



## PARENT – PROGRAM AGREEMENT

Welcome to Marine Corps Base Hawaii Children, Youth & Teen Programs. The purpose of this agreement is to define the mutual terms of agreement for childcare arrangements. **Please initial each page of this agreement.**

It is your responsibility to let us know of any changes of address or telephone and emergency numbers. Parents are welcome to visit at any time.

### HOURS AND DAYS OF OPERATION

K-Bay Teen Center hours of operation are from 1415 to 1900 on Monday, Tuesday, Thursday. Friday is from 1414 to 2000. Wednesday hours are from 1215 to 1900. (Hours subject to change)

Manana Teen Center Hours are Monday, Tuesday, Thursday, and Friday from 1415 to 1900. Wednesday hours are from 1215 to 1900. (Hours subject to change)

**Hours at both sites may be revised for furlough Fridays, field trips, or other special events.**

The sites are closed on Saturdays, Sundays, and the following Holidays:

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King Day	Independence Day	Thanksgiving Day
President's Day	Labor Day	Christmas Day
Columbus Day		

and other days as determined by the Commanding Officer or higher authority.

Sites will also be closed at 12:00 noon for training on the Fridays before Memorial Day and Columbus Day, and closed at 12:00 noon on Christmas Eve.

**ADMISSION REQUIREMENTS** – Patronage is limited to children between the ages of 10 years and 18 years who are dependents of Active Duty military personnel and Department of Defense (DoD) Civilians and (DoD) contractors stationed aboard MCBH.

### TEEN CENTER LOCATIONS

Kaneohe Bay	Bldg 1090B, 254-7610
Manana Housing	Bldg. 852, 456-1662

## **GENERAL POLICIES AND REGULATIONS**

1. Parents must complete the enrollment forms before using the program. This includes medical and legal release forms, child's identification of any allergies, or special needs. Single and dual military parents are also required to provide a copy of their Family Care Plan. A Special Power of Attorney for Child Care will be required if the sponsor is not available to sign.
2. Teens must check in and out at the desk in the Teen Center.
3. Emergency numbers must be kept up to date. The person or persons designated by parents as emergency contacts must be local and able to reach the center/site within one hour. If the emergency numbers are not kept current and correct, the patron may be refused service until proper emergency numbers are obtained. Failure to provide the required information could result in automatic disenrollment.
4. Divorced or separated parents who do not have physical custody of a child may not pick up the child unless authorized, in writing, by the child's sponsor. The sponsor must have primary physical custody for the child to be eligible for enrollment. The custodial parent must provide the program documentation of the custodial rights of the other parent when appropriate proceedings are completed.
5. In case of illness, accident, or injury, staff must be able to make prompt arrangements for notification of the parents and for medical care. If possible, parents will be notified immediately of any illness or injury to the child, and their specific instructions regarding action to be taken shall be obtained. If parents cannot be reached in the event of an emergency, the child will be transported via ambulance to the Emergency Room at Tripler Army Medical Center.
6. Suggestions and/or concerns should first be discussed with the Youth Activities Director then with the Children, Youth & Teen Program's Administrator. Children are expected to adhere to rules and regulations. A meeting with program management will be required to discuss placement for children with documented chronic behavior problems. Children disenrolled from one facility for behavioral problems will not be permitted to use any CYTP for 30 days.
7. Patrons using profanity or disrespectful conduct in CYTP will not be tolerated and may result in avoidance of the agreement and permanent suspension of CYTP services.

## **FIELD TRIPS AND PHOTOGRAPHS**

1. Field trips and nature walks are considered an important part of the educational program and will be scheduled periodically. Children, Youth & Teen Programs will provide the required responsible adult supervision for these excursions. Your permission for your child to participate in such excursions is part of this agreement. Parent participation is encouraged and welcomed.
2. Photographs of the children participating may be taken from time to time and may appear on pictures, posters and in special activities that are displayed in the centers. Your permission for taking and using photographs of your child without compensation is part of the agreement unless otherwise specified in writing.

## CLOTHING

1. Children have opportunities to participate in art, sand and water, sensory, science and gardening experiences. They create and explore with paint, glue, markers, colored water and ice, shaving cream, pudding, jell-o and sand. While these items are nontoxic and generally washable, they can be very messy; therefore children should wear comfortable play clothes, which may get dirty during indoor and outdoor activities. Caregivers make every effort to have the children use smocks when appropriate but their clothing can get soiled. Every child must be allowed to participate in all of the different activities. We cannot exclude them in order to keep clothing neat. Having a child worry about dirty clothes can put a damper on an otherwise fun filled day. Children must be fully clothed when brought to the site, including socks (if applicable), shoes, pants, shirt, underwear, and a jacket when the weather warrants. Sandals to include flip-flop, jelly shoes, etc., are a safety hazard and may not be worn at the sites. Shoes must be close-toed and have a supportive back – at a minimum backs or straps.

