

Fairchild AFB Youth Program



Family Handbook

Updated: October 14, 2016

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Key Personnel: The following is a list of key personnel associated with Youth Programs:

Youth Programs Director:	John Smith	509-247-5601
Asst Youth Programs Director:	Angela Newsome	509-247-5601/8043
Teen Center Director:	Angela Perez	509-247-8043
School Age Program Coordinator	Jennifer Foland	509-247-5601
Youth Sports Director	Ryan Frost	509-247-5619
Airman & Family Services Flight Chief	Janna Keller	509-247-5307

Purpose: The purpose of the Fairchild AFB Teen Center is to provide social and recreational activities that are age appropriate, educational, and entertaining for youth when school is not in session. Please note: The Teen Center is not childcare. Youth have more freedoms and more levels of responsibility and therefore have greater expectations on issues related to maturity and accountability.

Mission Statement: To assist DoD Military & 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.

Philosophy: It is our philosophy that Youth Programs should provide safe, enriching, supervised environments for Middle School and High School aged youth during out of school time. Individual interests, experiences, abilities and needs guide the programming. Youth have the right to be heard, listened to and influence decisions. We promote experiences and opportunities that enhance rather than duplicate the school day. Our programs maintain an atmosphere that encourages flexibility and allows for freedom of choice within appropriate guidelines. We strive to reinforce family and cultural values and emphasize the uniqueness of each child by promoting positive attitudes and validating self-worth.

Goals:

- Personal Development – supporting positive self-concept, fostering independence and life skills, encouraging responsibility
- Social Development – establishing friendships, learning social skills, gaining social support, developing a sense of community and teamwork
- Physical Development – building physical and recreational skills, appreciating the ability to rest and relax
- Cognitive Development – advancing success in school, exploring new ideas and facts

In order to achieve these goals, we incorporate curriculum, programs and activities in accordance with Air Force regulations and our partnership with the Boys & Girls Clubs of America and 4H. We implement positive guidance, mentorship, and leadership techniques to provide youth the opportunity to develop positive relationships, strong self-esteem, life skills, and experience and embrace diversity and community connections.

Family Rights and Responsibilities:

Families enrolled in Youth Programs have the following rights:

- To safe and supervised care
- To fair and equal treatment
- To non-discrimination on the basis of race, ethnicity, national origin, gender, age, or disability
- To information about their child(ren) enrolled in the program
- To be involved in the program

To express grievances

Families enrolled in the Youth Programs have the following responsibilities:

- Remaining informed about program policies and procedures
- Communicating with their child(ren)'s program manager in a timely manner
- Using the appropriate methods of expressing grievances
- Keeping the program informed of ways they need their child's needs met
- Honoring their contract with the program

Youth in the program have the following rights:

- To express their feelings
- To fair and equal treatment
- To not be discriminated against
- To not be bullied or teased
- To see their culture, traditions, ideas, and interests reflected in the program
- To express unfair treatment

Youth in the program have the following responsibilities:

- Knowing and following program rules and behavior expectations
- Communicating their needs

Program Eligibility: Active Duty, Retired, and DoD Civilian. Middle School and High School Grades 6-12 (up to age 18 and/or still attending High School).

Fees and Payments:

12 Month Membership*: \$72.00

Summer Membership (June – August)*: \$25.00

Field Trips and Activities may have additional cost

Cash and personal checks are accepted as forms of payment. Checks must contain the following information: name, address, assigned unit, duty phone, home phone, and DoD identification number.

***Fees are not prorated at any time. Annual Memberships are based on the month that the youth enrolls and are renewed the following year in the same month.**

Registration Procedure: Enrollment in the Youth Program includes: AF Form 88, Child Placement Questionnaire, Parent and Youth Contract, 4H enrollment, Youth Computer/Internet Acceptable Use Policy, Memorandum for CYB-MFLC, Memorandum for Topical Lotion Application, and Immunization Records. Failure by families to maintain current and complete documents may result in denial of participation in program until forms are brought up-to-date.

Youth with Special Needs: Including dietary restrictions and allergies, are required to have the program's Medical Advisor complete a *Recommendation for Care* form. Enrollment into the program may be delayed while the recommendations are reviewed and/or accomplished. Failure by families to maintain current and complete documents may result in denial of participation in program until forms are brought up-to-date.

