

ELLSWORTH AFB YOUTH PROGRAMS PARENT HANDBOOK

28th FSS/FSYY
1679 Ellsworth Street
Building 7712
Ellsworth AFB, SD 57706
605-385-2277



youth programs
Air Force Services

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Welcome

Welcome to Ellsworth AFB Youth Programs. Our scheduled programs offer a wide range of educational, social, recreational and physical activities. This provides the children/youth opportunities to learn, while having a great time in the process.

As a parent/guardian, you are your child's primary educator. We ask that you observe and visit our programs often and provide input regarding your child's/youth's experiences. To help make our programs a success for you and your child/youth please talk to the staff about sharing your interests, hobbies, culture, and heritage. We encourage you to attend special events, volunteer for field trips, sports programs, or just come for lunch.

The Ellsworth Youth Programs (YP) encompass several different programs: School-Age Care (SAC), Teen Programs, Pre-Teen Programs, Youth Sports & Fitness Programs, and Instructional Programs. We provide opportunities for youth to develop their physical, social, emotional and cognitive abilities as well as experience achievement, leadership, enjoyment, friendship and recognition.

Child and Youth Programs Mission Statement

"To assist 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 5 through 18 years of age."

Youth Programs Philosophy

Air Force Youth Programs provide safe, enriching, supervised environments for children and youth during out of school time. Individual interests, experiences, abilities and needs guide the programming. Children have the right to be heard, listened to, and influence decisions. We promote experiences and opportunities that enhance rather than duplicate the school day.

Our programs maintain an atmosphere that encourages flexibility and allows for freedom of choice within appropriate guidelines. We strive to reinforce family values and emphasize the uniqueness of each child by promoting positive attitudes and validating self-worth.

Youth Programs Goals

- To provide QUALITY programs to the youth of Ellsworth AFB by maintaining accreditation, employing knowledgeable, well-trained staff, and providing opportunities to enhance children's development:
 - Personal Development – supporting healthy & positive self-concept, fostering independence and life skills, encouraging responsibility
 - Social Development – establishing friendships, learning social skills, gaining social support, developing a sense of community and teamwork
 - Physical Development – building physical and recreational skills, appreciating the ability to rest and relax

- Cognitive Development – advancing success in school, exploring new ideas and facts by encouraging children to think, reason, question, and experience
- To provide AFFORDABLE programs for the youth and families of Ellsworth AFB by utilizing the fee scale set forth by the Department of Defense
- To increase AVAILABILITY and participation by offering a variety of programs that are diverse, engaging and appealing to boys and girls of all ages and backgrounds

Regulations and Operating Instructions

Air Force Instruction (AFI) 34-144, Child and Youth Programs is the primary regulation governing the Child and Youth Flight. In addition to the AFI, each program has FSF Operating Instruction (OI's), as well as, the current year's inspection criteria. Copies are available in the Director's or School Age Coordinator's office. All employees are required to read the regulation applicable to their program during Employee Orientation.

Youth Programs Operating Hours

The hours of operation differ for the various programs under the Youth Programs umbrella, and are the following:

Youth Membership Program

School Year

Monday - Friday: 1500 - 1730

* Friday Tween Nights (first Friday of each month) 1730 - 1900

Summer

Monday - Friday: 1300 – 1730

*Friday Tween Nights (first Friday of each month) 1730 - 1900

Saturday Teen Hang:

** Please note these are subject to change for field trips, special events and use of program.*

School Age Care Program

School Year

Monday - Friday: 0615-0715/1500-1730

Summer Day Camp

Monday - Friday: 0615 – 1730

Youth Programs will not operate on Federal Holidays or AFGSC family days, however, the school-age program will provide full day care for teacher workdays, seasonal breaks (fall, winter, spring, and summer), snow days that the base does not close for, and similar situations; Youth membership program will open at 1pm on those days.

Youth Programs Key Personnel Phone Numbers

Child and Youth Services Flight Chief (605) 385-4330

Youth Programs Chief (605) 385-5403

School Age Care Coordinator (605) 385-4632

Training and Curriculum Specialist (605) 385-2477

Youth Program Specialist (605) 385-5214

Sports Program Director (605) 385-2278

Child and Youth Programs Administrative Specialist/front desk (605) 385-2277

Non-Discriminatory Policy

The Ellsworth Air Force Base Youth Programs includes all children/youth, staff, families, and customers regardless of their race, color, national or ethnic origin, religion, sexual orientation, age, mental or physical abilities to all the rights, privileges, programs and activities generally accorded or made available.

Inclusion Policy

Children with special needs or physical challenges will be included into the sports program as long as the program can be adapted to support the growth and development of all children involved.

Family Orientation

All parents who enroll their children in an Ellsworth Youth Programs will be provided an orientation at the time of enrollment. The orientation will include a walkthrough of the facility, an explanation of the activities offered, the daily schedule, weekly, and monthly activities. Each family will receive a copy of the parent handbook which includes written policies and program information.

Program(s) Eligibility

Youth Program Members, School Age Care Program participants, and Youth Sports Programs participants must be a dependent of active duty military members, DoD civilian employees, base contractors, reservists, or retired military members. Any ID card holder and their dependents are eligible to use our programs.

Facility Usage

Being a government facility on an Air Force Base with tight security we are unable to share our facilities with unauthorized groups. However, we do allow other base agencies to use our facilities' for many different events or programs such as: Boy Scouts – stay overnight during trips; Security Forces – K-9 training while the children are in school and the building only has staff present; Civil Air Patrol; Belamy Fitness Center – intramural sports leagues; Airman and Family Readiness Center's programs and events; and Family Advocacy's programs and events..

Supervision during the usage of the Youth Programs facilities is the direct responsibility of the using group or base agency. Youth Program staff will not be used in the adult staff and/or adult volunteer to youth ratio. The adult staff and/or adult volunteer ratio can be found in AFI 34-144, 12.8 and 12.9.

The Youth Director must approve all use of Youth Program facilities, including outdoor areas.

Official Youth Program functions have priority over other programs/base agencies for using Youth Program facilities, including outdoor areas.

Recalls

The Child and Youth Programs will typically only open for base wide recalls as directed by the Commander. Family Child Care (605) 385-4270 or (605) 431-2992 may be available for those families that need care during hours that the Child and Youth Programs are closed.

Contingency Operations: Emergency Closing & Evacuation Policy

Hours may be adjusted at any time, due to base closures, military exercises, and military mobilizations, changes of Force or Health Protection status, and special events. Parents/families will be notified of any changes, their duration, and special conditions due to the changes. When the base closes for emergency conditions or due to adverse weather conditions, the Youth Programs will also close. If the closure takes place during regular duty hours, the Youth Programs will close but staff will stay until the last child is picked up. **Note: We encourage parents to pick their children up as soon as possible so our staff can also get home safely.** If the base closes prior to local school closings, the parents will need to make arrangements for their children to be picked up from school.

Each area in the Ellsworth Youth Program has a specific evacuation plan. In the event of an evacuation, children and staff will meet at their assigned evacuation meeting site. The Front Desk Clerk will immediately call 911 to alert emergency personnel of the situation. Attendance will be taken immediately using AF Form 1930.

If a child is missing, staff will not be allowed to reenter the building. Emergency personnel will be given the child's description and where the child was last seen. Depending on the situation, the children may be evacuated to an alternate site. Staff will use cell phones to notify parents of the change as soon as permissible. The chain of command will be notified as soon as possible. All employees are trained on proper emergency evacuation procedures. The Ellsworth Youth Programs (employees and children) practice monthly emergency evacuation drills. If you and/or another member of your family are in the building during a fire drill, you will be required to participate.

Weather Policy

When weather conditions affect Ellsworth AFB, it may also effect the normal operations of the Youth Center. If the Hazardous Weather Committee issues a late reporting or early dismissal, the child and youth programs will open 30 minutes prior to the report time. For example, if the base declares an opening of 0800, the facilities will open at 0730. If the committee deems an early

closure, parents will have one hour to pick up their child/children from the center. Staff will remain until all children are picked up.

If the Hazardous Weather Committee deems it critical to close the base, all child and youth facilities will be closed. It is critical that you have a backup plan in case staff are not able to report due to hazardous road conditions.

Outdoor play not only provides an opportunity for children to learn in a different environment, but it also provides children with many health benefits. All children in the program are encouraged to play outdoors daily when weather and air quality conditions do not pose a significant health risk. Children/youth should be dressed according to the weather. Children/youth will only be kept inside during inclement weather, such as rain, sleet, hail, other extreme cold weather conditions, etc.

Temperature Climate – Temperatures 50°F – 80°F are considered temperate. Family members should dress children/youth accordingly.

Cold Weather – When temperatures, including wind chill factor, are 32°F– 50°F, outdoor activities will continue, provided each child/youth involved has adequate clothing. This clothing should include several layers, jacket, coat, or sweater. When temperatures, including wind chill factor, are below 32°F, outdoor activities will be limited and children must have adequate cold weather clothing to include a coat, a hat, and mittens.

Hot Weather – When temperatures are 80°F– 89°F with humidity, outdoor activities will continue as normal, unless the wet bulb/globe temperature (The Wet-Bulb Globe Temperature, WBGT, is the standard used by the US military to obtain an index to measure heat stress. Medical or Disaster Preparedness personnel usually determine and disseminate the WBGT. The WBGT Effects Table shows the water requirements, rest intervals and activity restrictions based on the WBGT) indicates otherwise. When temperatures are 90°F – 99°F, the wet bulb/globe temperature will be considered when determining the duration of outdoor activities. When temperatures are 100°F or greater, including the wet bulb/globe temperature, outdoor activities will be discontinued except for swimming and water play. Water is offered before, during, and after outdoor play and sunscreen is applied prior to outdoor play.

Air quality conditions that pose a significant health risk shall be identified by announcements from the Ellsworth Command Post. Children with respiratory health problems such as asthma shall not play outdoors when local health authorities announce that the air quality is approaching unhealthy levels.

Children shall be protected from the sun by using shade, sun-protective clothing and sunscreen with UVB-ray and UVA-ray protection of SPF-15 or higher with an approved AF Form 1055. Before and during outdoor activity, children shall be well-hydrated and encouraged to drink water.

All youth receive training on evacuation procedures during the first week of Before & After School and the first week of Summer Camp. On the first day, staff will explain how to safely evacuate the building and will walk youth to the evacuation meeting location. Staff will also review what to do in the event of severe weather emergencies. Staff will walk youth to the storm shelter. When a youth is new to the program, a staff member must teach them the evacuation procedures for

tornado and fire emergencies. If you have questions regarding the above procedures, please speak to the front desk staff or an immediate supervisor.

Tornado Shelter Emergencies

In the event a tornado warning is initiated, the employees will gather their youth to the designated tornado safe zones (storm shelters located in the building bathrooms). Front desk staff will assure all youth are cleared from unsecure areas. Each program assistant will help kids to get to the secured location. Program assistants will also do a face-to-face check to make sure every child signed in on the 1930s is accounted for. Children will stay in shelter until the all clear is given through the emergency notification system.

Procedures for Handling Accidents/Injuries/Emergencies

The programs have established procedures to prevent accidents/injuries and manage emergencies. All staff are kept current in first aid and CPR certification. When injuries occur, immediate and appropriate first aid is provided. Minor injuries will be washed with disinfectant soap and, if necessary, bandaged. An ice pack may be applied to prevent swelling. Every effort will be made by a staff member to call for all injuries from the shoulders up, major injuries, or injuries resulting in a very upset youth. All minor injuries will be recorded and will be talked about with the parent during pick-up.

For all injuries, an AF Form 1187 (Youth Flight Accident Report) will be documented, signed by the on-duty staff person, the supervisor, and the child's parents. Inappropriate behaviors, resulting in suspected or actual injuries should be reported on the AF Form 1187. Repeated incidents of unacceptable behavior resulting in injuries will be discussed with School Age Coordinator/Youth Programs Specialist and/or Youth Program Director, to determine the necessary course of action.

In the event of a serious injury or sudden, severe illness (such as choking, loss of consciousness, severe allergic reaction, etc.), 911 will be called. The medical personnel will make the final determination as to where the child will be transported. If a child is transported to the hospital and the parent is not present, a staff member will accompany the child until the parent(s) arrive. An attempt to contact the parent will be conducted during and upon arrival. Parents must insure that their emergency contact person's name and telephone number are written on the AF Form 88 (Membership) or the AF Form 1181 (SAC) and the information is kept current.

