Welcome to the Hurlburt Field Child Development Center (CDC). We hope your tour at Hurlburt will be a great one and that we at the CDC will be of service to you and your family.

The CDC offers child care services to help you meet your obligations to the Air Force and enjoy social, educational, and recreational opportunities. The CDC is part of the 16th Services Squadron and comes directly under the supervision of the Family Member Programs Flight Chief at 884-2953. The CDC Director may be reached at 884-6664.

We look forward to working with you and welcome your suggestions about ways we can better serve you!

Our Mission

Our programs must meet the needs of our military community with its "ready-in-a-minute" lifestyle by creating a place for children that is solid in philosophy and developmentally appropriate practices and by providing security to children and families who may live in a not-so-secure world.

Programs

Full Day Care: For children 6 weeks to 5 years. Fees are established by DOD and are adjusted annually. A sliding scale based on total family income determines fees. To apply for fees based on total family income complete DD Form 2652 Application for DOD Child Care Fees. You must attach your most recent pay statements for all adults living in your household. Full Day Care is offered for up to 10 hours per day, 52 weeks of the year. Fees are not prorated for center closings, illness, vacations or TDY's.

Hourly Care: This program is offered for children, 12 months to 5 years, when full-time children are absent.

Florida Voluntary Pre-Kindergarten Program: A part day learning experience for 4 year old children whose birthday falls before September 1 of the school year. Program runs August to May, Monday through Friday. Contact the CDC for specific class times.

Enrollment Requirements

To enroll your child in any of our programs, please provide the following:

- DD Form 2652
- Up-to-date shot records
- Completed AF Form 1181
- Hurlburt CDC Weekly/PDVPK Agreement

Staff Qualifications

All Air Force Centers are inspected annually and certified by a representative from DoD. All employees who work with children must successfully complete the following:

- Local Agency and National Background Checks
- New Employee Orientation & 24 hours training annually.
- CPR/First Aid within 6 months, annually thereafter
- Three Air Force Training Modules within first 6 months and complete all 15 modules within 18 months of employment.

Air Force Family Member Programs

Child Development Philosophy & Goals

The practices of Air Force Child Development Programs are based on current knowledge of child development and early childhood education. We are responsible for supporting the development of the whole child, meaning all areas of development are considered inter-related and equally important. Our program acknowledges that children learn through active, hands-on involvement with their environment, peers, and caring adults. We respect each child's unique interest, experiences, abilities and needs, thus allowing us to be responsive to and appropriate for each child. Children are valued as individuals, as well as part of a group. Likewise, our program respects and supports the ideals, cultures, and value of families in their task of nurturing children. We advocate for children, families, and the early professionals within our programs.

Goals

- Foster positive identity and sense of emotional well-being.
- Enhance social skills.
- Encourage children to think, reason, question, and experiment.
- Promote language and literacy development
- Build physical development and skills.
- Support sound health, safety, and nutritional practices.
- Advance creative expression, representation, and appreciation for the arts.
- Appreciate and respect cultural diversity.
- Develop initiative and decision-making skills.

"A Safe, Caring Environment For The Ones You Love"

Hours of Operation
Monday–Friday
6:15am–5:30pm

Phone
(850)884–6664

visit us online at
www.hurlburt.af.mil/basewide/services/pages/cdc.html

CDC
child development center
Hurlburt Field, FL

HURLBURT FIELD SERVICES
Combat Support & Community Service

current as of 10 July 2006

Child Development Center

Meals

All meals served to the children are prepared on-site. We are enrolled in the USDA Child Care Food Program and receive a small subsidy from the state agency to ensure our meals meet the USDA requirements for balanced nutritious meals. Menus are posted in the front entry foyer.

Meals Times Are As Follows
Breakfast: 8:30am–9am
Lunch: 11:30am–Noon
Snack: 2:30pm–3pm

Sick Child Policy

Children who are not fully able to participate in the day's activities should not be in attendance. We understand that this can be a hardship on families, but for the health of other children in care, the program will be very strict on the admittance of ill or mildly ill children. The CDC follows the specific guidelines in Caring For Our Children regarding when to exclude a child from care. Common symptoms requiring exclusion are: vomiting, uncontrolled diarrhea, discharge from nasal passages (thick and yellow to green in color), undiagnosed rashes or skin sore and a fever of 101 or above. If your child becomes ill at the CDC we will notify you, your spouse or if need be your emergency contact to pick up your child. To assure the CDC is a healthy place for all children in care, your child must be free of these symptoms: vomiting, diarrhea or fever for 24 hours before returning to care. Please be sure your child has fully recovered before he/she returns to the CDC. A Mildly Ill Family Child Care Home may be available for your use, free of charge, if you should need the care. Please ask at the CDC front desk staff for more information regarding this AF program. For more information on our other health policies, please refer to our Parent Handbook.

Medication Policies

In effort to follow through with your child medication programs, we do administer medicine at the CDC. Only prescribed medications are administered. Medicine must be in the original container labeled with child's name, doctor's name, dated, and have directions for administering.

Medications are administered at 10:30am and 2:30pm.* Creams/lotions for diaper rash and eczema are considered medication.

Parents must provide daily written authorization on AF Form 1055 (provided by front desk personnel) for our staff to administer medication.

All meds are controlled by the front desk staff and must be turned in to the desk personnel each morning.

*with the exceptions of creams and lotions

Special Needs

If your child has any allergies (specific food, insect bites, etc.) please bring a note from the doctor to document the allergy. If your child has any other documented special needs (asthma, speech, physical therapy, etc.), please see Front Desk staff.

Handwashing

This is an important deterrent to the spread of germs and illness, therefore we ask that children wash their hands:

1. When first entering the classroom
2. After a wipe of the nose
3. When diapered
4. Each time they go to the bathroom
5. Before/after meals
6. Before/after using the sand/water table
7. When they return from the playground.

Rest Time

Because rest is so important to your child's growth and development, all rooms have a rest time from noon-2pm daily. Children do not have to sleep, but it is important they rest quietly. Hourly children are welcome during lunch and rest time, but they must arrive by 11am to ensure a smooth transition to rest time.

* Rest time in the infant room is determined by the children's individual needs.