

**Cannon AFB
Youth Programs**



**SCHOOL AGE CARE
BOOKLET**

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“A Positive Place for Kids”



WELCOME TO CANNON AFB SCHOOL AGE CARE (SAC)

Welcome to the Cannon AFB School Age Care! We are happy to welcome you and your child to our program. Cannon AFB SAC (School Age Care) is nationally accredited. This accreditation assures parents of a commitment to responsive and loving care, trained and competent staff, a safe and healthy environment, and consistent program improvement and quality. We use accreditation tools that guide us in accessing overall program quality. We involve the children, families, staff, and community in an open dialogue about the program. Together, we make changes, which benefit the whole community. The Parent Advisory Council provides the opportunity for administration, staff, families, and community members to have input in the program.

Key Personnel

Flight Chief 784-7650
Youth Programs Director 784-4958
School Age Care Director 784-2747
Open Recreation Director 784-6833

Communicating With Parents

Please take time to read the information thoroughly. We will continue to keep you informed with upcoming events and changes through personal notes concerning the well being of your child. We communicate through newsletters, notices on the Parent board as well as phone calls and personal contacts. If you have further questions, please do not hesitate to call us. **The phone number for the School Age Care Program is (575) 784-2747.** We invite you to visit our program at anytime.

Philosophy

The philosophy of Cannon AFB School Age Care is based on the belief that children are constantly learning, growing, and evolving into unique individuals and develop best in a supportive, interesting, and adult-supervised environment.

CYP Mission Statement

To assist DoD military and civilian personnel in balancing the competing demands of the accomplishment of the DoD mission and family life by man-

Military/Family Type	Priority
COMBAT RELATED WOUNDED WARRIOR	
Combat Related Wounded Warrior	1A
CHILD & YOUTH DIRECT CARE EMPLOYEE	
Single C&Y Direct Care Employee	1B
C&Y Direct Care Employee w/Working Spouse	1B
C&Y Direct Care Employee w/Spouse Seeking Employment	2
C&Y Direct Care Employee w/ Student Spouse	3
C&Y Direct Care Employee w/Non-Working Spouse	SA
ACTIVE DUTY	
Single Active Duty	1C
Dual Active Duty	1C
Active Duty w/Working Spouse	1D
Active Duty w/Spouse Seeking Employment	2
Active Duty w/ Student Spouse	3
Active Duty w/Non-Working Spouse	SA
ACTIVE DUTY GUARD/RESERVE on Orders	
Single Active Duty Guard/Reserve on Orders	1C
Dual Active Duty Guard/Reserve on Orders	1C
Active Duty Guard/Reserve on Orders w/ Working Spouse	1D
Active Duty Guard/Reserve on Orders w/Spouse Seeking Employment	2
Active Duty Guard/Reserve on Orders w/ Student Spouse	3
Active Duty Guard/Reserve on Orders w/Non-Working Spouse	SA
MOBILIZED GUARD/RESERVE on Orders	
Single Mobilized Guard/Reserve on Orders	1C
Dual Mobilized Guard/Reserve on Orders	1C
Mobilized Guard/Reserve on Orders w/ Working Spouse	1D
Mobilized Guard/Reserve on Orders w/Spouse Seeking Employment	2
Mobilized Guard/Reserve on Orders w/Student Spouse	3
Mobilized Guard/Reserve on Orders w/Non-Working Spouse	SA

Military/Family Type	Priority
DOD CIVILIAN	
Single DOD CIV	1E
Dual DOD CIV	1E
DOD CIV w/Working Spouse	1F
DOD CIV w/Spouse Seeking Employment	2
DOD CIV w/Student Spouse	3
DOD CIV w/Non-Working Spouse	SA
SURVIVING SPOUSE COMBAT RELATED	
Surviving Spouse Combat Related-Working	1G
Surviving Spouse Combat Related-Seeking Employment	2
Surviving Spouse Combat Related-Student	3
Surviving Spouse Combat Related-Not Working	SA
DOD CONTRACTOR	
Single/Dual DOD CTR	SA
DOD CTR w/Working Spouse	SA
DOD CTR w/Spouse Seeking Employment	SA
DOD CTR w/Student Spouse	SA
DOD CTR w/Non-Working Spouse	SA
OTHER FEDERAL RETIREES	
Single/Dual Other FED Employee	SA
Other FED Employee w/Working Spouse	SA
Other FED Employee w/Spouse Seeking Employment	SA
Other FED Employee w/Student Spouse	SA
Other FED Employees w/Non-Working Spouse	SA
INACTIVE GUARD/RESERVES	
Inactive Guard/Reserve	SA
MILITARY RETIREES	
Military Retiree	SA

Mission Statement

- To provide opportunities for real-life experiences that provide growth in all areas of a child’s domain: cognitive, social, physical, and emotional.
- To provide challenging opportunities and experiences in dramatic play/ life skills, social recreation, physical education, academic and cultural enrichment, club activities and fieldtrips that support healthy development as well as meet the children’s needs, interests, talents and abilities.
- To provide a safe and healthy environment where children can learn, play, relax, and have fun.
- To provide a link between home and school by developing a partnership which supports children’s academic success as well as a sense of belonging.

Safety

The School Age Care Program is committed to safety. We are annually inspected and certified by the Department of Defense and comply with the Air Force regulations governing facilities providing care to children. These regulations are intended to establish minimum standards in order to protect the health, safety, and welfare of children. Our activity space, supplies and equipment are high quality, maintained in good repair and inspected by the higher headquarters’ authority. Parents as well as Training and Curriculum Specialists are involved in observing and documenting the fact that we meet our own standards of quality that exceed the minimum state licensing regulations. For example, licensing regulations require a child-staff ratio of 12:1. We know that child/staff ratios are the number one predictor of quality and safety in a childcare program. We understand that even with sound risk management, accidents sometimes happen.

Emergency Evacuation Plan

In the unlikely event that the School-Age Care Program would have to close unexpectedly, for actual fire, bomb threat, terrorists, or severe weather, we have a contingency plan to move children to the Youth Center as our Safe Haven until such time you can be notified and pick up your child.

Eligibility

Children participating in the Before and After School program must be enrolled in Kindergarten through the age of 12. Children participating in the SAC summer camp program must have completed Kindergarten and be no older than 12. Children participating in the program must be a dependent of AD military, DOD civilian (NAF & APF), DOD contractor, wounded warrior, guard, surviving spouse, retired military, and other FED employees. See page 69 for family types and priorities.

Maintain an attendance list at all times; do not put children, staff, visitors, or emergency personnel at risk by not knowing these three things:

- Who is in the building?
- When did they arrive?
- When did they leave?

Have emergency information with the attendance list. Make sure you know health information and have permission for emergency medical treatment and know of any special requirements or medications for children and staff.

Orientation

An Orientation is offered to all families upon the time of their registering into the program. This usually takes 10 to 15 minutes and we invite all family members to attend. Parent conferences can be scheduled by contacting the front desk. Parents are welcome and encouraged to visit the program any time during the year.

SAC Registration & Enrollment Policy

You need to bring with you, your military I.D. card, your child's immunization records and your current Leave and Earning Statements (LES's) and/or paystubs for all household members. Registration dates are posted in the base paper and will be twice a year, once for summer camp and once for the school year. Enrollment is open to all eligible patrons on a space available basis. Fees are evaluated each calendar year and may change once a year. We will give you notice of any fee changes for the new fiscal year. Enrollment allows you to specify your child's program option(s) and any special instructions/limitations. **Please update your enrollment registration forms whenever your phone number, emergency designee, or service needs change.** This is an important safety issue.

Fees and Charges

On 6 November 1989, Congress passed the Military Child Care Act (MCCA), which impacted the quality of child care services on military installations. The MCCA required DoD to prescribe uniform fee regulations for military child development centers and school-age programs. The fees are based on total family income (to include BAH and BAS) and apply to all children who attend on a regular basis. If total family income is not verified, the highest category group will be charged.

Payment Due Dates

Payment is due in advance of care. The fees may be paid at any time in the advance of care. Parents are required to provide a credit card number and agree to have the card charged for the fees due. If a parent fails to make payment, the credit card on file is automatically charged for the amount owed. A \$5.00 late fee will be charged for each week a payment is late.

