

YOUTH PROGRAMS

# School Age Parent Handbook

MacDill Air Force Base  
Tampa, FL



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## Our Mission

The mission of the MacDill School Age care is to assist the 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 programs and services for eligible children and youth birth through 18 years of age.

## Licensing and Accreditation

MacDill School Age Care is licensed to operate through the Air Force. Headquarters Air Force ensures the program is in compliance with the most recent guidelines: AFI 34-144. Annually Air Force develops and reviews program standards for School Age Care operation to ensure they reflect the highest level of care and that supports the most current research on school age care. Program compliance is checked through annual unannounced inspections. The certificate to operate as an Air Force School Age Care is posted in the lobby and is renewed after each annual inspection.



In addition MacDill School Age Care is accredited with a national agency, Council on Accreditation (COA). Accreditation with COA signifies that our program meets the high standards of quality set forth by this accrediting body. It involves an in-depth self-review of our program against currently accepted best practice standards. This process also includes gathering feedback, input and support from all program stakeholders, parents, children and staff. A plan for program improvement is developed from the feedback and the program works toward continuous quality improvement.

## Rights and Responsibilities

The program is committed to treating children and families in a fair, non-discriminatory way. Parents and children are expected to treat all program staff in a fair and respectful manner.

The program is committed to protect the safety and health of all the program participants and will take appropriate measures should program participants compromise the health and safety of the group in any way. Parents will be informed immediately if children engage in aggressive or otherwise unsafe behaviors. In cases where children continue to display inappropriate or unacceptable behaviors, a behavior management plan may be generated with input from children, families and program staff.

## Key Personnel

In the event you need to contact the program, feel free to call during normal hours of operation. Cynthia Washington is our Training and Curriculum Specialist. Her role in the program is to train the staff on developmental appropriate practices and to support families with any concerns you might have regarding your child's time in the classroom. Christy McComb, our clerk, will be glad to assist you with any registration and payment concerns. Gwen Daniel, the program Floor Supervisor, will be happy to discuss Before School Care and typically will be in charge when the Coordinator is absent. Chris Hug, is the youth director, and is eager to ensure your child is successful during their time at SAC and will gladly talk with you about any aspects of your child's care and time in the program. He also provides oversight for program operation and at times will be the manager on duty at School Age.

## Contact Information and Location

MacDill School Age Care is located at 2410 Florida Keys Avenue MacDill Air Force Base Tampa, Florida 33621. Our building number is #307 and we are located next to Grow Financial Credit Union. Our phones numbers are (813) 828-6758/5971/4874, DSN 968-5971. The tax identification number for the program is EIN – 59-1309251.

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## Community Resources

Looking for information and need to know who to call? Here are a few of the most frequently-requested phone numbers:

Tinker K-8 School: (813) 840-2043  
School Liaison, Ms Nelly Richards: (813) 828-0146  
MacDill Youth Center, Ms Loretta Gaines: (813) 828-7956/57  
MacDill Youth Sports, Mr Bob Talley: (813) 828-7958  
Military & Family Readiness Center: (813) 828-0145  
Family Child Care, Ms Paula Cox: (813) 828-7760

## Hours of Operation

The School Age Care operates throughout the school-year, including winter camp, spring camp & fall camp, plus teacher planning days. The facility is open Monday through Friday, except on Federal holidays. Federal holidays School Age is closed for are: New Year's, Martin Luther King, Jr.'s Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas.

The program is closed on all weekends, except when there may be a need during an exercise. These special times require a reservation once it is determined we are open for extended care. Children may be brought into care no earlier than 6:30 am and must be picked up no later than 5:45 pm. These times may be adjusted due to base involvement in an exercise.

School Age Care follows the Hillsborough County School schedule. During early release days from school, the children will be picked up at the time of dismissal by the staff, unless we are notified by parents. Before school, patrons will need to make a reservation for care for afternoon care if it is needed. This will be available on a space-available basis, and is considered Drop-In Care. During full days out of school such as Fall Camp, Winter Camp and Spring Camp, parents will be surveyed regarding their need for care. Note: Parents will not be charged for care during these camp weeks if they do not make a reservation.

