

Youth Programs, School Age Care & Youth Sports Parent Handbook

DEPARTMENT OF THE AIR FORCE



SCHOOL-AGE CARE

DEPARTMENT OF THE AIR FORCE



YOUTH PROGRAMS



INTRODUCTION

Welcome to Luke Air Force Base, Youth, Teen, and School Age Care Program. The information presented in this handbook represents an overview of our programs and services.

OUR STAFF'S VISION STATEMENT

To offer a quality program that is safe, academically enriched, positively guided with good interaction and to surround the children / youth in our programs with loving, caring and understanding staff.

CYP MISSION STATEMENT

To assist 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 youths, ages birth through 18 years of age.

STATEMENT OF PHILOSOPHY

It is the philosophy of the Luke Air force Base Youth Programs to provide developmentally appropriate programs of the highest quality that adheres to all regulations and standards accepted by the Air Force. We respect each child as a unique individual and recognize the differences in the children's rate of physical, social, emotional and cognitive development. We believe that the parents are the first and primary educators of their child, and we aim to build a bridge between home, school and our programs in order to create the best possible quality programming for their child. Parents are highly encouraged to participate in our programs. The programs provided by the Youth Programs are based on the belief that each child should be given the opportunity to develop his or her maximum potential through varied experiences with nurturing support. A variety of activities are planned to help each child learn and develop in a stimulating anti-bias environment. The environment is extended beyond the program to include the community, through various guest speakers, and field trips. We encourage independence and respect for others while working to promote each child's positive self-image through successful experiences.

PROGRAM GOALS

•To build a positive self-image •To build a sense of belonging •To build a sense of competence •To build a sense of usefulness •To build a sense of power and influence •To develop self-discipline and resolve conflicts constructively •To build an understanding and respect cultural diversity •To build lifelong skills, academic progress and promote individual development

YOUTH PROGRAMS STAFF

Youth Director - **Mark Cobb**

School Age Coordinator - **Dolores Cabrera**

Youth and Teen Program Coordinator - **Tiffany Walker**

Youth Sports Coordinator - **Fred Washington**

Training and Curriculum Specialist – **Yasmin Tekin**

HOURS OF OPERATION

Youth & Teen Program

School Year from 1:00 pm - 5:30 p.m., Monday – Friday

Summer from 8:30 am - 5:30 p.m., Monday – Friday

No School Day from 1:00 pm - 5:30 p.m.

School Age Care Program

School Year from 6:00 am – 9:00 & 1:00 pm - 5:30 p.m., Monday – Friday

Summer from 6:00 am - 5:30 p.m., Monday – Friday

No School days from 6:00 am - 5:30 p.m.

Programs closed for all Federal Holidays and AETC Family Days.

ELIGIBILITY

Dependents of active duty military members, DoD civilian employees
and others authorized per AFI 34-144.

Program

School Age Program

Youth / Teen Programs

Youth Instructional Classes

Youth Sports

Age Eligibility

5-12 years (must be in kindergarten)

9-18 years

5 to 18 years

3-18 years

PARENT INVOLVEMENT & COMMUNICATION

There are several ways to become involved with CYP. The Parent Advisory Board (PAB) is for interested parents of children to assist, advice and guide CYP to develop the best possible programs. Continuous Quality Improvement Teams (QIT) meet quarterly and are designed for School Age Program parents to provide valuable feedback about your child's care and assist in developing new and interesting activities & programs. CYP has an open door policy and appreciates your feedback and suggestions.

TOBACCO, ALCOHOL and ILLRGAL DRUGS POLICY

The use of all tobacco products is prohibited in CYP facilities and surrounding areas. This includes smokeless and electronic products. Alcoholic beverages or stimulants will not be brought to any CYP facilities. Persons suspected of indulging prior to coming to a facility will be denied admittance and their parents notified.

Children will not be released to parents or patrons who appear to be under the influence of alcohol or drugs while on premises. Security Forces will be contacted immediately.

MEDICATION ADMINISTRATION

Trained employees may only administer medicine to children enrolled in the full day care program. Because of the possibility of reactions, parents must administer the first dosage and wait twenty minutes before the child may be signed in. All medications need to be in their original container. The medication prescription label must have: child's name, physician's name, beginning and ending dates, dosage frequency, expiration date and name of medication. An AF Form 1055 must be on file, completed by the parent, following a medical care plan. Parents must sign the medical form each day the medication is to be administered.

