

Navy Region Southeast Child and Youth Programs (CYP)

CYP Professional Handbook

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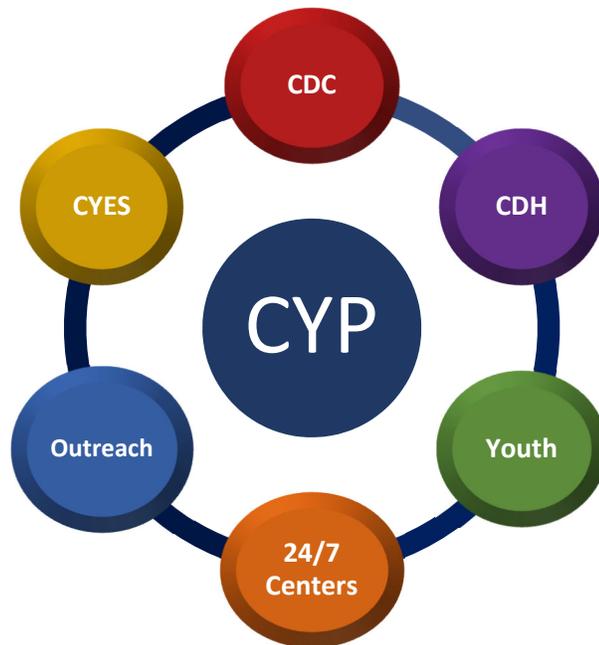


NAVY CYP PROFESSIONAL HANDBOOK

WELCOME ABOARD

Welcome to Navy Child and Youth Programs (CYP)! You are part of a very important team of professional individuals committed to providing top quality programs for children, youth, and their families!

Navy CYPs are a vital part of a nationally recognized child and youth development system that is increasing the quality, availability, and affordability of child care for military and Department of Defense (DoD) families worldwide. A leader in child care reform, Navy CYP has aggressively responded to the requirements of the 1989 [Military Child Care Act](#) (MCCA) by raising the bar for quality expectations, increasing performance and outcomes criteria, and investing in critical resources including personnel, professional development, facilities, and technology. Today, Navy CYP is known and well-respected for the tremendous impact it has had on the entire early childhood and youth services landscape—not just for military child care and the families it serves, but also for children and families who participate in non-military operated programs. CYP is a comprehensive system of care that offers a wide range of programs to meet the needs of military families. CYP is composed of the following components: Child Development Centers (CDC), Child Development Homes (CDH), Youth Programs (YP), 24/7 Centers, Outreach, and Child and Youth Education Services (CYES).



The CYP Professional Handbook will acquaint you with the rules and procedures associated with your CYP position; however, it is not inclusive of all policies and procedures required. This handbook is to be used as a reference as you pursue your career with us and it is your responsibility to be familiar with the contents of this handbook, as well as other policies, procedures, and guidelines that are established for CYP. The policies, procedures, benefits, and practices described in this handbook should not be taken for granted and are subject to change. We will attempt to give you ample notice when a policy or benefit change is made.

Copies of additional policies and program standards are available for review in your CYP facility or you may locate them in the Navy CYP E-Library at <https://elibrary.cnic-n9portal.net/>. (Feel free to discuss any questions you may have about this handbook or your employment with your local CYP Manager.)

We would like you to know that you, as part of our team, are our most important and greatest asset. We would not accomplish what we do every day without our CYP Professionals. We are very excited that you chose us, and we welcome you to our program and look forward to working with you!

CYP PROFESSIONAL

A Navy CYP Professional is an inclusive term used to include all employees, CDH providers, contractors, and volunteers. Please note policies that apply only to a specific type of professional will be clearly indicated; i.e.- employees. If not indicated otherwise, policies apply to all CYP Professionals.

NAVY CYP MISSION STATEMENT

The Navy Child and Youth Program supports military and DoD families worldwide as they protect and serve our country. We do this by providing high quality, innovative, accessible, and affordable child care that supports developmental achievements and school readiness, as well as recreational programs for children and youth.

NAVY CYP PHILOSOPHY

CYPs provide high-quality educational and recreational programs that respect families' cultures and values. Caring, knowledgeable CYP Professionals plan and facilitate developmentally appropriate offerings that are responsive to the ages, abilities, and interests of all children. CYP Professionals are committed to serving children of all races, ethnicities, and abilities, with an emphasis on respectful, positive interactions that foster each child's development and growing independence. CYPs support military-connected children, families, CYP Professionals, and local communities, providing a safe environment for all children to explore and learn.

CODE OF ETHICS

Being an employee of Navy CYP carries an enormous responsibility. You represent an organization that has been given incredible public trust in the care and protection of children. All employees are expected to observe the Standards of Conduct, which have been enacted by law. The Standards of Conduct are principally designed to eliminate conflicts of interest and personal gain as real or apparent basis of decisions and actions taken by DoD personnel and to inspire public confidence in the integrity of public officials. **Violating any of the OPM/NAFI Principles of Ethical Conduct may be cause for disciplinary action by the employee's agency, which may be in addition to any penalty prescribed by law. If you do not have a copy of the Principles of Ethical Conduct, contact your HR representative.**

CYP professionals shall not participate in practices that discriminate against children by denying benefits, giving special advantages, or excluding them from programs or activities based on race, religion, sex, national origin, ability or disability, etc.

CUSTOMER SERVICE

Providing quality service to our customers is another key requirement of our CYP philosophy. Your customers are the children, their families, your colleagues, and other “visitors” to your program. Facility entries can be perfectly organized and beautifully decorated and visually welcoming; however, if the first CYP Professional the family, children or visitors see projects an attitude of being too busy or hassled to give a smile and a hello, then the environment is not welcoming. These tangible elements are a CYP’s best opportunity to make a positive first impression. Every attempt should be made to meet and exceed our customers' needs throughout all their entire Child Care experiences.

PROFESSIONALISM AND TEAMWORK

Working with children requires a commitment to providing the best care. It is rewarding work, but at the same time, it can be a challenging endeavor. It requires dedication, commitment, problem-solving skills, and a willingness to learn, change, and be flexible in order to address the needs of those served in CYP. **As a CYP Professional, you are held to high standards and expectations for professional behavior ON and OFF duty.** You will encounter children, families, and co-workers from a variety of backgrounds and life experiences, and you are expected to be responsive to those unique needs, abilities, interests, and diverse backgrounds of those you serve. CYP Professionals must never react judgmentally or with condemnation when families disclose information, nor should they share this information outside the need to know circle to help maintain the integrity and professionalism of the program.

Teamwork is the foundation of our program because we all must work together to provide high quality service to the children and youth in our care. Appreciate the strengths and diversity of all the professionals with whom you work with. Each one plays a special role that makes our program the best it can be.

CHAIN OF COMMAND/OPEN DOOR POLICY

It is important that you are comfortable and feel successful in your position. If at any point during your time as a CYP Professional you have a concern, suggestion, observation, or simply want to discuss your feelings on any matter, you have an established chain of command that will listen to you and provide assistance and guidance. When seeking resolution to problems, grievances, or questions you must follow the chain of command, starting with the first person in the chain of command, typically your first line supervisor, as many concerns can be solved at the lowest level of the chain. From there, follow the chain of command until a resolution has been reached. Please note, if applicable, grievance procedures are outlined in respective Collective Bargaining Agreements (CBAs).

Chain of Command Phone Numbers

Program Director	
CYP Installation Director	
MWR Director	
Installation Executive Office (XO)	
Installation Commanding Officer (CO)	

Your CYP Manager will provide you with a current organization chart.

