

YOUTH CENTER

WELCOME TO THE YOUTH CENTER

Here at the Youth Center we are dedicated to quality program. The safety and well being of your child is our first priority. 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 areas. Children can be viewed from these if parents are reluctant to interrupt the child's activity.

Services Provided

School Age Childcare (SAC) services while school is in session are provided from 0530 to 0800 and 1400 to 1800 Monday through Friday. Afternoon hours for Wednesday, early out day, start at 1300. Additional early out days are accommodated with advance notice. 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.

SAC is accredited by the National Afterschool Association a hallmark in quality care and programming.

Kids enrolled in SAC are provided with fun activities, an opportunity to do homework during the school year and nutritious snacks and meals that are Child and Adult Food Program approved.

Open Recreation services are provided from 1400-1900 Monday through Friday and Saturday from 1200-1800 free of charge for kids that are ten years of age and older. These kids may sign themselves in and out of the Youth Center. All school age children under the age of ten must be signed in and out by an adult but may participate from 1600 to 1800. Open Rec is not a "childcare" setting; it is an Open Recreations setting and is not structure to provide supervision like a school age care setting.

Boys and Girls Club affiliation exists and the following programs are available:

Power Hour that is offered during the school year to help kids with their homework and offer incentive.

Torch Club for children wishing to volunteer in the community.

Project Learned to incorporate cognitive development in a fun, hands-on way.

The next clubs are for healthy lifestyle development – *Cavity Free Zone* and *Triple Play*.

Other clubs include *Free Choice Art*, *Smart Girls*, and *Culinary Club*. These clubs are offered for Open Recreation participants only.

Preteen and Teen events occur each Friday night from 1800-2200. Kids plan what they want to do on the monthly calendar and then come and have a great time. Some activities include talent shows, scavenger hunts, water wars, pool, and play station tournaments, ice cream socials, movie night, etc. Larger events occur like "lock ins" (overnight slumber parties), bingo casino night, Mardi Gras, Luau, Haunted House, and other activities. Parent involvement is always encouraged to ensure successful events.

Summer, Winter and Spring Camps are offered for parents that need childcare services during school breaks. Current

registration is required. As long as parent use camps throughout the year a re-registration fee of \$17.50 will be due on an annual basis. Those that do not stay current will pay the \$35.00 registration fee each time they re-enroll.

Part-Day Preschool services are offered for children that are three to five years of age that do not meet the deadline for kindergarten enrollment. This program enrolls children that are potty trained and provides enrichment activities based on the Creative Curriculum. The classes meet during the school year and break when Yuma School District #1 observes vacations. The class meets Monday through Thursday from 900-1200. Lunch is served from 1130 to 1200.

REGISTRATION AND ADMISSION PROCEDURES

Patrons that are eligible for childcare services are those that have children enrolled in Kindergarten or older 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 Youth 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 YC'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. No registration fee is required for Open Recreation use. A registration packet is required and signature from both the parent and their child are

required in various places to include the internet usage agreement and behavior policy. If parents are late picking their child up from an event or from Open Rec., a late pick-up fee of \$1.00 every minute after close will be assessed.

Vacation

Two weeks of vacation is available on an annual basis after the child has been enrolled for a minimum of 90 days for SAC. 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 the program 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.

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 YC 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 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.

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 Youth and Teen Programs 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 CHILD CARE

The YC typically has space available for drop-in child care. Reservations for these spaces are taken one week in advance in hourly increments on a “first come, first serve basis. Reservations start at 0600 on Monday mornings. Reservations may only be made during regular care hours. Available hours are identified by times that Yuma School District is not in session. Reservations have to be canceled with 24 hours of notice or a \$10.00 non-cancellation fee is applied.

IMPORTANT PHONE NUMBERS

**Resource &
Referral/Supplemental
Programs
269-3234**
**Child Development Center
269-2350**
**Family Child Care
269-3233**
**Youth Center
269-3659/5390**