The hours of operation for school breaks are 6:30 am–5:45 pm.

During the summer we provide a Summer Day Camp program that is offered on a weekly basis. The hours of operation during Summer Camp are 6:30 am–5:45 pm.

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## Enrollment Procedures and Cost

Paperwork must be completed several days in advance of when care is needed in order to make sure all requirements are met. Parents with special needs children must allow additional time to complete the required paperwork. IAW with AFI 34-144, we are prohibited from admitting a child without a completed AF Form 1181, Air Force Youth Flight Program Patron Registration, on file.



MacDill School Age Care consists of a School Year program and Camp programs. These are separate programs and an enrollment contract is completed each year for each program. Priority for services is given to current patrons so they have year-round care and open spaces are filled from our waiting list on the MilitaryChildCare.com website.

At the time of registration, parents are required to provide information on a valid credit card for program payments.

## Eligibility

Children, ages 5 – 12, of all military, DoD civilian personnel, and DoD contractors assigned to MacDill AFB are eligible to use the School Age Care. Five year olds must be enrolled and attending kindergarten prior to entering the School Age Care. Services for other children such as retirees is on space available basis.

## Waiting List

Families needing care will need to complete a family profile on the Military Child Care (MCC) website – [militarychildcare.com](http://militarychildcare.com). Once completed you will be prompted to request the services needed. When a space becomes available you will be notified through the email address you provided in MCC about an opening. The next step will be to accept the space offered and to complete a registration packet at the program.

## Fees

The program fees are based on total family income and the annual DoD fee ranges and policies.

A copy of the current fees and charges will be given to you, along

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with this Parent Handbook. Services for care must be paid prior to receiving care and failure to keep fees current may result in services being terminated.

Payments are charged through electronic funds transfer with a credit card or debit card. Fees will be due on the 1st and 15th of each month or may be paid weekly or monthly. Payments received after the payment due date will be assessed a \$5 a week late fee per child.

Patrons are required to complete a form for auto payment at the time of registration. This allows the program to automatically process credit or debit cards for services in accordance with the contract payment schedule.



Refunds will not be given for unused hours/days per the contract. Changes in contracted care such as cancellation of a reservation or withdrawal from care requires two week written notice. Canceling a reservation due to an emergency will be handled on a case by case basis. Please contact the front desk or the Coordinator if you have a specific request.

School year contract for services provides several options to include Before School, After School and Before and After School. You are encouraged to select the program option that best suits your family needs. Fees for these services vary based on what option you select. It is important to remember your fees will vary based on the school schedule and the number of hours of services available. For instance, days when school closes early, MacDill School Age Care will pick up from the school at the time of the dismissal and additional fees will be charged. Also, on days when school is closed, the program will offer full-day services and you will be charged for the full-day rate.

All weekly camps, to include Summer Camp, will be charged at the weekly rate, in spite of the number of days your child attends.

## Fee Reduction Process

The School Age Care Coordinator cannot adjust fees to a lower payment category once the payment fee is determined. To request a reduction in your fees, you must submit a request to the Mission Support Group Commander through this program and the Services Squadron chain-of-

command. You are required to supply all documentation needed to support your request. The fees will not be adjusted until approval is received back from the Support Group Commander.

## Late Pickup

Parents picking up after our current closing time will be charged a late fee. The amount of the fee will be determined by the current Fee Policy letter and as stated in the contract.

## Termination of Enrollment

MacDill School Age Care will do our best to work with parents regarding their child's enrollment in the program. The program reserves the right to recommend termination of enrollment for non-payment, child/youth unable to adjust to the program environment, or parent failure to comply with program policies.

## Special Event Fee

The program covers the cost of most field trips and special events for the program. In the event we are scheduling a trip that has an additional fee, you will be given an option of whether your child participates. Additional charges for special events will be limited, as we attempt to cover all trips with the funding provided by the Air Force.

