



# Hurlburt Field Child Development Center Handbook



DEPARTMENT OF THE AIR FORCE



CHILD DEVELOPMENT  
CENTER

## HURLBURT FIELD CHILD DEVELOPMENT CENTERS

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(850) 884-2953

**Hours of Operation:**

**Monday-Friday, 6am-6pm**

**Child Development Center East**

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Bldg. 91168

(850) 881-1260

**Child Development Center Main**

Ms. Nancy Caison, Director

Bldg. 90353

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**Child Development Center West**

Ms. Zonia Bush, Director

Bldg. 90306

(850) 884-5154

**Family Child Care**

Ms. Carol Carter

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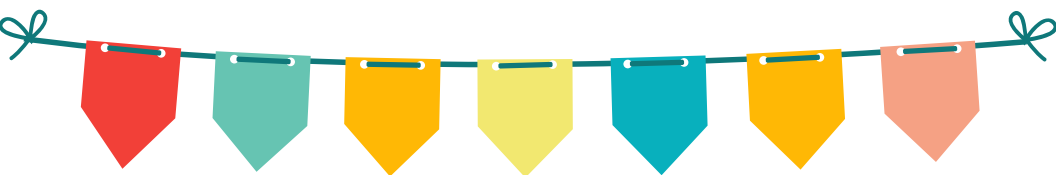
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## WELCOME

The Hurlburt Field Child Development Center would like to welcome you and your family to our program. Our program offers developmental care for children from 6 weeks through 5 years of age. We, your Force Support Family, look forward to many positive experiences with you and your child/children.

The CDC provides child care services to assist active duty, reserve, civilian, and contractors to meet their obligations to the Air Force. The children enjoy social, educational and recreational opportunities while the mission continues. We are committed to providing the highest quality child care. All three Child Development Centers are accredited by the National Association for the Education of Young Children (NAEYC).

Parents are a vital link to the success of our program and the children's experiences in the Child Development Center. We invite parents to visit with the staff and spend time with their children at the center. We hope your tour at Hurlburt Field will be a great one!

We welcome suggestions on ways to improve our service to you and your loved ones. Please visit our website at <http://myhurlburt.com/pages/cdc.html>.

## CYP MISSION

To assist the Department of Defense (DoD) Military and Civilian personnel in balancing the competing demands of the accomplishments of the DoD mission and family life by managing and delivering a system of quality, available and affordable programs and services for eligible children and youth, 6 weeks through 18 years of age.

## Hurlburt Airman and Family Services Flight Child Development Center Philosophy and Goals

Our practices are based on current knowledge of child development and early childhood education. We support the development of the whole child. Our program acknowledges that children learn through active, hands-on involvement with their environment, peers, and caring adults. We respect each child's unique interests, experiences, abilities, and needs. Children are valued as individuals, as well as part of a group. Our Program respects and supports the ideals, cultures, and values of families. We advocate for children, families, and early childhood profession.

### Goals

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

### Professional Ethics

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

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

## ENROLLMENT REQUIREMENTS

The CYPBMS account, “Child and Youth Business Mobilization System”, must be completed in its entirety before a child can start in the program. This requires proof of up-to-date immunizations and must be updated annually. Children may only be released to persons listed in CYPBMS system or for whom the biological custodial parents have provided written authorization (or verbal in emergencies). Parents may call, email or fax an authorization if another adult other than those listed on CYPBMS system is to pick up their child.

### **The following forms will need to be completed:**

- Set up account in CYPBMS
- U.S. Department of Agriculture Child & Adult Care Food Program Meal Benefits Sheet
- Sunscreen/Lip Balm/Hand Lotion/Diaper Cream Permission Form
- Military & Family Life Counseling Permission Sheet
- Child Health Assessment Form

### **The following additional information is required to complete enrollment:**

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

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

In accordance with AF Instruction 48-110 IP, Immunization and Chemoprophylaxis for the Prevention of Infectious Diseases, all children and youth enrolled in CYP are required to follow Center for Disease Control and Prevention (CDC)/Advisor Committee on Immunization Practices (ACIP) recommended age-appropriate vaccinations and immunizations. These individuals may not attend CYP without an approved medical/religious exemption from AF/A1S.