Installation Support Phone Numbers

Equal Employment Opportunity (EEO)	1-866-295-0320 or mill_cnic_naf_eeo@navy.mil
Occupational Health	
Family Advocacy Program	
Medical	
Fire	
Poison Control	
Child Protective Services	
DOD Child Abuse Hotline (for parent use only) – CONUS	1-877-790-1197
DOD Child Abuse Hotline (for parent use only) – OCONUS	571-372-5348
Police/Security	
Public Affairs Office (PAO)	

SUPPORT RESOURCES

Support resources such as stress management, prevention and treatment of depression, problematic relationships, grief management, work related concerns, etc. are available through the Department of the Navy Civilian Employee Assistance Program (DONCEAP) 24 hours a day. APF (GS) employees may contact DONCEAP at 844-366-2327 or at <https://magellanascend.com>. Similar services are available to NAF employees through the ACI EAP Employee Assistance Program who may be contacted at 800-932-0034 or at capinfo@acispecialtybenefits.com. NAF CYP Professionals and their family members may call toll free 800-932-0034 to set up an appointment to speak with a counselor by phone about your situation, which may include any problem affecting the individual's health and well-being. Emergency assistance is available 24 hours a day.

The Installation Military Family Life Consultant (MFLC) and Fleet and Family Services are also available for consultation. These services are confidential and offered as a free benefit from the Department of the Navy.

CYP EMPLOYED POSITIONS

The Child and Youth positions are staffed from at least two different human resources systems that are funded by separate sources. There are separate policies associated with each pay system.

- Civil Service positions (General Schedule or GS) are funded with Appropriated Funds (APF).
- Non-appropriated (NAF) fund positions are funded with NAF funds generated from revenue, such as parent fees.
- Foreign/Local National positions are located in various OCONUS locations. Regulations for Foreign/Local Nationals are specific to their location. For CNRSE, this applies to NAVSTA Guantanamo Bay, Cuba.

For more detailed information on personnel policies and procedures, you may contact the following offices:

	Office	Address/Location	Phone Number
NAF Employees	MWR Personnel Office/NAF Human Resource Office	NAVSTA Mayport, FL	904-270-6061
APF (GS) Employees	APF/Civil Service Human Resource Office	NAS Jacksonville, FL	904-270-6061
Foreign National (FN)/Local National (LN) Employees	NAF Human Resource Office	NAVSTA Guantanamo Bay, Cuba	757-458-4889

In addition, many of the APF and NAF positions in CYP are covered by a Union Collective Bargaining Agreement (CBA). Depending on your work location and installation, you may or may not be eligible for Union membership. If covered, your installation will have a separate agreement, detailing requirements that “covered employees” must follow, for policies such as leave requests, calling a supervisor when you cannot report to work, etc. These Agreements are available for your review in your break room. It is your responsibility to familiarize yourself with these requirements.

If you are unable to locate the Agreement for your program, or if you are unsure if you are covered, contact your respective NAF or APF office at the phone numbers listed above.

Employment Categories

There are different employment categories of employees within CYP.

- Regular Full-time (RFT) – (GS and NAF) employees are scheduled 35-40 hours per week.
- Regular Part-time (RPT) – (NAF) employees are scheduled 20 – 34 hours per week.
- Flexible – (NAF) employees are scheduled/unscheduled to work 0-40 hours per week.
- Foreign National rules may vary by location.

In most cases, flexible employees are not entitled to benefits such as annual and sick leave, medical and life insurance, retirement, or holiday pay. Exceptions will be addressed by your local human resource office.

TIME AND ATTENDANCE

Navy CYP is a comprehensive system of care that offers a wide range of programs to meet the needs of the mission and military families. **You were hired for the total program and may be scheduled to work in all parts of the CYP, and may be required to work split shifts, based on staffing needs or position limitations. This means you may be scheduled for nights, weekends, and/or holidays.**

Schedules and Work Hours

Work schedules will be posted in advance. While we attempt to have a regular schedule for you, your schedule or assignments may periodically change to support the workload of the CYP. You are responsible for knowing your shift and checking the posted schedule daily for changes. You should not exchange shifts or assignments with anyone without management approval. If there is a question or conflict with your schedule, please bring it to the attention of your supervisor.

Management has the right to change or adjust schedules to meet the mission requirement and will notify you of schedule changes as soon as changes are required.

The position and type of appointment (full, part-time, and flexible) determines the number of minimum hours that the employee is required to be scheduled. Because it is impossible to determine exactly how many CYP Professionals will be needed or when they will be needed due to call outs, unanticipated emergencies, etc., there may be times when you will be called to work earlier than your scheduled time. If there is an established collective bargaining unit, it may annotate specific time frame requirements.

Work emergencies can result in immediate work schedule changes; you will be notified as to the work emergency and provided notice as soon as possible.

Punctuality

CYP Professionals are required to report for work in a timely manner. If you are going to be delayed, please call your supervisor as soon as possible. All personal tasks (e.g., putting belongings away, dropping off own child in classroom, etc.) should be completed prior to clocking in, so please allow ample time to do so. Report to your place of duty immediately after clocking/signing in. Repeated tardiness may result in disciplinary action.

When you are dependable and punctual, the program is able to meet mandated adult to child ratios, which keep children safe and properly supervised. Please make provisions to report to work according to schedule.

Overtime/Compensation Time Occasionally, you may be asked to work overtime in order to maintain child-to-staff ratios or to meet other program requirements. Overtime and compensatory hours must be authorized in advance of the overtime/compensatory time work being performed.

Time Cards and Pay Periods It is your responsibility to ensure that time and attendance is recorded accurately. You will normally receive your paycheck on the same day every 2 weeks, 26 times per year. You are required to enroll in the Electronic Fund Transfer (EFT) program, which will deposit pay into your designated checking/savings account each pay period. In the event of a possible payroll error, it is your responsibility to report the discrepancy to your supervisor as soon as the error is discovered.

GS Employees – For GS employees, leave and earning statements are made available electronically from the My Pay system at <https://mypay.dfas.mil>. You will establish your own My Pay account.

NAF Employees – For NAF employees, leave and earning statements are made available electronically from the ADP iPay system at <https://online.adp.com/ipay/login.html>. You will establish your own iPay account.

Foreign Nationals – See NAF employees

CYES-School Liaisons (SL)

The School Liaisons will often have varying daily schedules to accommodate meetings/events within their area of responsibility. This may include starting their day or ending their day at a location other than their assigned work station at the installation. School Liaisons should expect to flex their schedule and start/end their day based upon what works best for the program. This may include starting their day at a school vice their office, based upon the needs of the program. The SL will be required to notify their supervisor of any changes in scheduling and will be required to document and record the changes in the schedule.

CDH Providers

Time and Attendance for CDH Providers is different, as they have established contracts with patrons for set hours. CDH Providers ensure their CDH is ready to receive children at the agreed upon time and have addressed all personal tasks prior to the arrival of the first child for the day. Should they have an emergent need, they are responsible for notifying parents and offering back up care, as well as, notifying the CDH Office of the unscheduled changes in hours/days of operations.

CYP Volunteers

CYP Volunteers are a valued part of the team and promptness is equally important. Volunteers are expected to sign in at the facilities' front desk and remain at their designated volunteer location for the duration of the agreed upon time. Changes in a volunteer's time commitment should be addressed with the CYP manager for the areas of responsibility. For example, a Soccer Team Coach will need to let the Youth Sports & Fitness Coordinator know if there is a change in scheduled practice/game, or a CDC/SAC volunteer will need to let the Director know if they will not be coming in for the day due to an unexpected circumstance.

CYP Contractors

CYP contractors, such as Dance/Karate Instructors or Military Family Life Counselors (MFLC), serve specific roles within the CYP organization. CYP Contractors are expected to promptly arrive at their contracted work location according to schedule and should notify their CYP point of contact when there are any unscheduled changes; i.e.- a school-based MFLC lets the CYES School Liaison know when there is a disruption in normal services. Managers will frequently communicate with contractors and if applicable contract supervisors to maintain oversight.

LEAVE POLICY

All regular full-time and regular part-time employees will accrue annual and sick leave based on the number of hours worked each week and the number of years of service. Annual leave is accrued from the date of hire but may not be used for the **first 90 calendar days of employment**. Sick leave is accrued from the date of hire and may be used once accumulated, but only for the amount of hours accrued. While NAF flexible employees do not earn annual or sick leave, the leave request process applies for any time off that is being requested.

