



# CHELI SCHOOL AGE CARE

## Parent Handbook

Bldg. 412

Care | Monday–Friday 6 a.m.–6 p.m.

Cashier | Monday–Friday 8:30 a.m.–5 p.m.

Closed weekends & federal holidays

226-2266

[35fss.schoolageprogram@us.af.mil](mailto:35fss.schoolageprogram@us.af.mil)



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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 youth birth through 18 years of age.

**Dear Parents,**

Welcome to the Cheli School Age Care! We want to make your experience in our program a positive and happy one. We hope to help your child build a healthy concept of themselves and develop self reliance and a curiosity for new learning.

As a parent, you are your child's first and primary educator. We invite you to visit the program often and provide input to the staff regarding your child's experience. The providers will work closely with you to ensure that the needs of your child are being met and any concerns that they have will be brought to your immediate attention. Individual conferences can be arranged to discuss any issues that may arise.

As time permits in your busy schedules, we welcome you to visit at any time. Please talk to the staff if you're interested in sharing skills, hobbies, family traditions, recipes, songs, stories, photos, languages, or any other way you think will benefit the children. We also hold occasional open houses and celebrations and look forward to seeing you!

Please contact the program for assistance at [226-2266](tel:226-2266) or [35fss.schoolageprogram@us.af.mil](mailto:35fss.schoolageprogram@us.af.mil).

**Orientation**

Upon registration, new families are offered an orientation to the program and are invited to bring their child to visit the program before attending.

**Operating hours**

During the school year we offer before and after school care Monday–Friday from 6–8 a.m. and 3–6 p.m.

Full day care will be offered when school is not in session, including teacher in - service days, winter, spring, and summer breaks. Operating hours for full day care are Monday–Friday from 6 a.m.–6 p.m. The full weekly rate will be charged according to the patron's fee category for in-service days and other intermittent days off during the school year.

Dependents of Active Duty Military, DoD civilian employees, and others authorized per AFI 34-101 are eligible for care. The program provides care to children ages five through twelve.

### Availability of Care Based on Priorities

All children using the services of the Child Development Center or Cheli School Age Care must be command sponsored. While we maintain a waiting list, available spaces are filled based on the priority system outlined below.

#### Priority 1

- All single / dual Military and single / dual command sponsored DoD civilians assigned to Misawa AB, Japan
- Single / dual DoD contractors employed full time or performing a function on the installation that might otherwise be performed by a military member or DoD civilian employee
- Employees of Child Development Center and School Age Care when critical staff shortages exist. A critical staff shortage exists when one or more care rooms must be closed due to a lack of supporting staff and / or when regular guaranteed staff breaks and vacations cannot be accommodated due to a shortage of staff members.

#### Priority 2

- Active Duty and command sponsored civilians whose spouses work full time outside the household and / or are full time students enrolled in 12 hours or more at the undergraduate or graduate level of studies. Individuals who are full time students must show proof of enrollment at the time they register on the waiting list and must resubmit the copy of enrollment at each term.
- DoD contractors employed full time by a contractor performing a function on the installation that might otherwise be performed by a Military member or DoD civilian with a full time employed spouse

#### Priority 3

- Active Duty and / or command sponsored civilians with a spouse that is employed part time (less than 32 hours) or enrolled in school less than 12 credit hours for an undergraduate or graduate program

### Declining Placement

If a patron declines placement for their child, they will be removed from the waiting list and must reapply to receive consideration for any subsequent vacancies.

### Change in Priority

If a patron is unemployed, becomes unemployed, or is no longer a full time student and a waiting list exists, the patron has 30 days to find employment or resume full time student status. Failure to do so will result in a forfeit of placement priority and child care space. Requests for waivers to this policy will be forwarded through the 35th Family Services Squadron to the 35th Mission Support Group Commander for approval or disapproval.

### Non Working Spouse

In accordance with AFI-34-248, paragraph 7.8.2, if a spouse is not employed during the time of registration and fails to secure employment within 8 weeks, enrollment must be discontinued if there is a working family waiting for care. If there is no working family waiting for care, enrollment may continue until a working family requests care, at which time School Age Care will provide a two week notice for mandatory withdrawal. If a spouse becomes employed after registration it is critical that a pay stub be provided to the center within 30 working days so family fees can be adjusted. If this is not provided, the family will automatically be placed in the highest pay category. Enrollment can also be maintained if the spouse becomes a full time student and the college registration form is submitted for verification within 30 working days of registration.

