

WELCOME TO KIDS ON SITE (KOS)

FAMILIES ARE INVITED TO DROP OFF CHILDREN 15 MINUTES PRIOR TO THE SCHEDULED MEETING TIME.

1. Children must be registered with Child, Youth and School Services. Please call Parent Central Services at 287-8029 for more information or to make an appointment.
2. Wash and/or sanitize child's hands upon entering classroom.
3. Please pick up your child immediately after your meeting releases.
4. Label a nametag for your child and all of your child's belongings. Please include first and last name on child's nametag and bag.
5. Remove ALL of your personal items from diaper bags/backpacks, i.e. wallets, keys, medications, etc.
6. Children must wear socks/closed-toed shoes.
7. All cups must have lids and be labeled with child's first/last name, date and content. Only milk, water or juice is permitted.

ADDITIONAL INFORMATION FOR INFANTS:

1. All bottles must have lids and contain pre-mixed formula (staff cannot mix formula).
2. Label all bottles and lids with child's first and last name, date, and type of formula or juice. No other drinks will be permitted.
3. Provide an adequate supply of bottles for the time your child will be in care. A minimum of one bottle is required, even for short programs.
4. Ensure that your child has a clean, dry diaper.
5. Provide an adequate supply of diapers/wipes for the time your child will be in care.

CAN I LEAVE THE BUILDING WHILE MY CHILD IS IN CARE?

Absolutely NOT.

You must remain ON SITE at all times while children are in care.

WILL THERE BE A SNACK?

If your meeting is scheduled for 3 hours or longer, your child will receive a snack.

We do not feed children lunch/dinner on a normal basis.

This is the parents' responsibility. Sorry, no outside food is permitted.

WILL MY CHILD BE OK?

Most children adapt very well to new situations.

If your child has great difficulty adapting to our environment, we will notify you to pick up your child.

For more information, please call 287-7273



REPLY TO
ATTENTION OF

IMHD-MWC

**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002**

JUN 24 2014

**FORT HOOD CHILD, YOUTH & SCHOOL SERVICES (CYSS)
KIDS ON-SITE (KOS)
STANDING OPERATING PROCEDURE (SOP)**

1. Purpose: To establish policies and procedures for the operation of KOS
2. Reference:
 - a. AR 608-10, Child Development Services, 15 July 1997
 - b. Department of the Army (DA) Letter of Instruction (LOI) for Child Development Services (CDS) Short Term Alternative Child Care (STACC) Program, 09 March 1989
3. Applicability: This SOP applies to Fort Hood CYSS and to any organization requesting KOS support.
4. Definitions:
 - a. KOS – A CYSS Outreach Services (OS) option which provides short term on-site child care. Parents/guardians with children in care must be attending a function in the same facility where child care is provided. Parents must be immediately accessible and available to meet unanticipated needs of their own children, including emergency evacuation of the premises, if necessary. The KOS location is not required to meet all CYSS standards for off-site care; however, use of the facility must be approved by the building manager and the site must be inspected for approval using criteria developed by CYSS proponents for fire, safety, and health.
 - b. Requesting Organization – Military unit, group, organization, etc., officially recognized by Fort Hood.
5. Responsibilities/Procedures:
 - a. Assistant Outreach Services Director will:
 - (1) Provide Child & Youth Program Assistants (CYPA's) to offer developmental, age-appropriate child care, including toys and supplies needed for the session.

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Standing Operating Procedure (SOP)**

(2) Provide organization with a copy of the KOS SOP, Memorandum of Agreement (Encl 1) and RSVP Form (Encl 2).

(3) Provide information to the requesting organization regarding:

(a) List of approved site and facility requirements.

(b) Information regarding established Army adult/child ratios.

(c) Estimated labor costs, if applicable. Actual labor cost will depend upon total number of children, number of staff required to meet adult/child ratio requirements, set up and recovery time, and amount of time children are in care.

(4) Provide KOS child care when the organization meets the responsibilities set forth in the SOP and MOA.

(5) Follow all applicable regulatory guidance and Fort Hood CYSS policies and procedures.

