



# Hurlburt Youth Programs

## Parent Handbook





Alligator & Wildlife  
Airboat Tour.

Trip to local farm



Zip-lining during summer camp.

Family Skate Night..



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## Part 1

# Youth Program Mission

“To assist Dod military and civilian personnel in balancing the competing demands 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.”

## KEY PERSONNEL

- Chief, Family Member Programs Flight - Sharon Brewer
- Youth Programs Director - Zollie Ford
- Open Recreation & Teen Director - Margaret Ann Casler
- Training and Curriculum Specialist - Lacey Allen

## Registration, Fees and Payment, Dress Requirements

### Registration Requirements

Please note, registration cannot be completed without submission of all of the following items:

- AF Form 88 and completed Registration Packet
- Verification of eligibility
- Payment of Annual Registration Fees
- If applicable, special needs documentation

### Fees and Payments

Annual fee \$50 per youth, per year (pro-rated by quarter).

**Trip fees:** All weekend trips will be finalized on Thursday of each week unless your space can be filled. Parent is responsible for signup fee.

### Dress Requirements

Due to an active program planned for youth, please ensure children observe the following requirements:

- Youth must wear closed toed shoes
- Flip Flops may only be worn to pool or beach activities
- Shorts must be worn under dresses
- Dress youth appropriately based on weather conditions
- Shirts/Halter tops must have at least a 3” shoulder strap

- Skirts must be no shorter than 3” above the knee

## **Council On Accreditation**

COA accredited signifies that an organization or program is effectively managing its resources and providing the best possible services to all of its stakeholders.

## **Program Orientation**

A facility orientation consists of the following topics:

### **Introduction of Staff**

- Information concerning youth ratios, staffing and groupings
- Facility Tour
- Explanation of card use
- The philosophy of the Youth Program
- Daily schedule, monthly e-mail
- Special needs and allergies

### **Parent Involvement**

- Welcome Visitors/Volunteers/Field Trip Attendance
- Parent Advisory Board, Conferences, etc.
- Check In/Check Out procedures
- Individual Lockers
- Grievance Policy

**Termination/suspension from program** – in the event that that a problem arises with your youth while attending the program that might indicate a possible termination or suspension. The manager on duty will call a parents meeting to discuss the situation with their youth and work out a positive solution to the situation.

**Closed Circuit Video Monitoring** – all youth may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in CYP.



Air Force Lock-In, 2013

## **Clubs and Programming**

### **Keystone Leadership Club (13-18 yrs):**

### **Torch Leadership Club (9-12 yrs):**

- Engaged in understanding democratic election process through voter registration.
- Nominations and elections
- Assisted to raise money for local zoo after hurricane damages threatened closure

### **Community Service: Food and clothing drive for various local shelters, beach cleanup**

- Upcoming events include food drives, charity donations, community fundraisers, dances, leadership opportunities through meetings with peers, community involvement & decision making to include programming & projects
- Youth will attend bi-monthly meetings to plan future events, trips and community service projects



Hurlburt Annual Dance Camp

## **4-H Club:**

- Participated in local community wide beach clean-up
- Awareness & recognition of base/local recycling opportunities to include plastics, paper, cardboard, cell phones and ink cartridge
- Engaged in understanding the election process when selecting officers for Club
- Entered projects and artwork in local 4H Fair
- Upcoming events include: NWFL Fair, horse farm, corn maize, local charitable
- Contributions, elections & butterfly conservation

## **Recreation:**

- Outdoor Classroom projects, Swimming, Skating, Hiking, Soccer, Basketball, Volleyball,
- Hackey Sac, Roller Blading, Surfing, Beach activities, Parasailing, Scuba Diving, Basketball, Flag Football, Rock Climbing, Kayaking

## **Street Smart:**

- Topics of discussion include: Substance Abuse Awareness, Smoking, Peer Pressure, Stress Management, Bullying, Money Management, Study Habits, Shoplifting, and Career Choices

## **Cultural Awareness:**

- Celebrating and understanding cultures, traditions, diversity and heritage through special events and guest speakers to include Hispanic Heritage Month, Panamanian Dancers, Native American History & Black History Month to name a few.
- Educating youth about cultural arts through art galleries, visits to local Ballets, posters, Fine Arts Instruction & special guest speakers



Drama Camp

## **Open Recreation Program – 9-12 years old**

### **Youth Sponsorship program**

**Kids in Touch with Kids** – Open Recreation Program is open to youth 9-12 years of age.

### **Youth Sponsorship Program**

Are you moving to or from Hurlburt Field? If you are between the ages of 9 and 18 and would like to know more about Hurlburt, please let us know. We will put you in touch with someone your own age that will answer all your questions. Download signup form at <http://myhurlburt.com/openrecreation.php>

**Youth Recognition** – Ceremony is held every month to recognize all youth who have participated in an outstanding way throughout the month.

