

**MINOT AIR FORCE BASE
Child Development
Program**

Parent Handbook

215 Missile Avenue

Minot AFB, ND 58705

701-723-3750

HOURS OF OPERATION

Monday through Friday: 6:30 a.m. - 5:45 p.m.

Closed Federal Holidays

WELCOME TO MINOT!

Welcome to the Minot Air Force Base Child Development Program! We seek to provide a safe, healthy, caring, and learning environment of the children in our care. We devote each moment of our day to the development of an environment conducive to learning. Each child is challenged to reach his or her fullest development of the WHOLE CHILD.

In order to become a WHOLE CHILD,

The child needs to:

Grow in independence.

Practice giving and sharing

Learn to get along with others

Develop self-control

Accept human, non-sexist roles

Understand his or her body

Develop large and small muscles

Begin to control and understand his or her physical world

Learn new words and how to use them

Begin developing and understanding his or her world

Develop a positive self-concept

Learn that the world is an exciting place to live

Develop and use self-expression

Learn to respect the rights of others

Learn that it is all right to fail and to try again

We believe that children learn by first-hand experiences, by becoming involved in activities, and by playing. Play aids growth; it provides an imaginary world where children can master events that happen and provides a basis for their physical development. Play is a way of learning adult roles; it is vital and essential to the survival of all humans.

A CHILD'S WORK...IS HIS PLAY!

We invite you to visit our program and your child at any time!

Philosophy

The practices of Air Force Child Development Programs are based on current knowledge of child development and early childhood education. We are responsible for supporting the development of the whole child, meaning all areas of development are considered inter-related and equally important. Our program acknowledges that children learn through active, hands-on involvement with their environment, peers, and caring adults. We respect each child's unique interests, experiences, abilities and needs, thus allowing us to be responsive to and appropriate for each child. Children 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 children. We advocate for children, families, and the early childhood professionals within our programs.

We believe:

- All areas of each child's development have equal importance.
- Observation of children is a vital key to program development and individualization of all learning experiences. This is important because each child is unique and progresses through developmental sequences at his/her individual pace and continually develops his/her learning style.
- All opportunities for children should enhance their self-esteem and enthusiasm for learning.
- Children develop self-discipline through positive guidance.
- Parents are the most important adults in their children's lives.
- A positive partnership between parents and providers is essential to support individual family units and their cultural values.
- Play is the primary way children learn about their world.
- Learning for young children is fostered through active, multi-sensory, hands on, concrete and relevant experiences.
- Children deserve the opportunity to develop their capacity to be caring and cooperative in an environment that is flexible, noncompetitive and nonjudgmental.
- Our caregivers and families' ethnicity, attitudes and values along with our curriculum all interweave to provide a nurturing learning environment for each child in our care.

Mission

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 education. Children 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 children. We advocate for children, families and early childhood professionals within our programs. Goals with specific objectives have been established for each area of development and are included in the program portfolio.

Goals

- Foster positive identity and sense of emotional well-being
- Enhance social skills
- Encourage children to think, reason, question, and experiment
- Promote language and literacy development
- Build physical development and skills
- Support sound health, safety, and nutritional practices
- Advance creative expression, representation, and appreciation for the arts
- Appreciate and respect cultural diversity
- Develop initiative and decision-making skills
- To help children develop a positive and healthy self-concept
- To provide an atmosphere for the acceptance and appropriate expression of feelings and emotions
- To provide a social group experience for the children
- To provide some experiences which they do not have at home
- To build a bond between home and center

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. We allow children to learn at their own pace and in ways that are best for them.

We plan all activities to accomplish these goals and give your child a successful foundation for learning.

Outcomes

A. Children

- Children will experience growth and learning in their social, emotional, physical, language and cognitive development
 - Children will develop a positive sense of self as valued members of the community; will progressively gain social competence and display prosocial behaviors
 - Children will gain competence in problem solving strategies, will gain understanding of concepts and relationships, and will develop logical, representational and symbolic thinking skills; children will also learn to take initiative and make relevant decisions.
 - Children will gain competence in their home language to include ability to communicate through language, to discriminate the sounds of language, to ask/answer questions, to gain understanding of print and concepts, and to make sense of print.
 - Children will display a progressively higher level of competence in their gross and fine motor skills, hand-eye coordination, mobility and balance.