### Children with Special Needs

Children with special needs are defined by AFI 34-289 as youth who have a physical or mental impairment that substantially limits one or more major life activities or who have a record of such an impairment (to include asthma, allergies, ADD, ADHD, autism, HIV, etc.). All children are welcome in SAC. However, by regulation, children with special needs cannot be admitted to our program without written approval of the medical clinic to ensure we can provide proper care. Staff will receive training for each condition. If your child participates in the Exceptional Family Member Program or has a chronic condition that may require special consideration, please make an appointment with the School Age Coordinator. This procedure is designed to provide for the protection and proper level of care for your child. Your personal medical information will be safeguarded.

### Activities

School Age Care offers a wide range of activities to support physical, social, emotional, and cognitive development. The caregivers plan at least one special activity per day in each classroom and have a dozen or more after school clubs. Our current clubs are:

|                  |                     |                                  |
|------------------|---------------------|----------------------------------|
| <b>Art Club</b>  | <b>Cooking</b>      | <b>Japanese Stories</b>          |
| <b>Clay Club</b> | <b>Car Club</b>     | <b>Character Club</b>            |
| <b>Lego Club</b> | <b>Cartoon Club</b> | <b>Paper Craft &amp; Origami</b> |
| <b>Book Club</b> | <b>Sewing Club</b>  | <b>Tourch Club - Ages 9+</b>     |

Homework assistance is available Monday–Thursday from 3–4 p.m. We do our best to support your wishes for completing homework. We can help and remind, but cannot require a child to do homework. It is rarely possible for our caregivers to work one on one with a child. Please let us know if your child needs additional time to complete their homework. We will work to provide your child with what they need.

Outside activities are offered daily so please make sure your child is dressed for the weather. Some physical play options will be offered indoors when the weather is particularly bad. We are outside as often as possible!

## Staff Qualifications

All group leaders are routinely observed in their work with children and participate in on-going staff training. This training is facilitated and supervised by a child development specialist and includes, but is not limited to health, safety, nutrition, and parent communication. Our staff is selected on their demonstrated ability to work with children. All of our staff are First Aid and CPR certified and undergo extensive background checks.

Rotating Military and Family Life Counselors will be in the classrooms interacting with all the staff and children. Although we don't conduct research in this facility, we may occasionally allow university students to do observations required for education related classwork. Please let us know at the front desk if you have any questions or concerns.

## Food Program

We breakfast, lunch, and daily afternoon snacks in accordance with the USDA Child and Adult Care Food Program (CACFP).

## Meal Times

### Breakfast

School days | 6:45–7:45 a.m.

Full day care | 8–9 a.m.

### Lunch

Full day care | 11 a.m.–Noon

### Afternoon snack

School day | 3–4 p.m.

Full day care | 2–3 p.m.

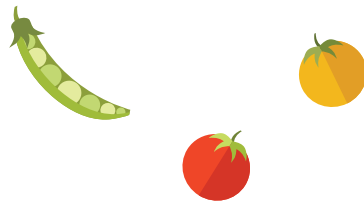
Full day care & extended hours | 5–5:30 p.m.



If the child arrives after the meal had been served and put away, it is the parent's responsibility to provide their child with a meal. No outside food may be brought into the building due to the food allergies of children enrolled in the program.

## Food Allergies

Please inform us of any food allergies your child has been diagnosed with. A doctor's statement is needed if your child requires special food or drink for breakfast, lunch, or snack.



For the protection of your child and the other children, children must be immunized. Parents must provide up to date immunization records at the time of registration and annually thereafter.

We will not accept sick children. Symptoms that exclude children from care include diarrhea that causes accidents, repeated vomiting, fever accompanied by behavior changes, or other symptoms that require medical attention. This list is not inclusive of all illnesses. Children who become ill while attending School Age Care must be picked up, no later than 30 minutes after notification. Children who have been removed from the program with symptoms of contagion may not return to the program until the exclusion criteria are resolved (AAP, Managing Infectious Diseases in Child Care and Schools). Fees are not refunded for illness. Children who are too sick to participate in regular activities should not be brought to the center. The Youth Director and School Age Coordinator have the right to refuse admittance of a child suspected of having a communicable disease.