## Staff

The keys to maintaining excellence in School Age Care are the adults who work directly with the children. These professionals are dedicated to the well-being of your child. They must have a physical examination, receive training on safe handling of food, complete eight hours of observation, attend several orientations and begin the process for a local and national agency check. Staff with pending background checks will be designated by identifying garment such as a different colored vest. They will work in the line of sight of staff with completed background checks at all time until their clearance is received. This process for background checks is accomplished every few years. Training is an on-going process. The Air Force



Program Assistant Certified Training Program has designed 15 comprehensive and developmentally appropriate modules focused on the School Age child to enhance the counselor's skills and provide the opportunity to learn new ones.

Additionally, the staff participates in training each month that is focused on growth and development, classroom management, curriculum planning, or professional and personal development. The staff is also trained in First Aid and CPR.

At the MacDill School Age Care, the staff to child ratio is 1:12 and for off base trips the ratio is enriched to 1:8. Staff to child ratios may be reduced even further depending on the type of activity being conducted.

## Availability of Subsidies

The parent fees are subsidized by Congressional dollars in the form of Appropriated Funds. These funds include such things as GS labor cost, supplies and food expenses. The use of federal subsidies results in a greatly reduced fee to our patrons and without these funds, the cost for care would be much higher.

## Commitment to Children with Special Needs

The program will gladly accept children with special needs as long as the program can reasonably accommodate their needs and their presence does not endanger the health and safety of other children and the staff. This includes but is not limited to children who have ADHD, developmental delays, food allergies, asthma, chronic illness, autism, and seizures. A Special Needs Care Plan (SNCP) must be initiated and completed prior to a child starting care. The plan is available at the program and requires written input from parents, and the child's medical provider. The plan outlines the requirements needed to ensure the safety and well-being of the child while in the program. The SAC Coordinator will meet and work with family to determine the best placement, reasonable accommodations needed if needed, auxiliary services or aides and an action plan. If reasonable accommodations can be met and Inclusion Action Plan will be developed and reviewed by the Inclusion Action Team. This team of professionals includes the Medical Provider, CYP Managers, the Flight Chief, Exceptional Family Member Program Coordinator and the parent. The plan may outline the recommendation/requirements for care such as medications, adjusted ratios, and special services.

A SNCP must be updated annually or more often if any changes are needed. The annual renewal of the SNCP must be reviewed and signed by the parent, SAC manager, the medical advisor and the child's physician.

## Activities Provided

The Staff offer a wide range of directed activities daily. The staff is trained in implementing and developing age appropriate programs. The lesson plans and ideas for programs are based on the staff's interaction with the children and through surveys. The children's input is critical to this process. Lesson plans are posted in the rooms. If you have any questions about the programs offered, feel free to talk with the staff. We value your input and we appreciate your suggestions for programming. In addition, if you are interested in sharing a talent or skill with the children, talk to the staff about how you can get involved.

Various club opportunities are scheduled daily. The special interest clubs are offered once a week and provide a more detailed learning experience to the club members.



In addition to these club opportunities, we provide children ages 8-12 a chance to participate in 4-H and Boys and Girls Club programs. These clubs have established meeting days and help to teach children responsibility, leadership and life skills.



On-Base field trips are offered on a regular basis and this information is posted in the rooms. In addition, off base trips are scheduled on full days out. These trips require a signed parent permission slip for each child. Whenever possible, the admission fees are covered by the program and offered at no additional expense to parents. Due to the enriched staffing ratios required for off-base field trips, many times we are not able to provide alternate care for those choosing not to go on field trips. This information will be posted or shared on printed schedules, and if your child can not attend the field trip, you will need to make alternate care plans.

Summer Camp weekly schedules are available prior to the start of camp. They offer parents a detailed description of each week.



## SERVICE OPTIONS

### Before School

Parents are responsible for walking their child into the facility each morning and signing them into the program. They need to be signed into the room on the Air Force Form 1930. This form requires a time in care and a parent signature. If your child is signed up for services and does not come into Before School care, parents will be called to verify your child's whereabouts. Please call us if your child will not be attending care before school. Children under the age of 9 may not be dropped off at the front door of the facility.

Children age 9 and older are allowed to sign themselves into the program as long as there is written permission on file from the parent. This form is available at the front desk.