B. Family

- Families will feel supported and nurtured in their child rearing efforts
 - Families will experience greater support in dealing with the challenges of life in a military community.
 - will be supported via formal or informal parent/staff support groups and networks with other community agencies

Programs Offered

The Minot AFB Child Development Center located at 215 Missile Avenue offers regular full-time full day care for children six weeks to kindergarten, and hourly care by reservation for children six month's old to Kindergarten. Curricula are planned for each individual age group.

Part-Day Enrichment Preschool program (3-5 year olds) is a traditional way to introduce stay at home children to the preschool classroom setting. The children enrolled in the full-time full day contract are not eligible for the Part-Day Enrichment Preschool program.

Operating hours are Monday through Friday 6:30 a.m. to 5:45 p.m.

Full-Time Care

The full day program offers childcare Monday through Friday for full time working parents. Full day programs open daily at 6:30 a.m. and close at 5:45 p.m. Care is permitted for up to ten hours daily. Under normal circumstances, children will not be left at the CDC for more than ten (10) consecutive hours without prior approval from the 5 Mission Support Group Commanders (5 MSG/CC). However, during alerts, training military exercises and national emergencies, extended hours of care may be provided. An hourly fee, based on prorated weekly fee, is charged for care in excess of 10 hours (with 5 MSG/CC approvals). Children must be picked up before the posted closing time. A late charge of \$5.00 for the first five minutes or any portion thereof will be assessed for each child left at the program after closing time (5:45 p.m.). After the first five minutes, an additional \$1.00/minute will be charged.

Hourly Care

Hourly care is offered Monday through Friday from 7:00 a.m. to 5:00 p.m. on a space available basis. Hourly care will be paid at the rate of \$3.00 per hour or any part of an hour. Reservations may be made for hourly care by calling 723-3750. Your child must be registered prior to making reservations. Reservations can be made up to two weeks in advance; however, children may not be dropped off between the hours of 1130-1330.

Children are accepted on a first come, first serve basis as capacity permits. Priority for hourly care is granted to incoming base personnel for in processing. Payments of hourly fees are due upon pick up of your children.

To assist us in providing the most support for the community's hourly care needs, please cancel unneeded reservations at least two hours in advance of your scheduled appointment time. Patrons who cancel without a minimum of two hours notice will be charged for two hours of care. Reservations not used within 15 minutes of the scheduled appointment time will be released for use by other patrons. No-shows will be charged for all reserved hours of care.

Hourly patrons must contact the customer service desk personnel if they wish to extend their hourly care reservation. Caregivers are not aware of other patrons' reservations and therefore cannot make decisions on extending hourly care reservations. Note: Children three years and older must be potty trained.

Before and After Kindergarten

The before and after kindergarten program serves kindergartners attending Minot Public Schools on base and surrounding communities. This program is available 6:30 a.m. to 5:45 p.m. The kindergarten children are driven to school on base until the on base bussing starts in the fall and again in the spring when the bussing stops. There is an extra charge for transportation during those months. Full day care during the school year is available on school holidays and vacations based on the on base Minot Public school schedule yearly. Reservations for care during this time must be made in advance.

Part Day Enrichment Preschool

Our part-day enrichment preschool program is offered to children three to five years of age (by 31 Oct) that are not enrolled in full-day childcare services. Part-day enrichment preschool is a transitional bridge between home and full day kindergarten. Our two and a half hour day program is built on teaching kindergarten readiness skills, socialization, self help and discovery experiences in an age and developmentally appropriate environment.

There are three programs available for enrollment: Two- day a.m. Tue / Thu, Three-day a.m. Mon/ Wed/Fri and Four - day p.m. Mon thru Thu. The part-day preschool program is not in session whenever the Minot Public system is closed; federal holidays, UTE and Family days, and base closure days do to weather or real world situations. Bus service will also be provided for on base children for an additional fee. Payments for this service will be paid for with the monthly tuition.

Admission/Enrollment Policies

Eligibility

Dependent children, ages six weeks to kindergarten, of active duty military personnel, DoD civilians APF or NAF, reservists on active duty or during inactive duty training, and DoD contractors are eligible to use the Child Development Centers.