## HEALTH STANDARDS

1. The facility Director may grant admission to well children only. Children will be screened upon arrival. Any symptoms of illness, child abuse or neglect will be reported to the Director. All Directors are trained in proper procedures for reporting child abuse/neglect.

2. The law in Hawaii requires that individuals/organizations working with families and/or children must report any suspected child abuse. The CYTP staff are mandated reporters and will make these reports to the appropriate sources.

3. A child with a temperature in excess of 101 degrees Fahrenheit – Thermoscan or 100 degrees Fahrenheit – Auxiliary and/or shows other signs of illness while attending any CYTP will be isolated from the other children and the child's parent will be notified. The parent will pick up the sick child within 1 hour. If you cannot be reached, we will call one of the emergency numbers you have listed. If the illness is contagious, the parent must notify the program, and a doctor's written clearance will be required before the child can return to the program. Children must be fever-free without medication for 24 hours and be able to participate in routine activities indoors and outdoors before being re-admitted to the center. The 24-hour fever-free policy does not begin from the time the child is picked up by his/her parent. Children who are sent home with an elevated temperature must stay home the following day and be fever free for 24 hours (one day). This policy helps to ensure the health and well being of all children in the program. Final authorization for re-admittance into the center or site will be at the discretion of the Program Director.

4. The Director must be alerted prior to admission if a child has any physical, emotional or psychological special needs. The child must be enrolled in the Exceptional Family Member Program (EFMP) and evaluated by the Special Needs Evaluation Review Team (SNERT) for appropriate placement prior to admission.

5. Medication will be administered only to children in CYTP on a full time basis and only by the Program Director, Assistant Director, Training and Curriculum Specialist, Site Managers for School Age Care Program or other trained CYTP personnel. A physician must prescribe the medication or special therapeutic procedures, and there must be no other reasonable alternative to the medical requirement for the child. CYTP staff members may not accept nor administer any form of medication without the thorough completion of the dispensing medication authorization form. Authorized ointments may be applied by caregivers under the supervision of the facility Director or Manager.

6. Parents must provide medication prescribed by physicians only, and the medication must be on Children, Youth & Teen Programs' list of approved medications. No "over the counter" medications will be administered unless ordered by prescription. Medication will be properly labeled. It must be in the original container, dated with the physician's name and instructions for use. Chronic medication will be handled on a case-by-case basis.

The medication must be labeled with the child's name (first and last), name of medication, dosage strength and frequency of administration. The medication must also be enclosed in a plastic bag with a proper measuring device. All oral medications are to be administered by the parent for the first 48 hours. Tylenol and like products will only be administered following immunizations, and prescription requirements apply. No "as needed" medication labels will be administered with the exception of inhalers and Epi-Pens.

#### PHILOSOPHY OF DISCIPLINE

1. The purpose of discipline in MCBH's CYTP is to instruct children in proper conduct and to teach them to develop their own inner controls so they can live according to established standards of behavior in our society.

2. Techniques of discipline must be fair, consistent, and respectful of children and their individual needs.

3. Acceptable discipline techniques include:

- a. Setting fair and consistent standards.
- b. Clearly defining expectations.
- c. Redirecting the child to appropriate activities.
- d. Temporary removal of the child from a stressful situation.
- e. Limiting the child's participation in certain activities.
- f. Contacting the child's parents.

4. Humiliating or frightening punishment is strictly forbidden. This includes:

- a. Physical punishment such as spanking, slapping, hitting, pinching, or shaking.
- b. Verbal abuse, threats, or derogatory remarks about a child or his/her family.
- c. Restriction or confinement by physical means.

5. Since the child's behavior is the ultimate responsibility of his/her parents, parents are expected to see that their child conforms to acceptable standards of behavior within the program. The following behaviors are considered inappropriate and unacceptable in CYTP.

- a. Causing physical harm to another child or adult by hitting, biting, kicking, throwing, or any other physical action
- b. Use of inappropriate language, spitting, or other forms of verbal abuse or degradation by children directed at other children or adults.
- c. Repeated refusals by a child to comply with center or room rules and/or failure to listen to instructions by caregivers.
- d. Children's behavior which is potentially harmful to themselves.

6. Failure to conform to these standards may result in the child's removal from the facility/program. Children removed from one facility for behavioral problems may not be admitted to any other CYTP for 30 days.

I hereby agree to comply with the rules and regulations of MCBH's Children, Youth and Teen Programs regarding fees, health, clothing, and other items specified in the Parent-Program Agreement. I am aware of the scheduled holidays.

As indicated, I hereby agree, in writing, to notify the program two weeks in advance of withdrawal, should such an event occur.

I have read and understand the child abuse/discipline policy.

Signed \_\_\_\_\_  
Sponsor (If the sponsor is unavailable to sign, a power of attorney will be accepted)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Parent or Legal Guardian

Date \_\_\_\_\_

Center Director/Manager Signature:

\_\_\_\_\_

Date \_\_\_\_\_

Children, Youth and Teen Programs has an open door policy for parents. You are encouraged to discuss your child's developmental experience with the program staff.