Request for Leave or Approved Absence Form

All leave requests should be requested as far in advance of usage as possible. When applying for annual or sick leave, leave without pay, or to use accrued compensatory time, you must complete a leave request form. Obtain a copy of the leave request form from your chain of command. Your supervisor will show you how to obtain and where to submit a leave request. In most instances, requests should be submitted no later than two weeks prior to usage. If your installation has a CBA, you are responsible for being aware of any agreed upon specifications to include details of requesting leave.

Annual Leave

The employee will make requests for annual leave to the supervisor, or designated representative. Approval of an employee's request for accrued annual leave shall be granted, subject to the workload requirements, and provided that the employee gives reasonable advance notice. While all attempts are made to approve annual leave requests, mission requirements may take precedence. Approval or disapproval will be provided as soon as practicable after the request is made.

Management may be required to cancel annual leave that has already been approved due to mission requirements. Management will give the employee as much advance notice as possible and work with the employee to reschedule the approved leave.

Sick Leave

Sick leave may only be used for:

- Illness, injury, or incapacitation of the employee
- Medical, dental, or optical examination of the employee
- Care of a family member, including medical, dental, or optical examination of the family member
- Care of family member with a serious health condition
- Disabled Veteran's Leave

You should make every effort to schedule doctor's appointments before or after working hours or on non-work days. When requesting leave for medical appointments, a leave request must be submitted as soon as the appointment is scheduled to allow for schedule adjustments.

If CYP employees are absent from work due to illness/injury, the employee, based upon the Union Agreement or the CNIC NAF Personnel Manual, may be required to furnish the supervisor with a doctor's certificate. Employees are required to provide notice as soon as possible when they are unable to report for duty. This must be **at least** two hours prior to the start of your shift. If an employee is suspected of abusing sick leave, the supervisor may deny sick leave requests, or require medical certification for each absence that is claimed as sick leave. Abuse of sick leave is cause for an administrative action. If your installation has a CBA, you are responsible for being aware of any agreed upon specifications to include details of requesting leave.

Family Medical Leave Act (FMLA)

Employees in both regular and continuing flexible positions who have completed at least 12 months of service are eligible for and covered under Pub.L. 103-3 of the Family Medical Leave Act (FMLA). Temporary employees must complete 1250 hours during the calendar year to qualify. FMLA provides eligible employees with entitlement to a total of 12 administrative workweeks of unpaid leave (LWOP) during any 12-month period for any of the following reasons:

- Birth of a son or daughter and the care of the newborn
- The placement of a son or daughter with the employee for adoption or foster care
- The care of a spouse, son, daughter, or parent of the employee, if such spouse, son, daughter or parent with a serious health condition
- A serious health condition of the employee that makes the employee unable to perform any one or more of the essential functions of their position

For more information on procedures and eligibility for FMLA, you can talk directly to your servicing NAF or APF Human Resources Office (HRO).

Paid Parental Leave (PPL)

The Federal Employee Paid Leave Act was included in the National Defense Authorization Act for Fiscal Year 2020 and entitles certain Department of Defense (DoD) employees to 12 weeks of paid parental leave (PPL) in connection with the birth, adoption, or foster care placement of a child that occurs on or after October 1, 2020. To be eligible for PPL, a DoD employee must be eligible for the Family and Medical Leave Act (FMLA) under title 5. The use of PPL requires an agreement to remain employed for an equivalent amount of time after the exhaustion of the leave period. Failure to fulfill this requirement may result in the repayment of any monies received under the PPL Act.

Bereavement Leave

In the event of the death of a family member, Regular NAF employees are authorized up to three consecutive work days of paid bereavement leave. If additional time is required, depending on the familial relationship, additional Annual Leave, Sick Leave or LWOP may be requested. GS/APF employees will be granted a reasonable amount of leave that will be charged to sick leave or can be charged to your annual leave at employee's option.

Administrative Leave

Time off with pay may be authorized to regular employees for blood donations, jury duty, voting in Federal, State, County, and municipal government elections and for other reasons when deemed prudent and in the best interest of the organization. For additional information and/or questions please consult your supervisor or Human Resource office.

Holiday Leave

Full-time and part-time employees are paid for regularly scheduled work hours for all federal holidays as long as they are in a pay status either the workday before or the work day after the holiday. Regular Part-time (RPT) are paid holiday pay when the holiday falls on their regularly scheduled day and only for the hours scheduled. Flexible employees may receive holiday pay similar to RPT at applicable locations. The following days are legal federal holidays:

New Year's Day	1 January
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	19 June
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving	Fourth Thursday in November
Christmas	25 December

*When the holiday falls on a Saturday or Sunday,
the preceding Friday or following Monday is designated for the holiday observance.*

Leave Without Pay

Leave without Pay (LWOP) for Full-Time or Part-Time and flex employees is authorized and approved like annual leave. Request for LWOP will be made by the employee to the supervisor, or designated representative. Approval of an employee's request for LWOP shall be granted, subject to the work load requirements, and provided that the employee gives reasonable advance notice. Approval or disapproval will be provided as soon as practicable after the request is made.

Use or Lose Leave

Use or lose leave is any leave that exceeds the maximum amount of leave you may accrue in a year (240 hours CONUS/360 hours OCONUS). This leave may be forfeited if it is not used prior to the end of the calendar year. If your scheduled leave was canceled because of illness, work demands or an administrative error—and you have documentation which proves that your scheduled leave was denied, in writing before the start of the third bi-weekly pay period prior to the end of the leave

year—you may be eligible to have your leave restored under certain circumstances. Discuss these circumstances with your CYP Director.

Time Off: Other CYP Professionals

Other CYP professionals will notify their CYP Manager in advance of scheduled time off. CDH Providers will notify the CDH Monitor/Director. Volunteers will notify their CYP POC. MFLCs will notify their facility POC (CYP/SL/LEA) (in addition to a formal request made through your contract supervisor). If you are unsure who your POC is, please address the question to the person who provided this handbook to you.

SCHEDULED BREAKS

Work Breaks

Short rest periods/work breaks during the workday **may** be permitted if you work four or more consecutive hours. While short breaks are beneficial, they are a privilege and not an entitlement. Child/staff ratios must be met before allowing short rest periods. If authorized, breaks will not exceed 15 minutes and cannot be combined with lunch, training/planning time, or taken at the beginning or end of your work hours. You are not authorized to leave the premises during rest periods, and you must be available to assist with emergencies, such as emergency evacuations, and may be subject to recall back to duty.

Visiting with co-workers in the break room, use of restroom or making personal phone calls are all appropriate use of a work break. Visiting co-workers in the classroom is not appropriate during these times.

Work breaks normally begin the moment you leave your assigned workspace and end once you return to your workspace. It is important to return from breaks promptly so others can take their scheduled break on time and so employees do not fall behind with their work schedule.

Do not disturb staff on duty by visiting classrooms, hanging out around the front desk, or remaining in programming areas before or after your work shift or while on lunch break.

You may request a short and immediate break from working with children if you feel that you are unable to perform your duties. You should immediately notify the supervisor on duty that you need to be relieved of duties for a short rest period.

Employees who are members of a collective bargaining unit holding positions covered under a negotiated agreement may have different work breaks according to the language of their Collective Bargaining Agreement (CBA).

Break Time for Nursing Mothers

Section 7 of Title 29, United States Code (U.S.C.) (also known as the “Fair Labor Standards Act” (Reference (d))), requires federal agencies, including NAF instrumentalities (NAFIs), to provide a reasonable break time for a civilian employee to express breast milk for her nursing child for 1 year after the child’s birth, each time such employee has a need to express the milk. A designated place that is shielded from view and intrusions will be provided for the employee to express breast milk.

