



WEST POINT CHILD DEVELOPMENT CENTER

Welcome to the West Point Child Development Center! Full day childcare is offered for children six weeks through five years. The West Point CDC provides a variety of experiences for children through planned and developmentally appropriate activities that promote learning and exploration. Activities, interactions, and environments support the development and refinement skills. All activities are developmental and recognize children's individual differences by providing an environment that encourages self-confidence and develops self-help and life skills, curiosity, creativity, and self-discipline. Concrete experiential learning activities encompass the following six domains: Social, Physical, Language/Literacy, Cognitive/Intellectual, Emotional, and Cultural. The West Point Child Development Center also maintains active partnerships with Kids Included Together, Teaching Strategies, and Start Smart Programs. These curriculums are integrated into daily activities and options for children.

The Mission of the West Point Child Development Center is to integrate and deliver base support to reduce the conflict between parental responsibilities and unit mission requirements and enables readiness for a globally responsive Army.

Child Development Center Hours of Operation:

The CDC operates Monday through Friday from 0600-1730hrs. Pick up occurring after 1730 will incur a \$1.00 per minute fee charged each minute of late pick up. Fees will be collected at time of pick up. The Child Development Center will be closed for Federal Holidays, Command Designated Closures, Code Red and twice annually for Staff Development Day.

Accountability at the Child Development Center:

Parents are required to swipe their child in and out and sign them in and out at their child's classroom. Swipe cards will be issued at time of registration. Parents/guardians will also be required to show identification at time of pick up and drop off. In the event a parent or guardian is unable to pick their child up a designated release form must be completed ahead of time to allow that individual to pick the child up. Emergency contacts are also release designees and may pick the child up from care.

Meals and Snacks:

All meals and snacks are provided at no extra cost to families. The West Point Child Development Center participates in the USDA and CACFP programs. All menus are reviewed and approved by a registered Installation Management Command Dietician and are in compliance with USDA nutritional requirements. Breakfast, lunch and snack will be offered daily for CDC participants. No outside food or drink is permitted unless an exception to policy is in place.

Medications:

All medications must have a prescription label attached, match the child's Medical Action Plan and be approved for use by the Special Needs Accommodations Process/Medical Inclusion Action Team. For more information on SNAP/MIAT procedures and eligibility please contact Parent Central at 845-938-0939/4458. A child will not be permitted to participate if their rescue medication is not present.

Parent Participation:

The West Point School Age Center believes that parents are the first and primary educators of their children and we strive to form partnerships with parents that support the total development of each child. Parents are encouraged to participate in field trips, special presentations, annual surveys and the Parent Advisory Board.

Child Development Center Staff:

Child Development Center staff are professional Army Caregivers. They are professionals trained in the duty of providing a safe, nurturing and enriching environment for children. Child Development Center staff role model and support the development and mastery of appropriate behavior, respect, compassion, concern and positive character. All CYS staff undergo rigorous background checks and screening processes prior to be accepted as a Child and Youth Program Assistant. CYPAs receive no less than 80 hours of initial training in the areas of Child and Youth Development, CPR, First Aid, Medication Administration, Identification of Child Abuse, Fire, Safety and Health Standards, Standard Operating Procedures, Behavior Support and other relevant trainings. CYPAs also receive on going training in the areas of Developmentally Appropriate Practice, Planning and Implementation. Training and Curriculum Specialists ensure staff is competent and well trained in meeting the needs of children. The staff bulletin boards outside each classroom contain CDC staff names and titles.

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Child Development Center Programming and Curriculum:

The Child Development Center ensures planned activities, interactions and environments incorporate and support the overall development of children. Lesson plans are developed based on child and classroom observations, assessments and successes. Children have the option to participate in planned activities or explore learning areas independently. The Child Development Center incorporates community events, patron feedback and specials events into daily schedules and programming.

Extra Clothing and Nap Time Requirements:

The Child Development Center's daily schedule reflects a designated time for nap time participation. Children who do not participate in nap will be offered a quiet activity during this time. Parents are required to provide a sheet and blanket for their child during nap time. Infants (under 12 months) will have sheets provided by the CDC.

All children are required to have an extra change of clothes while in care. Extra clothes should encompass a change of shirt, pants, underwear (if applicable), socks and shoes. We realize there are times where your child may exhaust these items while in care. The CDC will make every effort to provide extra clothing and blankets in an emergency situation. However, you will be contacted to provide these if the center has exhausted their supply of these items.

Outdoor Play:

Children will be participating in outdoor play everyday. Parents are encouraged to provide sun block for their child. Approved sunblock lists will be made available in each classroom and at the front desk. Opportunity for outdoor play will be provided daily, weather permitting. Parents will be required to provide bathing suits and water shoes during warmer weather and jackets, hats, gloves, snow pants and boots during the winter.

Restricted Items:

In addition to no outside food or beverages permitted in the building due to food allergies, the Child Development Center does not allow open toed shoes due to safety concerns. We also encourage parents to not allow children to attend with cell phones, electronic devices, toys, backpacks or water bottles. Staff can not be responsible for these items.

Basic Care Items:

Parents may provide lotion, diaper cream and chap stick for application while in care at CDC. A Basic Care Item Treatment Consent form must be signed and dated by parent for staff to apply item.

Payments:

Child care payments are billed on the 1st and 15th of each month. Payments not received within 5 business days of bill postings are subject to a \$10.00 late fee. Payments can be made through WebTrac, in person at the CDC front desk or over the phone by calling 845-938-4458/4523. Parents may also sign up for Auto Debit at your child(ren)'s childcare facility.

Withdrawal Policy:

If you wish to withdraw from care, a withdrawal form must be completed at the CDC front desk. To effectively suspended, billing withdrawals must be processed at least two weeks in advance of your child's last day. Withdrawals with a more than a 30 day notice are eligible for a 10% reduction of fees for your child's last month of care.

Inspections and Accreditation:

CDC programs are Department of Defense Certified and nationally accredited through the National Association for the Education of Young Children, ensuring high standards and continuous quality improvement. CDC facilities and programs are also inspected on a regular basis by installation and headquarters personnel.

Child Absences:

In the event your child will be absent from care, patrons are required to provide notification at the front desk. Parents may call or provide advance notification of absences in person. Patrons may call the front desk at 845-938-4458/4523 to provide absence notification. You can email the CYS Absence Reporting mailbox at usarmy.westpoint.imcom-fmwrc.list.cys-attendance@mail.mil

Welcome to the Child Development Center program at West Point!



CDC Front Desk: 845-938-4458/4523 * CDC Director: 845-938-4040 * CDC Assistant Directors: 845-938-6170