**The Parent Advisory Board** is composed of parents within the Airmen & Family Services Flight that meets monthly to provide input on program activities. Parents are invited to assist with activities and field trips. To find out when the next meeting will be held, please contact the YP front desk and/or annual Parent Involvement Calander.

**Babysitting Class** – classes are open to ages 11 and older. There will be a 30-minute lunch break between classes. You can bring your own brown bag lunch and beverage. A minimum of 10 students is required to hold the class.

### **S.M.A.R.T. Girls**

A prevention program that educates girls about healthy attitudes and lifestyles. Topics of discussion include physical and emotional growth, media influences, eating disorders, sexual myths/truths, personal values and social interactions, dating responsibility, STDs, exercise and physical activity, food programs, healthy appetites, etc. For age groups 9-12 and 13-17. Must have signed permission slip from parents before attending the club.

### **S.M.A.R.T Gentleman**

A program designed for young males to understand and manage a variety of issues and transitions during their passage from boyhood to manhood. Topics of discussion include physical changes in their bodies, altering relationships with authority, friends and members of the opposite sex, preparation for life roles, pressure from peers, sexual relations, drugs and other controlled substances, etc. For ages 11-14. Must have signed permission slip from parents before attending the club.



The **Torch Club is a small group of clubs** offering service and leadership opportunities to children ages 9-12. Torch Clubs are a powerful vehicle for helping meet the needs of children by providing a sense of belonging, positive interaction with a small group of peers, guidance and support of a committed, caring adult, opportunities to make a difference in the world through helping others, a sense of pride, self-worth and accomplishment that flows from learning, and to make and take responsibility for decisions.

### **Open Recreation Program – 9-12 years old**

Preteens are welcome to join us each day during our Open Recreation Program. The Preteen Area is located upstairs in the open lobby. Preteens have access to computers, board games, video games, foosball, pool table, jukebox music, movies, a variety of crafting materials, social activities, health and life skills, the arts, recreation, sports and fitness, character and leadership, education, and much more. A Youth Recognition Ceremony is held every month to recognize youth who have participated in the Open Recreation Program throughout the year.

Some other programs for Preteens to participate in at the Youth Center include:

- Torch Club
- SMART Sports, SMART Girls , SMART Gentlemen
- Power Hour
- Field Trips
- Lock Ins
- Community Service Projects
- Youth of the Quarter
- National Fine Arts Exhibits
- Image Makers Photography Exhibit and National Contest
- Digital Arts program and Contest
- 4-H programs
- Other Specialty Clubs
- Robotics
- Outdoor classroom activities
- Triple Play
- Daily Sports activities
- Holiday parties
- Theater Movies

## **Teen Program – 13-18 years old (still in HS)**

### **Youth of the Year/Quarterly program**

Each year, installations select one teen as the BGCA Youth of the Year to represent their youth center. Selected youth have the opportunity to compete at the installation, state, regional, and national level. Selected youth earn scholarships while representing their installation, family, and their military branch of service. Annually, installation winners are recognized at a ceremony provided by the Air Force Services Activity Child and Youth Programs. All High School students are welcome to compete. For more information ask any YP staff member.

- **Keystone Club:** this is a chartered Boys and Girls Clubs of America teen character and leadership program. “Key stoning” is the Boys & Girls Club Movement’s ultimate teen program at every Youth Center. This unique leadership development experience provides opportunities for young people ages 14 to 18. Youth participate, both in and out of the Club, in activities in three focus areas: academic success, career preparation and community service. With the guidance of an adult advisor, Keystone Clubs aim to have a positive impact on members, the Club and community.

