



Navy Child and Youth Programs Local Installation Information Sheet

Thank you for choosing Navy Child and Youth Programs (CYP) to care for your child. We are looking forward to working with you and your child.

The following information contains details that are specific to your local CYP. Please review this information and keep it in a convenient location where you can refer to it when needed. You will also be receiving a Navy CYP Parent Handbook that will provide you with important information about Navy CYP's policies and procedures, overviews of our child and youth development goals and philosophies, details about our various child and youth offerings, and family involvement opportunities. When you receive your Navy CYP Parent Handbook, please take the time to read it carefully – and keep it also in a nearby location where you can refer to it at any time.

Again, thank you for allowing Navy CYP to care for your child. If you have any questions at any time, please do not hesitate to contact us.

Installation and Program Contacts

Date Updated: January 2019

Installation Information

Naval Submarine Base Kings Bay, Georgia 31547

Child and Youth Programs (CYP) Information

Child Development Center (CDC), Bldg 0147 (ages 2-4)

655 USS Wahoo Ave, Kings Bay, GA 31547, (912)573-9918

Child Development Center (CDC), Bldg 0150 (infants-age 2)

1270 USS Andrew Jackson Rd, Kings Bay, GA 31547, (912)573-3888

Child Development Center (CDC), Bldg 0152 (Pre-K Program)

1270 USS Andrew Jackson Rd, Kings Bay, GA 31547 (912)573-3888

Child Development Homes (CDH), Bldg 0147

655 USS Wahoo Ave, Kings Bay, GA 31547, (912)573-9918

Youth Center, Bldg 0166 (school age/youth)

650 Wahoo Ave, Kings Bay, GA 31547, (912)573-2380

Teen Center, Bldg 0155 (age 13-18 still in high school)

1270 USS Andrew Jackson Rd, Kings Bay, GA 31547, (912)573-2380 or 573-8236

Other Important Information / Contacts

CYP Chain of Command is as follows:

CDC CYP Lead Bldg 0147, (912)573-9924, CDC CYP Lead Bldg 0150/52, (912)573-8423

School Age/Youth/Teen Lead, Bldg 0166/0155, (912)573-2380

On Site Supervisor or CDH Monitor, (912)573-9918

CDC Director Bldg 0147, (912)573-9918, CDC Director Bldg 0150/52, (912)573-3888

Youth Director Bldg 0166/0155, (912)573-2380

CYP Manager, (912)573-3888

MWR Director, (912)573-2538

Locally Specific Procedures

CYP Online Services

CYP Online Services is a user-friendly access point to make child care payments, print receipts, get account information, make reservations for hourly care, sign up for local installation CYP activities, and more. Once you are registered in CYP, go to CYP Online Services to create a username and password. You have access to your account information at any time. The link to your region's CYP Online Services is below.

<https://myffr.navyaims.com/kbaycym.html>

Inclement Weather

There may be times when CYP Operations are disrupted by inclement weather. Your local installation and CYP inclement weather policy and procedures are described below.

Specific information for inclement weather is available in the SUBASEINST 3440.1D – Kings Bay Emergency Management Manual.

Parents are required to remove their children immediately from the CYP during destructive weather events when closure of the facility is ordered by the Commanding Officer. CYP Professionals will inform parents by telephone when the facility must close. Certain CYP personnel are considered essential to the military mission and shall remain in the CYP as needed until all children have been picked up. All personnel essential will be required to report for duty as needed to staff the facility during emergencies.

Patron Satisfaction and Concern Procedures

Navy CYP is committed to providing your child and family with the highest quality of care possible. We welcome family feedback, suggestions, and comments at any time. You may ask questions, offer suggestions, or raise concerns by contacting the CYP front desk or your CYP Director. We will listen to your concerns and will work with you to determine the most appropriate response on an individual, case-by-case basis. Information about the local process for handling command/program complaints is listed next.

We strive to meet the needs of our families and welcome all suggestions, comments, and feedback, in an effort to continually enhance the quality of our programs. Customer satisfaction surveys are conducted during our annual CNIC CYP Headquarters Inspection and during each program's accreditation process.