A CYP Professional will need to notify her supervisor well in advance of the needed times to be scheduled off the clock for this purpose and to reserve the dedicated location. All available and applicable PPL and annual leave can be utilized. Additionally, when the supervisor is able to permit a standard 15 minute (on the clock) rest break for their program staff, then the CYP Professional may choose to use this time period as well, however, the rest period **cannot be guaranteed** at a specified time each day, and in some cases, depending on ratios and call outs, it may be cancelled. As such, CYP professionals should not solely rely on the 15-minute rest period as time for breastfeeding and/or pumping milk.

Designated breastfeeding and/or pumping location: _____

Meal Breaks

If you work more than six (6) continuous hours, you will receive a meal break of at least 30 minutes, but not to exceed 1 hour unless scheduled a split shift. These lunch breaks are unpaid time and are scheduled by your supervisor based on the needs of the program. You are required to clock out and back-in for meal breaks. Meal breaks may be taken in the designated break areas within your facility or outside the CYP and may not be taken in the classroom/activity areas.

Employees who are members of a collective bargaining unit holding positions covered under a negotiated agreement may have different meal breaks according to the language of their Collective Bargaining Agreement (CBA).

No personal food items will be stored in designated medication refrigerators, classroom refrigerators, or kitchen refrigerators/freezers.

Staff Lounge CYP designated staff lounge/break room areas are to be used for breaks and lunch periods. Keeping these areas clean, neat, and orderly is the responsibility of the employees. Refrigerators are available to store lunches and other food items. Please be sure to label your lunches, wash your dishes, and wipe tables when you leave. You are responsible for ensuring that all personal belongings brought into the workplace are kept secure and away from children. Purses, backpacks, or bags of any sort must be kept out of the reach of children by being secured in a locked

cabinet or locker. A refrigerator and food storage area may be available for you to store personal food items.

Upon exiting the staff lounge, you are not allowed to take food or beverages (except cold or room temperature water) into the classroom. **Water is permitted in the classroom in a clear see-through sealable container.** No other personal cups/thermos/mugs are permitted in areas where children are present.

ATTIRE AND PERSONAL HYGIENE

CYP Professionals shall follow the CYP dress code at all times. Dressing for comfort is important, however, it is equally important to present a well-groomed, professional, readily identified workforce that promotes continuity, workforce pride and ultimately impacts positively on customer service. **All apparel and/or visible tattoos/body art must have NO derogatory, sexual, profane or violent images; nor implications thereof.** All clothes must be free of holes, have no frayed material, and be clean and in good repair. Pants should allow free movement to interact with children and youth.

Leggings and yoga pants are only permissible if they are not thin/revealing and provided that you're top is long enough to cover mid-thigh. If you are not in compliance, you may be asked to go home and change. It is recommended that CYP Professionals keep an appropriate change of clothing in their lockers at the Program in case clothing becomes soiled during work. Tank tops, midriff bearing tops, and spaghetti strap tops are not appropriate as an exterior garment. Plunging necklines are not appropriate. Tops with loose necklines or sheer material may require additional undergarments or apparel to be appropriate. Working at the CYP involves frequent movement, and the employee must ensure that there is no chance of exposing their body or undergarments.

CYP Professionals are encouraged to participate with children and youth in aquatic events and field trips. When authorized in advanced, the wearing of a bathing suit is allowed.

Appropriate swimwear will be conservative in design and appearance and must not prohibit the professional from swimming freely.

- One-piece Swimwear Males: square trunks, board shorts or full body swimsuits. One-piece Swimwear Females: Swimsuit covering the full torso less arms, swimsuit covering full torso and arms, or full-body swimsuit covering torso, legs and arms. One-piece swimwear back openings will not extend below the middle of the back.
- Two-piece Swimwear (Full torso coverage required) Males: square trunks or board shorts with shirt or rash guard top (short or long sleeve.). Two-piece Swimwear (Full torso coverage required) Females: square trunks or board shorts with shirt or rash guard top (short or long sleeve), and two-piece burqinis/burkinis.

Professionals without a cleared background check must wear the appropriate identifying apparel as their outermost garment. When authorized to wear bathing suits on a field trip the swim suit may be worn in transportation to the field trip, on the field trip and on transportation back with appropriate coverage. Once returned to the program, normal uniform requirements must be applied as quickly as possible while adhering to accountability and supervision standards.

All CYP professionals, including management, administrative staff, direct care staff, and food service staff will wear the appropriate CYP-Logo color-coded apparel as designated according to their position and background check completion status. To allow for a quick visual inspection, apparel must not be covered by other clothing (e.g., hoodie) that makes it difficult to see. This apparel is at no cost to the employee; however, replacement requirements due to staff member negligence shall be at the staff member's expense. CYP apparel must be returned upon vacating your position. *CYP Facility Directors and SLs are authorized to wear professional attire once final clearance has been favorably attained.*

School Liaisons are to dress in professional and/or business casual attire when performing duties. School Liaisons are representing the installation Commanding Officer when out in the community, and their appearance should reflect the professionalism of the program and the installation. SL's will adhere to all school requirements to wear guest badges when visiting schools. There will be times when dressing down will be allowed to accommodate programming needs. If allowed to dress down, clothing should still be in good taste, free of stains, rips, tears, and holes.

Nametags

CYP issued nametags will be clearly visible and worn on the right side of the CYP logo smock/bib apron/polo shirt or, if applicable, on the right side of professional attire. Lanyards and armband nametags may be worn. Exceptions are permitted, such as use of removable Velcro fabric nameplate or embroidered names directly on an apron/smock; especially for those direct care staff working

with infants. Pin or magnetic backed nametags and lanyards are not allowed to be used in the infant classrooms as they pose a safety hazard.

Shoes

Footwear must allow staff to be active with children/youth (including running), participate in activities inside and outside, and supervise children/youth for their safety and well-being to the maximum extent possible. A shoe suitable for the CYP environment is classified as an outer covering of the foot having a thick or stiff sole with an attached heel and an upper part of lighter material. A shoe must provide contact or friction grip and protect against wear, damage, or slipping and must be worn at all times. Due to safety issues, open-toe, sling-back, and sandals are not to be worn by direct care staff, custodians, or cooks in order to prevent accidents on the job. Thongs (flip-flops) are not permitted. High heels, pumps and wedges or similar footwear are not appropriate for the activity rooms, playground, or field trips. An employee who is unable to wear a shoe as described above because of a medical reason must have a doctor's note substantiating the reason and be approved using the Reasonable Accommodation (RA) process.

Fingernails

Nails of direct care staff, to include artificial, should be trimmed to sport length (1/4" past the tip of the fingertip pad) so that they do not scratch the children or provide breeding ground for bacteria. Food service employees are to keep their nails trimmed and may not wear nail polish or artificial nails or nail jewelry.

Jewelry

Please be aware that jewelry can scratch a child, be pulled off, lost, or swallowed by children. Keep in mind the customer's perception, what is best for children when selecting jewelry to wear to work and in representing a professional organization. For safety reasons, dangling, hooped, rough-edged, or pierced jewelry on the face cannot be worn. Food service employees are to remove rings (except plain gold/silver/platinum/silicone bands), bracelets, and watches during preparation of food in accordance with the Tri-Service Food Code.

In some scenarios, additional clarification may be required:

All final determinations will be at the Director's discretion on dress code compliance.

Disciplinary Actions

If you report to work in violation of the above policies or government hygiene/safety guidelines, you will immediately be advised by your direct supervisor and may be sent home to correct the violation in a non-paid status. Supervisors may initiate disciplinary action as appropriate.

HEALTH REQUIREMENTS

As part of your condition of employment, you are required to undergo a health screening annually. The health screening will include a test for tuberculosis and any other tests deemed necessary by appropriate medical professionals. The health screenings are conducted at the installation hospital/clinic at no cost to the employee. Professionals unable to meet the requirements of the health screening process may have the option to request a waiver through the Reasonable Accommodation (RA) process.

You must be immunized as required, and receive an annual influenza vaccine, except when precluded for religious or medical reasons. Other immunizations may be required by the local medical authorities.