Late Pick Up & Follow Up Charges

- A fee of \$5.00 for the first fifteen minutes and \$1.00 per minute, thereafter will be assessed to all parents picking up their children after 1800. SAC staff will first attempt to contact parents and then call the emergency contact. After one hour, Security Police will be notified of the situation and asked to remove the child from the program. Appropriate action will be taken in case of excessive lateness, including, but not limited to, notification of supervisors.
- A transportation fee will be charged for those using the SAC's transportation. That fee will be \$7.50 for Before only care or After only care and \$15.00 for Before & After care. This fee will not be charged during holiday camps or on no school days. This fee will not be refunded if your child is absent. If you do not want your child to be picked up on a given day, you must call the Youth Center no later than one hour before scheduled dismissal time.

State Payments/ Subsidies

Parents who may be eligible for state assistance with their child care payments may apply to the children, Youth and Families Department at 221 West Llano Estacado Blvd. in Clovis (575-762-6275) to pick up an application. The SAC operates in accordance with US Department of Agriculture policies, which does not permit discrimination because of race, color, sex, age, handicap or national origin. More information may be obtained at the Child Development Center, Building #76 or by writing the Office of Equal Opportunity, USDA, Washington, DC 20250.

Nutrition

Nutritious meals and snacks, which meet USDA guidelines are provided each day. These meals include breakfast, lunch and an afternoon snack. During the school year breakfast will be served in the morning at approximately 6:00-7:10 and snack will be provided from 1500-1630. **Any food allergies or special diets need to be brought to the staff's attention in writing and must be verified with a physician's statement.** Due to health regulations only food prepared at or for the program is served. When the program is unable to provide food required for a youth's medical condition, parents may provide food when prescribed by the youth's health care provider and approved by the CYP Medical Advisor. A menu for all meals is posted on the parent board. Breakfast, lunch and snack are served buffet style in order to encourage social development and independence. The program encourages the child to expand their tastes by at least trying a portion of the food. A child is never forced to eat anything they do not wish to eat.

Attachment F

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

List all staff names, addresses, and phone numbers (regular and emergency) as well as position in the program.

For each person, list whom that person reports to, in order of responsibility. Be able to show at a glance who is in charge if someone above is unable to respond.

List roles and responsibilities in an emergency. Consider overlaps in case someone is not able to fulfill their role.

Answer these questions:

- Who will provide first aid?
- Who will take any medications?
- Who will take the first aid kit?
- Who will take emergency information on each child?
- Who will call for help?
- Who will carry the cellular phone?
- Who will carry the emergency kits?
- Which groups of children go with which staff?
- Who makes sure everyone is out of the building?

Share the list with the staff and discuss it so there is no surprise during an emergency. Everyone should know their primary and back up responsibilities.

Staff Certifications

The School-Age Care Program direct care staff is composed of Child/ Youth Program Assistants. Each has had extensive background checks, and training in: Age-appropriate developmental and recreational activities; environments; positive guidance techniques; child health, sanitation, and nutrition; administering medication; safety and emergency procedures; child abuse identification, reporting, and prevention; special needs awareness; CPR and first-aid; regulations and O.I.'s, and parent/public relations. Each staff member receives at least 21 clock hours of training per year. We require all of our staff to be CPR and first-aid certified, whereas, the state only requires the one person on duty be certified.

Check In/Check Out Procedures

In the morning parents are required to sign in their children. **Please let us know if your child will be absent.** This ensures accountability to SAC personnel with an accurate count of the number of children in attendance. If we are transporting your child to school he/she must arrive before 0715. Afterward it becomes the parent's responsibility to transport your child to school. Admission to the program may be denied if child's health jeopardizes the health of others or his/her own.

In the Afternoon children check in with our staff at their meeting location. Any child who is enrolled for the afternoon and does not check in will be followed up on. We will call parents and talk to the child's teacher in an attempt to find out why the child is not present. **Please let us know if your child will be absent.**

Your child's safety is very important to us. We will release children from the SAC to authorized persons only. We ask that any one authorized to pick up your child be prepared to show identification. If a person other than those authorized arrives to pick up your child, we will not release your child to that person unless we have received permission from you first. Please notify us in person in advance of such occurrences, as it will help us save a lot of time at checkout. In the first few weeks of the program, while we are getting to know all of you, we will ask this of you as well. Please be patient.

No parent may be denied access to their child unless a copy of the custody agreement or other court order that relinquishes such parental rights is on file at the SAC office.

IAW AFI 34-144, children may not be released from the School Age Care Program to siblings or other children under the age of 14. Any person over the age of 14 must have written permission (on A.F. Form 1181) from the child's parent.

School Age Care staff are not authorized to allow children under the age of 9, to sign out of one program and into another (such as instructional classes). Coaches and instructors may sign children out and take responsibility for accountability if parent grants written permission.

Parents wishing to pick up their child from an activity center away from the youth center (i.e. field trips, swimming, bowling, etc...) or at the school (after dismissal bell rings) must sign the child out on the 1930. If you pick up your child early from the school be sure to sign him/her out with the school's attendance office.

Parents, who exhibit signs of suspected intoxication, (i.e. slurred speech, unsteady walk, uncoordinated muscular ability, stench of alcohol, etc...) will be reported to the military police and will not be able to drive children home.

IMPORTANT NOTICE- If your child tells us he/she is supposed to walk home or wait to be picked up by a parent or friend, we can not take the child's word alone; we must have prior confirmation from the parent or school. Additionally, if you notify us that you do not wish us to pick up your child and your child is still waiting to be picked up when we are ready to leave school grounds, we must take your child with us as a safety measure. To avoid any inconvenience to you or your child, please inform us in advance or notify the school of your intentions. Children 10 and up may sign themselves out only with written permission from the parent.

BOMB THREAT REPORT	1. DATE	2. TIME	3. TIME CALL ENDED
INSTRUCTIONS (COMPLETE AS MUCH AS POSSIBLE) IF YOU RECEIVE A BOMB THREAT, REMAIN CALM, LISTEN CAREFULLY AND DO NOT INTERRUPT THE CALLER. BY DISCREET PREARRANGED SIGNAL, ALERT A SECOND PERSON. COMPLETE AS MUCH INFORMATION AS POSSIBLE. CONVERSE WITH THE CALLER AS NECESSARY.			
4. ASK THESE QUESTIONS TO PROLONG THE CALL			
a. When is the bomb going to explode?	d. What does the bomb look like?		
b. What kind of bomb is it?	e. Why did you place the bomb?		
c. Where is the bomb right now?	f. Where are you calling from?		
5. TRY TO DETERMINE THE FOLLOWING (CHECK APPROPRIATE DESCRIPTION)			
a. Callers Identity Age _____ Male _____ Female _____ Adult _____ Juvenile _____			
b. Language Good _____ Poor _____ Foul _____ Slang _____			
c. Accent Local _____ Not Local _____ Foreign _____			
d. Tone of Voice: Loud _____ Soft _____ High Pitched _____ Deep _____ Raspy _____			
e. Speech Pattern Fast _____ Slow _____ Nasal _____ Lisp _____ Distinct _____ Slurred _____ Stutter _____			
f. Manner: Calm _____ Angry _____ Rational _____ Irrational _____ Laughing _____ Coherent _____ Incoherent _____ Deliberate _____ Emotional _____ Other _____			
g. Background Noise: Bedlam _____ Trains _____ Factory Machines _____ Traffic _____ Animals _____ Airplanes _____ Voices _____ Music _____ Quiet _____ Harbor/Ocean _____ Party _____ Office _____			
6. Was the voice familiar? Yes _____ No _____ If yes, Whose?			
7. Exact words of caller?			
8. Did the caller use familiar terms? Yes _____ No _____ If yes, describe _____			
IMMEDIATELY AFTER CALL NOTIFY YOUR SUPERVISOR AND CENTRAL SECURITY. TALK TO NO ONE ELSE, UNLESS INSTRUCTED TO DO SO.			
9. Person receiving call			
10. Receiving telephone 65			

- The teacher should apply appropriate first aid measures for all medical emergencies and minor illnesses or injuries as outlined in Red Cross *Pediatric First Aid*. Keep a copy of this section with the first aid kit.