All injuries requiring medical attention must be reported to the program Director, leadership, command, and the Air Force Activities Services Center.

Violence/Active Shooter Emergencies

Ellsworth Youth Program works closely with the 28th Security Forces and have coordinated a plan for violence/active shooter emergencies. Staff are trained annually. The steps in place include:

- Hide- Staff will gather children together, barricade the door, remain silent, stay low and seek cover. Call 911 if possible
- Flight- If the staff determine they can safely evacuate the children from the building, they will run and hide. Staff will determine gathering point based on their situational

awareness. Staff and children will remain hidden until police have determined it is safe to return.

- Fight-When necessary, staff will fight the shooter to deflect the attention away from the children and others in the building.

All staff will have cell phones to communicate with other staff and emergency personnel. Staff will await instructions from 28th Security Forces to determine when it is safe to return. Once staff have accounted for all youth, parents will be contacted.

Hazardous Materials

All youth will be protected from hazardous materials. All cleaning supplies used by the custodial staff are labeled and kept in a locked janitor's closet. All materials used within the programs such as glue, glitter, paint, markers and other similar items are non-toxic and are used by children under supervision of staff. Cleaning supplies must have an up to date Material Safety Data Sheet (MSDS). These sheets are kept in a binder in the Youth Director's office.

Inebriated Parents

When a parent appears to be under the influence of alcohol or other drugs when arriving to pick up their child/youth, the parent will be asked not to take the child/youth out of the facility unless they have someone else to pick them up and drive them home. If the parent refuses and proceeds to leave the facility with their child/youth, the supervisor on duty will call Security Forces with the parent's name, organization, home address, and car description. The supervisor on duty will initiate the chain of command reporting procedure.

Smoking/Drugs/Alcohol Prohibited

In accordance with AF 34-144, youth and teens participating in Youth Program activities will be protected from exposure to tobacco, alcohol, and illegal drug products.

- The use of tobacco, alcohol, and illegal drug products in any Youth Program facility or its outdoor areas will not be permitted
- The use of tobacco, alcohol, and illegal drug products will not be allowed at any function sponsored by or for the Youth Programs
- When other facilities are used for Youth Program activities, smoking or use of alcohol in the areas that will be used by youth will not be permitted while youth are present
- NO ONE under the influence of alcohol or illegal drugs is allowed to attend or supervise any Youth Program activity. Adults providing transportation to youth are prohibited from consuming alcohol, using tobacco, or illegal drugs.

The use of tobacco, alcohol, and illegal drugs are strictly prohibited in Youth Program areas while youth are present. If anyone (youth, players, spectators, contract workers, volunteers, parents) is suspected of using tobacco, alcohol, and/or illegal drugs at a youth program facility or during a youth program sponsored event, staff will contact Ellsworth AFB Security Forces and/or the youth's parents to report the violation. Additionally, the installation commander may suspend the participation of youth or adult who use alcohol, illegal drugs or tobacco products in Youth Program facilities or at Youth Program functions when youth are present.

Weapons Policy

Children are not permitted to bring weapons into the Youth Programs. Weapons are defined as an offensive or defensive combat instrument (such as knife, gun, or any sharp object). Any child found with a weapon, involved in a violent act, or in soliciting others to commit a violent act will be disciplined in the methods mentioned above. In all cases, the Youth Director will notify the child's parent for immediate removal. Removal from the program or suspension may take place depending on the severity of the incident.

Child Abuse Identification, Prevention, and Reporting Procedures

The employees will be properly screened, trained annually, and accountable for implementation of child abuse identification, prevention, and reporting procedures. Any suspected child maltreatment situation will be reported without regards to personal bias or influenced judgment. Any employee who fails to report suspected abuse or neglect is subject to disciplinary action, including termination, and possible civil prosecution. No personal bias may counter the decision to report including friendships, working relationships, familial relationships, etc. The decision to label the situation as abuse/neglect is not made at the center level. All situations are only suspect until investigative authorities have gathered all information and made appropriate recommendations.

All new employees must be properly screened by personnel agencies and supervised while on duty until background checks are received. These employees will be identified by wearing the red staff t-shirt. References from two previous employers (preferably the most recent) will be contacted prior to selection for employment. All Child and Youth employees must satisfactorily complete an Installation Records Check (IRC) and the FBI Advanced Fingerprint check before in-processing for federal employment. During in-processing, a Tier 1 background clearance will be initiated. All positions in the Child and Youth Flight Programs are contingent upon positive completion of these criminal history background checks. Until all checks are cleared, the employee must work within line-of-sight of another employee who has completed checks.

A management level (GS 5/CY-04 or higher) supervisor must be present in each facility during all hours of operation. The name of the supervisor will be posted for public notice.

An employee suspected of abuse, neglect, or not complying with the program's guidance policy will be immediately removed from their worksite and a written referral made to the Program Director, Airman and Family Programs Flight Chief, and to the Family Advocacy Officer, as appropriate. The employee may not return to their duty site until proper action has been taken, which may include retraining, an investigation, or termination in severe cases. All cases involving child abuse or neglect allegations are strictly confidential.

Only those persons, other than parents, on official business will be allowed in the facilities. Visitors on official business will be required to register on the Visitor's Log, wear identification, and be escorted while in the facility. Employees will call 911/Security police when any individual attempts to intrude or disrupt the program.

Closed Circuit Television

All youth are subject to closed circuit video monitoring and recording as a part of their participation/enrollment in CYP.

AFI 34-144 states, Closed Circuit Television (CCTV) is a requirement in all YP facilities and is used at the Ellsworth Youth Center. In the spirit of openness and transparency, parents/guardians may come to the youth center and view their child/youth participating in events in real-time on the CCTV monitor. Requests to view CCTV recordings will be acted upon as soon as the system has the capabilities and staffing and other factors permit.

To obtain copies of CCTV recordings, parents must submit requests to the Freedom of Information Act (FOIA) Requestor Service Center. CYP personnel do not have the authority to make release determinations. All requests for obtaining a copy of a recording must also be reviewed by the installation legal office and approved by the appropriate release authority. Release determinations in these cases are made consistent with the Privacy Act and, as applicable, the FOIA.

Self-Injurious Behavior

If a youth makes vague comments about not wanting to live or threatens to self-harm, a supervisor will be contacted immediately. The supervisor in turn will immediately contact the youth's sponsor. A CYP Employee will stay with the youth until the parent arrives. If the youth leaves the facility contact Security Forces for assistance. Child and Youth Program employees are not qualified or trained to determine the seriousness of such threats; therefore, they must report the actions immediately through the chain of command so the appropriate personnel can make any determinations.

Child Abuse Reporting Phone Numbers

IF YOU SEE OR SUSPECT CHILD ABUSE, CHILD NEGLECT OR A SAFETY VIOLATION IN YOUR DoD CHILD AND YOUTH PROGRAMS OR SCHOOLS, REPORT IT TO YOUR INSTALLATION:

Family Advocacy Office 605-385-3660

OR CALL THE DoD CHILD ABUSE AND SAFETY VIOLATION HOTLINE AT:

1-877-790-1197

REMEMBER: CHILD ABUSE DOESN'T REPORT ITSELF!

Children's/Youth's Emotions

Children/youth experience the same emotions as adults. Children/youth do not always have to be happy and smiling. Children/youth do not always understand their emotions and may be frightened at the intensity of what they are feeling. They often need help identifying the emotion and learning

acceptable ways to control it. As with adults, what works for one person may not work for another. Some suggestions include: reflective listening, talking, drawing, painting, and getting or giving a hug, or being alone for a while.

Guidance Policy in all Youth Programs

The program provides a caring environment that encourages growth in self-control and respect for the rights of others. A child's/youth's attempt to learn, participate, and respond to people and activities in the program is respected as an important part of his or her overall development. Children/youth are protected from hurting themselves and others. Guidance should be a process of teaching, which allows socialization to take place. Adults are models for children/youth. All employees including contract workers and volunteers must be trained annually on *AF Child and Youth Positive Guidance Instructional Guide*. As an employee of the Child and Youth Programs and advocates for children/youth, we practice techniques that are fair, consistent, and respectful of our participants and their needs. In this way, a child/youth will know the importance of similar behavior in his or her life.

Discipline within Ellsworth's Youth Programs will be of a positive nature, and will be administered through the use of redirection and positive reinforcement. All actions will be geared toward developing a positive self-concept, self-control and respect for the rights of others. Ellsworth staff use only acceptable guidance techniques.

Acceptable guidance techniques include:

- Talking with the child/youth and stating the result of their behavior
- Establishing simple, clear, and age appropriate limits with consistent follow through
- Reviewing, practicing, and posting program rules
- Redirecting the child/youth to an appropriate activity
- Praise of appropriate behavior
- Using logical consequences that are related, reasonable, and respectful and/or natural consequences
- Anticipating and eliminating potential problems
- Requesting, persisting, monitoring, encouraging, compromising, & reminding
- Ignoring negative behavior
- Offering choices
- Problem Solving/Conflict resolution – Guiding children and youth through their conflicts

Inappropriate guidance techniques include:

- Restraining a child/youth unless they are a danger to themselves or others and without management support
- Spanking, pinching, shaking, or any other form of physical punishment
- Verbal demands, threats, or derogatory remarks about the child/youth or family
- Isolating a child/youth or using time-out
- Withholding or forcing meals, snacks, naps, or outdoor play
- Punishing a child for lapses in toilet learning
- Embarrassing, belittling, intimidating, teasing, scaring, demeaning, or yelling

- Lifting, grabbing or pulling a child/youth by the arms or wrist in a forceful way
- Repressing a child's/youth's feelings (i.e. telling a child/youth not to cry)
- Using a harsh tone of voice (i.e. calling across the room to bring attention to a child's negative behavior)

In accordance with AFI 34-144 staff and volunteers must use only positive techniques of guidance with children and youth. Employees/volunteers who violate the guidance policy will not have access to children and/or youth until they have been retrained. They must be assigned to a non-childcare position or placed on administrative leave until retrained or terminated. Employees who display a pattern of violating the guidance policy will be terminated.

Children/youth may exhibit behaviors (with or without a diagnosis) that interfere with their ability to learn, develop and maintain relationships, and/or adapt to the CYP environment. Should a child/youth repeatedly behave in a way, which is detrimental to others, the employee bring the problem to the attention of the Training and Curriculum Specialist and Director/Coordinator. This team of staff and parents will work together to come up with a plan to help the child/youth be successful. If multiple attempts fail, parents will be contacted to discuss the problem further and a Behavior Support Plan will be implemented. The program coordinator will request assistance from the Inclusion Action Team (IAT). They IAT may make recommendations on accommodations for children/youth. After reasonable attempts have been made to work with the child/youth on these challenges, the Director/Coordinator/designee may suggest professional guidance or temporary removal from the program. If the situation and behaviors are serious and persist, after repeated attempts to work with parents, staff, and the child/youth involved, the parents may be directed to remove the child/youth from the program on a permanent basis.

Youth Center employees are trained annually on positive guidance techniques for youth.

Any behaviors that put themselves or others safety at risk or that cause intentional destruction of government property is unacceptable behavior.

In case of continuous inappropriate/negative behavior when a child does not respond to redirection or other disciplinary measures, parents may be requested to remove the child from the AFS Flight activity or program on a short term basis.

In extreme cases of inappropriate/negative behavior when a child may potentially harm him/herself or others, parents may be required to seek alternative care.

The program director is responsible for the final approval of any temporary and/or permanent disciplinary removal of a child from an AFS Flight activity or program.

Appropriate Touch Policy

Appropriate touching

Positive physical contact is a significant part of each program. Positive physical contact is essential to a child's/youth's emotional and social growth. Warm, positive adult relationships help

children/youth to develop a sense of trust and security in the world and directly affect children's/youth's self-esteem.

Examples of appropriate touching include hugs, reassuring touches on the shoulder, and a "high five" to applaud a job well done. Appropriate touching, such as hugging, hand holding, back rubbing, helping in physical activities, etc., will occur in a normal day of caregivers and children/youth. However, *children's/youth's preferences for these contacts will be respected.*

- Back rubbing should only be done over the child's/youth's clothing
- Kissing is not allowed on the lips, but only on the cheek, hand, or head of the child and should only be child initiated
- The type of physical contact between the caregiver and child/youth must be within all legal, ethical, and moral codes

When escorting a child to the restroom, staff will wait outside the door propping it open if needed.