CYP professionals who have a communicable or contagious illness should not report to work. Bringing illness into the work place puts co-workers and children at risk of becoming ill. As a reminder, CYP Professionals are expected to notify their supervisor as far in advance as possible when calling out.

SCREENING REQUIREMENTS

Background Check Screenings

All Navy CYP professionals must undergo criminal history background screenings that will be conducted regularly throughout your term of employment. **You are required to immediately self-report all arrests, charges, or convictions to your immediate supervisor prior to returning to workplace.** Not all instances will impact your continued suitability; however, failure to report could result in termination. Annually, you must complete the DoD Statement of Admissions, and every five-years reverification checks will be conducted for the purpose of updating your current background check investigations. The five-year check consists of a CNACI (National Agency Check with Inquiries) and local IRCs (Installation Records Checks). CDH Professionals and families have annual background screening requirements to be completed prior to the expiration date indicated on the CDH Certificate to Operate.

All employees who do not have completed background checks must be visually identifiable, work within line-of-sight and under the supervision of another CYP Professional with either interim or final favorable suitability.

Drug Testing/Screening

CYP Employees in the 1701/1702 series, are deemed as a “Testing Designated Position (TDP)” by the Department of the Navy. You are subject to random drug testing throughout your term of employment with CYP. All CYP professionals are required to refrain from using illegal drugs at all times; illegal drugs include prescription drugs not prescribed to the individual using them.

CYP professionals are prohibited from reporting to work under the influence of illegal drugs or using any drugs illegally. Additionally, CYP Professionals should not report to work while taking prescribed medication, which could alter their capacity to safely execute job functions.

The Drug-Free Workplace Program (DFWP), as established under Executive Order 12564, Public Law 100-71, and the Mandatory Guidelines, will continue to operate in accordance with federal law, which identifies marijuana and marijuana extracts (e.g., CBD) as a Schedule I controlled substance, regardless of state law.

Under the federal Controlled Substances Act, marijuana is a Schedule I drug and, as such, cannot be prescribed and any use is illegal under federal law regardless of any state law.

CONFIDENTIALITY AND COMMUNICATION

Confidentiality

CYP Professionals are often privy to sensitive information that affect children, families, and program operations. This information must remain confidential and only discussed as a matter of official business. Relevant information or concerns should be shared with the appropriate supervisor.

- All children’s personal information must be secured safely and may not be removed from the center.
- Never discuss a child within his/her hearing.
- Never discuss individual children when other children or parents are present.
- Do not discuss one parent’s handling of a situation with another parent.
- No congregation of adults is allowed during working hours, unless it is for professional reasons such as training or planning.
- Never discuss with anyone outside the center any personal information about the children or their families. This includes posting on social media. Aspects of a child’s behavior or information about his/her family must remain within the center/program.

You may not discuss a child or their situation with others except as a matter of official business.

Confidential material should be recognized and respected as part of your professional obligation. Infractions of this policy may result in adverse disciplinary action up to and including dismissal.

Parent Communication

Effective communication skills are fundamental to building positive relationships with families. CYP Professionals are most successful when they are intentional in how they communicate with families and continuously strive to improve their engagement practices.

Communication occurs in a variety of ways and through a range of methods—verbally, nonverbally, and in writing; formally or informally; and one-time, daily, or occasionally. CYP Professionals’ communications with families should be, above all, open, honest, and respectful. Effective communication requires recognizing that *receiving* information from others is as, or more, valuable than *sharing* information. CYP Professionals who focus more on communicating their own ideas and expertise with their families miss out on valuable opportunities to not only learn important insights from the parents but to strengthen their collaborative relationships with them.

Holding effective arrival and departure conversations is a skill that CYP Professionals hone with experience and practice. Direct care professionals must strike a balance between being overly brief and engaging in a long conversation that pulls them away from speaking with other parents or from supervision, routine, and programming responsibilities. As such, arrival and departure times are not the time to have a serious discussion about concerns or behavior issues. If a parent initiates such a discussion, direct care professionals should redirect the conversation with the acknowledgment that their concerns are important and will be addressed at a place and time that respects their privacy.

If a situation occurs that is more significant in nature or there are reasons to elevate the situation, the CYP Professional should immediately call for support from a Management Team employee.

Language

Foul or inappropriate language has no place in a CYP program. Your colleagues may also be sensitive to certain language. Please be aware of using language or telling jokes that denigrate cultures, races, religion, disabilities, sexual orientation, gender, etc. Please be considerate of the feelings of others. How you speak to children and co-workers must also be considered. A loud voice or harsh tone is not appropriate. Keep your voice calm and respectful to both children and adults.

Gossiping

Actions such as gossiping are qualities that create an intolerable working environment. If you have a problem with another employee, speak to that person during non-working hours (after work, during lunch) and come to a resolution. Arguing in front of children is not acceptable. If assistance is needed, consult your supervisor for guidance. Do not engage in gossip and put a stop to gossip when you encounter it at the work place. Your conduct should reflect the professional role you assume as a CYP Professional.

Telephone Calls

Personal calls may be made during employee breaks. Employees are not permitted to make or receive personal calls in activity areas. It is preferred that you not receive personal phone calls at the front desk unless it is an emergency. CYP Directors will authorize at least one business phone number that you can give out as a “during work hours” phone number. Messages will be taken at the reception desk for employees receiving personal phone calls. Operations clerks will immediately inform employees if they receive an emergency call. For direct care employees, assistance will be provided as needed to cover ratio as child ratios are required to be maintained at all times.

As CDH professionals have various responsibilities, they may need to have brief phone conversations with parents; however, conversations should be short and not impact the ability to provide full supervision and programming. Personal phone calls are best handled after hours. For issues that require additional support CDH providers should contact the CDH Monitor/Director.

My Front desk phone number: _____

Cell Phone Use

CYP Professionals will not use electronic devices (including, but not limited to, cell phones, mp3 players, smart watches, tablets, laptops, smart phones, land-line phones, etc.) for personal use when supervising children as their primary mission is the care and supervision of the children. These items may be brought to work, but they must be turned off and be in storage while on duty. They may only be used while on break outside of the activity rooms. **No hands-free devices (Bluetooth) will be used in a duty status.**

At no time should personal electronic devices be used to take pictures or digitally record children/youth enrolled in our programs.

Management, Administrative and Support staff will not take personal calls while in the process of conducting business. Personal calls should be made during official break times.

While smartphones are intended to be a convenient way to take and share spur of the moment photos with friends and family, never take photos of your colleagues or parents without their

permission. CYP Professionals must be knowledgeable about the Permissions Statement authorizations for the children in their care. Official Cell Phones are for official business only. Those assigned official phones are responsible to follow all required guidelines for official use.

Public Relations

Any inquiries from the press or civilian agencies **must be referred** to the Public Affairs Office (PAO). CYP professionals are not authorized to speak to the Media regarding any circumstances with the CYP or the Installation. This includes any situation and extends to discussion of program, command, professionals, patrons and/or children. The CYP professional should immediately notify the Supervisor when any Media contact has been made and provide the news outlet name and topic. This is done to protect the privacy of our families, staff and uphold installation security.

CYP Professionals as CYP Parents

There is a delicate balance for CYP Professionals who also have children participating in CYP, and in some instances within the same facility. While all CYP Professional expectations apply, it should be understood that should you have a child of a CYP professional within your area of responsibility, you should primarily treat them as any other parent -with respect and good honest communication, while maintaining confidentiality. CYP Professionals have greater access to view CCTV monitors or to drop in for a visit on their breaks. Welcome them and hear them out as you would any other parent; if the visit is intrusive or otherwise negatively impacting your ability to effectively supervise and interact with the children, then you should ask if the parent can schedule a time for a conference to discuss classroom visits and parental concerns. If they ask you to do something that is against policy, **let them know you appreciate their request**, but remind them of the policy and that you don't want to lose your job. As always, when you need support, ask a Lead, supervisor or trainer for some guidance or some suggestions for the best pathway forward.

