



Child and Youth Programs

**JULY 2015**



# **Child & Youth Programs (CYP) Professional Employee Handbook**





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# NRMA CHILD AND YOUTH PROGRAMS (CYP) PROFESSIONAL EMPLOYEE HANDBOOK

## WELCOME ABOARD

As a Navy Child and Youth Program (CYP) professional, you have the responsibility of providing safe, happy, and nurturing care for children. The job is demanding. It calls for your utmost in creativity, patience, stamina, and reliability. The children need your experience, guidance and constant support, as well as your love and respect. Not only will you enjoy the satisfaction of performing an important job well, but also the satisfaction of seeing young people develop, mature, and take their place in sustaining our future.

This handbook was developed to help acquaint you with the rules and procedures associated with the Navy CYP program and your employment. Please read it thoroughly and ask any questions you may have to ensure you have a thorough understanding of what is required of you.

We are proud of our facilities and the services we provide. You can expect to receive support, cooperation, and guidance in becoming a valuable member of this special team.

## MISSION STATEMENT

Our mission is to create a safe, enriched environment that promotes quality programming and assists in the healthy growth and development of children and youth.

## PHILOSOPHY

Navy Child and Youth Programs provide high quality educational and recreational programs for children and youth. Teams of caring, knowledgeable professionals plan developmentally appropriate programs that are responsive to the unique needs, abilities, and interests of children. Our staff fosters a sense of independence, trust, and responsibility within each child through understanding and respectful interactions. Likewise, through positive relationships, our programs respect and support the ideals, cultures, and values of families in their task of nurturing children and youth. We are advocates for children, families, and the child and youth professionals within our programs and surrounding communities.

## GOALS

- Build physical development and skills.
- Promote social competence and positive relationships with others.
- Foster emotional well-being and a sense of trust and respect for self and others.
- Encourage children to think, reason, question, and experiment.
- Develop initiative, problem-solving, and decision-making skills.
- Advance creative expression, representation, and appreciation for the arts.
- Promote language and literacy development.
- Develop self-discipline and the ability to seek out and complete self-selected tasks.
- Cultivate respect and appreciation of differences and the uniqueness of diverse cultures and traditions.
- Support sound health, safety, and nutritional practices.

## CHAIN OF COMMAND

Chain of command is defined as a series of administrative or military ranks, positions, etc., in which each has direct authority over the one immediately below. When seeking resolution to problems, grievances, or questions, you must follow the chain of command, starting with the first person in the chain which is your immediate supervisor, and you will request to follow the chain of command until a resolution has been reached.

### Your local Chain of Command is as follows:

CDC or SAC/Youth Assistant Director	Contact Phone _____
CDC or SAC/Youth Director	Contact Phone _____
CYP Oversight Director	Contact Phone _____
MWR Director	Contact Phone _____
Installation Executive Officer (XO)	Contact Phone _____
Installation Commanding Officer (CO)	Contact Phone _____

## STANDARD OF CONDUCT

All CYP professionals shall exemplify the highest standards of personal conduct and integrity. Violation of any of the Standard of Conduct may be cause for disciplinary action. CYP professionals will be required to read and sign a copy of the Standard of Conduct during the new employee orientation process and this documentation will be maintained in each employee's official personnel file. The following are the Standards of Conduct that will be followed:

- Public service is a public trust requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
- Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- An employee shall not solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- Employees shall put forth an honest effort in the performance of their duties.
- Employees shall make no unauthorized commitments or promises of any kind purporting to bind the government.
- Employees shall not use public office for private gain.
- Employees shall act impartially and not give preferential treatment to any private organization or individual.
- Employees shall protect and conserve federal property and shall not use it for other than authorized activities.
- Employees shall not riot/engage in outside employment or activities, to include seeking or negotiating for employment that conflicts with official government duties and responsibilities.
- Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- Employees shall satisfy, in good faith, their obligations as citizens, including all just financial obligations, especially those - such as federal, state and local taxes - that are imposed by law.
- Employees shall adhere to laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
- Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or these Standards of Ethical Conduct.

## REQUIREMENTS FOR A CYP POSITION

All CYP professionals are hired into positions using the most current CNIC CYP standardized position descriptions. Any changes made to the CNIC CYP standardized position descriptions must be approved prior to re-classification.

CYP professionals must be:

- 18 years of age or older (with the exception of CYP professionals hired within the CYP Teen Hire Program).
- Hold a high school diploma or equivalent (or education requirement based on position, such as CYP Director, CDC Director, Youth Director, etc.).
- Be able to read, write, and speak English.
- Undergo mandatory local and national background checks.
- Undergo mandatory drug testing.
- Undergo mandatory health screening.
- Attend/complete all mandated training.

## CHILD/STAFF RATIOS

Staffing in classrooms/activity areas depends on the age and number of children present in the classroom or activity area. Child/staff ratios are as follows:

IF CHILDREN ARE AGES	THEN THE RATIO OF STAFF PER CHILDREN IS:
6 wks. - 12 mos.	1 staff member per 4 children
13 mos. - 24 mos.	1 staff member per 5 children
25 mos. - 36 mos.	1 staff member per 7 children
37 mos. - 5 yrs.	1 staff member per 12 children
6 yrs. - 8 yrs.	1 staff member per 15 children
9 yrs. - 12 yrs.	1 staff member per 15 children

Additional staffing may be required for field trips, camps, and special events. Your CYP Director will ensure correct child/staff ratios are followed at all times.

## SCREENINGS AND HEALTH REQUIREMENTS

### BACKGROUND SCREENINGS

All Navy CYP professionals must undergo criminal history background screenings, which will be conducted upon selection and throughout your employment. The local Civil Service or NAF Human Resource Office conducts background screenings. Employment depends on the background check results. A derogatory result could lead to not being hired or termination from your position. Background screenings include:

1. **Installation Record Checks/Law Enforcement Checks.** Installation Record Checks (IRC) will be conducted prior to employment for candidates with prior DoD affiliation or a local law enforcement check for employees without prior DoD affiliation. Upon being hired all employees will have an IRC conducted every five years because you are now DoD affiliated.
2. **Childcare National Agency Check (CNACI) with written inquiries.** This CNACI background check will be conducted after you are hired and it includes an investigation of records covering specific areas of the employee's background, such as prior employment, education, schools of record, references, local law enforcement records, state law enforcement records, credit checks, etc.
3. **Five-Year Record Re-verification Check.** Every five years, reinvestigation will be conducted to update the previously completed background check investigation for all CYP employees. The five-year check consists of a CNACI and local IRCs.
4. **Personal/Professional Reference Checks.** Two personal or professional reference checks must be conducted prior to hire.



A derogatory report would include, but not be limited to, the following are mandatory disqualifying criteria for individuals from child and youth program services:

- Any conviction for a sexual offense
- A drug felony
- A violent crime
- A criminal offense involving a child or children

The following criteria are considered discretionary for disqualification:

- Acts that may tend to indicate poor judgment, unreliability, or untrustworthiness in working with children
- Any behavior, illness, or mental, physical or emotional condition that in the opinion of a competent medical authority may cause a defect in judgment or reliability
- Offenses involving assault, battery, or other abuse of a victim, regardless of the age of the victim
- Evidence or documentation of substance abuse dependency
- Illegal or improper use, possession, or addiction to any controlled psychoactive substances, narcotic, cannabis, or other dangerous drug
- Sexual acts, conduct, or behavior that, because of the circumstances in which they occur, may indicate untrustworthiness, unreliability, lack of judgment, or irresponsibility in working with children
- A wide range of offenses such as arson, homicide, robbery, fraud, or any offense involving possession or use of a firearm
- Evidence that the individual is fugitive from justice
- Evidence that the individual is an illegal alien who is not entitled to accept gainful employment for a position
- A finding of negligence in a mishap causing death or serious injury to a child or family member entrusted to their care

The local Civil Service or NAF Human Resource Office will maintain documentation of background screening results in the employee's official personnel file in a secured area. The CYP Director will maintain documentation of initiated/completed background checks in the employee's CYP personnel file.