Children attending youth program activities must administer their own medication. Special consideration can be arranged with the Director for youth in special circumstances. No illegal drug use is acceptable.

SUPPORTING CHILDREN and FAMILIES WITH SPECIAL NEEDS

Special Needs: AFI 34-144 Children with Special Needs: Every attempt will be made to modify the environment, staffing and activities within reason to let children with special needs participate. Children with special needs will be accepted only with the concurrence of the I.A.T. (inclusion action Team). The I.A.T. panel to include the installation medical advisor is assembled to develop a written plan of care which will determine how best to care for your child.

FEE POLICY

Each activity within CYP has established fees and charges for services. All program fees must be using the AF wide Business Management System (BMS-CYP). At no time will the programs retain credit card information.

School Age fees are based on total household income and are mandated by the DoD.

School Age Care fees will only be adjusted annually, however if financial circumstances change during the year, parents may request a hardship waiver according to flight directives.

Credits/reimbursements are not given for Federal Holidays, illness, and inclement weather days. Parents may apply for reimbursement if their child has had a medical emergency.

ILLNESSES

Children who feel ill will be allowed to rest quietly for a time away from the other children.

If a fever is present or the child exhibits symptoms of a contagious illness, a parent will be contacted and asked to pick up the child within 30 minutes of the call. A child who missed school, or was sent home from school sick, will not be admitted in our program that day. When at the program, children are expected to participate in all indoor and outdoor activities offered. It is better for the child to remain at home if he / she is not well enough to participate both indoors and outdoors.

ACCIDENT PROCEDURES

A staff member with a CPR and first aid certification is always on duty.
Minor Accidents: All injuries occurring at the program are documented and require a sponsor's signature. For minor injuries (scratches, bumps, bruises) the information will be relayed to you when you pick up your child.

MEDICAL EMERGENCIES

Situations Requiring Medical Treatment: If an accident or serious illness occurs which requires medical treatment, the child's parent will be contacted and transported by ambulance to the nearest emergency services. The child's emergency medical authorization will be taken by a program staff member who will give it to the hospital staff. Program staff will remain with the child until the parents arrive and inform them about the situation.

EMERGENCY EVACUATION/CLOSING PROCEDURES

AFI 34-144: Contingency Operation: When an emergency, such as a natural disaster or conflict, occurs on the installation or in the local area, the commander may suspend School Age Care program operations. In the event of emergency facility evacuation such as a fire, all children and staff will be relocated to Fowler Park. As for an emergency base closure due to inclement weather, natural disaster, or conflict, CYP facilities will be closed. If children are in the facility, parents will be notified by phone and facility will remain open one hour so all children can be picked up. If parent, legal guardian, or emergency contact does not pick up children in one hour, then Military Police/Security Forces will be notified for assistance in locating the parents. Sponsor's leadership will be contacted to ensure safety of the child until such time as the parent, emergency contact or guardian is able to reclaim the child.

PARENT ORIENTATION

We invite all parents to participate in an orientation session when enrolling their child into the program. Orientation provides a tour of the facility, an opportunity to tour the facility, meet your child's caregivers and a chance to learn about program policies. If you missed the scheduled orientation or did not have the opportunity to attend when you enrolled your child, please contact your Program Coordinator to schedule an individual orientation.

PARENT CONFERENCES

Parent conferences are offered during the school year to provide parents an opportunity to discuss their child's participation in the program. Staff will share information about the child's activities and interests within the program. Parents may be asked to meet with program staff prior to or after the annual conference if the child is having particular difficulty adjusting. Parents may re-request a meeting with the program staff or coordinator at any time throughout the year. Parent conferences are a unique opportunity for parents to ask questions and learn more about their child's participation in the program.

OPPORTUNITIES FOR FAMILY / STAFF COMMUNICATION

Although we encourage all parents to talk to the staff daily, parents who wish to speak to their child's caregiver, School Age Coordinator, Training and Curriculum Specialist or Youth Programs Director can schedule a conference directly.

INVITATION TO VISIT OUR PROGRAM

Parents are welcome to observe in the classrooms, go on field trips and to share their talents or interests within our program.

