

# LRAFB Child Development Program



# **Welcome to the Little Rock Air Force Base Child Development Program!**

We are pleased that you have chosen to share your most valuable treasure with us. We take our responsibility to you and your child very seriously and will do our best to provide your family with professional, high-quality child care. We invite you to be an active part of our child care team. Together we can more completely meet the needs of your child and your family.

We are accredited by the National Association for the Education of Young Children and follow the standards set by the Air Force Services Agency.

Child Development Center Bldg 1990.....987-6130

Infant Toddler Center Bldg 1257.....987-6070

Fax Number (Bldg 1990)..... 987-5465

Fax Number (Bldg 1257)..... 987-7243

# Mission Statement

To assist Department of Defense (DoD) military and 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 5 years of age.

Support Combat Airlift through total force support. Take excellent care of our Team Little Rock members and their families by providing a variety of world-class professional, personal and recreational programs designed to improve total readiness and well-being.

## Philosophy

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 interests, experiences, abilities and needs, thus allowing us to be responsive to 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 sense of emotional well-being
- Encourage children to think, reason, question and experiment
- Build physical development and skills
- Appreciate and respect cultural diversity
- Advance creative expression, representation, and appreciation for the arts
- Enhance social skills
- Promote language and literacy development
- Support sound health, safety, and nutritional practices
- Develop initiative and decision-making skills

## **Hours of Operation**

The centers are open Monday through Friday from 0630 to 1800. We are closed all Federal Holidays and AMC Family Days. Extended Duty Care may be requested through the Family Child Care office for parents required to work on Family Days.

# Registration

To register a child in the program create an account containing information about your family at [MilitaryChildCare.com](http://MilitaryChildCare.com), or log in using an existing username and password. Search the system for the child care options that best fit your needs and submit your requests for care. You can manage them from anywhere in the world. When a slot is available, you will be notified by email and once you accept an appointment for program orientation will be scheduled. The following forms are needed to register a child:

- Immunization records
- Leave and Earning statements showing total family income or a school transcript if a full time student
- The name and phone number of a person, other than a parent, available to pick up the child in the case of an emergency.

An AF Form 1181 and the USDA Food Program Enrollment form must also be completed before the enrollment process is complete.

Weekly care parents are required to complete a Family Agreement per year. No credit is given for parental leave or illness of the child. If a/the parent(s) are deployed we do everything we can to accommodate these circumstance. Please let the director know if there is something we can do to help.

# Eligibility

The children of active duty military personnel, DoD civilian personnel, reservists on active duty and DoD contractors are eligible for enrollment into the program. Priority is given to those families who are either single parents or whose spouse is employed full-time outside the home or a full-time student. Families enrolling under this priority must report any change in work or school status to the desk staff immediately. Families may be dis-enrolled from the program 30 days after a change if a waiting list exists for priority care. The center provides weekly care for children six weeks through five years of age. Hourly care is provided on a space available basis. Military retirees as well as Guard and Reserve members are allowed to enroll on a space available basis if there is no other higher priority. Users must sign a statement of acknowledgement that enrollment will be terminated within 30 days if their child's space is needed by a higher priority user.

## Special Needs Children

A special needs child is defined by AFI 34-144 as a child with a condition that requires special services beyond those normally provided in the Child Development Program. A technical definition for special needs is a child who has a physical or mental impairment which substantially limits one or more major life activities. When applying for care, registering for the program or currently participating, if a child 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 starts. The IAT is made up of a team of experts to include: the CYP Medical Advisor, the Flight Chief, the Director, the Flight T&C, the Exceptional Family Member Program Family Support Specialist, the installation's Legal Office, and others as determined by the installation. The IAT will develop an Inclusion Action Plan providing written instructions concerning how the program will meet the individual needs to include changes to the environment, specialized staff training and required staff to child ratios.

