

Edwards AFB Child Development Center Parent Handbook

DEPARTMENT OF AIR FORCE



**CHILD DEVELOPMENT
CENTER**

Hours of Operation

Monday: 0700 – 1700
Tuesday: 0700 – 1700
Wednesday: 0700 – 1700
Thursday: 0700 – 1700
Friday: 0700 – 1700

We are closed on all Federal Holidays. Goal Days and CYP Training Days are TBD and will be announced when the CDC will be closed.

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Key Personnel

Edwards Air Force Base Child Development Center

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Accreditation

The Child Development Center is accredited through the National Association for the Education of Young Children (NAEYC), and the School Age Program is accredited through the Council on Accreditation (COA). These processes involve a rigorous review of the program including a review of policies and procedures, curriculum, parent involvement opportunities, safety and health standards, and a comprehensive observation of the program.

Mission Statement

(NAEYC 10.A.01)

The mission of the Child Development Program is to assist DoD military and civilian personnel in balancing the competing demands of the accomplishment of the DoD mission and family life by managing and delivering a system of quality, available and affordable program and services for eligible children and youth from birth through 18 years of age.

Program Philosophy

(NAEYC 10.A.01, 3.B.01, 3.B.02, 3.B.03)

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 interrelated and are 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.

Multicultural Philosophy

(NAEYC 6.A.01)

Our program is committed to multicultural awareness. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff and community. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive childcare by affirming human differences and the right of people to make choices about their own lifestyle. We seek to recognize, appreciate and respect the uniqueness of each child.

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

Enrollment and Registration

MilitaryChildCare.com

The wait list for full-time care for children 6 weeks through 5 years of age is maintained by MilitaryChildCare.com (MCC) and must be completed to be considered for care. The site enables families to create a household profile, conduct childcare searches, submit requests for care, and manage their requests at any time and from any location. The wait list can change frequently, and it is not based off when you need care to start.

CYPBMS

All families will enroll in CYPBMS when they accept a spot at the CDC. This system holds family contacts, emergency contacts, allergy and medical information, tuition and credit card information, and other pertinent information. This system is used throughout all DAF Child and Youth Programs and can be transferred when a family PCSs to another duty location. When your child receives immunizations, please provide a hard copy of the updated immunization records directly to one of the desk clerks and they will input them and upload them to your CYPBMS account. All emergency contacts must be local and have base access. If the individual picking up your child is not listed as an authorized pick-up person, we will not release your child to that individual. If you would like your emergency contact to be authorized to pick up, please let the front desk know and they can be added and provided with their own sign in/out code. Please try to refrain from using staff as an emergency contact as we are not able to guarantee they will be able to pick up your child if needed. If you get locked out of your CYPBMS account, please follow the instruction given at the bottom of the screen to have it unlocked. The CDC at this time is not able to unlock parent accounts.

Eligibility and Placement



Military Family Types and DoD Priority

Families select their sponsor type (e.g., Active Duty Military, DoD Civilian) and spouse status (e.g., Working, Student, Seeking Employment, Non-Working) when they create or update their MCC household profile. MCC uses this information to create a military family type for the household, which is associated with a DoD priority. MCC uses the assigned DoD priority, along with the request for care date to determine sequence on the waitlist.

The chart below contains a complete list of all DoD priorities. You can use this chart as a quick reference when speaking to families about the DoD placement process or their specific DoD priority for care.

Military Family Type	Priority
CHILD DEVELOPMENT PROGRAM STAFF	
Child Development Program Staff	1A
ACTIVE DUTY COMBAT RELATED WOUNDED WARRIOR	
Combat Related Wounded Warrior*	1B.1
ACTIVE DUTY MILITARY/ACTIVE DUTY COAST GUARD	
Single/Dual Active Duty Military/Coast Guard	1B.2
With Full-Time Working Spouse	1B.4
With Part-Time Working Spouse	1C.1
With Spouse Seeking Employment	1C.1
With Full-Time Student Spouse	1D.1
With Non-Working Spouse	3A
GUARD/RESERVE ON ACTIVE DUTY OR INACTIVE DUTY TRAINING STATUS	
Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status	1B.3
With Full-Time Working Spouse	1B.5
With Part-Time Working Spouse	1C.2
With Spouse Seeking Employment	1C.2
With Full-Time Student Spouse	1D.2
With Non-Working Spouse	3A
DOD/COAST GUARD CIVILIAN	
Single/Dual DoD or Coast Guard Civilian	2A
With Full-Time Working Spouse	2B
With Spouse Seeking Employment	3B
With Full-Time Student Spouse	3C
With Part-Time Working Spouse	3F
With Non-Working Spouse	3F