If a child must be examined for injuries or assist in changing clothes, TWO adults must be present.

Inappropriate Touching

Inappropriate Touch is touching that creates an improper negative effect on the child/youth. Inappropriate touching usually involves exploitation of the child/youth or satisfying an adult need at the expense of the child/youth. It may be unlawful sexual or physical contact between adults and children/youth. An attempt to change a child's/youth's behavior with adult physical force, often applied in anger, reinforces the child's/youth's inclination to "strike out" at a problem. Examples of inappropriate touching include: forced greeting kisses (hello, good-bye), spanking, slapping, striking, pinching, prolonged tickling, fondling, or molestation.

Sick Children Policy for School Age Care and Membership Programs

The Ellsworth Youth Programs uses/consults *the American Academy of Pediatrics- Managing Chronic Health Needs in Child Care and Schools* when considering exclusion and readmission of sick youth. Children in the contagious stages of an illness will not be admitted to the facility. Symptoms which will result in exclusion from the facility include, but are not limited to: oozing eyes, fever (101.1 or higher), undiagnosed rashes, vomiting (2 or more times within 24 hours/and or associated with a fever), diarrhea, listlessness, unusual behavior, or inability to participate in program activities.

Children who become ill while at the facility must be picked up immediately (within a half an hour) by the parent or designated adult. Children sent home from school or not in attendance at school because of health reasons will not be accepted for care in any Youth Programs program. Management will determine if a parent needs to be called. If it is determined that the child/youth may be contagious, all items that the child/youth contacted must be sanitized immediately and all employees and children/youth must wash their hands.

When a parent informs the Youth Program that their child/youth has been diagnosed as having a contagious illness, an "Exposure to Illness Notice" must be completed and posted in the care area, so other parents will be aware that their child/youth has been exposed.

Communicable Diseases

Children/youth with contagious diseases, such as but not limited to, Head Lice (with live bugs), Impetigo, Scabies, Ringworm, Chicken Pox, Conjunctivitis (when associated with other symptoms such as fever or the staff are unable to maintain the health of other children in the program) will be excluded from care. The *American Academy of Pediatrics- Managing Chronic Health Needs in Child Care and Schools* will be consulted to determine when children can be readmitted to the program. If needed, a notice will be posted advising parents that their child may have been exposed to a contagious disease or head lice.

Health alerts are posted at the Front Desk and Choice Board to assist in the control of communicable diseases. Upon diagnosis, this written alert will be completed to inform parents of signs and symptoms of the illness, infection or other health concerns.

Chronic Health Conditions of Children

Parents must provide documentation of food allergies by the youth's health care provider. Documentation should include recommended food substitutions and an exposure response plan. With parent's written permission, the youth's name and the allergy will be posted in both the classroom and the kitchen. Substitutions will be made for those children/youth with food allergies when something is on the menu that they cannot eat. Other allergies will also be dealt with as necessary.

Each classroom teacher will be notified of a child/youth with other type of allergies (bee stings, insect bites, medicine, plants, etc.). The severity of the allergy will be discussed with the parent, as well as an antidote, if necessary.

Youth requiring any rescue type medication such as asthma rescue inhalers must have a plan of action document provided by the youth's health care provider.

Any youth with a diagnosed chronic health condition(s) must have a completed Special Needs Medical Profile approved by the 28th MDG Medical Advisor.

Readmission Requirements

Children may return to the facility when symptom free (see below), or with a physician's note verifying the child is no longer contagious.

A child may return when:

- Fever has been absent for 24 hours without the aid of fever reducing medication.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- Antibiotic, when prescribed, has been given over a 24 hour period.
- Child feels well enough to participate in all center activities.
- Chicken Pox lesions are crusted, usually five to seven days after onset.
- Scabies are under treatment.
- Lice are under treatment.

Administering Medications

Per AFI 34-144 and the *Air Force Child and Youth Programs Medication Administration Instructional Guide*, medications will only be administered to those children/youth who have an AF Form 1055 completely filled with daily permission verification that has been initialed and dated by parent or guardian. Children/youth will not be permitted to administer prescription or non-prescription medications to themselves, unless there is a written statement on file from the parents allowing them to do so. When the children/youth administer their own medications, it will be done under the supervision of an adult. Prescription medications shall be in the original container, stored according to instruction, labeled with specific child/youth name, name of the medication and dosage strength, along with instructions for use and the physician's name and date of prescription. The prescription must be current (within 6 months). Medications must have a start/stop date. No over-the-counter medications, including aspirin-like products, antihistamines, and cough syrup will be administered unless a medical authority has prescribed them for a particular youth. If an over-the-counter medication is prescribed, the above mentioned guidelines for administering these medications will apply.

Because of the possibility of reactions, first dose medications must be administered by the parent.

Sunscreen is to be applied to children/youth and is the responsibility of the caregiver to oversee application, regardless of the child/youth's age.

Supporting Children/Youth and Families with Special Needs in School Age Care and Youth Membership Programs

We are committed to meeting the needs of all children with special needs. AFI 34-144, Child and Youth Programs defines children/youth with "special needs" *as children/youth who may need accommodations to make care or participation in CYP accessible or may otherwise require more than routine and basic care; including children/youth with or at risk of disabilities, chronic illnesses and physical, developmental, behavioral, or emotional conditions that require health and related services of a type or amount beyond that required by children/youth in general.*

When applying for care, registering for a program or currently participating, if a child/youth is identified as having a disability, medical condition or specific need, the youth center personnel will work with the family to determine if an Inclusion Action Team (IAT) meeting is needed. The case will be reviewed as soon as possible to ensure environments, accommodations and any training required are in place before the child/youth starts.

The Ellsworth AFB Inclusion Action Team (IAT) is comprised of a multidisciplinary group of professionals that meet to assess reasonable accommodations for children/youth with identified developmental and/or medical requirements. IAT members may include professionals working in the field of child and youth development, early intervention, medical, legal, family support services, therapy, special and general education or related fields. The purpose of the IAT is to support CYP personnel in accommodating the needs of children/youth and to assist the program in securing the necessary support and resources. During the IAT meeting, the team will develop recommendations for an *AF Child and Youth Programs Inclusion Action Plan* which includes determining placement in the most inclusive setting appropriate to the child's/youth's needs; accommodations and support for participation; auxiliary aides or services to ensure effective communication; emergency action plans developed by the child/youth's health care provider for medical or other health-related concerns;

methods for ongoing communication between CYP and the family; and any additional training or meetings required. More information concerning the IAT and special needs placement can be found in the AFI 34-144, 15.1.

Instructional Classes

The Ellsworth Youth Center offers a variety of instructional classes for children as young as 3 years of age. Classes that may be offered are Tae Kwon Do, piano, and guitar. The goals of the program's instructional classes are to be of quality and affordable to the Ellsworth community, give youth an enjoyable experience and sense of accomplishment at having done his/her best, and provide each youth with the best learning environment and highest level of training possible.

Class schedule for instructional classes varies throughout the year, please contact the front desk for these details. All class instructors receive a minimum of 8 hours of training prior to each contract year. Each instructor has a detailed background check that includes an Installation Records Check, State Criminal History Repository Check, and a National Agency Check.

Staff: Child Ratios / Group Size / Supervision

Youth Programs are required to ensure the adult to child/youth ratios are strictly maintained at all times. An adequate number of employees must always be present to protect the child's/youth's health and safety. Employees will ensure children/youth have the opportunities to interact with adults and to receive proper care in order to participate in developmental activities. Maintaining ratios is a serious safety issue. A ratio of adults to children/youth, as determined by AFI 34-144, Child and Youth Programs is as follows:

- 5 years to 12 years 1:12
- Field Trips for Any Age 1:10
- Ratio for Open Recreation (9-12 years) and Teen Center (13-18 years):1:15
- Overall center (gymnasium, open gym, game room, drop-in activities, etc.): 1:25
- Instructional classes, special interest groups: 1:20
- Group clubs including athletic teams: 1:15
- High Risk Activities (swimming, rock wall, etc.) 1:8

In the event of an injury, emergency, or employee illness; the ratios must still be maintained. Extra staff or supervisors will be called in to maintain that ratio.

High Risk Activity/Supervision

It is developmentally appropriate for children/youth to desire challenges and to take risks. Therefore, we offer activities such as swimming, skating, woodworking, cooking, sewing, field trips, etc. To make it a safe and pleasant learning experience, we follow careful safety guidelines.

Ratios for high-risk activities vary according to activity and skill level of the children and youth, but are typically 1:8. The adult leader gives safety instruction specific to the high-risk activity. Rules, made by the children/youth and staff, are posted in all high-risk areas.

Computer and Internet Safety

Computers play a huge part of our lives and provide positive opportunities for learning. There are also many dangers on the internet. The following procedures apply to all youth using computers in the Ellsworth Youth Center:

- Youth must sign up to use computers.
- All computer equipment in the must be treated with respect at all times.
- Internet usage will be monitored by YP staff.
- Youth accessing a personal account through various web sites may not “share” their account with others. Youth may only log in as themselves and not someone else.
- YouTube is only to be viewed by youth as a group under staff supervision when pertaining to an educational activity. All content is previewed by staff to ensure age appropriateness and relevance.
- Computer access may not always be readily available to youth.
- Improper use of computer equipment will result in loss of computer privileges.
- Ellsworth Youth Programs has the right to monitor, review and inspect any directories, files and or messages residing on or sent using the program’s computers and networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Swimming

A mandatory swimming test is required by the pool lifeguards to determine what swimming level a child/youth possesses in order to determine where they may swim in the pool, and what equipment they may use (slides, diving boards, etc.).

NOTE: During orientation and training, the employees are taught proper safety procedures for high-risk activities for children/youth.

It is the responsibility of all parents to inform the staff of any special needs, which their child/youth may have when participating in high-risk activities.

Children/Youth Arrivals and Departures

School Age Care Program children must be brought in and picked up by a parent, other designated adult, or a sibling 14 years or older. A child over 9 years old may sign themselves in/out of the SAP Program with parental authorization. ***Upon arrival, each child must be signed in on the AF Form 1930.*** Only a parent/guardian or authorized designees (per *AF Form 1181*) are allowed to pick up the children from the Youth Program.

If the person retrieving the child is not known to the staff as being allowed to pick up the child, a picture ID will be required and will be compared to the authorized names listed on the AF Form 1181.

NOTE: *Parents may not list Youth Program employees as emergency contacts or authorized adults on the AF Form 1181 to sign their child(ren) in/out of the program.*

When staff escorts the children to school, they annotate the time each child was released to the care of the school on the AF Form 1930. Staff annotate the time children are picked up from school in the afternoon on the AF form 1930.

Parents must notify staff if their child will not be picked up from school in the afternoon. If child is not present during pick up time after school, staff will contact school personnel, parents, and Ellsworth Youth Program to verify the whereabouts of the child.

This process takes time and effort and takes away from our scheduled activities. Please remember to notify the program if your child does not need to be picked up.

Membership youth must sign in upon entering and sign out upon exiting the facility on the Daily Sign In/Out sheet. When children are left at the facility after the close of operations, the staff members will make every attempt to contact the parents/guardians or the designated emergency contact person by phone. If attempts are unsuccessful, the sponsor's unit will be contacted. As a last resort, Security Police will be contacted for assistance in finding the parent or temporary placement for the child.

In the event the SAC/YP staff suspect a child has been abducted from the program, local law enforcement authorities will be notified immediately. The staff will be notified. The facility will be secured and all operations ceased. No one will be able to leave the facility. All evidence will be protected until Security Forces arrives. Parents will need to provide current picture of child and the Youth Program will provide surveillance video.

Transporting Children/After-School Activities

Children will be escorted to and from school either on foot or by government owned vans/buses or charter buses. All employees shall ensure transportation procedures are followed for all passengers to include safety belts, proper supervision, etc. When youth are transported off the base, a minimum of two adults must ride together in each vehicle.

Note: The only exception to this policy is when youth are transported on base and two or more vehicles are used. When on base the vehicles may travel in tandem with one adult in each vehicle. The vehicles must travel directly behind each other.

