



# 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

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Date Updated: 30 November 2017

### Installation Information

Commander Fleet Activities, Yokosuka, Japan

### Child and Youth Programs (CYP) Information

#### KEY PERSONNEL PHONE NUMBERS

Child & Youth Program Director	243-5542
Main Child Development Center Director	243-4475
Ikego Child Development Center Director	246-8374
Child Development Homes Director	243-5478
Youth Programs Director	241-2948
Teen Coordinator	241-4904
Youth Sports Coordinator	241-2950
Child and Youth Education Services	243-3222
Ikego SAC and Teen Director	246-5929

#### CYP FACILITIES

CYP Administrative Office	243-4079
Yokosuka CDC	243-3219
Ikego CDC	246-8060
CDH	243-5478
Yokosuka SAC	243-3439
Ikego SAC	246-8301
Teen Center	241-2098
Youth Sports Offices	241-2952

## **CYP HOURS OF OPERATION**

CYP Administrative Office	Monday – Friday 0730-1630
Yokosuka CDC	Monday – Friday 0500-1900
Ikego CDC	Monday – Friday 0500-1900
Yokosuka SAC*	Monday – Friday 0500-1900
Ikego SAC*	Monday – Friday 0500-1900
Yokosuka Teen center	Monday-Friday 1400-1900 / Saturday 1300-1900
Ikego Teen Center	Monday-Friday 1800-2000 / Saturday 1300-1900
Youth Sports	Monday – Friday 1000-1730

**\* School Age Programs are closed during the hours school are in session**

**\*\* All Child & Youth Programs are closed on Federal Holidays**

## **Other Important Information / Contacts**

### **Ambulance**

Yokosuka/Ikego	911
Off Base Yokosuka/Ikego	046-816-0911

### **Fire Department**

Yokosuka/Ikego	911
Off Base Yokosuka/Ikego	046-816-0911

### **Security/Police**

Yokosuka/Ikego	911
Off Base Yokosuka/Ikego	046-816-0500/0911

### **Hospital**

Emergency Room	243-7141
Off base	046-827-1040

### **American Red Cross**

Yokosuka	243-5291/7490
After Working Hours/Holidays	225-2536/3740

### **Family Advocacy**

Yokosuka	243-7878
After Working Hours	090-8046-5723
DoD Child Abuse Hotline	1-877-790-1197
DoD Child Abuse Hotline Overseas	571-372-5348

### **Local School Information**

Sullivan's Elementary School	243-7336/7329
Ikego Elementary School	246-8320
Yokosuka Middle School	243-5165

Nile C. Kinnick High School

243-7329

# Locally Specific Procedures

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## 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/yokosukacyp.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.

Occasions may arise when the operation of the CYP is disrupted by inclement weather. Information regarding your local installation and CYP inclement weather policy and procedures are listed next. The weather will always be taken into consideration before taking your child outside for play. However rain, heat, or cold does not necessarily mean we will not go out to play. Please make sure your child has the appropriate clothing for the season. Children must wear clothing that is dry and layered for warmth in cold weather. Caregivers shall check children's extremities for maintenance of normal color and warmth at least every 15 minutes when children are outdoors in cold weather. Children will be provided shade and water; and sunscreen will be put on if necessary in warmer weather. During rain, indoor large motor activities will be planned. Heat Conditions of Readiness will be used to determine length of outdoor play.

### **During SUMMER weather the following applies:**

**GREEN FLAG** is for air temperature less than 80 degrees. Normal regular hours for outdoor play.

**YELLOW FLAG** is for air temperature over 80 degrees and less than 90 degrees. Normal regular hours for outdoor play.

**RED FLAG** is for air temperature between 90 and 105 degrees. Only 30 minutes for outdoor play, must be monitored and offer lots of water to drink.

**BLACK FLAG** is for air temperature of 105 degrees or more. There will be no outdoor play for CDC/CDH children. SAC, Youth and Teen programs will limit outdoor activities to 15 minutes periods followed by a 5 minute shade/water break, and water based activities will continue as planned.

When the U.S. Naval Hospital recommends the use of insect repellents due to high risk of insect-borne disease, only repellents containing DEET may be used, and may be applied only on children older than two months. Staff may apply insect repellent no more than once a day and only with written parental permission.