PRIORITY ENROLLMENT

In the event of a waiting list, active duty and civilian employed parents are given higher priority than other groups. A policy has been established to terminate, after 60 days, the enrollment of children in families where the spouse is no longer employed or a full-time student. A two-week written notice will be given to the parent whose child's slot is needed for a higher priority family. DD Form 2652 (Application for Fees) will be used to document eligibility for priority use.

ADMISSION DOCUMENTS

Initial admission to any of our programs requires parents to provide the following:

1. A Copy of TRICARE enrollment card
2. Completed **AF Form 1181**, Air Force Youth Flight Patron Registration
3. Current Immunization Records/ TB Questionnaire
4. Completed **AF Form 2652**, Application for Fees (copies of **Leave and Earning Statement (LES)** and/or pay stubs)
5. Completed **AF Form 357**, Dependent Care Certification, if required
6. Child and Adult Care Food Application (USDA)

7. Parents who are students will need proof of **full-time** enrollment from their high school, college, or university
8. Completed Health Assessment Form
9. Bank authorization form for credit /debit card payment agreement

The first half-month's payment is due on the first day of care.

Registration and Admission Procedures

Prior to admission of a child, you must complete and sign all applicable portions of AF Form 1811, "Child Care Center Permanent Record". The CDC is responsible for validating immunization dates by reviewing your child's shot record card. Admission may be denied if established immunization requirements have not been fulfilled.

A completed health assessment form must be submitted at enrollment, signed by your child's health care provider. If appointments have to be made the dates must be submitted and all forms have to be submitted with in thirty days of enrollment.

The CDC must be made aware of any problems or special needs your child may have (allergies, asthma, speech delays, physical limitations, etc.) prior to your child's attendance in the program. We are required to coordinate care with the base medical advisor and/or Early Intervention staff. This policy ensures that children will receive the specialized attention they may need.

If you do not authorize emergency medical treatment, we cannot admit your child into the center. Sometimes delays occur, so it is necessary for you to authorize another person to pick up your child when you cannot come. Names must be annotated on AF Form 1181. Children will not be released to anyone not listed on this form or to siblings less than 14 years of age.

AF Form 357: A copy of the Dependent Care Certification is required to be on file for single military parents and dual military parents. This form is required to be updated annually. In-processing families have 90 days to provide the form in order for their child to remain in the CDC.

Daily check-in procedures require that you sign/key your child in/out of the Center. We require that you accompany your child to and from their assigned rooms. This allows you to become better acquainted with your child's program assistant and to ensure your child is safely settled.

All clothing must be labeled with first and last names before your child is signed into the room. Many items look alike so this will aid in keeping your child's belongings organized. We request that you do not allow your child to bring money, food, gum, toys or books into the center. Toys and books may be brought into the CDC on designated "show and share" days.

Children must arrive clean and fully dressed. Closed-toed shoes are required for safety reasons.

Disposable diapers and wipes are required. Diapers are checked every hour, so please calculate the amount of time your child will be in the Center and bring that many diapers. Unused diapers will be returned.

FEE REGULATION

The Military Child Care Act of 1989 and Chapter 88 of Title 10 U.S.C. (as added by section 568 of the National Defense Authorization Act for 1996, which codified the Military Child Care Act of 1989) require the Department of Defense to prescribe uniform fee regulations for military childcare programs. Fees are based on total family income and apply to children attending on a regular basis whether in a part-day or full-day program. Patrons will be placed in the highest fee category (CAT VI) until verification of total family income is completed.

Fees for full-time care are based on the total income reflected from the family's LES and pay stubs. Regular full-time care covers 10 hours of care per day, 50 hours per week; before and after School Kindergarten schedule covers 5 hours of care per day, 25 hours per week, Monday thru Friday. Total family income is calculated by using a current LES and/or pay stub of both parents at the time of registration. Total family income includes base pay, basic allowance for subsistence (BAS), and basic allowance for housing (BAH), as well as special pay.

BAH is considered an in kind income and must be included whether living on or off base. For dual military living off base, the BAH amount will be used for the senior ranking member.

The Base Installation Commander based on Department of Defense guidelines approves fees. Weekly fees are annualized to determine a monthly/bi-weekly pay rate, and meals and snacks are included in these fees. Full/part-time contract care fees are due the first and fifteenth of the month or the first duty day if the above falls on a weekend or holiday.

