, so we will discuss strategies and share observations to ensure a smooth transition for your child. By working together, we can help your child develop healthy and positive toileting habits that will last a lifetime.

Communication

The Child Development Center (CDC) has an open-door policy and encourages parents to communicate directly with staff and directors about any ideas, suggestions, or concerns.

Family Involvement: Partnering in Our Program

We believe that when parents are involved, everyone benefits, especially the children! Your participation helps create a vibrant and supportive community. We warmly encourage you to get involved in any way that suits you.

Ways to Get Involved	Description
Parent Advisory Board (PAB)	Play an active role in program decisions and planning.
Special Events	Join us for celebrations, activities, and other special occasions throughout the year.

Share Your Talents Share your interests, skills, or cultural heritage with the class. Children love learning from our parents!

Classroom Assistance Help with creative projects or routine daily activities. Your support is always appreciated.

Your Feedback Matters: Surveys & Assessments

To ensure we are meeting the needs of our families and community, we will invite you to participate in a parent survey once a year. Your confidential feedback is essential for helping us evaluate our program, celebrate our successes, and identify areas for improvement. We value your honest input and use it to provide the best possible care.

Open Communication & Addressing Concerns

Quality child care is the result of a strong partnership between our families and our program. We are committed to open and honest communication and want to hear from you.

Our Open-Door Policy

Our program maintains an open-door policy. We encourage you to visit and to share all your ideas, suggestions, compliments, and concerns with our staff and the director at any time.

How to Address a Concern

Your peace of mind is important to us. If you ever have concern about your child's care, please follow these steps:

Step	Action
1. Contact the Director	Please speak with the Center Director immediately. Most issues can be resolved quickly and effectively at this level.
2. Use the Chain of Command	If you feel a reasonable agreement cannot be reached with the director, you may contact the Chief, Child and Youth Programs.

Cooperation and teamwork between parents, caregivers, and management are the keys to our success. We look forward to working closely with you

Assessments

Our Partnership in Your Child's Development

At our center, we view education as a partnership between our teachers and our families. We are committed to keeping you informed and involved in your child's developmental journey.

Regular Assessments and Conferences

Our teachers conduct regular assessments to understand your child's progress. This information is shared with you through both informal conversations and formal Parent-Teacher Conferences, which are held twice a year. These conferences are a dedicated time for us to:

- Discuss your child's recent assessments.
- Celebrate their current development and successes.
- Collaborate on developmental goals for the future.
- Discuss your feedback and insights regarding your child's experience at the center.

Ages & Stages Questionnaire (ASQ)

To further support your child, we use the Ages & Stages Questionnaire (ASQ) upon enrollment and at regular intervals. This valuable tool helps us identify your child's strengths, interests, and needs. The insights gained from the ASQ allow our staff to improve our classroom curriculum and teaching practices.

Should a completed questionnaire indicate that a more in-depth evaluation may be beneficial, we will work with you to provide a referral to appropriate community professionals.

We look forward to collaborating with you to celebrate your child's milestones and support their journey.

Nutrition & Food Service

Our center is proud to participate in the Idaho Child and Adult Care Food Program (CACFP), a federally funded program sponsored by the USDA. This certification ensures all meals and snacks served meet strict nutritional guidelines.

- **What is Provided:** We provide nutritious breakfasts, lunches, and snacks for all children in our care at no additional cost. A limited selection of infant formulas is also available; please ask the front desk for a current list.
- **Meal Service:** Meals and snacks are served family-style. A caregiver sits with the children at each table to model proper table manners and assist when

needed. Children are encouraged to serve themselves and to try a portion of every item offered. Parents are always welcome to join us for meals.

- Menu: Weekly menus are posted in the center's lobby for your convenience. Please note that menus may be subject to change based on ingredient availability. Any substitutions will be clearly noted on the posted menu.
- No Outside Food Policy: To ensure the safety of all children and comply with our food program regulations, we have a strict policy prohibiting food from being brought into the center. We guarantee that any child present during a meal or snack time will be served.

Infant and Toddler Feeding

We understand that good nutrition is vital for your infant's healthy growth and development during their crucial first year. Our goal is to provide a supportive environment where your child can enjoy new tastes and textures, establishing positive eating habits from the start.

Feeding Information at Enrollment

To help us best care for your infant, we ask that parents provide our staff with detailed information at the time of enrollment as well as daily annotated on "Infant Daily Sheet". This includes:

- Feeding Schedule: Your child's regular feeding times.
- Approved Foods: A list of foods your child is currently eating or may be offered.
- If you are choosing program offered formula.