## FINANCIAL POLICIES

### Full Day Child Care

Full day child care is offered Monday through Friday with closures on all Federal Holidays, (52 weeks per year). Fees are established by DoD and based on Total Family Income (TFI). Current fee rates are located at the front desk. Subsidized fees may be applied for and are awarded based on Total Family Income. Fees are not prorated for center closures to include Federal Holidays, illness, vacations, or TDY's, however it is possible to lease your child's space. \*Parents must notify the CDC by 0900 if their child/ children will not be in attendance. If children have not arrived within 1 hour of the scheduled time, the slot may be forfeited for hourly care if needed.

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

All fees will be electronically processed through CYPBMS account. Patrons may choose to have payments processed weekly, bi-weekly, bi monthly or monthly and are due in advance. Payments will be processed on First business day of each week, and on 2nd and 16th of each month. If payment is unable to process, you will be notified and will have the opportunity to resolve issue without loss of child care privileges. If issues are not resolved your child will not be accepted into the program the following week and parents will still remain responsible for paying for services rendered if the charge has been declined.

### Hourly Child Care

Hourly care is available on a space available basis. Reservations may be made at any of the three centers. Parents may schedule hourly care from 8am-5pm, Monday through Friday. Hourly care rate is \$8.00 per hour

### Late Fees

Late payment fee will be \$5.00 per child per day. Late pick-up fee will be \$2.00 per minute, per child after 6pm. A 10-minute grace period will be provided. After three times late pick-up, fees begin at 6pm. Parents who are unavoidably detained should make alternate pick-up arrangements and notify the program prior to closing. If a parent has not picked up their child by the closing of the center, the staff shall contact a designee on the CYPBMS to pick up their child. If no designee can be located, the staff will contact Security Forces for assistance. If all efforts fail to locate parents, the child will remain in the center with charges in effect, up to one hour and will then be turned over to the Security Forces who will continue to search for the parents.

## **FINANCIAL POLICIES continued**

### **Multi-Child Discount**

There is 15% multi-child discount provided for families who have multiple children enrolled in the CDC, SAC, or FCC Subsidy program. The 15% discount is applied to the oldest child/children.

### **Natural Disasters and Emergencies**

Credit may be given for natural disasters only as determined by the 1SOFSS Squadron Commander. Emergencies and special circumstances for partial /full refund will be considered on a case-by-case basis and approved by the MSG/CC.

### **Tax Information**

The Child Development Center Clerks will have payment records for the calendar year by 20 January of each year for all full-time patrons in the center. Parents may use this information to claim the child care credit on their income tax. End of the year tax information can be found in CYPBMS parent portal.

## **Termination/Suspension of Enrollment**

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

The program reserves the right to suspend services to those parents who are continually late picking up their children or fail to comply with program policy.

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



## Sign In/Sign Out Policy and Procedures

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

### Upon arrival:

- Sign in using the iPad touchscreen with your child's 8-digits code generated from the CYPBMS
- Sign child in to classroom using AF Form 1930, annotating child's first and last name, arrival time and daily contact information in comments column
- Do not sign in the parent's signature column upon arrival

### Upon departure:

- Sign child out of classroom using AF Form 1930 annotating departure time
- Parent's signature is required
- Sign child out using the iPad touchscreen with your code

## MEDICAL/HEALTH

### Illness/Disease

The Child Development Center follows the exclusion/readmission guidelines listed in **American Academy of Pediatrics, Managing Infectious Diseases in Child Care and Schools**. In addition, if your child is not able to participate and staff members determine that they cannot care for your child without compromising their ability to care for the health and safety of the other children in the group, your child will be excluded from care. Parents will be contacted if their child's symptoms are excludable and must pick up their child within one hour of notification. If your child is diagnosed with a communicable illness/disease, please notify the center as soon as possible.