Notifying a Parent/Guardian

The parent/guardian of a sick or injured child should be contacted by telephone as soon as possible. The Center Director or a staff member should continue to try to reach a parent/guardian or emergency contact. However, whether or not he or she is able to contact a parent/guardian,

Hours of Operation

Hours & Days of Operation: During regular school days the SAC will operate Monday – Friday from 6:00 A.M. until 6:00 P.M. The School Age Program will be closed on the following federal holidays: New Years, Martin Luther King, Jr. Birthday (Jan), President’s Day (Feb), Memorial Day (May), Independence Day (Jul), Labor Day (Sep), Columbus Day (Oct), Veterans Day, Thanksgiving (Nov), and Christmas (Dec) as well as proclaimed holidays.

Snow Days: The School Age Care Program is required to follow the schedule of the Clovis Independent School District and Cannon AFB on snow days. When school is delayed or canceled because of snow, the School Age Program is available for mission essential personnel only.

Schools: The Cannon AFB School Age Care Program is located within the Clovis Independent School District. We transport children to and from some of the schools that are in this district. Check with the desk staff to see what schools we service. We follow the Clovis Independent School District calendar.

SAC offers full-day camps during in-service days, Christmas Holiday, Spring Break, and Summer Vacation. Primary camp location is the School Age Center. Camps operate Monday – Friday from 0600 to 1800.

Program Closure and Emergency Closure

The School Age Care Program will be closed for all federal holidays as well as other days as designated by the Squadron or Wing. The program will extend their hours for base exercises. An additional fee may be charged for these times. Childcare is available on productivity days by reservation.

The program will follow guidance given by the Squadron Commander on emergency closure/bad weather days. In the case of emergency closure, parents or the emergency designee listed on your child's AF Form 1181 will be contacted.

Ways to Get Involved

Please let us know which one of these or any other way you would like to be involved!

- Parent Advisory Council (PAC): Parents meet monthly to discuss the policies and practices of the SAC Program and to plan special events. This is a way for families to have input into program policies as well.
- To ensure that the program keeps meeting the highest standards of quality and continuous improvement we have a yearly inspection where parents and our local community partners observe and make recommendations for quality improvement.
- Programming: Are you interested in doing an arts & crafts project, teaching any type of game or project, hosting a field trip to help out, etc...?
- Scavenging: Are you willing to save some throw away items for our projects such as a toilet paper rolls, milk cartons, newspapers, magazines, etc...?

What do School Age Children Get to Do?

School Age Care offers a variety of well-rounded daily activities for children to choose from that are safe, fun and educational. There are a wide variety of child directed activities, staff directed activities, clubs, field trips, presentations and visits from outside groups. Activities are planned in advance and outlined on a weekly activity calendar that families can use for home time discussions and planning. We offer arts and crafts with many craft materials to make whatever they want, imaginative indoor activities, outrageous outdoor games, science and nature, music and drama, international and multi-cultural activities, field trips, homework time, computer labs, daily snacks and special events.

Activities

Child Directed Activities are open-ended activities that children are free to choose to participate in and which require little or no help from adults. Some examples of child directed activities are indoor and outdoor interest centers such as Lego's, Lincoln Logs, other manipulatives, puppet making, dress up, pretend business, other dramatic play, clay, play dough, art, creative expression centers, strategy games, etc.

Medical Emergency Conditions

Listed below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a health care professional. Call an ambulance and then notify the child's parent/ guardian immediately for any of the following:

- semi consciousness (able to arouse but extremely lethargic) or unusual confusion
- breathing difficulties including: rapid, noisy breathing (barking, gurgling or crowing sounds, severe wheezing) labored breathing (takes so much effort that child cannot talk, cry, drink, or play)
- severe bleeding (large or multiple wounds that cannot be controlled with direct pressure)
- unequal pupils (black centers in eyes)
- first-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder
- injury that causes loss of consciousness
- neck or back injury
- continuous clear drainage from the nose or ears after a blow to the head
- non-injury-related severe headache, stiff neck, or neck pain when the head is moved
- hives (a rash that looks like welts) that appear quickly, especially if hives involve face, lips, tongue, and/or neck
- very sick-looking or sick-acting child who seems to be getting worse quickly
- repeated forceful vomiting after eating in an infant under four months of age
- severe abdominal pain that causes the child to double up and scream
- abdominal pain without vomiting or diarrhea following a recent blow to the abdomen or a hard fall
- possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian

Guidelines on Handling Medical Emergencies

The following information is provided as a quick reference to help you make decisions in a stressful emergency situation. This information is by no means intended to substitute for adequate first aid training. Staff involved in the direct care of children should maintain current certification in First Aid and CPR for infants and children.

By applying standard principles of action in every medical situation, staff can prevent further harm and avoid overlooking factors that may affect a child. It is important for staff to recognize signs and symptoms requiring immediate action and ambulance transport to the nearest hospital emergency department, as opposed to those that are not emergencies and can be treated at the Center and/or while waiting for the child to be picked up. The teacher who is with the child should provide first aid according to the principles of emergency action.

Staff Directed Activities: Staff directed activities are scheduled activities that require some adult direction and supervision. Some examples of staff directed activities are active games such as "octopus" or "loose caboose", team sports such as soccer or softball, other activities such as a cooking or sewing project, or a more complex art project.

Clubs: Clubs are special interest groups that children may join which are supervised by staff and lead by children. Some examples of club themes are reading, science, drama, dance, photography, fitness, and cooking. These clubs will vary based on children's expressed interest.

Field Trips: Field trips are scheduled events. On some early release days and full-day camps, our children will go on field trips. Please note the field trip depart and return times on the monthly activity schedule. If you have to pick up your child before the scheduled return time, you should make arrangements to pick him/her up from the field trip site and sign your child out with the site leader. Most field trips return by 1700. Parents are encouraged to accompany their child or volunteer in the supervision of others. Admission fees/lunches for our volunteers are not provided. You may send money with your child to purchase snack items during certain field trips as a privilege. Staff will not be responsible for lost or stolen money.

- Ratios are lowered (8:1) for field trips considered high risk by the School Age Coordinator.
- During early release school days, field trips are published in advance and limited to on base sites such as the bowling center, parks or library. We will return to the SAC site by 1700 on these days.
- During a full-day program, field trip times and days vary according to the published schedule each week. We may depart as early as 0830 and return as late as 1700.
- Children enrolled in full-day programs must be signed in before 0830 each day as buses may depart after this time for field trips or children will be left at the center.
- If you give your child spending money, it will be the child's responsibility to safeguard it. We cannot hold money or guarantee their opportunity to spend it. Spending money on a field trip is a privilege and is at the discretion of the counselor.

Van/Bus Transportation

The van makes one trip at 7:15 A.M. and another trip at 2:30P.M. The van operates with the public school schedule. **Parents must call if the children do not need to be picked up.**
BUS ZONE... **NO PARKING LOADING ZONES**
(Especially between the hours of 6:30-7:30 A.M./3:00-4:15 P.M.)

Transportation Policy

SAC utilizes government vehicles as a privilege to our patrons and trains our staff to safely operate them with the most precious cargo-children. Our safe passenger rules must be adhered to at all times in the vans or bus. Please review them with your child.

- Seat belts must be worn at all times in the vehicles. The vehicle will not move until everyone is buckled up.
- Everyone must remain seated and facing forward on the buses. The bus cannot move until everyone is properly seated.
- Inside voices are to be used at all times in the vehicles.
- Eating, chewing and drinking are prohibited in the vehicles.
- Nothing may be extended out a window.
- Help the group keep the vehicle clean and trash free.
- Failure to follow these safety rules will result in suspension of vehicle privileges.
- SAP will adhere to the Clovis School's Bus Suspension/Termination process:
 - 1st Warning - Written Warning
 - 2nd Warning - 3 Day Suspension
 - 3rd Warning - 5 Day Suspension
 - 4th Warning - Suspended for the rest of the School Year.
 -

Summer Fun: The School Age Care Program offers a full-day program for school age children during their summer vacation, which provides recreational and developmental activities. Activities may include individual and group games, swimming, bowling, roller-skating, arts & crafts, and field trips to museums, parks, and local areas of interest to the children. Admission fees for activities are not included in the child's program participation fee.

Location of Emergency Kits:

Locations of Additional Emergency Supplies:

Location of Cell Phone:

EMERGENCY KITS AND SUPPLIES

This list contains the *minimum* items you should have in your center in case of an emergency. Please check your licensing regulations to determine if your state requires any additional items.