Breakfast is offered before the group departs for school, however children are not required to eat while at School Age. As the staff prepares to take the children to school they must do a roll call to ensure accountability of all children. Children are dropped at Tinker in time for breakfast at the school, and before the bell rings, to start the school day.

### After School

The staff picks up children from the school and ensures that all children are checked in and present. Please call if your child will not be attending after school care so we can ensure accountability. If a child is missing, parents are contacted to ensure that the child is safely accounted for. Children are then transported back to the facility, where they put away their belongings and can engage in self-directed play or enjoy an afternoon snack. They are given 30 minutes to eat their afternoon snack. In the afternoon there are numerous options for children to choose from such as homework, outdoor activities, self-directed play, clubs, field trips and teacher directed lesson plans. Children are allowed to determine where and how they will spend their time in the program. Outdoor play

and programs are available throughout the afternoon based on the weather. As the number of children decreases the rooms might consolidated and some rooms will be closed. Parents when picking up their child are asked to sign their name and put the time of pick up on the AF Form 1930. Children ages 9 years old and up may sign themselves out of care with written parent permission. Please speak to the front desk for more information on this.

### Drop-In Care

The drop in care fee is based on the most current hourly rate which is available in the annual fee letter. Please speak to the front desk for more information about the rate when making your reservations for drop in care. This fee is subject to change with the review and approval of program fees on an annual basis. Reservations for drop-in care must be made 24 hours in advance by calling the program.

### Full-Day Care

Parents are responsible for walking their child into the facility in the morning and for signing them into care on the AF Form 1930. If you made a reservation for full day services, please call the program before 0900 if your child will be arriving later in the day or if he/she will be absent. The program is required to check on any missing children not signed into care so we will call if your child doesn't show up to care.

Breakfast is served at 8:15 on full days and activities will be provided throughout the day. Activities will be offered in the core areas of the arts, leadership and service, health and wellness, sports and recreation, and education.

Full days also typically include a field trip on or off base. Specific details about the trip's destination, admission fees and times will be available in the classroom. Lunch is served at 11:15; children are encouraged to participate in the meal. In the case of field trips, bag lunches will be provided by the program. Outdoor play is part of the normal schedule and will be offered at several times throughout the day, weather permitting. Snack is served at 2:15 during full days.

As the number of children decreases at the end of the day, children will be consolidated into one classroom. Please be sure you sign your child out at the end of the day, to include the time and your signature.

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## Child Guidance and Discipline

Discipline provides the opportunity to enable a child to develop self-control. The program rules are posted in the hallway, next to the Locator Board, for all of the children to see. The rules must be developed to guide the behavior of the children for the protection and growth of children. The rules must be designed and administered in such a way to help the child develop self-control and assume responsibility for his actions through clear and consistent limits appropriate to the ages and development of children in care. These techniques include but are not limited to, redirecting the child to an alternate activity, rewarding acceptable behavior, encouraging children to talk about their feelings and providing an example for children by speaking and interacting with children in a positive manner.

Any discipline must be related to the child's action and be handled without prolonged delay on the part of the staff so the child is aware of the relationship between his/her actions and the consequences.

The Air Force Child and Youth Programs Positive Guidance and Appropriate Touch Instructional Guide discuss the acceptable forms of guidance as well as the unacceptable forms of discipline. This Instructional Guide is reviewed annually by all staff. The Instructional Guide is posted in the Parent Bulletin board and available for parents.

Should a child repeatedly behave in a way that is detrimental to himself, other children, adults or the program property, the problem will be brought to the attention of the School Age Coordinator. At this time, parents will be contacted to discuss the problem. Parents are required to follow the approved discipline methods while in the program. The Coordinator will work with the staff to develop a behavior plan. The plan will outline the areas of concern and the consequences for continued misbehavior. This plan will be discussed with the child. A parent and all parties will be required to sign the plan. If a Behavior Plan does not offer a solution to the issue, the Coordinator may make a recommendation for possible removal from the program.

## Accountability and Supervision

While in care, all children are subject to monitoring through the use of a closed circuit television systems. This allows management

an opportunity to keep an eye on children and staff throughout the facility from the front desk. Parents are free to watch their child participating while in the program on the monitors at the front of the facility.