Annually, BGCA hosts the National Keystone Conference, a character and leadership development conference for Boys & Girls Club teens that brings together members from all across the globe. Throughout the conference, Keystone members engage and socialize with peers, explore relevant issues, and develop skills to support and enhance efforts in their local Boys & Girls Clubs and communities. For more information ask any YP staff member.

### **Congressional Award Program - <http://congressionalaward.org/>**

Youth and young adults, ages 13-23, are invited to challenge themselves to set, plan and achieve goals in four program areas: Volunteer/Public Service, Personal Development, Physical Fitness and Expedition/Exploration activities. Participants have the opportunity to be recognized with bronze and silver Congressional Award Medals at local, city or state-wide ceremonies. The gold medal ceremony is held annually in the U.S. Capitol building. Call for more info, (843) 963-5684.

## **Currently we have the following:**

### **Gymnastics and Dance classes offered.**

Parents must register for class at the front desk and then they pay monthly. A month of classes consists of 4 class meetings. Classes will be made up or prorated when cancellation is due to instructor vacation or illness. All participants must have an active credit card on file to ensure payment. If payment is not received by the 1st class day of the month the card will be run by the cashier and a \$5.00 late fee assessed. Cash and check payments may be received during all open hours in the drop box at the front desk if cashier is not available. Once you register your child/youth for a class a 4 week notice is required along with a withdrawal form to cancel class. If a withdrawal notice is not provided parents are responsible for the month of class even if child does not attend.

DO NOT bring in food or drinks from outside the building. Sports bottles are allowed to hydrate. Families with siblings or those caring for other children who are not participating in the instructional classes must provide constant supervision and provide something to keep them busy in the Gym during class. If your instructor allows you to view your child's class, remain in the room where the class is being held.

Parents please keep siblings "not participating" in classes with you at all times. Remember! Adult restroom is located at the front of the building.

## Activities, Trips & Events

The Youth Program provides youth with a wide range of activities throughout the year. Youth in the program assist the staff in creating a fun and exciting curriculum based on the interests of the youth. These programs maybe collaborated with other base agencies such as:

### **Clubs:**

Smart Girls

Smart Gentlemen

Keystone Club

Torch Club

4-H Club

Cooking Club

Scrapbooking

Photography

Power Hour

Web Tech

Special Interests

Money Matters

Goals for Graduation

### **Outdoor Recreation:**

Swimming

Skating

Hiking

Soccer

Basketball

Volleyball

Hackey Sac

Roller Blading

Surfing

Beach Activities

## **Events & Presentations:**

Art Galleries  
Literature Showcases  
Guest Speakers  
Fire/Police Dept  
Read by Mail  
Parent Presentations  
Worldwide Bowling  
Ice Cream Social  
Annual Day for Kids  
Family Fest  
Fall Fest

## **Life Skills:**

Sewing  
Cooking  
Gardening  
Communication  
Health  
Fitness  
Self-Awareness

## **Adult Role Models:**

Base Officials  
Sports Coaches  
Martial Arts Instructors  
HF Red Cross  
Local Celebrities  
4-H  
Street Smarts  
Special Trip Guest Speakers





Teen Florida State University Tour Oct. 2016

### **Release of Youth Policy**

All youth (9-18 yrs) may sign themselves in and out of the regular daily program. Please make sure they know to indicate the correct time at sign in. It is important that all children are signed in since this is our attendance record. It is equally important that a child is signed out. In case of a fire drill or evacuation, we have to account for everyone signed in and do not want to be looking for a youth who has left the program. When Pre-Teen youth attend an event or trip youth must be signed out by a YP staff member.



**BOYS & GIRLS CLUB**

## Code of Conduct

In order to insure the health, safety, and welfare of our youth members, the Hurlburt Field Youth Center administers the following disciplinary policies and procedures:

The Hurlburt Field Youth Center enforces the following four codes of conduct:

- Respect for all persons and property
- Respect for club facilities & equipment
- Respect for staff & volunteers as employees and program leaders
- The following are strictly prohibited: swearing, racial remarks, verbal abuse, fighting or any other form of physical abuse. Use or possession of controlled substances, weapons and intoxicants. Smoking or chewing tobacco products, music containing inappropriate or suggestive language also violates facility rules.