### Allergies

If your child has or develops an allergy/allergy, please notify the front desk. If your child has a food allergy/allergies, documentation to include recommended nutritionally equivalent food substitutions and an exposure plan must be provided by the child's health care provider and approved by CYP Medical Advisor. Parent preferences will not be accommodated.

## Medication

Only task certified staff members will administer medication. Parents are required to complete AF Form 1055, Youth Flight Medication Permission, daily to indicate when medications are to be administered. Medications will only be administered if the AF Form 1055 has been initialed for that day. Medications accepted on an “as needed” basis require the appropriate authorization from parents in the event the medication should need to be given. An AF Form 1055 must be completed for epi-pen and asthma medication. If authorization has not been given, the parent will be phoned to receive authorization and it will be annotated on the AF Form 1055. If the parent cannot be reached, the child’s medical provider will be contacted. All medications must be in the original container, have the following information on the prescription label: name of diagnosing provider, name of medication, date filled, date seen, prescription number child’s name, dosage amount and frequency, ending date (ex: use for 10 days or until completed) and expiration date of medication. Prescriptions must be current. Medications will only be administered when the prescription frequency is at least three times per day. An annual permission form can be completed for sunscreen, lip balm, diaper ointment, and hand lotion. Medication should be administered at home by parents/ guardians, if possible. During a typical 10-hour day of care, CYP personnel will administer medication as follows:

- Once if medication is to be administered three times a day.
- Twice if medication is to be administered four times a day.
- If medication is to be administered one or two times a day, medication will not be administered in CYP (except for time sensitive medications).

## Accidents/Injuries

Anytime there is a visible injury like a break in the skin the parents will be informed as soon as possible by phone. The staff will administer first aid (e.g., clean the cut, or apply an ice pack or bandage, if needed). All injuries will be recorded on the accident log. Any accidents requiring medical attention include notifications to the parents, installation leadership and Air Force Services Agency.

## Menus

USDA Cycle menus, which have been approved by a dietitian are posted in the lobby.

A decorative banner with a string and bows at both ends, featuring seven colorful pennants in red, teal, yellow, light green, blue, orange, and light orange.

## AIR FORCE INSTRUCTION and GUIDANCE

Air Force Child Development is designed to be affordable, available, and maintain quality standards. Air Force Instructions (34-144) and Department of Defense Instruction (DoDI 6060.2) guide program development and execution. Programs are monitored through four annual inspections, including a Higher Headquarters Air Force unannounced inspection. Air Force programs are also required to be accredited by a national accrediting body. National Association for the Education of Young Children (NAEYC) is our accrediting organization. NAEYC is highly regarded for their expertise and knowledge of early childhood education. NAEYC accredited programs have completed an extensive process to receive accreditation. You have high expectations, and so do we. You're responsible for the health and development of a very important and special person—your child. NAEYC has high expectations too. When you choose an accredited program, you're joining a center that meets those high expectations. Perhaps you've created a checklist of the characteristics that define a good child care program—infants are laid down on their backs to nap, toddlers are taken outside for well-supervised play, and preschoolers are learning about shapes and solving puzzles. The list is endless.

### **NAEYC-Accredited Programs:**

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

A decorative banner with a black string and white bows at each end. Seven colorful pennants hang from the string: red, teal, yellow, light green, blue, orange, and light orange.

## CURRICULUM

Each of the Child Development Centers uses “Early Learning Matters” (ELM) curriculum. The ELM curriculum, developed by Purdue University, promotes positive outcomes in all areas of development from birth to age 5 years. It is based on the latest research on child development and best practices in early education and care. ELM offers a comprehensive, developmentally appropriate approach to meaningful learning for all children.