Center Emergency Kit

(Should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location)

Copies of all AF Form 1181s/1930s

Flashlights with extra batteries

Long-life, emergency flashlights

First Aid kit

Cell phone

Notepad and pens/pencils

In the Center in General

One gallon of water for every four children and staff

Disposable cups

Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies

Extra supplies of critical medication such as insulin, epipens, etc. for children and staff

Special Needs

The SAC will make every effort to place children with special needs in our center-based sites. If a child/youth has been identified as having a disability, medical condition or specific need, CYP personnel will work with the family to determine if an Inclusion Action Team (IAT) meeting is needed. If reasonable accommodations for your child cannot be met, then the installation will consult with AFSVS/SVPY to explore additional alternate accommodations.

Daily Schedule

Mornings: Staff-directed activities are scheduled every morning and children may also enjoy the child-directed activities, or participate in supervised indoor/outdoor free play. Children are transported to school before the bell rings.

Afternoons: Attendance is taken and any child who is absent is followed up on by phone calls. The first half hour of afternoon SAP is used for checking in for attendance and snacks. Children hear what their choices are for the day and discuss things like their school day, family time, value words, scheduled activities, etc. Children that do not choose to participate in the staff-directed activity may choose a child-directed activity or supervised indoor/outdoor free play. Children who are signed up for Clubs will meet in a designated place.

Homework Labs: Assistance is available during the academic year for students who need a quiet place to complete their assignments with a minimum level of assistance. During homework time, computers are available as a learning resource or research tool.

Computer Labs: Each afternoon computer lab is open. Children gain new knowledge and build their problem solving skills with many age appropriate programs. Children can compose books, interact and read animated living books, play mystery games, and even make cards and paper airplanes.

Health Procedures

SAC service may be denied based on exclusion criteria per American Academy of Pediatrics “Managing Infectious Diseases in Child Care and Schools”

Children may be readmitted when exclusion criteria are resolved and staff members determine that they can care for the child without compromising their ability to care for the health and safety of other children. Children need to be well enough to participate in usual daily activities.

When registering children, parents give their authorization for emergency medical or dental care in their condition represents a serious or imminent threat to life, health or well-being. Conscious efforts will be made to notify parents if it is necessary to provide treatment for the child in a medical facility. Parents and SAC personnel are required to sign an accident report concerning the matter. Conditions that might necessitate immediate medical treatment includes, but is not limited to:

- Convulsions
- Marked difficulty in breathing
- Laceration, significant in size or amount of bleeding
- Head trauma associated with vomiting or altered consciousness
- Injury to extremity with obvious deformity
- Unconsciousness

Children who become ill after arrival to SAC will remain in an isolated area in the coordinator's office until such time that reasonable arrangements can be made for the child's release to the parent or parent designee. Reasonable time after initial contact is made to arrange for child pickup is no more than one hour. Failure to arrange care beyond one hour after contact may constitute child neglect. As a federally regulated referral agency, SAC personnel are mandated to report any suspicion of abuse or neglect to authorities, per AFI 34-144.

If a child has contracted/ been diagnosed with a communicable illness/disease we ask that you notify the SAC program so that steps may be taken to prevent the spread of these germs.

2. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc. and the children cannot remain in the area, the children will be brought to _____, by (method of transportation) _____ where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.
3. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, plane crash earthquake, hurricane, etc., children will be transported to: The Landing by Transportation where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for their pick up.

Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

EMERGENCY EVACUATION PLAN

In the event of an emergency situation that requires an evacuation of _____, one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list using AF Form 1930 and visitor's log
 - Account for all children and staff as they board/depart vehicles;
 - Bring any necessary medications/supplies and emergency records;
- Take a cellular phone if available to be used for emergency notifications.

1. If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes and the children cannot stay on the premises the children will be brought to _____, by _____ where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety should be close by and within walking distance if appropriate.
- 1.a. In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by _____ to _____ where they will be examined and family/guardian/emergency contacts will be notified.

Accidents/Injuries/Emergencies

All eligible children enrolled in the School Age Program are authorized emergency medical treatment at the Plains Regional hospital in Clovis, regardless of injury or military dependent status. If a child is injured during the program, the child will receive first aid and the parents will be notified. A record will be recorded on AF Form 1187, the Youth Flight Accident Report. All staff are trained to respond to accidents, injuries and emergency situations. All staff are trained to administer first aid and CPR.

Medication Administration

SAC personnel under the following guidelines can administer medications:

- Each month the parents must completely fill out an AF Form 1055 for each medication.
- Only medications in proper form and prescribed by a physician will be accepted.
- The medication must be clearly labeled with the child's name, name of drug, dosage, and physician's name and phone number on each medication.
- Medication requiring a poured measurement must be brought in a zip lock bag with proper measuring device in it.
- The child must have received oral medication for 24 hours prior to SAC personnel administering it for contagious diseases.
- Medications must be stored by SAC personnel if being administered by SAC.
- No over-the-counter drugs or PRN (as needed or necessary basis) can be given by SAC personnel without approval by the parent and a medical authority.
- Children cannot self-medicate without written permission from a physician.

Guidance Policy

Perimeter Issues

Administrative Procedures for Playground Clearance (i.e., protest/riot adjacent to facility, toxic spill, sniper, suspicious parked vehicles, loiterers)

- Call 911 to investigate the situation and consult with them to determine the level of potential crisis.
- If the situation is of marginal concern or greater, require that the entire Center remain inside. Immediately require any groups outside to come inside.
- Consider bringing those classrooms in the direct line of site into the “core” play space or another classroom/area until the situation is resolved.
- Be prepared to fully evacuate the facility should security or other emergency services make this request. Consider whether existing evacuation routes will suffice or if an alternate route must be taken due to the location of the incident. Make staff aware of any changes to their evacuation routes if necessary.
- Coordinate your actions with security and any other support services (police, fire dept., bomb squad) based on the nature of the incident.

MISSING CHILD

Immediate notification to 911 should be made once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child.

- Conduct a search of all areas of the facility, including closets, cabinets, etc., and the immediate surrounding area.
- Make all other required notifications.
- Continue searching while waiting for the police/security to show.

The Director is to remain at the center as the point person and to gather information/description of the child to share with authorities.

SAC personnel will discipline in a consistent manner based on an understanding of individual needs and behaviors of children at varying developmental levels. Discipline will be constructive in nature, such as redirection, and non-participation in an activity. Our goal is to guide and direct children toward acceptable behavior. Children engaging in persistent displays of inappropriate behavior will be documented on an incident/accident form and discussed with parent to establish and intervention program. The SAC provides a caring environment that encourages growth in self control and respect for the rights of others. A child's attempt to learn, participation, and response to people and activities in the program are respected. As an important part of his or her overall development. Guidance should be a process of teaching, which allows socialization to take place. Adults are the models for children. We practice techniques that are fair, consistent, and respectful to children and their needs.

School Age staff use the following techniques:

- Staff members establish limits from day one, involving them in making the rules and by stating the rules in positive terms with predictable consequences.
- Staff members never shout or reach a tone above the children except in emergency situations.
- Staff members give advance notices when changing activities so children can finish what they are doing.
- Staff members provide oversight at all ongoing activities.
- Staff members plan with the children so they know what to expect.
- Staff members give necessary directions for an activity, then stop and check for understanding by being specific.
- Staff members follow the children's interests.
- Staff members are firm and consistent and set clear, reasonable expectations.
- Staff members have a cleanup system in which the children are involved.
- Staff members use positive reinforcement when children follow directions, attend to signals, and participate.

Due to the age of children in the SAC, we have rules that must be in place to ensure your children are safe at all times. Children are able to make choices in this program and part of making choices is consequences; either having a positive or negative result. Therefore, to keep all children safe, we have to ensure inappropriate choices are minimal.

The following behaviors are considered inappropriate:

- Causing physical harm to another child or adult by hitting, biting, kicking, throwing, or any other physical action.
- Use of inappropriate language, spitting, or other forms of verbal abuse or degradation by children directed to other children or adults.
- Repeated refusal by a child to comply with SAC staff and SAC rules, which may cause a safety hazard to the child or others.
- Children's behavior that is harmful to others.

The following guidelines will be used if the above behaviors are recorded:

- We will annotate the incident and the parents will read and sign the report.
- Continual incidents with the same behavior will first be recorded and a parent conference will be scheduled to discuss the behavior if deemed necessary
- If the same behavior continues it will then result in the development of an intervention plan between parents, staff, and child. The intervention plan will be detailed in how we as a team will work together for the child. The plan will also indicate suspension and termination guidelines.