Military Family Type	Priority
GOLD STAR SPOUSE (COMBAT RELATED)	
Gold Star Spouse (Combat Related)	3D
DOD CONTRACTOR	
Single/Dual DoD Contractor	3E
With Full-Time Working Spouse	3E
With Spouse Seeking Employment	3E
With Full-Time Student Spouse	3E
With Part-Time Working Spouse	3F
With Non-Working Spouse	3F
OTHER ELIGIBLE	
Deactivated Guard/Reserve Personnel	3F
Other Federal Employees	3F
Military Retirees	3F

1. *When Service members designated as combat-related wounded warrior in an Active Duty status require hospitalization, extensive rehabilitation, or significant care from a spouse or care provider and requires full-time child care, they may be placed into Priority 1B. This designation requires installation commander approval (this authority cannot be delegated).
2. Definitions: Full-Time and Part-Time Working
 - a. Full-Time Working: Working 30 hours per week or 100 hours per month OR working less than 30 hours per week or 100 hours per month and enrolled in a post-secondary educational institution
 - b. Part-Time Working: Working less than 30 hours per week or 100 hours per month
3. Guidance: Full-Time and Part-Time Student
 - a. Full-time student status will be verified once an offer is made. The family may be asked to show documentation from the school verifying the full-time status during the eligibility verification process.
 - b. Part-time students who are not working should select "Non-Working."

Registration

Once you have been offered and have accepted your slot, you will receive an email with a link to set up your parent portal through CYPBMS which is required to be completed before your child can attend. Please work closely with the program clerks to ensure all your enrollment requirements are met or to work through any issues you may experience with CYPBMS. All registration documents must be completed before your child may start care. If your forms are not completed prior to your child's start date you are still financially responsible from that date.

Termination of Care

Families that fall into the lower priorities can be supplanted if there is an active wait list containing higher priority families. In this case, the family will be provided with a 45-day termination of childcare notice. Families are to give a 2-week written notice when withdrawing from the program. If a 2-week notice is not given, the family is still responsible for payment.

Financial Policies

At the EAFB Child Development Center, families will have the option to pay weekly, bi-monthly and monthly. Payments will be automatically deducted from either a credit card, debit card, or checking account. In the event a payment is declined, you will receive an email from CYPBMS. The programs administrative clerks will notify the family after a decline to collect payment. Late payment fees are \$5 per billing cycle per family. If the administrative clerks are not able to collect payment after 5 business days, we will notify the Director; if the Director is not able to collect payment in 5 Business days, they will notify the Flight Chief. If the Flight Chief is not able to collect payment in 5 business days and/or establish a payment plan, and the account is over \$100 it will be turned over to collections. If the family enters a payment plan it will be documented in your account, and you must remain current on new bills and may a minimum of 25% on the past due amount with each current payment. Childcare services will no longer be provided if the family has missed two consecutive payments. Upon the 2nd missed payment, programs will notify the family, without payment in full or an approved payment plan (by the CYP Flight Chief), childcare services will end at the close of business 2 business days later. If your family is experiencing a hardship, please contact the Military Family Readiness Center to start the hardship process. Fees are only calculated once a year with the exception of families that were offered a spot in the priority of seeking employment, once employment is gained your families fees will be recalculated at any point during

the year. If a parent loses their job, we do not recalculate your families' fees. If you need to apply for a hardship waiver, please visit the MFRC to start the process and once approved we will recalculate fees for your family. Late pickup fees for CDC \$2.00 per minute/child will be assessed for late pickup following a 10-minute grace period. Note: Families will only be authorized to use the grace period, 3x during the fee year; after the 3rd time, the late pickup fee will be effective upon the closing time. If the child(ren) are not picked up by 1715, every attempt will be made to contact you and/or an emergency contact using the numbers provided in CYPBMS. At one hour past the close of business, proper authorities will be notified. The child may be removed from the center and placed with Family Advocacy. In case of emergencies, the CDC may be closed by MSG/CC or TW/CC. In these rare events where care is unable to be provided, refunds will not be issued unless directed by leadership.