When injuries occur, staff will take immediate and appropriate First Aid action. Minor injuries will be washed and bandaged if needed. Ice may be applied to prevent swelling. If the injury is severe, emergency medical care will be summoned and the parent notified immediately. Injuries and treatment will be documented on AF Form 1187, Youth Flight Accident Report. The form will be signed by the witnessing staff member, the on site supervisor.

## Safety Notes

The use of alcohol, illegal drugs, and tobacco is prohibited anywhere on the Cheli School Age Care grounds. Please extinguish all smoking materials before arriving at the program. We also ask that you turn off your car's engine when you park at our facility. Children under age seven may not be left unattended in cars for any length of time on Misawa AB.

## Administration of Medication

Medication that has been prescribed for once or twice a day should be taken at home. Any medication taken in the morning must have taken effect before the child arrives to Cheli for the day. Our staff are trained in the administration of as needed medication, such as epi pens and inhalers, but can only administer medication that has been authorized by the parent and upon the recommendation of trained medical personnel. Parents must provide the medication with the current prescription label and a completed AF Form 1055. Some conditions may also require an Action Plan. The parent must initial the AF Form 1055 each day the medication is required. If the AF Form 1055 is incomplete and has not been initialed for the day, the medication will not be administered. If medication is as needed, the prescription must be reviewed every 6 months.

## Field Trips

We plan frequent field trips. Children with signed permission slips may go. Transportation will be provided via Air Force van or bus. Some field trips may require walking. Children will attend field trips with their assigned homerooms unless there are circumstances which have been approved in advance.

## Dress Requirements

Please make sure your child is prepared for the weather by dressing them in appropriate clothing. Open toed and rubber shoes like Crocs are not allowed. For safety reasons we require all children to wear shoes with non skid soles, enclosed toes, and straps that are securely fastened at the heel of the foot. Children may wear water shoes or flip flops during outdoor water play. Parents will be notified to bring another pair of shoes or to pick up the child if they arrive without the required footwear. Children should not wear clothing with see through panels and large exposed areas of skin.

## Communication

- Parent Advisory Board / Quality Improvement Team meetings are held quarterly and all parents are invited to attend and offer ideas or suggestions for improving the program. We also host informal parent events monthly and always welcome your feedback.
- All current information is posted on the parent information board located in our entryway as well as our Facebook page, Cheli School Age Care. We also send reminder emails and hard copies of field trip permission slips from time to time.
- Parents are welcome and encouraged to participate in our program. Please join us on field trips, participate in special events or just come and have a snack with us. You are always welcome!

## Guidance Policy

Although we work hard to make Cheli an interesting and enriching program, some children have difficulty adapting to large group settings and exhibit signs such as inconsolable crying, hitting, and other forms of inappropriate behavior. Parents of children exhibiting such behaviors will be called upon to pick up their child immediately. A conference with the caregivers, School Age Coordinator, and Training and Curriculum Specialist will be scheduled to discuss ways to alleviate such behaviors and develop methods to encourage appropriate behaviors. If inappropriate behavior continues the child will be placed on a behavioral plan. A behavioral plan will be designed to help make the child individually successful in the program. Should your child not adjust to the behavioral plan, the School Age Coordinator will determine if the child needs alternative placement. We will recommend alternative childcare arrangements for your child. If parents refuse to seek alternative care, your contract will be terminated.

## Child Abuse Prevention

Every measure is taken to ensure the safety of your children. The following procedures are followed:

- Rooms are monitored by CCTV at all times
- Children are always supervised
- All staff receive annual child abuse prevention training
- All staff possess adjudicated local, state, and national agency background checks
  - Background checks are completed on staff with blue sticker on their name tags
- All staff receive annual training on acceptable guidance techniques

DoD Child Abuse and Safety Hotline:

1-877-790-1197

Family Advocacy:

(0176) 77-2123

## Enrollment

To enroll your child in School Age Care, you must come to Cheli and complete the following forms:

- AF Form 1181
- Youth Flight Patron Registration
- DD Form 2652
- Application for Department of Defense Child Care Fees
- Copies of a recent LES or pay statement for both working parents
  - Non submission of pay statements will result in automatic placement in
- School Age Program Contract

To terminate your child's enrollment, written notification must be received two weeks in advance. Any enrollment changes require one week of notice.