## Admission

Each morning when bringing your child to the center you will sign her/him in at the front desk on Form 1182 along with a phone number where we can contact you that day. **Please ensure this information is legible, as it will be our only means of contacting you in case of an emergency.** Please escort your child to the proper room and sign over to the caregiver on Form 1930. The reverse procedure is used when picking up your child at the end of the day. To ensure only an authorized adult picks up your child, the names of each adult who may have access to the child must be written on AF Form 1181 by the parent. This person must present a photo ID at the front desk before entering the child's classroom.

It is a state law and base regulation that you must turn off your vehicle's engine when dropping off and picking up children. Please lock your car doors when leaving your vehicle to prevent children from entering without adult supervision. This is to prevent an accident from occurring if a child gets into your vehicle or if it jumps out of gear. Please help us by complying with this base regulation, (LRAFB Instruction 31-501 traffic code).

Please bring several change of clothing for your child. This ensures that any accidents requiring changing can be resolved without interrupting your work day to bring clean clothing to the center. Please label the clothing with your child's name. We also accept donations of clothing to have on hand for emergencies.

We encourage children to leave their personal belongings at home. If they need a comfort item or are bringing a toy for "show and share" please have it labeled with the child's name. The center staff is not be responsible for any lost or broken items.

Please do not bring an ill child into the program.(See Illness policy). The supervisor on duty has the authority to deny admission to any child who appears to be ill.

Please do not allow your child to bring food into the program.If your child needs to eat please sit with them in the lobby until they are finished. Please keep our food policy in mind during holidays and birthdays as food prepared outside of the center cannot be served.



# Fees and Charges

The center's fees are set by the Air Force and are determined by total household income. There are 9 fee categories. The current fees are posted at the front desk. When registering a copy of each parent's leave and earning statements are required. Fees are adjusted annually as directed by the Air Force. The fees you pay are used only to fund NAF employees' salaries and training. Parents can feel confident their money is being used to ensure qualified and educated professionals are caring for the children.

For income tax purposes parents should keep all receipts for payments made throughout the year. The program records are not acceptable to the IRS in the event you are audited. Only cancelled checks or receipts are accepted documentation for the IRS. **Hourly fees:** Fee information is available at the front desk. The charge is per child with a minimum charge of two hours. Charges are made in 15 minute increments.

**Weekly fees:** The Basic Weekly Fee is the fee charged if the parent pays each week for the entire year (52 payments). The installation's Basic Weekly Fee may only be changed once per year. A weekly rate for childcare is 5 days a week ending at 1800 each day. Parents pay for a fulltime child care slot. When their child is absent parents still pay for the childcare slot. If a parent picks up a child after 1800 a \$1.00 per minute late fee will be charged per child. Weekly fees are due on the Monday prior to care received. Parents may pay for

more than one week at a time. However, if the current week's fee is not paid by Tuesday at 1800 a \$5.00 late fee will be charged. If not paid by Wednesday the credit card on file will be charged. If fees are not paid by Friday the child may be dis-enrolled from the center effective that date. Refunds are not given for days the child does not attend the center.

To better serve you, we have implemented a great program that will reduce your wait time at the CDC front desk. We have designed our "**Auto Payment**" Program to ensure that payments are made on time and avoid any double payments. (See clerk)

When calculating Total Family Income, military income should include all earned income including wages, salaries, tips, special duty pay (flight pay, active duty demo pay, sea pay), and active duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income including SSI paid to the spouse and VA benefits paid to the surviving spouse before deductions for taxes listed on the member's most recent Leave and Earnings Statement (LES) except Basic Allowance for Housing (BAH). In lieu of the BAH, installations must use the Non-Locality Basic Allowance for Housing with Dependents Rate (BAH RC/T) for all members, regardless of whether they live in government housing or off installation received in cash or in kind and other allowances appropriate for the rank and status of military or civilian personnel.

