

**SAP.**



**school-age-program**  
*Air Force Services*

## Welcome!

The entire Youth Programs staff looks forward to working with you and your child (ren) in the School Age Care program (SAC). We value each child as an individual and want to work with you in making the SAC experience a rewarding one for your family. You have chosen a Nationally Accredited program. Programs accredited by NAA, have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the criteria for high-quality before and after school programs, and been found to be in substantial compliance with the criteria. We provide a safe and nurturing environment while promoting physical, social, emotional and intellectual development. The door is always open to parents and we hope to see you often! Upon your registration or during your orientation tour, please bring your child with you so that we can meet him/her.

### **The School-Age Child needs:**

- Emotional support, warmth and caring
  - Positive adult role models
  - Freedom of space, time and choice
- A balance of dependence on adults and independence of adults
- Work at a variety of tasks and opportunities to achieve competence
  - A time for exploring and inventing
  - Experience in learning to handle both success and failure
- Opportunities to work at their own pace and developmental level
- Opportunities to experience developmentally appropriate challenges
  - Experience working with real tools in play
- Experience working with real tools in purposeful pursuits of real world of work
  - Encouragement to be imaginative, creative and resourceful
  - Accept individual and group responsibilities
- Experience problem solving and coping skills in relationship to people and materials
  - Opportunities to make friends and participate in group activities
  - The privilege of being alone

## **Mission and Philosophy**

The program's mission is to assist military and civilian families in balancing the competing demands of family life and the accomplishment of the military mission. Our philosophical approach is grounded on current research and knowledge of early childhood /elementary education and youth development. The program is committed to welcome youth and families and to partner with and support them in their parenting role. Youth are valued as individuals, as well as part of a group. Likewise, our program respects and supports the ideals, cultures and values of families in their task of nurturing youth. We advocate for youth, families, and youth professionals within our programs.

### **Goals**

To provide a safe, enriching, supervised environment for children and youth during out of school time which supports youth development as follows:

- Personal Development – support positive self-concept, foster independence and life skills, encourage responsibility
- Social Development – establish friendships, learn social skills, gain social support , develop a sense of community and teamwork
- Physical Development – build physical and recreational skills
- Cognitive Development - advance success in school, explore new ideas and facts

## **Hours of Operation**

Monday – Friday

**Regular School Days:** 6:30 – 8:30 a.m.  
3:00 – 5:30 p.m.

**Half School Days:** 6:30 – 8:30 a.m.  
11:30 or 1:30 – 5:30 p.m.

**Late Start School Days:** 6:30 – 10:30 a.m.  
3:00 – 5:30 p.m.

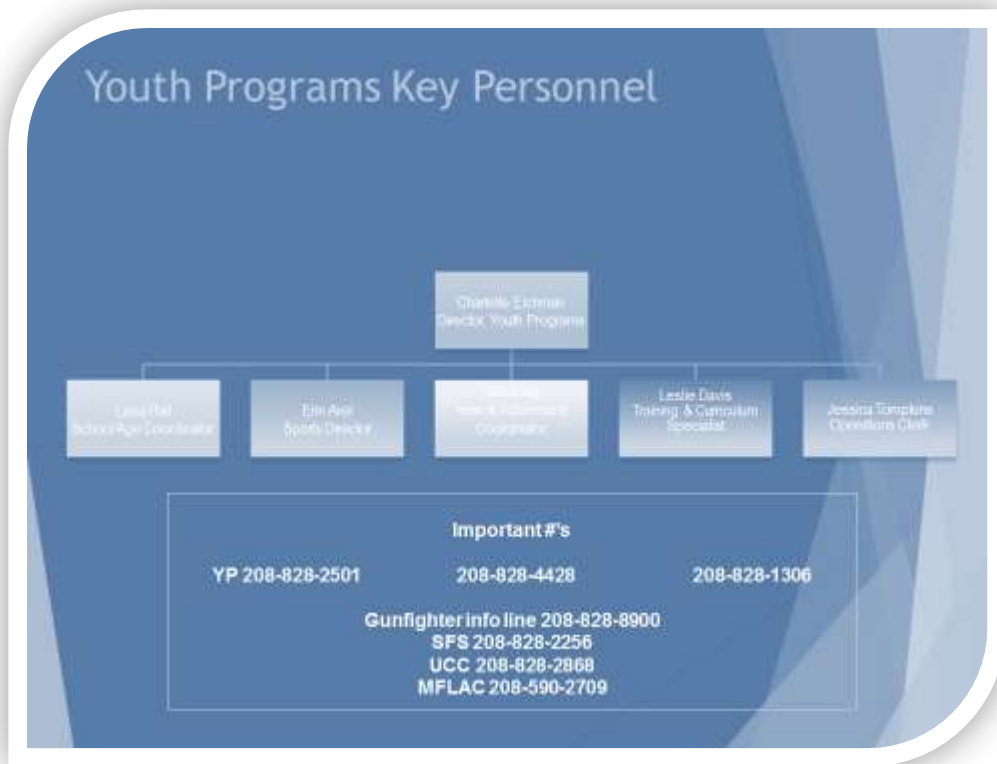
**Kinder Hours:** one session offered

**Summer and Holiday Full Day Camp:** 6:30 a.m. – 5:30 p.m.

**Early Release/No School Day:** Children who require care for early release and no school days outside of regular option will incur appropriate fees.