## TERMINATION/SUSPENSION OF CARE: IAW AFI 34-144 11.6.5.

Termination/suspension of enrollment (e.g. non-payment, child/youth WO# 060904

Comments:

unable to adjust to program environment, parent failure to comply with program policy).

Patrons must provide in writing, a 14-calendar day notice to terminate enrollment in the program. Please see the front desk for the appropriate forms. This affords the program the opportunity to fill the slot without losing the revenue needed in support of staff expenses.

### Fees & Payments

The Military Child Care Act of 1996 requires that the Department of Defense establish uniform fees for childcare based upon total family income. Parents enrolling children in contracted care are required to bring a copy of the sponsor's LES and a copy of the spouse's pay stub to verify total family income, whether taxable or not. Total family income includes Base Pay, Basic Allowance for Housing, Basic Allowance for Subsistence, and any other income such as flight pay or part time employment. Fees are determined on a sliding scale based on income. There will be no credit or refunds given for illness, down days, inclement weather, or disciplinary suspensions. Fees are due no later than the close of business on the second business day of each week of care. Late charges of \$5 per youth per day will be assessed for all payments not received by this time. In addition, after one week of non payment of fees, care may be denied until payment is made in full. Continual lateness in fees will result in a loss of services. There are two payment options:

1. Automatic payments charged to your provided credit card on the 1st and 15th of each month
2. Pay weekly during cashier hours 8:30 – 5 p.m. using cash, check, or credit card

### Teacher In – Service Days

On early release days, children will be picked up from school by staff. Additional costs will apply if your child is here longer than the allotted hours that they are enrolled. If your child is enrolled in before school care, you will be charged for extra time past 2 hours of care. If your child is enrolled in after school care, you will be charged for any care exceeding 3.5 hours. If your child is enrolled in before and after school care, you will be charged for any time past 8 hours of care. Breakfast, lunch, and afternoon snacks will be provided when full day care is provided.

### Subsidies

School Age Care is subsidized the Government of Japan and appropriated funds. Parent fees pay for NAF staff salaries and some consumable supplies.

### Absences

Please notify us prior to pick up time from school via phone or email if your child will not be attending the after school program on a given day. This includes illness, doctor appointments, club meetings, etc. We worry when we don't see your child! Refunds will not be granted for absences due to illness with less than five days of notice. If a medical condition or hospital stay warrants more than a five day absence, please contact us. Your account may be credited with written documentation from your medical provider. If you know of a projected absence of your child, notify us as soon as possible.

### Drop Off & Pick Up

- Your child may only be signed in or out of the program by adults designated on AF Form 1181. An emergency contact must be authorized to pick up your child. AF Form 1930 must be signed when the child is picked up.

- Identification is required from anyone picking up a child. Please inform the program if someone other than a child's parent or guardian is picking your child up.
- Ages nine and up may sign themselves in and out of the program with written permission from a parent or guardian. Children will not be released to a sibling under the age of 14.
- If the parent or authorized adult arriving to pick up a child appears intoxicated, the child will not be released to them. The emergency contact will be notified and if they are not available, Security Forces will be contacted.

### Late Pick Up

Children picked up after 6 p.m. will be charged an additional \$1 per minute. If we cannot reach you by telephone, we will call the designated emergency contact. If no one has arrived by 6:30 p.m., we will notify Security Forces. Continual lateness may result in termination from the program.

### Emergency Closings & Delayed Reporting

When all non - essential personnel are released due to severe weather or another base emergency, parents will be notified by phone and email. Children must be picked up within one hour of notification. If parents cannot be reached, emergency contacts will be notified. When the base has delayed reporting for non - essential personnel due to inclement weather, Cheli will open at 6 a.m. In the unlikely event of a base closure, Cheli will be closed.

### Emergency Procedures / Plans IAW AFI 34-144 11.6.4

Emergency procedures/plans (e.g. fire prevention and evacuation, plans for release of children, weather conditions, active shooter, disaster preparedness which are specific to the geographic location, contingency operations, missing child/youth and notification).