## **Alerts and Exercises**

The center's hours may be extended when an alert or exercise occurs. As a rule, the center will open approximately one hour early (0530) and close one hour later (1900) or as required by higher authority. Parents must sign an extended hours contract stating approximate times they will be arriving and departing. This contract must be done prior to the child being left at the center. An hourly fee will be charged for time used before or after regular operating hours. A regular late fee will be charged to any parent who leaves a child without a contract.

## **Parent Participation**

We welcome all parents to become involved in our Center. We have a Parent Advisory Board (PAB) that meets at least quarterly to discuss concerns and suggest solutions with other parents, the center director and flight chief. The minutes of the meetings are posted on the parent bulletin board. Committee members are invited to organize Provider Appreciation Week and help make improvements in our facilities. Your role as a member of this board is very important.

We also encourage parents to come to the center and spend time with the children. Feel free to bring a story to read or share a talent with the children. At times we may ask for volunteers to help with a project to improve our centers. Talk with a room leader or director if you would like to be involved.

# Parent Communication

A variety of means are used to communicate with parents including but not limited to: parent information boards in each activity room, daily sheets, monthly newsletters, dry erase boards, flyers, emails, and posted signs.

## Outdoor Play

Each classroom is scheduled to go outside twice a day. Please dress your child according to the weather. ***Shoes must be suitable for running and climbing and completely enclose the child's foot.*** Opened toed shoes are not permitted at the CDC. Children will only be kept inside during inclement weather, such as sleet, hail, thunderstorms, extreme temperatures, etc. With your written permission, sunscreen, approved by the medical advisor, will be applied to your child prior to outdoor activities.

## Rest Periods

The children have a rest period after lunch. They are provided a mat and every effort is made to help the children relax and get the rest they need. Admission is restricted during this time so the children are not interrupted. For children two and under, please consult with desk staff before signing your child into the CDC. Customarily, admissions are not accepted between 1130-1330 hours. For children three through five, please consult with desk staff before signing your child into the CDC.

Customarily, admissions are not accepted between 1200-1400 hours.

## **Discipline**

Child Developmental Center Staff strives to model for the children proper ways to interact with other children and adults. Parents can also help their child learn proper social skills by treating their child with respect and modeling appropriate behaviors. Physical punishment in any form is not permitted in the center by staff or parents. Staff use techniques such as redirection, and conflict resolution. Preschool children are encouraged to work out disagreements between themselves independently of the caregiver. They are taught to use language to express their emotions and negotiate with other children. Caregivers guide children to be independent and teach them to understand others point of view.

When a child is expressing undesirable behavior such as biting, hitting, or threatening other children or caregivers we work with our Training & Curriculum Specialist and the parents to modify the behavior. Caregivers will record such incidents on feed-back forms that will be given to the parents. A plan will be implemented to stop these behaviors and parents will be asked to use similar guidance techniques as to provide consistency for the child. Parents are encouraged to work closely with the caregivers to help the child develop positive interactions. When the behavior is disruptive or creates an unsafe environment for other children or staff, the parent may be called to pick the child up

for the day. If the behavior continues, incident letters will be issued by the Director to the parents. After the third letter it may be necessary to discuss parents seeking alternative care.

## **Child Abuse Prevention**

The CDC Program has taken steps to protect children from abuse and neglect and to support children, parents, staff and providers. All children may be subject to closed circuit video monitoring and recording as part of their participation and enrollment in the Child Development Center.

If you or anyone else, suspects child abuse or neglect in any way, in any Airman and Family Services program, report it immediately to the Director/Supervisor. All suspected cases of child abuse and neglect are reported to the **Family Advocacy Office at 987-7377**, AFPC/SVPY and HQ USAF/AISOC within 24 hours of occurrence.

There is a **Department of Defense (DoD) Child Abuse and Safety Hotline** for individuals to report suspected child abuse or safety violations at military Child Development Centers. The telephone number is: **1-877 790-1197**. **It is recommended to use the local reporting procedures (Family Advocacy, Director, etc) prior to using the DoD hotline.**

# Food Program

Our Center participates in the United States Department of Agriculture Child Nutrition Program. This program helps us to ensure all children are getting well balanced nutritional meals. If your child is on a special diet, a doctor's statement is required with a description of the restrictions.