Occasionally there are children who have difficulty adjusting to large groups or making choices. If group care is not conducive to your child, we may recommend a smaller setting such as Family Child Care.

We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We want you as parents to share your thoughts, hopes and dreams for your children. We know that you want what is best for your child and that your job is to advocate and protect your child. So, please tell us when you have a concern so that we can provide you with the best possible care.

- Staff members who observe the problem will go to the nearest telephone and call Security (back-up call)
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility
- Turn the child over to the other parent/guardian or alternative authorized representative in accordance with center procedures
- Report the incident to the immediate supervisor and Commander

HOSTAGE SITUATIONS

Although considered improbable, the Center may be subject to hostage situations either from disgruntled employees, parents/guardians, parent's/guardian's authorized representative, or other people. In the event of a hostage situation:

- Remain calm
- Remain polite
- Follow the hostage takers instructions
- Do not resist
- **ANY** available staff member will immediately call 911.
- Staff members will alert other staff of the problem if time permits - **DO NOT PUT YOURSELF IN DANGER**
- Alerted staff members will close the doors of their areas of responsibility
- If staff members believe it is safe, evacuate children from the Center moving in the opposite direction from the incident. Report your location to 911 immediately.

Suspension Policy

DISGRUNTLED EMPLOYEES, PARENTS/ GUARDIANS, OR PARENT'S/GUARDIAN'S AU- THORIZED REPRESENTATIVES

In the event of having to deal with Disgruntled Employees, Parents/Guardians, or Parent's/Guardian's Authorized Representatives, implement the following:

- Remain calm
- Remain polite
- Immediately call 911 and Flight Chief
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility
- If the disgruntled individual's child is immediately known, move the child to another room, out of sight
- Turn the child over to parent/guardian or authorized representative in accordance with center procedures
- Report the incident to the immediate supervisor

IMPAIRED EMPLOYEES, PARENTS/GUARDIANS, OR PARENT'S/GUARDIAN'S AUTHORIZED REPRESENTATIVES

If you have reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs, or is physically or emotionally impaired in any way and may endanger a child, you may have cause to refuse to release the child. If so, request that another adult be called to pick up the child or call the numbers listed on the AF Form 1181.

In the event of having to deal with employees, parents/guardians, or parent's/guardian's authorized representatives, implement the following

- Remain calm
- Remain polite
- If the person becomes agitated and/or confrontational, and immediately call 911.

Parents will be contacted and asked to remove their child if the child becomes unruly, uncontrollable, or if his/her conduct is such that it interferes with or harms other children (i.e., biting, scratching, and fighting) and does not respond to adult authority. No refund will be granted as a result of a suspension or removal. The procedure for suspension of children from SAC is as follows:

- Child will be separated from the group and the parent will be notified immediately concerning uncontrollable behavior or any incident resulting in injury to another child, to the child, or a staff member.
- In the event of suspension, the numbers of days and/or conditions for return will be determined on a case-by-case basis which can include that the parent(s) meet with the SAC Coordinator to discuss an agreed upon intervention plan.
- The SAC Coordinator in coordination with the Youth Director and Flight Chief will determine permanent removal.

Keeping Children Safe- Everybody's Business

If you suspect Child Abuse, Child Neglect, or a safety violation in your child's youth center, child development center or family child care home, report it to your Family Advocacy Program @ 784-2474 or Call the Department of Defense Child Abuse and Safety Violation Hot Line @ 1-800-336-4592.

As a federally regulated referral agency, SAC personnel are mandated to report any suspicion of abuse or neglect to authorities, per AFI 34-144.

Notification that all youth may be subject to closed circuit video monitoring and recording as part of their participation/ enrollment in CYP.

Touch Policy

Appropriate touching and what it involves:

- Recognition of the importance of physical contact to child nurturance and guidance.
- Adult respect for personal privacy and personal space of children.
- Responses affecting the safety and the well being of the child (e.g., holding hand of your young child when crossing the street, holding a child gently but firmly during a temper tantrum).
- Examples of appropriate touching includes side hugs, and reassuring touches on the shoulder.

Inappropriate touching and what it involves:

- Violation of laws against sexual contact between adults and children. The adults may not use coercion or other forms of exploitation of the child due to the child's lack of knowledge. This includes any touch that satisfies the sexual needs of an adult.
- An attempt to change a child's behavior with adult physical force, often applied anger. An adult "striking out" in anger reinforces the child's own "striking out" to respond to a problem.
- Examples of inappropriate touching include forced hugs, corporal punishment, slapping, striking or pinching, tickling for prolonged periods, shaking, kisses, fondling or molestation.

All child and youth employees and their volunteers are bound by Air Force regulations to immediately report any infractions of the *Touch Policy* to their appropriate director or chain of command.

- Do not physically restrain or block their movements.
- While you are engaging the potentially violent individual, other available persons should direct unaffected classrooms to move to locations around the facility that are farthest from the incident point. This selective evacuation should proceed room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the incident point.
- The other administrator should also make sure no other individuals, other than emergency personnel, enter the space where you have isolated the potentially violent individual.
- Once the police arrive they will take over the situation, negotiate and dictate further movements.
- If a decision is made to relocate to the alternate site while negotiations go on, follow the appropriate evacuation procedures.

RANDOM ACTS OF VIOLENCE

If the Center is affected by random acts of violence (e.g., drive by shooting), implement the following:

- Remain calm
- Immediately call 911.
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility and have the children lay on the floor
- Brief Security Forces of the problem once they arrive
- Report the incident to the Sponsor, and immediate supervisor.

POTENTIALLY VIOLENT SITUATIONS

A potentially violent situation (i.e., hostage situation, disgruntled person, unstable custody) may be cause for a selective evacuation procedure. The premise behind a selective evacuation is that it enables large numbers of children and staff to move out of harms way when an individual is on-site who is potentially violent.

If a potentially violent individual gains access to your facility and leaves: Immediately call 911.

If the individual cannot be isolated and chooses to leave the premises, allow them the freedom to exit making sure to note their car make and model, license plate, and the direction of their travel. Communicate this immediately to the 911 dispatcher.

Note: If the individual is leaving and taking a child or staff member, it is still often better to let the individual leave rather than prompt a confrontation that would increase the risk of injury.

If a potentially violent individual gains access to your facility and remains:

- Immediately call 911 and seek advice on how to handle the situation.
- Try to isolate the potential aggressor from as many adults and children as possible. Seek to draw the individual(s) to the office, break room, conference room, or other less populated space. If the individual has entered a classroom, seek to draw him into the least utilized portion of the room.
- If comfortable doing so, engage the potential aggressor in agreeable conversation to de-escalate the situation.
- Remain calm and be polite.

According to guidance from the Council of Accreditation (COA) school-age programs must have a system in place to ensure our staff know the whereabouts of children at all times. Below are the procedures for using your Locator Board:

How the system works:

- Children receive a magnetized nametag.
- Nametags will be color by home group.
- All nametags will be available on homeroom boards when children arrive at the program. There is one locator board.
- The locator board is in the lobby area.
- The locator board clearly identifies specific rooms/locations available for activity choices.
- A designated number of slots will be available for each room/location.
- When a child arrives at the program, he/she will move her tag from the home group board to his/her choice area of play on the locator board.
- This allows parents and staff to quickly and easily identify children's whereabouts.
- Each time the child changes locations, he/she will notify a staff member that they are leaving the area and move their nametag to the desired location.
- When the child leaves the program at the end of the day, he/she will return his/her nametag to their home group board.

Because accountability and supervision are critical areas of concern for our program, we need full support (from children, staff, and families) to ensure the system works properly. Freedom to move independently throughout the program requires responsibility on the part of the child. It is important that children follow the safety rules at all times.

Please review the Locator Board Policy with your child:

- At the beginning of each day, your nametag will be on your home group board.
- Put your nametag in the location that shows where you've chosen to go. Let the staff member know when you are leaving an area.
- You can be located by anyone by placing your nametag in the appropriate place on the locator board.
- When you leave the program, move your nametag back to your home group board.

A rule is broken when:

- You forget to change your nametag.
- Your nametag is in the homeroom, but you are in another area.
- Your nametag shows you are here, but you have gone home.
- You've changed someone else's nametag so you can have a slot.

