



CYP Operating Manual Glossary

24/7 Centers

Programs that provide care to children ages 6 weeks through 12 years old, 24 hours a day/7 days a week. These centers combine the strengths of both in-home care and traditional center-based care. 24/7 facilities are modeled after a home-like environment; yet include more than one adult to supervise children and to facilitate more opportunities for child socialization in large groups (similar to center-based care).

30-Day Notice Withdrawal Discount

A discount given to families who provide the program with a 30-day notice of their youth/child's withdrawal.

4-H

A youth development program based on 4 values: head, heart, hands, and health. 4-H uses hands-on learning activities in the areas of science, healthy living, and food security.

Accommodation

A change or modification made to support a child's or youth's participation. Accommodations can be in the form of expectations, requirements, instruction, materials, activities, or the environment.

Adult-Youth Ratio

The number of youth for whom one adult may be responsible. Adults include individuals, 18 years old and over, who have terminated their status as students in secondary school.

After School

A program offered to meet the needs of service members whose work day extends beyond the time their child is out of school for the day. Hours established meet the needs of command requirement (e.g., 0600-1800; with care being provided from the time the child's or youth's school day ends until 1800).

Allergies

Diseases of the immune system that cause an overreaction to "allergens," which are protein substances—either inhaled, ingested, touched, or injected—that normally do not cause an overreaction in non-allergic people.

American Heart Association

Educates the public on heart health with the goal of preventing cardiovascular disease and stroke.

American Red Cross Sport Safety Training

Provides staff and coaches with knowledge and skills to provide a safe athletic environment. Emergency situation training is provided, as well as training to sustain life and minimize consequences of injury or illness.

Anaphylaxis

A severe, whole-body allergic reaction to a chemical that has become an allergen. Anaphylaxis may result in shock or death and requires immediate medical attention.

Appropriated Funds (APF)

Government monies identified for a specific purpose, also known as “appropriations.” There are two types of appropriations—mandatory and discretionary. All military child care appropriations are classified as discretionary.

Apraxia

A speech disorder in which the person has trouble saying what he or she wants to say accurately and consistently.

Archived File

After a child leaves the Child and Youth Program (CYP), the child’s administration file (the paper file versus the CYMS record) becomes an “archived” file. Archived files are kept separate from the files of currently enrolled children (or “active” files) and shredded after two years the child leaves the CYP.

Articulation Disorder

A disorder that involves difficulty in making speech sounds. Children with articulation disorders may substitute sounds, omit (leave off), add, or change sounds when they speak.

Asperger’s Syndrome

A developmental disorder that affects a person’s ability to interact and communicate effectively with others.

Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN M&RA)

A civilian office in the United States Department of the Navy that is responsible for recruiting all of the personnel of the United States Navy, including military personnel (both active and reserve), government civilians, contractors, and volunteers.

Assistive Communication Device

Devices that offer an alternative way for communication for individuals with language disorders that range from paper and pencil to communication books or boards, to devices that produce voice output (speech generating devices) and/or written output. Electronic communication aids allow the user to use picture symbols, letters, and/or words and phrases to create messages.

Asthma

A disease of the lungs in which the airways become blocked or narrowed causing breathing difficulty.

Attachment Disorder

A problem with social relationships that occurs when a child's basic physical and emotional needs are neglected, particularly when the child is an infant.

Attention-Deficit/Hyperactivity Disorder (ADHD)

A neurological condition that involves age-inappropriate symptoms of inattention, hyperactivity, and impulsivity.

Autism Spectrum Disorder (ASD)

A developmental disability that is characterized by challenges in communication, socialization, and behavior.

Auto-Debit

Refers to when parent fees or other charges are automatically charged to the parents' credit card or deducted from their bank account.

Auto-Payment

Refers to when any type of discount is applied to a family's account in the Child and Youth Management System (CYMS).

Before School

A program offered to meet the needs of the service members who report to work prior to the start of their child's school day. Hours established meet the needs of command requirement (e.g., 0600-1800; with care being provided from 0600 until the child's or youth's school day starts).

Bipolar Disorder

A brain disorder that causes unusual shifts in mood, energy, activity levels, and the ability to carry out day-to-day tasks.

Boys and Girls Club of America (BGCA)

Provides communities with safe activities and mentors for children and youth. BGCA partners with Navy Youth Programs (YPs) to provide resources and programs related to health, safety, sports/recreation and mentoring for youth.

Caring for Our Children (CFOC)

A national resource center that focuses on the health and safety of children in child care and early education programs. It provides national health and safety standards for early education programs, as well as resources on best practices for ensuring the health and safety of children.

Cerebral Palsy (CP)

A group of disorders that affect a person's ability to move and maintain balance and posture.

Certified Youth Sports Administrator (CYSA)

A certification program of the National Alliance of Youth Sports, and their Academy of Youth Sports Administrators, that covers topics on sports philosophy, volunteer and parent management, child abuse prevention, and insurance and risk management.

Child Abuse

Refers to non-accidental acts by a parent or caregiver that cause harm to a child, regardless of whether the parent or caregiver intended to cause harm. There are three main forms of child abuse: physical abuse, sexual abuse, and psychological/emotional abuse.

Child's Administration File

Contains paper copies (or hard copies) of any documents that must be maintained, such as forms with parent signatures, documentation from the child's physician, immunization waivers, copies of correspondence to/from the family if needed, etc.

Child and Youth Education Services (CYES)

Provides educational opportunities for dependent children of members presently stationed at the military installation. Opportunities are directed primarily toward children in their preteen and teenage years.

Child and Youth Management Systems (CYMS)

The primary record management system for tracking enrollment, child and household records, personnel records, staff training, and parent fees due/received. CYMS also serves as the Navy's Child and Youth Program (CYP) point of sale system used for the billing, tracking, and collection of child care fees.

Child and Youth Program (CYP) E-Library

A one-stop Web-based repository for CYP policy documents, forms, news and announcements, and external CYP online systems (e.g., Enterprise Modeling System (EMS) and the Metrics Tool), and links to CYP partners.

CYP Online (also known as Webtrac)

An online version of Child and Youth Management Systems (CYMS), or Webtrac, that allows families to make online credit card payments and sign up for hourly care and other Recreation Program activities. Webtrac is referred to as CYP Online.