**Base wide Exercise:** Hours will be extended upon recall of 366 FSS/FSFY to 6:00 p.m. the first day and from 5:30 a.m. to 6:30 p.m. (or hours determined by Leadership) for all remaining weekdays of exercise. If use of the program by military personnel involved in the exercise warrants, hours will be adjusted accordingly and announced when necessary during the exercise.

**Exercise Weekends:** The school age program will extend hours provided that there is a minimum of 12 children signed up in advance for weekend hours. A full day fee will be charged by income category for each day needed. Parents that sign-up for weekend hours and do not bring their children will be billed for the extended hours, unless the School Age Program receives a 24-hour notice of cancellation.



## **Eligibility**

The Youth Programs' School-Age Care provides supervised, developmentally appropriate experiences for children 5-12 years of age during the hours before and after school, on school holidays, snow days, and summer vacation (summer camp -- children must be entering into 1<sup>st</sup> grade in the fall). Children of Military and Department of Defense Civilians (both civil service and non-appropriated fund) are eligible to participate in the School-Age Program provided space is available. A waiting list will be established in the event that requirements for space exceed facility and/or staffing limitations. Parents will be notified of openings as they occur. If during the course of the year your employment status changes notify the Coordinator or the Director as soon as possible. Failure to do so could be cause for immediate termination of slot. A three-month grace period will be given in order for you to find another job. The reason for this is the priority and need for services established by the Department of Defense. Single parent, dual military, active duty military with working spouse, Department of Defense civilians, and full-time students have priority in any available slots. If, after the above people are served, there is available room we will gladly offer our services to you. Again it is your legal responsibility to notify us, failure to do so could cause immediate termination.

Mountain Home AFB School Age Care program has the right to make recommendations to the MSG Commander regarding eligibility of care in regards to suspensions and or termination of care from the SAC program.

## **Fees and Charges Policy**

Established weekly fees are based on total household income. Fees Categories are established by AF HQ and adjusted annually. Weekly fees are due no later than 5:30 p.m. on Tuesday of the week of participation. You may pay weekly, BI-weekly, or monthly, whichever is more convenient. A \$15 late fee will incur on Wednesday and \$5 per day for continued late days will be charged until payment is made in full. If fees are not paid by Friday sponsor's First Sergeant will be notified and care will not be provided the following Monday.

Fees are not prorated for federal holidays, wing down days, family days, emergency facility closures and/or absence of the child. Hardship waivers may be available on a case-by-case basis. Please contact the front desk for more information. **A field trip fee will be assessed June, July and August to cover summer field trips.**

### **Withdrawals**

Withdrawal from the SAC program requires two weeks written notice to the Youth Director or the School Age Coordinator. Parents are responsible for payment of 2 weeks fees if two-week withdrawal notice is not given. The child may still attend the program if the parent chooses.

### **Staff and Training**

The School-Age Care program is supervised by an experienced coordinator and staffed with School Age Care Assistants (SACA) selected by their demonstrated ability to work with children. At all times the School-Age Care program meets the staff to child ratio required by the Air Force Youth Program. SAC staff working with your children receive training specific to working with the school-age child. Staff works diligently to complete 15 modules of training in the first 18 months of employment. Modules include workbooks, tests, and competency observations. This training includes, but is not limited to health, safety, growth, nutrition, child abuse recognition, adult/child interaction, room environments, and teacher/parent communication. Staff are also required to be certified in Basic First Aid and CPR. This training is facilitated and supervised by a training and curriculum specialist.

### **Special Needs**

Our program strives to respond to the needs of the children and families in the community. Children with special needs are welcome in the School-Age Care program within the parameters of the facility and staffing requirements. A child with health problems and/or handicaps will be admitted to the program with the concurrence of the base Inclusion Action Team (IAT) committee.

### **System for Monitoring Children's Arrivals/Departures**

**Children 5-8 years old:** Parents should bring their children to the classroom. Children must be signed in and out on AF Form 1930 at the front desk or in the child's homeroom by a parent or other authorized person. We will not release children from the center until the parent arrives. We cannot be responsible should a child have an accident unless they are signed in on our forms. Children cannot be signed out by anyone not listed on the AF Form 1181 in a child's file. Persons authorized to pick up a child must be prepared to show identification at the time of pick up. Parents will be able to locate their child's name on the choice board located in the child's classroom. Parents must sign their child out on the same form on which the child was signed in. **Children 9-12 years old** may sign themselves in and out of the program with parent permission. All other rules apply.

