



REPLY TO
ATTENTION OF
IMLM-MWA

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

MAY 05 2016

MEMORANDUM FOR All Groups using the Family Resource Center

SUBJECT: Child Care Procedures at the Family Resource Center

1. The following are the child care procedures for the Family Resource Center (FRC).
2. Groups that use the FRC for meetings/functions and are scheduled to use the child care room must have certified child care providers at all times. Child care options are as follows:
 - Kids-On-Site (KOS) – provides equipment, materials, and trained staff from Child, Youth & School Services (CYSS). Approximate cost is \$32.00 per hour per caregiver (subject to change), which include a 30 minute setup time and a 30 minute breakdown. A minimum of two caregivers is required.
 - Volunteer Child Care in Unit Settings (VCCUS) – provides equipment and required training. Infant/child CPR and first aid is a pre-requisite to the training. Child care may be provided by Soldiers and/or Family members. This training is approximately 4 hours. Contact CYSS at (253) 966-5996 for training availability.
 - Direct supervision of each child is required by the parent(s) in their meeting room. Children are not allowed in the copy room or kitchen due to equipment and child safety.
3. Private babysitters and Family Child Care (FCC) providers are **not authorized** to provide child care in the FRC. Child care must be provided by KOS, VCCUS or direct supervision from parents.
4. All participants attending meetings/functions at the FRC must remain on-site while their children are in the building.
5. To set up your own KOS or VCCUS training contact CYSS at (253) 966-5996. For additional information or questions, please call the FRC at (253) 967-9496.


Lori Parker
Family Programs Coordinator

CHILD CARE OPTIONS FOR FAMILY READINESS GROUPS (FRGs) PREPARED BY THE FAMILY RESOURCE CENTER

The Family Resource Center (FRC) has identified and equipped a room which has been approved for short-term child care while parents are on-site. The playroom is available during a scheduled FRG event, project, meeting, or training. FRGs have a variety of options for child care on-site. Included in this matrix are also options that may be available at alternative sites. This information is intended to help you make an informed choice as to the type of care that best suits the needs of your group. While at the FRC during evenings and weekends, you may be reached at (253) 967-9655 (phone on desk in Great Room).

TYPE	SERVICE PROVIDED	RESPONSIBLE AGENT/LOCATION	COST	PROCEDURES
Family Resource Center (FRC) Support for Child Care	Hourly Child Care To support FRG leaders and members with child care for the time that they attend FRC sponsored training.	Clarkmoor Hourly Child Care Center and McChord Child Development Center	FREE <i>*Subject to Change</i>	If you're currently registered at JBLM, go to JBLMmwr.com/cys ; press the WebTrac button on the right, visit Parent Central Lewis and McChord locations or call 253-966-CYSS.
Kids-On-Site (KOS)	Provides equipment, materials and trained staff from Child, Youth & School Services (CYSS).	FRC Playroom or certified site to be determined by requester.	Approximately \$32 per hour per caregiver. <i>*Subject to change.</i>	FRG coordinates directly with CYSS by calling CYSS Outreach at 966-5996.
Volunteer Child Care in Unit Settings (VCCUS)	CYSS provides equipment and required training. Pre-requisite Infant/Child CPR and First Aid. Child care may be provided by family members or unit identified caregivers.	Family members or FRG identified caregiver/FRC Playroom or alternative site determined by requester.	FREE	Contact CYSS Outreach 966-5996 for training schedule. Call American Red Cross Mount Rainier Chapter at (253) 474-0600 for Infant/Child CPR and First Aid Classes.
Parent Supervised Care	Direct oversight and supervision of each child by their own parent(s).	Children in same location as parent to exclude copy room and kitchen.	FREE	Each child must be accompanied by and directly supervised by their own parent throughout their stay at the FRC. Parent is responsible for child's safety as well as cleaning or restoration of areas used. FRC Playroom is closed.
Shared Caregivers	FRGs provide names of their VCCUS trained caregivers to other unit child care coordinators, keep the names on file and make arrangements for sharing care within their own unit or among other units.	FRG unit identified child caregiver/FRC Playroom or alternative site determined by requester.	FREE	FRGs identify child care coordinator. Coordinator recruits unit identified caregivers to be VCCUS trained. Coordinator maintains a list to be shared just within unit or to be shared among other FRGs. FRGs coordinate for services directly with other FRGs.
Hourly Child Care Program	Available in either a CDC or a Family Child Care (FCC) home. Gives you the freedom to drop children off for an hour or more.	Clarkmoor Hourly Child Care Center and McChord Child Development Center FCC Home Provider	\$4.00 an hour (subject to change) See below.	Register with CYSS Central Registration at 966-2977. Then call the Central Appointment Line at 966-2977 to make reservations. See FCC information below.
Family Child Care (FCC) Program	Child care offered by independent contractors in government quarters. FCC Providers are not allowed to provide childcare in the FRC.	FCC provider care is regulated by Dept of Army. Both provider and individual housing unit certified by FCC Program.	Rates set by individual FCC provider.	For referrals to available FCC homes call 966-5996.