Any children/youth behavior issues, that may impede the safety of any passenger, must be reported immediately to management. Management will determine appropriate disciplinary action.

Children participating in the School-Age Care Program (SAC) will be transported from the facility in the morning and picked up from school at the end of the school day for transportation back to the facility. This cost is included in the SAC fee chart. Parents must call the SAC before 1400 to inform employees if their child/youth does not need to be picked up that day.

STAFF ARE NOT PERMITTED TO TRANSPORT YOUTH IN THEIR PERSONAL VEHICLES

All vehicles are maintained with daily safety inspections and all staff has had annual abstract driver record check and maintains a government drivers' license (or CDL to drive the bus). All vehicles used for transporting youth on field trips and to and from school have a fully charged fire extinguisher and first aid kit. Each vehicle receives quarterly and annual inspections.

Field Trips

Children/Youth in the Membership and School Age Care Programs can participate in various recreational and educational field trips throughout the community during the year.

The goals of field trips are to have enjoyment and safety for all. All children/youth are expected to follow staff instructions, safety rules, and wear seatbelts while on any field trips. Children/youth are expected to be respectful of other patrons (children/families) at field trip locations. Any misbehavior during the field trip may result in loss of field trip privileges or possible suspension; depending on the severity of the behavior. The program may also request a parent attend the field trip with their child. Under certain circumstance, parent may be contacted to pick up their child at the field trip location. A first-aid kit will also be taken and available on all trips.

School Age Care Program children will require a signed *AF Form 1181* (Youth Flight Registration), to be signed and filled out to attend any field trips on or off base. Medications if applicable, and emergency phone numbers for each child will be taken on School Age field trips. At least two staff members will accompany all children at all times. Parents are encouraged to attend all field trips, however, they must give advanced notice to ensure transportation is available. Youth have the right to opt out of any trip.

Membership Program youth will require a signed permission slip for each individual trip on/off base. All slips will include designation and arrival/departure times. All *AF Form 88's* will be required to be signed and filled out to attend any field trip on or off base. At least two staff members will accompany all field trips.

Protecting the Rights of Children, Youth and their Families

The Ellsworth Youth Program is committed to protect and uphold the rights and privacy of children/youth and their families.

- All children/youth and families will be treated fairly, in a non-discriminatory way, regardless of racial, ethnic, gender identity, cultural, and religious and linguistic background, and abilities.
- The program will obtain written consent from children/youth and families prior to recording, photographing or filming.
- Communication (oral and written) with children/youth and families will be provided in the prevailing languages of the group served. The program will provide, or arrange for translation and sign language services, communication technology, and other communication assistance, to the extent possible. All information on children/youth and their families is maintained in a confidential manner to ensure their privacy is protected.

Only program staff with a need to know will have access to the children's/youth files and families' confidential information.

- Children's/youth's and families' confidential/private information, obtained at registration and during subsequent updates, will be disclosed on with the families' expressed and written consent; except for instances when the program is legally required to disclose such information (see exceptions below).

Disclosure exceptions are as follows:

- The program will release family information to the Family Advocacy Office/Department of Human Services follow allegations of child maltreatment (abuse/neglect) with obtaining family's consent (program staff are mandated reporters).
- The program may also permit limited access to personal/confidential information (child/youth files) to AFSVA/SVPY staff during Air Force Unannounced Inspections and to Military Public Health officials during unannounced quarterly, Comprehensive, and Multi-Disciplinary Team Inspections (MTI).
- The program will provide to AFSVA/SVI Child & Youth staff limited family information (name, rank, and duty location of sponsor; name, age, sex of child/youth) in the event to child/youth serious injury/accident requiring medical attention or hospitalization.

Confidentiality

Employees are to keep information about children/youth, families, or other staff confidential. Staff should not comment about children/youth, families, or other staff in the presence of other adults or children/youth. All information regarding children and their families is confidential and should not be discussed with anyone outside of the program. Annually, employees sign a confidentiality/ethics policy.

Parents are expected to refrain from commenting about other children/youth, or families in the presence of other adults or children/youth.

If a parent has a concern or grievance regarding another child action(s) or behavior toward their own child, they cannot approach or discuss their concerns with that child. Parents must address their concerns with the appropriate Program Coordinator and/or Director.

Procedures for Disclosure of Confidential Information

When a request for release of confidential/private information about child/youth and family is received (or when the release of confidential information is necessary for program participation), the Youth Programs management will comply with the requirements of the Air Force Freedom of Information Act Program (FOIA)(AFI 37-131) and the Air Force Privacy Act Program (AFI 37-132).

Program staff/volunteers must follow Air Force confidentiality policies at all times to protect the integrity of the program and the privacy of all individuals involved. Questions concerning situations/instances involving confidentiality should be addressed with the Youth Programs/site director immediately.

The following protocol will be adhered to when the program receives a request for release of confidential information AND prior to the release of such information.

- The Youth Program director and AFS Flight Chief will contact the Ellsworth AFB Legal Office (JA) and request a legal opinion on the validity of the request.
- Upon JA determination that the request to release confidential information is valid, the YP Director/Flight Chief will inform the family and obtain written authorization (from child/youth and parent/legal guardian) prior to disclosing the confidential information in compliance with the FOIA requirements.
- Copy of written authorization is provided to the family; original authorization is maintained in child/youth's file.

Parents, youth, and children are informed that, when required by law, the program will release private/confidential information without their consent. As such, the program will release family information to the Family Advocacy Office following allegations of child maltreatment (abuse/neglect) without obtaining family's consent (all program staff are mandated reporters).

The program may also permit limited access to personal/confidential information (child/youth's and staff files) to AFSVA/SVPY inspectors during the Air Force Unannounced Inspection of the program and to Military Public Health officials during unannounced quarterly, Comprehensive, and Multi-Disciplinary Team Inspections (MTI). Additionally, the program will provide limited child's/youth's and sponsor's information to AFSVA/SVI when reporting a child's/youth's injury requiring medical attention or hospitalization.

Grievance Policy and Procedures

These policy and procedures have been designed to provide a process in which children/youth, their families, and employees can present an issue for review and resolution. All grievances or concerns should be presented on an individual basis, rather than as a group. The objective of this policy is to resolve an issue without escalation or mediation, if at all possible.

Grievance means a circumstance or action considered to be unjust; grounds for complaint.

The program has the following system in place to use to elevate concerns, complaints, and grievances without fear of interference or retaliation.

Children/Youth: Children/Youth may initiate a grievance at any time by speaking directly to a teacher or the School Age Care (SAC) Program Site Director/Coordinator (informal grievance); or by submitting their issue in writing (formal grievance).

1st Level – Discuss your concern(s) with the individual, if possible. Honest and open communication will often resolve an issue without getting others involved.

2nd Level – If grievance is unresolved at 1st level; you are encouraged to address your concern with the SAC Site Director/Coordinator who may request additional information if necessary to reach a decision. The SAC site Director/Coordinator shall meet with youth

within two business days, when a grievance is initiated. The SAC Site Director/Coordinator will obtain the facts, and seek prompt resolution.

3rd Level – If grievance is unresolved at 2nd level; it will be brought to the attention of the Youth Programs (YP) Director who will investigate the facts to mediate a positive resolution within five business days of submission of the grievance.

Parents: Parents may initiate a grievance at any time by speaking directly or submitting their issue in writing to the SAC Site Director/Coordinator.

1st level – Discuss your concerns or grievances with the SAC Site Director/Coordinator for a prompt resolution.

2nd Level – If grievance is unresolved at 1st level; you are encouraged to address your concern with the YP Director. The YP Director shall meet with parents within two business days when notification of a grievance is received to seek prompt resolution.

3rd Level – If grievance is unresolved at 2nd level; it will be brought to the attention of the Airman & Family Services Flight Chief. The Airman & Family Services Flight Chief will examine the facts to mediate a positive resolution within five business days of the grievance.

The Ellsworth AFB Chain of Command or the Inspector General's Office is also available to military and DoD civilian sponsors.

The program requests your cooperation in complying with this policy so every effort can be made to resolve grievances in a reasonable and effective manner. It is the intent of the program to keep these matters confidential, involving only those directly involved in the grievance if it is necessary to elevate in order to seek resolution.

Parent Visits/Family Involvement

Parents are invited and welcome to visit the program at any time. Families are especially encouraged to share hobbies, skills, languages, careers, vacation and TDY experiences with the children/youth. We also encourage parents to give input to the program at any time. Our program's families are the best resources available for enriching it with their diverse heritages and cultures. Parents are also encouraged to volunteer for field trips and special occasions. Parent involvement helps to make the Youth Program experience even more special to the children. Surveys are distributed once a year to get feedback on our program.

The Quality Improvement Team meets quarterly to discuss ways of promoting and improving quality in School Age Care Programming. The QIT helps set the direction of the program. The team reviews the program's mission and values as well as assess strengths, weaknesses, challenges and critical issues. Through feedback and collaboration, the QIT establishes goals and strategies to meet the goals in a Program Improvement Plan.

Staff/Family Communication in School Age Care and Membership Programs

Quality communication is key in parent-staff relationships. Program staff make every effort to communicate daily with parents. If a parent has a concern, program staff and supervisors will be available to have formal and informal discussions with parents.

Formal parent/staff conferences will be offered upon parent request throughout the year. Staff members can also request parent conferences.

There are several parent boards throughout the facility which contains information on safety, health, community programs, and membership/school-age activities. Parents will also be notified by flyers and emails of upcoming events. There is also a Parent/Child Resource Library available for families to gather information concerning a variety of topics. Flyers and other marketing material are distributed to communicate special programs.

Parent will be contacted immediately in the event of:

- Head injuries
- Injuries requiring medical attention
- Child illness (fever +101° F, vomiting, etc.)
- Inappropriate behavior
- Reporting's/Statements of Self-Harm

Partnering with the School and Community

The employees of the Youth Programs make every attempt to work hand-in-hand with the school in order to provide an environment that has continuity. Special events at school and on base are recognized, advertised, and supported. Every attempt is made to assist families and teachers with the completion of homework, conveying an appreciation for the importance of education, and assisting families with locating resources in the community to assist them.

Parent/Volunteer Opportunities

Volunteers are needed to serve as coaches, assistant coaches, and chaperones. We constantly seek instructional talent for music, art, photography, and computers.

All volunteers are required to complete a registration form. Training is mandatory and provided. Coaches must go through a specialized application process and training. Volunteers meet local, state, and national agency checks assuring the safety of youth participating in our programs.

Volunteer incentives include reference letters, letters of appreciation, and certificates and awards in addition to the personal satisfaction received when you invest your own time and effort to make this world a little better for youth in the Ellsworth community.

Parent Advisory Board

The Child and Youth Flight have a Parent Advisory Board, which is composed of parents of children/youth who attend the Child Development Center, Youth Programs, and Family Childcare Program. The purpose of their board is to increase family involvement within the Flight. When

families are involved in the program, in meaningful ways, everyone benefits. Family members feel ownership within the programs, as they learn about the program and the employee goals, which will help them, extend and reinforce learning at home. Caregivers benefit when families share their knowledge about their children/youth and contribute to the program by donating their time and resources to enrich the curriculum. Children/youth benefit the most when the significant adults in their lives are working together to give them the support and guidance which they need to grow and develop. Trust in their program environment is more easily established when children/youth see that their two worlds are closely linked together.

The Parent Advisory Board meets quarterly and rotates meeting places between the facilities involved. Once per year, the Support Group Commander meets with the committee to discuss issues, concerns, and to answer questions. You may contact any Child and Youth Flight facility to get a schedule of the Parent Advisory Board meeting dates.

Employee Training

All new employees are required to attend 40 hours of Orientation with the Training and Curriculum Specialist. The Orientation includes the following:

- Review of position descriptions, operating instructions, Air Force instructions and manuals, DoD/Air Force inspection checklists
- Training for guidance, confidentiality, child abuse recognition and reporting, and appropriate child/youth interactions
- Additional trainings include customer service, Getting to Know Us Better, and American Red Cross First Aid and Community CPR
- All staff are required to complete the 15 SAC Virtual Lab School (VLS) Tracks within the first 18 months of employment, with 3 Tracks being completed within the first 3 months of employment
- SAC staff working on VLS are required to complete an additional 12 hours of training per year; SAC staff who have completed all the VLS Tracks are required to complete an additional 24 hours of training per year.

