



Welcome to Marine Corps Base Hawaii Children, Youth & Teen Programs

1. MISSION

Children, Youth & Teen Programs (CYTP) will be provided to assist eligible patrons in balancing the competing demands of family life and the military mission.

2. POLICY

Children, Youth & Teen services are offered as a supplement to, not a substitute for the family. It is the responsibility of the parent to plan for child care and make child care arrangements that meet work schedules. CYTP shall provide parents with opportunities for direct participation in program activities.

3. PHILOSOPHY

Our philosophy is based on respect for all people, especially the children. We strive to create an environment where we recognize the uniqueness of each individual and value each person's gift to life.

We are committed to providing quality programs where children, youth & teens feel safe and loved. We promote a program to meet the needs of the total individual – socially, emotionally, physically, and intellectually. We want to instill in each child, youth and teen a feeling of competence, autonomy, and a positive self-concept.

4. PROGRAMS

CENTERS: All centers follow USDA program requirements.

Kupulau Child Development Center

257-1388

Building 6111

Services:

Full Day Care

2 & 3 Part Day Programs

Hourly Care (based on space availability)

Ages:

6 weeks to 5 years in full day care

3 years to 5 years in part day programs

6 weeks to 5 years in hourly care

Olina Child Development Center

257-8354

Building 579

Services:

Hourly Care

2 & 3 Part Day Programs

Ages:

14 months to 2 years in part day programs

6 weeks to 10 years in hourly care

SCHOOL AGE CARE (SAC) SITES:

Youth Activities Building 1090B

TEEN CENTERS – BLDG 1090B MCBH – 10 years – 18 years; hours vary for Special Events

MANANA HOUSING – 10 years – 18 years; hours vary for special events

Resource & Referral Office

257-7430

Building 5082

Program Administrator 257-7240

Hours Monday – Friday 0730-1700

5. CHILD TO STAFF RATIO

Age	Ratio
6 weeks – 14 months	4:1
14 months – 24 months	5:1
24 months – 3 years	7:1
3 years – 5 years	12:1
5 years – 12 years	15:1
13 years – 18 years	15:1

*Lower ratio may be required for field trips.

6. ADMISSION CRITERIA

Children six weeks to five years of age may register for the Full Day Care. Children attending school and are between the ages of five to twelve years may register for the Before and After School Program. Children ages fourteen months to five years of age may register for the Part-Day Program.

a. Eligibility

The status of the sponsor and/or spouse determines eligibility of children enrolled in USMC CYTP's Eligible patrons (sponsors) include military personnel, DOD civilian personnel paid from APF's and NAF's, reservists on active duty or during inactive personnel training, and DOD contractors.

b. Immunization Record

A current immunization certificate must be presented when registering for all programs. The child will not be admitted without an immunization record indicating all required immunizations have been met according to the immunization schedule. An immunization schedule shows which shots your child must receive before entering into the program.

c. Registration

Enrollment forms must be filled out for each child. There is an annual membership per child that is due at the beginning of the new school year. The annual membership fee is prorated throughout the year.

d. Sponsor Consent Form

The sponsor consent form permits the centers to provide emergency care when it is required and the sponsor is not available. It is required to have two emergency contacts, other than parents, who are local and able to reach the program/site within one hour. If the emergency numbers are not kept current and correct, the patron can be refused service until proper emergency numbers are obtained.

e. Family Care Plan

Sole and Dual Military parents are required to provide a copy of their Family Care Plan or a Special Power of Attorney for Child Care.

7. PROGRAMS OFFERED

All programs offered at CYTP are designed to enrich your child's social, cognitive, emotional, physical, and intellectual growth and development. The programs offered meet the basic needs of children in a safe, healthy and nurturing environment.