Consequences include:

- First warning, your teacher reminds you of the rule and will retrain you on the procedures.
- Second warning, your home group teacher will require that you stay with him/her because you were unable to use the locator board safely. This will allow you to participate only in the activities where your counselor is located. The following day you may demonstrate your understanding of the rule and ask to be allowed the responsibility of using the locator board once again.
- Repeat misuse of the rule will result in your staying with your homeroom teacher as before and a parent conference must be held before you may once again make free choices. Your safety is our priority.

YOUTH SUPERVISION GUIDELINES

Note: The ages specified are the maximum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. In all instances below where a "yes" is indicated, the parent is responsible for using reasonable judgment and for any incident or mishap (not considered preventable) which occurs

Age of Child	Left Without Sitter in Quarters for Two Hours or Less	Left Without Sitter in Quarters for More Than Two Hours	Left Alone Overnight	Outside Unattended (To Include Playing)	Left in Car Unattended	Child Sit-Siblings/Others
Newborn Through Age 4	No	No	No	No	No	No
Age 5 Through Age 6	No; except at age 6 may walk to and from bus stop	No; except at age 6 may walk to and from bus stop	No	Yes, playground or yard with immediate access (visual sight or hearing distance) to adult supervision***	No	No
Age 7 Through Age 9	Not Recommended; except may walk to and from bus stop	No; except may walk to and from school	No	Yes with access to adult supervision***	No	No
Age 10 Through Age 11	Yes; with ready access (phone number to an adult supervisor) * / ***	Yes with access to adult supervision and for no more than 2 hours	No	Yes	Yes	No
Age 12 Through Age 14	Yes**	Yes**	Children 12-14 years may be left overnight alone provided sponsor is in local area and access to adult supervision is available***	Yes	Yes	Yes** 13 years of age to child sit for 0-2 years of age
Age 15 Through High School Graduation	Yes**	Yes**	Yes for short TDYs or leave not to exceed 5 days and adult supervision with periodic checks is available***	Yes	Yes	Yes*

* Home-alone training by youth center or other source required

** Red Cross baby-sitting training or equivalent required

*** Adult supervision is defined as someone who has or assumes responsibility for the child, e.g. parent, guardian, care provider, friend.

HAZARDOUS MATERIALS

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive.

If a hazardous materials accident occurs within close proximity of the Center, notify the fire department and follow safety directions. Be prepared to evacuate or shelter-in-place.

BOMB THREATS, THREATENING CALL OR MESSAGE
Calls of a threatening nature should be recorded as accurately as possible and reported to police. Depending on the nature of the call, appropriate action should be taken to protect lives and property, including evacuation.

If possible, record the threatening message carefully with attention to details. If caller ID is operational, record telephone number. Notify police immediately. Get advice from your local police to help determine how to handle the situation. (See Attachment F - Bomb Threat Report Form).

SUSPICIOUS ARTICLE

Evidence of a suspicious article, package, or letter should be reported to the Center Director immediately. Communication to security or police is advised. Do not touch or attempt to move the article unless instructed to do so by police. Follow advice of police to determine appropriate procedures to take within the center.

FIRE

Fire Procedures

Each facility should have a fire emergency plan including an evacuation procedure, marked exits, fire/smoke detectors, fire extinguishers, safe storage and use of flammable materials, and fire safety training and fire drills. The fire plan should specify when and how to evacuate in case of fire and under which conditions staff should attempt to control a fire using extinguishers.

Check with fire officials to remain current on fire safety such as regular inspections and use of fire extinguishers, detectors, and alternate heating sources.

Conduct regular fire safety training and fire drills.

FIRE EMERGENCIES

All Center staff is to familiarize themselves with the fire emergency procedure and maintain their areas free from the accumulation of combustible materials. Staff are responsible for ensuring that all fire extinguishers, alarm boxes, exits, and paths to exits are unobstructed at all times.

If a fire/smoke is discovered, immediately activate the nearest pull station/call 911 and, if available, activate the duress button to report the fire and begin evacuation per the evacuation procedure.

If the fire is small (waste paper basket size) extinguish the fire by using water, blanket, fire extinguisher, etc. **DO NOT TAKE RISKS.** Personal safety and that of the children come first. If the fire is larger, or if the smoke makes it difficult to determine the fire location, evacuate the area and report to the evacuation area. When possible, the Center Director/Designee shall notify Flight Chief of the situation.

Community Resources

School Liaison Officer 575-784-1528

Eastern NM Youth Connection 575-935-0211

Southwest Autism Services 575-742-9032

Untied Way of Eastern NM 575-769-2103

Airman & Family Readiness 575-693-3140

Military Life Counselor 575-825-1300
(Child/ Youth Behavioral)

Health & Wellness Center 575-784-1003

Family Advocacy 575-784-2474

School Age Program Family Bill of Rights

Families in the School Age Program have a right to...

a healthy and safe environment.

confidentiality of personal information.

high quality care in a group setting.

fair and respectful treatment.

opportunities to be involved in the program.

opportunities to express suggestions and concerns.

- The nutritional needs of the children cannot be met.
 - Live wires will require the immediate closing of the Center and the transfer of the children.
- Loss of water that disrupts appropriate hand washing and toileting with clean running water for more than 1 hour.

Reporting Facility System Emergencies

In the event that any of the critical systems for the Center become inoperative, the Director/^{2nd} in Charge shall immediately notify his or her immediate supervisor and Civil Engineering. The CE Facilities person will assess the situation and provide the necessary resources to correct the problem. Facilities will advise on arrangements for temporary services, i.e. electrical power, portable toilets, drinkable water, etc., if possible, if the problem can not be corrected in a timely manner the center may need to close.

The Center Director/Designee shall communicate with CE to estimate the duration of the event. If the duration of the event is likely to pose a sanitary or safety threat, or if the disruption would make the facility environment untenable, the Center may need to close early at the direction of Public Health.

In the event of a major incident involving a critical system, i.e., explosion, building collapse, electrical sparking, etc., call 911 and order an evacuation of the center.

FLOODING

Monitor announcements of Flood Watch or Warnings. Close or evacuate facility if needed. Heed evacuation order from public safety officials.

UTILITY DISRUPTION (water, heat, electricity, water)

If utilities are disrupted in the Center, the Center will make every effort to remain open. The decision to close the Center or delay its opening will be based on the following factors:

- The amount of natural light in the Center
- The temperature in the Center
- The ability and necessity of heating food
- The risk to the health and well being of children and staff.

The staff will begin calling parents/guardians to inform them of the situation after 1 hour of disrupted service. This time period will allow the Center to assess the situation and provide families with as much accurate information as is available. The Center may close or delay opening (confirm with immediate supervisor) if the following conditions are present:

- The temperature on the Center thermostats register 68° or below, or 82° or higher for one hour, with no expectation of heat/air conditioning restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing.
- The natural light in the Center is diminished to the point that children and staff are at risk.
- The main phone line will be inoperable for more than one hour, and no auxiliary cellular phones are available.

School Age Program Children's Bill of Rights

As children in the School Age Program, we have a right to...

be treated fairly.

be treated equally.

be heard; give our side when asked about a problem.

freedom of activity choices.

pick foods that are good for us and tasty.

be who we want to be.

feel safe; to not be bullied.

Ready to Respond Emergency Preparedness

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Watch Conditions are issued by the National Weather Service for the area. When this occurs:

- Tornado spotters are alerted
- Radios should be monitored at the Center office
- All teachers should be notified of the watch
- Tornado shelters should be visited by an administrator to ensure that they are clear

When the announcement to take cover is given, the Director and other management take the emergency information (children and staff emergency contact numbers) and assist in the cover procedures in rooms with and non-ambulatory children first. If more than one administrator is present, divide the building into sections and move to assist. Director and other management need to check all areas for “hidden” children.

When authorities give the all-clear sign, check with the teachers from each room to make sure all children are accounted for.

If there is any question about damage to the Center, do not re-enter the building until security or other emergency personnel have surveyed the building. Inform all the teachers of any facility hazards.

Determine if any areas or routes must be closed from access and inform staff.

If it is unsafe to remain at the Center, assess whether the Alternate site is a safe back-up and evacuate the children to this location.

SNOW AND ICE STORMS

Monitor winter storm watch, warnings, blizzard warnings or travel advisories. Check the status of battery powered flashlights, back-up lighting.

Release non-essential staff in accordance with center closing procedures.

Arrange for snow and ice removal as well as possible debris removal such as fallen trees and utility lines.

TORNADO

A tornado watch means that a tornado is likely over a large area. A tornado warning means that a tornado has been sighted or is indicated on weather radar in a specific area. Monitor tornado watch, warnings, or severe thunderstorm watch/warning.