### **Children's Choice Boards**

The MHAFB School Age Care is a free flow program that allows children to choose the activity in which they would like to participate. In order to effectively supervise the children, each child is assigned a spot on the choice board located in the Youth Center main hallway. The child is responsible for indicating where they are by placing their magnet under the appropriate room title. Additionally, the child will carry their name card, which is placed in a pocket folder in the area where they are currently located.

### **Policy for Transporting Children**

The MHAFB Youth Programs uses military vehicles driven by youth program staff to transport children. 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 are verified and kept on file for each employee in their personnel file. Use of seatbelts is mandatory. At no time will a staff member transport a child in a personal vehicle. Parents will always be asked to sign a permission slip for field trips.

## **Registration Requirements**

### **Upon initial enrollment to the programs parents will need to provide:**

- ❖ Current Leave and Earnings Statement (LES) for active duty and DoD civilians.
- ❖ Current pay stub for working spouse
- ❖ Current school schedule for spouse attending full time
- ❖ Current shot records

### **At registration you will need to fill out the following forms:**

- ❖ AF Form 1181 (Patron Registration), DD Form 2652 (Application for DoD Child Care Fees), AF Form 1055 (Medications, if needed).
- ❖ Hold Harmless Agreement, this agreement gives permission for your child to ride vehicles furnished by Youth Programs to and from Base Schools, or any other facility visited as a School-Age field trip. Signed contract of acknowledgement concerning fees, charges, and this handbook.
- ❖ USDA Form (Child and Adult Care Food Program, Free, Reduced, and/or Paid meal certification) for participation in the CCAFP, will be completed by parents. This record of family income is required by the USDA as documentation of enrollment if children in the program.
- ❖ Additional forms as deemed necessary
- ❖ Complete Contract
- ❖ Sunscreen Permission
- ❖ MFLAC Notice of availability

### **Parents will need to supply the following information:**

- ❖ Person, (other than the sponsor or spouse) who is authorized to bring or pick up the child from the center. **The child will not be released to anyone not listed on the AF Form 1181.** A child cannot be released to anyone under the age of 14.
- ❖ Written instructions for the arrival and departure of your child (e.g. who is allowed to pick up the child, whether the child can walk home, etc.) **Children 9 years and older may arrive and depart from the program with the written permission from the parent. Children under 9 years of age must arrive and depart under adult supervision.**
- ❖ Special instructions (note nickname), allergies, or medical problems or conditions.

Children will be signed into and out of Youth Programs on AF Form 1930 in the child's classroom. Parents are required to provide a telephone number where they can be reached while the child is in the center and annotate any special instructions concerning the child's stay at the center.

## **Emergency Contact and Treatment Policy**

It is the Youth Programs' policy to report to the parent any accident/incident that arises. Parents will be given the chance to review these reports and sign them. The AF Form 1187's is then filed in the child's file. If it becomes necessary to seek medical attention the parents will always be notified first. If the parents are not available, then the emergency contact number will be utilized. If no one can be reached, the Youth Programs staff will transport the child to the base hospital along with the necessary documentation for the treatment (AF Form 1181). Throughout this time every effort will be made to reach the parents. Please **inform us in writing** whenever you have a **change of address, phone number, job, insurance or emergency arrangements**. It is

important that we have current information and are able to reach you in case of an emergency concerning your child.

### **Severe Weather Emergencies**

- If during the duty day, Base Weather under Adverse Weather warning will call Command Post and they will notify Youth Programs. A Youth Programs staff member ensures youth are removed from outdoor play areas as needed.
- If thunderstorm w/lighting within 5 miles youth will remain indoors until threat is passed and all clear from Command Post is provided.
- Severe Wind warning of 35kmph or higher youth will remain within the facility until all clear provided by Command Post.
- Natural Disaster notification received through Command Post—youth will remain inside the facility and congregate in the Gym until all clear is provided. If required to evacuate the facility per base directive youth will evacuate with staff to off base location (Elks Lodge).

### **Daily Admission and Illness Policy**

SAC staff will check each child arriving daily for symptoms of illness. Children will not be admitted to the program when:

- The child has a fever over 101°.
- There are signs of obvious illness such as, Impetigo, Scabies, Ringworm, Chicken Pox, Head Lice, Severe Cold and Cough, Vomiting, Diarrhea.
- Children sent home from school or not in attendance at school because of health reasons will not be accepted for care at the Youth Center.

**Sick Children:** Children who become sick while attending the program will be isolated in the School Age Care Coordinator's office and will be provided one-on-one care until picked up by the parent. If parent(s) cannot be reached the emergency contact will be called. Parents and/or emergency contact must respond by picking up their child within 45 minutes of notification. When parent(s) or emergency contact cannot be made, the First Sergeant, Squadron Commander and/or Security Police will be contacted to assist in locating parents. Parent will be briefed about the on-set of symptoms and care provided.