Staff complete a name to face check with children at various times throughout the day, such as at pick up from school, on field trips, change of staff, and after transitions. When a child is missing any available staff assist in trying to find the missing child. Staff will look in all possible locations and will only notify the school, family or Security Forces if the child is not located.

If a child fails to report to the program at the start of the day, parents will be called to determine the whereabouts and safety of the child. Please contact the program if your child will not be coming to care and we can annotate their attendance and ensure accountability. Name-to-face checks are conducted at regular intervals while in care.

## Invitation to Visit Anytime

Parents are always welcome at MacDill School Age Care. We encourage parents to stop by to visit or to stay and participate with their child's group. We invite parents to share their family traditions, hobbies or interests with their child's group. Also, there are times when special events are conducted where parents are invited to attend. Please participate in the program events whenever possible.

## Orientation for New Families

An orientation for new families to the program is to be completed at the time of registration. This orientation includes an explanation of key program polices and a tour. The checklist for completing the orientation is kept with the registration packets and usually this is completed by the clerical staff or management at the time of registration. The orientation takes about 40 minutes and parents are asked to schedule an appointment with the clerks to complete this process so they are prepared to spend the time with you.

During fall school registration and Summer Camp when there are a large number of parents doing SAC registrations, several days and



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times will be established to complete this process with a group of parents. Information about the days and times for this will be posted in the lobby or through the clerical staff.

## **Opportunities for Family/Staff Communication**

Communication between parents and the staff enhances the overall experience for your child. It is important you give the staff as much information about your child as possible. Any suggestions or concerns should be brought immediately to the attention of the School Age Coordinator. Get to know the people who work with your child. Let the counselors know about such things as TDY, illness, visiting relatives or other events that might affect your child's behavior. Find out what your child did during the day and let your child introduce you to their friends.

Remember to label everything brought into the center. We make every effort to help children keep their belongings together but sometimes items are misplaced or given to another child. If the child's name is permanently marked on each article, items can be found more readily and returned to the owner. All personal belongings such as books, purses, coats, bags, etc. will be the responsibility of the individual and not the staff. We recommend expensive jewelry, hair accessories, games, toys, cassettes, tapes, CDs, movies, etc. be left at home. The School Age Care is not responsible for the above mentioned items if they are lost or broken.

At the time of registration you will be asked to provide an email address so we can stay in touch with updates, changes and information. This is the quickest way for us to stay in touch with you and to keep you in the loop.

We ask that your child not bring in a cell phone while in care. If you need to speak to your child, we will gladly get them to the program phone when you call.

## **Ways Parents Can Get Involved**

Parent Information is shared in many different ways. There is a parent information bulletin board located in each room. This provides information about what is happening in the future, as well as, scheduled programs conducted by that room's staff.

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The Parent Information board is located in the lobby and has the DoD Child Abuse Hotline phone number, the AF Guidance policy, and our program expectations for behavior. Also located here is the results from our most recent inspections. This information is available for parents to review if they desire.

There is display next to the lobby which highlights community activities, special events, resources and contact information. Please feel free to help yourself to the information and material provided.

## **Ways for Parents to Have Input on Policies**

Parents are invited to participate in the Continuous Quality Improvement (CQI) Team and/or to be part of the Flight Parent Advisory Board (PAB). Representatives to these groups help form program policies and develop changes for the programs. Information on when these groups meet is available at the front desk.

Parents also can get involved by volunteering in their child's room. As a volunteer, they can conduct activities under the supervision of the staff. Parent volunteers are not counted in ratios. If they are regularly scheduled volunteers, a background check will be conducted. The program also surveys parents at least annually on areas such as hours of operation, menu suggestions, program suggestions, etc.

## **Customer Satisfaction**

We want to provide outstanding customer service to our children and families. Please let us know how we are doing. There are several tools you can use to provide us this valuable feedback: we have customer comment cards in the facility or you can use Interactive Customer Evaluation (ICE) at [www.macdillfss.com](http://www.macdillfss.com). We also conduct annual parent surveys to assess how we are doing. This is an excellent opportunity for our parents to address the program's strengths and possible problems.