Emergency procedures for exiting during a fire are posted and practiced regularly. IAW AF 34-144 5.2.2. Fire extinguishers are installed only in the kitchen as required by UFC 3-600-1, UFC 4-740-14 and UFC 4-740-06 or by foreign law. All SAC Staff have had the required training to respond when strangers enter the program, also trained for safety procedures for higher risk activities such as swimming, gymnastics, sledding, etc. The program has established policies to transport youth safely and we are compliant with all legal requirements for vehicles and drivers. Each program has a facility evacuation plan established in case an alternate site is required. Please ensure you are familiar with where the alternate locations are for your child.

## Miscellaneous

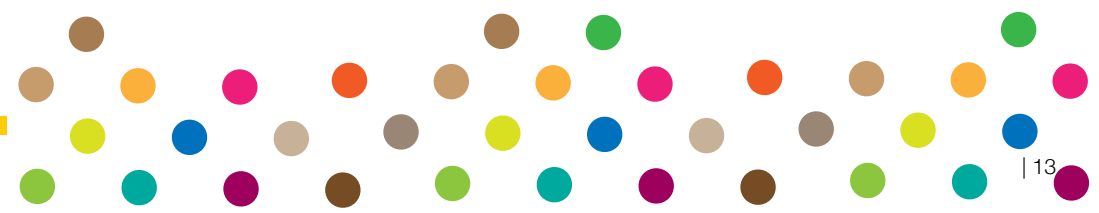
- Cheli School Age Care does not encourage or accept responsibility for toys and other items brought from home. Please leave outside toys at home. Outside toys, electronics, and other belongings that are brought to the program will be kept at the front desk and returned when your child is picked up at the end of the day.
- Please read all literature that is sent home or posted and check the notification boards for important information. This is extremely important and sometimes the only means of communication with working parents. Please feel free to contact the program with any questions that you may have.
- Parents are most welcome to observe in the classrooms, go on field trips, help with clubs, and to share their talents or interests with our program at any time. Please see a staff member if you are interested in participating or for more information.

## Accreditation IAW AFI 34-144 4.1

Unless otherwise approved by AF/A1SOC, CDC must be accredited by the National Association for the Education of Young Children (NAEYC) and SAC must be accredited by COA (Council on Accreditation). Accreditation certificates are posted in the front lobby of each accredited facility. (T-0)

## Key Personnel

- Program Coordinator [226-2266](#)
- Youth Programs Director [226-2042](#)
- Chief, Family Member Program Flight, [226-3571](#)
- 35th Force Support Squadron, [226-3008](#)



## Agencies and organizations that provide services and support to Cheli SAC

### On-base

- EDIS
- MFLCs
- Family Advocacy / Mental Health
- Airman & Family Readiness Center
- 35th Force Support Squadron - Child Development Center, Lunney Youth Center, Misawa Teen Center, Overstreet Memorial Library, Arts & Crafts, Outdoor Recreation Center, Information Technology, Marketing & Publicity
- AAFES - Commissary, Base Exchange
- Allied Telesis
- Recycling Center—Mr. Sasaki Hajime, 35 CES/CEIE
- Thrift Store—Shari Marie Grubb
- Sollars / Cummings Elementary Schools
- PAWS
- Vet Clinic
- Community Bank
- Medical Clinic
- Fire Department
- Security Forces
- 35 CES / Pest Control



## Agencies and organizations that provide services and support to Cheli SAC

### Off-base

- Ho-No-Ka Bakery
- Misawa Catholic Youchien
- Biko-en orphanage, Shichinohe
- Aomori Art Museum
- Towada Art Center
- Horse Museum Park
- Jyomon Ruins Museum
- Seiryu-ji temple - Big Buddha
- Kosawada Orchard
- Oirase Gorge
- Iwate Children's Forest
- Miss Veedol Beach
- Hirosaki Castle
- Asamushi Aquarium
- Morioka Handiworks Square
- Morioka Zoo
- Inakadate Rice Art and village
- Fukuchi Water Park
- Kawayo Green Farm
- Nagane Sports Park, Hachinohe
- Kumon tutoring centers





# THANK YOU!

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