

MEALS

All meals served to the children are prepared in accordance with United States Department of Agriculture (USDA) Child Care Food Program guidelines and AF requirements. The CDC receives a small subsidy from the state agency 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–12pm

Snack: 2:30–3pm

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 CDCs 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 allows the child to maximize the 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.



STAFF QUALIFICATIONS

All AF Child Development Programs are inspected annually unannounced by the DoD. The program also undergoes several unannounced base comprehensive inspections to ensure operational compliance. 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

Child Development Center Main

108 McMillan Street Bldg 90353
Telephone (850) 884-6664

Child Development Center East

133 Leilmanis Dr Bldg 91168
Telephone (850) 881-1260

Child Development Center West

10 Weaver St Bldg 90306
Tentative opening late spring 2012

HOURS OF OPERATION:

Monday–Friday

6am–5:30pm

Closed all Federal Holidays

Visit us online at

<http://www.myhurlburt.com/pages/cdc.html>



Child Development Program

CDP Quick Information Pamphlet



Welcome,

The Hurlburt Field Child Development Program would like to welcome you and your family to our programs. Our program offers developmental care for children from 6 weeks – 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 director and staff are committed to providing quality and developmentally appropriate child care. The CDC Main is accredited by the National Association for the Education of Young Children (NAEYC) and CDC East and West expect to be nationally accredited in the next 18 months. Parents are welcome to visit their children at any time.

Feel free to join or attend the Parent Advisory Board (PAB) which meets quarterly and consists of parents of children enrolled in the CDCs, 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 program and activities that directly affect your children. We also offer a yearly calendar of events of the entire program. The CDC calendar lists all of the scheduled PAB meetings and much more. We look forward to serving your family with your child care needs in the future. Remember, parents are welcome at the center at any time. We welcome suggestions on ways to improve our service to you and your family.

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.

GOALS

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



HURLBURT AIRMAN & FAMILY SERVICES FLIGHT CHILD DEVELOPMENT PHILOSOPHY AND GOALS

The practices of the Air Force Child Development Program 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.

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. 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 ultimately responsible for continued payment of child care fees during vacation or extended absences of the child(ren).

Hourly Care

This program is offered on a space available basis to children 6 weeks–5 years of age. For hourly care, parents must pay by 5pm daily for the care provided. For children leasing long term (1 week or more), payment will be made on the Monday for the entire week of care. Parents of full time children may lease their child's space for a credit towards their full time fees. To lease your child's space, please notify the front desk at least 3 days in advance of the anticipated absence.

Parents may schedule hourly care from 6:15am–5:30pm daily. Children may be dropped off from 6:15–11:30am 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 cooperation in this matter.

Florida Voluntary Pre-kindergarten Program

This Part-Day Learning Program is geared for children 4 years of age and/or whose birthday falls before September 1st of the school year. The program runs August to May, Monday–Friday. Feel free to contact the CDC Main for specific class times, enrollment dates, rates, and additional information.

Waiting List Information

To place your child on our waiting list, please bring a completed DD Form 2606, DoD Request for Care Record with a copy of the sponsor's orders to the CDC Main. You may also fax the forms to commercial number 850-884-6937 or DSN 579-6937 or CDC East at commercial number (850) 881-1263 or DSN 579-1263. ATTN: Resource and Referral. Waiting list times vary by age group. Feel free to 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, we will offer the space to the next child on our waiting list.

ENROLLMENT REQUIREMENTS

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

- DD Form 2652
- Most current LES or pay statement
- Up to date shot records
- Completed AF Form 1181
- Hurlburt CDC Weekly/PDVPK Agreement
- Completed Sunscreen and Photo Permission Form (annually)
- 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