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

Our curriculum offers children opportunities to make choices, provides freedom to explore the environment, values ideas and encourages problem solving and appropriate risk taking. The staff plan and implement progressive developmental activities to enhance social, emotional, physical, cognitive, and communication. Teaching staff observe children, their activity choices and interactions with others throughout the day. The information gathered during observations is used in future planning to meet the individual needs and interests of children.

We regard caring for children as a partnership with parents and families and invite families to participate in our program. Our programs also work with local early intervention specialists who can provide one on one support for children who may have learning delays or conditions affecting growth and learning.



## CHILD'S WORK IS PLAY

Play is not just a game for small children.

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

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

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

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

A decorative banner with a string of colorful pennants in red, teal, yellow, light green, blue, orange, and pink, hanging from a green ribbon.

## TRANSITIONS

Children should not be moved to a new age group more frequently than once every 12 months unless there are special circumstances (exception may be made for younger infants who are in a 6 week to 6 month room). When transitioning children to a new age group, individual development is considered before transition. Transition is not delayed based on one area of development (e.g. infants walking before moving to a pre-toddler room; toddlers potty-trained before moving to preschool). When a child is ready to transition, parents will receive notification explaining the transition process and offering a date for a transition conference with the losing and gaining classrooms. Our goal is to make transitions successful for your child by working in partnership with you. The transition takes place in about a week, with the time your child spends in the new classroom increasing throughout the week.

## COMMUNICATION

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

## PARENT ADVISORY BOARD

The Parent Advisory Board (PAB) is an organization of parents fostering an open and collaborative environment in our Child and Youth Programs (CDC, FCC, and SAP/Youth).

The PAB works closely with program staff and leadership to cultivate an environment of continued learning and growth. Additionally, we organize fund-raisers that support the Child and Youth Programs activities and events centered on family interaction and involvement. The types of events we support throughout the year are Staff Appreciation, Family Portraits, Art Auction, Community Service Projects, and more!

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

## TRANSPORTATION and FIELD TRIPS

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

Although parents give permission for field trips, field trip permission forms with more detailed information will be prepared in advance and must be signed and returned by parents prior to their child participating in a field trip. In case of an emergency or changes that would affect the arrival or a pick-up/drop-off time or location, staff will notify the program of the emergency or change and the front desk staff and management will notify parents.

## SUPPORTING CHILDREN and FAMILIES with SPECIAL NEEDS

An Inclusion Action Team comprised of a multidisciplinary group of professionals will meet to assess if reasonable accommodations can be met for children/youth identified with developmental/or medical requirements.



## RESOURCE and REFERRAL

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



## EMERGENCY PROCEDURES/PLANS/SAFETY

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

**Fire Safety:** The Hurlburt Field fire prevention office conducts and monitors monthly fire drills.

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

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

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

In the event of a Hurricane: Based on guidance from the base commander, program will follow HURCON Checklist.

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

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



## EMERGENCY PROCEDURES/PLANS/SAFETY continued

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

Parents must maintain physical control of their child at all times while in hallways, playgrounds, and parking lots.

Per Hurlburt Child & Youth Supervision Policy (IAW HFI and FL Stat.):

On base:

- children under age 10 cannot be left unattended
- children under age 9 cannot be left unattended in the car
- youth ages 12-14 can only babysit children 3 years and older with recommended Red Cross babysitting training

Hurlburt Field regulations forbids cars to be left running while unattended.

Children/youth will not be released to any individual who appears to be incapacitated by drug or alcohol use (e.g., stumbling, smells of alcohol). The program will contact Security Forces for support.

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

## CHILD ABUSE AND NEGLECT REPORTING

### REPORTING SUSPECTED CHILD ABUSE & IMPORTANT NUMBERS



#### Florida Mandated Reporters Chapter 39 (Florida Statutes)

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

#### **IN EMERGENCIES ALWAYS USE 911**

**Florida Child Abuse Hotline** 1-800-96 ABUSE (2-2873)

**Family Advocacy Office** (850) 881-5061

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

**Hurlburt Security Forces** (850) 884-7114

## OTHER PROGRAMS

**Military Family Life Consultant (MFLC)** – MFLCs are embedded in our programs to provide support to the children, families, and staff. They assist in the classrooms by engaging in activities with children, providing behavioral interventions, modeling behavioral techniques and providing feedback to staff. They are also available to parents and staff to discuss interactions with children and other concerns.