Termination/Suspension of Enrollment in Youth, School Age Care, and Sports Programs

Some children/youth have difficulty adapting to a large group environment and may exhibit signs such as inconsolable crying, continuous hitting, biting, disrespect of property, disrespect other youth or staff. Every effort is made to support all youth and their family's participation in Ellsworth Youth Programs to include implementing a Behavior Support Plan. Parents will be consulted for their assistance and informed of their child's progress. The Mission Support Group Commander (MSG/CC) is the deciding official for situations that could result in termination/suspension to include failure of youth or sponsor to comply with program policies or failure to make payments.



Ellsworth School Age Care

The School Age Care Program provides supervised recreational, educational, social and cultural programs for eligible youth ages 5-12 in a safe and healthy environment. The program includes the Before and After School, Holiday and Summer Day Camps. The program offers a system called the 'Choice System' where children are allowed to pick their area of interest and move around as they choose. Areas of interest include: Art, Dramatic Play, Game Area, Computers, Science, Building, Theatre and Snack. Activities are planned based on children's needs, interests, culture, or ideas.

School Age Care Program Registration & Enrollment Policies

The following are required for enrollment in the School Age Care Program:

- Current immunization record- In accordance with AF Instruction 48-110 IP, Immunization and Chemoprophylaxis for the Prevention of Infectious Diseases, all children and youth enrolled in CYP are required to follow Center for Disease Control and Prevention (CDC)/Advisory Committee on Immunization Practices (ACIP) recommended age-appropriate vaccinations and immunizations.
- The latest LES/pay statement for each parent or school letter
- School Age Care Parent Agreement
- AF Form 1181-Patron Registration*
- Family data and emergency information
- DD Form 2652-Application for Department of Defense Child Care Fees
- USDA Food Program Enrollment Form
- Transportation Agreement
- AF Form 1055-Medication Permission (situational)
- Special Needs Packet (situational)
- Photo Release Form

The sponsor must complete a DD Form 2652; the TFI must be verified and requires submission of the most recent LES or similar document. Each DoD family, regardless of their income category, must provide income documentation. Families will no longer be permitted to automatically elect to enroll in the highest fee category. Failure to provide the required information will delay the processing and approval of child care services and could result in denial of child care services.

If a spouse is not employed during the time of registration, but subsequently becomes employed; it is critical that within 10 working days of the spouse's new employment that a pay stub is provided to the center. In addition, the School-Age Program is subject to Air Force audits every fiscal year. If the spouse is not employed after three months, actively seeking employment or currently enrolled full-time in school, 12 semester hours during the school year and 6 hours in the summer, the child can be separated from care.

**Parents are responsible for keeping their information up-to-date throughout the year whenever any changes occur. This information, especially the AF Form 1181, is critical to ensure the program(s) can properly care for child/youth and reach parents in emergency situations. Parents who change their marital status have five (5) working days to report the change. For households in which unmarried couples or pairs are living as a family, the total household income will be used to determine the Total Family Income.

NOTE: In the School Age Care Program, each summer camp and school year requires enrollment and a new Parent Agreement. Summer enrollment typically takes place in April and school year enrollment takes place in July. Spaces fill up quickly. Parents will be informed when the program is registering for the next session.

The Military Child Care Act of 1989 (Public Law 1809, Section 1504), requires that the Department of Defense (DoD) establish uniform fees for child care based on TFI. Parents enrolling their child are required to bring a copy of their sponsor's Leave and Earnings Statement (LES) and a copy of the spouses pay stub to verify TFI, the definition is provided below.

Definition of Total Family Income (TFI)

All earned income including wages, salaries, tips, special duty pay (flight pay, active duty demo pay, sea pay), active duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income including Supplemental Security Income (SSI) paid to the spouse and Veterans Affairs (VA) benefits paid to the surviving spouse before deductions for taxes listed on the member's most recent Leave and Earnings Statement. (LES)

The Ellsworth School-Age Program is a state licensed program and meets all requirements and standards set by the South Dakota Child Care Services. State licensing allows the Department of Human Services (DHS) to provide financial assistance to those who may require it. Please contact DHS for assistance. Parents who receive a DHS subsidy from the state must provide an LES/pay stub at enrollment.

School Age Care Program Fees & Charges/Financial Policies

A copy of fees and charges are available at the front desk upon request.

Per *HQ USAF/AFSVC*, parents are required to provide a credit or debit card for bank authorizations on the application and agree to have the card charged or account debited for the child participating in the programs. Cards will be automatically charged for the amount owed by the parent. This is done through or Chase Orbital system. Youth and Child Development Programs are not authorized to establish or maintain accounts receivable for individuals outside of the Air Force Services Financial System.

This policy will be in effect for all child and youth programs on Ellsworth AFB when new Parent Agreements are accomplished. All fees are due in advance. A receipt or verification of payment will be issued upon request. See the front desk if you prefer your card be automatically charged each week, bimonthly (1st and 15th), or monthly (on the 1st). Fees not received by the appointed time will be assessed a \$5.00 late fee per day, per family. Continual lateness in paying fees will result in a loss of services.

NOTE: If the financial institution has made an error on your account, documentation from the institution will be required.

The School Age Care closes at 5:30 PM and children must be picked up at that time. If children are not picked up by 5:40 PM parents may be subject to additional charges.

A late pickup fee will be assessed after the defined grace period of 5:40PM. If a child has not been signed out by 5:40PM, a \$5.00 late charge will be levied for every minute (or any portion thereof) after closing time. For example: at 5:41PM there will be a \$5.00 late charge added to the normal fees. In the event of unforeseen circumstances such as: base lockdowns, military missions, traffic, severe weather, emergencies, etc. the late fee will not be assessed. As a courtesy, please notify the front desk if you are going to be late so we can make staffing arrangements.

**Parents who receive DHS subsidy are advised that DHS does not pay for days missed and under this agreement you must meet their monthly requirements. You will be responsible to reimburse the facility for charges not received by DHS.

Hourly Care

Hourly care is only offered when the SAC is in progress and on a space-available basis at the rate of \$5.00 per hour. The School Age Care Coordinator reserves the right to decide if the care needed requires enrollment in one of the School Age Care Programs.

Reduction in Fees

Per *Department of Defense Instruction 6060.2* only the 28th Mission Support Group or designee may grant reductions in weekly child care fees. Reduction may only be given in cases of financial hardship. Parents may contact the School Age Care Coordinator for more information.

Child Care Tax Credit

Parents should call the Youth Center the 3rd week of January to request the tax information for tax credit and to make arrangements to pick up the payment ledgers from the school year, summer camp or both. If parents call in advance, the staff will have all the requested information available when they arrive to pick it up. Walk-in requests may experience a delay receiving the information.

Waiting List Priorities

Per *Department of Defense Instruction 6060.2, August 5, 2014*, and *AFI 34-144*, the following priority guidance for the Child Development Centers (CDC)/School Age Care Program's (SAC) waiting list is provided:

Priority Levels:

1A: Child & Youth programs direct care staff.

1B.1 Combat Related Wounded Warrior*

1B.2 Single / Dual active duty Military/Coast Guard.

1B.4 Dual Active duty Military/Coast Guard with Full-Time working spouse.

1C.1 Dual Active Duty Military/Coast Guard with part-Time working spouse or with spouse seeking employment.

1D.1 Dual Active Duty Military with Full-Time Student Spouse.

1B.3 Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status.

1B.5 Dual Guard/Reserve on Active Duty or Inactive Duty Training Status with Full- Time working spouse.

1C.2 Dual Guard/Reserve on Active Duty or Inactive Duty Training Status with spouse seeking employment.

1D.2 Guard/Reserve on Active Duty or Inactive Duty Training Status with Full- Time student spouse.

2A Single/Dual DoD or Coast guard Civilian.

2B DoD/Coast Guard civilian with Full- Time working spouse.

3A (Space Available) Active Duty Military/Active Duty Coast Guard/Guard/Reserve on Active Duty or Inactive Duty Training Status with Non-working spouse.

3B (Space Available) DoD/Coast Guard Civilian with spouse seeking employment**

3D (Space Available) Gold Star Spouse (Combat Related).

3C (Space Available) DoD/Coast Guard Civilian with Full- Time student spouse.

3E (Space Available) Single/Dual DoD Contractor with Full- Time working spouse, with spouse seeking employment, with Full- Time student spouse.

3F (Space Available) DoD Contractor with Part- Time working spouse and or Non-Working spouse.

3F (Space Available) Deactivated Guard/ Reserve Personnel, Other Federal Employees, Military Retirees.

*When Service members designated as combat-related wounded warrior in Active Duty status require hospitalization, extensive rehabilitation, or significant care from a spouse or care provider and requires full-time child care, they may be placed into Priority 1B. This designation requires installation commander approval (this authority cannot be delegated).

**The status of actively seeking employment must be verified every 90 days.

ALL eligible parents or caregivers residing with the child must be employed outside the home. All sponsors must be assigned to or working on Ellsworth AFB.

Space Available: DoDI 6060.02 permits serving other eligible patrons such as active duty Military Service members with non-working spouses, DoD civilian employees paid from APF and NAF with non-working spouses, eligible employees of DoD Contractors, Federal employees from non DoD agencies and military retirees on a space available basis. After meeting the needs of families in priorities 1, 2, the Child Development Centers and School Age Programs shall provide support for priority 3 (Space Available) patrons they will be notified at the time of enrollment that their space must be vacated if a higher priority patron requires child care. Parents will receive a 45 day written notice if their SAC space is needed.

(1) If a spouse is unemployed at the time of registration, they have ninety (90) days to become employed full time. Enrollment may be terminated if there are working parents on the waiting list. A 30 day termination notice will be given.

(2) If the spouse becomes unemployed or loses full time status once the child is enrolled in the center, the spouse will have 90 days to obtain new employment. Enrollment may be terminated if there are working parents on the waiting list. A 30 day termination notice will be given.

(3) A pay statement must be provided to the center within 10 days of the spouse's new employment or family will be placed in highest fee category.

The program reserves the right to deny care or terminate enrollment of children/youth whose parents or legal guardian are not assigned to Ellsworth AFB when there are working parents/legal guardians, assigned to Ellsworth AFB on the waiting list. A 30 day termination notice will be given.

Wounded Warriors (WW) who required child care must be in a Service-sponsored WW program and must furnish a copy of orders that reflect disability, illness or injury received during combat duty to have the child's name placed at the top of the waiting list.

(1) WW's who return to active duty shall maintain their place on the waiting list or in the center provided their spouse is in a full-time employed/student status (if married.)

(2) WW's who are medically-retired are authorized to use Air Force child care programs until their dependent children reach age 12 provided their spouse is in a full time employed/student status (if married).

Dependents of combat-related Fallen Warriors are authorized to use Air Force child care programs until the age of 12 provided the surviving spouse is in a full-time employed/student status.

School Age Care Program Leave Policies

Emergency leave/Medivac will be granted without charge; however, official orders or Red Cross message must accompany your request.

No credit or refund will be given for days missed due to sickness, natural disasters, disciplinary suspensions, federal holidays, goal days, family days or base closures. NO CREDIT/REFUND will be given unless stated in this agreement.

A two week written notice is required if you are planning on dropping your youth from the program. A two week written notice is also required for Summer Day Camp if you have paid a deposit for weeks you selected. If notice is not received you will be charged due to paid staff being scheduled. If additional time off during the school year is required other than emergency leave you are required to pay while your child is not in attendance.

Note: Refunds may not be granted from the register. This is only done through our Chase Orbital system either as a credit or a refund.

Behavior/Rules Expectations

- Respect the Materials and equipment of the program.
- Respect the belongings of other.
- Show kindness to others and give assistance when needed.
- Be courteous and respectful to other children, youth, and staff.
- Walk while inside the Youth Center
- Clean up your materials and belongings before moving to a new area.

Choice Board Rules

- Only move your name tag on the choice boards.
- Children will be respectful to others when using the choice board.
- Children will place their name tag neatly on the home board before leaving for school or home.
- When a youth needs to leave the room to go to the bathroom, get a drink, get fruit, go to their cubby to take out/put away items, or needs to call their parent; they will notify a staff member, and then they will move their name onto the appropriate position on the choice board.
- Children will participate in an available activity until a spot is available instead of waiting.
- Only teachers move the “Closed” up or down to open spaces.
- Children will always be in the area where their name tag is placed.