Child and Youth Program (CYP)

Under the Commander, Navy Installation Command, it provides child care and youth recreation programs for children 4 weeks to 18 years of age through Child Development Centers (CDC), 24/7 Centers, Youth Programs (YP), and Child Development Homes (CDH).

Child and Youth Program (CYP) Professional

Any paid individual who works in a Child Development Center (CDC), Child Development Home (CDH) (including CDH Providers), Youth Program (YP), 24/7 Center, or Child and Youth Education Services (CYES) program; and provides administrative, management, or outreach support to any CYP.

Child Care Aware of America (CCAoA)

Formerly known as the National Association of Child Care Resource and Referral Agencies (NACCRRA), it provides extensive information for parents and child care providers about child care. The Navy Child and Youth Program (CYP) partners with CCAoA on several initiatives, such as Military Child Care in Your Neighborhood (MCCYN) and Operation Military Child Care (OMCC).

Child Care National Agency Check with Written Inquiries (CNACI)

A background check designed by a consortium of federal agencies, which includes the basic National Agency Check with Written Inquiries (NACI) and state criminal history repository (SCHR) checks for all states of residence. Other coverage elements, such as a credit search, are available by request or when certain background conditions exist.

Child Development Associate Credential (CDA)

A nationally recognized entry level credential in the field of Early Childhood Education and issued by the Council for Professional Recognition. The CDA is designed for those individuals who are working with young children in all settings.

Child Development Center (CDC)

Provides full- and part-day early care and education services for children ages 6 weeks through preschool (or until the child enters kindergarten) in a center-based learning environment.

Child Development Center (CDC) Part-Time Care Services

Services available to parents who work part-time schedules.

Child Development Center (CDC) Part-Time Enrichment Programs

Part-time preschool programs designed for recreational, educational, or social programming. Programs are open to all working parents on a first-come, first-serve basis.

Child Development Home (CDH)

Provides a cost-effective and flexible way to increase the number of children and families served and to alleviate wait lists of unserved children. It also helps military families by providing career opportunities to those who want to provide child care services in their homes. CDHs have two distinct groups of Child and Youth Program (CYP) Professionals: 1) the CDH Management Team (CDH Director and Monitor) and CDH staff (Training Team and Operations Clerks, if authorized); and, 2) Providers. The CDH staff and Management Team support and oversee the administrative and management aspects of the program. The Providers are the direct caregivers who actually provide the care for children ages 6 weeks to 12 years, while at the same time manage the business aspects of their child development home.

Child Development Home Management System (CDHMS)

A system being developed by the Commander, Navy Installations Command (CNIC) (N926) that is designed to increase the effectiveness and efficiency of Child Development Homes (CDH). The CDHMS will streamline many processes for CDH staff and CDH providers, including enabling online functionalities such as CDH provider applications, monitor assignment, provider status reports, certification and re-certification status reporting, provider transfer requests, child/household lists, provider newsblasts, timesheet/invoice processing, and subsidy criteria.

Child Development Home (CDH) Provider

Caregiver who directly provides care for children ages 6 weeks to 12 years, while at the same time manages the business aspects of their Child Development Home (CDH). A Provider has the option of providing care during nights and weekends (in addition to “traditional” work day hours). A certified CDH Provider offers developmentally appropriate programs that promote the overall social, emotional, cognitive, and physical growth and development of the children in the home while building school readiness skills.

Child Maltreatment

Abuse or neglect of a child younger than age 18 by a parent, caregiver, or other person in a caregiving role.

Child Neglect

A form of child maltreatment that refers to a parent or caretaker's failure or omissions in meeting a child's basic needs for healthy growth, development and supervision.

Coach Training

Formal and organized training for coaches and instructors.

Commander, Navy Installations Command (CNIC)

Supporting Commander for shore services and support, and is responsible for the management, operation and readiness of the Navy's installations and shore capabilities. CNIC enables and sustains Fleet, Fighter and Family readiness by providing unified policies, resources, procedures, processes, standards, and oversight for effective and efficient shore platform capabilities. It also delivers readiness from the shore for the Navy's Operating Concept.

Commander, Navy Installations Command (CNIC) (N9) Fleet and Family Readiness (FFR)

Is responsible for policy development, resourcing, and oversight of quality of life programs for sailors and their families. FFR enables a ready Navy force through programs such as Family Readiness, Fleet Readiness, and Housing programs.

Commander, Navy Installations Command (CNIC) (N926) Headquarters (HQ)

Under CNIC (N9) and is the specific office responsible for the management and oversight of all Child and Youth Program (CYP) at 70 installations and partnership organizations. Directives, policies, instructions, and other important correspondence flow directly from CNIC (N926) to the CYPs.

Community Events

Events that are planned, organized, and conducted independently or in conjunction with on- or off-base entities for the enjoyment of all family members connected with the installation.

Complex Needs

Refers to the number of discrete and co-existing needs that impact's children's development and well-being. Children with complex needs often require support from more than one agency (e.g., school district, mental health, and Navy Child and Youth Program [CYP]).

Contracted Instructor

Hired by the Child and Youth Program (CYP) or Moral, Welfare, and Recreation (MWR) to teach specific fitness or instructional classes.

Core Service Areas (CSA)

Navy Youth Sports and Fitness (YSF) core service areas ensure that the physical, cognitive, social, and emotional needs of children and youth are addressed. Core service areas include: Sports, Fitness Activities, Health & Nutrition Activities, Outdoor Recreation, and Motor Skill Development Programs. Program requirements exist in each of the core service areas.

Council on Accreditation (COA)

The national accrediting body for School Age Care and sets and monitors the standards for high-quality child and youth development programs.

Counselor

Is responsible for ensuring a safe, creative, and developmentally appropriate learning environment for youth; developing schedules and activity plans; ensuring that all activities meet the observed needs of individual youth; and facilitating healthy interactions. This is the term used by Youth Programs (YPs) for direct care staff.

Critical Medical Needs

Children with critical medical needs have life-threatening medical conditions that require immediate response.