Hours of Operations: Youth Program is opened from 1430-1800, Monday through Thursday, Friday 1430-2200 during the school year for scheduled late night activities for High School youth. During the Summer the Teen Center extends hours of operation by opening at 1300. There will be no credit or refunds given for illness, family days, inclement weather, disciplinary suspensions, federal holidays or any days parents choose not to bring their child to the program. Youth Program will be closed on all Federal holidays, Family days and we close whenever inclement

weather alters normal base operations.

Inclement Weather: Youth Programs follows any announcement regarding inclement weather made by the Medical Lake School District and Fairchild AFB. The program will close during base and school closures as indicated by the command.

Child Supervision: Parents are asked to review the Base Child Supervision Policy provided as a part of this handbook. Youth should never be left unattended in POV's in the Youth Center parking lot. Additionally, parent is asked to never leave a running car unattended in the Youth Center parking lot.

Emergency Preparedness: Youth in the program will experience emergency drills, to include monthly fire evacuations. These drills are conducted to acquaint youth and staff with the proper evacuation and youth accountability procedures. Parents are asked to reinforce the importance of such practices with their children.

Sign in Policy: Youth Programs has a system in place to ensure accountability of youth at the Center. When arriving to the center all youth must sign in on their appropriate sign in sheet with their first and last name, sponsor's branch of service, as well as the current time. When inside the building or outside with a staff member youth must remain signed in at all times.

Sign out Policy: When leaving the center, all youth must sign out on their appropriate sign out sheet with the current time. When youth sign out of the facility, youth need to leave the premises (including parking lot, field on both sides of the building, and field across from the parking lot).

Because accountability and supervision are critical areas of concern for our program, we need full support from youth, 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 youth follow the safety rules at all times.

Programming: Youth Programs is a partner with Boys & Girls Clubs of America and 4-H which allows the program to offer activities and curriculum provided by these agencies. All youth must enroll in 4-H upon enrolling into Youth Programs. Parents who would like more information on BGCA and 4-H programming should speak with the Teen Coordinator or Training and Curriculum Specialist.

Weekly/Daily curriculum plans are posted in the front of the building at the beginning of the day. Developmentally appropriate and engaging activities are planned for each activity area. Parents and youth are encouraged to suggest activity ideas, volunteer to lead or teach activities, or contribute to activities in any way possible.

Homework Assistance: During the school year, the program is dedicated to providing youth academic support and assistance with homework, school assignments, and test preparation. Parents are encouraged to speak with staff to discuss personalized ways the program can meet their child's needs. Staff members encourage youth to work toward education goals in fun and supportive ways. Staff will gladly remind youth of homework expectations but will not limit or deny children's choice to participate in other activities prior to completing homework.

Internet Usage Policy: Fairchild AFB Youth Programs requires responsible and ethical behavior on the part of all Computer/Internet users. Failure to adhere to this policy will result in restriction of access to the Internet and/or disciplinary actions.

1. Sites that include lewd, vulgar, violent (No weapons), and/or pornographic content will not be visited. This includes sites such as YouTube and other such sites that contain videos and content that would be considered offensive. Sharing information regarding sites deemed to be inappropriate will be reviewed and guidance procedures implemented as determined by the supervisor on duty.

2. Youth with personal devices such as cell phones, laptops, iPads, etc. should not be used to access the Wi-Fi or access inappropriate sites via their own cellular carrier while signed into the center. Youth found to be accessing the internet inappropriately will be given a reminder and warning. Future infractions will include implementation of the

program's behavior policy. The device may also be confiscated until the youth leaves for the day.

3. **Social Websites:** Youth may not use social websites (Facebook, My Space, etc.) to post lewd, vulgar, or inappropriate content. These behaviors can include inappropriate pictures, initials/acronyms which stand for inappropriate words and phrases, and/or posts that degrade teachers, coaches, and other youth. Youth may not use these sites to bully others or to chat inappropriately with other youth. Youth should delete inappropriate posts from others immediately and carefully consider friends that are accepted. Failure to comply will result in parental notification, suspension and/or expulsion from the program.