Ellsworth School Age Care Program Transportation Policy

- Be courteous to your bus driver and fellow passengers.
- All youth must wear a seatbelt and remain seated at all times when riding Youth Program vans. The seatbelt must be pulled tight across the lap and shoulder harnesses must be worn. Youth riding on the yellow school bus must remain seated at all times, there are no seatbelts on this bus.
- Backpacks and school bags must be stored in the floor under the seat if possible. These items cannot be worn while in a seatbelt.
- Yelling or loud talking is not permitted as it is distracting to the driver.

- Throwing objects is prohibited.
- Gum, candy, and other food or beverages are not allowed on the bus. These items should be kept inside a lunch box or back pack.
- Youth may only unfasten their seat belts and stand when the bus is at a complete stop and the engine is turned off.
- When exiting the bus, all youth exit row by row.

Failure to uphold these rules/policies can result in a temporary suspension up to permanent loss of bus privileges.

SAC Activities

The SAC may also offer specialty classes, sports activities, special events and field trips. The SAC is affiliated with the Boys and Girls Club of America (B&GCA) and local 4-H chapters. A variety of clubs are offered throughout the year using B&GCA and 4-H as a basis for programming.

School Age staff and the children work together to plan and implement suitable activities which are consistent with the program philosophy. Some of the guidelines used to develop activities are as follows:

- Ask children to share their ideas in planning so activities reflect the children interest
 - Involve children in planning for snack, daily activities and special events
 - Get children's help when selecting equipment, supplies and new materials
 - Try to plan activities that reflect the cultures of the children in the program
- Ensure program activities are in line with its mission and philosophy
 - The schedule and activity choices allow children to participate in activities that reflect the mission and philosophy
- Plan activities that will represent the cultures of the families in the program and the broad diversity of human experience
 - Choose materials that reflects the music, language, games and food from the various cultural traditions
 - Invite children & families to share their cultural backgrounds
 - Avoid using tourist approach to studying cultures
 - Remember multicultural activities occur throughout the year and not just on holidays

Program Areas and Objectives

The Ellsworth School Age Care Program offers various program areas for youth in the Choice System. The Choice System is based on Howard Gardner's Theory of Multiple Intelligences. Learning areas within the Choice System classrooms vary. Youth are able to spend time in areas that promote their individual interests. The following is a list of the program areas within the Choice System and their objectives:

- Fine Arts and Crafts- Youth learn about artists, various art mediums, as well as enhance fine motor skills, hand-eye coordination, and creative thinking. Fine arts involves some problem solving in order to create a whole out of pieces, visualize final products, or create something that will accomplish a desired purpose.
- Homework- Youth have a quiet area for homework and supportive staff to assist them in their academic success. In this room, youth learn behavioral and social skills necessary for achievement in school. The Power Hour Incentive Program offers incentives to youth who complete their homework.
- Performing Arts: Youth are able to engage in forms of creative activity that are performed in front of an audience, such as drama, music, and dance. This allows children to develop creative passions, they simultaneously teach children language and communication skills, helping them to communicate effectively with others with confidence.
- Games- Games are a fun way to aid in youths learning process. Games provide a variety of ways to impart knowledge through creative, interactive and interesting activities. Games can either help teach youth a specific subject or help develop important skills essential to life and learning such as teamwork and critical thinking.
- Computers– Computers are available in several classrooms. Youth can use the computers for activities planned by staff, homework, and approved games. Youth are learning to develop technical skills, how to use basic programs for typing papers or creating presentations, how to perform searches on the internet, etc.
- Library- The SAC has a cozy library in the media center to help instill the love of reading. The program has an extensive collection of literary interests for youth to browse.
- Dramatic Play- Pretend play can occur in many areas such as action figures/dolls, or in the housekeeping area. It involves improvisation and a process-oriented form of drama where participants are guided by a leader to imagine, enact, and reflect on childhood experiences both real and imagined. These activities promote confidence, literacy, imagination, an exchange of ideas, and social interaction.
- STEAM: We explore science, technology, engineering, and mathematics, and provide activities centered on education in the disciplines of science, technology, engineering, and mathematics.
- Gym- Youth learning ways to maintain healthy life styles, enhance motor and coordination as well as learning basic skills for traditional and nontraditional sports.

Youth fine tune social skills through teamwork, healthy competition, and good sportsmanship.

- **Outdoor Play-** Opportunities for recreation and being with friends are very important. Outdoor play gives youth time to let their brains recycle chemicals that is required for long term memory retention. Opportunities exist in outdoor play to participate in science, art, theater, risk adventure, social recreation and teamwork.

Outside Time

Weather permitting; children/youth should be taken outside to play each day. All children/youth should be dressed appropriately. Be sure to remind the children/youth to use the restroom before going outside, if applicable. While outside, employees are to interact and play with the children/youth. Employees should move around on the playground and should make sure all children/youth are playing safely; employees should not group together. Sitting down on the playground is limited. Employees should check playground equipment for safety i.e. jagged edges, points, broken toys, rust, etc. Report all hazards to the Director or Supervisor immediately. If possible, remove the unsafe piece; if it cannot be removed, the Director will determine if children/youth will be permitted to play in the playground until repairs can be made. Toys should be put away and trash picked up before leaving the area. Children/youth should assist with this. Children/youth must wash their hands when coming inside from the playground. No child/youth may return to the room unsupervised.

Healthy Environments for Children/Youth

The Ellsworth AFB Youth Programs facilities are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides are applied according to the manufacturer's instructions when children and youth are not in the facility and in a manner that prevents skin contact, inhalation, and other exposure to children/youth. The program uses the techniques known as the Integrated Pest Management (IPM) so the least hazardous means are used to control pests and unwanted vegetation. All indoor plants are correctly labeled.

Employees are trained and follow the Ellsworth Youth Programs Standard/Universal Precautions Exposure Control Plan as another means of preventing and controlling exposure to a potentially contagious disease.

Surfaces in the Ellsworth Youth Center are sanitized at least daily and more often if needed as another means to eliminate possible exposure to an infectious disease. Sanitizing solution is a bleach solution of ¼ cup household liquid chlorine bleach in 1 gallon of tap water, mixed fresh daily. Spray sanitizing solution on surfaces and allow 2 minutes contact at a minimum.

When employees are made aware a child/youth has a contagious disease, a notice is posted containing information about the disease and the incubation period so other parents and employees can be alert to symptoms in other children/youth. Public Health and the program Medical Advisor are consulted to provide additional guidance in any unusual situation or if symptoms of reportable diseases are noted.

Good hand washing is the first line of defense against the spread of many illnesses. Proper hand washing is required by all employees, volunteers, and children to reduce the risk of transmission of infectious diseases to themselves and others. Employees and those children who are developmentally able to learn health practices are instructed in, and monitored on proper hand washing procedures. Children will wash their hands independently or with staff assistance to ensure the task is completed successfully. After assisting a child with hand washing, the adult will wash their own hands.

The following guidelines must be adhered to ensure good hand washing is practiced throughout the program:

1. Children and adults wash their hands in a designated hand washing sink (not used for food preparation)
 - upon arrival for the day
 - after using the toilet
 - after handling body fluids (i.e., blowing or wiping a nose, coughing on a hand, or touching any blood, mucous or vomit)
 - before meals and snacks, before preparing or serving food or after handling any raw food that requires cooking (i.e., meat, eggs, poultry)
 - after playing in water that is shared by two or more people
 - before and after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals
 - after playing outdoors

NOTE: Employees do not use hand washing sinks for bathing children or for removing smeared fecal material.

2. Adults also wash their hands
 - before and after assisting a child with food
 - before and after administering medication
 - after assisting a child with toileting
 - after handling garbage or cleaning
3. Adults and children will wash their hands using the following method:
 - check to be sure a clean, disposable paper (or single-use cloth) towel is available
 - turn on warm water and apply liquid soap
 - rub hands vigorously for at least 20 seconds*, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails, rinsing well until they are free of soap and dirt
 - turn water off using a paper towel – this will avoid touching the faucet with just washed hands

*This step can be timed by teaching children to sing a song (A, B, C's or another song that last for at least 20 seconds while they lather their hands)
4. Gloves
 - Wearing gloves is not a substitute for hand washing in any of the required situations above. Wearing gloves is required when handling blood or feces or body fluids that might contain blood.

5. Alcohol-based hand rubs and pre-moistened cleansing towelettes
 - The use of alcohol-based hand rubs in lieu of hand washing is not recommended for childhood settings. If these products are used as a temporary measure when water is not available (field trips, playground), a sufficient amount must be used to keep the hands wet for 15 seconds. Alcohol-based hand rubs are toxic and flammable and must be stored and used according to the manufacturer's instructions.
 - Pre-moistened cleansing towelettes do not effectively clean hands and should not be used as a substitute for washing hands with soap and water. When running water is unavailable, towelettes may be used as a temporary measure.
6. Hand washing signs
 - Use hand washing signs placed at children's eye level near sinks to remind them about the importance of hand washing
 - Hand washing signs are posted in all areas that have sinks (food preparation, bathrooms) used by adults

It is the responsibility of all adults in this program to ensure this policy is followed in order to maintain a healthful environment for employees, children, and youth.

Food Program

United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP)

All children in the SAC will be enrolled in the USDA CACFP. The programs serve breakfast, lunch, and an afternoon snack in accordance with the USDA CACFP. The SAC utilizes cycle menus that have been approved by a dietitian or AFSVA/SVI. All food and beverages are provided by the center except in the case of special diets.

No outside food is to be brought into the program by parents/children. All food consumed in the programs must be prepared at the facility. Only USDA creditable foods are purchased and served.

Children with food allergies will be provided a substitute item, when necessary. Children's food allergies and special menu requirements are posted in a place accessible to staff. Food and beverages for special diets are only allowed for cases of verified medical conditions supported by a physician and must be able to be purchased locally. Parents will be given a Special Needs Medical Profile for the physician to complete. The 28th Pediatric Medical Advisor will review the form and make recommendations.

All staff are required to maintain current food handlers training and have a TB test.

Meals

Mealtime should be an enjoyable part of the day, which is also a learning experience for children/youth. All children/youth and employees must wash their hands prior to serving, eating food, or handling tableware. Children/youth are encouraged to help set-up, serve, and clean up

according to their abilities. Accidents are to be expected as part of the learning process. Caregivers are to sit and eat with the children/youth. Discuss table manners, types of foods, taste, temperature, etc. to facilitate learning. Program staff *do not* force a child/youth to eat, but encourage a “taste,” if a child/youth is hesitant to try new food. Program staff *do not* use food as punishment or threaten to withhold food for any reason.

Additional Information

- The SAC does not encourage or accept responsibility for toys and other personal items brought from home (this includes all lost and found items)
- For safety purposes, the SAC request that you call when your child/youth will not be in attendance so we know whether or not to expect your child
- To ensure your child’s youth participation in all SAC activities, please dress your child/youth accordingly...closed toe shoes, proper weather attire.
- Children’s attire MAY NOT have vulgar, inappropriate words, or images.
- To assist with the communication from the SAC to you and vice versa, please take the time to read all notes, newsletters, and literature available.
- Students are strictly prohibited from using ***wireless telecommunication and multi-media devices*** in the school age program part day and full day camp sessions. Such devices should not be visible and are not to be activated during School Age Care hours. Exceptions may be granted for medical necessity with the prior written consent of a parent/guardian.

Ellsworth Family Rights and Responsibilities

1. As part of the registration/orientation process, the program will provide to children/youth and families’ information on available school age care options, eligibility, hours of operations, extended hours (mission requirements), curriculum and activities, and parent involvement opportunities. Parents are responsible to provide appropriate documentation to verify eligibility and complete the registration forms (emergency medications, emergency contact information, documentation of special needs, if applicable, etc.).
2. Parents will also be provided information on applicable fees and charges, required payment schedules and penalties for late payments or late pick up. Parents will be required to provide financial information to determine Total Family Income and applicable fees. They are also expected to adhere to the payment schedule as indicated in the Parent Agreement. Failure to comply with payment requirements may result in discontinuation of services.
3. The program is committed to treat children/youth and families in a fair, non-discriminatory way. Parents and children/youth are expected to treat program staff in a fair and respectful manner.