Hourly Care/Leasing Spaces

The Child Development Center offers hourly care when space is available.

Hourly care is designed for children ages 6 weeks to five years. Enrollment paperwork must be completed and certified in advance of making an hourly reservation. Reservations can be made when space is available. Please request hourly care through your CYPBMS parent portal. Once approved you will get an email, or you can call 661-275-8687 for an update. The hourly charge is \$8 per hour. Families with children enrolled in the program will have the option to sublet their childcare spot to lease for full weeks (Mon-Fri) at a time through Kinderspot. You are allotted to rent your spot for no more than 12-weeks out of the school year. In the event the slot is utilized, the patron using the slot will pay the slot owners weekly fees and the owner will be given credit towards their next bill.

Please see the front desk staff for further information.

Educational Information

Curriculum

At the EAFB Child Development Center, we use the curriculum Early Learning Matters (ELM). The Early Learning Matters (ELM) Curriculum, developed by Purdue University, promotes positive outcomes in all areas of development from birth to age 5 years. It is based on the latest research on child development and

best practices in early education and care. ELM offers a comprehensive, developmentally appropriate approach to meaningful learning for all children.

Key features of ELM include the following:

- Whole child focus on skills that bolster school readiness and life success
- Developmentally sequenced activities that embed strategies for individualizing
- Evidence-informed, friendly-to-use resources for classroom staff and families
- Training tools to support direct care staff with different professional backgrounds

At the heart of the ELM Curriculum are activity plans that build on children's pathways of development in five infant/toddler areas and eight preschool areas. The plans support growth and development with a range of active learning opportunities that include careful attention to differences in children's abilities and interests.

Assessment

All childcare providers are trained through Virtual Lab School and our Training and Curriculum Specialist to conduct observations and assess children's development. Children and youth are assessed regularly through formal and informal observations. The Ages and Stages Questionnaires tool is used in our CDCs. With the information obtained, teaching staff and parents develop goals for their child or youth's successful development. Program staff encourage and support families to make the primary decisions about services that their children need and they encourage families to obtain needed resources.

Children with Special Needs

It is the policy and goal of Air Force Child & Youth Programs to make reasonable accommodations which support inclusion and participation of children/youth with and without disabilities. CYP programs must be designed to reasonably accommodate and be inclusive of children/youth (entering or already enrolled in the program), including those with identified disabilities as well as special learning, medical and developmental needs. CYPs must follow the most recent Air Force CYP Inclusion Action Team Instructional Guide.

Staff Training and Qualifications

Staff members are trained in CPR and First Aid. They are also required to complete health and background checks, acquire a ServSafe certification, and complete 15 modules through the Virtual Lab School online in the areas of child and youth development such as social/emotional development, positive guidance and child abuse prevention. Our staff receive at least 24 hours of annual training to ensure their knowledge in the early childhood field is current. Administrative clerks and food service staff are also required to accomplish annual training.

Parent Communication

Parents are encouraged to talk with teaching staff daily regarding their child's daily activities and development. Additionally, the teaching staff will hold parent teacher conferences twice each year plus as needed in which families will receive written reports about their child's development. When concerns arise regarding curriculum or environment parents can direct their questions to the Training and Curriculum Specialist. The Director and Assistant Directors have an open-door policy and are available to address your concerns regarding concerns with teaching staff, fees, program policies and other concerns that may arise. As with any chain of command, issue handling at the lowest level is the most effective. However, should an issue arise, that cannot be resolved with the program staff, the Child and Youth Programs Flight Chief may be contacted. Interactive Customer Evaluation (ICE) program is a computer-based customer comment card system available for positive and negative feedback.

Tell us how we are doing at <http://ice.disa.mil/>

Guidance Policy

The program will strive to model the proper way for children to interact with other children and adults. Physical punishment of any kind is prohibited. Each center uses positive guidance techniques and redirection. The purpose of this is to help children learn acceptable behavior and develop self-control.