Breastfeeding & Breast Milk Support

We proudly support mothers in their breastfeeding journey! We understand the incredible benefits of breast milk for infants and are committed to making breastfeeding convenient and comfortable for our families.

Breastfeeding in Our Center

- In the Classroom: Breastfeeding is highly encouraged directly in the classroom environment. We believe this promotes a natural and nurturing experience for both mother and child.
- Private Space: Should you prefer a more private setting, we also offer a designated comfortable and quiet space for breastfeeding mothers. Please speak with a staff member if you wish to use this area.

Guidelines for Bottle-Fed Breast Milk

If your infant is bottle-fed with breast milk, we ask that you follow these guidelines to ensure freshness and proper handling:

Requirement	Details
Labeling	All breast milk bottles must be clearly labeled with: 1. Your infant's full name 2. The date the milk was expressed
Why Labeling is Important	This labeling helps our staff ensure that your infant is always offered the oldest milk first, adhering to safety and freshness standards.

We are here to support your choices for your child's nutrition and well-being. Please feel free to discuss any specific needs or questions you may have with our staff.

Special Diets

We are committed to meeting the needs of every child. The following procedures are in place for special dietary requirements.

- **Medical Conditions:** If your child has a medical condition that requires a specific diet the CDC cannot provide, the 366 MSG/CC may approve parent food preferences when they do not increase staff responsibilities or program costs, and there is minimal risk for contamination. Food from home must meet USDA/CACFP and Public Health requirements.
- **Dietary Substitutions (Vegan, Vegetarian, Religious, etc.):** We can provide child-specific substitutions (e.g., chicken instead of pork) if the request meets USDA CACFP guidelines, is available through our regular purchasing channels, and is of a comparable cost. If your child requires a special diet, you must submit the necessary Special Needs forms, completed by your pediatrician. If these forms are not received within the 30-day window, CDC will be unable to provide a substitute.

The substitute form provided by the child development has a list of optional items based on food being substituted that the pediatrician will authorize.

USDA Non-Discrimination Statement

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age,

marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to file a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by: mail: US Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW Washington D.C. 20250-9410, via fax: 202-690-7442, or via email program.intake@usda.gov.

USDA AND THIS PROGRAM IS AN EQUAL OPPORTUNITY PROVIDER, EMPLOYEER, AND LENDER.

MEAL TIMES:

Breakfast	0830-0930
Lunch	1130-1230
PM Snack	1430-1530

Formula or Human Milk is offered to Infants outside of the mealtime hours noted.

Child Development Center Policies | Practices | Procedures

The Child Development Center complies with DoDI 6060.02, DoDI 6060.04, DAFI 34-144, Caring for Your Children, Managing Infections Diseases, NAEYC Accreditation Standards, ELM Curriculum Standards, USDA. Tri City Food Code as well as all local/base directives for operation of a child development center.

Confidentiality: Protecting the Rights of Children and Families

The CDC is committed to protecting and upholding the rights and privacy of children and their families. All children will be treated fairly and in a non-discriminatory way, regardless of racial, ethnic, gender, cultural, religious, and linguistic background or abilities.

All information pertaining to children and their families is maintained in a confidential manner to ensure their privacy is protected. Confidential information will only be disclosed with parental consent and only when there is an established "need to know." Our staff and volunteers receive annual training on the importance of keeping all information about children, families, and fellow staff members confidential.

Health Practices

To ensure the health and safety of every child, we count on a strong partnership with our parents. For the well-being of your child and their classmates, please keep your child home if they are feeling unwell. Our staff is trained to observe children's health upon arrival and throughout the day.

When to Keep Your Child Home

For the safety of our community, we cannot accept children into care if they show any of the following symptoms:

Symptom	Description
Fever	Any temperature above the normal range. (100.4 per MTF Pediatrics & Public Health)
Unexplained Rash	Any new or unusual rash on the body.
Stomach Issues	Diarrhea or vomiting.
Open Sores	Any open or bleeding sores that cannot be covered.
Lethargy/Discomfort	Your child is too ill to participate in regular activities or requires constant one-on-one care.

If your child develops symptoms of illness while in our care, we will contact you or your designated emergency contact immediately. We ask that you pick up your child within 30 minutes of being notified. This helps us care for your child and prevent the spread of illness.

Your child may return to the center once they are symptom-free and no longer in the contagious stage of their illness.

- **Important Readmission Rule:** If your child is sent home for any illness (including a low-grade fever with other symptoms), they are required to stay home for one full business day after the day they are sent home. For example, if a child is sent home on a Tuesday, they may return on Thursday if they are feeling well.