4. The program is committed to protect the safety and health of all the program participants (children/youth, staff and families) and will take appropriate measures should program participants compromise the health and safety of the group in any way. Parents will be informed immediately if children/youth engage in aggressive or otherwise unsafe behaviors. In cases where children/youth continue to display inappropriate or unacceptable behaviors, a behavior management plan may be generated with input from children/youth, families, and program staff.
5. While the program is committed to support every child/youth and make all possible and reasonable accommodations, it may terminate services in cases where children/youth's unsafe behaviors compromise the safety of the group.

Child Rights and Responsibilities

The Ellsworth AFB School Age Program is committed to protect and uphold the rights and privacy of children/youth and their families.

1. All children/youth and families will be treated fairly, in a non-discriminatory way regardless of racial, ethnic, gender, cultural, religious, linguistic background, and abilities.
2. All information on children/youth and their families is maintained in a confidential manner to ensure their privacy is protected.
3. Children's/youth's and families' confidential/private information will be disclosed only with families' consent.
4. The program will obtain written consent from children/youth and families prior to recording, photographing, or filming.
5. Communication (oral and written) with children/youth and families will be provided in the prevailing language(s) of the group served.
6. The program will provide, or arrange for, translation and sign language services, communication technology, and other communication assistance, to the extent possible.
7. The program has a system in place for participants and their families to use to elevate their concerns, complaints, and grievances without fear of interference or retaliation.
8. Program participants and their families are encouraged to express their concerns or grievances to the SA Program Coordinator for a prompt resolution (1st level). If grievance is not resolved at 1st level, it will be brought to the attention of the Director, Youth Programs (2nd level), and, if still not resolved, to the AFS Flight Chief (3rd level). The Ellsworth AFB chain of command or the Inspector General Office is also available to military and DoD civilian sponsors.



Ellsworth Youth Membership Program

The Ellsworth Youth Membership Programs is an affiliate of Boys & Girls Clubs of America (BGCA) & South Dakota 4-H. We offer clubs in the five program areas of BGCA's: Career & Education Development, The Arts, Health & Life Skills, Character & Leadership Development, and Sports, Fitness, & Social Recreation. Along with BGCA programs, we offer three 4-H programs.

Boys & Girls Clubs of America Five Program Areas:

Character & Leadership Development

Programs and activities encourage youths to support and influence the youth/teen program, base, school and community; sustain meaningful relationships with others; develop a positive self-image; learn about and participate in the democratic process; and respect their own and other's cultural identities.

The Arts

The arts are programs and activities that enable youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts & crafts, performing arts and creative writing.

Health & Life Skills

Health and Life Skills programs and activities develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and develop the competencies to live successfully as self-sufficient adults.

Education & Career Development

Education and Career Development offers activities to help youth become proficient in basic education disciplines, apply learning to everyday situations, and use technology to optimize school success and employability.

Sports, Fitness, & Recreation

Programs in this area develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment, and social skills.

4-H Programs:

The goal of 4-H programming is the growth and development of young people. 4-H is instructed in the Four Essential Elements (Belonging, Mastery, Independence, and Generosity) in a non-formal setting. We work closely with Pennington County 4-H Extension Office to offer a variety of projects.

Membership Registration & Enrollment Policies

Membership is for children 9- 18 years of age. All youth participating in any Ellsworth Youth Center sponsored activity, program, or event must have a completed *AF Form 88* and must have submitted an up-to-date immunization record whether they have purchased a membership or not. The *AF Form 88*, Youth Programs Registration Form and immunization record is retained by the Center.

Sponsors must list an emergency contact person with a duty phone and a home/cell phone. The emergency contact person must be someone other than sponsor or their spouse and should be made aware that he/she has been designated on the form. Your signature authorizes emergency medical treatment, defined as measure necessary to protect your child in a life threatening situation. We require any nonmember youth purchase a membership if they attend the program more than three times a month. **In accordance with AF Instruction 48-110 IP, Immunization and Chemoprophylaxis for the Prevention of Infectious Diseases, all children and youth enrolled in CYP are required to follow Center for Disease Control and Prevention (CDC)/Advisory Committee on Immunization Practices (ACIP) recommended age-appropriate vaccinations and immunizations.**

Membership youth must sign in upon entering and sign out upon exiting the facility on the Daily Sign In/Out sheet. When children are left at the facility after the close of operations, the staff members will make every attempt to contact the parents/guardians or the designated emergency contact person by phone. If attempts are unsuccessful, the sponsor's unit will be contacted. As a last resort, Security Police will be contacted for assistance in finding the parent or temporary placement for the child.

Membership Program Fees & Charges/Financial Policies

Ellsworth Youth Programs charges \$60.00 per child for their annual membership fee. Annual membership is not reduced for families with more than one child. Non-Members are charged a daily usage fee.

Youth who participate in Instructional Classes will pay an additional monthly fee. The monthly fee is determined by the Instructor(s) of the classes. Instructor payments (for Tae Kwon Do or piano.) are due by the 1st of every month. If a parent wishes to be auto charged, those payments will be done on the Monday of the third week of the month.

Non-Membership Youth

A youth who is between the ages 9 - 18 years of age who does not pay the annual membership fee is considered a non-membership youth. Non-Member Youth will be charged \$1.00 per day. An

AF Form 88 is still required to be filled out and kept on file. If a non-membership youth visits more than 3 times a month, we require the youth to purchase a membership.

*****All Youth will be charged an additional fee for field trips & extra activities*****

Standards of Conduct

Youth and parents participating in Air Force Youth Programs are expected to demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Specifically, youth are expected to abide by the following behavior guidelines:

- Be courteous and respect others
- Obey all rules established by the Ellsworth AFB Youth Program and those of the local base and local and state laws
- Treat all people fairly and animals humanely
- Respect the property of others
- Respect the authority of adult or youth volunteers, paid staff, and others in leadership roles
- Use appropriate language and wear acceptable clothing at Youth Program activities and events
- Show kindness to others and give assistance when needed
- Be honest and honor commitments
- Strive for personal best and keep trying to improve
- Accept responsibility for personal choices

Alcohol, Tobacco & Drug Policy

The use of tobacco (including electronic/vapor type cigarettes), alcohol, and illegal drugs are strictly prohibited in Youth Program areas while youth are present. In accordance with *AF 34-144, 6.12*, youth and teens participating in Youth Program activities will be protected from exposure to tobacco, alcohol, and illegal drug products.

- The use of tobacco, alcohol, and illegal drug products in any Youth Program facility or its outdoor areas will not be permitted
- The use of tobacco, alcohol, and illegal drug products will not be allowed at any function sponsored by or for the Youth Programs
- When other facilities are used for Youth Program activities, smoking or use of alcohol in the areas that will be used by youth will not be permitted while youth are present
- NO ONE under the influence of alcohol or illegal drugs is allowed to attend or supervise any Youth Program activity. Adults providing transportation to youths are prohibited from consuming alcohol, using tobacco or illegal drugs.

If anyone (youth, players, spectators, contract workers, volunteers, parents) is suspected of using tobacco, alcohol, and/or illegal drugs at a youth program facility or during a youth program sponsored event, staff will contact youth's parents and 28th Security Forces to report the violation.

Additionally, the installation commander may suspend the participation of youth or adult who use alcohol, illegal drugs or tobacco products in Youth Program facilities or at Youth Program functions when youth are present.

Discipline Procedures

Youth Behavior

Action

| | |
|--|--|
| Fist Fights/slapping/physical aggression | Stop behavior, first aid as needed, implement Chain of Command and elevate if needed |
| Weapons | Immediately contact Security Forces then Chain of Command |
| Illegal drugs/alcohol | Immediately contact Security Forces then Chain of Command |
| Inappropriate Touch | Stop behavior, implement Chain of Command, and contact SARC |
| Damaging Property | Stop behavior, implement Chain of Command |
| Stealing | Stop behavior, implement Chain of Command |
| Bullying | Stop behavior, notify Supervisor on duty |

Parent/Volunteer Opportunities

Family members are strongly encouraged to participate in many aspects of the programs and to exchange information with the staff so that each youth's safety and welfare can be ensured. Parents are invited and welcomed to visit the program at any time. Parents are especially encouraged to share hobbies, skills, talents, languages, and careers.

Volunteers are needed to serve as coaches, assistant coaches, and chaperones. We constantly seek instructional talent for music, art, photography, and computers.

All volunteers are required to complete a registration form. Training is mandatory and provided. Coaches must go through a specialized application process and training. Volunteers meet local, state, and national agency checks assuring the safety of youth participating in our programs.

Volunteer incentives include reference letters, letters of appreciation, and certificates and awards in addition to the personal satisfaction received when you invest your own time and effort to make this world a better for youth in the Ellsworth Community.



Ellsworth Youth Sports & Fitness Program

Youth Sports should be a great experience for you and your child. Our primary purpose is to provide quality leisure related sports and fitness activities that build self-esteem and motivate your child. We strive to ensure sports and fitness programs are fun for youth and are conducted to encourage continued participation regardless of their athletic ability. There are three objectives in operating a great program:

- Provide a safe environment for the player, coaches and parents
- Create an atmosphere where each child can have fun and enjoy the games
- Teach youth the fundamentals of a sport and the enjoyment that come with playing

The coaches also need the support of the parents to make your child's progress successful. Our children are our future. Youth sports are just one of many ways to encourage physical development and foster positive relationships among players.

Youth Sports & Fitness Desired Outcomes

The outcome we desire to achieve throughout the youth sports program is skill improvement by every child who participates, acquisition of assets, and a demonstrated reflection of fun through smiles, laughter, and newly acquired friendships.

Youth Sports & Fitness Programs Registration & Enrollment Policies

Each child participating in youth sports at Ellsworth AFB must be registered in person by a parent or legal guardian. Registration forms may be completed at any time during a registration period. Membership may be made at time of registration for children 9-18 years of age.

*****A copy of a current physical and an up to date immunization record is required before the first practice of the sport and it will remain on file for one year.***

Youth Sports & Fitness Program Fees & Charges

Fees Include but are not limited to: Coaches' certification; Uniforms; Participation awards;

Equipment and supplies; Officials; and Staffing requirements.

Note: Fees are subject to change at the discretion of Management

Youth Sports currently offered but subject to change based on the needs/interests of the families and facility availabilities:

- Soccer - Spring
- T- Ball - Summer
- Track - Summer
- Volleyball- Fall
- Cheerleading – Fall and Winter
- Basketball – Fall
- Flag football- Winter
- Night Hoops – All year
- Sports Camps – Summer

Refund Policy

A refund may be requested and honored by the Youth Programs administrative staff any time prior to the player's first practice. Once the season starts, refunds will only be given for medical reasons and/or PCS orders. Refunds will be pro-rated once the season starts. Supporting documentation is required depending on the circumstances surrounding request.

Uniform Policy

Uniforms are property of the U.S. Government (Youth Programs). They are issued by season to each player registered in the league. Extreme care of the uniforms must be taken; players must wear the uniform for games only (not practice). The uniform will be issued by the team coach prior to the start of the season. Parents are responsible for any damage to the uniforms other than normal wear and tear. Parents will also reimburse the cost of any unreturned uniform at the end of the season for a fee of \$10 to \$40. Personnel who relocate to another state during the season are required to turn the uniform in to their coach or the Youth Programs before leaving.

Professional Certifications – CYSA

Using the (NAYS), as well as the other resources and programs offered by NAYS, Air Force youth sports and fitness opportunities are offered using a comprehensive and standardized approach. The Ellsworth Youth Sports program is an established NAYS Member Organization which allows us to provide training to coaches, parents and officials to ensure high quality sports programming. *

Certification of Administrators

The Youth Sports Director is required to attend the Youth Sports Administrators Academy sponsored by the National Alliance for Youth Sports. Highly qualified experts in the field of youth

sports and youth psychology teach this comprehensive training. In addition, the Sports Director must maintain the Certified Youth Sports Administrator (CYSA) credential to be qualified to teach and train our coaches as NAYS certified coaches.