When redirecting or guiding a child's behavior, their age, development, temperament and past experiences will be considered. The staff will make every effort to be consistent in explaining and maintaining rules and limits appropriate for the age of the child in a manner the child can understand. Persistent behavior problems will be discussed with the families. We will solicit

your help in working on a solution for your child. Before exclusion is required, every effort will be made by the staff to help your child. When unacceptable behavior erupts on a continuing basis, the families will be kept informed of occurrences verbally and in writing. When a child demonstrates persistent misbehavior, the child will be removed from the program for the remainder of the day or longer per guidance of leadership. We have the responsibility of providing a safe and healthy environment for all children and staff members. We will not tolerate any disrespect from families towards any of our staff at any given time. If you have any grievances and require further assistance, please address these issues in a respectful manner to proper management.

Protecting the Rights of Children, Youth, and Families

The Child Development Center is committed to protecting and upholding the rights and privacy of children, youth and their families. All children/youth will be treated fairly and in a non-discriminatory manner regardless of racial, ethnic, gender, cultural, religious or linguistic background. All information on children/youth and their families is maintained in a confidential manner to ensure their privacy is protected. The program has a system in place for participants and their families to use to elevate their concerns, complaints and grievances without fear of interference or retaliation. Program participants and their families are encouraged to express their concerns or grievances through the Chain of Command. If the situation is not resolved, customers may elevate their grievance to the CDC Director and/or Flight Chief.

Daily Care

Child to Staff Ratio

Air Force staff to child ratios are maintained as follows:

- 6 weeks-12 months: 1:4
- 12 months-24 months: 1:5
- 2 years-3 years old: 1:7
- 3 years-5 years old: 1:12

Staffing and Scheduling

Per DAFI 34-144, CDC direct care staffing levels will be assessed to determine if closing rooms are necessary. All efforts are made to ensure children and youth are with the same staff every day.

Children's Belongings

Upon their arrival in the program, each child is given a cubby for personal belongings. Items and possessions should be labeled with the child's name. Toys and other articles of value should remain at home. There are no outside food or drinks allowed in the classrooms. We do not assume responsibility for items brought from home.

Clothing & Outdoor Play

Please ensure your child is dressed appropriately for the various activities in which he/she will participate daily. For your child's safety, please ensure children wear closed-toed shoes throughout the year. Children attending our programs must be able to participate in all activities. Remember, playing is the work of childhood. Outdoor play is a daily part of our schedule. It is our policy that children who are well enough to come to the program are well enough to go outdoors. If children are dressed properly, weather conditions should not pose any health risk. Please supply appropriate clothing for the extreme weather found at Edwards AFB. In the winter, children should have gloves, boots, hats and coats. In the summer, they should have cool tops, shorts and close-toed shoes. Children will go outside if the temperature or wind chill is above 32 degrees Fahrenheit and below 99 degrees Fahrenheit. However, children will remain indoors during inclement weather conditions, such as lightning, rain and dangerous high winds.

Signing In/Out Policy

For the safety and well-being of children/youth we maintain strict accountability standards. It is imperative parents follow established sign-in and sign out procedures. Under no circumstances will outsiders be permitted in the facility without being escorted or signed in. All families will have either their CAC or Parent Key Card provided by the center registered for access to the front security doors. At the CDC, children are signed in at the front desk each day by

a parent or other authorized person on the CYPBMS iPads. Parents must escort their children to the proper rooms and sign the child over to the direct care staff on the AF Form 1930. The same procedure occurs when picking up a child.

These procedures are necessary to confirm that all children are always accounted for. If a person other than the parent signs a child out, his/her name must be in the child's CYPBMS profile as a person authorized to pick up the child. Siblings picking up children must be at least 14 years old. For the child's safety, a picture ID is required of all individuals picking up children until the front desk staff become familiar with who they are.

Transitions

Children are promoted to the next room by age and developmental readiness.

Children's transitions are scheduled as close to their birthday as possible and once they are developmentally ready. However, we must also work within the guidelines on the number of spaces that are available in a classroom. This may mean that your child must transition a little earlier or later than expected. You will be notified in writing of the transition date, the classroom and date to meet with new classroom staff.

Field Trips

Children ages 6 weeks to 2 years are not transported in a vehicle for field trips.

Children may participate in walking field trips on EAFB. Preschool Rooms may attend local (on base) field trips. Children will wear identifying apparel, so they are easily recognized and accounted for. Staff will check prior to leaving the facility at various intervals in the trip and upon arrival to the destination to verify 100% accountability of all children by conducting name to face roll call and total head count based on who is present on the AF Form 1930. These field trips will always require a Parent Field Trip Permission form.