### **TYPHOON OR SEVERE STORM:**

Established procedures for preparing grounds and building shall be followed during Conditions 4-1. When Condition 1 exists and all non-essential personnel are released to go home by the Base Commander, parents will have one hour to pick their child/children personally or by a specially designated person. As children are picked up, the MWR Director or his designee may release non-essential personnel to return to their on or off base quarters. When all children are picked up, remaining staff will secure the building and await release or reassignment by the MWR Director or his designee.

**SNOW PLAN:**

A “Snow Hazard Imminent”. This condition is set by COMFLEACT, Yokosuka when snow condition in Yokosuka is forecasted to occur within six hours. Hazardous snow conditions are defined as an accumulation of snow two inches or greater. “Snow Closure”. This condition is set when the snow condition is such that non-essential personnel are excused from work or allowed sufficient time to reach their homes before conditions become hazardous. MWR essential personnel will be on station until secured by the MWR Director.

## 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 are committed to providing your child with the best possible care. However, we know there may be times when you have suggestions and comments. Concerns or questions will be handled on a case by case basis and can be directed to the front desk or by contacting your CYP Director.

CFAY Child and Youth personnel will provide timely and appropriate responses to all parent concerns. Please address any classroom concerns first to the classroom staff. If a satisfactory solution cannot be reached, contact the program supervisor or manager. If necessary, contact the CYP Director who will make every effort to find a fair solution. Child and Youth Programs are here to best meet your family's needs in our group settings. The concerns, ideas, positive feedback and involvement of parents are an integral part of this care. We invite you to contact any of our staff members if you have any questions, comments, suggestions or concerns.

For both positive and negative feedback, parents are also welcome to use the Interactive Customer Evaluation (ICE) system at <http://ice.dis.mil/>. ICE allows DoD customers to rate products and services by DoD offices and facilities worldwide. Your comment card ratings are used to improve the products and services available to you.

In addition, each CYP program shall survey parents on an annual basis to determine satisfaction with staff, programs, facilities and services. Information collected from these surveys will be used to improve our services.

## 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.

In the event a program has to evacuate the building, we will post the following information on the doors and answering machines:

- (1) The **(Name of Facility)** is CLOSED.
- (2) We have evacuated to **(Insert Location)**.
- (3) Time of Departure **(Insert time here)**.
- (4) Please come to the designated evacuation location and pick up your child. If you need to contact someone by phone please call **(Insert name and phone number of person to contact)**.

If cell service is not available, contact will be made by the Directors via land lines to the CYP Director at 243-5542.

### Evacuation Procedures and Location

#### a. Yokosuka School Age Care

- (1) Evacuation Location #1 – Sullivan School Basketball Courts.
- (2) Evacuation Location #2 – Purdy Gym.
- (3) Evacuation Location #3 – The very top of “Weather Hill” behind the NEX.

#### b. Ikego School Age Care

- (1) Evacuation Location #1 – Playground located outside of building.
- (2) Evacuation Location #2 – Ikego CDC.
- (3) Evacuation Location #3 – MWR Community Activities Building #611.

#### c. Yokosuka Teen Center

- (1) Evacuation Location #1 – Purdy Gym parking lot.
- (2) Evacuation Location #2 – 2<sup>nd</sup> Floor Inside Purdy Gym.
- (3) Evacuation Location #3 – Very top of “Weather Hill” behind the NEX.

#### d. Ikego Teen Center

- (1) Evacuation Location #1 – Playground located outside of building.
- (2) Evacuation Location #2 – Ikego CDC.
- (3) Evacuation Location #3 – MWR Community Activities Building #611.

#### e. Ikego CDC

- (1) Evacuation Location #1 – Ikego Post Office Parking Lot.
- (2) Evacuation Location #2 – Inside the Bubble Gym.