## **PROCEDURES FOR CYP PROFESSIONALS WITHOUT COMPLETED BACKGROUND CHECKS**

When children are present, CYP professionals (CDC, SAC and Youth) without completed background checks will work within line-of-sight and under the supervision of a CYP professional whose background checks have been successfully completed until such time as the individual is cleared. All CYP professionals, including management, administrative staff, direct care staff and food service staff, without completed background checks, must wear an article of clothing or other identifying item, such as a T-shirt, polo shirt, smock, apron, lanyard, name tag, etc., that is **red** in color for easy identification.

## **DRUG TESTING/SCREENING**

All CYP professionals are required to refrain from using illegal drugs. The use of illegal drugs by CYP professionals whether on duty or off duty is contrary to CYP efficiency and endangers the health and well-being of the children in care. All CYP employees whose positions have been identified as Testing Designated Positions (TDP) are subject to pre-employment testing, random testing, reasonable suspicion and post-accident/unsafe practices testing throughout their term of employment. For all CYP professionals whose positions have not been identified as TDP, they are subject to reasonable suspicion and post-accident/unsafe practices drug testing throughout their term of employment.

## **HEALTH REQUIREMENTS**

For the protection of you and the children in your care, all CYP professionals must undergo an initial and annual health screening. These physicals are uncomplicated and can be conducted at no cost at the installation hospital/clinic. You will be informed each time your annual health screening is due.



All CYP professionals shall:

- Be in good physical and mental health and free from communicable disease
- Undergo a health screening within two weeks of employment and annually thereafter, to include:
- A test for tuberculosis and any other tests deemed necessary by appropriate medical professional.
- Be immunized against poliomyelitis, tetanus, diphtheria, rubella measles (rubeola), and mumps. Other immunizations may be required at the option of local medical authorities.
- Receive annual immunization for influenza.
- Wear clean outer garments and maintain a high degree of personal cleanliness.
- Maintain the personal hygiene standards required by NAVMED P-5010.

CYP professionals who have a fever, an acute diarrhea illness, skin infections, infected wounds, or acute respiratory infections shall not be permitted to care for children, prepare food, or work in any capacity where there is a likelihood of transmitting disease to other individuals.

## EMPLOYEE INJURIES

In the event of an on-the-job injury/medical emergency to a CYP professional, the employee must immediately report the injury to the CYP Director.

The CYP Director will offer medical treatment to the employee. If the employee declines medical treatment, the CYP Director will document the incident and indicate that medical treatment was refused.

If the employee requires/desires medical attention, the CYP Director will follow local policy for emergency treatment procedures and report all accidents/injuries per local policy.

## DRESS CODE

The dress code for CYP professionals is as follows:

- A neat, clean, and professional appearance is required at all times.
- Arrive to work well-groomed and possessing good hygiene.
- Comfortable clothing is a must because you will be bending, lifting, crawling, and stooping throughout the day.
- Smocks (in CDC) and nametags must be worn during all scheduled hours. In the event that staff shirts are available, the shirt may take the place of the smock:
- CYP professionals without completed background checks must wear a **red** smock or shirt.
- Cleared direct care staff will wear a blue smock, apron, or shirt while in the classroom.
- Tennis shoes and those shoes that have low heels (no more than one inch) are preferable for wear in CYP. Open-toed shoes and shoes without backs are not permitted.
- Neat, clean slacks or jeans are permitted. Clothing should not show holes or large bleach spots. Dresses, skirts, and shorts are permitted if no more than three inches above the top of the knee. Spandex or tight-fitting leggings/shorts are not permitted. CYP professionals should ensure that clothing covers the torso when stretching or bending.
- Tank tops, midriff tops, spaghetti strap tops and any type of see-through or sheer clothing is not appropriate. T-shirts and other articles of clothing may not be worn if they contain slogans or messages that could be deemed racist, sexist or hateful by others, or advertise alcohol or tobacco products.
- Jewelry should be kept at a minimum with the understanding the MWR/CYP is not responsible for any loss or damage. In addition, CYP is not responsible for an employee's injury caused by their jewelry. Jewelry should be appropriate for the workplace. For safety reasons, only one bracelet, including watches, may be worn around each wrist. The bracelet must be snug and not dangling or spinning; necklaces may not be worn at any time on the outside of clothing; and no dangling or looped earrings may be worn.
- Name tags/identifying apparel must be worn when working with children.
- If your clothing is not appropriate, proper counseling and/or disciplinary action will be initiated by your supervisor.
- Fingernails shall not be longer than one fourth of an inch from the tip of the nail bed.

## **SMOKING, ALCOHOL, ILLEGAL DRUG USE POLICY**

CYP facilities in the Mid-Atlantic Region are “smoke, alcohol, and drug-free”. Smoking, alcohol, and illegal drug use inside buildings or on playground areas is prohibited.

CYP professionals who wish to smoke may do so outside, in a designated smoking area, and during their authorized breaks only.

All CYP professionals are required to refrain from using illegal drugs. CYP professionals are prohibited from reporting to work under the influence of illegal drugs or using illegal drugs while on duty. The use of illegal drugs by CYP professionals, whether on duty or off-duty, is contrary to the CYP mission and endangers the health and well-being of the children in care. An incident of substance abuse on a military installation by a civilian employee may mean removal from employment pending an investigation.

Information and/or evidence pertaining to an incident of off-duty substance abuse by a civilian employee, which is made available by local, state, or federal authorities, will be acted upon in the same manner as an on-duty incident. Therefore, employees are reminded and advised that anyone who reports or returns to work while under the influence or impaired by illegal drugs is subject to disciplinary action.

Trafficking illegal drugs and/or drug paraphernalia by civilian employees in an on-duty or off-duty capacity will mean immediate termination of employment.

All CYP employees whose positions have been identified as Testing Designated Positions (TDP) are subject to the requirements of the Department of the Navy Drug-Free Workplace Program. Performance of the duties of your position is sufficiently critical that screening to detect the presence of drugs is warranted and required. It is mandatory for continued employment in CYP that you refrain from the use of illegal drugs and, when directed, submit to random drug testing.

CYP professionals are prohibited from reporting to work under the influence of alcohol or consuming alcohol during working hours. Therefore, you are reminded and advised that anyone who consumes alcoholic beverages during working hours or who reports/returns to work while under the influence or impaired by alcohol is subject to disciplinary action or termination.

## **CYP PROFESSIONAL EMPLOYEE TRAINING REQUIREMENTS**

On-going CYP professional training will be provided to all personnel on a regular basis to promote the intellectual, social, emotional, and physical development of children. An Individual Development Plan (IDP) will be created for each CYP professional regardless of their position. The IDP identifies and tracks training progress, to include orientation and initial training prior to working with children, training required within 60 days and six months of hire, annual and supplemental training, as well as progress toward completing the required training modules.

Copies of training records will be provided to CYP professionals upon termination of employment or transfer to another duty station.

All CYP professionals, regardless of position are required to receive orientation/initial training consisting of, but not limited to, the following topics prior to working with children:

- Local CYP orientation, position responsibilities and performance standards
- Navy regulations, including OPNAVINST 1700.9E, local instructions, local and regional Standard Operating Procedures (SOPs)/Policy Memorandums (PMs)
- Child Health and Safety
- Fire Prevention, Protection, and Emergency Evacuation and Safety Procedures
- Child Abuse Identification, Prevention and Reporting Procedures

- Positive Guidance and Touch Policy
- Visitor requirements and child sign-in and sign-out procedures
- Facility control

All CYP professionals, regardless of position, are required to complete the following training within 60 days of hire. Required topics include but are not limited to the following:

- Adult, child and infant CPR
- First Aid (to include pediatric first aid), bloodborne pathogens, HIV awareness
- Training Module A - Identifying, Recognizing and Reporting Child Abuse
- Training Module B - Preventing and Responding to Child Abuse in Center Settings
- Local training requirements, Material Safety Data Sheets (MSDS), Personal Protective Equipment (PPE), etc.