If YOU are the parent- be mindful that frequent classroom visits can be disruptive and stressful to your child and can sometimes interrupt the flow of the rest of the children. Remember to keep any visits short and infrequent. You may even want to announce to the direct care staff when you are visiting "I'm here as a parent!" So they don't try to go on a break or bring up another work related issue; it clarifies the purpose of your visit: "Hi everybody! I'm on my lunch, and I just wanted to check in and see how she is interacting today." This isn't time for you to talk about other children in the room, or other happenings around the facility-you wouldn't do that anyway because that's gossiping; right!?! Do not ask caregivers to do something you know is against policy.

It can be both challenging and rewarding for any number of reasons, remember that thousands of professionals have successfully prevented any difficulties, by maintaining their professional work ethic at all times.

RISK MANAGEMENT

Child Abuse and Neglect

DoD defines reportable child abuse and neglect as follows: Child abuse and neglect includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations of these, by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility or any staff person providing out of home care is legally responsible.

Reporting Procedures for Child Abuse

All CYP Professionals are **mandated reporters** of child abuse/neglect and are required to report any suspected child maltreatment to the Family Advocacy Representative (FAR) and the Department of Child and Families/Child Protective Services (CPS). Programs located outside the continental United States (OCONUS) must comply with applicable treaties/Status of Forces Agreements (SOFAs) and instruction procedures established by the Installation CYP Director and the FAR. In most OCONUS locations, the reports must be made directly to the FAR.

If an abuse/neglect allegation is made against a CYP employee, the employee may not remain on the grounds of any CYP operations while children are in care until an investigation is complete. This includes any role, including any support functions such as food preparation or administration. The CYP Director will coordinate with HR to assign placement outside of CYP for the duration of the investigation if available. For employees who are in a flex position, removal from the schedule is required until the investigation is complete. CDH Providers, contractors and/or volunteers will be suspended pending a review of the Quality Review Board.

Guidance and Touch Policy

The intent of the Navy CYP Guidance and Touch Policy is to inform CYP Professionals about their responsibilities for ensuring appropriate adult-child interactions across all programs.

Positive touching, such as hugging, holding hands, lap sitting, patting backs, and assisting in physical activities promotes affection and a sense of security for children. All positive touching of a child shall be with the child's approval and respectful of the personal privacy and personal space of the child. Positive touching also affects the safety and well-being of the child such as holding a child's hand when crossing the street or holding a child gently but firmly during a temper tantrum to prevent injury.

Inappropriate touching involves satisfaction of adult needs at the expense of the child or attempting to change the child's behavior with adult physical force. Examples of inappropriate touching include goodbye kisses, corporal punishment, slapping, striking, pinching, tickling, fondling, or molestation.

A relaxed, personal relationship among staff and with children and youth is essential to supporting good relations. However, all CYP Professionals must maintain a professional relationship with children/youth at all times (similar to a teacher-student relationship). It is prohibited to engage in one-on-one relationships with any underage patron. This also applies to any form of communication of a personal nature such as contacting a youth by cell phone or electronic messaging. CYP Professionals are not allowed to give children/youth rides in their personal vehicle at any time. The only exception would be if they have signed the child out as an authorized pick up.

You are required to follow the Guidance and Touch Policy that will be provided to you during orientation training. If you are unclear on any expectations, please be sure to consult your T&C and/or supervisor so you can, as a team, successfully support and guide appropriate behavior.

Violations of the Guidance/Touch Policy will normally result in personnel action, and in most instances, termination of employment, contractor, or volunteer status.

Medication Administration

There may be times when children are required to take medication while in care due to a medical need. The need may be for a short time or needed for a life-threatening emergency. Navy CYP has strict policies for administering medication, including written permission, supporting documentation and annual

medication administration training for staff who administer medication. You may be asked to administer medication and must adhere to all established policies.

Fire Safety

Unannounced fire/emergency evacuation drills are conducted each month. All personnel in the building are required to participate and are responsible for ensuring all children are guided out of the building safely and ensuring parents/visitors evacuate as well. It is important to know the location of all exit routes and to follow the evacuation plan in case of emergency.

Safety Requirements

The nature of child and youth activities and events lends opportunities for accidents to occur. **Most accidents are preventable with vigilant childcare practices, attention to detail, and prompt action on your part as a CYP Professional.**

It is your responsibility to maintain safety in all indoor and outdoor areas. It is necessary to regularly check all equipment located in your program for sharp edges, loose bolts, etc. If equipment is broken or unsafe, you must remove the equipment immediately for repair/disposal. Do not allow children to play on or with any unsafe toys or equipment. If you identify any hazards, you must report the finding(s) to the Supervisor on Duty for correction.

Providing proper supervision is the single most important part of a CYP Professional's job.

All CYP Professionals are trained on accountability and supervision strategies and methods. It is a CYP Professional's responsibility to *ensure* accountability of children in their care and to maintain it until the responsibility is officially passed onto the parent/guardian or another CYP professional via the sign in/out sheet. Supervision strategies may be different based upon age and program types; however, knowing the exact number of children in your charge is a vital link to maintain safety and especially important for emergency evacuations. A final visual sweep of a room/area before exiting will help prevent lapses in supervision. All CYP Professionals are required to implement accountability and supervision practices and are required to report lapses to supervisors.

Please be advised, failure to maintain safety, or to report a safety violation, is a CYP policy violation, which could result in disciplinary action. It is our desire to protect our professionals and our patrons: suggestions for improvements are always welcomed!

Incident/Accident Reporting

In the event of an accident resulting in injury to a child/youth requiring medical treatment, CYP personnel are required to implement general first aid techniques while comforting the child/youth. You do not have the authority to apply any type of medication to any injury. Application of ice, soap, water, and a bandage is the only authorized care for injuries involving an open wound.

You must immediately notify the supervisor on duty if the emergency is of a serious nature. The parents will be notified immediately (this is usually done by the Director, Operations Clerk, or other designee). The parents will be notified to transport their child for medical attention, or the Director or designee will call ****911**** or the Emergency Medical System for an ambulance transport at the parent's request.

A *We Care* Form must be completed for all incident/accident reports for falls, scratches, bruises, bites, and scrapes that occur in the CYP, to include emergency situations. Parents/guardians will be informed of the incident/accident and will be asked to sign the report. All reports are maintained in

accordance with record keeping requirements. Serious accidents and child abuse allegations are reported locally, to the region and to higher headquarters.

On the Job Injuries

If you are injured while on duty, you are required to notify your supervisor immediately regardless of the severity of the injury. Depending on severity of the injury, you will receive first aid, be transported for medical treatment, or sent home and instructed to follow up with your physician. For all accidents/injuries, a Worker's Compensation claim will be filed and, if applicable, clearance to return to work must be provided by the attending physician and/or occupational health clinic. The servicing Human Resources Office will provide assistance with the Worker's Compensation process. You are permitted to refuse treatment. Should you refuse medical treatment, pass your written refusal to your supervisor who will provide the documentation of the refusal to your HR for the official record.

Visitors

CYP programs are required to control access for those who enter our facilities. Spouses and/or friends are not allowed to visit you in the center except in the case of an emergency. If there is a situation that requires them to visit the center, they must stop at the front desk and inform a staff member at the desk the reason for their visit. They may not walk directly to your assigned classroom. All visitors are required to sign in and out, wear identification tags, and be accompanied by a CYP Professional while inside the building.

WORKFORCE DEVELOPMENT

Position Description

You will be provided a position description which summarizes the general and/or specific duties of the job. However, the most important responsibility of any CYP Professional is the care and well-being of the children and youth in the employee's program.

Individual Development Plans (IDPs)

The Navy uses standardized Individual Development Plans (IDP) for each CYP position. The IDP identifies and tracks training progress, to include orientation and initial training, annual and supplemental training, as well as progress towards completing the required DoD standardized training program. All CYP professionals, regardless of position, are required to complete their individual IDP requirements. The T&C will provide detailed information for all training requirements per your IDP.