Infraction of any of the above, or any other action deemed inappropriate, may result in the following procedures:

- Discussion: Warning of the inappropriate action and guidance to avoid reoccurrence
- Suspension: A suspension from the Youth Center and may return ONLY after the parent/guardian confers with staff
- Expulsion: Removal from the Youth Center either permanently or as determined by the Director. If a time period is given, the youth may reapply after stated time. Application will be reviewed by the Program Director for consideration

NOTE: If the member and his/her family do not meet the terms of the behavior argument, membership rights at the Youth Center maybe revoked indefinitely

Immediate suspension or expulsion may result in any situation where, in the judgment of the staff, the safety of any individual is at risk.

## **Program Opportunities for Families**

Youth Programs offers family events to enjoy together year-round. To include; cultural tickets offered at a discount to the families (i.e. “The Nutcracker”, “Fiddler on the Roof”, “Drumline”, and “Camelot. As well as family skate parties, spaghetti dinner, Thanksgiving Dinner, Lights-On After School program, Day for Kids, Easter Egg Hunt, Family Fishing trips and Kayaking trips.

### **Parent Involvement**

The Youth Center offers many opportunities for parents to become involved in our program. During winter, spring and summer break, field trips are scheduled. We enjoy parent participation with authentic cultural celebrations and encourage you to share your heritage with us! It is a learning experience for the staff and youth. Some ideas: Volunteer to teach a song in your native or second language, share a favorite recipe....tell us the story behind it. Are you good at Sports? Sewing? Art? Cooking? Dancing? Gardening? Music? Woodwork? Were you involved in 4-H or Boys & Girls Club of America Programs growing up? Come share with us! See the Director for additional ways you can get involved and enrich our youth by enhancing their experience in our program.

### **Parent Input into Program Policies**

Parent/Guardians are invited to participate in the Parent Advisory Board, which focuses on issues facing working parents and childcare issues. Meetings are held once a quarter at the Youth Center. Parent Advisory committee team consists of individuals committed to program improvement examining the quality of our program and then suggesting/making changes that will lead to better practices.

Family Surveys are also a wonderful way to voice opinions and offer suggestions; Youth comments count, boxes are also available. Working together, we will make a positive experience for all youth to enjoy.



## Family, Staff and Youth Grievance Procedures

These policies and procedures have been designed to provide a process in which youth, their families and employees can present an issue for review and resolution. All grievances or concerns should be presented on an individual basis rather than as a group. The objective of this policy is to resolve any issues without escalation or mediation, if all possible. Grievance means a circumstance or action considered to be unjust; grounds for complaint.

The program has the following system in place to use to elevate concerns, complaints, and grievances without fear of interference or retaliation.

**Youth:** Youth may initiate a grievance at any time by speaking directly to a teacher or one of the Program Managers (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 Program Manager who may request additional information, if necessary, to reach a decision. The Program Manager shall meet with youth within two business days, when a grievance is initiated. The SAP 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.

The Hurlburt Field Chain of Command also available to military and Department of Defense civilian sponsors.

**Employees:** A grievance is considered a request by you or a group of employees for personal relief regarding working conditions or personnel actions that are under the control of your employing installation.

Discuss your concerns or grievances with the Program Manager for a prompt resolution. It is your obligation to seek assistance from your supervisor in resolving this type of complaint. Please have a written statement regarding your concerns.

**Parents:** Parents may initiate a grievance at any time by speaking directly or submitting their issue in writing to the Program Manager.

**1st Level** – Discuss your concerns or grievances with the Program Manager for a prompt resolution.

**2nd Level** – In 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&FC) Flight Chief. The A&FS Flight Chief will examine the facts to mediate a positive resolution within five business days.

Use your supervisory Chain of Command (YP Director, A&FS Flight Chief) to seek positive resolution.

If your grievance has not been resolved through your supervisory Chain of Command, you may use the formal grievance procedure. Contact you NAF HRO for additional guidance regarding this process.

The Program requests your cooperation in complying with this policy so every effort can be made to resolve grievances in a reasonable and effective manner. It is the intent of the Program to keep these matters confidential, involving only those directly involved in the grievance if it is necessary to elevate in order to seek resolution.