All CYP professionals are required to complete 36 hours of various required training within six months of hire. Training topics vary depending on the position. The CYP Training and Curriculum Specialist will provide detailed information for all training requirements.

All CYP professionals, regardless of position, are required to complete 48 hours of additional training annually. Annual training topics vary depending on the position. The CYP Training and Curriculum Specialist will provide detailed information for all training requirements. All CYP professionals are required to complete the following annual training topics:

- Parent Participation
- Customer Service
- Child Abuse and Neglect Identification, Reporting and Prevention Procedures and Touch Policy
- Fire Prevention, Protection and Emergency Evacuation and Safety Procedures
- Blood Borne Pathogens
- MSDS
- Back Injury Prevention
- CPR and First Aid Refresher Training

## **CYP DIRECT CARE STAFF TRAINING MODULES**

All CYP professionals directly responsible for the care of children and youth must complete a set of Navy Standardized Training Modules specific to the age group of children they are assigned. Training modules must be completed within 24-months of the date of hire. 24 of the required forty 48 of annual training may count toward module completion at a rate of two hours per month. CYP professionals in direct care positions initially hired at the CY 1702-03 or CY-1702-04 level must complete or test out of the modules within 18 months of the date of hire. The module program should be made available to all CYP professionals and regular volunteers working within the CYP.

## **PAY AND TIMEKEEPING**

Staffing in the CYP consists of two categories, Civil Service (GS) and Non-Appropriated Fund (NAF). Each category has its own Human Resource Office (HRO), rules, regulations, and funding sources.

NAF employee time is tracked using the KRONOS computerized system. During indoctrination, the NAF Personnel Office provides instructions for timekeeping and issues each employee a KRONOS timekeeping card. NAF employees are required to swipe their KRONOS card at the time clock in their assigned facility before and after their scheduled work shift. Accurate swiping in/out ensures accurate pay calculations.

GS employee time is tracked using the SLDCADA computerized system. The CYP Director in each specific program will provide GS employees timekeeping information.

All NAF and GS employees are paid every two weeks or every other Friday.



All employees must clock/swipe in at the scheduled time. Employees must clock/swipe in no more than five minutes before the scheduled shift begins or five minutes after the scheduled shift ends. Clocking/swiping in more than five minutes prior to the scheduled work shift or out more than five minutes past the end of the scheduled work shift will not result in additional pay unless pre-approved by the CYP Director.

Full-time NAF/GS employees are paid based on a 35 to 40-hour work week or a 70 to 80 hour two week pay period. NAF flexible scheduled employees may work a flexible schedule of 0 to 40 hours per week and are paid based on the number of hours worked during the two-week pay period.

## **PAYCHECKS**

All employees are required to enroll in the Electronic Fund Transfer program that will deposit their pay into a designated checking/savings account each pay period. Pay stubs for NAF employees are available online at the end of each pay period by logging on to i-Pay at <https://ipay.adp.com>. Procedures for enrolling in i-Pay will be provided by the NAF Personnel Office during Indoctrination when issuing the KRONOS card. GS employees will be emailed a Leave and Earnings Statement (LES) notice each pay period and may view the LES at <https://mypay.dfas.mil/mypay.aspx>. Information for accessing MyPay may be obtained from your local Civil Service HRO.

## **LEAVE POLICY**

All Regular Full-Time (RFT) and Regular Part-Time (RPT) employees will accrue annual and sick leave each pay period. Annual leave is accrued immediately upon date of hire or change to a regular or part-time position; however, it will not be available for use until you have completed a 90-day wait period. Sick leave is accrued from the date of hire and may be taken at any time with approval of your supervisor; no waiting period is necessary. For more detailed information on personnel policies and procedures, including specific information about leave and leave accrual, you may contact the following offices:

<b>NAF Human Resource Office</b>	Contact Phone _____
<b>APF/Civil Service Human Resource Office</b>	Contact Phone _____

CYP professionals should refer to the appropriate negotiated labor agreement for more information (if applicable).

## **ANNUAL LEAVE**

Except for emergencies, annual leave should be requested as far in advance as possible to allow for necessary work schedule adjustments. Due to mission requirements, a mandatory two-week notice in advance is required. Apply for annual leave in the same manner as outlined in Leave Application (page 13).

Annual leave approval depends on the ability to meet mission requirements. CYP professionals with accrued annual leave are not guaranteed annual leave requests will be approved.

NAF flexible employees do not earn annual leave but may request time off (without pay) by following the same procedures as Regular Full-Time (RFT) or Regular Part-Time employees (RPT).

## **SICK LEAVE**

Sick leave is intended solely for absences when you are too ill to work, injuries, examinations and treatment by a physician, exposure to a contagious disease, or illness of a family member. All RFT and RPT employees who have sick leave to their credit may be granted such leave for legitimate medical reasons. Sick leave is a privilege and will be approved only when an employee cannot perform assigned duties due to legitimate medical reasons. CYP professionals must notify their CYP Director or designee as soon as they know they will be unable to meet their assigned work schedule. This notification allows time to make necessary changes to the schedule. Upon returning to work, the CYP professional must complete an appropriate NAF/GS application for leave. When requesting leave for medical appointments, leave requests must be submitted as soon as the appointment is made to allow for schedule adjustments.

## LEAVE APPLICATION

When applying for annual or sick leave, CYP professionals must complete the appropriate GS/NAF leave application. This form may be obtained from the CYP Director. The leave application must be submitted to the CYP Director for approval/disapproval. Approved annual leave may be revoked depending on staffing requirements during the approved time period.

## REQUIRED DOCUMENTATION

Absences due to illness of more than three working days will require documentation from a physician, medical professional, hospital, etc., to justify sick leave approval. If absenteeism becomes excessive or a pattern (i.e., every Monday and Friday) the CYP Director may also require a doctor's certificate to approve sick leave of shorter durations.

## LEAVE WITHOUT PAY

Leave Without Pay (LWOP) may be granted to you, upon request, for reasons acceptable to the supervisor. There is no requirement to grant LWOP if it will disrupt operations in any way. Upon request, LWOP may be granted instead of annual or sick leave to a RFT or RPT employee. There is no requirement for an employee to use all accrued sick or annual leave before using LWOP.

## HOLIDAY LEAVE

Full-time employees are paid for all federal holidays. Flexible schedule employees are not paid for holidays. The following days are designated federal holidays:

<b>New Year's Day</b>	<b>January 1</b>
<b>Martin Luther King, Jr.'s Birthday</b>	<b>Third Monday in January</b>
<b>President's Day</b>	<b>Third Monday in February</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Independence Day</b>	<b>July 4</b>
<b>Labor Day</b>	<b>First Monday in September</b>
<b>Columbus Day</b>	<b>Second Monday in October</b>
<b>Veteran's Day</b>	<b>November 11</b>
<b>Thanksgiving</b>	<b>Fourth Thursday in November</b>
<b>Christmas</b>	<b>December 25</b>

When the holiday falls on a Saturday or Sunday, the preceding Friday or following Monday is designated for the holiday observance.

## PROBATION AND EVALUATION INFORMATION

### PROBATIONARY PERIOD

A probationary period is used to test your ability, suitability, and fitness for the position, as shown by your actual job performance.

Newly-hired RFT employees must complete a one-year probationary period. During this time, conduct and performance of the employee will be observed. The employee may be terminated at any time if he/she does not meet the expectations of the position. After the probationary period is completed, the team member has full rights to appeal and initiate grievance procedures for disciplinary actions taken against him/her.

NAF flexible employees do not serve probationary periods and may be terminated at any time if they do not meet the expectations of their position while employed in CYP.

