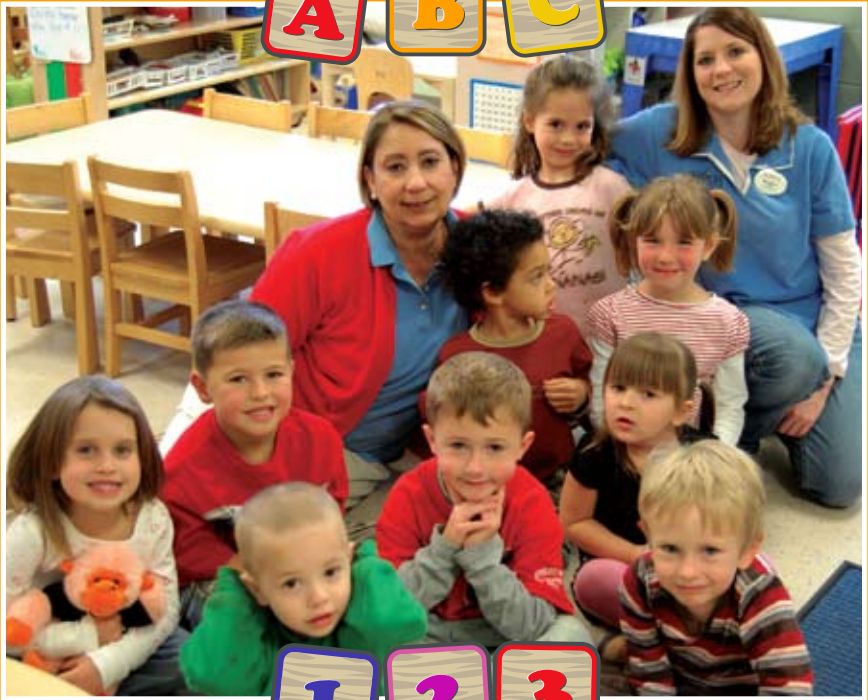


Hurlburt Field Child Development Center

# CDC HANDBOOK



*A safe and caring environment  
for the ones you love.*

## TABLE OF CONTENTS

<b>Introduction</b>	<b>3</b>
Welcome to Hurlburt Field CDC	
<b>Goals</b>	<b>4</b>
Hurlburt Airman and Family Services Flight philosophy and goals	
<b>Enrollment Requirements</b>	<b>4</b>
<b>Staff Qualifications</b>	<b>5</b>
<b>Parent Advisory Board</b>	<b>5</b>
<b>Programs</b>	<b>6</b>
Full Day Care, Hourly Care, Pre-Kindergarten Program	
<b>Waiting List</b>	<b>6</b>
Necessary forms and additional information	
<b>Parental Supply Items</b>	<b>7</b>
<b>Illness Policy</b>	<b>7</b>
<b>Medication Policy</b>	<b>8</b>
<b>Special Needs</b>	<b>8–9</b>
<b>Meals</b>	<b>9</b>
<b>Hand Washing Policy</b>	<b>9</b>
<b>Rest Time</b>	<b>9</b>
<b>Infant Information</b>	<b>10</b>
<b>Classroom Health and Safety</b>	<b>10</b>
<b>Daily Schedule</b>	<b>10</b>
<b>Diapering and Spare Clothing</b>	<b>10</b>
<b>Teething and Diaper Rashes</b>	<b>11</b>
<b>Bottles and Infant Feeding</b>	<b>11</b>

# WELCOME

The Hurlburt Field Child Development Center would like to welcome you and your family to our programs. Our program offers developmental care for children from 6 weeks through 5 years of age. We hope your tour at Hurlburt Field will be a great one! We, your Force Support Family, look forward to being of service to you and your loved ones.

The CDC provides child care services to assist active duty, reserve, civilian, and contractors to meet their obligations to the Air Force. The children enjoy social, educational and recreational opportunities while the mission must go on. The director and staff are committed to providing you the finest developmentally appropriate child care possible. The CDC is accredited by the National Association for the Education of Young Children (NAEYC). Parents are welcome to visit their children at any time.

The Parent Advisory Board (PAB) meets quarterly and consists of parents of children enrolled in the CDC, Youth Center (YC), and Family Child Care (FCC). The PAB provides a wonderful opportunity for parents to be involved first hand in their child's formative years. The purpose of the PAB is to increase parent involvement in the programs and activities that directly affect your children. The CDC calendar lists all of the scheduled PAB meetings for the year.