Part day Enrichment Preschool payments are due the first class day of each month. Late payments will be charged a \$10 late fee. There will be no credit given for meals/snacks not eaten, holidays, closure of facility due to weather conditions, contract hours not utilized, or vacation weeks not used.

UTE/Family Days

The center will provide care on approved UTE and Family days for children of parents who are required to work and need care; Reservations are required and can be made at the customer service desk or sign up in your child's classroom. **All parents must declare their status for care for UTE/Family days.** If you sign up stating you do not need care then you are eligible for a credit to be applied towards the next payment. If you sign up that you are working and your child will be attending the CDC that day and then your child does not attend, you will not receive a credit. Parents who need **hourly care for personal business** must make reservations and pay \$3.50 hourly rate due upon pickup. Hourly care is available on a space available basis only. **If an hourly care reservation is made and not honored, a credit for the day will not be given.**

Vacation

Two weeks of vacation time is authorized per fiscal year and must be requested two weeks in advance. The child must be enrolled for 90 days before being eligible to use one week of vacation and six months before being eligible to use the second week of vacation. The child can be in attendance during the authorized vacation period. Vacation time must be used within the fiscal year earned and cannot be carried over/accumulated. Vacation must be used in either one or two week intervals only. **Credit for vacation is earned through annualized fee payments, meaning you pay a little a head each month to accumulate the two weeks vacation. When the credit is applied to your account it is applied at the un-annualized fee rate.**

Check-In/Out, Sign-In/Out

It is required that parents sign/check their children in and out each day. Keypads or AF Form 1182's are located in the lobby of the CDC and room sign in sheets AF Form 1930 (Daily Attendance Record) are located near the entrance of each room. Please check daily to ensure that emergency numbers are accurate. Signing/Keying in is very important and used for accountability of all children present in the event of an emergency. Please give any changes in emergency numbers to the customer service desk personnel. If an emergency occurs, time is of the essence; therefore, each day the admitting parent will ensure the Center has a phone number where they can be reached that day. When checking in and out of the facility remember your child must be with you, (child in hand). Failure to check in and out of the facility will affect the accountability of children in the facility and your daily usage charges.

Release of Children

Children will not be released to anyone other than those authorized by the parent and indicated on the registration paperwork. It is the parent's responsibility to inform the CDC if someone other than those indicated on AF Form 1181 will be picking up their Child. **This request must be in writing.** All designated persons will be asked to show picture identification.

When kindergarten children will be picked up at school by parents or someone other than CDC personnel, the CDC must be notified in advance so that the staff may delete your child's name from the pick up list for that day. Continued failure to notify CDC could result in a loss of pick up services for your child.

Withdrawals

A two-week notice is required prior to withdrawing your child from our program. Failure to give notice will result in a two-week payment charge.

Early Arrivals

For part-day preschool programs or hourly care appointments, early arrivals are discouraged. Children have little concept of time and have difficulty waiting for more than two or three minutes in a restricted area.

INCLEMENT WEATHER

At various times throughout North Dakota's winters we are at the mercy of severe weather. If you live on base please watch the Commander's Access Channel for updates on weather conditions. During inclement weather, children will be accepted for care in accordance with the sponsors' mission essential category. If an announcement has been made regarding delayed start of duty, only children of mission essential personnel will be accepted for care until the sponsor's category has been cleared for travel. The Mission Support Group Commander determines all early departures/closures due to weather conditions. The Child Development Center will begin reducing manning at this time also. We ask for parents' cooperation in picking up the children so the Child Development Center staff may also depart safely.

When road conditions are red transportation to and from will not be provided. Parents will be required to pick up their children. PDE will not be held if there is a delayed reporting or early release.

Base Wide Exercises

During base wide exercises the center will open early based on recall (one hour after recall). Generally the center will open at 5:30 a.m. and will close at 7:30 p.m. or when the last child is signed out, whichever comes first. Exercise care is any care used before or after normal operating hours at an additional fee. It is the responsibility of each family who needs exercise hours care to register for care in advance. There will be a charge for care reserved and not used/not cancelled. If you did not reserve care for exercise hours your child will not be accepted. Staffing is provided to meet the ratios of those with reservations only.

CDC Procedures

Activities and Daily Schedules

Diverse activities provide for both the care and development for all children. The daily schedule provides a balance of activities that are aimed at developing your child's creative, cognitive, social, emotional, physical, language and affective skills.