## PERFORMANCE EVALUATIONS

All CYP professionals will receive an annual performance evaluation. Performance evaluations are based on information gathered throughout the year by the CYP professional's immediate supervisor and will include performance documentation provided by the Training and Curriculum Specialist (T&C). All performance evaluations will be reviewed by the MWR Director and discussed with you by your immediate supervisor. Each performance evaluation will become a permanent part of your Official Personnel Folder (OPF) and will be considered in future personnel actions. Each CYP professional will be provided a copy of his or her annual performance evaluation.

## VOLUNTARY RESIGNATION

If a CYP employee wishes to terminate his/her employment, the following procedures must be followed:

- Written documentation stating the date and reason for resignation submitted to the immediate supervisor. A two-week notice of resignation is requested, but not required.
- Turn in your valid work ID, KRONOS time card, uniforms and other articles issued by the CYP.
- If applicable, submit a change of address for forwarding a final paycheck and W2 form.

## APPEAL GRIEVANCE PROCEDURES

### APPEALS

Non-probationary RFT and RPT employees have the right to appeal adverse actions that may be taken against them such as, suspension without pay for more than 14 days, involuntary termination, or reduction in grade for cause. The following two-step process must be taken when making an appeal.

**Step 1.** The first level of appeal is through the manager that signed the decision letter being appealed, to the first level of supervision in the chain of command above that manager.

**Step 2.** The second step of this appeal process is through the management level that signed the first step appeal decision, to Commander, Navy Installation Command (CNIC) (N9). The decision of CNIC (N9) is the final Navy decision of the appeal.

### GRIEVANCE

A grievance is an employee's expressed feeling or dissatisfaction with working conditions, job assignments or established policy and procedures. Your right to present complaints orally or in writing is protected by law. All CYP professionals have the right to express their dissatisfactions and give their views on matters that relate to employment and working conditions without fear, interference, threat, discrimination, or reprisal.

CYP professionals who are members of a Union Bargaining Unit holding positions covered under a negotiated agreement must use the grievance process specified within the Union Bargaining Agreement.

All grievances must follow the chain of command. Employees may present their complaints and grievances to management officials for prompt and equitable consideration. Feel free to talk to your supervisor at any time. You are encouraged to discuss concerns as they arise. If you have a grievance or complaint, first approach your immediate supervisor. If unsuccessful, the following two-step grievance process must be followed:

**Step 1.** The grievance must be submitted to the director of NAF HRO or APF Civilian Personnel.

**Step 2.** If the grievance remains unresolved, the second and final step in the process is to the installation Commanding Officer.

The local NAF/APF HRO can provide further information for filing an appeal or grievance.



# WORK SCHEDULE AND MEAL BREAKS

## WORK SCHEDULES

Your CYP Director will establish your work schedule and each CYP professional is responsible for knowing their shift and checking the posted schedule on a daily basis for changes. RFT employees usually have an established weekly schedule. Flexible employee's schedules are subject to change at any given time to meet programming/ratio needs.

CYP professionals are expected to arrive and depart from work on time. Your supervisor or designee must approve all schedule changes. The work schedule will be prepared and updated in accordance with laws and regulations. The facility supervisor will ensure that staff/child ratios are maintained at all times.

## MEAL BREAKS

CYP professionals working more than six (6) continuous hours will receive a meal break of at least 30 minutes. Meal periods will not exceed one (1) hour. CYP professionals are required to clock out and in during meal breaks. Meal breaks may be taken in the staff lounge or away from the building. Lunches may not be taken in the classroom. Family-style meal service is not to be considered as a lunch break and meal component servings should be limited to small child-size servings for role modeling purposes. Personal food and drinks (other than bottled water) are not allowed in classrooms.

## PLANNING BREAKS

Short rest periods during the workday will be permitted at the discretion of the CYP Director. While short rest periods are beneficial, allowing CYP professionals time away from work, they are a privilege and not an entitlement. There may be times when staffing will not allow for rest periods, such as excessive staff absences. Child/staff ratios must be met before allowing short rest periods. Rest breaks may be provided to CYP professionals who have worked four or more continuous hours during a shift. Authorized rest breaks will not exceed 15 minutes. CYP professionals are not authorized to leave the premises during rest periods and must be available in emergency situations, such as fire evacuations.

## FOOD SERVICE

### MEALS

CYP provides nutritionally-appropriate meals and snacks that meet USDA Child and Adult Care Food Program (CACFP) guidelines and meal patterns. All CYPs are required to participate in the USDA CACFP reimbursement program (where applicable) to the fullest extent possible for the area the program is located.

USDA meal patterns are followed for all meals, as well as snacks. Meals and snacks are served with no more than three hours and no less than two hours between completions of each service.

Child Development Centers (CDC) are required to serve breakfast, lunch and snack to all children in care. For School Age Care Programs (SAC), each before school program that is open for a minimum of 1½ hours must offer breakfast to children enrolled in the program, and each after school program must offer a mid-afternoon snack to children enrolled in the program. Each SAC program offering full-day care, such as summer camp, holiday camp, teacher in-service days, etc., must offer breakfast, lunch, and a mid-afternoon snack. When children attend the CYP during alternative childcare hours (nights or evenings), appropriate meals must be provided.

### CIVIL RIGHTS

In accordance with the United States Department of Agriculture (USDA) CACFP, no child shall be discriminated against because of race, sex, color, national origin, age, religious/political preference, or disability.

### MENUS

Menus will be posted in the CYP facility and copies will be available for parents to take home if they desire. Menus will be made available to parents providing food substitutes, or who are monitoring menus for children with special diet requirements, at least two weeks in advance.

When menu changes are necessary, substitutions of comparable food items will be recorded on the menus posted in the kitchen and on the menu posted on the parent board in the facility lobby. Changes will be posted in time for parents and staff to be notified.

## **FOOD DELIVERY**

All food delivered to classrooms or activity areas outside the kitchen must be covered and foods must be maintained as mandated by Navy medical regulations, NAVMED P5010-1, Chapter 1, and Food Safety.

Food items shall never be placed on a diaper-changing table.

In CDCs, meals and snacks will be delivered to each classroom on a cart with the appropriate amount of food service items necessary for meal service. Food will be delivered to the classroom/activity area and must be ready for the children to serve themselves. CYP professionals caring for the children should not be required to cut or otherwise prepare food for eating except to remove covers or lids from serving bowls.

## **MEAL SERVICE**

Food and beverages shall not be used as punishment or as a reward. Children shall not be excluded from meals or snacks. Children must be allowed adequate time to finish their meals. CYP professionals shall not assume the child is finished, or is “just playing” with his/her food and make the child leave the table before the meal is completed.

If a child drops his/her eating utensil or cup on the floor, CYP professionals must provide the child with a clean utensil or cup. If a child spills his/her food or milk/beverage, CYP professionals must provide the child with a complete serving of the food(s) or milk/beverage that was spilled.

## **FAMILY STYLE DINING (CDC AND CDH ONLY)**

Meals and snacks are conducted using family-style meal service. During the meal/snack, all meal components must be placed on the table at the time of the meal service. Meal components, such as fruit or other desirable items, must not be withheld until children eat the meat or vegetable components.

CYP professionals must sit at the table, eat, and actively engage in meaningful conversation with the children during meal service. Meaningful conversation consists of more interaction with the children than inquiring if the child would like more food, telling the child to eat, or correcting a child’s behavior.

CYP professionals must serve themselves portions that are sufficient to model good eating habits. CYP professionals shall not be provided or serve themselves adult size meals.

Children must be offered the minimum portion of each meal component. Children initially not taking the full portion should be encouraged by staff to take the full portion during the course of the meal; however, children will never be forced to eat or try any portion of the meal/snack.

CYP professionals shall offer children the opportunity to set the table, pour liquids, pass dishes, and encourage them to serve themselves to develop self-help skills.

If a food or beverage spill occurs while children are eating, the spill should be cleaned up immediately. CYP professionals encourage children to help with clean up; however, it is not the child (ren’s) sole responsibility. CYP professionals must assist the child (ren) throughout the process.

Family-style dining with the children will not be considered the employee’s meal period.