**Voluntary Pre-kindergarten Program** – VPK is a 3 hour learning program designed to prepare 4 year-olds for kindergarten and build a strong foundation for children's educational success. The classes meet 0815-1115 Monday through Friday. During orientation you will receive a VPK calendar. All three centers offer VPK with "wrap around" care. This means your child can be in the program between 6am and 6pm and will receive VPK time from 8:15am-11:15am.

**Give Parents A Break** – The Air Force Aid Society (AFAS) recognizes that Air Force families are subject to unique stresses due to the nature of military life. In an effort to help, AFAS in cooperation with AF Services, funds "Give Parents a Break" at Hurlburt's Child Development Center and Youth Center (except summer months). Pick up your voucher from the Airman & Family Readiness Center (A&FRC). The GPAB program is held monthly at CDC West, Bldg. 90306. This program offers free child care to spouses of deployed members and families experiencing stress or hardship due to life stress-ors.

**Expanded Programs Offered through Family Child Care (FCC)** For more details on these programs, call the FCC office at 884-4300.

**Expanded Child Care:** New Expanded child care programs available for Wounded Warrior, Fallen Warriors, Medical Emergency or PCS for Army, Navy or Marines assigned to an Air Force installation. This program is no cost to parents. For more details, call the FCC office at 884-4300. Extended Child Care is also available to military members during an exercise. This is free child care with a licensed FCC home for schedules that extend beyond normally scheduled work hours (including weekends). The child must be enrolled in regular child care in another program and the supervisor must sign the form verifying the temporary work schedule and need for care. Transportation from a base program (CDC and YC) to the FCC home is available. You may only schedule for this extended care if you have a confirmed exercise schedule; stand by hours are not eligible.

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

## OTHER PROGRAMS continued

### **Pre-Deployment, Deployment and Return Home Care:**

- 16 hours **FREE** child care per child Pre-Deployment
- 16 hours **FREE** child care per child during Deployment
- 16 hours **FREE** child care Post Deployment

This program is no cost to parents

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

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

### **Home Community Care (HCC)**

The HCC Program is designed to provide child care for those members of the Guard and Reserves (CAT A and B) during their regularly schedule, or properly re-scheduled, drill periods. This care is for Training Periods and Unit Training Assemblies only.

**FCC Provider Orientation Child Care (FCC POCC):** Designed to support FCC provider applicants as they go through the process of becoming an FCC provider at an Air Force installation. Providers can use this for their orientation training to become an FCC provider.

**Subsidy Program (SUB):** The SUB program is available to assist active duty, Reserve/Guard member in Activate Status and DoD Civilians by utilization of an FCC home and pay the same weekly fee they would be charged for child care in an Air Force Child Development Center (CDC) or Air Force School-Age Care (SAC) Program. Air Force is buying down the cost of child care for military families who have children/youth on the waiting list when there are no spaces available in the CDC or SAC; children/youth with special needs; parents that work outside the normal operating hours of the CDC or SAC.

**FCC 24/7 Child Care:** This program is specifically designed to support active duty, reserve/Guard Member in activated status, of DoD Civilian with shift work schedules and any personnel who are required to work overnights, holidays, and weekends. (e.g., Security Forces, Command Post, Fire Department, Medical, Force Support, Intelligence Surveillance and Reconnaissance and Distributed Common Ground System).

**CONUS Exceptional Family Member Program Respite Care (EFMP RCP) and OCONUS Respite Care (ORC):** These Programs are available to assist Air Force families with short-term, specialized child care to help reduce the stresses associated with caring for an exceptional family member. Sibling care is also available up to age 13 years.