### **Customer Bill of Rights**

- Customers have the right to a friendly greeting as they enter our Youth Program activity.
- Customers have the right to be served by highly trained professionals, offering attentive, efficient, and friendly care.
- Customers have the right to enjoy an attractive, clean, and comfortable service environment.
- Customers have the right for problems to be addressed immediately.
- Customers have the right to purchase quality goods and services at a reasonable cost.
- Customers have the right to leave any Youth Program activity with a smile on their faces.

## **Special Needs – Supporting your youth and family!**

### Special Needs – Supporting your youth and family!

We welcome youth with Special Needs to the program. It is the policy and goal of Air Force CYP to make reasonable accommodations which support inclusion and participation of children/youth with and without disabilities. CYP programs must be designed to reasonably accommodate and be inclusive of children/youth (entering or already enrolled in the program), including those with identified disabilities as well as special learning, medical and developmental needs. CYPs must follow the most recent AF CYP Inclusion Action Team Instructional Guide.

**Intake and Enrollment-** When applying for care, registering for a program or currently participating, if a child/youth is 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. The case will be reviewed as soon as possible to ensure environments, accommodations and any training required are in place before the child/youth starts.

An additional Special Needs form must be completed by our child's physician or the Family Member Programs Medical Advisor in order to begin the program. The I.E.P and Special Needs form will be followed for each child designated as having special needs. Staff will receive additional training if needed to best serve the interest of the child. If you have any questions, please make an appointment with the Program Manager. This procedure is designed to provide the protection and proper level of care for your youth.



Enjoying time at the Youth Center!

## **PART 2**

### **Health/Medical policy**

#### **Disease Prevention**

For the protection of all youth in our program, we need the cooperation of parents to ensure that communicable diseases are not brought into our program. A youth may be readmitted to the program, only when their presence will not endanger the health of other people.

Basic guidance on when a youth may return:

- Fever free for more than 24 hours
- Nausea, vomiting, or diarrhea free for 24 hours
- Four to eight doses of antibiotics administered over a 24 – 48 hour period
- Scabies is under treatment, when present
- Chicken pox lesions are crusted, usually five to seven days after onset
- Lice under treatment
- Pinworm treatment has occurred 24 hours before time of requested re-admission
- Conjunctivitis has diminished to the point that eyes are no longer discharging
- The youth has passed the contagious stage of the illness
- Youth is well enough to participate in all activities

The program Manager has the right to refuse admittance of a youth suspected of having a communicable disease, or not meeting the criteria above following an illness.

#### **Accidents**

Should an accident occur the following steps will be taken:

1. Person in charge will try to keep the youth calm and relaxed regardless how serious the injury might be.
2. Accepted first aid practices of the American Red Cross or other recognized first-aid training will be followed.
3. In the case of minor accidents, the wound will be washed with soap and water and
4. Protected with sterile bandages.
5. In all injuries involving blood, the person administering first aid will wear latex gloves. Items that contain blood from assisting with cleaning a wound will be discarded in a biohazard bag and properly disposed of. Fecal matter, blood, and vomit will be

cleaned up using soap and water followed by a bleach sanitizing solution.

6. Procedures established by the Center for Disease Control will be followed.
7. Parents will be notified immediately. If parents cannot be reached then the emergency contact kept on file on the AF 88 will be notified. (It is very important to update your AF 88 on a regular basis).
8. Youth will be transported to a medical facility if needed.
9. Accident report will be completed on all accidents and signed by parent or guardian.

### **Opportunities for Family/Staff Communication**

Parent conferences may be requested any time you would like to visit with youth staff to discuss your youth's accomplishments and/or behavior. Parents will be informed in advance about policy or regulatory changes. Incident, Accident Forms and monthly newsletters will assist in keeping parents informed of the well-being of their children.

### **Emergencies**

Some conditions require immediate medical attention. If any of the following symptoms are observed in any of the youth, emergency assistance will immediately be requested:

- Convulsions
- Unconsciousness
- Marked difficulty in breathing
- Ingestion of any potentially toxic substance
- Diarrhea
- Severe abdominal pain
- Serious physical injury (head injury, injured limb, etc...)