## **SAC MEAL SERVICE**

Because SAC facilities are not normally equipped with kitchens, SAC programs are authorized to use disposable paper products for meal service.

During meal and snack times, children are required to sit down while eating. Meals may be served family-style, cafeteria-style or buffet-style.

CYP professionals must offer children the minimum portion of each meal component and encourage youth to try all meal components. Enough food must be prepared to provide children with additional servings if desired.

Food or beverage spills occurring while children are eating must be cleaned up immediately. CYP professionals encourage children to help with clean up; however, it is not the child (ren's) sole responsibility. CYP professionals must assist the child (ren) throughout the process.

## **FOOD BROUGHT FROM HOME**

Food brought into the CYP, other than that for special celebrations, is allowed if a child has a medical condition or special diet requiring special foods that cannot be provided by the CYP. Documentation must be provided from a medical professional for children with a medical condition and must be kept on file at the CYP in which the child is enrolled. Families with specific religious beliefs or who prefer their children to eat certain foods (such as a vegetarian or all organic diet) may bring foods prepared from home as long as all Navy regulations, USDA meal requirements, health and health/sanitation requirements are met.

Food brought from home for sharing among children (e.g., birthday and holiday celebrations or other special events) must be whole fruits or commercially prepared items in factory-sealed containers. Commercially prepared items must include nutritional and ingredient labels.

Nutritional labels must be checked for ingredients that children with allergies who are enrolled in the CYP may not consume. Items containing ingredients that children are allergic to may not be served. All items must be labeled with the child's name and the date.

Celebration treats may only be served after the afternoon snack (or mid-morning snack for part-day programs) and must be stored in the kitchen until the planned USDA approved snack has been served and completed. These treats may not be served in lieu of the posted menu snack.

All food brought into the CYP from home shall be stored out of reach of children until served and any leftover food must be sent home with the child at the end of his/her day. Parents are required to advise the CYP, at least one day in advance, that they will be bringing in a celebration treat to allow staff to prepare for the occasion.

Parents who provide their child with food prior to arriving at the CYP must ensure that their child has finished eating before entering the building, or must stay with their child in the facility lobby until he/she has finished eating.

## **FOOD SANITATION**

All food preparation and food service surfaces must be cleaned with a paper towel, a soap/water solution and then sanitized with a bleach/water solution before and after serving food. Fresh bleach water solution shall be prepared daily by mixing ¼-cup bleach with one gallon of water or one tablespoon of bleach to one quart of water.

The soap/water and bleach/water solutions must not be sprayed simultaneously when cleaning food service areas. CYP professionals must use the soap/water first to clean food debris, etc. from the area, wipe the soap/water away with a clean paper towel, and then spray the surface with the bleach/water solution.

CYP professionals shall never spray or use cleaning agents while children are seated at the table. CYP professionals must always supervise children helping with cleaning.

Children and adults must wash their hands before and after meals and snacks or food preparation. CYP professionals shall supervise children to ensure they do not touch serving utensils after sneezing, coughing, putting their hands in their mouths, etc., and children must be directed to re-wash their hands if this occurs.



Food items shall never be placed on a diaper-changing table. If food items are placed on a cabinet or shelf top, instead of a cart or directly on the food service table, the cabinet or shelf top must first be properly cleaned and sanitized.

## **MEAL SERVICE WASTE DISPOSAL**

All food taken to the classroom for meal consumption and not eaten is considered waste and shall be sent back to the kitchen for disposal after meal service is completed. All unopened prepackaged food items not consumed during meal service must be returned to the kitchen. Leftover food may not be taken out of the center by staff.

## **FOOD STORED IN CLASSROOMS/ACTIVITY AREAS**

Food items intended for consumption by children and staff, other than infant food and formula, shall not be stored in classrooms, including food items for cooking projects. All food items must be properly stored in the kitchen and brought to the classroom during appropriate meal/snack/activity times.

CYP professionals may not take personal food items into the classroom, other than bottled water.

Food items used for art/science projects and not intended for consumption by children or staff must be marked appropriately, (e.g., art only, science only) and must be properly stored in an airtight container with a tight-fitting lid or a zipper-type plastic bag.

Infant food stored in refrigerators in infant classrooms must be for children only and must be labeled with the child's name and current date. Adult food/drinks shall not be stored in these refrigerators.

## **KITCHEN/FOOD PREPARATION AREA ACCESS**

To prevent contamination of food, access to the kitchen and food preparation area is limited to authorized personnel only. If CYP professionals need something from the kitchen or food preparation area, they should request the item(s) from the food service staff or person designated to prepare food.

## **INFANT FEEDING**

CYP professionals assigned to work in the infant room will be required to feed infants that cannot hold their own bottles by holding the bottle during the feeding period. Propping bottles is not allowed. Bottles may not be placed in the crib to pacify children while going to sleep. This practice can cause tooth decay, congestion and the possibility of strangulation.

## **FOOD ALLERGIES**

In the CDC facility, a list of children with food allergies and/or potentially life-threatening conditions will be posted in each CDC classroom where the child receives care. A list will be placed in a location accessible to direct-care staff in SAC and youth facilities.

All CYP professionals providing direct care of children with food allergies are required to become familiar with the children in care who experience food allergies, the list of food(s) they cannot have and the plan of action if a child ingests prohibited food(s). Additionally, a list of children with food allergies must be posted in the kitchen.

While the food service staff is responsible for delivering substitutions for food(s) children are allergic to, CYP professionals should check the meals/snacks when they arrive to ensure a substitution is provided and that children do not ingest prohibited food(s).

# OPENING/CLOSING PROCEDURES

## OPENING PROCEDURES

The following procedures must be followed when opening a CYP facility and caring for children:

1. Prior to accepting children for the day, designated staff must conduct an Indoor/Outdoor Health and Safety Inspection to identify hazards and check for cleanliness of the building, classrooms, playgrounds, and all other areas that children or staff may occupy. All identified health/safety hazards must be removed or if the hazard cannot be safely removed, the hazard shall be clearly marked and arrangements made to facilitate care for children in another area of the building that is free of health/safety hazards. All identified health/safety hazards must be immediately reported to your supervisor who will submit a work order to have the problem remedied.
2. The CYP Operations Clerk must unlock the safe, count his/her change fund, place monies in the cash drawer, and prepare for the day.
3. CYP professionals must be present in each open classroom, at the designated time the classroom is scheduled to open, to receive children for care. A minimum of two CYP professionals or the number needed to meet staff/child ratio, must be present in youth facilities.
4. The CYP Director or designee shall open the CYP at the designated hour the facility is scheduled to open for business and greet parents and children as they arrive.
5. Children will not be allowed to be checked-in prior to the designated hour the facility is scheduled to open for business.
6. Parents must accompany children to their classroom/activity room after signing or swiping them in at the front desk. Children are not allowed to check themselves in or walk to the classroom/activity room unaccompanied.

Additional local requirements: (write in)

## CLOSING PROCEDURES

1. CYP professionals assigned to each classroom at the end of the working day must ensure that classrooms are prepared for the next day's activities.
2. At least two staff members will be assigned the responsibility of ensuring that all windows and doors have been secured, all potential hazards, such as coffees pots, laminating machines, etc., have been unplugged or turned off, and the staff lounge is clean.
3. The CYP Operations Clerk must count and remove the sum of the change fund from the daily revenue collected, place the change fund in the safe, secure the safe for the day, and prepare required documentation to drop the daily receipts in accordance with local instruction.
4. If there are any children remaining in the facility after closing, a minimum of two staff members must stay with the child(ren) until parents arrive or the situation is alleviated. If a child remains at the CYP beyond close of business, CYP professionals make every effort to contact the parent(s) at all listed telephone numbers, i.e., work, home, and cell phone. If unsuccessful, the CYP professional must attempt to reach emergency contacts as designated on the child's registration card. If unable to contact parents within 30 – 60 minutes after close of business, the CYP professional will notify the CYP Director of the program in which the child is enrolled, Command Duty Officer (CDO), installation security, and/or Child Protective Services.