Outdoor activities are an important part of your child's development. Weather permitting; the children spend time outside daily. If your child is too ill to play outdoors, please do not bring him/her to the center. All children are required to go outside during scheduled outdoor time. Appropriate clothing should be brought to the center to meet the needs of the changing weather.

Infants and Toddlers

Parents of infants are required to bring a sufficient number of wipes and disposable diapers to last the day. Label all bags, clothing, shoes, diapers, and other items brought to the center with your child's name. Please dress your infant in appropriate daytime clothing and footwear. Pajamas are not preferred daytime clothing for day care. The CDC includes outdoor activities in the children's daily schedule. Children who are able to walk must wear a sturdy pair of shoes. Extra changes of clothing are necessary in case of soiling or spills.

The infant and toddler caregiver has received training in infant and toddler stimulation and development. The CDC has an abundance of child development resources that are being used to foster many areas of growth and development. Until your child enters the 12 to 24 months old age group, your current caregivers will follow your child's cues for sleeping, eating, playing, and cuddling. As your child grows and develops, he or she is going to transition to the next age group. This is dependent upon more factors than solely the child's chronological age. Caregivers will inform and make plans with you for your child to "visit" or transition to the next age group. The beginning of the week transition process consists of the child spending a few hours with the next age group at different times of the day and on Friday would be a full day of care.

Health Procedures

For the health and safety of your child and the other children in the Center, please keep your child home if he/she shows signs of obvious illness, rashes, and/or fevers, etc.

The CDC staff is instructed to observe for signs and symptoms of illness at all times, specifically prior to each child's daily admission to the center. Children with fever (fewer than 3 mos. 100.5; over 3 mos. 101), unexplained rash, and diarrhea, or vomiting, open bleeding sores, inability to participate in CDC activities or other signs of communicable disease will not be admitted to a CDC program. Parents are requested to notify the CDC if their child has contracted a communicable disease.

If while at the CDC your child shows symptoms of a contagious communicable disease your child will be moved to the child isolation room to wait for you the parent to arrive. Toileting and sleeping areas are provided in the isolation area. While there your child will receive individualized care.

Parents or emergency designee will be called if a child becomes ill or develops the above symptoms while in our care. Within one hour of notification, parents must pick up their child and receive information on readmission.

Following an illness, children may be readmitted only when their presence will not endanger the health of the other children or doctor's note (Manager's discretion). A child may return when asymptomatic or after completion of contagious stage of illness.

Medication Administration Procedures

Trained employees may only administer oral medicine to children enrolled in full day and before and after school programs. Oral medication is administered at specific times only: 11 a.m. or 2 p.m. Because of the possibility of reactions, parents must administer the first dosage and wait twenty minutes before the child may be signed in. All medications need to be in their original container. The medication prescription label must have: child's name, physician's name, beginning and ending dates, dosage frequency, and name of medication.

a. **AF Form 1055:** The top portion of this form must be completed and signed by parents at the time when medication is initially prescribed; parents must also indicate the "time" when their child is to receive the medication while at the center. The center will dispense the medication in accordance with doctor's instructions as expressed on pharmacy label. Additionally, parents must give **daily** permission to the centers to administer the medication; this is accomplished by **initialing/dating** the bottom portion of the form. This form must be completed for any/all medication that will or may be administered at the CDC to include diaper rash ointment and Asthma medication. Parents, who may have forgotten to initial/date the AF Form 1055 on a specific day, may still give permission via email or fax.

b. **Diaper Rash Ointment:** AFI34-248, 10.8.5 state: "Do not apply diaper ointments unless they are being used for treatment purposes and a medical authority has directed their use for the child on whom they are being used". To clarify, parents of a child with a diaper rash will need to have a doctor's written order on file (good for six months) and the ointment can only be used when your child has a current diaper rash. The ointment brought to the CDC must be in the **original** container. All medication must be re-validated every six months.

c. **Sunscreen:** Before CDC staff can apply topical ointments for the prevention of sunburn parents need to fill out the permission form which is available at the CDC front desk. Sun block will be provided by the CDC.

d. **Asthma Medication:** In order for the CDC to administer asthma medication, an asthma care plan for the individual child must be on file at the CDC. Asthma care plans are available at 5th Medical Group pediatrics and are based on each child's individual needs.