We look forward to serving your family with your child care needs in the future. We have an open door policy. We welcome suggestions on ways to improve our service to you and your loved ones. Please visit our website at [myhurlburt.com/pages/cdc.html](http://myhurlburt.com/pages/cdc.html).

## OUR MISSION

Our programs must meet the needs of the military community with its "ready in a minute" lifestyle by creating a place for children that is solid in its' philosophy and developmentally appropriate practices by providing security to children and families who may live in a less than secure world.



## Hurlburt Airman and Family Services Flight Child Development Center Philosophy and Goals

The practices of the Air Force Child Development Center 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 interests, 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 values of families in their task of nurturing children. We advocate for children, families, and the early childhood professionals within our programs.

### Goals

- Foster positive identity and a 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

### 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
- Completed Sunscreen and Photo Permission Form
- Completed USDA Hours of Attendance form
- Information regarding any allergies or special needs of child(ren)
- Completed physical
- AF Form 357 for dual and single military parents
- Hourly enrollment form 1181
- Hourly contract updated annually in October
- ICE weblink, Facebook & MyHurlburt .com



## Staff Qualifications

All Air Force Centers are inspected annually by the DoD. All employees that work with children must successfully complete the following:

- Local Agency and National Background Checks
- New Employee Orientation and 24 hours annual training to include positive guidance, appropriate touch, child abuse reporting and identification
- CPR and First Aid within 6 months of employment and completion of 15 training modules within 18 months of employment
- Many staff members have achieved a Child Development Associate (CDA) Credential. The CDA certifies the training, qualifications and demonstrated skills in child development
- Many of our classroom leads and some of our classroom staff have completed Associate and Bachelor's Degrees in Early Childhood or related fields

## Parent Advisory Board

Parent Advisory Board (PAB). What is it? Our AFI states that we must have a parent advisory board consisting only of parents. The PAB must include parents from all programs including hourly care. The PAB's role is limited to an advisory function, providing recommendations for improving services. The PAB meets quarterly with the flight chief and center directors, and annually with the support group commander.

What does the PAB do? The PAB acts as a sounding board for the annual parent involvement plan, shares concerns and praise about what the program is accomplishing. This role is vital to ensure that our program can adapt to meet the changing need of the Air Force Mission. It also provides an opportunity for us to share what our AFI and Inspection checklists require so we can find common ground as frequently as possible. The Parent Advisory Board plans special functions for our caregivers, such as Caregiver Appreciation Day, as well as special activities for the children.

The parent advisory board for Hurlburt Field works hand in hand with the Youth Center, Child Development Center and Family Child Care to foster an environment of continued learning and growth. There are lots of opportunities for parent involvement, even if you are unable to attend the meetings. Check the Parent Involvement Calendar posted in your child's room for volunteer opportunities and the date of the next PAB meeting.

Thank you for your time. We hope to see you at the next Parent Advisory Board meeting or event.



## PROGRAMS

### Full Day Care

Eligible for children 6 weeks–5 years. Fees are established by DoD and based on total family income (TFI). To apply for subsidized fees based on TFI, accurately complete an Application for Child Care Fees (DD Form 2652). You must attach the most recent pay statements for all employed adults living in your household. Full Day Care is offered for up to 10 hours per day, 5 days per week (Monday–Friday with closures on all weekends and Federal Holidays), 52 weeks per year. For care beyond 10 hours a day, the parent must submit an over 10 hour waiver request. Parents will accrue additional fees for care past 10 hours per day or 50 hours per week. Fees are not prorated for center closures, illness, vacations, or TDY's. To lease your child's space, please notify the front desk at least 3 days in advance of the anticipated absence to receive credit towards the next week's fees. The parent is responsible for continued payment of child care fees during vacation or extended absences of the child(ren).

### Hourly care

Call after 9am for same day care. This program is offered on a space available basis to children 6 weeks–5 years of age when full time spaces are available. For hourly care, parents must pay by 5pm daily for the care provided. Hourly care may be scheduled from 6am–5:30pm daily. Children may be dropped off from 6–11:30am or from 2–4pm. Because of the importance of rest to young children, we cannot accept drop offs for care between the hours of 11:30am–2pm in the classrooms. We appreciate your support in this matter. To lease your child's space, please fill out the leasing form at the front desk.