If a youth appears ill, we will call the parent to discuss the child's symptoms. Situations for which a parent must be contacted to pick up the child are:

- Temperature over 100.5 degree F
- Earache
- Vomiting

## **Emergency Contact**

If it becomes necessary to seek medical attention, the parents will ALWAYS be notified first. If the parents are not available, the emergency contact number will be utilized. If no one can be reached, the Youth Staff will transport the youth to the base clinic along with the necessary documentation for treatment (AF Form 88). Throughout this time, every effort will be made to reach the parents. This is why we ask parents to provide an emergency contact number in addition to the parent's home, work, and cell numbers. We also request numbers be updated regularly.

## **Emergency Closing Policy**

When an emergency, such as a natural disaster or conflict occurs on the installation or in the local area, the commander may suspend Youth Center operations. If conditions permit, we will continue to offer the same program and consider increasing services to support employed parents. The commander may authorize parents or other volunteers to supplement the staff in order to maintain ratios and food service during emergencies. The Youth Center is the emergency evacuation site for our program and nearby centers in the event of hurricane, bomb threat or other natural disasters.

## **Phone Numbers**

Teen Center: 884-6355

Open Recreation: 884-6355

Youth Director: 884-6355

Youth Sports: 884-6355

## **Part 3**

### **Youth Signing in & Out**

All youth sign themselves in and out. Please make sure you indicate the correct time at sign-in. It is important all youth are signed in since this is our attendance record. It is equally important a youth signs out. In case of an evacuation, we do not want to be looking for a youth that has left the program.

### **Plan for Transporting Youth**

All vehicles used by Youth Programs are registered, inspected and maintained as required by the State of Florida and the Air Force. Our government vehicles have fire extinguishers and first aid kits. Parents and/or guardians must sign a permission form before the program transports your youth. Transporting youth will be done in Air Force vans, buses or contracted buses.

All counselors transporting youth hold a valid driver's license and maintain a driving record on file. Two adults will always accompany youth during transport at all times.

### **Field Trips**

Youth field trips are planned during the weekends, school breaks and summer camp. Parents are cordially welcomed to accompany the group on all trips... We encourage as many parents to join as possible. There will always be one counselor for each group of 15 youth except for any high risk activities (ratios will be lowered appropriately).

Field trips are a privilege and not a guarantee. Any youth who presents a safety threat, misbehaves or causes a disruption will not be taken on the next field trip without a parent as a chaperone.

If a youth presents a situation as described above which takes a counselor out of ratio, parent will proceed to the field trip site to pick up the youth. The severity of the safety issue or disruptive behavior will determine when the youth will return to the program. If the youth is sent home for the day, no refund will be given.

Listed below are some trips planned and enjoyed by youth enrolled in our program but not limited to:

Shipwreck Island, YOLO Boarding, Parasailing, Fishing, Movies trips, Bowling, Big Kahuna's Waterpark, Zip-lining, Snorkeling, High Ropes course, Tubing, Wonder Works, Surf School, Paintball course, Alligator Alley and Wildlife Airboat tour.

### **Child Abuse Reporting Policy**

All staff members receive annual training on reporting and identifying child abuse. It is our responsibility to report all cases of suspected child abuse to Family Advocacy Office (FAP) or other authorities. All rooms are equipped with video cameras and all staff working with children have a completed Installation Record Check (IRC) and an initiated National Agency Check (NAC).

Assistance numbers:

- Florida Child Abuse Hotline: (800) 962-2873
- Family Advocacy: 850-881-5061

## **No Smoking Policy**

The youth programs facilities and surrounding grounds are non-smoking facilities. “AFI 34-804 para 5.8” Please extinguish all smoking materials before arriving at the facility.

## **ALCOHOL, DRUGS, AND TOBACCO PRODUCT POLICIES**

Measures are in place to minimize exposure to harmful substances for children/youth participating in CYP.

- Smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal/illicit drugs (including marijuana) are strictly prohibited in the sight or presence of children/youth participating in any CYP program or sponsored activity. This includes outdoor CYP activity areas.
- CYP personnel, specified volunteers and contractors may not use any of these substances while caring for children/youth and may not use tobacco products in the presence of children/youth while children/youth are in their care.
- No one who is under the influence of alcohol or illegal drugs will attend, supervise or participate in any CYP whether located in CYP facilities or other locations used for CYP activities.

