



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

Date Updated: 27 January 2021

Installation information

Commander Fleet Activities, Yokosuka, Japan

Child and Youth Programs (CYP) Information

KEY PERSONNEL PHONE NUMBERS:

Child & Youth Program Director	243-4079
Duncan Child Development Center Director	243-4475
Gridley Child Development Center Director	243-3042
Ikego Child Development Center Director	246-8374
Child Development Homes Director	241-2978
Youth Programs Director	241-4904
Teen Coordinator	241-2098
Youth Sports Coordinator	241-2950
Child and Youth Education Services	243-5542
Ikego SAC and Teen Director	246-8301

CYP FACILITIES:

Administrative Office	243-4079/5542
Duncan St. CDC	243-3219
Gridley St. CDC	243-3033
Ikego CDC	246-8060
CDH	241-2978
Third Ave. H20 SAC	243-3439/5942
Green St. H12 SAC	241-4100
Ikego SAC	246-8301
Ikego Teen Center	246-8301
Yokosuka Teen Center	241-2098
Youth Sports Offices	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	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	046-816-0911
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	243-7392

Hours of Operation

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 you contact information is up to date with CYP to ensure you are alerted to any additional program closures or changes to operating hours.

CYP Administrative Office	Monday – Friday 0730-1630
Duncan Street CDC	Monday – Friday 0530-1900
Gridley Street CDC	Monday – Friday 0530-1900
Ikego CDC	Monday – Friday 0530-1900
Third Avenue H20 SAC*	Monday – Friday 0530-1900
Green Street H12 SAC*	Monday – Friday 0530-1900
Ikego SAC*	Monday – Friday 0530-1900
Yokosuka Teen center	Monday – Friday 1430-1900/ Saturday 1300-1900
Ikego Teen Center	Monday – Friday 1430-1900/ Saturday 1300-1900
Youth Sports	Monday – Friday 1000-1730

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

Locally Specific Procedures

CYP Online Services

CYP Online Services is a user-friendly access point to make childcare payments, print receipts, get account information, and 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.

Occasions may arise when the operation of the CYP Inclement weather and procedures are listed next. The weather will always be taken into consideration before taking your child out 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. Caregiver's should 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, water, and sunscreen. 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 CDC/CDH children. SAC, Youth, and Teen programs will limit outdoor activities to 15-minute 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 2 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. 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 welcomed 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 must 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 243-4079.

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.
- (4) Evacuation Location #4 -- In the event that the building must be evacuated, we will evacuate to the Sullivan’s School basketball courts.
- (5) Evacuation Location #5--- If the building is deemed unsafe and we are unable to return, we will evacuate to Purdy Gym.
- (6) In case of tsunami, we will immediately evacuate to "Weather Hill."

b. Green St. H12 School Age Care

- (1)Evacuation Location #1 – Grassy area next to the building on the right, when walking out of the main entrance.
- (2)Evacuation Location #2 – Sullivan School Basketball Courts.
- (3)Evacuation Location #3 – The very top of “Weather Hill” behind the NEX.
- (4)Evacuation Location #4 -- In the event that the building must be evacuated, we will evacuate to the Sullivan’s School basketball courts.
- (5)Evacuation Location #5-- If the building is deemed unsafe and we are unable to return, we will evacuate to Purdy Gym.
- (6)In case of tsunami, we will immediately evacuate to "Weather Hill."

c. 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.
- (4)In the event that the building must be evacuated, we will evacuate to the playground located next to the building.
- (5)If the building is deemed unsafe and we are unable to return, we will evacuate to Ikego CDC.
- (6) In case of tsunami, we will immediately evacuate to #611.

d. Yokosuka Teen Center

- (1)Evacuation Location #1 – Purdy Gym parking lot.
- (2)Evacuation Location #2 – 2nd Floor Inside Purdy Gym.
- (3)Evacuation Location #3 – Very top of “Weather Hill” behind the NEX.
- (4) In the event that the building must be evacuated, we will evacuate to the Purdy Gym parking lot.
- (5) If the building is deemed unsafe and we are unable to return, we will evacuate to the 2nd floor inside Purdy Gym.
- (6) In case of tsunami, we will immediately evacuate to "Weather Hill."

e. 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.
- (4)In the event that the building must be evacuated, we will evacuate to the playground located next to the building.
- (5)If the building is deemed unsafe and we are unable to return, we will evacuate to Ikego CDC.
- (6) In case of tsunami, we will immediately evacuate to #611.

f. Ikego Child Development Center

- (1)Evacuation Location #1 – Ikego Post Office Parking Lot.
- (2)Evacuation Location #2 – Inside the Bubble Gym.
- (3) If the building is deemed unsafe and we are unable to return, we will evacuate to the Ikego Post Office Parking Lot.
- (4) In case of tsunami, we will immediately evacuate to the Bubble Gym.

g. Duncan Child Development Center

- (1) Evacuation Location #1–Kelly 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	# 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

- (4) In the case of a Tsunami we will evacuate to Bare Heights.

h. Gridley Child Development Center

- (1) Evacuation Location #1 –4th floor hallway-Yonban Heights.
- (2) Evacuation Location #2-Very top of "Weather Hill," behind the NEX
- (3) If the building is deemed unsafe and must be evacuated, we will evacuate to the 4th floor Hallway of Yonban Heights.
- (4) In case of tsunami, we will immediately evacuate to "Weather Hill."

I. 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.

FLOOR	BUILDING	CDH PROVIDER	# OF CHILDREN
8TH	ISE HEIGHTS	AHOEFA AKAPOSSA	6 CHILDREN
1ST	MWR BLDG. 611	ROXANNE VALENCIA	6 CHILDREN
5TH	AYAME HEIGHTS	EDITHA BAGSIC	6 CHILDREN
5TH	SHOBU HEIGHTS	NIMON MONJONABE	6 CHILDREN
5TH	YONBAN TOWER	JESSICA KOTULA	6 CHILDREN

j. Yokosuka Youth Sports Office

- (1) Evacuation Location #1 – Purdy Gym Courts.
- (2) Evacuation Location #2 – Sullivan School Basketball Courts
- (3) Evacuation Location #3 – The very top of "Weather Hill" behind the NEX.
- (4) In the event that the building must be evacuated, we will evacuate to the Sullivan School Basketball courts.
- (5) If the building is deemed unsafe and we are unable to return, we will evacuate to Purdy Gym.
- (6) In the case of tsunami, we will immediately evacuate to "Weather Hill."

k. 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.
- (4) In the event that the building must be evacuated, we will evacuate to the playground located next to the building.
- (5) If the building is deemed unsafe and we are unable to return, we will evacuate to Ikego CDC.
- (6) In case of tsunami, we will immediately evacuate to #611.

Self-Care Policy

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 YEARS	NO	NO	NO	NO
7-9 YEARS	NO	NO	YES*	NO
10-15 YEARS	YES	NO	YES	YES
16+ YEARS	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 and any students attending high school, organizers of specials events that may result in children returning during restricted hours will inform base security of such events.