### Florida Voluntary Pre-Kindergarten Program

A part day learning experience for 4 year old children whose birthday falls before September 1st of the school year. The program runs August to May, Monday–Friday. Contact the CDC for class times, rates, and additional info.

### Waiting List Information

To place your child on our waiting list, please complete DD Form 2606, DoD Request for Care Record with a copy of the sponsor's orders. You may also fax the forms to commercial number (850) 884-6937 or DSN 579-6937 ATTN: Resource and Referral. Waiting list times vary by age group. Call the center for specific information. Once a parent is notified of a space for their child, they have 24 hours to accept or decline. If the parent fails to respond within 24 hours, space will be offered to the next child on the waiting list.

## Parental Supply Items

Parents are requested to supply the following items for their child's daily care:

- Diapers
- Wipes
- At least 3 changes of clothing (5 clothing changes with socks and shoes for toilet training children)
- Toothbrush and toothpaste (only for children 2 years and older)
- Closed toe shoes (for health and safety reasons)
- No Croc or Croc like shoes (traction and fit promote health and safety)
- Infants: a set of bottles labeled with child's name and date they will be prepared for child's use.
- Recommend all personal belongings of children be marked with their initials or last name.

## Illness Policy

Children attending care should be able to fully participate in the day's activities. We understand childhood illnesses can create a hardship on families. To ensure our compliance with Air Force standards for group care and the needs for child care of your family, we follow the specific guidelines as outlined in the Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 2nd Edition.

Some common reasons children may be excluded are: **fever above 100 (axillary) or 101 (orally)** with additional symptoms, two or more episodes of vomiting or diarrhea, inability to participate in program activities, unexplained rashes with a change in behavior, or suspected contagious diseases. If a child is excluded from care for any of these symptoms, the child must be symptom free of the excludable criteria for 24 hours. In some cases, a doctor's note will allow a child to return before the 24 hour period. The CDC will provide an exclusion letter to parents listing the criteria for the child to be eligible to return to group care in the program.

We exclude children to minimize the amount of exposure to serious illnesses. Children are only excluded for criteria as outlined in the Caring for Our Children book. If you have specific questions about illnesses, please see the front desk.



## Medication Policies

In an effort to ensure your child's medical needs are met while in our care, we are authorized to administer most medications in our program. If your child has a medication that is administered three or more times a day, please bring the prescription (all prescription medications must be in their original container with the prescription label attached to the box/medicine) or over the counter medication (with a supporting doctor's note written in the last 6 months) in the original unopened container to the front desk. The front desk staff will assist you in completing the AF Form 1055. The parent must fill out and sign the completed AF Form 1055 and then initial daily to give permission for the medication to be administered.

Medications are administered at 10:30am and 2:30pm daily once verification of the parent's initials is made. If the parent fails to initial and date the form, medication will not be administered. Parents will initial monthly for asthma medications and semi-annually for Epi-pen. A new AF Form 1055 must be completed every 6 months (even with a current prescription). Any non-prescription or over the counter medication must have a doctor's note to specify the type of medication to be administered, number of applications of medication daily (three times per day at CDC), way to administer medication (cover area with lotion, apply to dry skin after meals, .8ml by mouth) and expiration date not to exceed 6 months from when note was written. Ointments may be applied with a completed annual permission form and good provision of an unopened tube of the ointment to be used. Nystatin and other medicated ointments require a doctor's note or prescription. All topical medications must be clearly labeled with the child's first and last name. All medications are maintained at the front desk in a locked cabinet to ensure the safety and well being of our children unless the medication must be administered at meal times or diaper changes.

## Special Needs

If your child has any allergies (food, insect bites, medications), please ensure you provide a doctor's note to document the type of reaction or allergy upon entrance into the program. If there are any other documented special needs (speech, physical therapy, asthma, autism, seizures), please see the front desk staff. The focus of the CDC is to support the individual needs of all children by promoting positive social, emotional, cognitive, and physical growth and development. Ensuring continuity and support of the development of an individual child who receives medical, developmental or other intervention services requires teamwork and cooperation among agencies, parents, and the care program. Our program allows the child to maximize

## Special Needs continued

developmental support to achieve goals established through the clinic or school systems (Child Find). It is essential that the Individual Family Service Plan (IFSP) or Individual Education Plan (IEP) that has been developed by the intervention agency be provided or reviewed with the CDC (if the need requires such a plan). This policy ensures that pertinent information targeting a child's growth and development is at hand for planning and meeting the needs of the child while attending and enrolled in the CDC. IFSPs and IEPs will be kept confidential.