Medical and Safety Information

Medical & Health Policies

Our goal is to provide a safe and healthy environment for all children. Frequent handwashing is emphasized for staff and children. The Center for Disease Control procedures for diapering are followed. Public Health personnel perform unannounced inspections in each building. Handwashing is required when entering classrooms, before and after meals, during transitions and diapering

and toileting. Classrooms and activity areas are sanitized daily with disinfecting solutions to keep surfaces, toys and furnishings clean to reduce the spread of disease.

Exclusion Policy

Our program follows guidance from the Center for Disease Control and the American Academy of Pediatrics. Staff visually check children when they arrive at the program for any obvious indications of illness. Children who become ill while attending the program will be isolated until picked up by the parents. All children must be picked up within an hour of parent notification. You will be given an 'Exclusion/ Readmission of Ill Children Form' stating the symptoms causing the exclusion of your child. Children may not return to the program until they are symptom free for 24 hours (without fever reducing medication). When a diagnosis of a communicable disease is made, all parents of the exposed children will be notified.

Challenging Behaviors

Children need guidance from adults to keep them safe, encourage development of self-control, self-reliance and respect for the rights of others. These skills are crucial during their early development and their future success as adults. Program management, trainers and staff will ensure that effective guidance takes place and that we will do our best to ensure that your child is receiving the support they need prior to exploring alternate placement for childcare. If challenging behaviors beyond our control continue to occur, the program staff will work closely with families to establish a behavior support plan. The process for implementing a behavior support plan includes identifying the behavior, request assistance (internal/external resources), determine the function of the behavior, prevention accommodations, develop strategies for supporting challenging behaviors, set up a conference with families, develop a behavior support plan and monitor outcomes. In the event it is determined that a different environment may need to be explored to ensure the safety of the child/youth and other children enrolled in the program, program management may recommend alternative childcare options. CYP management will work closely with the family, Installation Leadership and the Services Activity Child and Youth Specialists to find alternate care options and to get AF childcare fee subsidy in place if needed. AF CYP policy complies with federal and state civil rights laws.

Injuries

Minor accidents, such as cuts, bumps and bruises will be reported to parents on an AF Form 1187 Accident Report when the child is picked up from care. You will be contacted for bite-related injuries, if an injury occurs to the neck and above, if the child complains of constant pain or if you have requested notification for any injury to your child. If the injury requires emergency medical attention, 911 will be called. Every effort will be made to reach the parents once the ambulance has been called. Per DAFI 34-144, 12.40.1. Care is taken to minimize risk of concussion and head injury. Youth, eleven years of age and below, are not permitted to participate in activities that result in significant or frequent collisions involving the head or neck (e.g., tackle football, boxing, wrestling).

Medication Administration

CDC will only administer medications prescribed by a doctor. Parents will administer the first dosage of any medication. A trained and designated staff member will administer oral medication. Please bring medication in the original container with the child's name. The medication must have a current doctor's prescription. Permission form (AF Form 1055) must be completed in entirety, signed and initialed daily for the medication to be administered. All medication will be stored in a designated location at the front desk. Sunscreen provided by the center will be applied to children 15 minutes prior to going outside. If a parent would like to provide another brand of sunscreen, they will need to supply a doctor's note with the child's name on it and what brand is to be used. Once the note is received, it is forwarded to our medical advisor. Once we receive the approval, we can administer the sunscreen on the child's exposed skin. Sunscreen that is either a spritz or aerosol spray is prohibited. Specific diaper ointments are applied by staff if there is an existing rash. Staff are given parental permission annually to apply any topical ointments and/or lotions. Please do not send any medication inside your child's personal belongings into their classrooms or activity areas. All sunscreen and diaper ointments will be labeled with the child's first and last name, and stored in the classroom, out of reach of children.

Immunizations

All children enrolled in Child and Youth Programs are required to have the Center for Disease Control and Prevention and Advisory Committee on Immunization Practices recommended appropriate vaccinations and immunizations unless a medical or religious exemption has been granted by the Mission Support Group Commander. Children who have not received their age-appropriate immunization prior to enrollment and who do not have a documented religious or medical exemption on file are required to have immunizations within 30 days of enrollment. If documentation is not received within 30 days of enrollment, the child will be dis-enrolled from the program. During a documented outbreak of a contagious disease that has a vaccine, anyone with an immunization exemption is subject to exclusion from the program for his or her protection and the safety of the other children and staff until the contagious period is over.