Infants on formula are offered a regular and/or soy formula. During enrollment, parents of children (infants, toddlers, and preschool) provide staff with information about their child's feeding schedule and a list of foods, if any, the child may be offered. Any requests to deviate from approved menu or USDA guidelines for specific medical conditions/dietary needs require a medical profile completed by your child's primary health care provider with approval from the Pediatric Medical Advisor.

To meet USDA guidelines all meals/snacks are served every 2 hours and no more 3 hours between meals (for children 12 months and up).

Breakfast is served at 0800. Lunch is served at 1100 for children 12 months and up. Children under 12 months are served table food between 1030-1100. Snack is served at 1400 and a PM snack is served at 1700. All children present during these times will be served. **\*\*All meals and snacks will be available until 20 minutes past serving time.**

# Health

It is critical that parents and caregivers work together to meet a child's needs. Please help us make your child feel at home by sharing information about your child with the caregivers. Any illness, behavior changes, or changes in the family structure can help caregivers better understand your child, and meet their individual needs.

Upon registration your child will need to be up-to-date on all immunizations and stay current during his/her time at the CDC. Please let the front desk know when your child receives an immunization. To protect all children from disease a child cannot be admitted without proof of all required vaccinations.

When your child has a communicable disease they will not be admitted to the center until released for return by a physician and note is provided to the center. The desk clerk has the authority to refuse admittance of a child suspected of having a communicable disease. To help us keep children healthy we require you to wash your child's hands each morning upon entering the room.

Although our caregivers are very attentive to each child, accidents will sometimes occur while your child is in the center. A bump, bruise or scratch, bite or any mark that is noticed while a child is in our care will be reported to you in writing. You may also get a phone call informing you of the accident. Please let your caregiver know if you



would like to receive a call. In the instance your child is seriously injured, they will be transported to the base hospital or emergency room and you will be notified immediately. Please ensure we have the number where you can be reached in the case of an emergency.

## **Biting**

Biting is an unfortunately not unexpected occurrence among toddlers in group care. We are always upset when children are bitten in our program, and we recognize how upsetting biting is for parents. Toddlers bite for a variety of reasons and most of them are not related to behavior problems. Our program does not focus on punishment for biting but rather on effective techniques that address the specific reason for the biting. If the skin is broken, the parent will be notified to determine if medical attention is necessary. A child who bites will receive redirection, and behavior modification. We will work closely with room staff, our Training & Curriculum Specialist and the parents of the biting child to change the behavior pattern.

## **Health Guidelines**

Contagious illnesses spread rapidly in a child care center environment. Children or adults with contagious illnesses have restricted access to the program. To help reduce the number of ill children we ask that when your child is ill he/she not be brought to the center. If your child becomes ill

while in our program you will be notified. If the illness appears to be a contagious your child will be placed in our “wee” care room to prevent contamination to other children until a parent arrives. Your child may return to the CDC when the symptoms requiring exclusion are resolved and the child feels well enough to participate in all the scheduled activities.

## Medication

**All medications administered to children by staff must be prescribed by a physician. This includes over the counter medications such as cough syrup, Tylenol etc.** Medications are administered in a way that protects children. Medication procedures are followed. As needed emergency medications for asthma, allergies, and seizures are accepted and used on an emergency basis. A current (within the last 12 months) and complete action plan from the prescribing health care provider must be provided for any child requiring emergency as needed medication. The **action plan** must include triggers, signs of distress, and medication administration instructions.

