

Tinker Child Development Centers

Ms. Mary J. Duncan
Child & Youth Services Flight Chief

Hours of Operation:

Monday-Friday 0600-1800

Child Development Center West
Ms. Kristie Mabie, CDC Director
Bldg. 5510
(405) 734-3646

Child Development Center East
Ms. Mary Guindin, CDC Director
Bldg. 3904
(405) 734-4212

Child Development Center South
Ms. Kathleen Gladman, CDC Director
Bldg. 1101
(405) 582-9026

Welcome

The Tinker Child Development Centers would like to welcome you and your family to our programs. Our program offers developmental care for children from 6 weeks through 5 years of age. We hope your tour at Tinker will be a great one! We, your Force Support Family, look forward to being of service to you and your loved ones. The CDC provides child care services to assist active duty, reserve, civilian, and contractors to meet their obligations to the Air Force. The children enjoy social, educational and recreational opportunities while the mission continues. The director and staff are committed to providing you the finest developmentally appropriate child care possible. We have 3 CDC's that are accredited by the National Association for the Education of Young Children (NAEYC) NAEYC. Parents are welcome to visit their children at any time.

Enrollment Requirements

Upon accepting care, an orientation will be scheduled and the following forms will need to be completed:

- \$50.00 non-refundable fee will be collected to secure the child care space
- AF Form 1181 (Air Force Child Development Program Patron Registration)
- DD Form 2652 (Application for Department of Defense Child Care Fees)
- Child Development Program Contract
- Credit Card Payments Only (Automatic payment through Orbital Payment System is MANDATORY)
- United States Department of Agriculture Child & Adult Care Food Program Meal Benefits Sheet
- Sunscreen/Lip Balm/Hand Lotion/Diaper Cream Permission Form
- Child & Family Profile for the classroom
- Child Health Insurance Information
- Child Health Assessment Form

The following additional information is required to complete enrollment:

- Current pay statements for all employed adults in the household.
- Newly employed parents will submit verification of employment. The document must indicate anticipated gross yearly income or hourly wage with estimated number of hours per week worked. If the information is not provided fees will be set in the highest fee category. Total family income is verified annually and fees adjusted accordingly.
- Proof of student status, if applicable
- Child's current immunization record. Your child must have all recommended immunizations as per the Center for Disease Control Immunization Schedule.
- Names and phone numbers of *local* emergency contacts.

Confidentiality – All forms with personally identifiable information will be kept confidential in locked files.

1.

Financial Policies

Full day child care is offered Monday through Friday with closures on all Federal Holidays, (52 weeks per year). Fees are established by DoD and based on Total Family Income (TFI). Current fee rates are located at the front desk. Subsidized fees may be applied for and are awarded based on TFI. Fees are not prorated for center closures to include Federal Holidays, illness, vacations, or TDY's.

If a long term hardship arises, a fee reduction may be requested. Fee reductions are approved by the Mission Support Group Commander. Fee reduction requests are submitted through the program Director.

Hourly care is offered on a space available basis. **Hourly care rate is \$5.00 per hour.**

Late fees are \$5.00 per day for patrons on weekly payment schedule; and \$5.00 per day for patrons on bi-monthly payment schedules.

The CDC hours of operation are Monday-Friday 0600-1800. Parents are given a 15 minute grace period to pick up their children after the facility closes and they may be subject to an additional charge if picking up after 1815. If you are more than 30 minutes late; or your emergency contact cannot be located, Security Forces may be notified.

There is 10% multi-child discount provided for families who have multiple children enrolled in the CDC, SAC, or FCC Subsidy program. The 10% discount is applied to the oldest child/children.

Emergencies and special circumstances for partial /full refund will be considered on a case-by-case basis and approved by the MSG/CC.

Mission Statement

To assist the Department of Defense (DoD) Military and Civilian personnel in balancing the competing demands of the accomplishments 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, 6 weeks through 18 years of age.

Philosophy

- Our practices are based on current knowledge of early childhood development and education. We support the development of the whole child.
- Our programs acknowledge 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. Children are valued as individuals, as well as part of a group.
- Our program respects and supports the ideals, cultures, and values of families. We advocate for children, families, and the early childhood profession.