**Communicable Illness:** Signs will be posted when children have been exposed to a contagious disease and parents notified.

**Medication:** A child who continues to receive medication for an illness should not be excluded, providing the child feels well enough to participate in activities. Parents wishing staff to give medications to their children MUST complete AF Form 1055. Only medications prescribed by a physician will be administered. Non-prescription drugs, including Tylenol, will not be given without a physician's prescription.

### **Re-Admission Following Illness Policy**

Children will be re-admitted to the program only when they are feeling better and in accordance with AFI 34-248, Section 11.1, which requires us to use Caring for Our Children: Health and Safety Guidelines for Out-of-Home Care as the general guidance on health issues. The following guidelines state when your child should be excluded or readmitted due to health concerns. We solicit your help in meeting these guidelines before

attempting to bring your child back to the center for care. These are mandated in order to ensure the other children remain healthy and happy.

Children may be readmitted after an illness only when the presence will not endanger the health of other children. A child may return to the program when:

1. The child feels well enough to participate in activities at the Center
2. The child is fever free for 36 hours after leaving the center (without the use of over the counter medications). Dr's note is not accepted.
3. Vomiting or diarrhea has been absent for 24 hours
4. Antibiotics have been given over a 24 hour period for known strep infection \*\*
5. Chicken pox lesions are crusted, usually 5 to 6 days after onset
6. Lice or nits are no longer present \*\*
7. Pinworm treatment has occurred 24 hours before time of requested readmission \*\*
8. Lesions from impetigo are no longer weeping and are covered \*\*
9. Conjunctivitis has diminished to the point that the eyes are no longer discharging \*\*
10. Symptoms of possible serious illness no longer exist or a medical evaluation finds the child able to be included in care. These symptoms include:
  - a. Lethargy that is more than expected tiredness
  - b. Uncontrolled coughing
  - c. Inexplicable irritability or persistent crying
  - d. Difficult breathing or wheezing
  - e. Other unusual signs for the child
11. Mouth sores with drooling after a medical evaluation determines that the child is noninfectious
12. Rash with fever or behavioral change after the medical evaluation determines that these symptoms do not indicate a communicable disease
13. Scabies, until treatment has been completed \*\*

\*\* Physician or doctor's note needed stating that the child has been seen and is receiving medication.

## **Guidance and Discipline Policy**

All guidance and discipline will be of a positive nature and emphasize self-esteem. Physical discipline or verbal abuse is strictly prohibited. Positive guidance techniques such as talking with the youth, helping the child negotiate to resolve conflicts or temporarily removing the child from an activity.

Our goal is to work with parents and children regarding any discipline issues. Please let the SAC staff know if there are any family issues such as TDY, PCS, divorce, a death in the family, etc., of which we should be aware in order to be more in tune with your child. Any incident involving harming another child, staff member or property will be documented in an incident report which will require a parent signature. Three incidents in a month will result in a parent/teacher conference at which point we will work together to find a solution.

## **Child Abuse Prevention**

Every measure is taken to assure the safety of your children. The following procedures are followed:

- ❖ Rooms are monitored by CCTV at all times.
- ❖ Children are not left alone at any time.
- ❖ Staffs working alone are monitored closely.
- ❖ A "Touch" policy is in place and available from the director.
- ❖ All staff receives annual child abuse prevention training.
- ❖ All staff must possess a local and national agency security clearance.



- ❖ The staff must be trained annually on acceptable discipline methods.

If you suspect child abuse, child neglect, or safety violations in your Youth Activities Program, Child Development Center, or Family Day Care Home, report them to your installation Family Advocacy Program.

<b>Installation Family Advocacy Office 828-7520</b>	<b>Statewide</b>	<b>1-855-552 -KIDS</b>
<b>Installation Safety Officer 828-2065</b>	<b>Local</b>	<b>208-334-KIDS</b>
<p><b>DEPARTMENT OF DEFENSE</b>  <b>CHILD ABUSE AND SAFETY HOT-LINE 1-877-790-1197</b>  <b>(Conus, Alaska, Hawaii, Puerto Rico)</b></p> <p><b>Overseas</b>  <b>1-571-372-5348</b></p>		

### **Before and After School Schedule/Activities**

**Before School**

- 6:30-7:00 a.m.**      **Arrival, Self-Directed Activities, Planned Activities**  
As youth arrive, they participate in self-directed/low energy planned activities (computers, games, reading, music, and begin or finish Projects or school assignments).
- 6:45-7:45 a.m.**      **Breakfast, Self-Directed Activities, Planned Activities, Gym**  
Program Assistants oversee a group game and/or activity. During this time, staff and youth will prepare for transport to school.
- 7:50-8:30 a.m.**      **Transport to School**
- KINDER**              **Transport from School, have lunch 1100-1200. Small group activities, story time and gross motor activities 0800-1100 or 1200- 1500 based on school schedule.**