e. **Over-the-Counter Medication:** No over-the-counter medication will be administered without a prescription label. Medication such as Tylenol or Motrin will be administered for pain prevention. However, medication will not be administered solely for "fever". Children with a temperature of 101 or higher cannot be accommodated at the center and parents are advised to make alternate care plans. This procedure is in place to ensure the safety and well being of all the children in CDC and to reduce the possibility of contagion.

f. **Allergies:** Please inform the centers of any allergies your child may have by indicating such information on pertinent block of AF Form 1181. Food allergies must be verified by a letter from the pediatric clinic; whenever possible, the letter should also indicate suitable food substitutes.

Child Abuse Prevention

The CDC and parents who use the program have a partnership in protecting children. Parents ensure their child's safety regardless of the setting. Staff is trained annually on child abuse/neglect identification procedures and protection from unwarranted accusations or allegations.

All staff members are required by law to report suspected child abuse or neglect. Staff observing signs of child abuse or suspecting child neglect will report their concerns to the Director immediately.

Guidance Policy

The goals of the guidance policy are to assist children in developing self-control and engaging in socially acceptable behaviors. Adults will model, coach, and encourage techniques of discipline that are fair, consistent, and respectful of children and their needs.

Acceptable guidance techniques include...

- Reinforcement of positive behavior, using encouragement and words of praise.
- Anticipation of problem-triggering situations; keeping expectations to child's level; soliciting cooperation; involving children in rule setting.
- Calling attention to appropriate behaviors; using expressions such as "thank you" and "please".
- Involving children in discussions on how to handle inappropriate behavior; providing several alternatives to undesirable behavior; guiding children in problem solving; applying natural/logical consequences.
- Affording each child a chance to regroup, regain control in a quiet area of the activity room.
- Temporary removal from stressful situations.
- Limiting the child's participating in some activities.
- Contacting parents.

Unacceptable guidance techniques include...

- Physical punishment such as spanking, slapping, hitting, biting, shaking, pinching, etc.
- Verbal abuse, screaming, threatening, or making derogatory remarks about child or his/her family.
- Restrictions or confinement by physical means.
- Withholding of meals/snacks.

The following children's behavior is considered inappropriate in the Center...

- Causing physical harm to another child or adult by hitting, biting, kicking, throwing toys/equipment.
- Use of inappropriate language, spitting or other forms of verbal abuse or degradation directed at other adults.
- Repeated refusal to comply with Center/room rules and/or failure to listen to caregivers.
- Children's behavior that is potentially harmful to themselves.

Should a child repeatedly behave in a way that is detrimental to him/her, other children, or adults, the staff will inform the director/designee immediately. Parents may be contacted to discuss the problem and/or remove the child for a designated period of time. If a parent/director conference is required, the director may provide options on guidance, require temporary or permanent removal from the program (examples: repeated incidents of biting, or any other behavior considered inappropriate). Severe incidents may require immediate removal/suspension of a child.

Parents are required to follow center approved guidance methods while in child development program facilities.

Touch Policy

Appropriate touching creates a positive emotional response in the child. Examples of appropriate touch include: hugs, hand holding, back rubbing, pat on the head/shoulders, help in physical activities, etc. However, the children's preferences about physical proximity must be taken into consideration at all times. Inappropriate touching elicits an improper negative response.

This type of touching usually involves exploitation of the children. Examples of inappropriate touch include: spanking, striking, prolonged tickling, fondling, forced kissing and molestation.

The program assistants and technicians are trained in proper diapering/toileting procedures during the orientation process.

Incident/Accident Reports

All cuts, bruises, falls, etc., will be reported to parents. Serious injuries will be reported immediately; minor incidents, such as skinned knees, will be shared with parents at the end of the day. First aid will be administered for all minor injuries, and the incident documented on AF Form 1023. In the event of a serious injury or severe illness (such as convulsions, etc.) an ambulance will be called immediately. Parents will also be notified and asked to meet the child at the military treatment facility.

Meal and Snack Schedule

Breakfast	8:00 – 8:30
Lunch	11:00 - 11:30
PM Snack	2:00 – 2:30
Light Snack	5:00– 5:30

Any child in the center at meal or snack time will be served. If you prefer your child not participate at any given meal or snack period, your child may not be accepted for care during this

meal/snack time. Meals will not be held for late arrivals. Before and after school kindergarten children will be fed meals based on their schools operation and bus schedules.