Communicable Diseases

- **Parent Notification:** Please notify us immediately if your child is diagnosed with a communicable disease (e.g., strep throat, flu, pink eye). This allows us to take appropriate measures.
- **Exposure Notices:** We will post in classrooms and at the front desk
- **Public Health Reporting:** In the event of an outbreak (three or more cases among children or staff), we report to Public Health. They provide us with strict guidance on cleaning, notifications, and other necessary actions to protect our community. Public Health may impose stricter exclusion requirements if needed. All such cases are also reported to the Child and Youth Program Higher Headquarters.

Allergies

Your child's safety is our top priority. To protect children with allergies, we have a clear system for documenting, communicating, and managing allergy information. We ask for your close cooperation in this important matter.

How to Inform Us About Allergies

It is essential that you inform us of any allergies your child has.

- **Official Documentation:** Please record all allergy information in the designated section of the CYPBMS child information page during enrollment.
- **Food Allergies:** All food allergies require verification from a medical professional. A Food substitution form (available at the front desk) is required to be completed by your child's medical provider.

Medication Administration

For the safety and well-being of your child, we have a strict policy for administering medication. Please read the following guidelines carefully. Medication can only be given by trained employees to children enrolled in our program.

Our standard times for administering medication are 10:00 AM and 2:00 PM. We will follow the specific times prescribed by your child's physician if they are different. Medications requiring 2 doses will not be given while child is in care unless specific directions from the child's doctor require medication to be given during program hours.

As needed medications for Asthma and Allergy required a current Action Plan outlined by the prescribing health provider is required to accompany medication and be renewed annually. Parents are contacted if medication is administered. In the event an EpiPen is needed, emergency services will also be contacted.

*All medications are kept at the front desk in a cabinet accessible only by staff.
For additional information/guidance refer to DAF Medication Administration Guide
Over the counter medications are not administered by CYP staff at any time unless
specified in an Emergency Action Plan for Asthma/Allergy.*

Your Role: The First Dose

To prevent allergic reactions at the center, we require parents to administer the first dose of any new medication at home.

- 20-Minute Observation Period: After giving the first dose, you must wait 20 minutes to observe your child for any potential reactions before they can be signed into our care.

Medication Requirements

For us to administer any medication, it must meet the following requirements:

Requirement	Details
Original Container	All medication, whether prescription or over-the-counter, must be in its original, unopened container.
Prescription Label	The pharmacy label must be complete and legible. We cannot accept medication if the label is missing any of the required information below. Prescription Label Checklist The label on the medication must clearly show: <ul style="list-style-type: none">• Child's full name• Physician's name• Name of the medication• Dosage and frequency (how much and how often)• Prescription start and end dates• Medication expiration date

Before we can administer any medication, we must have the proper documentation on file. This is to ensure we are following your healthcare provider's instructions precisely.

Every medication must be accompanied by one of the following:

- A completed AF FORM 1055 (Medication Permission Form)
- Emergency medications such as EpiPens, glucagon, rectal diazepam, nasal diazepam, Solu Cortef, asthma inhalers, and Benadryl require an Emergency Action Plan generated by pediatrics.

Parent's Responsibility for Forms

- If your provider gives you a separate note or form: You, the parent, are responsible for transferring all the necessary information from the provider's note onto the AF FORM 1055 and signing it. We cannot accept the medication until this is done.
- Following Instructions: Our staff will always administer medication exactly as instructed by the healthcare provider on the submitted forms.

Daily Permission is Required

For your child's safety, we require your permission each day to administer medication.

How to Give Daily Permission	Details
Primary Method	Please initial and date the bottom of the AF FORM 1055 each morning when you drop off your child.
Forgot to Initial?	If you forget to initial the form at drop-off, you may grant permission for that day by sending an email to the center.

Topicals

Sunscreens, lip balms, hand lotions, non-prescribed diaper ointments/creams, hand sanitizers, and insect repellants.

A parent/guardian is required to authorize application of non-prescription topicals annually. An AF Form 1055 is not required for topicals unless they have been prescribed by a health care provider.

Only Sunscreens, insect repellents, and hand sanitizers approved by the CYP Medical Advisor AND purchased by CYP will be applied to children/youth. Any exception to the approved and purchase sunscreens, insect repellants, and hand sanitizers must be accompanied by a detailed note signed by a health care provider and updated annually.

Non-prescribed hand lotions, lip balms, and diaper ointments/creams must be supplied by the parent/guardian and be clearly labeled with the child's first and last name.

Diaper ointments/creams are required to be FDA approved. Coconut oil, avocado oil, and olive oil are not FDA approved diaper cream/ointments. Diaper cream applicators are prohibited.