a. Special Needs Children – We accept children on a case by case basis according to their physical or mental limitations or capabilities. We work in conjunction with various base and local agencies in order to best serve your child. Every effort will be made to provide child care services to families with special needs children. Prior to admission, a notification of enrollment in the Exceptional Family Member Program and a statement from a physician or specialist licensed or certified in the area of the child's disability must be submitted. This statement should specify the following: the particular nature of disability, special requirements such as medication, appliances, communication aids, or self-care assistance and accommodations that the facility must make to serve your child. Before your child is accepted for care, a conference between the parent and our Special Needs Evaluation Review Team (SNERT) will be scheduled. You may also have a knowledgeable professional accompany you to this pre-admission conference. The purpose of this meeting is to define the specific needs of your child, determine the ability of CYTP to accommodate the needs of the child, to determine appropriate age group assignment, and to plan a developmental program that meets your child's needs and abilities. For children requiring specialized care beyond the capability of the program, or if it is determined that the program cannot meet the needs of your child without incurring significant additional expenses, the CYTP will provide referral to an appropriate civilian agency.

b. Full Day Care – The Center is open twelve hours a day. Your child may attend five days a week between the hours of 0600-1800 Monday through Friday.

c. Part-Day – This program is available to children from the ages of 14 months (pre-toddlers) to five years (pre-Kindergarten) and is typically 4 hours in duration. This program runs year – round at both Kupulau and Olina Child Development Centers. A late fee is charged for children who are not picked up at the end of the Part-Day session.

d. Before and After School – This program accepts children who are in Elementary school. Youth Activities will walk the children to and from Mokapu Elementary School. If you are picking your child up from school, please notify the front desk staff so that the caregivers will not be looking for your child at the school. A child suspended from school or sent home due to illness will not be allowed in the program until the time period of suspension has elapsed or the child is well enough to do so. If the child is suspended from the bus, admittance into the program for Before and After School care will be determined on a case by case basis.

e. Hourly Care – This care is available for children from ages six weeks through the sixth grade. Children in this program receive the same developmental care offered to full time children. Care is offered on a space available basis, and advance reservations are required. The Olina Child Development Center is designed solely for hourly care; however, Hourly care is available and the CDC's and at the School Age Care Program when space is available. Children may be at the center a maximum of ten hours per week (at Olina). Reservations are encouraged. Payment for care must be made at the time of service except for volunteers of certain organizations who have made arrangements with CYTP. For an additional fee, depending on the time of day that hourly child care services are scheduled, either breakfast, lunch, or snack will be served daily. Unless enrolled in the USDA program these meals meet all USDA requirements for children ages 12 months through 12 years. Unless enrolled in the USDA program parents must provide baby diapers, wipes, and bibs for children six weeks to 12 months of age. To ensure a meal for your older child, reservations must be made in advance in order to use this program. Cancellation of the reservation is a necessary courtesy. Charges apply if cancellation is not received 2 hours prior to reserved time. Reservations for care may be made by calling the program/sites.

8. PAYMENT POLICY

A **NON-REFUNDABLE** deposit is required at the time of acceptance in the full-time and Before and After school programs. This deposit will hold your child's slot for a maximum of two weeks. This fee (minus the membership fee) is applied to the first payment. The membership fee is per child, not per family.

Regularly enrolled child care fees are paid in advance and are due on the first and the fifteenth of each month. The children will not be accepted into the center if payment has not been made within three days of the due date.

A two week written notice is required for permanent withdrawal from the program. Without a written notice, no refund will be given for prepaid child care and you will be charged for the next two weeks. A standard letter for withdrawal is available at the reception desk.

Patrons of school age children who are on spring or winter break, with written notice, will only be charged the full time rate if your child remains at the site/facility over the allotted time period of their particular school age program. When school age children are on summer break you will be charged the full time rate at your appropriate fee level regardless if the child attends the program or not.

All payments are due in advance. Patrons with extenuating circumstances may write a letter to the Children, Youth & Teen Programs Administrator for review of their case. The individual program cannot extend credit. Payment must be made, as scheduled, even if the child is not using the facility. A current fee schedule is available at the front desk.

Upon written verification of authorized emergency leave for their unit, TAD orders, or Court ordered alternate parental custody, single active duty military patrons with children regularly enrolled in the program may not be required to pay to maintain the regularly enrolled status during the time allotted for these instances. Children may not be brought to the facility during this time. Regular leave status must be paid as scheduled. Families will receive a 50% tuition discount for leave purposes for up to two weeks per year for applicable program. "Leave purposes" are defined as either an extended vacation or an extended sick leave for the enrolled child. Parents must request this discount in advance by completing the appropriate form at the child's program office. If the leave discount is for a child's illness, please attach a note from your health care professional. "Two weeks" is defined as two regular school weeks. For Full Day and Part Day five-day per week, this is 10 consecutive days. For three-day per week Part Day programs, two weeks is equal to 6 school days. For two day per week Part Day programs, two weeks is equal to 4 school days.

