



# 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 14 APRIL 2025

### Installation Information

Commander Fleet Activities, Yokosuka, Japan

### Child and Youth Programs (CYP) Information

#### KEY PERSONNEL PHONE NUMBER:

Child and Youth Program Installation Director	243-9186
Duncan Child Development Center Director	243-4475
Gridley Child Development Center Director	243-3042
Ikego Child Development Center Director	246-8374
Family Child Care Director	241-2978
Yokosuka Youth Director	241-3043
Yokosuka Teen Coordinator	241-2098
Youth Sports Coordinator	241-4904
Child and Youth Educational Services	243-5542
Ikego School Age Care	246-8301
Ikego Teen Coordinator	070-1201-7973

#### CYP FACILITIES:

Administrative Office	243-4079
Duncan St. CDC	243-3219
Gridley Lane CDC	243-3033
Ikego CDC	246-8060
FCCC	241-2978
Third Ave. SAC	243-3439
Green St. SAC	241-4100

Ikego SAC	246-8301
Ikego Teen Center	070-1201-7973
Yokosuka Teen Center	241-2098
Youth Sports Office	241-2952

## 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	243-2300/ 246-8368
Off Base Yokosuka/ Ikego	046-816-0500/ 0911
Hospital	
Emergency Room	243-7141
Off Base	046-827-1040
American Red Cross	
Yokosuka	046-827-1040/ 243-5291/ 7490
After Working Hours/ Holidays	225-2536/ 3740
Family Advocacy Program	
Yokosuka	243-7878
After Working Hours	080-1014-0985
DoD Child Abuse Hotline	1-877-790-1197
DoD Child Abuse Hotline Overseas	571-372-5348
Local School Information	
Sullivans/Primary Elementary School	243-7336/ 7329
Ikego Elementary School	246-8320
Yokosuka Middle School	243-5156
Nile C. Kinnick High School	243-7329

## Hours of Operation

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The operating hours for each CYP facility on the installation are listed below. Unless otherwise advertised by CYP, all CYP facilities are closed on all weekends and federal holidays, to include federal holidays declared by the President. Please ensure your contact information is up to date with CYP to ensure you are alerted to any additional program closures or changes to operating hours.

CYP Admin Office	Monday-Friday 0730-1630
Duncan St. CDC	Monday-Friday 0600-1800
Gridley Lane CDC	Monday-Friday 0600-1800
Ikego CDC	Monday-Friday 0600-1800
Third Ave. SAC	Monday-Friday 0600-1800
Green St. SAC	Monday-Friday 0600-1800
Ikego SAC	Monday-Friday 0600-1800
Youth Sports Office	Monday-Friday 1000-1730
Yokosuka and Ikego Teen Center	

Tweens:

Monday-Friday 1500-1700  
Saturday 1000-1200

Teens:

Monday-Friday 1500-1900  
Saturday 1300-1900

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

## 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.com>

### 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.

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GREEN FLAG is for WBGT Index 80-84.9- Normal regular hours for outdoor play. Use discretion for unacclimatized personnel during heavy exercise.

YELLOW FLAG is for WBGT Index 85-87.9- Normal regular hours for outdoor play. Curtail strenuous exercise and activity for unacclimatized personnel during the first 3 weeks of heat exposure. Avoid classes in the sun when possible.

RED FLAG is for WBGT Index 88-89.9- Only 30 minutes for light outdoor play, must be monitored and offer lots of water to drink. Strenuous exercise must be curtailed for all personnel with less than 12 weeks training in hot weather.

BLACK FLAG is for WBGT Index 90 or above- Physical training and strenuous exercise will be suspended for all personnel. There will be no regular outdoor play for CDC, FCC, SAC, Teen, and Youth Sports and Fitness programs, unless in water play or swimming pool activities.

**\*\*Youth Sports and Fitness camps/activities maybe move to an alternate location or an indoor facility if available\*\***

#### 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. Please submit a weather mission essential letter with your annual registration packet.

#### 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 families 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 Installation Director at 243-4079 (0468-16-4079 from cell phone).

### Evacuation Procedures and Location

#### a. Third Ave. H20 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. Green St. H12 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.

#### c. Ikego School Age Care

- (1) Evacuation Location #1 – Playground located outside of building.
- (2) Evacuation Location #2 – Ikego Teen Center BLDG#694.
- (3) Evacuation Location #3 – MWR Community Activities Building #611.

d. Yokosuka Teen Center

- (1)Evacuation Location #1 – Purdy Gym Pavilion.
- (2)Evacuation Location #2 – 2nd Floor Inside Purdy Gym.
- (3)Evacuation Location #3 – Very top of “Weather Hill” behind the NEX.

e. Ikego Teen Center

- (1) Evacuation Location #1 –Sidewalk in front of Atsuka Heights tower.
- (2) Evacuation Location #2 – Ikego BLDG#631 across from playground outside of building.
- (3)Evacuation Location #3 –Ikego SAC BLDG # 692.

f. Ikego CDC

- (1)Evacuation Location #1 – Ikego Post Office Parking Lot.
- (2)Evacuation Location #2 – Nikko Tower.

g. Duncan Child Development Center

- (1) Evacuation Location #1 – Parking lot adjacent to our building.
  - (2) Bara Heights Tower-
- |       |              |             |                    |
|-------|--------------|-------------|--------------------|
| Floor | Building     | Classroom   | Number of Children |
| 4th   | Bara Heights | 3,4,5,10,11 | 78 children        |
| 5th   | Bara Heights | 1,6,7       | 72 Children        |
| 6th   | Bara Heights | 2,8,9       | 72 Children        |

h. Gridley Child Development Center

- (1) Evacuation Location #1 – The designated area in the far left corner of our grounds.
- (2) 4th floor hallway of Yonban Heights.

i. Family Child Care (FCC)

1. Each FCC will have an individual evacuation plan that is kept on file at the FCC 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 FCC 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.

3. Provisions for Extended Hours in Emergencies. In emergencies CYP will provide extended hourly and long term care through FCC Providers. If the FCC 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.

j.Yokosuka Youth Sports Office

- (1) Evacuation Location #1 – Purdy Pavilion.
- (2)Evacuation Location #2 – CRC Building
- (3)Evacuation Location #3 – Ayame Tower

k. Ikego Youth Sports

- (1)Evacuation Location #1 – Playground located outside of building.
- (2)Evacuation Location #2 – Ikego CDC.
- (3)Evacuation Location #3 –Ikego SAC BLDG# #692.

## 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.

### 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.

### Additional CFAY Policies:

1. When the U.S. Naval Hospital recommends the use of insect repellents due to high risk of insect-borne disease, only repellents containing 10% to 30% DEET may be used as per the "Caring for our Children"- National Health and Safety Performance Standards Guidelines for Early Care and Education Programs, American Academy of Pediatrics. Staff may apply insect repellent no more than once a day for children more than 2 months of age and only with written parental permission. Sunscreen and insect repellent combined cannot be applied.
2. All children in the CFAY Child Development Centers upon waking from a nap will get a diaper check and change as per the NAEYC standards of operations.
3. All visitors shall be required to sign in and out of the C&Y Programs they are visiting; this includes everyone that does not work and report directly to that building. All visitors will be required to wear a visitor's badge while in the CDC, SAC, FCC, or Youth Center. This includes parents visiting the center for reasons other than dropping off or picking up their child. They are required to sign in and out of the center (e.g., viewing an instructional class, participating in a classroom activity, attending a conference, etc.).