Program Goals

- Foster positive identity and sense of emotional well-being
- Enhance social skills
- Encourage children to think, reason, question and experiment
- Promote language and literacy development
- Build physical development and skills
- Support sound health, safety, and nutritional practices
- Advance creative expressions, representation and appreciation for the arts
- Appreciate and respect cultural diversity
- Develop initiative and decision-making skills

Professional Ethics

Standards and ethical behavior in early childhood care and education are based on commitment to the following NAEYC core values:

- We appreciate childhood as a unique and valuable stage of the human life cycle.
- We base our work on knowledge of how children develop and learn.
- We appreciate and support the bond between the child and family
- We recognize children are best understood and supported in the context of family, culture, community and society.
- We respect the dignity, worth and uniqueness of each individual (child, family, member and colleague).
- We respect diversity in children, families and colleagues.
- We recognize children and adults achieve their full potential in the context of relationships based on trust and respect.

Air Force Instruction and Guidance

Air Force Child Development and School Age Programs are designed to be affordable and available and maintain quality standards. Air Force Instructions (34-144) and Department of Defense Instruction (DoDI 6060.2) guide program development and execution. Programs are monitored through four annual inspections, including a Higher Headquarters Air Force unannounced inspection. Air Force programs are also required to be accredited by a national accrediting body. National Association for the Education of Young Children (NAEYC) is our accrediting organization. NAEYC is highly regarded for their expertise and knowledge of early childhood education.

NAEYC accredited programs have completed an extensive process to receive accreditation.

You have high expectations, and so do we. You're responsible for the health and development of a very important and special person—your child. NAEYC has high expectations too. When you choose an accredited program you're joining a center that meets those high expectations. Perhaps you've created a checklist of the characteristics that define a good child care program—infants are laid down on their backs to nap, toddlers are taken outside for well-supervised play, and preschoolers are learning about shapes and solving puzzles. The list is endless.

4.

NAEYC-Accredited Programs:

- Promote positive relationships for all children and adults to encourage each child's sense of individual worth.
- Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social.
- Use developmentally, culturally, and linguistically appropriate and effective teaching approaches.
- Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.
- Promote the nutrition and health of children and protect children and staff from illness and injury.
- Employ and support a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.
- Establish and maintain collaborative relationships with each child's family.
- Establish relationships with and use the resources of the community to support achievement of program goals.
- Provide a safe and healthy physical environment.
- Implement strong personnel, fiscal, and program management policies so that all children, families, and staff have high-quality experiences.

Curriculum

The program curriculum is based on Developmentally Appropriate Practices (DAP). DAP refers to integrating early childhood development knowledge and techniques into our care practices. Making thoughtful and appropriate decisions about childhood practices requires using the research and data about how children develop and learn best at various ages & stages.

Developmentally appropriate programs promote children's active exploration of their environment. Children manipulate real objects and learn through hands-on, direct experiences. We know through research that young children learn best through "hands on" play oriented activities. Therefore, we create an environment rich with materials that encourage children to experiment, explore, and pursue their interests while interacting, and communicating with other children and adults.

Our curriculum offers children opportunities to make choices, provides freedom to explore the environment, values ideas and encourages problem solving and appropriate risk taking. The staff plan and implement activities to enhance physical, social/emotional, cognitive, language and creative development. Field trips of an exciting, fun and educational nature are an extension of the program curriculum. Teaching staff observe children, their activity choices and interactions with others throughout the day. The information gathered during observations is used in future planning to meet the individual needs and interests of children.

We regard caring for children as a partnership with parents and families and invite families to participate in our program. A Training and Curriculum Specialist is available in each facility to answer any specific questions you may have regarding our curriculum.

5.

CHILD'S WORK IS PLAY

Play is not just a game for small children.

It is a job that consumes your child's every waking hour.

Give an infant a tissue box and he will chew on it and watch it fall to the floor. Give the box to a one or two year old and he will fill it with treasures he has found around the house. Give it to a three to five year old and it could be a mailbox, speedboat, or many other objects. "Play is how children are trying to understand the world around them," says Lydia Soifer, PhD., Executive Director of Children's Development and Education Foundation. "It's linked to many other abilities that are developing at this time - social and language skills, cognitive and emotional growth."

*Children pretend...so picture this.....*children having a tea party and taking care of babies. You may look at this as a time the children are just having fun. However, your child, along with the other children have decided who the parents are going to be, who the dog is and determined the roles of each individual. One may be a stay at home dad cooking dinner and taking care of the children. The other, a mom who goes to work. In the block area, mom is a construction worker building a new highway with her coworkers. They have defined who is the boss and the employees. When mom returns to the dramatic play area she walks the dog. Then the family sits down to eat dinner and determines who will wash the dishes.