Cystic Fibrosis (CF)

A chronic, progressive, and frequently fatal genetic condition of the body's mucus glands. It primarily affects the respiratory and digestive systems.

Department of Defense (DoD)

The executive department of the United States Government charged with the coordination and supervision of all government agencies that are related to national security and the armed forces, including the Navy, Army, Air Force, and Marine Corps. DoD is headed by the Secretary of Defense, and is the authoritative body for policy development, planning, resource management, fiscal, and program evaluation responsibilities of all of DoD and the organizations that operate under the DoD umbrella (including Navy Child and Youth Program [CYP]).

Dependent Child

A child who lives with the sponsor, or a step-child living in the home of a sponsor where the sponsor is married to the parent; a child who lives with a person acting “in loco parentis” on behalf of the eligible patron; a legally adopted child who lives with the sponsor; or a foster child who lives with the sponsor.

Deposits

Installations have the discretion to implement a \$100 deposit requirement to hold a full-time care space that has been offered to a family. The deposit fee charged shall be \$100 for all families and may be nonrefundable.

Depression

A mood disorder in which feelings of sadness, loss, anger, or frustration interfere with everyday life.

Deputy Assistant Secretary of the Navy Military Manpower and Personnel (MMP)

Responsible for the establishment and oversight of policies related to Navy active duty service members and their families, including recruitment and retention, compensation, quality of life, healthcare, and training and education.

Deputy of the Office of the Under Secretary for Personnel and Readiness (OSD P&R)

The principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense for Total Force Management as it relates to readiness; National Guard and Reserve component affairs; health affairs; training; and personnel requirements and management, including equal opportunity, morale, welfare, recreation, and quality of life matters.

Developmental Disabilities

Conditions that involve challenges in physical, learning, language, or behavior areas.

Developmental Sports Programs

Programs with informal teams, concentration on motor skill development, and less emphasis on scores and standings. These programs are co-ed and no travel is permitted to accomplish the season.

Developmentally Appropriate

Tasks designed for the child's current level of performance ability while using equipment that enables the child to be successful.

Diabetes

A group of diseases characterized by high blood glucose levels that result from differences in the body's ability to produce and/or use insulin.

Direct Care Staff

Teachers and Lead Teachers (primary Teachers and flex Teachers) who work in the classrooms on a daily basis with children and their families.

Disruptive Mood Dysregulation Disorder (DMDD)

Characterized by severe and recurrent temper outbursts that are grossly out of proportion in intensity or duration to the situation. These occur, on average, three or more times each week for one year or more.

Down Syndrome

A condition in which a baby is born with an extra chromosome.

Drug Education for Youth (DEFY) Program

A program designed for the 9-12 year old target population, a group described as “at risk” to become involved in substance abuse, gangs, and crime. Based on best practices determined by the Center for Substance Abuse Prevention (CSAP), the program is designed to strengthen factors that make youth more resilient to negative influences.

Dysfluency

A disruption in the smooth flow or expression of speech.

Dysgraphia

A learning disability that makes the act of writing difficult and can lead to problems with spelling, poor handwriting, and putting thoughts on paper.

Dyslexia

A language processing disorder that can hinder reading, writing, spelling, and sometimes even speaking.

Electronic Questionnaires for Investigations Processing (e-QIP)

A web-based, automated system designed to facilitate the processing of standard investigative forms used when conducting background investigations for Federal security, suitability, fitness and credentialing purposes. Users can electronically enter, update and transmit investigative data over a secure connection to a requesting agency.

Emergency Action Plan (EAP)

An individualized plan for children or youth with moderate or significant medical needs developed by the child or youth’s primary care physician that outlines the following information: medication and procedures required during care, specific dietary needs, transportation needs, possible precautions, and emergency plans and procedures.

End-Strength

The actual number of staff, regardless of how many hours per week they are working (full time or part time).

Enrollment

Is the actual placement of a child in a center, child development home, or program. A child can be enrolled more than once (e.g., child is initially placed in a Child Development Center (CDC) classroom, but then is enrolled in a child development home), and a child may be enrolled in more than one program at a time (e.g., a child is placed in a CDC classroom and a Youth Program (YP) recreational preschool program). In order to enroll, the family must first register the child by completing the required paperwork.

Enterprise Modeling System (EMS)

A management tool designed to promote effective and efficient operations, with a special focus on Child and Youth Program (CYP) planning, budgeting and performance management.

Enterprise Safety Applications Management System (ESAMS)

A management tool designed to identify, track, and address safety issues before they lead to near-misses or actual accidents. Navy safety professionals can analyze job hazards, respirator program data, and safety metrics including medical surveillance, hazard abatement, and accidental mishaps.

Environment Rating Scale (ERS) Data System

A state-of-the art online environment assessment tool that allows programs to conduct and automatically score assessment results, and generate electronic reports.

Excellence in Youth Sports Award

An award through the National Alliance for Youth Sports (NAYS) to recognized organizations for their work in bettering youth sports for their community.

Exceptional Family Member Program (EFMP)

A mandatory enrollment program for sponsors with qualifying family members, ensuring maximum provision of services to the family throughout the sponsor's career.

Exceptional Family Member Program—Respite Care

A program specifically designed for Navy families who have children ages birth through 18 years old enrolled in the Exceptional Family Member Program (EFMP), and are classified as Categories IV or V. Helps families identify and access child care programs and services, and provides eligible Navy families living in the United States with up to 40 hours of respite care per month

Executive Functions

Mental processes that help connect past experience with present action. These skills help people perform activities such as planning, organizing, strategizing, paying attention to and remembering details, and managing time and space.

Family Advocacy Program (FAP)

Provides a variety of interventions and treatment services, including counseling, clinical case management, and treatment groups to military members and their families exposed to domestic abuse (i.e., child maltreatment or domestic violence). Refers families to other military and civilian resources as appropriate, and provides expertise and guidance to Child and Youth Programs (CYPs) on child maltreatment prevention, identification, education, and reporting.

Family Advocacy Representative (FAR)

A certified clinical provider within the Family Advocacy Program (FAP) who is responsible for implementing and managing the clinical rehabilitative and intervention aspects of the local FAP. The FAR serves as the Child and Youth Program (CYP) point of contact for all child maltreatment questions and reports.