WAYS FOR PARENTS TO BECOME INVOLVED IN THE PROGRAM

- Parents can attend or be part of special events
 - Parents can share a special skill or interest
 - Parents can be a guest speaker
- Parents can attend workshops and training sessions
 - Parents can attend field trips
- Parents can bring in healthy recipes for menus
 - Parents can volunteer
- Parents can donate clothes / uniforms for dramatic play

WAYS FOR FAMILIES TO HAVE INPUT IN THE PROGRAM

- Attend parent advisory board committee meetings
- Talk to the coordinator and voice your concerns
 - Familiarize yourself with AFI 34-144

VOLUNTEERS

The Youth Programs is always in need of volunteers to assist us in making our programs a success. Areas of need are 4H leaders, special events, Kids Night Out, sports camps/clinics, field trips, and coaches. All coaches will be certified through Nays at no cost to the individual.

YOUTH PROGRAMS and SCHOOL AGE CARE STAFF

All program staff members are highly trained professionals, dedicated to providing quality programs for the youth of military and DoD personnel. All staff are mandated to complete developmental modules, receive twenty-four hours Air Force annual training per AFI 34-144. Youth staff also complete 4H and Boys and Girls Clubs' Program Basics, and Commitment to Quality.

DISCIPLINE and GUIDANCE

Staff help youth respect themselves and others and to be responsible for their actions. Positive guidance techniques used by the staff include role-modeling, problem solving, communication, redirection, and choices. Termination/Suspension of enrollment will be determined by the Youth Programs Director and if necessary, the Child and Youth Flight Chief.

GRIEVANCE PROCEDURES

Our program maintains an open door policy encouraging parents to communicate to staff and director any and all ideas, suggestions and concerns. Quality childcare is the result of a strong partnership between the families and the program. We look forward to working with you to provide the best possible care for your child.

Families, Child/Youth have the right to file a grievance without interference or retaliation. Families, Child/Youth can submit a grievance to the School Age Care Coordinator, Youth Director, or the Flight Chief. The review process will include one level of review that does not involve the person about whom the complaint has been made or the person who reached the decision under review. The Family or Child/Youth will receive a timely written notification of the resolution and an explanation of any further appeal, rights or recourse. The Family or Child/Youth has the right to be heard by a panel or person delegated to review the Family or Child/Youth grievances.

TRANSPORTATION & FIELD TRIPS

All children riding the Youth Programs transportation vans must have a transportation agreement filled out and signed by the parents. There must be a seatbelt and a booster seat if needed for each child riding the van, and each child must be belted in prior to departure.

There must be a least two adults present in the vehicle when transporting children. At least one person must have a completed back-ground check and the driver must have appropriate paperwork on file. Children are never transported by personal vehicle.

CHILD ABUSE and NEGLECT REPORTING

All Youth Program staff, coaches, instructors, and volunteers are mandated reporters and are held liable if aware of an instance of child abuse or neglect and fail to report.

All staff, coaches, instructors, and volunteers are trained annually on proper identification and reporting child abuse and neglect.

STANDARDS OF CONDUCT

Respect Yourself, Respect Others, Respect Equipment

The Youth Director is authorized to suspend youth from the use of the program. Youth may be suspended until a parent conference with the staff and/or Youth Director has been held for failure to comply with the rules. In the event a youth is unable to participate in Youth Program activities due to disciplinary concerns, termination of membership will be elevated through the chain of command for approval/disapproval.

CCTV SURVEILLANCE

Children & Youth participating in CYP may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in the program.

DRESS REQUIREMENTS

We plan a very busy and active day in the Youth and School Age Care Program. We request that sturdy shoes (tennis shoes) be worn so your child can play in the gym, go outside or on field trips. No sandals or flip flops allowed. We will take children outside so please ensure your child has appropriate clothing for the changing weather conditions.

All extra clothing, coats and hats should be labeled with your child's name.

NOTIFICATION OF PROGRAMS

Before & After school programs, Social, sports, instructional classes and special events at the Youth Programs are publicized, Lukeevents.com and Luke Youth Programs Facebook page.

School Age Care Program (Ages 5K-12)

Luke AFB School Age Care Program is a full-service childcare program for children 5 and in kindergarten to 12 years of age providing service before and after school hours. The School Age Care Program adjusts to a full day program during spring, summer, fall and winter breaks and no school days. The program offers structured programs and conduct activities that support and embody the eight essential elements of positive youth development: physical and psychological safety, appropriate structure, supportive relationships, opportunities to belong, positive social norms, support for efficacy and mattering, opportunities for skill building, and integration of family, school, and community efforts.