5. A designated CYP professional shall secure the facility when exiting.

Additional Local Requirements: (write in)

## **CHILD ABUSE REPORTING RESPONSIBILITIES**

All incidents of suspected child abuse/neglect must be reported regardless of where the suspected maltreatment is alleged to have occurred (i.e. at home or in a CYP facility).

All Mid-Atlantic Region CYP professionals are mandated to report suspected child abuse and neglect to the appropriate authorities. The following procedures must be followed when reporting suspected child abuse or neglect, whether the abuse is suspected of happening in the home or in a Navy CYP:

1. Remain calm and supportive of the child.
2. Confidentiality must be maintained by discussing suspicions on a need-to-know basis only and with the appropriate authorities.
3. **Suspected child abuse and neglect must be reported to the installation Family Advocacy Program (FAP) at \_\_\_\_\_ and the state Child Protective Services (CPS) agency at \_\_\_\_\_ by the CYP professional who suspects the abuse/neglect.**
4. CYP professionals may consult with the local FAP or their CYP Director/immediate supervisor prior to reporting suspected child abuse or neglect for guidance and support; however, the CYP professional suspecting the abuse is responsible for making the report. No one can relieve you of the responsibility of reporting suspected child abuse and neglect.
5. CYP professionals may notify their CYP Director that a formal report of suspected abuse or neglect was made; however, this is not a requirement. Reports may be made anonymously.
  - Once a formal report is made, CPS and/or FAP assume responsibility for determining whether abuse has occurred and taking appropriate action. Family Advocacy Program staff is responsible for coordinating efforts with CPS. This information may or may not be disclosed to the CYP professional making the report, although the report will be acknowledged.
  - CPS and/or FAP staff will contact the CYP Director. Once contacted, the CYP Director is responsible for notifying the chain of command that a report was made by following additional reporting requirements.
  - The DOD Child Abuse and Safety Hotline telephone number is posted in all CYP facility lobbies and on parent information boards in classrooms. The toll free number is 1-877-790-1187. This number is for use by parents and other visitors to the CYP to report child abuse and safety concerns. This number is not for use by CYP professionals wishing to report suspected child abuse or neglect.



# CURRICULUM

The Navy has selected Creative Curriculum as the standard curriculum for use by Navy Child Development Programs caring for children under the age of five years. The choice to implement a Navy-wide standardized curriculum was made to ensure quality within Navy programs and to provide consistency and continuity for our children and their parents. You will be provided training regarding Creative Curriculum and the web-based assessment and planning tool.

The SAC program activities are based on the criteria and curriculum of the Boys and Girls Club of America and 4-H Club.

All activities offered to children enrolled in CYP are developmentally and age-appropriate.

## POSITIVE GUIDANCE AND TOUCH POLICY

### POSITIVE GUIDANCE

While each program (CDC, 24/7 Centers, CDH, SAC and Youth) uses specific guidance techniques for the age of children served, there are appropriate guidance techniques that apply to all children. Some strategies you will use to promote positive behavior include: fostering trusting relationships; responding to the individual needs of children with respect, acceptance and appreciation; establishing and maintaining a consistent daily schedule; allowing enough time for children to run and play outdoors; anticipating children's physical needs; being specific when speaking to children; and acknowledging children's positive behavior. Children are more responsive with corrective guidance when they feel safe and secure in the relationship they develop with the CYP professionals. Other positive guidance techniques that apply to all children, regardless of age, include modifying environments to meet the needs of individuals and groups of children; promoting positive relationships between children; setting limits by discussing what is allowed and what is not allowed; and by eliminating or lessening waiting times for children to participate in activities.

Guidance must be constructive in nature, including such methods as diversion, separating children from the situation, praising appropriate behavior, and redirecting behavior to a positive channel.

Under no circumstances will CYP professionals use any form of physical punishment or verbal reprimand that humiliates, shames or frightens a child. CYP professionals must provide positive guidance with understanding and emotional support using communication that enables the child to express his/her feelings.

Positive behavior usually results from caring professionals who work to help children learn self-control. This happens best by redirection, positive language rather than condemnation or sarcasm, and by understanding a child's emotional maturity and scope of experience. Guidance should never punish; it should teach. Consistency is the key to positive reinforcement.

If children are misbehaving, logical consequences will help direct their behavior (i.e. if a child is throwing sand, remove him/her from the area, and direct to another activity). Clear, well-defined limits should be consistently maintained and reinforced.

The use of the word "no" is discouraged except in an emergency situation. CYP professionals must provide explanations for why certain behaviors are not acceptable. When guiding a child, use words and phrases the child will understand. Remember, it is the behavior of the child that you do not like, not the child (i.e. "I'm not happy when you throw sand; sand is for digging and making things).

When speaking to a child or group of children, make sure you have their attention, establish eye contact, and get down on the child's level by using a small chair or sitting on the floor. Rather than using a loud voice to get children's attention, be creative – use devices such as lights, music, or a soft voice. Yelling across the room only increases the anxiety level of the room and does not get the child's attention. An adult's voice can be a teaching tool when used firmly, kindly and quietly.

Time away should only be used as a last resort and only to give the child a few minutes to “take a break” from the group (not to exceed one minute per each year of age of the child; a three-year-old should be in time away for no more than three minutes). No type of physical or verbal punishment is ever administered.

Often the words “guidance” and “punishment” are used to mean the same thing. They are actually very different. Punishment means guiding and directing children toward acceptable behavior through fear. Punishment makes children behave because they are afraid of what might happen to them if they don’t. Positive guidance means guiding children’s behavior through redirection, positive language and understanding.

Additional positive guidance techniques to use with youth include:

- Using appropriate positive reinforcement techniques to encourage positive social interactions, promote conflict resolution and to develop self-control, self-motivation, and self-esteem.
- Encouraging youth to resolve their own conflicts and assisting if needed by discussing the issues and working out resolutions.
- Modeling positive adult interactions.

The following guidance practices are mandatory for all CYP professionals:

- Under no circumstances will any form of physical punishment, such as spanking, pinching, shaking, hitting, slapping, any corporal punishment or verbal reprimand be used by CYP professionals.
- Abuse or derogatory comments humiliate shame or frighten a child and shall not be used by CYP professionals.
- Restricting a child’s movements or placing the child in a confined space is forbidden. Time away shall be used only in extreme circumstances.
- Withholding food or forcing a child to eat meals/snacks, or take a nap is forbidden.
- Punishing a child for not eating or for lapses in toilet training is forbidden.

## **TOUCH POLICY**

CYP professionals must respect the personal privacy and space of others and use appropriate touching with all children and youth. Examples of appropriate touch with young children may include hugging, handholding, patting backs, and assisting in physical activities. While sitting on laps is appropriate for young children, it is not allowed for school-age children and youth. For older children and youth, side-by-side contact or a reassuring touch on the shoulder is more appropriate.

Appropriate touch always takes into account the wishes, safety, and well-being of the other person and involves having the permission from the child or youth. For instance, if a youth playing on the playground gets grass on the back of his/her shirt the CYP professional should ask if it is all right to brush the grass away.

Inappropriate touch involves coercing or exploiting a child or youth in order to meet the adult’s needs. Inappropriate touch is prohibited and will result in termination and possible legal action. Some examples of inappropriate touch include:

- Squeezing of the face or any areas of the body.
- Pinching, hitting or punching, slapping, shaking or arm-twisting.
- Prolong tickling.
- Restricting or physically restraining a child’s movement by any means or in any way, except in limited, supervised circumstances when a child may harm him/herself or others due to special needs.
- Any form of physical/corporal punishment.
- Violating laws against adult/child physical/sexual contact.
- Forcing of hugs, kisses or other touches on the child.
- Picking up a child by the hands or arms, lifting both feet off the floor.

A CYP professional who is unsure if a particular touch is appropriate should refrain from that kind of touching until the CYP Director can make clarification.