#### f. Yokosuka CDC

- (1) Evacuation Location #1 – Fleet Recreational Facility.
- (2) If no transportation is available and the building is deemed unsafe and must be evacuated, we will evacuate to Bara Heights which is in walking distance.
- (3) Location for evacuation are:

Floor	Building	Classroom	Number of Children
4 <sup>th</sup>	Bara Heights	3, 4, 5, 10, 11	78 Children
5 <sup>th</sup>	Bara Heights	1, 6, 7	72 Children
6 <sup>th</sup>	Bara Heights	2, 8, 9	72 Children

g. Child Development Homes (CDH)

1. Each CDH will have an individual evacuation plan that is kept on file at the CDH office. Providers will shelter in place if the building is deemed safe. If evacuation is necessary, provider will evacuate to designated location and report to the CDH Director via land line or cell phone.

2. In case of tsunami, providers living on the fourth floor and above will shelter in place. Providers living in towers below the fourth floor will proceed to the fourth floor or higher and await official information. Providers living in townhomes will evacuate to the closest tower and proceed to the fourth floor or higher and await official information.

h. Yokosuka Youth Sports Office

- (1) Evacuation Location #1 – Sullivan School Basketball Courts.
- (2) Evacuation Location #2 – Purdy Gym.
- (3) Evacuation Location #3 – The very top of “Weather Hill” behind the NEX.

i. Ikego Youth Sports Office

- (1) Evacuation Location #1 – Playground located outside of building.
- (2) Evacuation Location #2 – Ikego CDC.
- (3) Evacuation Location #3 – MWR Community Activities Building #611.

13. Provisions for Extended Hours in Emergencies. In emergencies CYP will provide extended care hourly and long term care through CDH Providers. If the CDH Provider is not available, the Child and Youth Programs Director will evaluate the necessity to open and staff a child development center. Mission Essential Personnel must submit a copy of their Designation Letter. If transportation needs to be provided, the Program Director will contact the MWR Transportation Office.

## 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 during school breaks in the day. This policy is developed by the local Installation Commanding Officer and is described below.

The self-care policy, also referred to as the home alone policy, provides guidance on the circumstances under which children/youth under the age of 12, residing on or using services provided on a military installation of DoD facility, can be left without supervision. This includes weekends, evenings, or during school breaks in the day. This policy is developed by the local Installation Commanding Officer. The self-care policy is described below.

## SUPERVISION OF CHILDREN AND CURFEW POLICY STATEMENT

We are reminded daily that the world is a dangerous place, obligating us to do everything we can to protect our children. As such, parents and guardians are responsible for appropriate and adequate supervision of their minor family members at all times, whether on or off base.

This policy applies to all family members, civilian employees and their family members assigned to or visiting Fleet Activities (FLEACT), Yokosuka and Ikego housing Areas. Any minor violating the curfew policy will be detained by base security until his or her sponsor; guardian or representative of the sponsor's command comes to assume custody. Repeated or particularly egregious violations may provide a basis for referral to Family Advocacy and/or revocation of command sponsorship for the family.

Age of Child	Left in Quarters	Left Alone Overnight	Playground Unsupervised	Car Unsupervised
0-6 yrs	NO	NO	NO	NO
7-9 yrs	NO	NO	YES*	NO
10-15 yrs	YES	NO	YES	YES
16+ yrs	YES	YES**	YES	YES

\*ADULT WITHIN OR VISUAL CONTACT

\*\*WITH ACCESS TO ADULT SUPERVISION

Children under 12 years of age will not baby-sit other children, including their siblings. Baby-sitters under the age of 16 may supervise until 2400 but are not allowed to sit all night. In addition, all children under the age of 18, unless accompanied or supervised by their parent or designated adult guardian, will remain off the streets and out of the public areas within FLEACT, Yokosuka, and Ikego Housing Areas from 2230-0530 daily. However, curfew hours on Friday, Saturday, and holidays are extended to 2400-0530 only for high school seniors. Organizers of special events that may result in children returning during restricted hours will inform base security of such events.

Children between the age of 6 and 10 may transit to and from organized activities where adults are present, and where the adults are providing custodial care and oversight. Examples include transit to and from school, school clubs and activities, Boys Scout/Girl Scout meetings, Youth Sports practices and games, and leisure classes such as piano or martial arts classes.

Personality, environment, developmental progress and maturity levels are factors parents must use to determine when children are ready to accomplish activities with little or no supervision. Parents should assess their children's maturity