During this time your child has experimented with different roles. They use cooperation and problem solving skills to determine the direction of play. These skills are practiced daily throughout their development and into adulthood. Children learn about the world and how it works through play. Developmentally Appropriate Practice is providing the opportunities for children to play and learn at their developmental stage. It is important to follow the child's lead to the next stage in their growth.

Transitions

Children should not be moved to a new age group more frequently than once every 12 months unless there are special circumstances (exception may be made for younger infants who are in a 6 week to 6 month room).

6.

Communication

Our goal is to establish and maintain effective and meaningful relationships with families in order to support their child's development. Teaching staff use a variety of methods such as new family orientations, parent trainings, individual conversations, surveys, developmental questionnaires, and the Parent Advisory Board to gain input from families throughout the year. Feedback collected drives classroom planning and program improvements.

Parent Advisory Board

The Parent Advisory Board (PAB) is an organization of parents fostering an open and collaborative environment in our Child and Youth Programs (CDC, FCC, and SAP/Youth). The PAB works closely with program staff and leadership to cultivate an environment of continued learning and growth. Additionally, we organize fundraisers that support the Child and Youth Programs activities and events centered on family interaction and involvement.

The types of events we support throughout the year are Staff Appreciation, Family Portraits, Art Auction, Community Service Projects, and more!

PAB meetings are held every quarter at the Youth Center. If you would like more information about the PAB, please inquire at the front desk of one of the CDC's, FCC, or SAP/Youth.

Resource and Referral

Programs maintain a current list of child and family support services available in the community (e.g., health, mental health, oral health, nutrition, child welfare, parenting programs, early intervention- special education screening and assessment services, and basic needs such as housing and childcare subsidies). Resources are available in the parent information areas of each Child Development Center.

Supporting Children and Families with Special Needs

Children with special needs will need to complete additional paperwork to ensure the program is meeting the child's needs. ****This additional paperwork must be completed prior to enrollment.** Children with special needs may require more than routine group and basic care. This includes children with or at risk for disabilities, chronic illnesses and/or physical development, behavioral, or emotional conditions requiring additional health and/or related services. Prior to enrollment in any Child and Youth Program, the child's development and/or medical requirements must be reviewed by the Child and Youth Inclusion Action Team. This paperwork may include documentation from the child's medical provider or special educator. Please notify the front desk staff of any special needs for your child so that they can provide you with the necessary forms.

7.

Emergency Procedures/Plans

Your child's safety and well-being is of utmost importance. Established procedures and plans are put in place to ensure your child's safety. In the event of any emergency, children will not be released to parents until the "all clear" is given.

Fire Safety: The Tinker fire prevention office conducts and monitors monthly fire drills.

In the event of a Fire Emergency: All program staff, children, and visitors evacuate the building and proceed to the designated meeting point.

In the event of an Active Shooter: Staff will proceed with the children to predesignated hiding spots.

In the event of a Tornado: Staff will proceed with the children into the hallways to their designated area until the "all clear".

In the event of a missing child: Staff contact the front desk. Program staff check all areas of the program. Front desk will confirm child was not picked up. Security Forces will be contacted after an initial search of the building. Parents and Flight Chief will be contacted.

In the event of a medical emergency or accident resulting in an emergency: 911 will be called/and or poison control center for poison emergency. First Aid/CPR will be administered as needed by trained personnel until EMS arrives. Parent or emergency contact is contacted. If a child is transported to a medical facility, a staff member will accompany the child to the medical facility with the child's 1181 (emergency information).

Smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal/illicit drugs (including marijuana) and firearms are strictly prohibited in the sight or presence of children participating in any Child and Youth Program (CYP) or sponsored activity. This includes outdoor CYP activity areas.

All children may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in Child and Youth Programs.

Transportation and Field Trips

Field trips are an integral part of the program for children three years and older. All vehicles used to transport children comply with Federal motor vehicle safety standards in accordance with Title 49, U.S.C. Section 30125 and applicable State requirements. All children will be required to use occupant protective devices (e.g., restraints, child safety seats).

Although parents give permission for field trips on the AF Form 1181, field trip permission forms with more detailed information will be prepared in advance and must be signed and returned by parents prior to their child participating in a field trip.