# SICK CHILD/HEALTH POLICY/MEDICAL EMERGENCIES

We try to reduce the spread of disease by hand washing upon arrival, before preparing or eating food, after using the restroom, after changing diapers or cleaning up a child who has used the restroom, before and after tending to someone who is sick, after blowing your nose or helping a child blow his/her nose, coughing or sneezing, after handling an animal or animal waste, after handling garbage, before and after treating a cut or wound, and by disinfecting all toys and cots.

We require children to follow the same hand washing routines; however, occasionally children do become sick while at the CYP facility.

Most illnesses do not require exclusion; however, if a child becomes ill while in care, CYP professionals should notify the CYP Director to determine if the illness:

- Prevents the child from participating comfortably in activities.
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- Poses a risk of spread of harmful diseases to others.

If any of the above criteria is met, the child should be temporarily excluded, regardless of the type of illness. The child should be removed from direct contact with other children and should be monitored and supervised by a staff member known to the child until dismissed from care to the care of a parent/guardian or a primary care provider. The area used to isolate the child should be located where other children or adults will not use the toys, equipment, and surfaces until after the ill child leaves and the surfaces and toys have been cleaned and disinfected.

Children and youth may be temporarily excluded from the CYP for the following reasons:

- The illness prevents the child from participating comfortably in activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, and/or difficulty breathing.
- An oral temperature over 101 degrees Fahrenheit in conjunction with behavior change and/or inability to participate.
- Symptoms and signs of possible severe illness (i.e. unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion.
- Uncontrolled diarrhea: increased number of stools, increased stool water, and/or decreased form not associated with changes of diet that cannot be contained in a diaper or results in soiling pants/clothing of toilet-trained children. Exclusion will continue until diapered children have their stool contained by a diaper and when toilet trained children are continent.
- Vomiting illness: Two or more episodes in the previous 24 hours.
- Rash with fever or joint pain: Until healthcare provider determines communicable disease is not indicated.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge). Exclude only if the illness is not self-limited (symptoms occurring with only one child and has not spread to anyone else); if two children in the same program/classroom have symptoms, it can be determined that the pink eye has a higher rate of transmission and a health care professional must be consulted. Exclusion is not required if the only symptom is yellow or white eye drainage.
- Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated.
- Tuberculosis, until a healthcare provider or health official states that the child can attend childcare.
- Impetigo, until 24 hours after treatment has been initiated.
- Hemophilia influenza type B (HIB) and meningococcal infection, until approved by a healthcare provider.
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
- Chicken pox, at least until six days after onset of rash, but in any event, not until all sores have dried and crusted.
- Pertussis, until five days of appropriate antibiotic treatment has been received.



- Mumps, until five days after onset of parotid gland swelling.
- Hepatitis A Virus, as directed by the appropriate health official.
- Measles, until four days after onset of rash.
- Rubella, until six days after onset of rash.
- Blood mucus in the stools not explained by dietary change, until exclusion criteria is resolved.
- Abdominal pain that continues for more than two hours or intermittent pain, until pain resolves.
- Mouth sores with drooling , unless the child's healthcare provider or local health department authority states that the child is noninfectious.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Once it is determined that the child must be temporarily excluded from care, the CYP Operations Clerk or designee will contact the parent(s) to pick up their child and document the illness in the child's file.

## **RE-ADMISSION OF CHILDREN TO THE PROGRAM**

Children may return to the program with a doctor's authorization or after the child has been away from the program for the appropriate length of time.

## **MEDICAL/DENTAL EMERGENCIES AND ACCIDENT REPORTING**

In the event of a medical or dental emergency involving a child, the child should be comforted and appropriate first aid techniques should be followed immediately. CYP professionals must immediately notify the CYP Director or designee if the emergency is of a serious nature. The parents are notified immediately (by the CYP Director, Operations Clerk or other designee). A CYP Child Accident/Incident Report Form must be completed; the original will be filed in the child's folder and a copy given to the parent. CYP professionals may obtain blank copies of this form from the CYP Operations Clerk. A supply of this form is kept in each classroom.

If the medical or dental emergency is serious, appropriate first aid must be applied immediately. CYP professionals do not have the authority to apply any type of medication to any type of injury. Ice, soap, water and a bandage is the only authorized care for injuries involving an open wound. The parents will be notified and the CYP Director or designee will call **\*\*911\*\*** or follow local installation procedures for medical transport if needed. A designated member of the staff will travel in the ambulance or follow the ambulance to the medical facility.

Local emergency medical care and ambulance telephone numbers are clearly posted next to all CYP telephones.

## **PLAYGROUND PROCEDURES**

A CYP professional must conduct an inspection of the playground each day prior to children using the area. The CYP Director may designate someone, such as a Lead CYP professional, to conduct the inspection. Before taking children out to play, CYP professionals must ensure the playground inspection was conducted. CYP professionals must also remember that even though an inspection is conducted each day, the playground areas must be free of trip hazards, broken equipment, and other fall hazards. Concrete walk areas must be free of gravel and other fall hazards. If a CYP professional identifies any such hazards while on the playground, he/she must report the finding(s) to a supervisor or the CYP Director for correction.

The classroom attendance roster must be taken outside with the class when going to the playground.

A head count must be conducted when leaving the classroom and checked against the classroom attendance roster to verify all children have exited the room and again when reentering the room from the playground to ensure no children are left outside.

There must be a minimum of two CYP professionals on the playground while outside for play. Staff/child ratios must be followed at all times.

CYP professionals must supervise children at all times on the playground. Outside playtime will not be an opportunity for

CYP professionals to socialize or congregate in one area. Children shall be under constant supervision during outside play. CYP professionals must position themselves in a manner to visually access all areas of the playground.

CYP professionals must ensure that water is available to children at all times while outside.

A CYP professional must be at the climbing equipment any time a child is using it.

All playground equipment must be stored in the storage building or designated area at the end of the day.

## **INCLEMENT WEATHER PROCEDURES**

During destructive weather occurrences, such as hurricanes or when the CYP facilities have been notified by MWR to close due to impending weather conditions, parents are required to pick up their children as soon as possible (at least within an hour of being notified).

For inclement or severe weather conditions, such as tornadoes, severe rain/thunderstorms, hail, strong winds, etc., the CYP will follow local instructions for weathering in place. A copy of the local instruction will be available for your review in the CYP facility in which you work. In addition, you will receive training on the process.

## **FIRE, HEALTH AND SAFETY POLICIES**

### **FIRE SAFETY/PREVENTION**

CYP professionals will observe all installation fire safety requirements. Intermittent and mandatory annual fire safety training will be offered.

CYP professionals shall follow these basic fire safety practices, as well as all other local requirements:

- Smoking is not permitted in Child and Youth Program facilities or on playgrounds. Designated smoking areas are provided for staff members who smoke. All cigarette butts must be disposed of in accordance with local instructions. It is prohibited to throw cigarette butts on the ground or in the parking lot of CYP facilities.
- Keep closets clean and well-organized. Items must not be stacked to the ceiling or near fire sprinkler system heads.
- All electrical equipment will be disconnected when not in use.
- No electrical equipment with damaged cords/plugs will be used.
- Use of extension cords is prohibited.
- To allow for safe evacuation, emergency exits must not be obstructed.

### **FIRE/EMERGENCY EVACUATION DRILLS**

Unannounced fire/emergency evacuation drills are conducted each month. Anyone in the building when the fire alarm sounds is required to evacuate, this includes parents, staff on lunch/breaks, visitors, etc. CYP professionals must become familiar with both primary and secondary evacuation routes.

The following procedures shall be followed when evacuating children from the classroom for any emergency:

1. When the fire alarm sounds, one CYP professional must go to the classroom fire exit door to receive children ready to exit.
2. The second CYP professional is responsible for picking up the class attendance roster, making a quick sweep of the classroom and steering all children toward the fire exit door.