CYP Standard Orientation and Training

All CYP Professionals will receive 40 hours of standardized orientation training before they are allowed to work directly with children. The orientation includes such topics as applicable regulations and installation policies; child health and safety; child abuse identification, reporting and prevention; age-appropriate guidance and discipline; parent and family relations; health and sanitation procedures, and position specific orientation.

Training will be provided monthly in a variety of formats. Most trainings will occur within the workday; however, there may be periodic evening or weekend training sessions that may be mandatory. There may be occasional training opportunities available at other locations, such as

community colleges, conferences, etc. Your T&C will be able to provide additional information on these opportunities.

DoD Standardized Training

Standardized training has been developed to support the ongoing need for quality professional development for Child and Youth Professionals. This training includes 13 Child Development Core Competencies covering developmentally appropriate practices for working with children from birth to age 12 through an extensive web-based repository of professional development videos, research-based content, and relevant interactive learning material. You may be eligible to receive college credit for the completion of training. Please see the T&C for additional information regarding college credits.

Continued positive progress must be made towards completing the standardized training. Training courses must be completed within 24 months of the date of hire. Direct care employees that have a current CDA or MSA, Associates or Bachelor's degree in early childhood/youth education, or other degree applicable to the position, may test out of the courses by reading the course content and successfully passing both the Knowledge Assessment and Competency Reflection for each course. This option will only be available if the T&C is confident in the employee's ability to demonstrate skill competencies. If the employee is unable to demonstrate skill competence, the trainer will have the individual complete the required course.

Available learning Tracks currently include Infant and Toddler (I&T), Preschool (PS), School Age (SA), Training & Curriculum (TC), Management (MGT), and Family Child Care (FCC). Your learning track will be assigned based on your position. For direct care employees, the track will also be assigned based on the primary age group/program type to which you are assigned.

Navy CYP Tuition Assistance Program (CYP TA Program)

APF/NAF CYP Professionals who are employed in a regular full-time position may be eligible for the CYP Tuition Assistance Program. CYP Professionals meeting the eligibility requirements and agreeing to specific continued service employment requirements with the Department of Defense may receive tuition reimbursement for job related Undergraduate and Master Level course work. Talk with your T&C or supervisor for an application and submission timelines.

Professional Credentials

Full-time, part-time, and flex CYP Professionals are eligible to participate in the Child Development Associate Credential (CDA) or the Military School Age Credential (MSA) if they meet all program requirements. CDA/MSA costs will be paid through the program for qualifying CYP professionals with minimal out-of-pocket costs. For more details, please discuss with your T&C.

Transfer Program

The Navy NAF CYP Employee Transfer Program (ETP) is available to all eligible Full-time, Part-time, and Continuing Flexible CYP Program Assistant's and CYP Program Leaders. Eligible employees can transfer in their current position, series, grade, employment category and basic rate of pay (rate of pay plus/minus any applicable locality pay) without a break in service if they are eligible. This program enables the seamless transfer of education, training, certifications, background checks, medical screenings, and other employment screenings. A copy of the complete program policy guidance and forms are available on the E-Library: <https://elibrary.cnic-n9portal.net/document-library/?id=2267>.

CDH Providers are also eligible to transfer their business to their next duty station if there is an established CDH program at their gaining location. Please contact your CDH Monitor/Director for the most recent guidance.

PROBATION AND EVALUATION

Probationary Period

All newly hired regular Full/Part time employees must complete a one-year probationary period. Probationary periods give you and our organization a chance to get to know each other and determine if we meet each other's expectations. During the probationary period, your conduct and performance will be observed, and you may be terminated at any time if you do not meet the expectations of the position. Typically, the grievance process is not available during the probationary period. Exceptions may be covered by a collective bargaining agreement (CBA). Your supervisor will provide you with a 90-day check-in period to discuss your performance. This will also provide you with an opportunity to provide feedback to your supervisor.

Performance Evaluations

All employees will be given at a minimum, a performance rating annually. The ratings will be due on a specified date each year or on the anniversary date of the employee's service computation date, as determined by the servicing HR. The ratings will ordinarily cover the most recent continuous, 12-month period of employment (time served in a probationary period is included). If the employee has served less than 120 days under his or her current supervisor, the annual rating may be prepared by the current supervisor after consultation with the previous supervisors or may be delayed until the end of the 120-day period; not to exceed 14 months from previous evaluation. An annual performance rating remains in effect until superseded by the next successive annual rating.

Voluntary Resignation

If you wish to terminate your position, the following procedures must be followed:

- Written documentation stating the date and reason for resignation should be submitted to the immediate supervisor. A two-week notice of resignation is requested, but not required.
- Turn in your valid work ID, KRONOS time card, uniforms, and other articles issued by CYP.
- If applicable, submit a change of address for forwarding a final paycheck/CDH Subsidy and W2 form.

GRIEVANCES AND APPEAL PROCEDURES

Navy CYP is an Equal Opportunity Employer. All CYP Professionals will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

Grievances

An administrative grievance is an employee's expressed feeling of dissatisfaction with working conditions, job assignments, or established policy and procedures. Your right to present complaints, either orally or in writing is protected by law. You have the right to express your dissatisfactions and give your views on matters that relate to employment and working conditions without fear, interference, threat, discrimination, or reprisal. All grievances shall be handled at the lowest possible level. If you are not satisfied with the results at the lowest level, you may proceed to the next level in the chain of command.

Employees who are members of a collective bargaining unit, holding positions covered under a negotiated agreement must use the grievance process specified within the Collective Bargaining Agreement (CBA) of the applicable Union that has the exclusive right to represent them.

Appeals

Non-probationary regular full-time and part-time employees have the right to appeal severe actions that may have been taken against them, such as suspension without pay of more than 30-days, involuntary termination, or reduction in grade for cause. In some cases, flex employees who are members of a collective bargaining unit holding positions covered under a negotiated agreement may have the right to appeal.

Disciplinary actions do not include Business Based Actions (BBA), letters of caution, performance counseling memorandums, letter of requirement for leave abuse actions, reductions in grade or pay taken as a result of terminations of temporary promotion or temporary increase in responsibility, a change to lower grade or pay band/level of an employee when the employee initiated the request, or reduction in pay due to application of revised position, and actions taken as a result of an employee being medically unable to work. A reduction in scheduled hours of work, which does not change the employment category, is not a disciplinary action.

CDH Providers will review suspension/revocations and other Quality Review Board processes during CDH Orientation training.

CURRICULUM, PROGRAMMING AND PLANNING TIME

For direct care staff, adequate training and planning time is provided during scheduled work hours. Any unauthorized training or planning completed by the CYP Professional before or after your scheduled workday is considered voluntary and hours will **not** be paid.

CDC – There are two primary direct care staff in each classroom. Each primary teacher will be provided time out of the classroom each week for planning. This time is used to make observation entries into MyTeachingStrategies (the Teaching Strategies curriculum system), develop learning plans, create family conferences, and prepare for upcoming learning experiences.

Child Development Home – CDH Providers are self-employed and should track time committed to planning and preparing activities so that it can be utilized for tax preparation purposes. Most providers schedule time in evenings and/or weekends to complete this task.

The Navy has selected Creative Curriculum as the standard curriculum for use by Child Development Centers, Child Development Homes and 24/7 Programs. The choice to implement a Navy-wide standardized curriculum was made to ensure quality within Navy programs and to provide consistency and continuity for our children and their parents. You will be provided training regarding Creative Curriculum and using the web-based assessment and planning tool.

SAC, Youth & Teen - The direct care staff, not individually but as a whole, is also provided planning time in order to develop activity plans, prepare activities for implementation, etc.

Youth Programs offer a wide variety of organized and supervised activities using Boys and Girls Club of America and 4-H curricula. The School Age Care and Recreational Program are designed to enhance the school day rather than duplicate it.