Parents are responsible for full tuition payment prior to leave. Credit for the two-week vacation period will be applied when the child returns to the program. **This tuition discount is not applicable to the last two weeks of enrollment.** Youth Sports, Contract Classes, and Specialty Camps are not eligible for this discount.

a. Dishonored Checks

The service charge for each dishonored check will be \$25.00 and must be paid in addition to the redemption of the dishonored check. The regulations as set forth in by the Cash Office will be in effect. If you have any questions regarding dishonored checks, please call the Cash Office for assistance.

b. Late Fee

Patrons will be charged \$7.50 per quarter hour or any part thereof, per child. If the program is not notified, the proper authorities will be called to pick up the child after 30 minutes. Late fees are due prior to the child being re-admitted to the program.



9. USDA FOOD SERVICE PROGRAM

CYTP participates (where available) in the United States Department of Agriculture Child Food Service Program. This program is designed to guarantee nutritious meals to all children in CYTP. Parents are to complete a Child Care Food Program Form during registration so that the center receives reimbursement from the Hawaii Department of Education for meals served to children in the program. Monthly menus are posted in advance in the facilities and parents may refer to them at their convenience.

10. MEALS

Breakfast, lunch, and a snack are served daily, meeting all USDA requirements for children ages 6 weeks to 12 years of age in CYTP. For parents who choose not to participate in the USDA infant food program, formula served in baby bottles must be prepared at home. All jar food/juices must be unopened. Baby bottles and unopened baby food/juice containers must be clearly labeled with the child's name, the contents of the bottle, and the current date/time prepared.

(Note: Only unopened baby food and 100% fruit juice containers will be allowed in the center.)

School Age Care (SAC) sites located aboard Base serve an am/pm snack.

11. FOOD ALLERGIES

Any known food allergies or medical restrictions or requirements for your child's diet must be recorded on the registration form and be accompanied by a signed doctor's note stating the specific food restriction, requirement or allergy. The staff will be notified of the specific food restrictions or requirements so that substitutions can be provided. In some rare cases, the parents may have to provide the meals.

12. REPORTING SUSPECTED CHILD ABUSE

The law in Hawaii requires that individuals/organizations working with families and/or children must report any suspected child abuse. CYTP staff are mandated reporters, and will make these reports to the appropriate sources. (National Child Abuse Hot Line 1-800-336-4592 and local Child Protective Services 808-832-5300).

13. HEALTH ADMISSION

The program Director will grant admission to well children only. Children are screened upon arrival by the primary caregiver. Any symptoms of illness will be reported to the center director. 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 a Children, Youth and Teen program or SAC site will be isolated from the other children and the child's parent will be notified. The parent must pick up sick children within one hour. Children who are sent home with an elevated temperature must stay home the following day and be fever free without medication for 24 hours (one day). Readmittance into the program is dependent upon the health condition of the child. If the illness is contagious, the parent must notify the program. A physician's certification attesting that the condition is no longer communicable is required before readmittance. The certification must include the doctor's name and telephone number. Final authorization for readmittance into the program or site will be at the discretion of the program Director or site Manager.



14. MEDICINE

Medication procedures will be administered only to children regularly enrolled in CYTP, and only by the CYTP Administrator, Program Director or Manager, Assistant Director, Training and Curriculum Specialist or a trained authorized staff member. The medication or special therapeutic procedures must be prescribed by a physician, and there must be no other reasonable alternative to the medical requirement for the child. The aforementioned staff members will not accept nor administer any form of medication without the thorough completion of the dispensing medication authorization form.

Parents must provide medication prescribed by a physician only, and the medication must be on our list of approved medications. No “over the counter” medications will be administered unless ordered by prescription. Medication labeled “use as needed” will not be administered. 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 with prescription requirements.