Family Engagement Program Discount

Promotes family involvement in Child and Youth Programs (CYPs) by giving participants “CYP Rewards” for each activity in which they participate.

Family Household

Includes any adults (married or not) who contribute to the expenses of raising and caring for the youth/child. In the case of geographically separated parents or parents who are divorced or legally separated, the youth/child is only eligible for services if he/she is living with the sponsor. Used in the calculation of Total Family Income (TFI).

Family Readiness and Fleet and Family Support Centers

Supports individual and family readiness through a full array of programs and resources such as relocation assistance to families who are relocating from one installation to another, transition assistance, information and referrals for community resources, spouse employment services, family employment readiness, counseling services, personal finance management and financial counseling, life skills services, family advocacy, and sexual assault prevention and response.

File

Is typically used to indicate a paper file (versus electronic). “File” and “record” are often used interchangeably.

Fitness Activities

Activities that develop positive personal, social, and psychological skills, develop physical skills and enhanced fitness levels, reduce health problems, teach positive lifestyle behaviors, teach rules and strategies, develop respect for competition, develop respect for role models, other children, parents, volunteers, leaders, and staff.

Food Service Employee

Cooks and other food service workers who provide food service support for Child and Youth Programs (CYPs).

Fragile X Syndrome

A genetic condition involving changes in part of the X chromosome. It can affect both boys and girls, but because boys only have one X-chromosome, a single fragile X chromosome is likely to affect them more significantly. Children with Fragile X can have a range of symptoms from excessive shyness to an intellectual disability.

Full Time Equivalent (FTE)

One or more employees who work a cumulative total of 40 hours per week, or 2,080 hours annually.

Generalized Anxiety Disorder (GAD)

A disorder categorized by excessive worry about a variety of everyday problems and difficulty controlling the amount of time spent worrying.

Give Parents a Break (GPAB) Program

Designed to give family members a short break from parenting in order to help them deal with stressful situations (e.g., deployments, remote tours of duty, and extended working hours).

Half-Day Kindergarten

Offered to meet the needs of the service members who have children attending kindergarten for half of the day. This program may be offered in the morning, afternoon, or both.

Hemophilia

A rare bleeding disorder in which the blood does not clot normally. Children with hemophilia may bleed for a longer time than others after an injury. They may also bleed inside the body. This bleeding can damage the organs and tissues and may be life threatening.

Hip Dysplasia

A disorder where the bones of the hip joint are not aligned correctly. Hip Dysplasia prevents the joint from working properly, which causes the joint to wear out faster.

Holiday/Summer Camps

Full-day programs offered when schools are not in session.

Home Visits

Monitoring visits of the provider's home to observe how the Child Development Home (CDH) is functioning, determine the extent the provider is meeting program requirements, identify areas in need of improvement, and identify any best practices.

Hourly Care Rates

The cost of hourly care in Child and Youth Programs (CYP) for parents who need short-term care on an intermittent basis. All CYPs must offer hour care, and hourly care fees are used when hourly care is provided. The Total Family Income (TFI) is not applicable for hourly care fees—all families who participate in hourly care pay the same hourly fee, regardless of TFI category.

Hourly Care

Intermittent, short-term child care, offered on a first-come/first-served basis (i.e., parents that request hourly care first will be offered hourly care first.).

Household Record

The family profile in Child and Youth Management Systems (CYMS). The terms “household profile,” “family record,” “household file,” and “child record” are sometimes used instead.

In Loco Parentis

Defined as “in the place or position of the parent,” a relationship in which a person takes on the role of a lawful parent by assuming the obligations and duties of a parent without formally becoming an adoptive parent or legal guardian.

Inclusion Action Team (IAT)

The official venue for the development of recommendations, resources, and documentation related to supporting children with disabilities and other special needs in Navy Child and Youth Program (CYP).

Inclusion Support Plan (ISP)

An individualized plan for how Child and Youth Program (CYP) Professionals will support a child or youth with moderate or significant needs in Navy CYP. It includes a summary of the child/youth's strengths and needs, individualized supports, and CYP supports.

Individual Development Plan (IDP)

A set of performance goals to enable a Navy employee to reach his or her highest level of development for the job at hand.

Individualized Education Program (IEP)

An educational document written for each student who qualifies for special education that includes the student's levels of academic achievement, how the child's disability affects the child's

involvement in the general education curriculum, measurable annual goals, and special education and related services.

Individualized Family Service Plan (IFSP)

A written document that outlines the early intervention services that a child and family will receive. Requirements vary by state, but in general, infants and toddlers who qualify for early intervention will have an IFSP that includes present levels of functioning, family information, expected outcomes, and services.

Infant

Children between 6 weeks – 12 months.

In-process Child Development Home (CDH) Provider

An applicant who has submitted a CDH provider application and has begun the certification process. In-process activities include childproofing the home, having the home inspected, attending trainings such as orientation and CPR, and completing background check information.

Inspection Management System (IMS)

A Web-based system that facilitates the Navy Child and Youth Program (CYP) inspection process (full and partial inspections). IMS is designed to interface with the Enterprise Modeling System (EMS) and the Metrics Tool, and streamlines criteria scoring, tracks inspection results and findings, and generates inspection reports.

Instructional Sports Programs

Activities that focus on skill development and rules of the game.

Intellectual Disability

A disability characterized by significant challenges both in intellectual functioning and in adaptive behavior, which covers many everyday social and practical skills.

Juvenile Rheumatoid Arthritis (JRA)

A type of arthritis that occurs in children age 16 or younger which causes joint swelling, pain, stiffness, and loss of motion. It can affect any joint, and in some cases it can affect internal organs as well.

Kids Included Together (KIT)

An organization specializing in best practices for including children with and without special needs in recreational, child development, and youth development programs. Navy Child and Youth Programs (CYP) contract with KIT to provide the services of Inclusion Specialists to assist CYP professionals in supporting children who need special accommodations.

KRONOS®

The Navy Child and Youth Program's (CYP) automatic time keeping system where staff enters the number of hours worked into an electronic timesheet for payroll processing.

Late Pick Up Fees

A charge assessed to parents who pick up their children late.