Our CYP Directors maintain open-door policies. If you have a complaint or concern regarding program policies or procedures, or one of our CYP Professionals/CDH Providers, please feel free to contact your specific CYP Director to voice your concerns. You can find the CYP Directors' contact information listed on page one. All complaints/concerns will be handled immediately, to include investigation of the complaint/concern, meeting with the person(s) with whom you have voiced a concern (if applicable), and, if possible, mitigating the circumstances at the program level.

Complaints/Concerns against CDH Providers will be handled through our CDH Director/Monitor. Depending on the nature of the complaint/concern, a Quality Review Board meeting may be held to determine appropriate action.

If your complaint or concern cannot be resolved at the program level, you may contact the Child and Youth Program Manager (CYPM) or the MWR Director at the number listed above, when seeking higher level resolution.

Emergency and Disaster Plans

Each CYP has a specific evacuation plan that is followed during evacuation drills as well as actual emergency evacuations. Local Installation evacuation plans and notification procedures are described below.

An evacuation plan is posted in each room of each facility. Each CYP has a specific evacuation plan for drill as well as actual emergency evacuations. In the event that children must be moved from their current facility to another location, every effort will be made to contact parents as soon logistically possible, and a sign will be posted on the CYP entrance as to the location of the children. Parents are required to remove their children immediately from the CYP when closure of the facility is ordered by the Commanding Officer (i.e., hurricane, national emergency, security issue, etc.). CYP Professionals will inform parents by telephone when the facility must be closed. Mobilization and Contingency Plan: In some instances the Commanding Officer will need to assess whether to expand hours of operation and/or provide added childcare services in environments other than the Child Development and Youth Centers or Child Development Homes due to conditions that necessitate flexible and responsive options to address the needs of sailors and their families. Areas where provisions may need to be made include: extended hours, long term care, respite care, twenty-four care, and hourly care for unit functions and family support groups.

Self Care Policy

The self care policy (or, home alone policy) provides guidance regarding when children under the age of 12, residing on or using services provided on a military installation, can be left without adult supervision. This includes weekends, evenings, or school breaks in the day. This policy is developed by the local Installation Commanding Officer and is described below.

Child, age 0-6, may not be left: outside unattended, without sitter in quarters, alone overnight, left sitting younger siblings or others. Child, age 0-6, may be left in a car accompanied by a person 14 years of age or older. Child, age 6, may walk to and from school accompanied by older siblings or friends. Child, age 6, may be outside up to 2 hours within sight and sound of a supervisor. Child, age 7-9, may not be left: outside after dark or after 8pm, without sitter in quarters, alone overnight, left sitting siblings or others. Child, age 7-9, may be outside unattended up to 2 hours with periodic checks from supervisor. Child, age 7-9, may be left unattended in a car with keys removed from the vehicle. Child, age 10-12, may not be left: outside after dark or after 8pm, without sitter in quarters, alone overnight, left sitting siblings or others. Child, age 10-12, may be left outside unattended up to 6 hours with periodic checks from supervisor. Child, age 10-12, may be left unattended in a car with keys removed from the vehicle. Child, age 12, may not be left alone overnight. Child, age 12, may be left outside unattended until 10pm, may be left without a sitter in quarters up to 12 hours with periodic checks from a supervisor, may be left unattended in a car with keys removed from the vehicle, may be left sitting siblings or others however American Red Cross Babysitting Training is strongly recommended.

Family Engagement Program

Family engagement opportunities are designed to actively engage you and encourage ongoing participation in CYP activities and in your child's program. The program offers you opportunities to build relationships with the staff, become familiar with how our programs operate, and allow you to be involved in your child's ongoing growth and development. You can earn points, or CYP Rewards, by becoming involved in a wide range of activities or events with your children. The program offers different activities daily, so there are plenty of opportunities! The CYP Rewards are measured by the amount of time that you spend participating in the activity (one CYP Reward for one hour) and the activity itself. When you accumulate a total of 10 CYP Rewards, you will receive a discount on your next military child care fee. For more information refer to pg. 22 of the parent handbook or stop by the front desk for any questions or additional information you might have.