15. DISCIPLINE POLICY

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

The techniques of discipline must be fair, consistent and respectful of children and their individual needs. Acceptable discipline techniques include: Setting fair and consistent standards, clearly defining expectations, redirecting the child to appropriate activities, temporary removal of the child from a stressful situation, limiting the child’s participation in certain activities and contacting the child’s parents.

ESSENTIALS FOR EFFECTIVE DISCIPLINE

Establish Trust, Avoid Power Struggles, Communicate, Build Self Esteem, and Understand How Children Learn

16. CHILD GUIDANCE AND TOUCH POLICY

The Children, Youth & Teen Program Touch Policy is based on the premise that positive physical contact with children is absolutely necessary for their healthy growth and development. Based on the premise, individuals involved in direct care will provide positive physical contact (appropriate touch) and refrain from inappropriate touch. Children will always have the option to refuse touch except in case of danger to other children or the child himself/herself.

17. BITING POLICY

Biting is a normal developmental occurrence among young children, especially in group day care situations. It sometimes results from teething pain, but often is the result of frustration and the child's inability to communicate their frustration verbally.

Discipline – not punishment – must be appropriate to the age level of the child, and it must be immediate. Time out periods, not to exceed one minute for each year of the child's age, are appropriate, as is telling the child that it is not okay to bite people. Time out is not used for children younger than 3 years old. Diversion and re-direction to other activities are also effective.

Children biting in the Child Development Centers or the home can be very frustrating, but it is important to remember that they are children. Our goal is to help them learn to control their frustration and anger and channel it in more appropriate ways. Each case will be handled individually and in coordination with the child's parents and management. Only as a last resort will a child be sent home for biting and then it is only to break a cycle, not to punish a child.

18. CUSTODY DISPUTES

These disputes are not the responsibility of the CYTP staff. A parent who has legal custody of a child and wishes to disallow the other parent from picking up their child must provide a copy of the court restraining order to the program for their files. In the event that the other parent attempts to take the child from the program, PMO and the admitting parent will be notified. In the event of physical force, however, the CYTP staff will not endanger other children or staff members to prevent the parent from taking the child from the premises.

19. PICKING UP CHILDREN

All patrons picking children up from CYTP must show a valid photo ID. Children will not be released to any other person without written permission from a parent/legal guardian. The person picking up the child must be 18 years of age or older. Names must appear on the Emergency Release Card and in their file. You will be asked to show your ID every time you or your designated person arrives to pick up your child. We understand that this may seem unnecessary; however, your child's safety is our number one concern. No child will be allowed to stay for care without a valid contact number. There are no exceptions to this policy.

Dropping off – Everyone entering a Children, Youth and Teen Program facility must show a valid photo ID. Anyone other than the parents will be required to sign the visitor's log and show a valid picture ID. If both parents show up to drop-off or pick up their child, one parent must sign in the visitor's log.

20. ABSENCES

If your child is absent for any reason, such as vacation, emergency leave or illness, please notify the Program. The full rate is due and payable even when your child is not at the facility except for Vacation/Leave discount (Applies to regularly enrolled children and excludes Youth Sports, Contract Classes, and Specialty Camps).

21. EMERGENCY PROCEDURES

As a part of fire prevention, fire inspections are conducted monthly. Fire drills are done on a monthly basis as a way to better prepare for an actual emergency. All programs are equipped with emergency relief kits.



22. QUIET TIME

This time is provided daily from 1200-1400 for all full day programs. All children are required to have a quiet/rest time. If a child does not wish to lie down on a cot during this time they will be directed to a quiet activity, such as looking through a picture book, drawing or quiet table activities. Individual cots/mats are provided by the center for each child. All children are allowed to bring from home a blanket, soft toy or any other appropriate item that makes them feel more comfortable while resting. Clearly mark these items.

23. CLOTHING

Children should wear comfortable play clothes. Children must be fully clothed when brought to the center, including socks (if applicable), shoes, pants, shirts, underwear, and a jacket when weather warrants. Sandals and flip flops are a safety hazard and may not be worn in CYTP facilities. All children must have closed toe shoes with a secure back. Parents must furnish disposable diapers and baby wipes.