Hand Sanitizers are only used on children 2 years of age and older and only in the event handwashing is not available.

Homemade hand lotions, lip balms, and diaper ointments/creams are prohibited. Lotions, lip balms, and diaper ointments/creams are not authorized in glass jars. Aerosol/spray or powder diaper ointments/lotions are prohibited. CBD/Hemp lotions and oils are not approved for use in our programs.

Sunscreen is required to be "broad-spectrum" with SPF of at least 15.

Oral Health

At our center, we believe in fostering lifelong healthy habits, and that includes excellent oral hygiene! We actively promote regular toothbrushing and good oral health practices for all our young children. Program provides an age-appropriate toothbrush for every child. Parents may bring in FDA approved pediatric toothpaste.

Oral Care by Age Group

Age Group	Practice	Details
Infants (Under 1 year)	Gum Cleaning	After eating, our staff gently clean your infant's gums with a soft cloth to remove food particles.
Toddlers (Over 1 year)	Tooth Brushing & Gum Cleaning	Children are provided the opportunity to brush their teeth and clean their gums at least once daily to remove food and plaque. While brushing, toothpaste is not required.

Nutrition for Oral Health

Our center's menu is thoughtfully designed to support good oral health. We prioritize foods that naturally contribute to strong teeth and gums:

- High in Protein
- Rich in Vitamins A & C
- Low in Salt and Sugar

By combining good nutrition with consistent oral hygiene practices, we aim to give your child a strong foundation for a healthy smile!

Healthy & Safe Environment

To ensure the health and safety of all children in our care, we strictly enforce a smoke-free, drug-free, and alcohol-free environment at all Child & Youth Programs (CYP), in accordance with Department of Air Force policy.

We are dedicated to providing a setting that is a positive and healthy influence for your child. To achieve this, please be aware of the following rules:

- **Prohibited Substances:** Smoking, consuming alcohol, using tobacco products (including e-cigarettes/vaping), and using illegal drugs (including marijuana) are strictly prohibited in the sight or presence of children at any CYP facility, sponsored activity, or in Family Child Care (FCC) homes.
- **Zero Tolerance for Influence:** For the safety of everyone, no person who is under the influence of alcohol or illegal drugs may attend, supervise, or participate in any of our programs.
- **Whom This Applies To:** This policy applies to all staff, providers, volunteers, contractors, and parents during all program activities.

Thank you for your partnership in helping us maintain a safe, healthy, and nurturing space for your children to thrive.

Smoking zone is 50' from the facility/playgrounds.

Classroom Animals

We believe that interacting with animals can be a valuable and enriching part of your child's learning experience. To ensure these interactions are safe and positive for everyone, we follow strict guidelines:

- **Health and Safety First:** Before any animal is introduced to the classroom, it must be thoroughly evaluated and approved by the Base Veterinarian. This includes a full check of its immunizations and an assessment to ensure it has a suitable temperament for interacting with children.

- **Supervised Interactions:** All interactions between children and animals are closely supervised by our teaching staff. Our team is trained to guide the children on how to handle and behave with our animal friends gently and appropriately, ensuring a safe and positive experience for both the children and the animals.

If you have any questions about animals in your children's classroom, please don't hesitate to speak with the staff.

Handwashing: Our First Line of Defense

Good handwashing is the single most effective way to prevent the spread of germs and illness. It is a fundamental practice for all children, staff, volunteers, and visiting parents.

- **Upon Arrival:** All children and parents are required to wash their hands immediately upon entering the facility.
 - **Throughout the Day:** Staff supervise and assist children to ensure proper handwashing before and after meals, after using the restroom, after playing outdoors, and whenever hands are visibly soiled.
 - **Adult Visitors:** Any adult entering a classroom is asked to wash their hands to help us maintain a healthy environment.
-

Cleaning and Sanitation: A Healthy Space

Maintaining a clean and sanitized environment is crucial. Our staff is thoroughly trained in cleaning guidelines and protocols to ensure that all areas are routinely cleaned and disinfected.

- **Routine Cleaning:** We regularly clean all surfaces, toys, and equipment with soap and water to remove germs.
 - **Sanitization:** Some items and surfaces receive an additional sanitization step to further reduce germs and prevent the transmission of illness.
-

Standard Precautions: Protecting Against Illness

We follow Standard Universal Precautions as outlined by the Centers for Disease Control and Prevention (CDC). These practices are designed to minimize exposure to blood and other bodily fluids and to reduce the spread of infectious materials. This means our staff is trained to safely handle situations involving bodily fluids, ensuring the health and safety of both children and staff.