In case of an emergency or changes that would affect the arrival or a pick-up/drop-off time or location, staff will notify the program of the emergency or change and the front desk staff and management will notify parents.

8.

Sign In/Sign Out Policy and Procedures

For the safety and well-being of children we maintain strict accountability standards. Only adults authorized on the 1181 (verified with picture ID) will be permitted to sign children out of the program. Under no circumstances will outsiders be permitted in the facility without being escorted or signed in.

Upon arrival:

- Sign in using the Maggey System at the front desk.
- Sign child in to classroom using AF Form 1930, annotating child's name, arrival time and daily contact information in comments column
- Do *not* sign in the parent's signature column upon arrival

Upon departure:

- Sign child out of classroom using AF Form 1930 annotating departure time
- Parent's signature is *now required*
- Sign child out using Maggey.

Medical/Health/Safety

The Child Development Center follows the exclusion/readmission guidelines listed in [American Academy of Pediatrics, Managing Infectious Diseases in Child Care and Schools.](#)

In addition, if your child is not able to participate and staff members determine that they cannot care for your child without compromising their ability to care for the health and safety of the other children in the group, your child will be excluded from care. Parents will be contacted if their child's symptoms are excludable and must pick up their child within one hour of notification. If your child is diagnosed with a communicable illness/disease, please notify the center as soon as possible.

Safety

We ask that parents keep their children's nails clipped short to avoid them scratching themselves/ or others; to avoid sending their children in wearing jewelry and to limit hair accessories in the two and under classrooms due to choking hazards.

We ask that parents avoid picking up/holding children that are not their own while in the program. Please allow the staff to tend to children while they are in care.

Allergies/Medications

If your child has or develops an allergy/allergies, please notify the front desk. Only task certified staff members will administer medication. Parents are required to complete AF Form 1055, Youth Flight Medication Permission, daily to indicate when medications are to be administered. Medications will only be administered if the AF Form 1055 has been initialed for that day. Medications accepted on an "as needed" basis require the appropriate authorization from parents in the event the medication should need to be given. An AF Form 1055 must be completed for epi-pen and asthma medication. If authorization has not been given, the parent will be phoned to receive authorization and it will be annotated on the AF Form 1055. If the parent cannot be reached, the child's medical provider will be contacted. All medications must be in the original container, have the following information on the prescription label: name of diagnosing provider, name of medication, date filled, date seen, prescription number (except for meds from the ER), child's name, dosage amount and frequency, ending date (ex: use for 10 days or until

completed) and expiration date of medication. Prescriptions must be current. Medications will only be administered when the prescription frequency is at least three times per day. An annual permission form can be completed for sunscreen, lip balm, diaper ointment, and hand lotion.

Technology (cell phones, cameras, iphones, facetime, etc.)

In this every growing world of technology, it is important that we all put the safety of the children the first priority. Parents are not allowed to photograph, film, facetime, etc. children while in the classroom, interacting with other children. Many children do not have photo releases (at their parent's discretion) therefore due to privacy, parents are asked to take photos of their own child only prior to coming into the classrooms. Additionally, the Child Development Programs take pictures of children weekly and are happy to share photographs of your individual child with you.

9.

Termination/Suspension of Enrollment

A two-week written notice is required if a child withdraws from the CDC. Termination notices are available at the front desk. Failure to provide the required two-week written notice will result in a charge for two weeks payment even if the child does not attend the program during such time.

The program reserves the right to suspend services to those parents who are continually late picking up their children.

If all fees are not paid by the agreed upon payment dates, the credit card will be charged with applicable late fees on the next business day. The child will not be accepted into the program the following week and parents will still remain responsible for paying those services rendered if the charge has been declined.

Resource and Referral

Programs maintain a current list of child and family support services available in the community (e.g., health, mental health, oral health, nutrition, child welfare, parenting programs, early intervention- special education screening and assessment services, and basic needs such as housing and childcare subsidies). Resources are available in the parent information areas of each Child Development Center.

Other Programs

Give Parents A Break – GPAB -The Air Force Aid Society (AFAS) recognizes that Air Force families are subject to unique stresses due to the nature of military life. In an effort to help, AFAS in cooperation with AF Services, funds "Give Parents a Break" at Tinker's Child Development Center and Youth Center. Pick up your voucher from the Airman & Family Readiness Center (A&FRC).