If you have a concern, please contact the Coordinator. We will work to understand the concern and to address it in a timely manner. If your grievance is unresolved when addressing it with the program coordinator, the next step would be to address the matter with the Youth Programs (YP) Director. The YP Director will meet with you within two days, once notified. In the event the matter remains unresolved, the next level to notify for resolution is the Family

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Member Programs Flight Chief. The FMP Flight Chief will meet with those involved within 5 business days to examine the facts and to mediate a positive resolution.

## Medication

Medication is given in School Age only in accordance with a written prescription. Each time medication is to be given in the program, parents will need to bring in the medicine, in its original container, with the prescription. Parents will be required to sign AF Form 1055 each day. Medication will be given as prescribed.



Special needs children have a written plan that explains their specific medication requirements. Children that have a requirement to have medication for emergency situations such as an Epi-Pen or inhaler cannot be accepted for care if they do not provide the medication.

No over-the-counter medication can be given without a prescription. Children cannot carry their own medicines while in the program. All medications are secured at the front desk or on a staff member when the group is out on field trips.

## Sick Children

The School Age staff screens the children each day for health issues. If your child becomes ill and is unable to participate in the program, he/she may need to be separated from the other children and you will be notified. Signs of illness include a fever, nasal discharge, vomiting, unable to keep up with normal activities, eye discharge and complaints of pain. The front desk staff will call you and let you know your child is not feeling well with at least two of the above symptoms and you will be expected to pick up your child within 30 minutes of notification.

When a child is sick, they may be relocated to the Coordinator's office to wait for parents if we suspect a contagious condition. While your child waits for you to arrive, the staff will try to make your child as comfortable as possible. If your child is not contagious, they will be allowed to stay in the room until you arrive.

Once a child has been removed for illness, they may not return

within 24 hours unless they have a doctor's note stating they are not contagious. If your child is sent home, you will be given a form by the front desk staff stating the reason the child is being sent home and the criteria for readmission. After 24 hours, the child will be readmitted at the discretion of the supervisor on duty. The decision for readmission will be based on the most current version of The American Academy of Pediatrics' "Managing Infectious Diseases in Child Care and Schools." Please do not bring your child to care if they are sick or contagious.

## Concussion Policy

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

In the event a child displays any of the symptoms of concussion such as dizziness, confusion, vomiting or "not feeling right" the School Age staff will: Remove your child from the activity, notify parents or 911 depending on the severity of the symptoms, monitor the child until parents or help arrives, and provide a written report of the events.

A written notes from a physician will be required before returning to care. The note will need to include any adjustments or restrictions to your child's activity level while at SAC.

## Accidents and Emergencies Procedures

The School Age staff is trained in CPR and First Aid and is able to handle most injuries and accidents. If your child is injured while in the School Age Care, the staff who handled the situation will provide you a written report explaining the details of the incident, and how it was handled to include any first aid given. This form will be provided to you the day of the injury.

Be assured the staff will contact parents for all children involved in any major accidents. You are not allowed to speak to any other children that might have been involved with hurting your child nor will the staff give you the name of children involved. This will

be handled by the staff. Likewise, we will not allow other parents to talk to your child.

Parents are called about an accident only if it is serious in nature or in the event of a head injury. If you are notified of a serious injury, you will be expected to pick up your child within 30 minutes. In the more serious situations, the injury will be reviewed by the supervisor on duty and 911 called, if necessary. In this situation, you will be notified once your child is taken care of and the staff is free to make this call. For this reason, it is critical you provide good phone numbers where you can be reached daily.

## Food Served



Our program participates in the USDA Food Program and every child must have a completed form on file. We provide nutritious meals and snacks for all of our children in the care, from menus developed and approved by Air Force. The menus consist of five different weekly cycles.

The Kitchen staff follows the approved menu and makes substitutions only when the menu items are not available. Any substitutions are noted on the posted menus.

School Age children will be provided a meal or snack every 3 hours and all meals and snacks are from the dietitian approved menus. The food must meet the USDA standard for healthy eating. In addition, the staff helps the children practice healthy eating and assist their efforts to self-regulate the amount they eat. The staff sits with the children at snack and meal time to model family-style dining.