Parent Communication: Parents will find there are many ways to communicate with program personnel. Parents may speak directly to any staff, Teen Coordinator, and/or Training and Curriculum Specialist regarding their child's behavior, program questions, concerns, or suggestions.

The program utilizes monthly calendars in the "Link" to inform parents and youth of program announcements and special events. A Program Parent Bulletin Board will keep parents informed on daily activities, community events, and other important information. The most up to date information will always be available at the center. Due to marketing deadlines it may be impossible to change printed material such as the LINK when changes occur that are beyond the control of Youth Programs. Families and/or program staff and managers can request conferences to discuss a child's behavior at any time during the year.

Field Trips: Youth may sign up and pay without parent permission. However, payment (if required) is due at the time of registration. Youth that sign up and pay for field trips and do not show up will not be refunded. Staff will ensure an emergency contact number is available for all youth attending field trip. Youth cannot sign out during a field trip without a parent and/or guardian present.

Transportation: Youth programs will transport youth to and from field trip locations utilizing government vehicles only. Occasionally, this may include a school bus which is leased from Medical Lake School District or a chartered vehicle. Staff are never permitted to transport youth in their Privately Owned Vehicle (POV).

Facility Usage by outside programs: For other programs to utilize the Teen Center Facility the program representative must request permission from the Youth Programs Director. If facility use is granted, the representative must sign out a key from the supervisor on duty and sign a contract with Youth Programs. The program representative is responsible for the safety and cleanliness of the facility.

Grievances: Youth Programs families and youth have the right to express grievances or concerns. It is the program's policy that families and youth have the right to be treated in a non-discriminatory manner and without fear of retaliation or punitive measures when expressing grievances. Youth Program patrons, youth, and program personnel are to follow these procedures for expressing grievances with the program.

All persons involved in the grievances process are to conduct themselves in a professional and private manner. All parties have the right to exclude themselves from grievance discussions if they feel unsafe or that there is a violation of confidentiality or professionalism.

All grievances and concerns should be presented and attempted to be resolved at the lowest level possible. Honest and open communication is the key to resolving most conflicts.

Parents and guardians of youth enrolled in the Youth Program may initiate a grievance at any time by speaking directly or submitting their issue in writing to the Teen Coordinator.

1st Level - Discuss your concerns or grievances with the Teen Coordinator for a prompt resolution.

2nd Level - If grievance is unresolved at 1st level; you are encouraged to address your concern with the YP Director. The YP Director shall meet with parents within two business days when notification of a grievance is received to seek prompt resolution.

3rd Level – If grievance is unresolved at 2nd level; it will be brought to the attention of the Airman & Family Services (A&FS) Flight Chief. The A&FS Flight Chief will examine the facts to mediate a positive resolution within five business days of the grievance.

The Fairchild AFB Chain of Command or the Inspector General's Office are also available to Military and DoD Civilian sponsors.

Youth enrolled in Youth Programs may initiate a grievance at any time by speaking directly to a staff member or the Teen Coordinator (informal grievance); or by submitting their issue in writing (formal grievance).

1st Level - Discuss your concern with the individual if possible. Honest and open communication will often resolve an issue without getting others involved.

2nd Level – If grievance is unresolved at 1st level; you are encouraged to address your concern with the Teen Coordinator who may request additional information if necessary to reach a decision. The Teen Coordinator shall meet with youth within two business days, when a grievance is initiated. The Teen Coordinator will obtain the facts, and seek prompt resolution.

3rd Level – If grievance is unresolved at 2nd level; it will be brought to the attention of the YP Director. The YP Director will investigate the facts to mediate a positive resolution within five business days of submission of the grievance

Guidance: Program staff will work closely with parents to monitor behavior. This will include day-to-day interactions, written reports, informal and formal conferences. Parents of youth exhibiting unsafe, harmful or disruptive behaviors may be called and asked to remove the child from the program or the child may be directed to leave the program for the day. Repeated behaviors or those that jeopardize the safety of the child, other children, or staff can result in the child being temporarily suspended or removed from the program permanently. Program staff utilizes conflict resolution skills with youth in the program. Youth are encouraged to solve their own conflicts and are taught strategies to help them resolve their issues. Parents are asked to encourage their youth to work through conflicts utilizing positive conflict resolution methods.

