

**EGLIN AIR FORCE
BASE**



School Age Care

Parent Handbook

DEPARTMENT OF THE AIR FORCE



SCHOOL-AGE CARE

SCHOOL AGE CARE

OPEN: MONDAY - FRIDAY | HOURS: 6 AM - 6 PM

 850-882-8291

 2582B Hatchee Road

 www.eglinlife.com/youth

Welcome

The Eglin School Age Care program would like to welcome you and your family to our program. We offer developmental care for school aged children ages 5-12. Our services are provided to assist active duty, reserve, civilian, and contractors to meet their obligations to the Air Force. The children enjoy social, educational and recreational opportunities while in our care.

Parents are a vital link to the success of our program and the children's experiences. Parents are always welcome and we invite you to visit with staff and spend time with your children at the program. We look forward to many positive experiences with you and your children.

Hours of Operation

MONDAY - FRIDAY

Before School 0600 – 0815 and After School until 1800.

We are closed the day after Thanksgiving and on all federal holidays, which are included in your fees. No prorating will be done for holidays.

We will provide a full day program (0600 – 1800) when school is closed due to teacher workshops, winter and spring breaks, or similar reasons.

Facility Phone Numbers

School Age Care _____ 850-882-8291

Youth Center _____ 850-882-8212

Key Personnel

Airman and Family Services Flight Chief – Tamera Gerstbrodie, (850) 882-3337

Youth Director – Ann Lienemann, (850) 883-1631

School Age Coordinator – (vacant) (850) 882-8029

School Age Site Coordinator – Colette Douglas (850) 882-8047

Training and Curriculum Specialist – Philana Bradberry, (850) 882-8020

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"A POSITIVE PLACE FOR KIDS"



Air Force CYP Mission Statement

To assist DoD military and civilian personnel in balancing the competing demands of the accomplishments of the DoD mission and family life by managing and delivering a system of quality, available, and affordable programs and services for eligible children and youth birth through 18 years of age.

Eglin School Age Care Goals

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

Accreditation

The Eglin AFB School Age Care program is certified through the Department of Defense Child Development Services and is accredited by the Council of Accreditation. Certification and accreditation are earned by high quality centers that provide a safe environment as well as developmentally appropriate curriculum. The center experiences a minimum of five inspections each year to ensure the health and safety of our youth. The results of these inspections are available for review upon request.

Privacy and Confidentiality

Your right to privacy and confidentiality are of the utmost importance to the program. All financial information, personal information and child assessment information are covered under our confidentiality policy. The only persons with access to your financial information are our desk clerks, administrators, Flight Chief and any other persons that you specify. Your personal information and child's assessment information are only available to your child's classroom teachers, training staff, administrators, specialists called in for a consult and any other persons that you specify. If you have any questions about what information is covered, how the information is protected or who is allowed access to it, please contact the School Age Program Coordinator or Site Coordinator.

Tobacco, Drug and Alcohol Free Policy

According to Air Force policies, the School Age Care program is a tobacco, drug and alcohol free facility. Tobacco use, including vapes, is prohibited in the building and in any areas in proximity of the center.

Closed Circuit Video Monitoring

All children may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in Eglin School Age Care program.

Enrollment

To request care with the School Age Care program, please go to www.militarychildcare.com to set up an account and complete a request for care. Requests can be made throughout the year and once space is available, you will be contacted regarding registration procedures. A current immunization record, to include a recent flu vaccination, and pay information is required at the time of registration.

All parents who enroll their child in the center will be provided a tour of the facility and emailed orientation slides. The parent and child will be given an opportunity to visit their wing, meet the staff and become familiar with the program.

Registration Requirements

- Registration within the CYP Business Management System
 - USDA Application
 - Credit Card Authorization
 - Enrollment Agreement
- Completed and up-to-date immunization record
- Application for Department of Defense Child Care Fees (DD Form 2652) with proof of income and/or education enrollment documentation
- Completed Special Needs Package, if necessary. All special needs packages must be reviewed by program medical advisor and Inclusion Action Team prior to enrollment.

Fees and Charges

Fees are based on combined family income and mandated by the Quality of Life Initiative set forth by the Department of Defense and shall be applied to all children who attend the program. Summer Camp fees are charged for weeks attending.