By following these essential practices, we work together to create a healthy and safe learning environment for all children.

Minor Accident Procedures

The safety of your child is our primary concern. To ensure transparent communication and proper care, we follow a strict protocol for documenting all injuries and notifying parents.

Procedure	Description
Documentation	All injuries, no matter how minor, are documented on an AF Form 1187, Youth Flight Accident Report.
Immediate Notification	For any minor injury occurring from the neck up (e.g., a bump on the head, a small cut on the lip), parents will be notified immediately by telephone.
End-of-Day Notification	For all other minor injuries (e.g., a scraped knee or elbow), parents will be notified at pick-up time at the end of the day. A copy of the accident report will be provided.

Protocol for Situations Requiring Emergency Medical Treatment

In the event of a serious accident or illness requiring emergency medical care, the center follows a strict and immediate protocol to ensure your child receives the best possible care while we contact you.

Step	Action
1. Emergency Response	An ambulance will be called, and the child will be transported to a local hospital for treatment.
2. Information Transfer	Your child's emergency medical authorization information will be provided directly to the hospital staff upon arrival.
3. Continuous Support	A dedicated CDC staff member will accompany your child to the hospital and remain with them at all times until a parent or guardian arrives.
4. Immediate Parent Contact	Simultaneously, our front desk staff will begin contacting parents immediately upon notification of the emergency, using all contact information provided.

Concussion Awareness & Protocol

To ensure the safety of all children, our staff are trained in the cause, prevention, recognition, and appropriate response to head injuries. We adhere to the concussion

safety guidelines and protocols established by the Centers for Disease Control and Prevention (CDC). While we take every precaution to minimize risks, we will notify you immediately if we suspect your child has sustained a concussion.

<https://www.cdc.gov/heads-up/training/school-professionals.html>

Emergency Response Procedures

The Child Development Center has a comprehensive emergency response plan to ensure the safety of all children and staff. In accordance with DAFI 34-144, *Child and Youth Programs*, we conduct regular drills and are prepared for multiple scenarios. Our primary responses are as follows:

Emergency Scenario	Response Protocol
Internal Hazard (e.g., Fire)	Building Evacuation: Monthly fire drills are conducted to practice a swift and orderly evacuation of the building. Drill times are varied to include mornings, naptime, and afternoons.
External Hazard (e.g., Natural Emergency)	Shelter-in-Place: For threats outside the facility, all children and occupants will shelter in designated, secure program areas within the building.
Off-Premises Evacuation	In the event an emergency requires us to leave the CDC property, the program will coordinate transportation to a designated safe location. Care will continue uninterrupted until each child is picked up by an authorized individual.

An exception to these protocols is for individual medical emergencies, which are handled separately to provide immediate medical care.

Child Development Center has an Emergency Response Plan and Disaster Preparedness Plan that provides in-depth details for responding to various situations. Each is posted in the Child Development Center by each exit.

CHILD GUIDANCE

Our Approach to Positive Guidance & Touch

Our primary goal is to foster a kind, respectful, and safe environment for every child. We guide children in a way that helps them develop self-control, build self-esteem, and learn to solve problems in a positive way. We see discipline as an opportunity to teach, not to punish.

Our staff partners with parents to model fairness, consistency, and respect for children's needs. We establish simple, understandable rules - often with the children's inputs - so that everyone knows what to expect.

Guiding Behavior in Our Classrooms

To create a supportive and predictable environment, our staff uses a variety of positive guidance techniques.

Our Methods Include:

- Modeling polite and appropriate behavior.
- Praising and encouraging positive choices.
- Redirecting children to a more suitable activity.
- Helping children identify their feelings and express them with words.
- Using simple, positive reminders of the rules.
- Guiding children to solve problems and find fair solutions.
- Providing a quiet, safe space for a child to "regroup" and regain self-control when overwhelmed.

Practices We Strictly Prohibit:

- Physical punishment of any kind (including spanking, slapping, or shaking).
- Yelling, threatening, shaming, or making derogatory remarks.
- Isolating a child out of adult sight.
- Withholding food, snacks, or outdoor playtime as punishment.
- Punishing a child for toileting accidents.

Partnering with Parents for Challenging Behaviors

Every child develops at their own pace, and learning to play, share, and interact with others is a big part of that growth. Sometimes, a child may develop behaviors that get in the way of their ability to learn and make friends, or that pose a safety risk to themselves or others.

Our commitment is to help every child succeed. If we notice a consistent pattern of behavior that puts a child or their peers at risk, we will partner with you. Together, we will create a tailored support plan designed to address the behavior and provide your child with the tools they need to thrive in a social setting and at school. Our goal is always to work proactively and collaboratively to ensure your child's well-being and success.