**After School**

- 3:00-3:30 p.m.**      **Transport from School, Group Meeting Time**  
Directly following arrival youth meet with Program Assistants. Meetings may consist of the following: describing plans, making announcements, sharing news, inviting ideas for new projects and activities.
- 3:30-4:30**              **Snack, Self-Directed Activities, Planned Activities, Gym, Outdoors**  
Youth make choices moving independently to participate in physical play (inside/outside), self-directed and/or planned activities (dramatic play, music, blocks/construction/woodworking, arts and crafts, science, games, literacy, and enrichment). This timeframe will also include special interest Club activities, guest speakers, and mini fieldtrips.
- 4:30-5:30**              **Self-Directed Activities, Planned Activities, Gym, Outdoors**  
Youth continue to make choices moving independently to participate in self-directed and/or planned activities. This time will also include parent pickup and departure.
- 5:30**                      **Departure, Program Close**

### **Summer Schedule/Activities**

- 6:30-7:00**              **Arrival, Self-Directed Activities, Planned Activities**  
As youth arrive, they participate in self-directed/low energy planned activities (games, reading, listening to music, and/or begin or finish projects). Program Assistants oversee a low-key group game and/or activity. During this time, staff and youth will prepare for field trips on their designated day.
- 7:00-8:00**              **Breakfast (hand washing and clean-up)**  
Breakfast will be served earlier on days that field trips require an earlier departure time.
- 8:00-11:30**              **Self-Directed Activities, Planned Activities, Indoor/Outdoor Physical/Fitness Activities, Fieldtrips**

Youth make choices moving independently to participate in physical play (inside/outside), self-directed and/or planned activities (dramatic play, music, blocks/construction/woodworking, arts and crafts, science, games, literacy, and enrichment).

**11:00-12:00 Lunch (hand washing and clean-up)**

**11:30-5:30 Self-Directed Activities, Planned Activities, Indoor/Outdoor Physical/Fitness Activities, Club Activities**

Youth make choices moving independently to participate in self-directed and/or planned activities. This time will also include trips to the bowling alley and/or special interest activities (club, guest speakers, and mini field trips).

**Group Meeting Times** are held in the morning and afternoon where youth meet with Program Assistants. Meetings consist of, but are not limited to the following: describing plans, making announcements, sharing exciting news, inviting ideas for new projects and activities, youth agenda items

**3:00-4:00 Snack available in snack area**

**5:30 Departure**

## Appropriate Clothing for Activities

During the course of the program the children will be swimming, bowling, playing outside on the playground, skating, going on field trips, etc. The children need to be dressed appropriately for these activities. During the summer and winter both, we have daily outdoor activities so please dress for the appropriate weather conditions. Children should bring suits and towels, labeled with his/her name, on designated swim days. It is very important to keep a close eye on your child's monthly calendar to ensure you know what activities are taking place on any given day. Closed toed shoes and socks are required every day in the facility.

Following community and school standards in attire, but also allowing youth to freely express themselves through their clothing choices while in Youth Programs the following dress code is instituted:

- Closed toed shoes are required every day in the facility.
- Skirts, dresses, and shorts must be appropriate and no shorter than mid-thigh.
- Garments or jewelry with slogans or pictures promoting the use of drugs, alcohol, tobacco or any illegal substance will not be allowed. Obscene, vulgar, or offensive messages of any kind on clothing or person are not allowed.
- Halter-tops, bare midriffs, tube tops, see-through tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed.
- Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.
- Socks required for roller skating and participation on inflatables.

## Field Trips

One of the most exciting events in the SAC is field trips. Trips are planned locally to include library, bowling alley, swimming pool, picnic areas, playground, and tours of base organizations. Area trips include YMCA, Boise Zoo, Art Museum, Discovery Zone, Twin Falls area, and others as opportunities arise. Some of these trips will require admission fees that you may be asked to pay in addition to your weekly fee. For each trip off the facility you will need to sign a permission form for your child to participate. If you do not wish for your child to participate in scheduled field trips written notice must be given to the School Age Coordinator one week prior to the scheduled trip for staffing purposes. As always we encourage and appreciate parents as volunteers on any of our trips.

**Staff: child ratios:** Ratios and group sizes vary according to the type and complexity of the activity, but group size does not exceed 18. The program has a ratio of up to 18 children per staff and 24 children for two staff, maintaining a 1:12 ratio within the building.