Nutritious menus are planned in accordance with United State Department of Agriculture (USDA) Childcare Food Program guidelines. Menus are posted on the parent information board. If your child requires a special diet, a letter from a pediatrician is a requirement. It is imperative that you advise us of any food allergies that your child or children may have.

All food served in programs must be purchased and prepared by the CDC kitchen staff. The cost of meals and snacks are included in the fees. Meals are served family-style, with a caregiver centrally located at each table to assist children when necessary. Each child is encouraged to serve him or herself. Parents are welcome to eat with the children, please give your child's caregiver a day's notice if you plan to join your child for lunch.

Parents who arrive at snack time to pick up their child are invited to sit with their child until they have finished.

Food from Home

Children are served nutritious meals and snacks. The CDC cannot allow food to be brought to the Center from home. The only exception is infant formula when a parent has selected a different one from those offered at the CDC. In this case, the formula must be brought in plastic bottles with lids and the bottle labeled with the child's first and last name, date and contents. Only formula is allowed in the bottles no cereals or medicines. If these items are suspected to be in with the formula you will be asked to bring another bottle for your child.

Change of Clothes / Personal Belongings / Toys

All children need additional changes of clothing in the event of an accident. If you fail to provide a change of clothing, we will have to ask you to leave work to bring us the necessary clothing.

Children who are able to walk must wear a sturdy pair of shoes. For your child's safety, do not dress them in flip flops, open toed shoes, or shoes without a heel strap. Extra changes of clothing are necessary in case of soiling or spills.

Children should be discouraged from bring toys and other possessions to the programs. We realize how difficult this may be for some children, but the chances of these possessions getting lost or broken are great. We do, however, encourage you to bring a nap time "cuddly" for your child especially if it is already part of your child's routine. With prior arrangement with the lead caregiver, it is permissible to bring books, CD's and cassettes that can be shared during group time. The CDC is not responsible for lost/damaged items but will try to keep all items safe.

Rest Time and Quiet Activities

A rest period is provided for children following lunch. Infants and young toddlers rest according to their individual needs. Infants are put down to sleep on their backs to aid in the prevention of SIDS with out stuffed animals or pillows in their cribs. All children are monitored during sleep and rest times. Infants are continually monitored and checked every 15 minutes during sleep.

Toddlers and preschoolers rest between 11:30 a.m. and 1:30 p.m. Children may bring a “security” item such as blanket or stuffed animal for rest time. A quiet area, soft music, stories and back patting contribute to relaxation. Children who choose not to sleep are provided opportunities for alternate quiet time activities.

Toilet Learning

Learning to use the toilet is a complicated and developmental process, which involves the integration of physical, neurological, social, and emotional process. Until a child shows significant signs of readiness, i.e. verbalization of discomfort, dryness for extended periods of time, child initiated willingness to use the toilet, etc.; toilet learning can be stressful for both parent and child. When such signs are evident, a cooperative effort will be made between parent and caregiver to assist in developing healthy toileting habits.

Birthdays and Other Special Celebrations

Birthdays are always fun for the children, and parents are always welcome to contribute and participate in any special celebration held at the center. Due to health and food regulations, any food prepared outside of the CDC is not allowed. Party favors are not permitted. Though there are limits, there are many things you can do to participate in celebrations with your child at the CDC. Your child can help plan the activities for that day. Special holidays are celebrated at the CDC and we would like to include your family traditions and celebrations in our curriculum. Please share your ideas with your child’s caregiver. The CDC has designated the last Thursday of each month as the center wide birthday celebration day for the month and a healthy snack is served for all celebrates at 2:00 p.m.

If you are interested in taking photos or making a videotape of special activities, please advise your child’s caregiver in advance. Permission from each child’s parents must be secured before photos and videotaping may be allowed.

Visitors

Parents are welcome to visit with their children at all times. In order to ensure accountability, visiting parents are required to sign the “Visitor’s Log” when not escorting their children.

Friends and relatives are not permitted in the activity rooms and will be asked to remain in the lobby.