There is something available for all ages and interests.

Licensing and Accreditation

Luke AFB School Age Care is licensed to operate through the Air Force. Headquarters Air Force ensures the program is in compliance with the most recent guidelines: AFI 34-144. Annually Air Force develops and reviews program standards for School Age Care operation to ensure they reflect the highest level of care and that supports the most current research on school age care.

Program compliance is checked through annual unannounced inspections. The certificate to operate as an Air Force School Age Care is posted in the lobby and is renewed after each annual inspection. In addition, Luke AFB School Age Care is accredited with a national agency,

Council on Accreditation (COA). Accreditation with COA

signifies that our program meets the high standards of quality set forth by this accrediting body. It involves an in-depth self-review of our program against currently accepted best practice standards.

This process also includes gathering feedback, input and support from all program stakeholders, parents, children, and staff. A plan for program improvement is developed from the feedback and the program works toward continuous quality improvement.

ENROLLMENT

Request care at www.militarychildcare.com after care is requested you will be contacted by the Administrative Clerk that a slot is available and that an enrollment packet must be completed on line at <https://parent.afcyp.com/> before the child participates in the program.

TERMINATION OF ENROLLMENT

1. Termination will result if the status of eligibility changes and the spouse is not working or attending school on a full-time basis. The patron has two (2) months to acquire full-time status in either employment or school. If this is not accomplished in two (2) months the patron will have to give up his/her child's slot in the program. In the event that the program is full, a priority three (3) and /or a priority two (2) patron will be given a two week notice that their child will lose their slot and their child will be placed on a waiting list.
2. The program is designed to be a positive experience for children. Occasionally, the program may not be appropriate for a child's continued enrollment. Termination may result if the program does not meet the needs of the child or the expectations of the parent.
3. If the child manifests repeatedly disruptive or inappropriate behavior, he / she will be subject to termination from the program.

ABSENCES

If your child normally attends the morning program and will not attend on a given day, please call the Youth Programs by 7 a.m. that morning. In the afternoons, the staff will conduct roll call at the designated school pickup point to ensure each child returns to the program after school. If your child does not arrive at the designated pickup point, the program will notify the school, parent and /or emergency contact. If you cannot be reached, the sponsor's first shirt or commander will be notified.

Please notify the front desk if your child will not be in the program for the day or if you will pick your child up from school. Parents must notify the Youth Programs front desk, coordinator, or supervisor on duty by 2 p.m. if the program is not to pick up your child from school.

PAYMENTS AND POLICIES

Fees will be determined by the total family income entered on the “Application for Child Care” form. This fee includes breakfast and snacks. Lunch is included in the all day care programs. If you do not wish to disclose your total family income, you are not required to do so, however, your childcare fees will be set automatically at the Category IX fee level.

Fees are payable by your choosing either weekly, by-weekly, by-monthly, or monthly.

If the card is rejected your child may not attend the program until your account is paid in full. A late payment fee for the SAC child care fees will be \$5.00 per business day per family. Full Time rates (no school days, holiday care, and camp care) are based on our operating hours of 0600-1730. Late pick-up fees for the SAC will be applied at \$2.00 per minute per child. A 10 minute grace period will be provided. Fees will not be pro-rated for the days the program is closed due to legal holidays, for partial attendance, vacations, days missed due to illness, down days, goal days and /or all family days.

A two week termination of Child Care Services notice is required and payment of any SAC fees accrued until final day of care.

DROP IN CARE

Drop-in care is available only when there is space available.

There is a \$8.00 per hour fee.

NUTRITION / FOODS SERVED

Only food prepared at or for the program is served at all meals including birthday celebrations and other special events. All meals and snacks served in the School Age Care program are served in accordance with USDA CACFP guidelines. Note: When the

School Age Care program is unable to provide food required for a youth’s medical condition, parents may provide food when prescribed by the youth’s health care provider and approved by the Installation’s CYP Medical Advisor. The installation’s Public Health Office is consulted for safe food storage. All food must meet USDA CACFP guidelines.

STAFF QUALIFICATIONS

The staff are trained in child development. They must complete 15 School Age Modules under the supervision of the Training and Curriculum Specialist. The modules include training in health, safety, growth and development, parent communication, interactions, and room environment. It is mandatory that all staff have current CPR and first aid certificates and receive annual training on Child Abuse Prevention, Positive Guidance Techniques and Food Handlers.