All medication is kept at the front desk and administered by desk staff or a supervisor. A Form 1055 must be filled out completely and dated/initialed daily for medication to be administered. The desk clerk can assist you in filling out the form. Please keep the following items in mind:

1. Medications that have expired will not be given.
2. The first dose **must be** administered at home.
3. Prescriptions for over the counter medications expire after 10 days.
4. Medications are administered at 1000 and 1400. If the medication is only to be given once or twice a day it should be given at home and will not be administered at the center.
5. No preventative medication (such as Tylenol to prevent a possible fever) will be given.
6. Medication will not be given without DAILY written permission by the parent, done by initialing AF Form 1055.
7. The prescription must state exactly how often the medication is to be given. For example “as needed” is not acceptable. Instructions should be specific such as “for wheezing or coughing”

Please plan ahead to adhere to these policies as we cannot make exceptions.

## **Transitions**

As your child grows he/she will be ready to move to the next age group. Children are moved according to their individual needs, age and developmental readiness. We will inform you prior to the move and provide a transition schedule and information about their new room. If you have any concerns about your child’s transition to a new room please

talk with the room lead, the Training & Curriculum Specialist or the Director.

## **Air Force Sudden Infant Death Syndrome (SIDS) Policy**

Safe Infant Sleep in Air Force Child Care Programs Providing infants with a safe place to grow and learn is very important. For this reason, the Air Force created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff, substitute staff, volunteers, and family child care providers in all Air Force child development centers and family child care homes follow the AAP safe sleep policy.

### **Sleep Position:**

\*Infants will be placed flat on their backs to sleep every time unless there is a physician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.

\* Infants will not be placed on their side for sleep.

\* Devices such as wedges or infant positioners will not be used, unless specified by a physician since such devices are not proven to reduce the risk of SIDS.

\* Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.

\* Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution; parents are asked to provide replacement pacifiers on a regular basis.

\* While infants will always be placed on their backs to sleep, when an infant can turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

### **Sleep Environment:**

\* Air Force programs will use Consumer Product Safety Commission guidelines for safety approved cribs. Young infants (under 6 months) will not be placed on mats for sleeping. At no time, will infants (2 weeks-11 months) will be placed on cots.

\* Crib slats will be less than 2 3/8" apart

\* Infants will not be left in bed with drop side down

\* Infants will not be placed to sleep on any standard bed, waterbeds, couches, air mattresses, or on other soft surfaces.

\* Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.

\* The crib will have a firm; tight-fitting mattress covered by a fitted sheet and will be free from loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, stuffed toys, etc.)

\* To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.

\* Wearable blankets are used as alternatives to blankets.

\* Bibs and pacifiers will not be tied around an infant's neck or clipped to an infant's clothing during sleep.

### **Supervision:**

\* Teaching staff supervise infants and toddlers/twos by sight and sound at all times. Staff need to be able to hear all infants and toddlers at all times. All infants and toddlers should be easily seen (if not in the direct line of sight, then by looking up or slightly adjusting one's position) by at least one member of the teaching staff. Staff does not need to be directly looking at each child at all times to meet the requirement for sight supervision.

\* When an infant is awake, they will have supervised "tummy time". This will help babies strengthen their muscles and develop normally.

\* Infants will spend no longer than 15 minutes in bouncer/infant seats when they are awake.

### **Training:**

\* All staff, substitute staff, and volunteers in the Little Rock CDC will be trained on safe sleep policies and practices.

\* Safe sleep practices will be reviewed with all staff, substitute staff, and volunteers annually. In addition, training specific to these policies will be given before any individual is allowed to care for infants.

\*Documentation that staff, substitute staff, and volunteers have read and understand these policies will be kept in each individual's training file. These policies will be given before any individual is allowed to care for infants

**When The Policy Applies:**

\* This policy applies to all staff, substitute staff, family child care providers, volunteers, and parents when they place an infant to sleep in an Air Force Child Development Center.

**Communication Plan for Staff and Parents:**

\* Parents will review this policy when they enroll their child and a copy will be provided in the parent handbook. Parents are asked to follow this same policy when the infant is at home to keep the child safe and promote consistency.

\* These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

**Any individual who has questions may ask:**

Program Contact: Child Development Center  
Director or supervisor on duty.

The following form can be requested from the front desk and must be filled out by the physician for special circumstances.