- School-age program and day camps 1:12
- Trips and tours: (there must be at least two adult leaders per group) 1:8 for 5-12 year olds.
- Swimming and other water activities 1:6 for 5-12 year olds

## Food Service


Youth Programs participate in the USDA Child and Adult Care Food Program. All meals served at the center must comply with this agency's guidelines for nutrition for children. Due to potential food allergies no outside food or drinks are allowed. Copies of monthly menus are posted and available. **If your child has an allergy to a specific food, please provide Youth Programs with a doctor's note.** School-Age Program Meal times are as follows:

**Breakfast**      **0645 to 0745 a.m. (During School Year)**  
                          **0700 to 0800a.m. (During Full Day Care)**

**Lunch**            **11:00 a.m. to 12:00 noon**

**PM Snack**       **3:15 to 4:15 p.m. (During School Year)**  
                          **3:00 to 4:00 p.m. (During Full Day Care)**

In the operation of USDA Food program no child will be discriminated against because of race, color, sex, age, disability, or national origin. If you believe you have been treated unfairly in receiving food services for any reasons, write immediately to the Secretary of Agriculture, Washington DC 20250.



### MHAFB SCHOOL-AGE PROGRAM

#### 2015-2016 FEE CHART

Category	Before Fee	After Fee	B & A Fee	Full Day & Kinder
1	\$14.50 <small>13.05</small>	\$18.85 <small>16.90</small>	\$33.35 <small>30.01</small>	\$58.00 <small>52.20</small>
2	\$18.25 <small>16.42</small>	\$23.73 <small>21.36</small>	\$41.98 <small>37.78</small>	\$73.00 <small>65.70</small>
3	\$22.25 <small>20.02</small>	\$28.93 <small>26.04</small>	\$51.18 <small>46.06</small>	\$89.00 <small>80.10</small>
4	\$26.00 <small>23.40</small>	\$33.80 <small>30.42</small>	\$59.80 <small>53.82</small>	\$104.00 <small>93.60</small>
5	\$30.00 <small>27.00</small>	\$39.00 <small>35.10</small>	\$69.00 <small>62.10</small>	\$120.00 <small>108.00</small>
6	\$32.75 <small>29.47</small>	\$42.58 <small>38.32</small>	\$75.33 <small>67.80</small>	\$131.00 <small>117.90</small>
7	\$33.75 <small>30.37</small>	\$43.88 <small>39.49</small>	\$77.63 <small>69.87</small>	\$135.00 <small>121.50</small>
8	\$35.00 <small>31.50</small>	\$45.50 <small>40.95</small>	\$80.50 <small>72.45</small>	\$140.00 <small>126.00</small>
9	\$36.25 <small>32.62</small>	\$47.13 <small>42.42</small>	\$83.38 <small>75.04</small>	\$145.00 <small>130.50</small>
Contractor Cat 9	\$51.50	\$66.95	\$118.45	\$206.00

Category	Income
1	0 - \$30,771
2	\$30,772 - \$37,562
3	\$37,563 - \$48,352
4	\$48,353 - \$60,439
5	\$60,440 - \$76,924
6	\$76,925 - \$88,960
7	\$88,961 - \$104,858
8	\$104,859 - \$130,868
9	\$130,869 +
9 Contractor	\$130,869 +

**Fees effective 1 Oct 2014**

Categories are based on Total Family Income  
10% discount for additional children enrolled in program

**These rates do not include no school days and/or early release days**

**Christmas Break and Spring Break are full day rates. The Summer Camp rates will apply for that time period. When you register your child is automatically enrolled in these camps.**

## **Reimbursement Policy**

Our policy for **Productivity Days** is to be **OPEN**. We do ask you to inform us if you will be using our services so adequate staff is available.

**Federal Holidays, Wing Down Days and ACC Family Days** are **included** when the **yearly fees** are calculated and there will be **NO reimbursement** for these days. In the event an accident occurs or a situation arises that cause our facility to close down and parents are asked to pick up their children early we will reimburse for that time period between last child pick-up and normal closure time. However, if an incident occurs where we just relocate for a short time there will not be a reimbursement. You will be notified of the relocation and if you choose to pick up your child or have your child not attend there will be no reimbursement given.

## **Smoking, Alcohol and Drug Use Policy**

The Youth Center is a no smoking facility. Smoking, alcohol and drug usage is prohibited on Youth Programs grounds.

**Dealing with an Inebriated Parent:** A child will not be released to a parent that appears to be inebriated or under the influence of any substance that might impair judgment or reasonability. The child will be retained until an alternate approved driver is notified and can pick up the child. If an alternate is not readily available, the child will be retained and Security Forces called to intervene in the situation.

## **School Closure Emergency Policy**

In the event that the schools close due to an emergency situation (i.e., no electricity), children enrolled in the School-Age Care will be picked up from school and transported to the Youth Center for the Program. If we received notification from the schools before the children have been taken to school, they will be retained at the Youth Center. If lunch has not been served at the school, lunch will be provided for the children. Appropriate fees will be applied.