Let's Move! Campaign

A White House sponsored initiative with the goal of reducing childhood obesity within a generation (<http://www.letsmove.gov>).

Line of Sight Supervision (LOSS)

The supervision of an individual who has not completed the formal criminal background check by a Navy Youth Fitness (YF) Coordinator or other volunteer/staff who has completed a background check.

Locally Selected

Required programs that are selected by the local Youth Fitness (YF) Coordinator based on youth interest, surveys, local resources, and surrounding environments.

Management Assist Team (MAT)

Assists regions by temporarily filling critical staff vacancies or performing other temporary assignments such as training and curriculum support, and management assistance at Child and Youth Programs (CYPs) on an interim basis as needed.

Management Team

Is responsible for the liaison between the program (e.g., 24/7 Center, Child Development Center (CDC), Youth Program (YP), Child Development Home [CDH]), the Child and Youth Program (CYP), and the community. Together, they are accountable for the day-to-day management, supervision, and oversight of all aspects of program operations. The Management Team must have a visible presence in the program and classrooms, and be available to CYP professionals and families when needed. The Management Team is made up of the Directors, Assistance Directors, and the Training Team (as needed).

Material Safety Data Sheet (MSDS)

Tracking formula to document every chemical that is used on or around a sports field and located near the product describing the purpose of the chemical and hazards associated with it.

Memorandum of Understanding

A signed agreement between two parties.

Metrics

An electronic tool that enables Child and Youth Program (CYP) senior managers, regional program directors, and installation program managers to model, track, analyze, and evaluate operations.

Mild Needs

Classification of disabilities which require little to no accommodations to participate in group care.

Military Child Care in Your Neighborhood (MCCYN)

A program designed to support and provide fee assistance to local child care programs for providing care for children of Active Duty Sailors (including Reservists and Individual Augmentees [IAs]) who need full-time/part-time/year-round child care.

Military Child Education Coalition (MCEC)

An organization that promotes partnerships and facilitates the networking of military installations and their supporting school districts. Its focus is to address transition and other educational issues related to the military-connected child, including active duty, National Guard, and Reserves.

Military Family Life Consultant Program (MFLC)

Program that offers short-term, non-medical counseling support to service members and their families provided by licensed clinicians with master's degrees and at least five years of experience in social work, counseling, or related clinical discipline. MFLC also provides training for local Child and Youth Program (CYP) Professionals.

Military School-Age Credential (MSA)

Provides specific standards, training, and evaluation for military school-age teachers, staff members, and Family Child Care (FCC) providers. Staff must complete the Foundation Level Individual Development Plan (IDP) to be eligible for the Military School-Age Credential.

MilitaryChildCare.com (MCC)

A Web-based system that enables military families to search, place, and manage their requests for care online, and allows program staff to make offers of care to families through the MCC system.

Mission Youth Outreach

A program that helps Navy youth (ages 6 to 18 years old) who are not living on or near an installation face the unique challenges of military life.

Missoula Children's Theater (MCT)

Provides installations and Youth Programs (YPs) with opportunities and resources for creative programs and performing arts as a means of enhancing social skills, teamwork, morale building, communication, and self-expression. MCT works with installations to "produce" theater productions, including full-scale musicals, through intense, weeklong "residency" activities.

Moderate Needs

Classification of disabilities which require some accommodations in order to participate in group care.

Morale, Welfare, and Recreation (MWR)

Provides programs and services to increase sailor and family resiliency, restore balance, and enhance recruitment, readiness, and retention of sailors and families.

Motor Skill Development

Program activities that provide young children with the opportunity to learn basic movement patterns. Many activities can help to enhance a child's fine and gross motor skills.

Multi-Child Rate

A special discounted rate for each additional child or youth from the same family, regardless of the program type(s) in which they are enrolled in at the installation.

Multi-Disciplinary Team Inspection (MDTI)

The local Child and Youth Program (CYP) inspection team that monitor program compliance by providing in-depth comprehensive review of CYP operations. While the MDTI checks for compliance, the process itself provides an opportunity to educate the command on the value of the services provided by CYP, as well as the inspection process and the impact it has on the quality of services.

National Alliance for Youth Sports (NAYS)

A non-profit organization that establishes School Age Care standards and policies that Navy Youth Sports and Fitness programs need to meet.

National Alliance for Youth Sports (NAYS) Chapter

Organizations partnering with NAYS to offer any or all education and membership programs.

National Alliance for Youth Sports (NAYS) Clinician

Facilitates clinics and trains and certifies coaches for off-base sports and fitness program organizations.

National Alliance for Youth Sports (NAYS) National Standards

Optimal programming standards that focus on organized youth sports opportunities, philosophies, ethics, and beliefs and are applicable to a variety of sports and fitness activities and programs.

National Association for Family Child Care (NAFCC)

The national accrediting body that sets and monitors the standards for high-quality family child care/child development homes. In addition to the accreditation process, NAFCC offers numerous resources and products such as family child care business kits, parent materials, customized training materials, and publications.

National Association for the Education of Young Children (NAEYC)

The national accrediting body that sets and monitors the standard for high-quality early childhood programs serving children birth through eight years old. In addition to the accreditation process, NAEYC also offers numerous resources such as publications, early childhood research studies, professional development, and training.

National Operating Committee on Standards for Athletic Equipment (NOCSAE)

A NOCSAE representative inspects Navy Youth Sports and Fitness Equipment prior to each season to determine if it is safe.

National Youth Sports Coaches Association (NYSCA)

A membership program that prepares volunteer coaches for responsibilities and holds them accountable to the Coaches Code of Ethics Pledge.

National Youth Sports Officials Association (NYSOA)

An organization that provides training, support, and continuing education to officials in out-of-school youth sports. Officials used for on-base sports must be members of the Association.

Natural Supports

The natural interactions and relationships that develop in Child and Youth Program (CYP) environments that support the participation of all children.

Navy Safe Harbor Program

Offers child care services for children of seriously wounded, ill, or injured Sailors and Coast Guardsmen while the military member is recuperating and/or receiving treatment.