(6) Monitor KOS sessions periodically with unannounced visits to ensure that activities are developmentally appropriate and that KOS policies and procedures are being followed.

(7) Collect and maintain data required for planning and reporting purposes, including, but not limited to:

(a) Number of KOS session provided.

(b) Total attendance, ages and hours of children receiving care.

(c) Names and total labor hours of Child & Youth Program Assistants.

(d) Expenses incurred for KOS sessions and fees collected.

(e) Names of requesting organizations supported and the purpose for the event.

(f) Activities planned.

b. CYPA's will:

(1) Meet established background clearance and health requirements.

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(2) Complete all training requirements, be able to work independently, and respond to unfamiliar children and environments in a flexible and responsible manner.

(3) Follow all applicable regulatory guidance and Fort Hood CYSS policies and Procedures, including those for reporting suspected child abuse. Suspected abuse is reported to 287-CARE (2273). In evening sessions where the suspected abuse is severe, the Military police will be alerted by dialing 911. The Assistant Outreach Services Director will be notified by phone immediately after calling emergency services.

(4) Admit only those children who are registered with CYSS and have reserved a space for the KOS session and accept walk-ins that meet eligibility requirements while maintaining appropriate adult to child ratios.

(5) Refuse admission of children who show signs of communicable disease, per AR 608-10.

(6) Engage children in developmentally appropriate activities. Recognize and respond to individual needs.

(7) CYPAs will be paid for at least 1 hour in addition to the length of the KOS session to complete paperwork, set-up and pick-up/return supplies.

c. Requesting organization representative, unit Commander, Family Readiness Liaison (FRL) and/or Family Readiness Support Assistant (FRSA) will:

(1) Make the request for a KOS session, including the nature of the event, location, date/time, and estimated number of children, at least 2 weeks prior to the date on which care is needed and place this request through the CYSS KOS email address: usarmy.hood.imcom-fmwrc.list.cyss-kos@mail.mil. Once the request has been received, the KOS MOA will be forwarded to the representative for completion. Once completed and signed, the requestor will deliver the MOA to the OS office or return by email NLT 72 hours prior to the event.

(2) Provide the OS office with a confirmed RSVP NLT 72 hours prior to the event, including each child's name, age, sponsors' name, and a clear description of the special needs of any child scheduled for care. Care will be cancelled if RSVP is not received at least 72 hours prior to the event. A minimum of 5 children are required on the RSVP for Army Family Covenant (AFC) funded functions.

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(3) Pay any associated costs 72 hours prior to the KOS session, if applicable. The charge is \$24 per hour, per CYPA. A minimum of two CYPAs are required to be on duty at all times. One caregiver will be designated by the Assistant OS Director to be the staff member in charge of the session.

(4) Only the Commander will make the decision to release or not release children to what appears to KOS staff to be an inebriated parent.

d. Parents will:

(1) Register children with CYSS prior to receiving care for an event.

(2) Ensure child's immunizations are up to date.

(3) Submit child's name, age and any special needs to event organizer.

(4) Maintain any needed rescue medications in their possession while their child is in KOS care. If child shows any signs of distress, the parent will be notified immediately.

(5) Dress children appropriately; for safety reasons, children old enough to pull themselves must wear close toed shoes while in CYSS care. Infants not yet able to pull themselves up must wear socks or shoes.

(6) Provide an ample supply of labeled diapers and wipes for the duration of the program.

(7) Provide prepared, appropriately labeled bottles for their child; CYSS staff is not authorized to mix formula bottles. A minimum of one prepared bottle is required regardless of the length of the program. Bottles must be labeled with the following: child's first and last name, date and type of formula, juice, or breast milk.

(8) Ensure items required for their child that will remain in child care room are free of any safety hazards, i.e. coins, medications, etc.

(9) Sign the child out of the child care area/room to provide lunch and/or dinner, if the child is in care during a meal time and food is not provided by the requesting organization.

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(10) Sign children in and out of the child care area/room and retrieve children immediately after the meeting ends and/or if requested to do so by the KOS staff for the well being of the child or other children in care.