Safe Infant Sleep in Air Force Child Care Programs

**AIR FORCE CHILD DEVELOPMENT PROGRAMS  
INFANT SAFE SLEEP POSITION EXCEPTION**

**Child's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Physician name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Physician signature:** \_\_\_\_\_

**Physician notes:**

(The information below is required. If provided in other format, attach to this form.)

**Medical reason not to be placed in a supine position to sleep and/or the need for positioning device:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duration of usage (weeks/months):** \_\_\_\_\_

**Specific instructions regarding when to use/not use the device (e.g. during sleeping, feeding, etc.)**

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**CYP Medical Advisor Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CONCUR**

**NONCONCUR**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This information should not be used as a substitute for the medical care and advice of your physician. There may be variations in treatment that your physician may recommend based on individual facts and circumstances



# **Enrollment Termination/Suspension**

Children may be dis-enrolled from the program if weekly fees are not paid by Friday of the week they are due. Children whose behavior is creating an unsafe environment for other children/staff and do not respond positively to intervention attempts (parent conferences, behavior intervention plans) may be dis-enrolled from the program with the concurrence of the MSG Commander. Failure to comply with program policy may also result in dis-enrollment from the program

## **Field Trips**

Parent will be notified in advance of any field trips and a permission slip will need to be signed by parent. A transportation policy letter is available upon request from the reception desk.

## **Emergency Procedures**

During all emergency procedures, our main focus is the safety of the children, keeping them calm and staying in a safe location until the ALL CLEAR is announced. In each emergency scenario, staff conduct a full face to name check to ensure all children are present and accounted for. Emergency supplies are located in these designated safe areas. Children/staff on the playground will quickly enter the building in an orderly manner and proceed to

designated safe areas. Fire evacuation drills are practiced once a month, and other emergency drills are practiced twice a year.

**Fire Drills:** Caregivers gather children calmly and conduct face to name recognition while exiting the building and again upon reaching designated evacuation area. During inclement weather, blankets are taken outside to keep children warm. Once the All Clear is announced, caregivers conduct a face to name recognition to ensure all children are accounted for before and after returning to the classroom. Parents may not sign children in or out during a fire drill.

**Tornado Warning:** Children and staff will immediately take cover in designated severe weather shelter areas within the facility.

**Shelter in Place:** SIP signs are posted for safe rooms for airborne hazards. SIP kits kept in each of the designated rooms. Doors are locked and no one may enter or leave until the All Clear is announced.

**Active Shooter:** Children and staff will remain in their classrooms quietly and away from windows. All exterior and interior doors are locked and lights are turned off until the All Clear is announced.

## Harmful Substances

Smoking, consuming alcohol, using tobacco products (including 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 and FCC homes.

## Other Services

**Hourly Care-** For parents who periodically need care we offer an hourly care option which is provided on a space available basis. You may schedule up to a week in advance, however if no spaces are available, you will be placed on a waiting list.

**Subletting-** Weekly patrons may sublet their slots to other eligible families in one-week blocks (Monday-Friday). Weekly patrons give written notice of the dates they will be absent and parents desiring short term care may contact the family to make arrangements to sublet their child care space. The weekly patron is responsible for payment, and may not use the center the days the slot is sublet. The sublet slot must be for the same age child and room as the regular slot. Parents may not sublet their space for more than 45 days per year without prior approval.

**Give Parents a Break Program-** It is intended to help relieve parenting pressures. Eligible parents are offered free child care by the Air Force Aid Society. Care is provided at Bldg 1990 and is offered for children ages 6 weeks through 12 years. Parents must request a referral from Squadron Commander, First Sergeant, Chapel, Doctor, Family Child Care, Family Advocacy, Airman and Family Readiness or the Child Development Center or Youth Center before registering for the program. Registration must be completed no later than Wednesday at noon prior to the scheduled Give

Parents a Break date, unless scheduled dates require earlier registration. Please contact the front desk for more information, dates and times and to set up an appointment. Parents are required to call the desk to cancel care if not needed. Failure to cancel if space is not needed can result in removal from the program. A late fee of \$1.00 per minute per child will be charged if late picking up.