Family Involvement: There are a number of different ways for parents and families to become involved in the program. Families are encouraged to participate in program activities.

Child Abuse Prevention: Any case of suspected maltreatment, to include child abuse and neglect, of a child by a parent or staff member will be reported immediately to the appropriate agency and/or office. All program personnel are mandated reporters of child abuse and neglect. The program uses closed circuit television as well as extensive background checks of all personnel and volunteers to protect youth enrolled in the program. Unauthorized persons will not be granted access to the program and/or youth without staff escort. Please contact Family Advocacy at (509) 247-2687 or Department of Defense Child Abuse and Safety Violation Hotline at 1-877-336-4592 to report any concerns.

Staff Recognition: All staff are required to wear a shirt and/or jacket that display the YP logo as well as their name identification badge.

Behavior Expectations: The following list of behavior expectations is required of all youth who attend the program. Each youth will:

- A. Respect the Staff who work and operate the Preteen and Teen Center
- B. Respect the other youth who attend the Preteen and Teen Center
- C. Respect the physical property of the Preteen and Teen Center, including the building, grounds and equipment.

Respect is defined as: ***'To consider with high regard and esteem, and to refrain from interfering with.'*** Since different people approach respect from different positions, the position of reference is that of the Program Manager and the Youth Programs Chief. This means that while a youth and/or parent may not interpret a behavior as being disrespectful, it may be interpreted that way by a staff member. The Program Manager and Youth Programs Chief will have final authority in determining if the behavior is disrespectful or not.

In addition to the expectations listed above, the following are general guidelines* of behavior that Each youth is expected to follow at all times in the center and on authorized activities outside of the center:

- A. All Youth are required to sign in and out of the program
- B. Food and Beverages are to be consumed only in designated eating areas. The only exceptions are during special events, activities, and field trips as determined by the Program Manager and Staff.
- C. Disruptive behavior, such as roughhousing, running, horseplay, fighting, (hitting, kicking, biting, pushing, etc.) and inappropriate language is not allowed.
- D. Bullying, including name-calling, put-downs, teasing, or any type of discriminating behavior is not allowed.
- E. Public displays of affection (PDA) are not allowed.

*Please note: this is not an exhaustive list. It would be impossible to list all of the behavior expectations and guidelines for youth to follow and eventually the list would be too long. Since this is the case, youth will be expected to follow common sense guidelines.

If problems and conflicts arise between youth, they are expected to attempt problem solving the issues between themselves first, before involving a staff member. Youth will be encouraged to use positive conflict resolution skills. At no time should any youth use physical, violent, or threatening methods to try and solve problems. Please be aware that fighting can result in an automatic removal from the program, regardless of who initiated the contact, who retaliated, or who was defending themselves against a physical altercation.

Failure to meet the above listed expectations will result in:

- A. First offence will result in a verbal warning that behavior is unacceptable
- B. Second offence will result in the youth being asked to choose a new activity and/or area
- C. If the youth has more than two offences they will be asked to leave for the remainder of the day. Their behavior will be documented and a parent/guardian will be notified of the behavior issue
- D. If the youth continues to not adhere to expectations they may be suspended from the program for up to 3 days
- E. Serious offences will result in long term suspension of 3+ days to be determined by the Airmen & Family Services Flight Chief
- F. Any action that threatens the safety of the youth, staff or individual will immediately result in a minimum consequence of guideline **C**

Illness/Disease: The program will not accept youth into the Teen Center who are exhibiting signs of illness to include: fever, diarrhea, vomiting, rash with fever or behavioral changes, active tuberculosis, impetigo, streptococcal pharyngitis, head lice, scabies, chickenpox, rubella, pertussis, mumps, measles, hepatitis A, and other illness identified by a doctor or the base Medical Advisor requiring exclusion. Families are asked not to allow youth to

come to the program if they are exhibiting signs of a contagious disease. Parents are asked to contact the program if their child has a contagious illness so that other families may be notified of the exposure. Youth who become ill while in the program will be asked to call a parent/guardian to pick them up. This would include fever of 101 degrees, diarrhea, or vomiting that occurs two or more times within two hours or if the child does not feel well enough to participate in activities.