All fees are debited automatically through the CYP Business Management System. Partial payment will not be accepted. If the credit/debit card is declined a fee of \$5.00 per business day per family fee will be assessed and if immediate payment is not received, your children will be withdrawn from the program.

Late Pick Up Procedures and Fees

If your child has not been picked up by 1800, we will make every attempt to locate an authorized individual to pick up. If we are unsuccessful, we are required by regulations (AFI 34-144) to notify Security Forces after 30 minutes. A late fee of \$2.00 per minute will be charged after 1810.

Transportation to Area Schools

The School Age Care program transports children to Eglin Elementary as part of your enrollment. We also transport to Lewis School (fee charged for waived students). For more information concerning fees and registration for transportation, please contact the Youth Center at (850) 882-8212. There are various schools that pick up and drop off at the Youth Center/School Age Care Campus, please contact your school for their transportation schedule.

Health Policy

Our program follows the exclusion/readmission guidelines listed in, Managing Infectious Diseases in Child Care and Schools. In addition, if your child is not able to participate and staff members determine that they cannot care for your child without compromising their ability to care for the health and safety of the other children in the group, your child will be excluded from care. Parents will be contacted if their child's symptoms are excludable and must pick up their child within one hour of notification. If your child is diagnosed with a communicable illness/disease, please notify the center as soon as possible.

Allergies

If your child has or develops an allergy/allergies, please notify the front desk. If your child has a food allergy, documentation to include recommended nutritionally equivalent food substitutions and an exposure plan must be provided by the child's health care provider and maintained on file.

Injuries and Accident Reports

Families will be notified if their child sustains an injury while at the center. In every instance, an accident report is completed, made available for review when the child is picked up. Additionally, a courtesy call to the parent will be made if the injury is serious in nature and/or above the shoulders.

Medication

- Prescription medication will be administered in accordance with AFI 34-144.
- An AF Form 1055 must be filled out completely and initialed and dated by the parent each day medication is to be given to a child (Form 1055 must be signed annually for epi-pens and inhalers.) Medication will be kept in a secure location at the front desk.
- No over-the-counter medications, including Tylenol, will be given without a doctor's permission.

Annually, parental permission to apply sunscreen and insect repellent (approved by medical advisor and purchased by the program) is obtained through the CYP Business Management System.

- Medication can be accepted on an “as needed” basis, but must have daily written approval from the parents/guardian as well as doctor’s approval.
- All medications must be in the original containers and must have the following information on the prescription label: name of physician, date filed, prescription number, child’s name, dosage amount, frequency, and ending date (ex. Use for ten days or until completed.) Prescriptions must be current and have an expiration date.
- Staff who administer medication are trained annually by a health professional on the correct procedures for administering medications.
- If authorization has not been given, the parent will be phoned for verbal authorization.
- **The first dose of a new medicine must be given by the child’s family who remain with the child for twenty minutes in case of allergic reaction.**

Special Needs

The School Age Care program supports inclusion and participation of youth with disabilities; as well as youth with special learning, medical and developmental needs. The program and family work closely with the medical advisor and the Inclusion Action team (IAT) for placement in the most appropriate, inclusive setting.

- When a child is enrolled and the parents indicate a special need, a Special needs Package must be filled out by the parents and their pediatrician. Once the package has been filled out, it is returned to the center for a review by the IAT. Families are invited to the monthly meeting as active participants.
- If the recommendation is for inclusion in the program, a reasonable period of time must be determined to allow for staff training and environmental modification to meet the child’s needs.
- If a child is identified with a potential special need once enrolled in the program, families will be required to seek professional evaluation and package submission to the IAT within 45 days. If the parents refuse to engage additional services to support their child’s development, termination from our program may be necessary.
- If reasonable accommodations can be met, an Inclusion Action Plan will be developed.

Child Abuse/Neglect Reporting

All program staff members are trained annually and are mandated reporters of any suspected child abuse or neglect. The program director notifies Family Advocacy Office (FAO) who will then determine what, if any action needs to be taken. Any staff may report to FAO, the DoD Child Abuse Hotline and/or the Florida Child Abuse Hotline. Our reporting policy also applies for any staff member using any inappropriate discipline methods with children. All suspected physical abuse and neglect will be reported to the appropriate agencies on base. If a staff member is “alleged” to have acted inappropriately, that person will be removed from the building and from being with children, until the investigation is completed.