**Parent Resource Library** – We have many books and articles about child development issues such as guidance, toilet training, etc. Ask the room leader for more information.

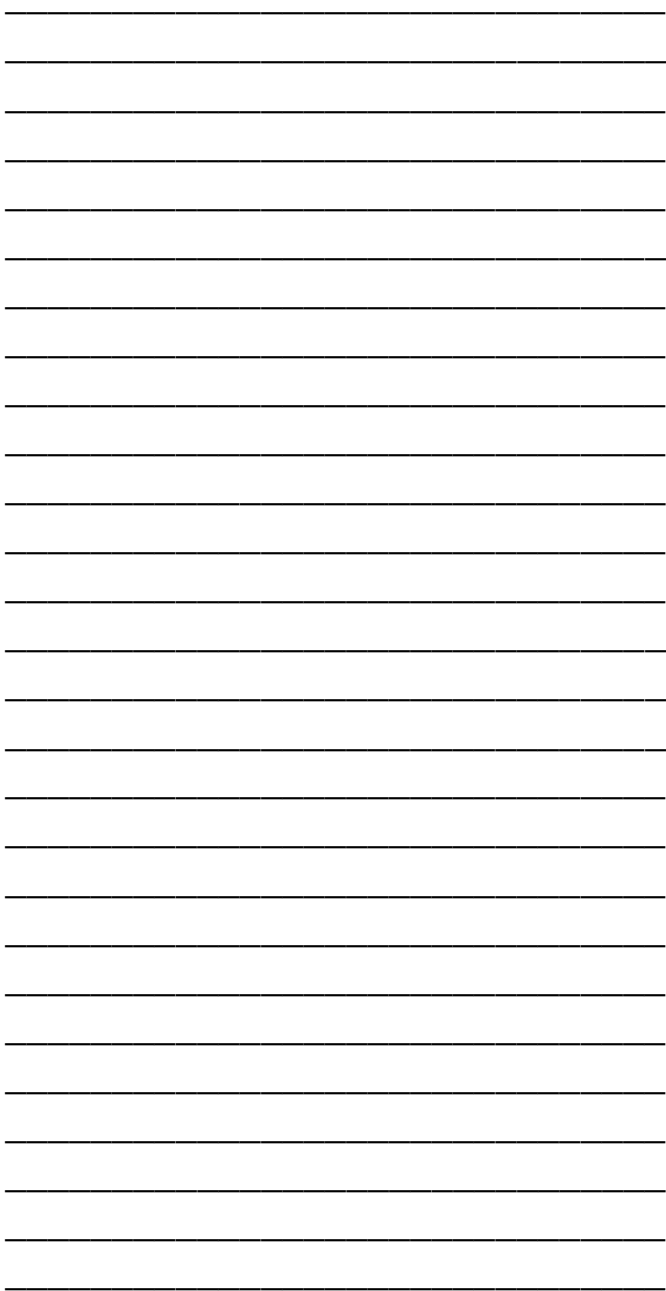
**Community Resources** –

- Airman & Family Readiness Center - (501) 987-6801
- AR Crisis Center Listening & Support - (888) 274-7472
- Chaplain – (501) 987-6014
- Family Advocacy – (501) 987-7377
- Heaven’s Loft – (501) 758-0305
- Military Family Life Consultant – (501) 366-7703/7210
- Military One Source – (800) 342-9647

A more comprehensive list of resources is available upon request.

Our program is governed by AFI 34-144 and Air Force Inspection Checklist

Notes: \_\_\_\_\_  
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## **Key Personnel**

**Bldg 1990** **987-3373/6130**

Director  
Program Specialist  
Training & Curriculum Specialist

**Bldg 1257** **987-6070/7270**

Assistant Director  
Training & Curriculum Specialist