Food Program

The Child Development Center participates in the USDA Childcare Food Program. All parents whose children are attending our program are required to complete a USDA Income Eligibility Form yearly upon enrollment in our program. The center serves breakfast, lunch, an afternoon snack and a light 5pm snack. Cycle menus are approved by the DOD nutritionist and are posted near the kitchen and the parent information board. Due to our participation in the USDA Food Program and food allergies, we do not allow any outside food to be brought into the center. Meals provided in the center are in compliance with the USDA Food Program to ensure adequate nutrition for the children.

Child Abuse

In accordance with DAFI 34-144 Child Development Center Operating Procedures, our responsibilities for reporting child abuse and neglect are addressed. The Department of Defense hotline phone number for reporting suspected child abuse and neglect is 1.877.790.1197. The CPS phone number is (213)-639-4500. The hotline posters located in all the classrooms, front lobby and offices. All staff working in the Child Development Program are mandated reporters for child abuse and neglect. If you suspect a child is being abused or neglected, it is recommended that you report it to the CDC Director, Assistant Director or Training & Curriculum Specialist immediately. If they are unavailable, staff may report their concerns to the local Family Advocacy Office at 277-5292. If a staff member is accused of child abuse or neglect, Family Advocacy and

CPS will be notified immediately, the staff member identified in the incident will be removed from the facility, and the staff member will be placed on administrative leave until the investigation is complete. The accused staff member usually is placed at another EAFB facility that does not involve contact with children. In the event that FAO nor CPS open an investigation, program managers will handle the situation administratively when necessary. Parents will be notified of any child abuse/neglect incidents that involve their child. Confidential standards apply and information is only shared on a need-to-know basis. Staff who report suspected child abuse and neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.

Safety

For children in our program with older siblings, we ask that they are accompanied by you when taking your child to their classroom. We do not permit older siblings to wait in the lobby by themselves. This is an accountability issue in case of an evacuation drill, and the front desk cannot monitor them while on duty.

Building Security

Facility and program access is strictly monitored and controlled as a child abuse preventive measure. CACs will be registered for CDC Security Door access. If a parent does not have a CAC, they will be issued a Parent Access Card. Access is limited to parents, children and staff. Others needing access, for example, civil engineers are required to sign in. Authorized adults, other than parents, picking up their children are required to provide photo identification. The authorized adult will then be compared to the names listed in CYPBMS. Visitors other than enrolled parents who are authorized to be at the program must check in at the program office immediately upon entering the facility. Visitors are also asked to sign in on the forms provided at the front desk.

Emergency Response

If the center must evacuate the facility due to an emergency, parents can pick up their children at the following locations: The CDC will evacuate to the Main Youth Center or to Club Muroc.

Fire Drill

Fire drills are conducted monthly, so all staff members and children are familiar with evacuation procedures. Children are taken from their activity rooms to the designated fire evacuation area. Fire evacuation maps are posted in each room. Parents will be unable to drop off or pick up a child from care during a fire drill. If a guardian is in the facility and we must evacuate, you must participate in the evacuation.

Alcohol, Drugs, & Tobacco Products

Drugs and alcohol consumption is prohibited to EAFB staff while being responsible for a group of children. Regardless of state law, the use of marijuana is prohibited for our staff members. Tobacco products may be used in designated areas never within sight of enrolled children.

CCTV

All children and staff enrolled in our facilities are subject to closed circuit video monitoring and recording. Parents may come and view their child participating in real-time events on the CCTV monitor at the front desk. Please do not take pictures of the CCTV due to the privacy of the other families.



I, _____ have read the Edwards Air Force Base, parent handbook and understand the policies and procedures of the Child Development Program.

I also agree with all the policies outlined in the CYPBMS online registration system and agree to all the Edwards Child Development Center program registration requirements.

I understand that the Child Development Program is enrolled in the USDA food program, and I am required to fill out required paperwork for the center to participate in the program.

I understand that I am enrolling my child into the Child Development Center and that I am required to do an official withdrawal to exit the program.

Child's Name

Print Name Parent Signature & Date