Certification of Coaches

All youth sports volunteer Coaches must be certified under the **NAYS Coach Training & Membership Program**. This program gives volunteer coaches a strong foundation in coaching, prepares them for their important responsibilities, as well as holds them accountable to a code of conduct defined by the NAYS Code of Ethics for Coaches.

Training

The top quality NAYS Coach Training features two components: Coaching Youth Sports and a sport-specific training. The Coaching Youth Sports portion covers topics coaches of all sports need to know, such as working with parents; motivating kids; building confidence; instilling good sportsmanship; safety; and nutrition and hydration; among many other areas. All coaches will be CPR and First Aid certified.

In the sport-specific training, coaches learn how to teach the basic skills and fundamentals of the sport they are coaching, as well as effective drills to use during their practices.

Membership

After completing the NAYS Coach Training, coaches qualify for an annual membership, which includes a \$1,000,000 excess liability insurance policy; access to member-only coaching resources and supplemental coach trainings; *SportingKid Live!*; a member e-newsletter; a member ID card; and corporate discounts on everyday services like car rentals, hotels and more.

NOTE: Coaches desiring to be certified in an extra sport must attend NAYS Coach training for that specific sport.

Each Coach attends twelve hours of valuable training.

Upon completion of this twelve-hour course, you will be certified as a NAYS member Coach for one year. Coach's training is paid for by the youth center. You may continue your membership and benefits with NAYS after one year by re-signing your conduct pledge and completing a short training review.

If you would like further information on the NAYS program, contact the Youth Sports and Fitness Director at 605-385-2278.

Coach/Volunteer Recruiting Program

An active volunteer coach recruitment program is utilized to recruit volunteers as coaches and assistant coaches for our programs. Once recruited all volunteers will be required to fill out a volunteer information form and be required to undergo a background check.

Officials

The Ellsworth AFB Youth Sports Program utilizes unpaid officials. All officials will be certified in CPR and First aid. Officials training sessions lasts two or three hours and a separate training session is done for each major sport which consist of sports psychology, injury prevention and treatment, and child abuse prevention and sports rules and regulations are reviewed.

Parents/Spectators Policy

Spectators are a vital part of the youth sports program. We highly encourage parent and spectator support. However, negative comments will NOT be tolerated. Spectators may be asked to leave the playing field for verbal abuse towards the players, coaches, or officials. Continued abuse will result in possible suspension from attending any other games. All parents are required to sign a code of conduct policy and attend our P.A.Y.S. (Parents Association for Youth Sports) parent orientation program.

Parent/Volunteer Opportunities

Youth Sports cannot exist without the support and involvement of parents and community members. If you would like to act as a coach, team parent, official, or other supporting member, please contact the Youth Sports and Fitness Director. We would love to include you in our program!

Awards and End of Season Parties

Awards and end of season parties are the responsibility of each individual team. The Youth Sports Program will provide a Participation Award for each child.

Mandatory Parent Orientation Program

A parent orientation meeting can save time and potential problems by explaining objectives and coaching philosophy. A Mandatory meeting will be held early in the season, before the first game. The length of the meeting will be approximately one to one and a half hour. The following topics will be discussed:

- Goals and objectives
- League adaptations to the rules of the sport
- Assistance required from parents
- How we expect the parents, coaches and children to behave during games (to include reactions to the officials and proper behavior after winning or losing)
- How and when parents should give advice and constructive criticism
- Explain the risk of injury and how parents can reduce possible injury to their child
- Requirement for a medical examination

- Parental responsibility to:
 - Notify coaches when their child can return for play after an injury or when parents suspect their child is ill or hurt
- What parents can do at home to help their child's physical development and improve sport skills.
- How much time will be spent each week for practice and games
- What equipment will their child need
- How long will the season last, discuss the schedule, practices, etc.
- Methods used to teach sport skills
- Your emphasis on winning and the benefits of sports for their children
- Remind parents that the game is for the kids, not coaches or parents, and that we are not being entertained by miniature professionals
- Team social functions, e.g., picnics, fun day, etc.
- Requirements, if any, for midseason meeting
- How will parents be notified in case of rain outs, etc.
- End of season players and parents' critique

Youth Sports and Fitness Program Safety Plan

The number one priority of Ellsworth AFB Youth Sports and Fitness Program is the safety of all participants. All efforts are made to ensure that a safe environment is maintained at all times.

- All playing areas are checked before start of season with Wing Safety.
- Adequate safety equipment is made available for each sport.
- All coaches are briefed on and given a copy of Youth Sports and Fitness Emergency Plan.
- Coaches are required to conduct adequate warm-up time before each game or practice.
- Proper clothing is required for each participant according to the sport.
- Spectators are required to stand back from playing areas to minimize player distraction.

Open Participation

It is the policy of Ellsworth AFB Youth Sports Program that no child will be excluded from any sport or league due to his or her race, creed, sex, and economic status, financial ability to pay, or skills and ability.

Age Limits/Restrictions

The age restriction for youth sports programs is spelled out in *AFI 34-144*. Youth Sports programs are designed for children ages 5 – 18. Programs are offered for youth under the age of 5 (***Start Smart Sports***) but are limited to developmental programs with no competition. Youth who reach the age of 19 are no longer eligible to participate in youth sports programs. In addition, any youth 18 years of age who is active duty military is not eligible to participate.

Players' Draft

Division 1: 5 – 6 year olds will not try-out. All players will be assigned to a team at random by age.

Division 2: 7 – 8 year olds will not try-out. All players will be assigned to a team at random by age.

Division 3 & 4: 9 – 12 year olds will be evaluated for the purpose of trying to balance the teams.

Coaches will draft players by the age group first. When all players are placed on a team, the draft is considered closed.

Daughter/son: Swaps will be done for a player of equal skills. Should a player be placed or drafted on a team without their coach/parent during the initial draft.

Brother/sister: Parents may request that their children be placed on the same team in the proper age group.

Carpooling: Parents may request that their child be placed on the same team as a friend due to transportation problems. However, this will not be guaranteed.

Transportation Guidelines

The Ellsworth AFB Youth Program uses government vehicles driven by Youth Programs staff or qualified volunteers to transport children. Vehicles used to transport youth comply with Federal motor vehicle safety standards in accordance with Title 49, U.S.C. Section 30125 and South Dakota regulations

All vehicles are licensed and receive regular inspections. All vehicles contain a fire extinguisher and first aid kit. Driving records and driver's licenses of all staff/volunteers are verified and kept on file. Use of seatbelts is mandatory. At no time will a staff member transport a child in a personal vehicle. Additional guidance on transportation can be obtained in SVYY OI 34-804-1 and S76 of the Air Force School Age inspection criteria.

League Standards

Ellsworth AFB Youth Sports utilizes the National Standards for Youth Sports. Leagues, under these standards, are operated using specific guidelines as follows:

5 & 6 YEAR OLDS

Scores or standings are not kept.

Rules, equipment, and the field are modified to match the abilities of the players

Uniforms are limited to a jersey.

There are no scheduled leagues, tournaments, or all-star competitions.

Leagues and coaches are not permitted to require sports specialization.

Play is co-recreational.

No travel is involved

Coaches are permitted on the playing surfaces.

7 & 8 YEAR OLDS

Scores are kept.

Rules, equipment, and the field are modified to match the abilities of the players
Limited uniforms are provided.
There are no scheduled leagues, tournaments, or all-star competitions.
Co-recreational play is encouraged.
No travel is involved.
Coaches are permitted on the playing surfaces only during the first two games.
Leagues and coaches are not permitted to require sports specialization.

9 & 10 YEAR OLDS

Scores are kept but standings are de-emphasized.
Rules, equipment, and the field are modified, where necessary, to match the abilities of the players.
There is no out-of-community post season play.
There is no national tournament participation.
Leagues and coaches are not permitted to require sports specialization.

11 & 12 YEAR OLDS

Expenditures on uniforms for appearance reasons are minimized.
Limited ability groupings are used following proper grouping procedures.
A variety of positions and situational plays are encouraged.

Substance Abuse

Drugs and alcoholic beverages are not permitted at any youth practices or games. Any player or coach found guilty of substance abuse will be dismissed from the program. Parents/spectators who consume drugs or alcohol prior to attending youth games will not be allowed on the premises. **YOU WILL BE ASKED TO LEAVE** and security forces will be notified.

Ellsworth Youth Center grounds are **TOBACCO-FREE** areas. Coaches, players, and parents are asked to refrain from smoking at youth practices or games.

Parent Code of Ethics

- I hereby pledge to provide support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethic Pledge.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will refrain from coaching my child from the sidelines and let the coach perform his job.
- I will demean a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will remember that the game is for youth not – ADULTS.

- I will do my very best to make youth sports fun for my child.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will teach my child that doing one's best as part of the team is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game, gym or field and will take time to speak with coaches at an agreed upon time and place.
- I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to, the following:
 - Verbal warning by official, head coach, and/or the Youth Sports Director / Youth Director
 - Written warning
 - Parental game suspension with written documentation of incident kept on file by the Ellsworth AFB Youth Programs

Severe Weather Emergencies

When thunderstorms with lightning or other severe weather patterns are reported within 5 miles:

- If during the duty day, Base Weather under Adverse Weather warning will call Command Post and they will notify Youth Programs. The Youth Sports and Fitness Director or Program Chief will make the decision to cancel the game.
- If at game time or after game starts, the official and coaches should make determination whether to cancel the game for inclement weather.
- If thunderstorms with lightning within 5 miles, players will exit playing field and seek shelter in cars or dugouts until the storm passes. Games will be suspended.

Medical Emergency Procedures

Medical Emergencies:

In the event of an emergency or accident the following steps should be taken:

1. Assess the situation. DO NOT PANIC. Administer first aid only if you are qualified.
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed and no cell phone available, find the closest phone and

CALL 911 or another pre-determined emergency number. Provide the dispatcher with the following information:

- Your name and position.

Ellsworth Youth Programs Parent Handbook

- Exact location including street access, entry gate, and building location.
 - Victim's condition.
 - Nature of the injury and circumstances surrounding emergency.
 - Stay on the phone until you are told to hang up
4. Return to the injury scene in case you are needed for other assistance.
 5. Meet the emergency vehicle.
 6. Immediately call the parent or guardian and advise them of the circumstances.
 7. Report the accident to Youth Programs (385-2277) as soon as possible. Submit written incident report.

Emergency Information/Phone Numbers:

| | |
|-----------------------|----------|
| AMBULANCE | 911 |
| FIRE REPORTING (BASE) | 911 |
| BASE LAW ENFORCEMENT | 385-4001 |

WELCOME to the Ellsworth Child and Youth Programs! We are excited to have you!

The Child & Youth Programs Staff

Community Resources for Youth & School Age Care Families

| On Base Services | Location | Phone Number |
|--|--------------------------------|---------------------|
| Airman and Family Readiness Center (AFRC) | Located at the Rushmore Center | 605-385-4663 |
| Chaplain | | 605-385-1598 |
| Child Development Center (CDC) | Building 8003 | 605-385-2488 |
| Family Advocacy Program (FAP) | | 605-385-3660 |
| Family Practice | | 605-385-3788 |
| Family Child Care | By Phone | 605-385-4270 |
| Mental Health Clinic | | 605-385-3656 |
| New Parent Support Program | | 605-385-3150/3488 |
| Sexual Assault Prevention and Response SARC | Building 7712 upstairs | 605-385-7272 |
| Security Forces | | 605-385-4001 |
| Youth Center | Building 7712 | 605-385-2277 |

Community Resources for Youth & School Age Care Families Continued

| Off Base Services | Location | Phone Number |
|------------------------------|-----------------------------------|---------------------|
| Badger Clark Elementary | 401 Don Williams Drive, Box Elder | 605-923-0080 |
| Francis Case Elementary | 441 Don Williams Drive, Box Elder | 605-923-0080 |
| Douglas Middle School | 401 Tower Road, Box Elder | 605-923-0050 |
| Vandenburg Elementary | 561 Briggs Street, Box Elder | 605-923-0060 |
| Douglas High School | 420 Patriot Drive, Box Elder | 605-923-0030 |
| Box Elder Police | 420 Villa Drive, Box Elder | 605-923-1401 |
| Box Elder Fire Station | 120 Box Elder Road, Box Elder | 605-923-1224 |
| Rapid City Regional Hospital | 353 Fairmont Blvd, Rapid City | 605-755-1000 |