SECURITY of CHILDREN

The security of your child is our number one priority. As a courtesy, please inform the program if your child is not attending that day or if your child left school early. If we are not notified, we will call you to ensure your child's safety. Repeated occurrences of failing to notify the program may result in cancelation of your School Age Program contract.

Emergency contacts will be required to show identification when picking up child/children from the school age program. Children will not be released to anyone other than parent/guardian without prior written notification.

POLICY FOR SIGNING CHILDREN IN/OUT

Sponsor will accompany each child into the program, sign each child in and out on the BMS system, provided at the front desk via iPad using each family account number. Youth, ages 5-8, enrolled in School Age Care may not be released to siblings under 14 years of age. Youth 9 and above may sign in and out of School Age Care with parent authorization.

School Age Care program adult/child ratio is 1 to 12.

MEDICATION ADMINISTRATION

School Age will accommodate your child's individual medical needs by administering medically prescribed oral medications. Medication must be in its original container with prescription label indicating the child's name, physician's name, medication title, dosage to be given and the time of day it is to be given. "As needed" medication is accepted for use only when there is an expiration date. An AF Form 1055 must be on file, completed by the parent, following a medical care plan. Parents must sign the medical form each day the medication is to be administered.

YOUTH & TEEN PROGRAMS (ages 9-18)

Our programs are designed to encourage Club members to realize a wide variety of positive outcomes, a strategy for developing the "whole child." Youth Programs focuses on helping children and teens achieve in our three priority outcome areas of Academic Success, Good Character and Citizenship, and Healthy Lifestyles.

We offer tested, proven and nationally recognized programs in five Core Program Areas that closely align with the developmental needs of all young people. Enrollment for ALL programs must be completed online at <https://parent.afcyp.com/> before the child participates in the program, please contact the Youth Programs for an invite link. Monthly membership fee for Category 1-6 is \$20.00 and Category 7-15 is \$25.00.

Leadership and Service

Provide opportunities for youth to have a positive impact on their program and community; sustain meaningful relationships with others; develop a positive self-image; participate in the democratic process and civic engagement; and respect their own and other's cultural identities. Activities in the core area build skills of self-awareness and advocacy, setting and achieving goals, collaborating with peers and adults, and identifying and solving problems.

Education

Provide opportunities for youth to achieve educational goals and to explore post-secondary options and build work force readiness. Activities in the core area build skills in basic educational disciplines, applying learning to everyday situations, using technology to optimize school success, planning and preparing for post-secondary education, career paths and/or military service. Ensure comprehensive programming throughout the areas of science, technology, engineering, arts, and mathematics (STEM/STEAM). Homework help and tutoring are offered daily during the school year.

Health and Wellness

Health and Wellness. Provide opportunities for youth to develop physical, social and emotional wellness, make positive choices and avoid risk-taking behaviors, develop positive relationships, regulate emotions and develop resiliency. Activities in the core area build skills in healthy lifestyle choices, self-efficacy, resistance skills, and communication and employ youth to engage in n positive behaviors that nurture their own well-being.

The Arts

Provide opportunities for youth to develop an awareness and an appreciation of a variety of art forms, explore digital, fine, applied and performing arts; and encourage an appreciation of their own and other's cultural identifies. Activities in the core areas build 24 October 2023skills of creativity, self-expression, cultural awareness, communication, critical thinking and technical knowledge.

Sports and Recreation

Provide opportunities for youth to build fundamental motor skills in a variety of sports and recreational activities, encourage good nutrition and healthy eating and develop a positive attitude for lifetime physical fitness. Activities in the core areas build skills in a variety of leisure and lifetime sports and choosing healthy foods. Engaging physical activities are offered daily.

Sign in and Release Policy

The Youth Program is a free-flowing facility where youth may come and go in a relaxed atmosphere. When youth enter the facility, they must sign themselves in at the front desk via the BMS iPad provided at the front counter.

Youth Program participants 9 years of age and older **may** sign in and out without parental oversight.

Instructional Classes

At the availability of instructors Gymnastics, Dance, Piano, Martial Arts and Archery. Beginner to advanced classes are available. Participants may be placed according to skill level, regardless of age, at the discretion of the instructor. Please contact the admin office for times and fees.