6. Special Considerations:

a. The Child care room at Oveta Culp Hobby Soldier Family Assistance Center will not be utilized by outside agencies or organizations without proper authorization from the OS Director or the Assistant OS Director.

b. The OS office is located in the Parent Central Services Office of the Rivers Building, Building 121, Room 137.

7. Point of Contact for this SOP is Rebekah Brittsan, at 254-287-7438 or Rebeka.a.brittsan.naf@mail.mil.

2 Encl



SHEILA R. CURTIS

Chief

Child, Youth, & Services Division



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US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

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MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
KIDS ON SITE (KOS)
AND
FORT HOOD ORGANIZATIONS

SUBJECT: MOA between KOS and Requesting Organization

1. REFERENCE.

- a. AR 608-10, Child Development Services, 15 July 1997
- b. Department of the Army (DA) Letter of Instruction (LOI) for Child Development Services (CDS) Short Term Alternative Child Care (STACC) Program, 09 March 1989
- c. Fort Hood Kids On-Site Standing Operating Procedure (SOP), 12 March 2014

2. PURPOSE. This MOA identifies the parameters of KOS made available to the organization and establishes responsibilities of the KOS program staff and requesting organization representatives.

3. SCOPE. KOS and the requesting organization mutually agree to collaborate on the provision of child care in support of installation sponsored programs including, but not limited to, Family Readiness Group meetings, pre-deployment briefings, redeployment briefings, support group meetings, unit social events, and marriage retreats.

4. RESPONSIBILITIES.

- a. The following will be provided by KOS:
 - (1) A copy of the KOS SOP.
 - (2) Child care will be provided for the requesting organization IAW all requirements as set forth in the KOS SOP.
 - (3) A bill for services, when appropriate, will be sent to the requestor.

Encl 1

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b. The Requesting Organization will:

(1) Coordinate with the building manager for use of the proposed location. Only approved KOS sites will be used. Ensure space where child care is to be conducted is clean and safe prior to KOS staff setting up the program; this may require the unit to move tables, chairs or excess equipment from the area and to sweep, vacuum and/or mop floors.

(2) Submit this MOA and required RSVP of names, ages, sponsor's name and special needs NLT 72 hours prior to the event. If MOA and RSVP are not received 72 hours prior to the event, the child care reservation will be cancelled.

(3) Pay for child care services at a rate of \$24 per hour for each staff member required to meet established Army adult/child ratios, if the event does not meet Army Family Covenant requirements for funding. Fees must be paid at CYSS Parent Central Services and are due NLT 72 hours prior to the event.

(4) Inform parents of the following:

(a) All children must be registered with CYSS in order to use KOS.

(b) Parents of infants must provide prepared and appropriately labeled (name, date, brand of formula) bottles for their child and an ample supply of diapers and wipes. A minimum of one prepared bottle is required, more for longer programs.

(c) Children must wear socks and close toed shoes while in child care. Infants not yet able to pull up can wear socks in lieu of shoes.

(d) A change of clothes is recommended.

(e) At the time of check-in, children must be free of illness and/or fever. If children show any signs of illness or fever, they cannot be admitted into care.

(f) Special needs, to include food allergies, diet restrictions, asthma, ADD/ADHD, autism, diabetes, seizure disorder, etc. must be disclosed on the RSVP and to the KOS child care staff. Parents are responsible for any medications and are highly encouraged to have emergency medications in their possession. KOS staff cannot administer medication.

(g) Parents must remain in attendance at the meeting/event and in the building while children are in KOS care.

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5. Requesting organization:

Organization Name	
Purpose of Meeting	
Date	
Location	
Time of Meeting	
Estimated # of Children	
Requestor's Email	

6. Effective date. _____

Organization Representative

CYSS KOS

Signature

Signature

Name: _____

Name: _____

Position: _____

Position: _____

Date

Date

**Fort Hood Child, Youth & School Services
Kids On Site RSVP List**

Date of Event:						
Location of Event:						
Time of Event:						
Requesting Organization:						
Unit POC or Representative:						
	Child Name Last, First	Age	Sponsor Name Last, First	Registered with CYSS?	Child of deployed Soldier?	Special Needs / Medical Concerns
1						
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