24. PERSONAL ITEMS

CYTP will not be held responsible for personal items for children. Please leave all toys, books, coins, money, candy, food, gum, valuables, etc. at home. Children must have at least one extra change of clothing (to include underwear and socks, if applicable) in case of accidents or bad weather. Please label all items and clothing. Soiled clothing will be returned to the parent.



25. BIRTHDAYS

Birthdays are an especially important time in a child's life. To help your child celebrate, the programs have a designated day to celebrate; the programs have a designated day to celebrate the birthdays for that month. No outside food can be brought into CYTP sites except for programs that do not provide lunches. Parent must contact management before bringing party favors, which will be sent home with the children.



26. FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and may be taken periodically to nearby places. Children, Youth & Teen Programs will provide the required responsible adult supervision for these excursions. Parents will be notified prior to the field trip to give signed permission for their child to participate.

27. PARENT PARTICIPATION AND PARENT ADVISORY BOARD

Upon enrollment, you will receive a parent orientation. Parent conferences are scheduled annually, or upon request. Special events are planned monthly. Parents are encouraged to participate in the many activities that are planned throughout the year. Parents are welcome to assist on field trips, in the classrooms, with the fund raising activities, and attend classes in Early Childhood and Child Development offered by CYTP and local colleges. Parents are a very important part in the programs offered by CYTP, and we look forward to any input, ideas and time you would like to share. The classrooms are always open for parents to visit.

In an effort to encourage parent involvement, a Parent Advisory Board (PAB) has been established. The PAB acts in an advisory capacity, providing recommendations for expanding and improving services, and does not engage in the management and operation of the CYTP. Announcements regarding upcoming meetings are generally published in the monthly newsletters and posted at the sites.

28. STAFF TRAINING

Regularly scheduled staff training is required for all staff, and the following subjects must be kept current:

- CPR
- First Aid
- Child Abuse Identification, prevention and reporting
- Basic Child Care (to include: Child growth and development, age-appropriate activities, and discipline techniques)
- Sanitation
- Fire Safety
- Nutrition

In addition, each staff member must successfully complete the following DOD required Training:

- | | |
|---|--|
| Keeping Children Safe | Providing Positive Guidance |
| Promoting Good Health & Nutrition | Working With Families |
| Creating and Using an Environment
for learning | Maintaining a commitment to
professionalism |
| Being an Effective Manager | Promoting Social Development |
| Promoting Physical Development | Promoting Communication |
| Promoting Creativity | Promoting Cognitive Development |
| Building Children's Self-Esteem | |

29. TRAINING AND CURRICULUM SPECIALIST

CYTP have on staff a full-time, professionally qualified trainer. It is their responsibility to provide our caregivers with training, guidance and resources to meet your child's needs in an interesting and meaningful way, whether in the classroom or on the playground. Each caregiver is encouraged to draw from these resources each day. They also provide resources and training for parents.

30. COMPLAINTS AND/OR SUGGESTIONS

Complaints and/or suggestions will be discussed with the Director, Assistant Director or site Manager of your Program. If no remedy can be found, send a letter to the Children, Youth & Teen Programs Administrator at:

*CHILDREN, YOUTH & TEEN PROGRAMS
PROGRAM ADMINISTRATOR
BOX 63073
MARINE CORPS BASE HAWAII
KANEHOE BAY, HI 96863*

Children are expected to adhere to rules and regulations. A meeting with 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 allowed to use any other facility for 30 days.

Adults using profanity and being rude or who are verbally abusive in our programs will not be tolerated. Please read your Parent-Center agreements. It states that such behaviors are unacceptable and usually results in your losing your child care privileges.

Children, Youth & Teen Programs has an open door policy for parents. You are encouraged to discuss your suggestions and/or concerns with your program management staff.

31. HELPFUL HINTS

Make a visit to the center or site with your child. Let your child play a few minutes while you are there.

Don't sneak away without saying good-bye to your child.

Mark all of your child's belongings with their name. Be sure to use the last name.

Remember to talk to the Director or the Assistant Director if you have any concerns.

Keep all your child's records at the program/site up to date, new phone numbers, and change of address and emergency contact persons.

Children should be picked up promptly to avoid a late charge.