Code of Conduct

1. Always, respect and abide by the instructions of the Youth Programs staff.
2. Respect the rights and dignity of all participants.
3. Respect yourself with pride.
4. Profanity or abusive language will not be tolerated.
5. Hosts are responsible for the actions of their guests.
6. Use of personal equipment is use at your own risk.
The Youth Programs is not liable for stolen items.
7. The use of alcohol, tobacco products or illegal drugs in any Youth Programs facility or its outdoor areas is strictly prohibited.
8. Horseplay, bullying, harassment, running or boisterous noise will not be tolerated.
9. Displays of affection beyond what is considered appropriate in any place of public assembly is prohibited.
10. Dress must be appropriate for the activity being conducted.
11. Food and drink must be consumed in the snack bar.
12. No food or drink in the gym.
13. Loitering will not be permitted in bathrooms or outside the Programs, including parking areas.

YOUTH SPORTS PROGRAM

Luke AFB Youth Sports is dedicated to providing first rate, wholesome and safe youth programs to the Luke Community. Our programs will promote and enhance the overall physical, social, and emotional well-being of its participants through a trained and educated staff in a fun, positive and healthy environment.

The Youth Sports program is a recreational league that encourages everyone to participate regardless of ability. The emphasis is placed on a fun youth sports experience that allows children to develop a lasting passion for the sport. Sports, by nature, are competitive and players and coaches set out to win their games. However, this program has modified game rules to make the experience less competitive, where winning is part of the process, but not the only goal. In this program, players will receive a guaranteed minimum playing time.

GOALS

☐ Personal Development

Supporting positive self-concept, Fostering independence and life skills, encouraging responsibility

☐ Social Development

Establishing friend-ships, learning social skills, gaining social support, developing a sense of community and teamwork

☐ Physical Development

Building physical and recreational skills, appreciating the ability to rest and relax

☐ Cognitive Development

Advancing success in school, exploring new ideas and facts

PHILOSOPHY

The Youth Sports philosophy is simple and 3-fold: Participants should have fun, learn something about the sport, and form lasting friendships with teammates and coaches alike. This youth sports philosophy is achieved through three key components: The coaches, the parents, and the players. The coaches are directly responsible for instilling values, good sportsmanship, developing and refining sports skills and transferring their knowledge of the game to the players. The parents play a role both on and off the field. On the field, they support and entrust the coaches with their children, offer a strong foundation of communication throughout the team and provide nutritious snacks and drinks. Off the field, parents continue their support by developing their children's skills and love of the game. The players are challenged to keep their focus on good sportsmanship, fair play, camaraderie, and to continue to develop and refine their skills.

ROLE OF THE STAFF, VOLUNTEER AND PARENT

Youth Director:

Provides opportunities for youths to participate in a variety of individual and learn sports. Prepares submissions to the appropriate organizations for funding and fees needed to support youth programs. Establishes, coordinating and publishing bylaws related to sports program. Procuring and providing supplies and equipment necessary to support the program Approves schedules. Serves as the chief official charged with overall administration and operation of sports leagues. Makes final decisions on all sports program operational matters.

Youth Sports Director:

Recruits, trains, and appoints volunteers to act as league administrators, managers, coaches and other related positions within the sports program. Organizes and conducts meetings with league administrators regarding player registration, player evaluations, drafts, practices, game schedules, issue of uniforms and equipment, coach's certification, training, etc. Scheduling and coordinating the maintenance and upkeep of playing facilities. Properly controlling, maintaining, and accounting for all program supplies and equipment. Coordinating and conducting all registration activities.

Volunteer League Commissioners and Presidents:

Providing supervision of players to ensure their safety and welfare. Assisting the youth sports director in recruiting and training managers, coaches, officials, and parent volunteers. Ensuring all volunteers are briefed and kept current on league operations and administration. Attending all scheduled league and division meetings. Assisting the youth sports director in developing and submitting practice and game schedules. Recommending league bylaws and ground rules for play for each sport. Reporting all injuries and incidents to the youth sports director immediately. Ensuring everyone adheres to youth program policies and the rules and regulations governing play. Assists the youth sports director in all program related meetings and activities. Reports any suspected child abuse or neglect to the Youth Director.