Waiting List Procedures

Parents of children who cannot be accommodated in child development programs at the time care is requested must complete DD Form 2606, Child Development Program Request. This form will expire after one year or upon placement, whichever is first.

Air Force Policy mandates that employed parents are given higher priority on the waiting list. IAW Department of Defense Instructions 6060.2, Jan 93, the following priority guidance for CDC Waiting List is provided:

1. Any active duty (single/dual/married /reservists) military member, DoD civilians/assigned to installation and contractor's with an employed spouse or fulltime student spouse.
2. Active duty military/DoD civilian or contractor with unemployed spouse

These priorities are established based on the Air Force goal of establishing Child Development Programs, which contribute to the overall quality of life for the military members and their families and to enhance Air Force readiness.

The center will reconfirm the child's name on the list every two months. When your child's name comes up on the waiting list, you will be called and will have twenty-four (24) hours to make a decision. Parents who decline a slot when offered will be removed from the waiting list and may not reapply for three months.

Fees & Charges

All fees and charges are consistent with USAF policy regarding Child Development Centers. All fees and charges are clearly posted in the main reception area of the CDC.

Children's Records

Please provide changes/updates and current duty and emergency phone numbers, release designees or any other pertinent information in a timely manner. Immunization records must be up to date at all times.

Staff Qualifications

The staff at the Minot Child Development Center is engaged in an ongoing training program. Prior to working with children, employees are required to complete the Air Force Orientation Training which covers topics such as child development, health and safety, creating a learning environment, working with parents, working as a team, and identifying, preventing and reporting child abuse. Program Assistants are also required to complete a CPR and First Aid course within the first six months of employment.

All program assistants are required to complete the Air Force Program Assistant Certification Training (PACT). PACT is comprised of 15 modules covering topics such as creativity, social development, guidance and discipline, child abuse identification and reporting, promoting self-esteem, etc. The PACT program is self-paced and takes 12-18, months to complete.

Parent Involvement

We encourage you to be actively involved in the CDC program. Parents are encouraged to share their hobbies skills and expertise and talents within the program. Our objective is to establish a partnership with the parents of the children for which we provide care. Strong parent involvement correlates with quality childcare.

The following are suggestions for parental involvement in the CDC Programs:

- Attend /serve as an officer of the Parent Advisory Group (PAG)
- Develop and implement an annual parent involvement plan.
- Volunteer for field trips, classroom activities or special events.
- Attend social gatherings such as open house, luncheons and picnics.
- Assist or just observe in the classrooms; read to the children or help with a project.
- Volunteer to assist staff on “spring clean-up days”, “adopt a playground”.
- Read the monthly newsletter about the activities and events taking place at the CDC.

PARENT EDUCATION: The CDC invites parents to training workshops throughout the year. Parents are encouraged to attend and to suggest training topics.

PARENT SURVEY AND NEEDS ASSESSMENT: At least annually the CDC will ask that you participate in a survey to help us evaluate all CDC programs and assess the current community needs.

PARENT CONFERENCES: In addition to daily communication, parents are offered an opportunity to meet on a one-on-one basis with their child's primary caregiver to share the milestones your child has accomplished. They are offered twice a year or anytime by request.

We encourage your comments and suggestions as well as your compliments. Cooperation and teamwork from parents, caregivers and CDC management is needed to make the CDC a success.

NEW PARENT ORIENTATION: Orientation is held on the second Wednesday of each month at 12 noon at the CDC. Come and meet the CDC Director and find out information about the program.

PARENT ADVISORY GROUP: The CDC Parent Advisory Group (PAG) is open to all patrons of the CDC. PAG meetings are held on the first Wednesday of each month in the CDC training/family room at 12 noon. A free lunch is provided in appreciation of your parent involvement. Your attendance to meetings and participation are counted as points for your child's classroom parent involvement.

Parking

Parking spaces are available in the front of the center for your convenience. Always turn your ignition off and be cautious of other cars. Parking in the fire lane and not in a designated parking space is a safety violation. Emphasize safety with your children by using the crosswalks and reminding children to stop, look, and listen. REMINDER: Children may not be left in cars unattended.

Phone Numbers

Child Development Center	723-3750
Airman and Family Services Flight Chief	723-4512
Family Advocacy Office	723-5096
Department of Defense Child Abuse Safety Hotline	1-800-366-4592