Expanded Programs Offered through Family Child Care (FCC)

For more details on these programs, call the FCC office at 734-7190.

Expanded Child Care: New Expanded child care programs available for Wounded Warrior, Fallen Warriors, Medical Emergency or PCS for Army, Navy or Marines assigned to an Air Force installation. This program is no cost to parents. For more details, call the FCC office at 734-7190.

Extended Child Care is also available to military members during an exercise. This is free child care with a licensed FCC home for schedules that extend beyond normally scheduled work hours (including weekends). The child must be enrolled in regular child care in another program and the supervisor must sign the form verifying the temporary work schedule and need for care. Transportation from a base program (CDC and YC) to the FCC home is available. You may only schedule for this extended care if you have a confirmed exercise schedule; stand by hours are not eligible.

Extended Duty Child Care (EDC): EDC is provided for military DoD civilian members who need care beyond the member's regular 50-hour per week child care arrangements and have to work late, work on the weekends, are experiencing a shift change or are called in to support a deployment. The Extended Duty Child Care is available for on-base mission related duty, rapid mobilization, extended duty days, temporary shift changes or deployment care (pre, during, and post).

10.

Pre-Deployment, Deployment and Return Home Care:

16 hours FREE child care per child Pre-Deployment

16 hours FREE child care per child during Deployment

16 hours FREE child care Post Deployment

This program is no cost to parents.

FCC for PCS: Families may use 20 hours of family child care within 60 days before the family's departure from a base, and 60 days after arriving at the new base paid for by the AF Aid Society through the Child Care for PCS program. This program is open to all ranks.

FCC for Volunteers: The Air Force Aid Society provides funding for the child care in FCC homes for volunteers who are engaged in supporting programs that benefit the Air Force community. This is a FREE program.

Child Abuse and Neglect Reporting

- Any person who knows, or has reasonable cause to suspect that a child, or vulnerable adult, is abused, abandoned, or neglected, by a parent legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Abuse Hotline of the Department of Children and Families. Reporter may remain anonymous.
- Professionally mandated reporter—anyone who is legally obligated to not only report known abuse, but identify themselves when reporting (e.g. physicians, nurses, mental health professional practitioners who rely “solely on spiritual means for healing,” teacher/school officials, social workers, professional child care workers, foster care, residential, or institutional workers, law enforcement, judges). A professionally mandatory reporter's name is entered into the record of the report, but is held confidential (39.202, F.S.).

IN EMERGENCIES ALWAYS USE 911
Oklahoma Abuse & Neglect Hotline 1-800-522-3511

Family Advocacy Office 582-6603

DoD Child Abuse and Safety Violation Hotline 877-790-1197

11.

Community Resources On-Base

Airman & Family Readiness Center (739-2747): Offers the Exceptional Family Member Program (EFMP), Air Force Aid Society, Employment Assistance Program, Information and Referral, Family Life Education, Transition Assistance Program, Personal and Family Readiness Program (Heart's Apart), Volunteer Resource Program, Relocation Assistance Program, Personal Financial Management Program, and more!

Family Advocacy Outreach Program (582-6603): Offers Mental Health, Suicide Prevention, Deployment Health, Children and Family, Substance Abuse, and Special Needs Identification services.

Tinker Chapel (734-2111): Offers Confidential Pastoral Counseling, Facility Usage, Funeral and Wedding services, and activities/events such as retreats.

Newcomers Information: <http://www.tinker.af.mil/AboutUs/Newcomers.aspx> has information about the installation, making your move easier, financial information, and links to area websites.

Military One Source: www.militaryonesource.com 24/7 support for the military community- confidential help, family and relationships, financial and legal, health and wellness, education and employment, on and off base living, deployment and transition

Community Resources Off-Base

Oklahoma Department of Children and Families: www.myokfamilies.com offers an abuse hotline, adult protective services, domestic violence services, community-based care, adoption, family safety, refugee services, child care, mental health, and substance abuse services.

Rainbow Fleet: (405) 525-3111; www.rainbowfleet.org

Sooner Success: (405) 626-5428

Oklahoma Family Network: PO Box 21072, OKC, OK 73156; (405) 203-8745

Active Learners, Inc.: 301 S. Boulevard, Edmond, OK 73034; www.activelearners.org

MAXIM Healthcare Services: 2601 NW Expressway, OKC, OK; (405) 767-2082