Tornado Cover – Administrative Procedures

Take Cover Announcements are issued by the Director when one or more of the following conditions exist:

- A tornado is sighted
- A tornado siren is heard
- A tornado warning is issued that affects the Center
- High winds at or exceeding 60 miles/hour
- Golf ball size hail or larger
- Rapidly dropping pressure; dark greenish clouds

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INTRODUCTION

The intent of this plan is to assist the Youth Program Director and staff in responding to emergency situations, provide information that can be used with family members concerning emergency planning, and provide a basis for restoration of services. The Director and staff are considered responsible for the safety of children and will coordinate actions and/or requirements with fire, safety and security personnel

EMERGENCY RESPONSE ORGANIZATION

In the event of an emergency, the Director will oversee the situation at the Center. In the Director's absence, the emergency management responsibilities are delegated to the next in charge.

The *Emergency Response Plan* shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information.

The *Emergency Response Plan* shall be controlled by the Director to ensure appropriate updates, changes, and reviews are incorporated in all distributed copies of this plan. A copy of the plan shall be maintained by the following:

School Age Director's Office
Front Desk

The following situations will be covered by this policy:

Evacuation Procedures and Process
Sheltering/Sheltering in Place
Medical Emergencies
Natural disaster; hurricane, tornado, severe storms
Utility disruption
Fire/smoke emergencies
Hazardous materials
Bomb threat
Suspicious Articles
Potentially Violent Situations
Random Acts of Violence

Procedure For Life Threatening Emergencies Person finding injured or ill person shall:

- Remain calm, render first aid, and call for help. Do not move the injured or sick person unless his/her safety and health are at risk.
- Call 911 for emergency medical services and report the incident or request someone else to call. Stay on line with the dispatcher and provide information as requested.

Center Director or designee shall:

- Report the incident to 911 if they have not already been called.
- Assign an individual to meet the emergency medical personnel to guide them to the location.
- Pull the AF Form 1181 or Staff emergency data of the injured from the files and provide it to the emergency medical personnel upon arrival.
- Assign a staff member to accompany the patient to the hospital if parents are not available.
- Make notification to applicable emergency contact of the patient.
- Insure that the appropriate paperwork is completed.
- Contact the following to report the incident:
Immediate supervisor, Commander, and AFSOC
- Maintain communications with staff member assigned to stay with the patient for progress reports.

For more information on general guidelines, see Attachment D - Guidelines for Handling Medical Emergencies.

SHELTERING/SHELTERING IN PLACE

Sheltering is conducted in response to tornadoes and severe storms. Sheltering **in place** as defined as moving people into the building and isolating the building environment from the outside. Emergency response personnel will shut down air handling (HVAC), water, and electrical systems, as required, however, many air handling systems will shut down automatically. Sheltering in place is conducted in response to hazardous materials incidents.

Sheltering: Any sheltering area should be identified on the center plan

- Identify shelter areas that provide the most structural resistance from collapse.
- Shelter areas will be free of items that may fall on sheltered people.
- Shelter areas will have a flashlight or emergency light available.

Sheltering in place: Shelter in place may involve keeping all windows and doors closed and covering all air intake vents to provide protection from airborne hazardous materials.

- Ensure all Center staff and children are in the building (outside playground areas are unoccupied).
- Ensure all doors and windows are closed and secured.
- If necessary, emergency response personnel will shut off all HVAC systems to isolate the outside air from the building if the system has not already shut down.
- Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

MEDICAL EMERGENCIES

Life Threatening Medical Emergency means that the patient requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating. Examples of life threatening medical emergencies are: compound fractures; severe lacerations; internal bleeding; severe burns; difficulty in breathing; heart problems; shock; severe allergic reactions to insect bites/foods, medications; poisonous plant contact or animal bites; ingestion of chemi-

Disgruntled Impaired Parents/Guardians, or Parent's
Guardian's Authorized Representatives
Hostage Situations
Missing Child

OVERALL OPERATIONAL CRISIS/EMERGENCY ROLES & RESPONSIBILITIES

In the event of an emergency situation, the Director shall declare an emergency situation and institute the appropriate response actions. In the event that the Director is not available, the next person in authority shall assume the responsibilities of the Director.

Program Director:

1. Familiarize all staff with the crisis/emergency response plan and ensure effective implementation.
2. Ensure that the Center's practice drill program is implemented and documented.
3. Ensure supplies and equipment are present and checked at least monthly.
4. Review each crisis/emergency situation to ensure that proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.
5. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action. Activate contact with Flight Chief and/or other base authorities to inform Center of potential or existing crisis/emergency situation.

Next in Charge

The responsibilities of the person Next in Charge are to assist the Director during an emergency, and in the absence of the Director, assume all responsibilities.

- Become familiar with the Crisis/Emergency Response Plan.
- Provide and complete crisis/emergency response training to employees on a regular basis and update as necessary.
- Take the lead in planning, implementing, and tracking all training to update and check the accuracy of current crisis/emergency response procedures.
- Work with the Director to investigate and evaluate each crisis/emergency situation to prevent repetition of ineffective efforts.
- See that all injuries and issues are attended to immediately and referred to the Director to determine if further notification to supervisors, AFSOC or HQAFSVA is required.
- Coordinate a regular plan of inspection of work areas to detect unsafe conditions and work practices.
- Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.

4. **Play Space Assignment:** Determine where to set up different groups of children,
 - If possible, use blankets, tables, and chairs to define areas.
 - Determine the nearest and safest bathroom and arrange for supervision.
 - Report back to the Evacuation Chief with updates, needs, and problems during his/her rounds.

Key materials: Prepared Emergency Evacuation Kit (see Emergency Kits and Supplies, Attachment C) including some play materials.

5. **Pick-Up Assignment:**

- Establish an area away from the primary play area and first aid areas to control access.
- Collect all the sign-in sheets to monitor family pick-ups.
- Select a staff member to collect children and bring them to the pick-up point.

Report back to the Evacuation Chief with updates, needs, and problems during his/her rounds.

Key materials: Sign-in sheets; marker/pens and paper; highly visible cap.

1. Evacuation Chief: Director

Alternate: Assistant Director or 2nd in charge

- Make sure all children are accounted for.
- Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
- Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space areas and first aid station.
- Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point – when possible, be the one to make contact with those families whose children are injured as a result of the event.
- Inform Command Support of your circumstances as soon as you are able.

2. First Aid Assignment:

Administer First Aid as necessary

Key materials: Complete First Aid Kit, flashlights, batteries, contained in a labeled bag.

3. Communications Assignment:

- Check with Evacuation Chief about exact info to give to families when calling (emphasis should be placed on the child's condition and the pick-up location).
- Locate nearest phone and collect the emergency information from the Evacuation Chief with family phone numbers.
- Discuss with the Evacuation Chief, the exact wording to offer families whose children have been injured in some way by the event.
- Report back to Evacuation Chief with updates, needs, and problems during his/her rounds.

Employee responsibilities:

- Notify the Director of emergency situations as they become aware of them.
- Follow emergency procedures as outlined and directed by the person in charge.
- Safety and well being of the children in their care.

Sponsoring Organization

The United States Air Force is responsible for the safety of the building and grounds. The health and safety, security, and facilities procedures established by the United States Air Force shall be followed by the Center in conjunction with center policies and licensing regulations. For emergencies, the Director shall immediately call 911 for medical, fire, or security emergencies. They will notify appropriate United States Air Force response personnel as necessary.

**EMERGENCY NUMBERS, SYSTEMS,
AND LOCATIONS**

Use Emergency Numbers list (see Attachment A); post by all phones and attach a copy to this plan.

All areas should have a floor plan outlining the evacuation route from that location as well as denoting the location of all fire extinguishers and pull stations. In addition to information on the floor plan, complete the following:

Youth Center Systems Locations:

SYSTEM	LOCATION
Central Alarm Control Box	Boiler Room
Main Telephone Panel	Boiler Room
Central Sprinkler Shut Off	Boiler Room
Gas Shut Off	Boiler Room
Furnace Shut Off	Boiler Room
Emergency Power Source	Boiler Room
Water Shut-Off	Boiler Room

SYSTEM	LOCATION
Central Alarm Control Box	Electrical Room
Main Telephone Panel	Communications Room
Central Sprinkler Shut Off	Electrical Room
Gas Shut Off	Boiler Room
Furnace Shut Off	Boiler Room
Emergency Power Source	Electrical Room
Water Shut-Off	Boiler Room

School Age Center Systems Locations:

Center Accountability Process

In the event of an evacuation, the School Age staff will take all AF Forms 1930's. The desk clerk will take all AF 1181's, medication and visitor log.