The child must be picked up within one hour from the time the parent is called. The Youth Program will contact a family's Emergency Contact and/or Sponsor's Supervisor if the child remains in the program for two hours after the initial contact. The Supervisor on Duty will discuss the signs and symptoms of illness with the parent. Procedures for returning to the program will also be discussed.

Medications: Medications can be administered in the program with proper documentation only. Parents must complete an AF Form 1055 and initial the form daily, indicating when medications are to be self-administered. Medications will not be administered if the AF Form 1055 has not been initialed for that day. "As needed" and emergency medication must be initialed once a year by the parent/guardian. If it is necessary to use them, the program will contact the parent by phone and receive confirmation to administer the medication. Medications must arrive to the Youth Program in the original container. All medications must have the following information on the prescription label: name of physician, date filled, prescription number (except for meds from the ER), child's name, dosage amount and frequency, ending date (ex: use for 10 days or until completed). Please label all items clearly with child's first and last names.

Emergencies: For youth who experience health problems or injuries while in the program, parents will be notified about the situation. Parents will be contacted immediately for serious accidents or illness. In the event that a parent/guardian cannot be contacted, YP staff will attempt to contact the person listed as the emergency contact on the AF88. It is for this reason that the emergency contact person cannot be the parent or sponsor and that the information provided must be accurate and up to date. The supervisor on duty will determine if the youth is to be removed from the program. An ambulance will be called for youth who have conditions requiring medical attention beyond basic first aid. Accidents will be reported on AF Form 1187, Youth Flight Accident Report. Parents are required to read and sign the report. If your youth is seen by a doctor and/or requires hospitalization, parents are required to notify Youth Programs immediately.

Drug, Alcohol, Tobacco Policy: Smoking and the use of tobacco is not permitted for both youth and adults in or around the Teen Center. Smoking by adults is not permitted within 50 feet of an Air Force Youth facility. Alcohol, illegal drugs and weapons of any kind are not allowed in Youth Programs facilities or YP sponsored trips and events. Use or possession of tobacco products, alcohol, drugs or weapons in Youth Programs may be grounds for removal. Parents appearing to be inebriated will not be allowed to remove their child and Security Forces will be notified immediately.

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

Community Resources

<u>Name</u>	<u>Unit</u>	<u>Ph. Number</u>
Ms. Janna Keller	Airman & Family Services Chief	247-5307
Capt Matthew Willerick	ADAPT (Drug and Alcohol)	247-2731
Lt Cdr Kenneth Simmet (Liason- Mental Health Services)	Resiliency	247-2731
Mr. Chris Marble	92nd A&FRC Chief	247-2246
Mr. John Gahagan	Fitness Center	247-3948
Mr. Steve McMullen	A&FRC SLO & EFMP	247-5748
Mr. Will Saultes	HAWC	247-5590
Ms. Dana McDonough	Housing/Balfour Beatty	244-6500
Ms. Georgia Allen	Balfour Beatty/Community Center	315-9143
Ms. Jessica Bradshaw	SAPR (Sexual Assault)	247-7272
Ms. Keirsten Hess/Brianna Tottenhoff	American Red Cross	326-3330 x202
Ms. Ruth Sunde	Family Advocacy	247-2687
Ms. Janet Bunn	DAVA/FAP (Domestic Abuse)	481-9025 (24/7)
SMSgt Daphne Soto	EO (Equal Opportunity)	247-2555
Lt Col James Glass	HC (Chapel)	247-2264

SPOKANE AREA RESOURCES

Boys & Girls Clubs of Spokane County
544 E Providence Ave
Spokane, WA 99207
(509) 489-1464

Cheney Parks & Recreation
615 4th St.
Cheney, WA 99004
(509) 498-9251

4H – Spokane County Extension office
222 N. Havana
Spokane, WA 99202
(509) 477-2048

Airway Heights Parks & Recreation
AH Community Center
13120 W. 13th Ave
Airway heights, WA 99001

YMCA of the Inland Northwest
1126 N. Monroe
Spokane, WA 99201
(509) 777-9622

Medical Lake Parks & Recreation
PO Box 369
Medical Lake, WA 99022
(509) 565-5007