## Meals

All meals served to the children are prepared in accordance with United States Department of Agriculture (USDA) Child Care Food Program guidelines. The CDC receives a small subsidy from the state to ensure our meals are balanced and nutritious. Menus are posted in the front entry foyer.

### **Meal times are as follows:**

Breakfast: 8:30–9am

Lunch: 11:30am–Noon

Snack: 2:30–3pm

## Hand Washing

Hand washing is the primary deterrent to the spread of germs, illness, and infectious diseases. When parents are dropping off children, we ask that you please wash your child's hands before they enter play in the room. We also ask that children wash their hands:

- Upon arrival in the classroom
- After wiping their nose
- When diapered
- Each time they go to the bathroom
- Before and after meals
- Before and after using sand and water tables
- When returning indoors from the playground



## Rest Time

Because rest periods and naps are so important to your child's growth and development, all rooms for children 1 year and older have a rest time from 12–2pm daily. Children do not have to sleep. It is important that they rest quietly and respect the needs of the other children to sleep. Hourly care patrons who do not wish for their child to rest should keep these times in mind when scheduling the needed child care. Rest time in the infant classrooms is based on each child's individual needs.

## INFANT INFORMATION

Because of the unique needs of infants, we offer additional guidelines to ensure a smooth transition to group care for you and your child. Infants are more fragile than the older age groups. To ensure their health and well being, we have implemented some procedures to minimize the health and safety risks associated with group care environments.

### Classroom Health and Safety

To minimize the amount of dirt and germs entering our classrooms (especially on the floors where the children spend a large portion of their day), all adults are required to remove their shoes or wear shoe covers when entering the classrooms. We also ask that parents wash their children's hands on arrival. There are sinks, soap and paper towels available in all classrooms. We will ensure all carpets are cleaned monthly (and spot cleaned as necessary for daily spills).

### Daily Schedule

Infants are beginning to explore and learn about their world. In our infant classrooms, the children may spend part of the day in another classroom until the majority of their class arrives. Because of the individual schedule of each child, we ask that all children arrive at the center ready for the day in a clean diaper and recently fed. The kitchen staff prepare the bottles for infants on arrival. There are times when it can take up to an hour for bottles to be completed. If you are unable to feed your child before drop off, please provide one bottle ready made so we can ensure your child is fed as soon as they are hungry.

### Diapering and Spare Clothing

In the CDC, all children's diapers are checked hourly and changed when the diaper is soiled or wet. There are days when a child may go through 10–15 diapers. Please check with the child's classroom staff frequently to determine when you need to replenish diapering supplies and changes of clothing. The staff in your child's room may need to change the child's clothes for a variety of reasons. While we do have some spare sets of clothing, we do recommend at least 3 changes of clothes to be kept at the center for accidents.



## Teething and Diaper Rashes

Children commonly begin to teeth between 4–8 months of age. If you would like your child to receive Tylenol for teething discomfort, please contact the Pediatric clinic so they can prepare a note. The clinic can fax the notes directly to us at 884-6937. Infants also frequently experience diaper rashes during their first two years (sometimes in conjunction with teething). We may apply diaper ointments once the parent/guardian completes the annual diaper ointment permission form and provides an unopened tube of the ointment to the classroom. Please see the medication administration section of this handbook for more details on administering medications in the CDC. Nystatin and other medicated creams must have a doctor's note or prescription.

## Bottles and Infant Feeding

The CDC offers two types of formula for children entering our program. Currently, they are Gerber Good Start with Iron , Gerber Soy Plus and Gerber Gentle Plus. If you would like us to prepare bottles for your child, please bring in a full set of bottles. We will prepare bottles in the morning. Parents need to bring in one set of bottles each day. Bottles may only be used for one feeding. Table food will be offered as children become ready. We must use warmed bottles within 60 minutes of removal from the fridge.



# CDC

Child Development Center



**HOURS OF OPERATION:**

**Monday–Friday**

6am–5:30pm

Closed all Federal Holidays

(850) 884-6664

[myhurlburt.com/pages/cdc.html](http://myhurlburt.com/pages/cdc.html)