The Evacuation Chief will notify appropriate authorities; i.e., Fire Department, Security Forces, Flight Chief, of the results and report any missing children, staff or visitors, providing information as to possible locations.

EVACUATION AWAY FROM THE CENTER

Procedures at Evacuation Location Site

There are 5 essential jobs during a Center evacuation (assume responsibilities if possible during an emergency):

- Evacuation Chief
- First Aid
- Communications
- Play space operations
- Child pick-up point

Before an emergency occurs, a person and alternate should be assigned to each of these jobs (see page 42 for details).

EMERGENCY NOTIFICATION

Evacuation duties:

- Maintain order during the evacuation.
- Ensure the searchers perform their duties as assigned.
- Provide accountability for all occupants in their assigned areas and report results to the Evacuation Chief.
- Stay with the evacuated group until notified by emergency response personnel.

Any center employees other than the Director and Asst. Director who are not counted in ratio at the time (Searchers) are appointed by the Director (Evacuation Chief) and are responsible for ensuring that all occupants in their assigned areas safely and properly evacuate to their designated assembly areas.

Pre-evacuation duties:

Pre-plan all areas that require searching in the event of an emergency; i.e., restrooms, closets, structures on playground areas, etc.

Be knowledgeable of the responsibilities of searchers.

Evacuation duties:

- Upon notification of an evacuation, all employees should begin assisting with the orderly evacuation of occupants.
- A staff member from each classroom should conduct a thorough search of assigned areas when occupants have evacuated, reporting findings to the Evacuation Chief for their area. Where possible, employees not assigned to a classroom should be assigned this responsibility.
- Assist the Director and Asst. Director as necessary.

Introduction

The Center response for most emergencies generally involves either sheltering in or evacuation. The exception to this is providing emergency medical care and use of fire extinguishers for small, localized fires.

Protocol for Notifying Emergency Personnel and Other External Parties

All emergencies shall be reported as follows (see table on next page):

Emergency Event	Initial Notification	Secondary Notification	Actions
Fire Alarm, Smoke, Noxious/ Toxic Fumes	Pull Fire Alarm 911	Flight Chief 784-7650	-Evacuate the building.
Telephone Bomb Threat to Center; Security Issues	911	Flight Chief 784-7650	-Gather information from caller -Evacuate the building.
Suspicious item left in the Center	911	Flight Chief 784-7650	-Follow instructions from Security/911 -Evacuate the building.
Suspicious package delivered to the Center	911	Flight Chief 784-7650	-Follow instructions from Security/911 -Evacuate the building.
Medical Emergencies	911	Flight Chief 784-7650	-Follow instructions from 911
Security Incidents (disgruntled person, break-in, etc.)	911	Flight Chief 784-7650	-Follow instructions from Security/911
Post Natural Disaster (building unsafe)	Civil Engineering 784-2001 -Call 911	911	-Follow instructions from Security/911 -Evacuate the building
<u>BASE FD/PD Directed</u>	Flight Chief 784-7650	N/A	

Evacuation duties:

- Initiate evacuation procedure by either pulling the fire alarm box and/or notifying building occupants through the inter-com system, if available.
- Notify Flight Chief of evacuation initiation.
- Report to the designated assembly area.
- Ensure searchers carry out their assignments.
- Ensure accountability of building occupants through the reports of the coordinators.
- Determine if evacuation area provides adequate safety of children. Initiate further evacuation to other facility if necessary.
- Coordinate with the City emergency response personnel as needed.

The Assistant Director's/2nd in charge primary responsibility is to ensure that all Center occupants assigned to their area are evacuated when necessary and accountability is reported to the Director (Evacuation Chief).

Pre-evacuation duties:

- To be knowledgeable of the duties of the Evacuation Chief and searchers.
- To have access to a list of all occupants in their area for accountability purposes.
- To ensure all exits are marked, unobstructed, and signs are lit (if applicable).
- To check that all evacuation signs are posted and are accurate.

Specific Duties and Responsibilities for Evacuation or Drills

Definitions of people responsible during an evacuation:

- Emergency Assembly Area - An area outside the Center building that is designated for assembly of the building occupants in the event of an emergency.
- Evacuation Chief (normally the Director) - The person responsible for the evacuation of Center building occupants.
- Searcher Desk Clerks and Director- The person(s) responsible for checking that all occupants have evacuated the Center building.
- The Director and any other Center employees not counted in ratio will assist in all duties and responsibilities as designated by the Director.

The Center Director (Evacuation Chief) is responsible for notifying building occupants to initiate evacuation of the building, ensuring that the building has been safely evacuated, and for ensuring accountability for all occupants.

Pre-evacuation duties:

- To assure evacuation assembly areas and routes are posted in all areas.
-
- Ensure that all assigned employees are knowledgeable of how, when, and where to evacuate when necessary.

Base agencies (fire, safety, security) shall notify the Director of emergency situations that may impact the facility and/or occupants.

Once the situation is under control, the Director shall contact their immediate supervisor to inform him/her of the situation and current status.

Signs and Postings

A floor plan/diagram should be posted in all areas indicating the primary and secondary routes for egress from each area. The diagram will also identify the building's shelter locations and evacuation assembly areas. Emergency phone numbers shall be prominently displayed by all telephones in the Center. The Center approved shelter areas are identified by a placard containing a tornado symbol over the door to the shelter (for those centers in tornado prone areas only). The emergency shut off for the HVAC system, water supply, and electric service supply shall have a sign placed by the control identifying it as the primary disconnecting/shutoff means.

CENTER EVACUATION SITES

Plans should be well thought out with regard to immediate area threats and more widespread area threats prior to designation. Provide information on where the center plans to evacuate for families. This information should be provided in an annual notice to families (see Attachment B Emergency Evacuation Plan).

Immediate Area Threat (i.e.: bomb threat, fire, flood, other major building problem, etc.)

Leave the building and gather in a predetermined location.

- Youth Center—Cannon AFB Chapel
- School Age Center—Youth Center

More Widespread Threat (i.e.: Area evacuation, chemical spill, widespread fire, etc.)

If the program must evacuate to another location, transportation will be provided by base personnel for all children and staff to a location deemed safe for use.

Mass Ordered Evacuation (i.e.: declared state of emergency)

If mass evacuation is required, base personnel will provide transportation for Center staff and children.

Emergency personnel (local police department) should have a copy of your evacuation plan on file.

Evacuation Areas

The designated evacuation areas for the Center are the farthest points from the building within the fenced outside playgrounds (or 75 Ft from building) and the center parking areas. If the Director determines that the designated evacuation areas do not provide adequate protection for the children, a previously determined alternate evacuation assembly area will be utilized. The designated transportation will be sent to the Center for assisting in the transportation of the children. Security or the base emergency response team will assist in the orderly evacuation of the children.

Evacuation Planning

It is critical to conduct evacuation drills in order for children and staff to understand how to respond in the event of an emergency. The Center should hold drills monthly to include various times of the day.

Sheltering In Areas

In the event of a natural emergency, i.e. tornado, severe storms, or hazardous airborne chemicals incident outside the Center facility, the children and other occupants of the building will shelter in place in the prearranged designated areas as necessary.

In the event of an emergency requiring an evacuation away from Center premises, the Center shall coordinate necessary provisions for the transportation and continued care of children until parent/

CENTER EVACUATION PROCEDURES

The following measures should be taken during an evacuation:

- Check attendance and compile an accurate attendance list.
- Use list during evacuation and take it along during transport to host facility.
- Account for all children, staff, and visitors during the evacuation process.
- Transport all necessary medications, supplies, records, emergency numbers, and cell phone.
- Coordinate all actions with base public safety and/or emergency management officials.
- Confirm required transportation resources and arrival time.
- Prepare to evacuate to the host facility based on situation.
- Contact host facility with estimated time for arrival of children and staff.
 - Pre-determined assembly area nearby requiring short walk or transportation.
 - Transportation to host facility some distance away.
- Notify families of evacuation and host facility information, if possible.
- Make arrangements for support of children at host facility until reunited with families or return to evacuated facility.