Non-Appropriated Funds (NAF)

Government monies received from sources other than appropriations, primarily from sale of goods and services to Department of Defense (DoD) military and civilian personnel and their family members to support authorized Morale, Welfare and Recreation (MWR) program and activities. The Child and Youth Program (CYP) generates NAF funds through child care fees, Child and Adult Food Care Program (CACFP) reimbursements, and organizational grants.

Non-Critical Medical Needs

Children with non-critical medical needs have medical conditions that are not life-threatening.

Non-Specified Volunteers

Volunteers who participate in Navy Youth Sports and Fitness (YSF) Programs less frequently and who should always be in the line of site of a cleared Navy YSF staff member.

Nonverbal Learning Disorder (NVLD)

Difficulty solving problems that do not involve written or spoken language, and staying organized in terms of time and space.

Off-Base

Being located or taking place at a location not on the military installation.

Office of Family Policy/Child and Youth

Maintains oversight of child development programs, services and support for geographically dispersed service members, youth financial readiness services and tools that promote financial literacy, and education programs that build skills for individual and family life development, and is responsible for writing and disseminating policies and procedures for military child and youth programs, including the Navy Child and Youth Program (CYP).

Office of Personnel Management (OPM)

Is responsible for the personnel management of the civil service of the government and works in several broad categories to recruit, retain and honor a world-class workforce.

Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy (MC&FP)

Directs programs and policies for community quality of life programs for service members and their families worldwide, including providing family support policies and programs for family center operations, child care, youth programs, family advocacy, relocation assistance, transition support services, and support during mobilization and deployment.

Official Personnel File (OPF)

Files (e.g., data and records) pertaining to a staff member's employment. The file is kept in the Human Resources (HR) office and is maintained by HR personnel.

Ombudsman

An official representative of the Commanding Officer who serves as a link between command leadership and their families. He/she plays a vital role in establishing and maintaining current and accurate communication between the command and its family members.

Ombudsman Discount

While performing official duties, Ombudsmen are provided hourly care free of charge whenever possible and where available.

On-Base

Programs that take place on the military installation.

Operation Military Child Care (OMCC)

Provides military subsidies to eligible providers of quality commercial child care programs throughout the United States.

Oppositional Defiant Disorder (ODD)

An ongoing pattern of uncooperative, defiant, and hostile behavior toward authority figures that seriously interferes with daily functioning.

Organizational/Competitive Programs

Sports programs that track team scores, roster sizes, rules, equipment, fields, and encourage variety in position and situational play. They have an out-of-community postseason when necessary, but do not participate in national tournaments.

Orthopedic Impairment

An impairment that involves muscles, bones, or joints and is characterized by difficulties with mobility, fine or gross motor activities or self-help skills.

Osteogenesis Imperfecta (OI)

A genetic disorder characterized by fragile bones that break easily.

Outdoor Recreation

Activities providing children and youth with opportunities to gain knowledge and skills through experiential learning in an outdoor environment. Activities focus on healthy and active lifestyles, emphasize human powered recreation, utilize a minimal environmental impact philosophy, and teach/demonstrate good stewardship of natural resources.

Parent Association for Youth Sports (PAYS)

A video-based education program for parents to make them aware of their roles and responsibilities in their children's participation in youth sports, as well as advice on ways they can encourage their children in a positive manner.

Parent Association for Youth Sports (PAYS) Parent of the Year Award

An award given to a parent who encourages fun, learning, and safety and treats every child with the same respect and patience as their own.

Parent Code of Ethics

Developed by the National Alliance for Youth Sports (NAYS). Outlines standards of behavior for parents that encourage them to take active and positive roles in their youth's sports activity.

Parent Fee

Fees based on a sliding scale of the Total Family Income (TFI) to ensure that all eligible families can afford care.

Parent Fees File

The child's parent fees file contains paper copies of all documents related to parent fees (e.g., Fee Calculation Worksheet, Parent Fee Agreement, etc.).

Part-day Care

Designed for parents who need child care on a seasonal or regularly scheduled, part-day basis. Non-working parents who want their children to have socialization experiences may also request part-day care.

Partnering

A formal agreement that is mutually beneficial to each party and promotes the process of sharing resources such as staff, training, facilities, transportation, and ideas – allows both parties to expand their offerings, reach more people, and achieve common goals.

Personally Identifiable Information (PII)

Any data or information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

Physical Abuse

The act of grabbing, pushing, holding, slapping, choking, punching, kicking, sitting or standing upon, lifting and throwing, burning, immersing in hot liquids or pouring hot liquids upon, hitting with an object (such as a belt or electrical cord), and assaulting with a knife, firearm, or other weapon that may cause bodily injuries to a child.

Position Descriptions (PD)

Standardized PDs provide consistency in job requirements, core duties and responsibilities, and performance expectations across all Child and Youth Program (CYP) components.

Prader-Willi Syndrome (PWS)

A genetic condition that typically causes low muscle tone, short stature if not treated with growth hormone, and a chronic feeling of hunger that, coupled with a metabolism that utilizes drastically fewer calories than normal, can lead to excessive eating and life-threatening obesity.

Preschool

Children between 37 months – 5 years of age.

President's Award on Fitness

Awards that students receive for achieving different levels of success when competing in the five activities (e.g., curl-ups, shuttle run, endurance run/walk, pull-ups, and v-sit stretch) of the Presidential Physical Fitness Test.

Pretoddler

Children between 13 months – 24 months.

Process

Used to indicate non-automated procedures such as enrollment, registration, documentation, and communication.

Professional Development Institute (PDI)

A professional development initiative designed to attract individuals to a career with Navy Child and Youth Program (CYP). The PDI includes an accelerated training component for PDI participants.

Projects/Office of Secretary of Defense (OSD) Operations Center Division (N926C)

Oversees special projects and the OSD Joint Services Child and Youth (CY) Operations Center.

Psychological/Emotional Abuse

The acts or a pattern of acts, omissions or a pattern of omissions, or passive or passive-aggressive inattention to a child's emotional needs resulting in an adverse effect upon the child's psychological well-being. Emotional abuse might also include intentional berating, disparaging, or engaging in other verbally abusive behavior toward the child, and violent acts which may not cause observable physical injury.” Emotional/psychological abuse is often difficult to prove but is almost always present when other forms of child maltreatment are present. Emotional abuse (or psychological abuse) is a pattern of behavior that impairs a child’s emotional and cognitive development or sense of self-worth.