Supervision of Children/Transportation

Children are under adult supervision at all times. Child/youth ratios may vary by activity room provided the overall building ratio remains no more than 12 children to 1 teaching staff.

When children go on field trips away from the center the ratio is 1 staff per 12 children. For water related and other high risk activities, the ratio is 1 staff per 8 children. We also ask that parental volunteers go on the trip to provide additional supervision. Parents may be asked to accompany their child on a field trip if their child requires additional supervision to ensure safety; or the child may remain at the center.

Transportation of children for field trips will be in accordance with AFI 34-144.5.6 with inspected vehicles, vetted drivers, and appropriate supervision; a Coordinator will be happy to provide additional details regarding the safe transportation of youth by the center. In the unlikely event that a child be left behind or is uncounted for, simultaneously action will be taken to immediately notify law enforcement, the family and management while a search is conducted in the vicinity of last known area until law enforcement arrives and directs the actions of center staff.

All staff at the SAC have completed background checks prior to working alone with children. Please be aware that if a staff member is wearing a red shirt the center is awaiting completion of their background check and they may not be alone with children.

Communication with Families

Communicating with parents on an on-going basis is one of the main goals of our staff. We utilize several different methods to effectively communicate with families. Some examples include formal and informal conferences, CYP Business Management System, surveys, handouts for special events, lobby marquee/TV display, Facebook, Parent Information Boards, and special events calendars. We will continue to notify parents via phone or CYP Business Management System of emergency closures when their children are located at the SAC.

Family and Cultural Values

We strive to implement our curriculum in a way that is respectful to family's cultural and individual differences in order to encourage celebration of diversity and promote understanding. We also ask for information about other languages spoken at home, other than English, so we can help your child continue to develop his/her home language and English at the same time.

Parents Advisory Council

Parents are an integral part of the School Age Care program and the Parent Advisory Council serves in an advisory function, providing recommendations for improving services, partnering with the center to offer additional opportunities for family participation and recognize exemplary staff. Information about inspections, new requirements, and other topics are covered at the monthly meetings of this board of family members. Please see the parent board for information on the group and scheduled meeting.

Meals

Wholesome, well-balanced meals are provided according to the USDA Child Care Food Program at no additional charge. A cycle menu designed to meet USDA nutritional requirements is posted along with the daily menu. Parents are asked not to bring food from home. Some children have life threatening food allergies, so it is vital that we monitor all food and drinks in the building. Please inform us if your child is on a medically necessary special diet or is allergic to any foods. Allergies must be noted by a physician on an Exposure Response Plan and will be available to need-to-know staff in the child's wing.

Staff Qualifications

All SAC employees that work with children must successfully compete the following:

- Local Agency and national Background Checks.
- New Employee Orientation and twenty four hours of annual training to include positive guidance, appropriate touch, child abuse reporting and identification.
- CPR and First Aid within six months of employment and completion of the fifteen training modules within eighteen months.
- Many staff achieve and hold a Child Development Associate (CDA) Credential. The CDA certifies the training, qualifications and demonstrated skills in child development.
- Associate and Bachelor's Degrees in Early Childhood or Education have been completed by many of our classroom staff.

Clothing

Please send your child in comfortable play clothes. The youth are involved in active play and if you feel your child needs an extra set of clothing, please label with your child's name and it will be placed in their homeroom cubby. We want children to feel free to participate in all activities.

Shoes should be worn which are safe for active play. Please bring your child with socks and tennis shoes or other comfortable, well-fitting closed toed shoes.

Please dress your child appropriately for the weather.

Guidance/Discipline Policy

All personnel practice a positive approach to discipline that will aid children in developing self-control. The goal is for children to learn to regulate their own behavior and follow rules and limits, not because they are afraid of being punished, but because a caring and trusting relationship has been nurtured and developed. If children exhibit negative behaviors on a continual basis a parent meeting will be scheduled and youth may be placed on an AF CYP Behavior Support Plan. No form of guidance such as spanking, withholding food, frightening, verbal abuse, humiliating, or binding will be tolerated.

Termination of Enrollment

The School Age Care program is designed to be a positive experience for children. Occasionally, the program may not be appropriate for a child's continued enrollment. Termination may result if the program does not meet the needs of the child; or the expectations of the parent; or if the child displays repeatedly disruptive or inappropriate behavior. The School Age Care staff will make every effort to assist the child and parents in determining the causes of the disruptive or inappropriate behavior based on the child's individual needs. Service may be also be terminated for non-payment of fees.