Volunteer Coach / Official:

Is knowledgeable of the policies and procedures pertaining to the youth sports program. Provides a safe environment during practices, games and related functions. Acquires the necessary training to coach youth athletes. Is knowledgeable of the rules of the game. Communicates with the parents. Serves as a role model. Reports any suspected child abuse or neglect to the Youth director. Adheres and upholds the NAYS Coaches' Code of Ethics.

Parents:

Familiar with the program philosophy. Understands the importance of their role as a youth sports parent. Focuses on fun and participation, not winning. Is a good spectator. Respects the youth sports environment. Makes only positive, encouraging comments to the players and both teams. Controls their emotion. Respects the officials. Discusses any concerns away from the players including their own child. Never undermines team morale. Makes every effort to get their child to practice and games on time. Keeps the coach informed if their child has to miss a practice or game. Does not use tobacco, drugs, or alcohol use at all youth sports events. Informs the Youth Sports director of any concerns related to the sports program. Upholds the NAYS Parents Code of Ethics.

SPORTSMANSHIP REMOVAL & SUSPENSION PROCEDURES

Behavior inappropriate for programs serving youth by parents will not be tolerated. Poor sportsmanship, cursing, vulgarity, negative comments about coaches, players and officials, verbal arguments with coaches, officials, or other parents, will be considered unsportsmanlike conduct.

- First Offence: Banned from the game (must meet with the Sports Director prior to return)
 - Second Offence: Banned from all remaining games and practices

All parents will be required to read and sign the NAYS Parent Code of Ethics.

NAYS Code of Ethics for Parents

All NAYS Parent members must agree to the NAYS Code of Ethics for Parents. The signing of the pledge takes place during the orientation.

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this NAYS Code of Ethics for Parents:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
 - I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the NAYS Code of Ethics for Coaches.
 - I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco and alcohol, and will refrain from their use at all youth sports events.
 - I will remember that the game is for youth - not for adults.
 - I will do my very best to make youth sports fun for my child.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.

GUIDANCE GUIDELINES

Transportation:

Volunteers may not transport youth in their private vehicles.

Health:

Prior to participating in youth sports each child must have a physical examination and up-to-date flu shot. Per AFI 34-144 **Physicals** are required annually and cannot expire before the sport is finished. Youth must have an annual **flu shot**. Parents must record on the child's enrollment form any chronic (ongoing) health problems and alert the coach.

Safety:

The Youth Staff, in coordination with the base safety personnel developed field inspection checklists to minimize the number of injuries on the playing field. Protective equipment must be worn by batters and catchers at all times during baseball practice and games. Each head coach will have a first aid kit at each game and practice for each sport. Youth must wear a good fitting pair of shoes appropriate for the sport (no metal cleats). It is the parents responsibility to ensure their child arrives safely at the sports practice and or game, please be sure the coach is aware of where you'll be in case of an emergency.

Guidance:

1. Youth Programs are based on promoting positive behavior through activity planning, space arrangement, coach interaction, positive reinforcement and conflict resolution.

The goal of our guidance policy is to minimize behavior problems through program design and planning while maximizing opportunities to promote positive behavior.

2. Coaches must treat children of all races, religions and cultures equally, showing them respect and consideration. To elicit cooperation, coaches will give children choices rather than directives. To encourage children to act in appropriate ways, coaches will make request of children rather than issuing orders to them Coaches will model the kind of behaviors they want from children, such as saying "please", "thank you", and "excuse me", admitting errors gracefully and treating others kindly. Coaches will avoid tangible reinforcements, such as candy, that encourage poor eating habits.

Family Resources

There are times when a family may require specialized assistance to address personal or family situations. There are several on base and off base resources that can provide guidance and support.

Community Services on Base

School Liaison Officer - 623-856-6378
Child Development Center - 623-856-6992
Family Child Care - 623-856-2684
Airmen & Family Readiness Center - 623-856-6550
Exceptional Family Member Coordinator – 623-856-6426
Pediatric Clinic – 623-856-2273
Library - 623-856-7191
Base Chapel – 623-856-6211
Immunizations Clinic – 623-856-7420
Family Advocacy Program – 623-856-3417/6608

Community Services off Base

Arizona Find - Early intervention or special education services - 928-637-1871
Military OneSource – 1-800-342-9647
Arizona Child Protective Services – 602-265-0612
DoD Child Abuse and Safety Violation Hotline – 1-877-790-1197