Our process is focused on support and partnership:

1. **Communication:** Should a persistent issue arise, our staff will inform the Director, and you will be contacted to discuss the situation.

2. **Behavior Support Plan:** If needed, we will schedule a meeting with you to create an **Inclusion Support Plan (ISP)**. This is a collaborative plan with the shared goal of replacing challenging behaviors with positive social skills. Our focus is always on modifying the behavior within our program rather than immediately resorting to suspension.
3. **Additional Support:** In some cases, an Inclusion Action Team (IAT) which is a team comprised of CYP staff, parents, CYP leadership, FW JA, SFS, FAO, and/or MFRC. This team meets provide additional resources and recommendations for care.

While our goal is always to work through challenges, severe incidents that risk the safety of your child or others may require you to pick up your child for the day. Consistent behavior problems that do not improve with a support plan may, as a last resort, result in suspension or termination of care.

Policy on Appropriate & Comforting Touch

Positive, appropriate touch is essential for a child's healthy growth and emotional well-being. Our staff is trained to interact with children in a way that is comforting, reassuring, and respectful.

Examples of Appropriate Touch:

- A welcoming hug or a reassuring pat on the shoulder.
- Rubbing a child's back to help them relax at naptime.
- Holding hands during a group walk.
- Allowing a child to sit on a staff member's lap for comfort.

Most importantly, we respect a child's personal space. **A child always has the right to refuse a touch.** Inappropriate touching that makes a child feel uncomfortable is strictly prohibited. All diapering and toileting will be done in a professional manner and in view of other staff members to ensure transparency and safety.

Partnering to Support Children with Special Needs

We are committed to creating an inclusive and supportive environment for every child. To ensure we can provide the best possible care for your child, it is essential that we build a strong partnership from the very beginning.

Sharing Information

When you register, please share any information regarding your child's special needs. This includes, but is not limited to:

- Allergies
- Asthma

- Speech or developmental delays
- Physical limitations
- An Individualized Education Plan (IEP) or other support plans

This information allows us to understand your child's unique needs and prepare to meet them effectively.

Our Support Process

Our goal is to ensure our program is the right fit for your child's success and well-being.

1. **Partnership with Experts:** We work closely with the base medical advisor and other specialists to ensure we can provide any specialized attention your child may require.
2. **Team Review:** In some cases, a dedicated support team may meet to review your child's needs and determine if our environment and staff can fully support them.
3. **Finding the Best Fit:** Our primary goal is to help you find the most appropriate and supportive environment for your child. If we determine that our program cannot accommodate your child's specific needs, we will provide you with a list of resources and referrals for alternative care options.

Your openness and collaboration are key to helping us provide a safe, nurturing, and successful experience for your child.

Child Abuse Prevention

At MHAFC CDC, the safety and well-being of your child is our foremost priority. We maintain a comprehensive safety program that includes the following policies for child abuse prevention and monitoring:

Policy	Description
Staff Training	All staff members are required to complete annual training on child abuse and neglect prevention, identification, and reporting procedures.
Mandatory Reporting	In accordance with state law, all staff members are mandated reporters. This means they are legally obligated to report any <u>suspected</u> cases of child abuse or neglect to the appropriate authorities.

Internal Protocol	Staff are trained to immediately report any concerns to the Center Director or Assistant Director to ensure a swift and appropriate response.
Video Monitoring	For the protection of both children and staff, our facility is equipped with a closed-circuit video monitoring and recording system. Your child may be monitored and recorded as part of their enrollment in our program.

NAEYC Program responsibility to Child Abuse Prevention

As an accredited center MHAFB adheres to NAEYC policies/practices/procedures as outlined for DAF Child Development Centers. Specific criteria have been adjusted and grandfathered in due to stringent oversight of all DAF CYP programs.

***Staffing and Supervision**

To ensure a safe and supportive environment, we maintain low staff-to-child ratios. We employ an adequate number of qualified staff to provide attentive supervision for all children and to meet their individual needs. This approach allows our teachers to closely monitor the well-being and safety of every child in our care.

***Safe & Visible Spaces**

We have thoughtfully designed our indoor and outdoor environments to be open and visible. This design ensures that children can enjoy quiet time or play in small groups while still being unobtrusively supervised by our staff. Our spaces are intentionally arranged to prevent hidden areas, ensuring that all interactions are safe and public.