## **Base Closure Emergency Policy**

If an emergency situation should result in the closure and evacuation of the base, the School-Age Care will relocate to an off base location (Elks Lodge- Mountain Home). Program Assistants will account for all children by class roster and sign-in sheets. Children may be picked up at this location. Staff will remain with the children until all children are picked up by their parents. If a base closing occurs the night before, the Youth Center may be closed or may open late the next day. Listen to local radio or news stations for instructions.

## **Accident Prevention Procedures**

**First Aid and Procedures for Handling Injuries:** First aid kits are available in each classroom and are in the possession of staff on Field Trips and outdoor play. Concepts taught in mandatory American Red Cross First Aid training are followed. Whenever first aid is administered, an AF Form 1187 (Child Development Incident Report) must be completed, signed by staff and parents, and filed by the operations clerk. If it becomes necessary to seek medical attention the parents will be notified first. If the parents are not available, then the emergency contact number will be utilized. If no one can be reached, the Youth Programs staff will transport the child to the base hospital along with the necessary documentation for treatment (AF Form 1181). Throughout this time every effort will be made to reach the parents.

## **Curriculum**

School Age Care Staff take pride in developing lessons based on children's interests and desires. The children are encouraged to share their ideas with peer and staff on what they would like to see in the program. Children are also encouraged to participate in a variety of 4H activities, Boys and Girls Club programs as well as Air Force derived programs/activities. If you have any ideas or special talent please speak with a staff member.

## Program Areas

MHAFB School Age Care Program is very active and diverse in planning and programming. Rainbow room is set up to support kindergarten and 1<sup>st</sup> grade children primarily. Rainbow room offers dramatic play, art, science, music, building and game play. Discovery room supports second grade youth however children from Rainbow are welcome to transition in and out. Discovery's content areas focus on Math, Science, and Reading. Youth participate in power hour in Discovery receiving homework help in a quiet environment. Club House is for youth in 3<sup>rd</sup> and 4<sup>th</sup> grades. Club House has a bit of everything to support our pre-teen populace. Youth in Club House are free to move to Discovery when a change in environment is needed. Youth also participate in gross motor diverse activities in both the gym and outdoor playground.

As part of our programming options youth are encouraged to use the computers when available. Our computers are set with Net Nanny to protect youth from accessing sites that are inappropriate for them to view. Youth 9 and up take a cyber-awareness to ensure they understand the safety precautions needed to take to remain safe while on the internet. Youth are monitored for what they are viewing as well as time allowed. Youth are limited to 15 minute blocks to ensure all have an opportunity.

## Staff Recognition

MHAFB School Age Care values your input and suggestions at any time. Management also asks you to recognize our staff and the hard work they put into the program. School Age Care staff are the roots to the success of this program. Please feel free to recognize a staff through ICE comments or by informing a manager at any time.

## Keeping Families Involved and Informed

**Family Orientation and Involvement:** When you register your child in the School-Age Care at Mountain Home AFB, you become part of our team. A staff member will gladly show you around our facility and explain the "ins and outs" of our program upon registration. In addition to this orientation, **you are welcome to visit the School-Age Care program at any time.** School Age Staff will provide updates on your child's experiences while attending the SAC program, through "informal" conversations at drop off and pick up, written documentation when necessary or requested, and/or formal "Parent Meetings" upon request.

**Parent Advisory Board:** All parents are encouraged to participate in the Parent Advisory Board. **This is an opportunity for you to have input in the School-Age Care.** The Parent Advisory Board meets quarterly in a CYP facility. Your presence is encouraged and appreciated. It is vital to our program to have parent involvement. Please volunteer now by letting your child's homeroom teacher or the coordinator/youth director know of your interest.

**Volunteers:** We encourage all of our families and interested community members to become involved in all of our programs and we always welcome volunteers. If you have a special talent, or cultural activity that you would like to share with the children please contact the school age

Important contact information and Key Personnel:

School Age Coordinator - 828-4428  
Youth Programs Director - 828-2501  
Youth Programs Front Desk - 828-2501

## Climbing Wall/Inflatables/Roller Skating

Use, understanding and release of liability:

Parents and Youth who desire to participate in a Climbing Wall Program, use of Inflatables or Roller Skating or use the equipment understand the program/equipment provided by Youth Programs, Mountain Home Air Force Base, Idaho, an agency of the United States Air Force, and whereas I am fully aware of the following:

- That the purpose of this program/equipment is to promote physical fitness and enjoyment through a healthy lifestyle.
- That participation in a-fore mentioned activities may subject others (or myself through my miss-use) to injury or bodily harm.
- That I am expected to engage in only those activities that I am physically capable of safely accomplishing.
- That I am responsible to obtain required training and safety briefing prior to using the equipment.
- I also understand that it is my responsibility to follow posted rules.