## COMMUNITY RESOURCES ON-BASE

### **Hurlburt Field School Liaison Program (SLP) (884-6938)**

Serve as point of contact for Commanders, community stakeholders, military-connected families, and educators on PreK-12 education related matters. The SL assists commanders and military-connected families in meeting the challenging demands of the military lifestyle by developing and maintaining partnerships between parents, installation leadership, local schools, including home schools, private schools, charter schools, virtual schools, Department of Defense Education Activity and International Schools and the community. <https://www.myhurlburt.com/pages/School-Liaison.html>

### **Military & Family Readiness Center (884-6798):**

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

### **Family Advocacy Outreach Program (881-5061):**

Offers Mental Health, Suicide Prevention, Deployment Health, Children and Family, Substance Abuse, and Special Needs Identification services.

### **Hurlburt Field Chapel (884-7795):**

Offers Confidential Pastoral Counseling, Facility Usage, Funeral and Wedding services, and activities/ events such as retreats.

### **Newcomers Information:**

<https://www.hurlburt.af.mil/Home/Helpful-Info/Newcomers-Info/> has information about the installation, making your move easier, financial information, and links to area websites.

### **Military One Source:**

[www.militaryonesource.com](http://www.militaryonesource.com) 24/7 support for the military community confidential help, family and relationships, financial and legal, health and wellness, education and employment, on and off base living, deployment and transition.

## COMMUNITY RESOURCES OFF-BASE

### **Florida Department of Children and Families:**

[www.myflfamilies.com](http://www.myflfamilies.com) offers an abuse hotline, adult protective services, domestic violence services, community-based care, adoption, family safety, refugee services, child care, mental health, and substance abuse services.

### **FDLRS Child Find ((850) 469-5426 (Escambia & Okaloosa), (850)469-5425):**

[www.fdlrsemeraldcoast.org](http://www.fdlrsemeraldcoast.org) a service offered through the public school system that provides screenings, evaluations, and services at no cost to families (for ages 3-5, not in public school).

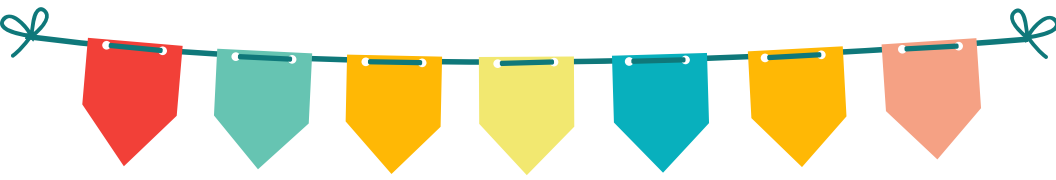
## COMMUNITY RESOURCES OFF-BASE *continued*

### **Early Steps- Florida Department of Health (800) 281-1845 or (800) 416-7656:**

<https://www.floridahealth.gov/programs-and-services/childrens-health/early-steps/index.html>

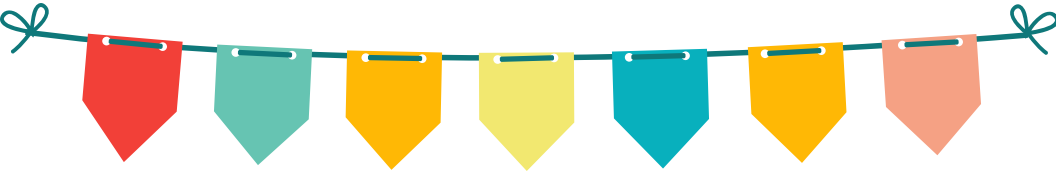
Early Steps is Florida's early intervention system that offers services to eligible infants and toddlers (birth to thirty-six months) with significant delays or a condition likely to result in a developmental delay. Early Intervention is provided to support families and caregivers in developing the competence and confidence to help their child learn and develop.





# CDC

Child Development Center



DEPARTMENT OF THE AIR FORCE



CHILD DEVELOPMENT  
CENTER