Emergency Closing Policy

When an emergency, such as a natural disaster or conflict occurs on the installation or in the local area, the commander may suspend School Age Care operations. If conditions permit, we will continue to offer the same program and consider increasing services to support employed parents. The commander may authorize parents or other volunteers to supplement the staff in order to maintain ratios and food service during emergencies. SAC is a Shelter in Place location in the event of hurricane, active shooter, bomb threat or other natural disasters.

Fire Safety: The Eglin Fire Prevention Office conducts and monitors monthly fire drills. In the event of a fire emergency all program staff, children and visitors evacuate the building and proceed to the designated meeting point.

Active Shooter Procedures: Staff will proceed with the children to the predesignated hiding spots.

Tornado Procedures: Staff will proceed with the children into their designated hallways until the 'all clear' is given.

Missing Child Procedures: Staff will alert the front desk and all children will return to their homerooms. Staff will check all areas of the program and confirm that the child was not already picked up. Security Forces will be contacted after an initial search of the building. Parents and the Flight Chief will then be contacted.

Medical Emergency Procedures: In the event of a medical emergency, 911 will be called. First Aid/CPR will be administered as needed by trained personnel until EMS arrives. Parents or their emergency contact will be notified. If a child is transported to a medical facility, a staff member will accompany the child to the medical facility with the child's emergency information.

Eglin AFB Community Resources

Aero Club _____	850-882-5148
Airman and Family Readiness Center _____	850-882-9060
Alcohol & Drug Abuse Prevention & Treatment Program _____	850-883-9352
American Red Cross Office _____	850-387-0887
Auto Hobby Shop _____	850-882-2484
Bayview Events Center _____	850-882-4766
Beach Park _____	850-883-1243
Chapel _____	850-882-2111
Child Development Center 2 _____	850-883-7425
Child Development Center 3 _____	850-883-5519
Civilian Health Promotion Service _____	850-883-8024
Drug Demand Reduction Program _____	850-883-9460
Education Center _____	850-882-8141
Eglin Library _____	850-882-9308
Family Campgrounds _____	850-883-1243
Family Child Care Office _____	850-882-2994
Family Advocacy _____	850-883-8616
Fitness Center _____	850-882-6223
Golf Course _____	850-882-2949
ID Cards/DEERS _____	850-882-2742
Information, Tickets & Travel _____	850-882-5930
Mental Health _____	850-883-8373
Military One Source _____	800-342-9647
Legends Sports Grill _____	850-882-4672
Lodging _____	850-882-8761
Outdoor Recreation _____	850-882-5058
School Liaison Officer _____	850-882-4319
Security Forces _____	850-882-2502 or 911
Youth Center _____	850-882-8212

A FACT SHEET FOR Youth Sports Parents



This sheet has information to help protect your children or teens from concussion, or other serious brain injury.

What Is a Concussion?

A concussion is a type of traumatic brain injury-or TBI- caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. There is no "concussion-proof" helmet. Even with a helmet, it is important for children and teens to avoid hits to the head.

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Remind them that *it's better to miss one game than the whole season.*

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below-or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body-may have a concussion or other serious brain injury.

Signs Observed by Parents

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to or after* a hit or fall

Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea *or* vomiting
- Balance problems *or* dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

**GOOD TEAMMATES KNOW:
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**



CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

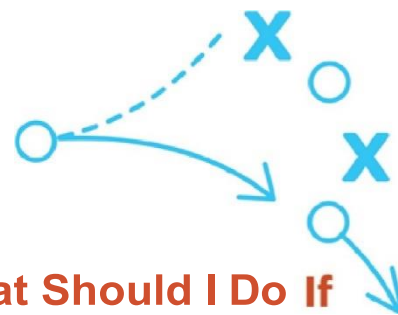
While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.

Plan ahead What do you want your child or teen to know about concussion?

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9+1. or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head *or* body, he *or* she has one *or* more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously



What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. **Ask** your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself.. Only a healthcare provider should assess a child or teen for a possible concussion. You may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

Children and teens who continue to play while having concussion symptoms or who return to play too soon-while the brain is still healing-have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect a child or teen for a lifetime. It can even be fatal.

Revised January 2019

To learn more,
go to [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)