Facility Materials & Environment

Appropriate materials and environments are a key factor in positive experiences. CYP purchases materials and supplies to support learning and development. Do not remove or bring in furniture or materials without permission of management or the T&C.

If an item is unsafe or otherwise in need of repair, talk with your Lead or supervisor to ensure a work request is made and follow mitigation strategies until the item is replaced or repaired. This includes, but is not limited to toys, equipment, furnishings, outdoor playground areas, as well as issues with the actual building or grounds- such as ceiling tiles, doors, or ant mounds.

You may be asked to provide a list for new toys, furnishings and equipment; please ensure you pass any needs (and wishes) along to your T&C, Lead or supervisor when appropriate.

INCLUSIVE LEARNING ENVIRONMENTS

Inclusion

Navy CYP is inclusive and welcomes children of all abilities. The goal of inclusion in CYP is to support the participation of children with and without disabilities. CYPs must make respectful accommodations so that all children can be successful in our programs.

In addition to understanding the philosophy of inclusion and its benefits, CYP Professionals must also understand the laws that protect the rights of individuals with disabilities and their families. Since the Navy is a federal agency, both the Rehabilitation Act of 1973 (RA 1973) and the Americans with Disabilities Act of 1990 (ADA 1990) apply to Navy Child and Youth Programs.

Learning Environments

One of the most powerful ways CYP Professionals communicate with families is through the environments they create in the CYP. A family's first impression should be that of a truly welcoming environment that embraces the family as soon as they walk into the program. Program environments must be attractive, clean, inviting, and appropriate to the ages of children served. Spaces should communicate to children, youth, and their families: "You are welcome here" and "This is your space" when they walk in. Program environments must be well-stocked with developmentally appropriate materials based on and reflective of the experiences of the children and youth in care. Materials must also show positive role models in different genders, abilities, ages, and diverse nationalities. These environmental considerations facilitate learning, build a sense of community, and visually reaffirm the importance of family culture, structure, and background to families when they are visiting the CYP.

PARENT INVOLVEMENT

CYPs promote shared decision-making with families to better address and support the needs and interest of those families. Parents also have a number of opportunities to provide feedback to the installation about their satisfaction and recommendations for enhancements through various surveys and other mechanisms. These processes help ensure the safety of children and youth while improving administrative policies and programming issues.

The Military Child Care Act requires CYP Programs to establish a parent participation program to encourage family engagement by identifying opportunities that are meaningful and mutually

beneficial for families, children and the CYP. The CYP Rewards Program serves as an incentive for parent involvement and allows parents to earn points, which they can use to reduce their parent fees by participating in CYP activities such as the Parent Involvement Board (PIB), classroom helper, Youth Sports Coach, assisting with field trips, etc. As you get to know your families, educate them about these great opportunities and encourage their participation in our programs!

MISCELLANEOUS

CYP Property

Removal of CYP property or other property belonging to the U.S. Government is forbidden unless authorized by the CYP Director and signed with name, phone number, item, and reason for removal. Unauthorized removal of government property may result in disciplinary action.

All food provided for meal service and not eaten is considered waste and should be sent back to the kitchen for disposal after meal service is completed. All unopened prepackaged food items not consumed during meal service must be returned to the kitchen. Only direct care employees working in classrooms during meal times are authorized to participate in the meal service or consume food provided at the CYP facilities and may only partake child-size portions that are sufficient to model good eating habits. Food may not be taken out of the center by staff.

Smoking, Alcohol, and Illegal Drug Use

All Child and Youth Programs are “Smoke, Alcohol, and Drug” free facilities. Smoking, alcohol, and illegal drug use inside the building, on playground areas or alternate programming locations is prohibited at all times. This includes use of electronic/vapor cigarettes. CYP professionals who wish to smoke may do so outside at the designated smoking area or at least 50 feet away from the building and playgrounds and only during authorized rest or meal breaks. Legally prescribed and over-the-counter drug usage is permissible as long as it does not impair or negatively affect the professional’s ability to carry out all responsibilities.

Inclement Weather

CYP will be open for operation unless the Installation Commanding Officer (ICO) and/or the Federal Government announce closures. Please note that Federal Government closures do not necessarily apply to your installation. Local inclement weather policies are available from your Supervisor. You should review and understand the process to follow in the event of inclement weather. Generally, phone numbers, local radio/TV stations and phone trees are the means by which staff will be informed of changes to the schedule due to inclement weather.

Emergency procedures are outlined in the installation CYP Mobilization and Contingency (MAC) Plan. CYP Managers are responsible for being fully aware of those processes and will direct actions in accordance with the MAC Plan and/or the specific direction of the ICO/Emergency professionals. CYP Professionals should quickly follow guidance with safety being the top priority.

Add local information employees need to know about Inclement Weather (e.g., how will they be notified of delayed starts and base/program closures, what numbers they can contact or social media they can check to verify the status of the program during inclement weather, local process, etc.)

You may be designated as “mission essential or emergency personnel” and as such are expected to work your regular tour of duty regardless of any general dismissal order.

Parking

Parking may be limited at the facility as spaces may be reserved for parents picking up and dropping off. CYP Professionals are only allowed to park in designated spaces.

CYP Professionals as Nonemergency Contacts

You may not be listed as an emergency contact for a family enrolled in CYP because you cannot leave work to respond in an emergency. In some limited circumstances, you may be listed as a nonemergency authorized contact for a family enrolled in CYP. However, the designation as a nonemergency contact may not pull you away from your job responsibilities. The arrangement as a nonemergency contact is made between you and the family and CYP is not legally liable for behaviors or actions outside of work hours.

ACCREDITATIONS

Accreditation is a third-party endorsement of quality and is granted to a CDH Provider, CDC, or SAC program that meets specific standards defined by the accrediting body. The Military Child Care Act requires military child development programs meet the standards of operation necessary for accreditation by an appropriate national early childhood programs accrediting body. Currently, Navy eligible centers serving children 0-5 years of age are accredited by the National Association for the Education of Young Children (NAEYC) and Navy SAC programs serving children 6-12 years of age are accredited by the Council on Accreditation (COA). CDH Providers are encouraged to become accredited by the National Association for Family Child Care (NAFCC).

INSPECTIONS

CYP programs are inspected periodically throughout each year and include daily classroom inspections, and monthly fire/health and sanitation inspections. These inspections are required to ensure programs are meeting all life, safety, and quality requirements in order to provide safe and quality environments to children and youth.

CYP programs also participate in one comprehensive Multi-Disciplinary Team Inspection (MDTI) and one Navy Higher Headquarters Inspection annually. These inspections are unannounced.

REGULATIONS

Navy CYP is governed by distinct regulations that provide policy and assign responsibilities for the implementation, management, coordination, and administration of the Navy CYPs.

1. DoD Instruction (DoDI) 6060.2 – Child Development Programs
2. DoD Instruction 6060.4 – Youth Services (YS) Policy
3. DoD Instruction 1402.5 – Criminal History Background Checks on Individuals
4. OPNAV Instruction 1700.9 series
5. Navy CYP Operating Manual Standards covering a variety of subjects.

All the regulations listed above can be found on the Navy CYP E-Library or your director can assist you with obtaining a copy. <https://elibrary.cnic-n9portal.net/>

SUMMARY

Congratulations on becoming a Navy CYP Professional! Thank you for taking the time to read this CYP Employee Handbook. You will continue to receive valuable information throughout your employment with CYP. Please do not hesitate to refer any questions to your immediate supervisor and local CYP leadership to ensure that you are knowledgeable of all Navy CYP policies and procedures. You can expect to receive support, cooperation, and guidance in becoming a valuable member of this special team.

ACKNOWLEDGED RECEIPT

MY SIGNATURE CONFIRMS THAT I HAVE READ AND UNDERSTAND THE CYP PROFESSIONAL HANDBOOK AND THAT I UNDERSTAND THE REQUIREMENTS AND RESPONSIBILITIES OF MY POSITION.

PRINTED NAME

CURRENT CYP POSITION

PRINTED NAME SIGNATURE

DATE