Therefore, in consideration of the privileges of participating in these activities or for personal use of this equipment, I release the United States Government, the United States Air Force and its agents, officers, servants and employees of and from any and all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage or injury that may be sustained by myself or my property which may occur as a result of my participation in these activities or personal use of this equipment.

### **Media Use**

In an effort to properly display, acknowledge and market Youth Programs, staff, marketing and public affairs may film, photograph and record events, youth participation and activities.

### **CCTV**

#### **Monitoring and Reporting: Standard Operating Procedures**

Purpose:

The purpose of these policies and procedures is to provide guidance regarding the use of CCTV at MHAFB Youth Programs. CCTV is used to enhance security, safety and the quality of life of youth and the MHAFB community by integrating the best practices of “virtual policing” with state-of-the-art technology.

Policy Statement:

MHAFB Youth Programs is using CCTV to monitor public areas in order to deter crime and to assist Staff and Security Forces in providing for the security and safety of individuals and property of the MHAFB Youth Programs. Any diversion of security technologies for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited.

Legitimate safety and security purposes for CCTV monitoring include, but are not limited to the:

Protection of individuals, property and buildings

Confirmation of alarms

Patrol of public areas

Investigation of criminal activity

CYP Managers and SFS will assure responsible and proper camera monitoring practices.

Video monitoring for security purposes will be conducted in a professional, ethical and legal manner.

Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.

Staff involved in video monitoring will be appropriately trained and supervised in the responsible use of this technology.

Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes. Recorded images will be stored in a secure digital file and accessed by authorized staff only.

Responsibilities:

MHAFB and SFS oversees and coordinates the use of CCTV at MHAFB Youth Programs. CYP staff are responsible for the daily operation of the cameras. They will follow USAF policies, procedures, and guidelines in the monitoring of CCTV cameras. No staff other than CYP managers will operate the cameras at any time.

Procedures:

MHABF Youth Programs Staff will:

1. Conduct video observation of public areas that are in plain view of others
2. Be trained in the technical, legal, and ethical parameters of appropriate camera use.
3. Monitor based on suspicious behavior and/or when an un-cleared staff is assigned to an area.

MHAFB Youth Programs staff will not:

1. View private areas through windows

CYP staff must document all reportable observations in detail to Youth Programs Director, FAO and/or SFS.

Quality Assurance Procedures:

CYP managers and supervisory staff will provide ongoing oversight of CCTV operations activities and performance. Periodically and without prior notice, management will have staff demonstrate their knowledge and understanding of relevant policies, procedures, and technical skills.

Documentation:

Each incident that is supported or initiated by a CCTV observation, will be documented. In the incident report the staff will document:

- Specific area and camera observed
- Pertinent information gathered
- Date, Time, staff on duty
- Supervisor notified, date and time

## **Communication**

School Age Program staff make every effort to communicate with parents regarding their youth's involvement in all programs. Program staff may e-mail, call and/or send notices home and enjoy spending time one on one with parents. Program staff also understand that your time is precious and arrival and departure may be a hurried affair, however we encourage to reach out to staff as valued information regarding your child's day can be conveyed in minimal time. This is also a time you can relay any concerns you may have pertaining to your

child's care, day and or changes. The School Age Program appreciates and values your input into the programming, facility and content of all we do.

## Resources

 Airman and Family Resources 828-2438	 Youth Justice Office 828-2548	 Abby Mason 387-6384
 Child and Youth Family Life Consultant 828-2545	 Community Center 828-2296	 Mountain Home Animal Shelter 387-3121
 Adult Family Life Consultant 828-2458	 Fitness Center 828-2381	 Discovery Center 345-3890
 Family Advocacy Office 828-2581	 Family Child Care 828-8215	 Mt. Natural Center 866-6060/334-2225
 Chapel 828-8417	 Safety Center 828-2158	 World Center for Birds of Prey 387-6887
 Veterinary Services 828-2121	 Fire Department 828-6252	 Zoo Rocks 387-6260
 Bowling Center 828-8326	 Child & Youth Protective Services 387-0061	 Tea Party Search 488-1882
 Golf Course 828-6151	 Mountain Home School District 387-2386	 Polar Art Museum 345-8430
 Library 828-8326	 Mountain Home Parks/Recreation 387-2122	 Polar Bear Train 387-4798
 Outdoor Recreation 828-6223	 Mountain Home Library 387-4736	 State State Historical Museum 334-2128
 Swimming Pool 828-8320	 Stivers County Courthouse 387-2333/6251	 US State Penitentiary 334-6886
 Community Center 828-2248	 Phone 828-275-3641	 Harper Museum & Cultural Center 345-2473
 Warhawk Air Museum 866-6446	 Brownie House State Park 386-7919	 Operation Military Kids 284-2128
 Mountain Ice Cream 334-2222	 Landon's Drive Ziplines 828-2397	 University of Mary Extension 334-3338