Quality Assurance (QA) Home Visits

Conducted by the Child Development Home (CDH) Director to ensure the home visits conducted by the CDH Monitor are achieving the desired results.

Quality Review Board (QRB)

Serves as an additional layer of quality assurance and recommends approval or denial of all initial provider certifications and annual certifications thereafter. When needed, makes recommendations to deny, suspend, or revoke a provider's certification when there are quality and/or safety concerns, or if a provider fails to meet the required regulations. Or, if concerns are satisfactorily addressed, recommends that a provider be reinstated.

Recreational Preschool Program

Program for children ages 3 to 5 years old that are designed as an auxiliary opportunity to full- or part-day preschool programs and available on a drop-in basis.

Recreational School Age Program (RSAP)

Program for youth ages 5 to 12 that are designed as an auxiliary opportunity to School Age Care (SAC) programs. Programming is recreational in nature, but still provides opportunities for learning outcomes.

Record

Used to indicate electronic records (e.g., Child and Youth Management Systems [CYMS] records versus paper files). "Record" and "file" are often used interchangeably.

Regional Advisory Board (RAB)

Facilitates open communication across all regions and with the Commander, Navy Installations Command (CNIC) (N926), and ensures a collaborative decision-making process is in place for joint decisions and strategic planning efforts that affect all regions and installations.

Regional Oversight Positions

Positions that provide support to programs to keep everyone on the "same page" in terms of business practices as well as programming.

Regional Program Manager (RPM)

Serves as the channel between the RAB and the installation by sharing information and bringing each region's perspectives to the table for discussion, as well as bringing back relevant information from RAB meetings to share with installation personnel.

Registration

When the family fills out all of the required paperwork and provides the required documentation. A child may be registered but not actually have a placement yet (i.e., the child can be registered but not yet enrolled). Once a child is initially registered, the family must re-register the child every year (usually in the fall; they do not need to enroll again unless the child is enrolled in a different program).

School Age Care (SAC)

Programs that provide quality “out of school” activities for children who have started kindergarten to 12 years of age, and are designed to enhance rather than duplicate the school day.

School Age Care (SAC) Rates

Set by the Department of Defense (DoD). Child and Youth Programs (CYPs) must use the basic fee rate structure (or hourly care rates, if applicable) unless authorized to use the high-cost fee option to compete with local labor or installations where wages are affected by nonforeign area cost of living allowances (COLA), post differential, or locality pay.

School Age Care (SAC) School Year (SY) Rates

Rates for children ages 5 to 12 years of age for Before and After School care, part-time Kindergarten, and Holiday/Seasonal full-time camps during the school year.

School Age Care (SAC) School Year Daily Rates

Rates for parents using SAC for teacher in-service days or school closures during the school year that are not enrolled in Before and After school care.

School Age

Children between 5 – 12 years of age.

School Liaison Officers (SLOs)

Support transitioning military families by using community resources to reduce the impact of the mobile military lifestyle on military school-age children and families.

Scoliosis

A condition where there is a sideways curve of the spine.

Secretary of the Navy (SECNAV)

Responsible for all the affairs of the Department of the Navy, including: recruiting, organizing, supplying, equipping, training, mobilizing, and demobilizing. Also oversees the construction, outfitting, and repair of naval ships, equipment and facilities and is responsible for the formulation and implementation of policies and programs that are consistent with the national security policies and objectives established by the President and the Secretary of Defense.

Sedentary Behavior

Activities that do not cause participants to expend more energy than at resting levels.

Seizures

A physical event when the brain cells, which communicate through electrical signals, send out abnormal signals. Ongoing or recurrent seizures are known as epilepsy. Seizures are not considered to be epilepsy if they occur only once or are correctable.

Sensory Integration

A neurological process that organizes sensations from one's body and from the environment, and makes it possible to use the body to make adaptive responses within the environment.

Sexual Abuse

The act of fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials. Sexual abuse can include both touching and non-touching behaviors. Touching behaviors may involve touching of the vagina, penis, breasts, or buttocks; oral-genital contact; or sexual intercourse. Non-touching behaviors can include voyeurism (i.e., looking at a child's naked body for sexual gratification), exhibitionism, or exposing the child to pornography.

Shift Worker

A worker whose regular work schedule include weekends, evenings, and overnight shifts.

Significant Needs

Children with significant needs require several types of accommodations and coordination with other service providers in order to participate in group care.

Sittercity—Military Program

A program available at no cost that helps military families find babysitters, part-time and full-time nannies, last minute care providers, pet sitters, and housekeepers.

Skill Enhancement/Enrichment Programs

Sport programs where scores and standings are de-emphasized and proper grouping and selection procedures take place to ensure fair and equitable teams. Coaches/Instructors encourage a variety of position and situation play.

Skill Evaluations

Participants have to demonstrate their skill level to be placed on a sports/recreation team or to be deemed eligible for play in the program.

Special Agreement Check

Used by Human Resources (HR)/Security as an update to the Child Care National Agency Check with Written Inquiries (CNACI) as determined by the responsible Action Officer and identified in the Responsibility Ledger.

Specified Volunteers

Volunteers who participate in Navy Youth Sports and Fitness (YSF) Programs on a regular basis (>90 days).

Spina Bifida

A congenital condition where a baby's spinal column does not close all of the way.

Sponsor

Active duty military personnel, Department of Defense (DoD) civilian personnel who is paid from Appropriated Funds (APF) or Non-Appropriated Funds (NAF), reservist on active duty or deployment, reservist on inactive duty for training, DoD contractor, active duty Coast Guard, and a retiree. Retirees are eligible for recreational programs and activities, but are not eligible for full-time child care.

Sports

Consists of teams (i.e., organized sports for a group of children or youth within a defined age group), and individual sports (i.e., a sport or activity practiced by two opposing individuals or one individual, rather than a team, within a defined skill level), and sports and fitness camps and clinics.

Standard Labor Data Collection and Distribution Application (SLDCADA)

The automatic time keeping and payroll system used by Appropriated Funds (APF) Child and Youth Program (CYP) Professionals.