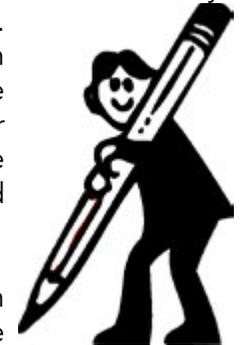
There are numerous children registered in the School Age Care with food allergies. In some situations, the food allergies require medical intervention if a child comes in contact with the food or eats the food. For this reason, parents and children are not to bring in any food items into the program.

If your child requires a special diet due to food allergies or for religious reasons, you will need to provide documented proof of this issue.

Drinking water is available at all times. We have areas in each of the rooms and outdoors where children can get water whenever they need it. Water jugs and cups are taken on every off-base field trip and children are encouraged to drink water often, especially in the hot weather.

## Policy for Signing Children In/Out

Parents are responsible for walking their child into the facility each morning and signing them into the program. They need to sign children in the room on the AF Form 1930. This form requires a time and signature from the parent. Children under the age of 9 may not be dropped off at the front door of the facility and must be escorted into care.



Children age 9 and older are allowed to sign themselves into the program, as long as there is written permission on file from the parent. This form is available at the front desk.

Parents are responsible for signing their child out of the program each day. This is done by signing the AF Form 1930 in the room. Staff at the front desk and in the room are to monitor that parents are completing the forms. Staff are also responsible for watching that children don't leave the building unescorted by an adult and that the adult is authorized to be taking the child. Children, age nine and older, are authorized to sign themselves out of the program. This requires written parent permission that is kept on file.

## Policy for Releasing Children from the Program

When you complete the registration packet, you specify who is authorized to pick up your child. Anyone other than the normal pick up person will be questioned. This requires verifying against the child's registration file the person coming to pick up is actually authorized by the sponsor. Anyone the staff doesn't recognize picking up your child will be questioned and a photo I.D. shown to verify their identity. This is normally conducted at the front desk, but can be done again in the room if staff is unsure.

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If someone picking up a child is not on the list of authorized persons, the program will not and can not release the child to this individual. A parent will have to come and pick up their child. Any changes to this must be documented by the parent on the AF Form 1181 and verified by a staff member. When picking up children, at no time may you leave your car running and unattended as per Air Force regulation. It is a safety issue to insure no one gets hurt from a car that moves unexpectedly.

## Program Plan for Transporting

The children will be transported in government vehicles for all trips. The vehicles are inspected and will be driven by licensed, trained drivers. The children will be expected to follow transportation safety rules at all times. This is important for the safety of all children and staff.

Children are required to follow the safety rules for riding in the vehicles at all times. The rules are explained to the children and you will be notified if your child is being unsafe while on the program vehicles. Due to the serious nature of vehicle safety you will be notified immediately if your child is not following the rules and the consequences discussed.

If your child is involved in serious or repeated incidents of not following bus safety, there may be a loss of program transportation. In this situation, you would be responsible for getting your child to and from school and your child would be prohibited from field trips. Vehicles are checked daily with each use and at least annually by a trained mechanic.

Transportation after school is limited to the regular dismissal time for all students. We provide transportation for children enrolled in extended learning after-school however we are not able to return to the school for individual tutoring or after-school activities. In the event a child is left behind at school, the School Age Care staff will return immediately to the school to pick up the child.

## Field Trips

On-base field trips will be offered whenever possible, and you will be notified about scheduled trip dates, destinations and times in the classrooms.



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For most trips, you have the right for your child to not participate on the field trip. On-base field trips include bowling, library, pier, base beach and other locations. If you want to pick up your child before the group returns to the program, you can go to the trip location and get them.

Off-base field trips will typically only be scheduled on days when children are in full-day services. Notices about the planned field trip are posted in the room and parents are reminded by staff about the trips. In the event there is no alternate care during a field trip, parents are responsible for making alternate arrangements for the care of their child.