## **Release of Youth to Possibly Intoxicated Parents/Guardians Policy**

- We have the responsibility to safeguard youth using our on-base facilities. If a parent, guardian or anyone arrives to pick up a youth and appears to be intoxicated, the staff is instructed not to release the youth to that individual for safety reason, unless there is another responsible person available who is capable of driving safely. If there is another capable driver available, and the staff member is convinced that the person will drive, then the youth will be release. If there is no driver available who appears capable of driving safely, the staff will offer to call a friend or taxi for the driver to ensure the child and the driver will get home safely. If there is no capable driver available and the parent does not want a friend or taxi called, the staff has been instructed not to release the youth and to call Security Forces to deal with suspected intoxicated persons who indicated they intend to drive.



## **DISEASE PREVENTION**

SAC follows the current version of Managing Infectious Diseases in Child Care and Schools for exclusion of youth and readmission into the program. For the protection of your youth and the other youth in our program, we need the cooperation of all parents to ensure that communicable diseases are not brought into our program. Youths exhibiting signs of or having contagious diseases will not be allowed to participate in the program. A Youth may be readmitted to the program, only when their presence will not endanger the health of other people.

Basic guidance on when a youth may return:

- Fever free for more than 24 hours
- Nausea, vomiting, or diarrhea free for 24 hours
- Four to eight doses of antibiotics administered over a 24 – 48 hour period
- Scabies is under treatment, when present
- Chicken pox lesions are crusted, usually five to seven days after onset
- Lice under treatment
- Pinworm treatment has occurred 24 hours before time of requested re- admission
- Conjunctivitis has diminished to the point that eyes are no longer discharging
- The youth has passed the contagious stage of the illness
- Youth is well enough to participate in all activities

The Program Manager has the right to refuse admittance of a youth suspected of having a communicable disease, or not meeting the criteria above following an illness.

## MEDICATION

Only task certified staff members will administer medication. Parents will be required to complete AF Form 1055 for epi-Pens and inhalers. The AF Form 1055 allows for program authorization to administer medications as directed by a medical physician. Medications will not be administered if the AF Form 1055 has not been initialed annually for epi-pens and inhalers medications. If authorization has not been given, the parent will be phoned to receive authorization and it will be annotated on the AF Form 1055. All medications must be in the original container and 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). Prescriptions must be current.

## COMMUNITY RESOURCES

- Airman and Family Readiness: 850-884-5441
- School Liaison Officer: 850-884-5441/6829
- Family Child Care office: 850-884-4300
- Child Development Centers-Main: 884-6664/West 884-5154 /East 881-1260
- Family Advocacy: 850-881-5061
- Auto Hobby Shop: 850-884-6674
- Bowling Center: 850-884-6941
- Community Center/Landing Zone: 850-884-5080
- Base Exchange: 850-581-0030
- Commissary: 850-881-2138
- Drug Demand Program: 850-884-2574
- Emerald Coast Boys and Girls Club: 850-862-1616
- Emergency Control Center: 850-884-6360
- Fire Department: 850-884-6715/2910
- HAWC (Health & Wellness Center): 850-884-4292
- Holley Navarre Primary: 850-936-6130
- Holley Navarre Intermediate: 850-936-6020
- Housing Office: 850-884-7505
- Library- Hurlburt: 850-884-6266/6947
- Okaloosa School District: 850-689-5850
- Santa Rosa School District: 850-623-3868

- Bus Barn FWB: 850-833-3555
- Mary Esther Elementary: 850-833-3371
- Florosa Elementary: 850-883-4381
- Max Bruner Middle School: 850-833-3266
- FWB High School: 850-833-3300
- Medical Group: 850-881-1020
- Outdoor Recreation: 850-884-6939
- Rescue Mission: 850-478-4027
- Security Forces: 850-884-7114



Surf School

# Hours of Operation

## School Year

**Sunday**

Closed

**Monday-Thursday**

2:30pm–7pm

**Friday**

2:30pm–9pm

**Saturday**

## Summer Program

**Sunday**

Closed

**Monday, Wednesday, Friday**

7am–5pm

**Friday**

1pm–6pm

**Saturday/Sunday**

Closed

**Hours subject to change due to trips**

**Closed All Federal Holidays**

Phone: 884-6355

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