Standard Operating Procedures (SOPs)

Uniform procedures used by all Naval Installations to operate high-quality Navy Youth Sports and Fitness (YSF) Programs.

Start Smart Preschool Program

Programs developed by the National Alliance for Youth Sports designed to help children get ready for sports and succeed in life. It is an innovative step-by-step approach that builds confidence and self-esteem in a fun and safe sports environment.

Start Smart Program

A six-week parent/child program for younger and first time participants introducing motor skills around the following sports: baseball, basketball, football, golf, soccer, and tennis.

Statement of Admission (SOA)

A form required during "in-processing" at Human Resources (HR) and then annually for all Child and Youth Program (CYP) Professionals.

Subsidy

A financial offset that allows parents to pay the child care rate based on their Total Family Income (TFI) and for providers to receive the fair market rate for the services they provide.

Support Staff

Provide administrative and operational support, including clerical and front desk tasks, record keeping, food service support, janitorial services, and school liaison functions. Support staff include: Operations Clerks, Food Service employees, and Custodians.

System

Usually means an electronic system, such as Child and Youth Management Systems (CYMS), Child and Youth Program (CYP) Online Services, and MilitaryChildCare.com (MCC).

Systems, Applications and Products (SAP)

The Navy's accounting and financial reporting system.

Teen Program

Recreational programs that provide quality “out-of-school” activities for pre-teens and teens. They offer recreational-based experiential learning opportunities that enhance (rather than duplicate) the school day by integrating age and developmentally appropriate activities based on the knowledge of youth development, and the needs and interests of the pre-teen and teens enrolled in the program.

Third Party Payments

Any payment made on behalf of a household towards child care fees.

Toddler

Children between 25 months – 36 months.

Total Family Income (TFI)

All earned income including wages, salaries, tips, special duty pay (flight pay, active duty demo pay, sea pay), active duty save pay, long-term disability benefits, voluntary salary deferrals, and retirement or other pension income (including Supplemental Security Income [SSI] paid to the spouse, and Veteran's Affairs [VA] benefits paid to the surviving spouse before deductions for taxes). TFI also includes housing subsistence and other allowances (whether in cash or in-kind) appropriate for the rank and status of military or civilian personnel (e.g., meals, lodging, etc.). TFI is calculated for the entire family.

Total Workforce Management System (TWMS)

A secure, Web-based Department of Navy system that allows Navy staff to view, print, and update specific personal employment information via one convenient, user-friendly application.

Training Team

Is responsible for ensuring that all Child and Youth Program (CYP) staff responsible for implementing parent fee procedures is fully trained. The Training Team also provides valuable insights regarding actual program practices, provide input to the CYP Director on identified training needs, and make recommendations for training and technical assistance to improve program quality. The Training Team is part of the CYP Center Management Team and serves as the “link” between the program and the Management Team. There are three types of training positions that comprise the Child Development Center (CDC) Training Team: Training and Curriculum (T&C) Specialist; Training Specialist; and, Assistant Training Specialist.

TS GOLD™

Software to track ongoing child assessment and child outcomes. TS Gold™ supplements the Navy’s early childhood curriculum.

Tutor.com for U.S. Military Families

Online site that offers homework help and tutoring, and also provides assistance with test preparation, proofreading, General Educational Development (GED) test preparation, college and career transition assistance, resume writing, and more.

Uniform Funding and Management (UFM)

A practice designed to aid in efficient and cost effective execution of Authorized Appropriated Funds (APF) funds appropriated to Department of Defense (DoD) Morale, Welfare, and Recreation (MWR) programs.

Vacation Discount

A two week vacation discount given to the parent for each child/youth enrolled in a Child and Youth Programs (CYPs).

Virtual Youth Programs

A conceptual gateway being developed and poised to revolutionize Navy Child and Youth Programs (CYPs) worldwide by effectively “virtualizing” the Youth Program (YP) experience. A Navy youth’s “membership card” will be virtualized via a website and associated smart phone application, and will grant youth access to opportunities beyond the Navy’s facility-based programs, connecting them to fellow military youth within their geographic area.

Volunteer

An individual who offers time, talents, or skills to enhance Navy Youth Sports and Fitness (YSF) programming. Volunteers do not receive monetary compensation for their time and skills. Volunteer positions include coaches, officials, team parents, and score keepers.

Watch Stander

Individual whose work schedule requires after-hours child care on an occasional basis.

Working Memory

Refers to a brain system that provides temporary storage and manipulation of the information necessary for complex tasks such as language comprehension, learning, and reasoning.

Wounded Warrior Discount

A discount on Child and Youth Program (CYP) services available to families while in treatment.

Young Men's Christian Association (YMCA) Respite Child Care Program

An outreach program that provides up to 16 hours of free child care per month, per child for children ages infant through 12 years old (unless the local YMCA has different age group requirements) while a Sailor is deployed or when a Reservist is activated.

Young Men's Christian Association (YMCA)

A national affiliation that provides recreational resources to installations, focusing on youth development, healthy living, and social responsibility.

Youth Program (YP) Guest

A youth that is either a relative or close family friend of a registered, eligible youth, who meets the age requirements of the Youth Program (YP). Youth guests are allowed access to recreational programs, but are not authorized in custodial care programs.

Youth Program (YP)

Program tailored to meet the needs of parents once their children start school, as well as provide auxiliary recreational opportunities for children and youth. YPs are designed to complement the school day, and provide care or recreation when schools are not in session.

Youth Sponsorship Program

Facilitates the integration of children of members of the armed forces into new military installations as a result of a parent's permanent change of station.

Youth Sports and Fitness (YSF) Program

Program that plans, organizes, and conducts sports and fitness opportunities for children, youth, and teens ages 3 to 18 years old. They also provide opportunities for youth to engage in rewarding physical activity and expose youth to positive lifestyle behaviors.

Youth Sports and Fitness (YSF) Volunteer Coach Discount

Individuals who serve as coaches and in other volunteer capacities may be eligible to receive a discount on their own youth's Youth Sports and Fitness (YSF) fees.

Zero to Three: National Center for Infants, Toddlers, and Families

An organization that provides information about infant mental health, infant and toddler development, infant/toddler/family relationships and interactions, and program development.