3. The first CYP professional will open the fire exit door, step out, and prepare to receive the children.
4. The second CYP professional is responsible for counting each child leaving the room and checking that number against the number of children signed in for that day.
5. Even if the number of children exiting the building matches the number of children signed in for that day, the CYP professional responsible for making the initial head count as the children exit the classroom must conduct another sweep of the entire classroom to ensure no child is left behind. There may be instances where a child was dropped off and not signed in, resulting in children unaccounted for.

A classroom sweep includes but is not limited to checking:

- Restrooms
  - Behind shelf units
  - Under tables
  - In cubbies
6. The first CYP professional receiving the children is responsible for conducting an additional head count as he/she receives each child and should call out the number received to the second CYP professional with the classroom roster to verify she received the number of children the second CYP professional initially counted.
  7. Once a sweep of the entire classroom is conducted, the CYP professional conducting the classroom sweep must join the group of children and, along with the receiving CYP professional, escort the children to the designated emergency location.
  8. Upon arriving at the emergency location, both CYP professionals must conduct a head count and verify with each other the number of children present.
  9. The CYP professional responsible for the classroom attendance roster and making the initial head count and classroom sweep must communicate the head count to the CYP Operations Clerk or person designated to report to fire emergency personnel.
  10. In the event that a child is left behind – do not re-enter the building – Immediately report the missing child to the CYP Director or designated person who will report the missing child to the nearest firefighter.
  11. Do not re-enter the building until an emergency official has determined that the facility is safe.
  12. Upon returning to the classroom, the CYP professional with the classroom attendance roster must hold the door open for the children and conduct a head count of the returning children, while the second CYP professional steers the children into the classroom.
  13. If a child is unaccounted for when returning to the classroom, one CYP professional must immediately step outside to locate the missing child and the second CYP professional must call to the front desk for additional support in the classroom and outside to search for the child.
  14. If a child is left behind in the classroom or outside during the incident, the CYP Director must be notified immediately.

## **SAFETY REQUIREMENTS**

CYP professionals will observe all installation safety requirements. Intermittent and mandatory annual training covering a wide variety of safety practices will be conducted.



## ACCIDENT PREVENTION

Accident prevention is essential in the workplace and when working with children. CYP professionals shall follow these basic safety practices, as well as all other local requirements:

- Avoid and correct tripping hazards.
- Clean up spills and clutter on floor immediately.
- Lift with your legs and not with your back.
- Ensure cabinet doors and drawers not in use are closed securely.
- Always wear closed-toed shoes.
- Observe all safety rules and regulations.
- Report unsafe conditions to your supervisor immediately.
- Familiarize yourself with the Material Safety Data Sheets (MSDS), which provide information about chemicals used in the CYP and emergency procedures.

## CLEANING PRODUCTS

The only cleaning supplies authorized for use by CYP professionals in the classroom are soap and water for cleaning and diluted bleach solution for sanitizing toys and surfaces. CYP professionals must ensure that all cleaning supplies are kept out of the reach of children.

## HEALTH

As a CYP professional, you have a responsibility to promote good health and sanitation practices that benefit the health and welfare of the children in care, their families, your co-workers, and visitors to the facility. CYP professionals are required to follow all Navy mandated and local installation health and sanitation regulations. CYP professionals will be provided training on a wide variety of intermittent and annual health and sanitation topics, to include but not limited to, Blood Borne Pathogens, Food Handling and Sanitation, Proper Hand Washing, Diaper Changing Procedures, etc.

CYP professionals are required to follow mandatory procedures for hand washing and diaper changing. CYP professionals must also ensure children follow prescribed hand washing procedures. Hand washing is the key to preventing the spread of germs in childcare facilities.

CYP professionals who have a communicable or contagious illness should not report to work. Bringing illness into the workplace puts co-workers and children at risk of becoming ill.

Keeping the facility, including classrooms and playgrounds, free of health hazards is everyone's job. CYP professionals must constantly be cognizant of issues that could cause health and sanitation problems. Some potential health hazards include, but are not limited to:

1. **Unsanitary restrooms** - CYP professionals should spot-check restrooms for toilets that were not flushed after use, for toilet paper or paper towels left on the floor and overflowing trashcans. Identified problems must be corrected immediately.
2. **Children and staff not properly washing their hands at appropriate times** - CYP professionals shall wash their hands and remind children to wash their hands at the following times: upon arrival to the classroom, after using the restroom; after blowing their nose or putting their hand/fingers in their mouth; when helping with before/after meal times; after covering a cough/sneeze with their hand; after water and sand play; after handling pets; after cleaning or handling garbage, and when leaving for the day.
3. **Standing water on the playground** - CYP professionals must check for standing water in bins, containers and other areas on the playground. Immediately remove the water to prevent growth of mold, mildew, pests, etc.
4. **Dirty sand/water tables** - Water play tables must be drained and sanitized between each use by different groups of children.

5. **Mouthed toys** - CYP professionals must be aware of toys mouthed by infants/children and ensure these toys are not accessible by other children until they are washed and sanitized.
6. **General upkeep** - CYP professionals must clean and sanitize tables and other surfaces used by children with soap and water, followed by a bleach and water solution. When floors become dirty from meals, etc., CYP professionals must sweep and mop the soiled areas.

All CYP professionals must use Universal Precautions when handling body fluids, such as blood, urine, feces, vomit, etc. Universal Precautions will be explained during your initial and annual Blood Borne Pathogens training.

## **INCLUSION OF PETS**

Pets included in the classroom or outdoor environment must:

- Be free of disease.
- Have current immunizations.
- Be in overall good health.
- Be friendly companions for children.

Care of pets must meet requirements of the local regulating health agency. Written procedures for care must be maintained and followed for each animal. Animal cages must be kept clean and sanitary to reduce the risk of human contact with animal waste. Animals are not permitted in food preparation/food storage, or eating areas. All pet food and other pet supplies must be kept out of the reach of children.

A CYP professional must always be present when children are exposed to domestic animals.

## **REQUIRED INSPECTIONS**

The following inspections will be conducted for each CYP:

1. **CNICCYP (N926) Annual Inspection** - One annual unannounced inspection will be conducted by CNIC CYP staff.
2. **Multi-Disciplinary Team Inspection (MDTI)** - One annual unannounced local inspection will be conducted by a Multi-Disciplinary Team appointed by the responsible installation commander or designee.
3. **Annual Comprehensive Fire/Safety Inspections** - One annual comprehensive fire and safety inspection must be conducted by local, qualified personnel.
4. **Annual Comprehensive Health/Sanitation Inspection** - One annual comprehensive health and sanitation inspection must be conducted by local, qualified personnel.
5. **Monthly Inspections** - The following unannounced inspections shall be conducted on a monthly basis:
  - a. **Monthly Fire/Safety Inspection** - One monthly unannounced fire/safety inspection, to include a monthly fire evacuation drill shall be conducted by the local installation fire/safety department.
  - b. **Monthly Health/Sanitation Inspection** - One monthly unannounced health/sanitation inspection shall be conducted by the local installation preventive medicine department.
6. **Daily Inspections** - The CYP Director or designee shall conduct a daily inspection of each facility and playground to identify health and safety issues. The CYP Director is responsible for ensuring corrective action is completed.
7. **Command Inspections** - Local command inspections shall be conducted as directed by the installation commanding officer. Copies of all command inspections shall be maintained in each facility for review.

# EMERGENCY AND DISASTER PLAN PROCEDURES

Each Mid-Atlantic Region CYP must have a Mobilization and Contingency (MAC) Plan that includes provisions for extended hours, long-term care, respite care, and hourly care for command requirements and family support programs. MAC Plans are approved by the local command. A copy of the CYP MAC Plan is available in each CYP facility for your review.

## EMERGENCY PHONE NUMBERS (WRITE IN YOUR SITE NUMBERS)

**Fire Department**

**Medical**

**Family Advocacy Program (FAP)**

**Poison Control**

**Child Protective Services**

**DOD Child Abuse Hotline**

**Police/Security**