During off-base field trips and all high-risk trips, the staffing ratio is enriched to 1:8 or lower, based on children's safety. This extra staffing helps us ensure your child's safety at all times. While on a field trip, children will be required to follow staff directions and trip rules. Failing to comply may result in a loss of future trips.

Field trips on base will be offered to parents at no additional cost, whenever possible. Off-base field trips fees will be an additional charge for parents.

## Emergency Closing Policy

Emergencies can consist of extreme weather conditions, bomb threats, lockdown (active shooter), fire or medical emergencies. The staff receives training on how to handle all of these different types of emergencies and how to maintain the safety of the children.

Various drills and training scenarios will be conducted with the staff and children to ensure immediate response to each condition occurs. For certain types of emergencies, evacuation of the facility will be required, while for some other emergencies, staff may need to shelter-in-place. In the event of an emergency that requires the closing or evacuation of the building such as a bomb threat or fire, staff and children will be trained on how and where to evacuate. Security Police may be involved in certain situations informing staff where to go based on the direction and magnitude of the threat. Staff will be responsible for keeping the youth focused on following the procedures, keeping the youth busy upon reaching a safe area, and keeping the youth calm while waiting for the all clear sign. Parents will be notified once the children and staff are safely relocated.

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If time permits, as everyone has left the building, a sign will need to be put on the door stating the facility is closed with the date and time and where the group has evacuated.

For emergencies that require staff to shelter-in-place, staff will be trained on where to take the children inside the facility. Everyone will be required to remain in the safe area until the all clear sign is given.

The Base Fire Department conducts unannounced fire drills on a monthly basis, and twice in the first week of school and summer camp. The staff will ensure the evacuation of all children, to include those with special needs and mobility challenges.

## **Harmful Substances**

In accordance with AFI 34-144, smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal/illicit drugs (including marijuana) are strictly prohibited in the sight or presence of children/youth participating in any CYP program or sponsored activities. This includes outdoor CYP activity areas.

## **Minimal Guidelines for the Supervision of Children on MacDill Air Force Base**

The Juvenile Curfew and Supervision Instruction dated 4 June 2010 outlines the policy regarding children being left alone while on the Base. The current policy is as follows: In the community, Ages 5 and under need constant supervision. Ages 6 to 8 need periodic supervision. Ages 9 to 15 need occasional supervision. In the home, ages 8 and under should not be left unsupervised at home. Ages 9 to 11 should not be left unsupervised at home except for reasonably short periods of time of not more than three hours. Only children 12 years or older may baby-sit. When a child is age 9 and over is left alone, he/she needs to be left with a key, emergency phone numbers and the expected time a parent will return. A more detailed copy of the Instruction is available for parents to review in the Parent Information Corner.

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## **Reporting Suspected Child Abuse**

All MacDill Child and Youth staff are required to report any suspicions of child maltreatment to Family Advocacy in accordance with our AFI 34-144. The phone number for Family Advocacy is (813) 827-9172.

DoD Child Abuse Hotline is 877-790-1197

## **Requesting Confidential Information**

Parents can request information from their child's folder at any time. However, in the event you would like for the program to share information with others, a signed release is needed prior to giving out personal information. These forms can be obtained at the front desk and must be completed and signed by the sponsor. A copy of the signed consent and of the information provided will be maintained in your child's folder. In the event of court requested information, the request will be given to the MacDill Legal office for review and determination of what is to be shared.

## **Computer Usage and Agreement**

Computers with internet connections are available in the program for the children to use. Children and parents are asked to annually sign a computer usage agreement to ensure they are aware of the limits and appropriate use for the program computers. A cyber-sitter program is installed on all computers which helps to block access to inappropriate web sites, however, it is through adult supervision and awareness that we ensure children, while in care, are not misusing the computers.

## **Parking**

Our parking lot is one way in and one way out; please follow the arrows to keep everyone safe. Remember, you must turn off your car before going into the program. It is against DoD policy to leave a vehicle running and unattended and may result in a ticket from Security Forces.



## MacDill Youth Programs – School Age –

2410 Florida Keys Avenue, Bldg. 307  
MacDill Air Force Base, FL 33621  
(813) 828-6758/5971/4874

Subject to change without notice – Rev 1 Oct 19