***Comprehensive Staff Training**

All staff, substitutes, and volunteers are required to complete extensive training before they begin and receive refresher training at regular intervals. This training ensures our team is prepared to create the safest possible environment and includes:

- Understanding and identifying signs of potential abuse.
- Strategies for preventing abuse in a group setting.
- Our program's positive discipline and child guidance policies.
- The legal obligation and procedures for reporting any suspicion of child abuse to the proper authorities.

***Secure Facility & Visitor Policy**

We maintain a secure facility to ensure the safety of all children. Access is controlled, and all visitors, including parents, are required to sign in and out at the administrative office.

***Supervision & Parent Partnership**

Our teachers and caregivers are supervised by qualified personnel on an ongoing basis to ensure our high standards of care are always met.

We view parents as our partners in creating a wonderful environment for children. We encourage you to spend time in the program and welcome drop-in visits. This transparency helps reduce isolation and builds a strong, trusting community.

***The Importance of Nurturing Touch**

We do not have a "no-touch" policy. We believe that warm, responsive, and appropriate touch is essential for a child's healthy emotional development, especially for infants and toddlers.

Our staff are trained to use touch in a way that is comforting, respectful, and welcomed by each child. A reassuring pat on the back, a high-five, or a supportive hug can be powerful ways to show care and build trust. We are always sensitive to what is appropriate for each child's personality and cultural background. We welcome open communication with families about the importance of nurturing touch in your child's development.

Parking Lot & Vehicle Safety

For the safety of all children, please adhere to the following procedures during drop-off and pick-up. Convenient parking is available in front of the center. Youth Supervision guidelines are available at the front desk of the Child Development Center as well as <https://mountainhomefss.com>

Requirement	Rationale
Turn off your vehicle.	An unattended running vehicle is a significant safety hazard.
Accompany all children into the facility.	A child must never be left unattended in a vehicle on our premises. In such an event, our staff is required to contact the Family Advocacy Office (FAO) and Security Forces (SFS).

Additional Procedures

Transitioning to the Next Age Group

As children grow, they become ready for new challenges and learning opportunities. Our center facilitates a smooth and supportive transition to the next age group. The process is designed to ensure each child is prepared and confident for their move.

The Transition Process:

Step	Action
1. Readiness Identification	Our teaching staff will identify when a child is developmentally ready to move to the next classroom.
2. Advance Planning	We begin planning for transitions two months in advance to ensure space availability and a seamless experience.
3. Parent Notification	You will be notified 2-4 weeks before your child's scheduled transition date. The staff in the new classroom will also be notified.
4. Meet & Greet	We will schedule a parent conference to give you an opportunity to tour the new classroom and meet your child's new teachers.

Our goal is to make every transition a success by working in close partnership with each family.

Birthdays & Special Celebrations

We welcome and encourage family participation in our classroom celebrations. To ensure a safe, inclusive, and fair environment for all children, we ask families to observe the following guidelines.

Guideline	Policy Details
Family Participation	Parents are always welcome to participate in special events. We value your involvement and encourage you to share family traditions and cultural practices with us. Please speak with your child's caregiver or a director to coordinate.

Food and Refreshments	Due to health and food safety regulations, no food prepared outside of the center is permitted. Please do not bring homemade or store-bought treats for celebrations.
Party Favors	To ensure fairness and prevent lost items, party favors (e.g., goody bags) are not permitted and will not be distributed to other children.
Photos and Videos	If you wish to take photos or videos during a celebration, you must get permission from the caregiver in advance. Written consent from the parents of every child who may appear in the photo/video is required before any recording can occur.

Transportation & Field Trip

Field trips are planned excursions away from the center that provide children with valuable, firsthand learning experiences within our community. To ensure the safety of all participants, the center adheres to the following procedures.

Procedure/Standard	Description
Advance Notification	Parents will be notified in advance with specific details about any upcoming field trip, including destination, date, time, and activities.
Parental Consent	A signed parental permission form is mandatory for any child to be transported and participate in a field trip. Children without a signed form on file will not be able to attend.
Vehicle & Driver Safety	The center ensures that all transportation meets strict safety standards. This includes verifying that vehicle operators are properly qualified, vehicles are correctly maintained with current registration, and that all children are secured in developmentally appropriate safety restraints.

Visitor & Building Security Policy

The safety and security of every child are our highest priority. To maintain a secure environment, we have established clear procedures for all visitors and building access.

