
STICKY FINGERS NEWS

WELCOME TO THE CHILD DEVELOPMENT CENTER

The Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC). NAEYC is recognized as the nation's leader in setting standards for quality care. The Child Development Center is the first program in the Marine Corps and the third in the Department of Defense to be accredited by NAEYC under the new comprehensive, more stringent criteria. This means you have the opportunity to place your child in the highest quality program available. The safety and well being of your child is our first priority. We realize your part, as your child's primary teacher, and supplement your care when you are at work. Our center has an "open door" policy and we encourage visits and interaction from you here at the center. There are video cameras that continuously record each area. Children can be viewed from these if parents are reluctant to interrupt the child's activity.

Childcare services are provided from 0530 to 1800 Monday

through Friday. The center is closed for the following federal holidays: New Year's Day, Martine Luther King, Jr's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans, Day, Thanksgiving Day and Christmas Day. Any other closings are at the discretion of the Command. Fees are applied in weekly increments from Monday to Friday. Discounts are not given for holiday closures, days missed, illness or leave periods.

The Child Development Center serves food in accordance with the Child and Adult Food Program through the USDA. Breakfast, Lunch and an afternoon Snack is provided at no charge. Infant formula and Gerber baby food is provided. No outside foods or drink are allowed at the Child Development Center. Food Allergies and religious food restrictions are accommodated with the proper documentation provided by parents.

REGISTRATION AND ADMISSION PROCEDURES

Patrons that are eligible for childcare services are those that

have children 6 weeks to 5 years old (not enrolled in Kindergarten) and meet one of the following requirements: active duty, department of defense employees, reservists on active orders military retirees, or contractors all of whom must be attached to the Marine Corps Air Station, Yuma. Patrons are required to complete an Application for Child Care DD form 2606 for child care services. When space is not available, a waiting list is maintained with a priority placement system. Parents must contact the Resource and Referral Office to update their application every six weeks. Those that neglect to do so will be removed from the waiting list. When a space becomes available, parents will receive a phone call offering the child care space. Parents will need to return the call either accepting or declining the space. Parents declining the space will be placed at the bottom of the list after the first decline and remove from the list if there are further declines. Parents accepting the space will be required to pay a non-refundable \$35.00 registration fee. They will be required to submit the following documents: current pay information for both parents,

school schedule if childcare is requested for educational purposes, updated immunization records, birth certificate NAVMC 10922 or Basic Information Record (BIR) form to verify child's eligibility for childcare services and family care plan for single and dual active duty military members. This is due by the following day. Those that fail to provide the registration fee and required documentation will forfeit the space that was offered and they will be removed from the waiting list. They may re-register for the waiting list if they so choose. The child enrollment packet is then given to the parent for them to complete. This packet is due back and a parent orientation is required before the child's start date. Children will not start and fees will be applied for those failing to provide the documentation required.

The Child Development Center operates without discrimination to race, color, gender, special needs, national origin or the grade of the sponsor. Children identified with special needs will register with the Exceptional Family Member Program. No otherwise qualified person with a disability will be subjected to discrimination. A Special Needs Evaluation and Review Team will make an assessment and report to the Commanding Officer on the CDC's ability to

accommodate the child's special needs.

FEES & CHARGES

Fees are based on total family income and are due each week on Monday. These must be paid before 17:15. The center does not accept payments on any day after 17:15. Patrons are welcome to pay on a weekly basis or may pay for as many weeks ahead of time as they choose. Weekly fees are not reduced for children that are absent for any reason. Fees are not prorated for holiday closures.

Vacation

Vacation is available after the child has been enrolled for a minimum of 90 days. Parents must submit a 2-week notice of vacation. During these two weeks, the parent does not have to pay fees to hold their child's space during their vacation however; the child may not attend childcare during this period without additional fees being assessed.

Withdrawal

Parents that wish to terminate childcare services are required to submit a withdrawal form on or before the Monday that occurs two weeks prior to the disenrollment date. Those that do not submit a 2-week written notice of withdrawal will be assessed a total of 2 weeks of fees.

Additional Charges

A \$5.00 charge will be assessed to replace the swipe card used to document the child's

attendance. A charge of \$10.00 will be assessed to any account when weekly fees are not paid on Monday of the week care is received unless a credit exists on the account. Children will not be allowed into care on the following Monday if fees are not current. Fees will continue to be assessed until the child is disenrolled. A fee of \$1.00 per minute per child will be assessed for any child not picked up by 1800 each evening. A fee of \$1.00 per diaper will be assessed if a child doesn't have their own diapers available for diaper changes.

CYTP will accept Department of Economic Security (DES) subsidy for those sponsors qualifying. It is the sponsor's responsibility to apply for the subsidy and provide DES with all required documentation. The contract that is signed by the sponsor with CYTP will identify the fees that will be assessed. Any fees that DES does not cover are the responsibility of the sponsor and will be paid immediately upon notice or services will be terminated.

DISCIPLINE POLICY

The CDD encourages children to become responsible, caring individuals through the development of self-control and respect for the rights of others. Positive disciplinary techniques such as redirection, positive verbal reinforcement, choices

and temporarily removing children from stressful situations are employed. Each classroom has a "time-out" area that allows a child the time and space needed to gain control of their emotions and reflect upon their behavior. Children choose when they are ready to continue to participate. If these techniques do not deter inappropriate behavior, parents will be notified and required to be involved in guiding their child's behavior.

Corporal punishment is strictly forbidden, as is any form of demeaning or embarrassing treatment of children. In addition, parents are not allowed to administer any form of physical punishment to their child while at the Center.

Children that display recurring behavior problems will be handled on an individual basis. If behaviors persist and prevent the child from participating, interfere with other children's ability to participate or cause teachers to spend much of their time with that child or the child injures others, the child will be disenrolled.

Biting

Biting is a serious behavior problem and the CDC maintains a Biting Policy to reflect this seriousness. Children who repeatedly bite other children may be removed from the program until the behavior subsides or may be disenrolled. When bites are severe or break the skin, the child could be sent home without notice. Each

situation will be handled individually and parents will be informed of each biting incident.

Child Abuse and Neglect

Child Abuse reporting procedures are followed when any allegations against parents, family members, or staff are made. The staff member is removed from the direct care of children until an investigation is completed. Any suspicion of child abuse is reported to Criminal Investigation Division, Family Advocacy and Child Protective Services. The DoD child abuse hotline number is 1-888-SOS-CHILD.

Children enrolled in any of the services provided by the Child Development Center are closely observed for signs of abuse and/or neglect. Emotional symptoms, bruises, changes in behavior and other potential forms of abuse and/or neglect will be referred to the Family Advocacy Representative in the case of military dependents and Child Protective Services in the case of civilian dependents. Those families experiencing serious stresses are encouraged to contact the Family Advocacy Program to arrange for counseling services.

DROP-IN CHILDCARE

The CDC has space available for drop-in child care. Reservations for these spaces are taken one week in advance in hourly increments. Reservations start at 0600 on Monday mornings. Reservations have to be canceled with 24 hours of notice or a \$10.00 non-cancellation fee is applied. Children could be cared for in a multi-aged classroom.

IMPORTANT PHONE NUMBERS

**Resource &
Referral/Supplemental
Programs
269-3234
Child Development Center
269-2350
Family Child Care
269-3233
Youth Center
269-3659**