Visitor/Access Type	Entry/Exit Point	Sign-In/Out Required	Visitor Badge Required	Monitoring Required
All Parents & Visitors	Main Entrance Only	Yes	Yes If not here for care purposes	Yes (While in facility)
Military Personnel (Uniform with Name)	Main Entrance Only	Yes	No	Yes (While in facility)
CYP Personnel from Other Facilities (with Name Tag)	Main Entrance Only	Yes	No	Yes (While in facility)
CYP Personnel (Our Facility)	N/A	No	Yes Program Issued Name Tag	N/A

Closed-Circuit Television (CCTV) Monitoring Policy

The Mountain Home Air Force Base (MHAFB) Child Development Center utilizes a Closed-Circuit Television (CCTV) system in public areas to enhance the safety and security of our children, staff, and property. The use of this system is strictly governed by the following principles to ensure responsible and ethical operation.

Policy Aspect	Description
Primary Purpose	To deter crime and assist Staff and Security Forces in protecting individuals and property. The system is used exclusively for legitimate safety and security purposes, such as confirming alarms, patrolling public areas, and investigating criminal activity.
Prohibited Use	Any use of CCTV outside of its stated safety and security purpose is strictly prohibited. Monitoring based on race, gender, ethnicity, sexual orientation, disability, or other protected classifications is forbidden.
Oversight and Management	CYP Managers and Security Forces (SFS) are responsible for ensuring all camera monitoring practices are proper and responsible. Staff involved in monitoring are appropriately trained and supervised.

Data Security and Access Information and recorded images are used solely for safety, security, and law enforcement purposes. All recordings are stored in a secure digital file and can only be accessed by authorized personnel.

Termination of Care (DAFI 34-144, 12.9.5)

To ensure a safe, positive, and well-functioning environment for all children and staff, the Child Development Center reserves the right to terminate a child's enrollment. This action is taken seriously and may occur for reasons including, but not limited to, the following:

Reason for Termination	Description
Non-Payment	Failure to pay tuition or fees in a timely manner as per the payment agreement.
Inability to Adjust	If a child is consistently unable to adapt to the program's environment or group setting, despite collaborative efforts between the family and staff.
Failure to Comply	When a parent or guardian consistently fails to adhere to the policies and procedures outlined in this handbook.

Our Commitment to Professional Development: Staff Qualifications

The quality of care your child receives is directly linked to the expertise and training of our staff. We are committed to a rigorous and continuous professional development program to ensure our team is equipped with the latest knowledge in early childhood education.

Training Requirement	Description
Initial Training (Pre-Employment)	Before working with children, every employee must complete the Department of Air Force Orientation Training, covering child development, health, safety, creating learning environments, working with parents, teamwork, and child abuse prevention/reporting.
Safety Certification	All Program Assistants are required to complete CPR and First Aid certification within their first six months of employment.

Core Certification (PACT)	All Program Assistants must complete the Department of Air Force Program Assistant Certification Training (PACT). This comprehensive, 15-module program takes 12-18 months and covers key topics like creativity, social development, guidance, and promoting self-esteem.
Ongoing Professional Development	Our commitment doesn't stop there. Staff receive extensive, ongoing training on advanced topics such as classroom environments, curriculum planning, cognitive development, positive guidance, and working with military families.

Program Certification & Annual Inspections

The Child and Youth Program (CYP) is certified to operate under the stringent requirements of the Military Child Care Act. This certification is maintained through a series of comprehensive inspections to ensure the highest standards of safety, health, and quality.

Inspection Frequency & Type	Description
Total Inspections	A minimum of five inspections are conducted annually.
Local Inspections (4)	Includes an annual comprehensive Health and Sanitation inspection, Fire, and Safety inspections, and a Multidisciplinary team inspection.
Higher Headquarters Inspection (1)	An unannounced inspection conducted by a higher-level command to ensure ongoing compliance and quality.

Supporting Our Families: Community Resources

We understand that military life comes with unique challenges, and there are times when families may need specialized guidance or support to navigate personal or family situations. Please know that you are not alone, and our community offers a wealth of resources designed to help.

Whether you're facing a new transition, seeking counseling, or looking for educational support, a variety of on-base and off-base services are available to provide confidential assistance.

We encourage you to reach out if you need help. You can speak with a manager, or contact the following resources directly for guidance and support:

Name	Contact Information
Military & Family Readiness Center	1-208-828-2458
<ul style="list-style-type: none"> ★ Exceptional Family Member Coordinator ★ Right Start 	
DoD Child Abuse & Safety Violation Hotline	1-877-790-1197
Family Advocacy Office	1-208-828-7520
ID Child Abuse Reporting Hotline	1-888-767-2445 or 1-208-334-5437
Military Family Life Consultant	1-608-590-2709
Military One Source	1-800-342-9647 www.militaryonesource.com
New Parent Support Program	1-208-828-7520
TRICARE Behavioral Health Care	1-888-874-9378
MHSD Developmental Preschool	1-208-587-2580