



# 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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Mid Atlantic Regional Child and Youth Program Manager is located in the Norfolk VA area and can be reached by telephone at 757-322-2680, and by mail at Building KN, 1682 Piersey Street, Norfolk, VA 23511

### Installation Information

Joint Expeditionary Base Little Creek VA: CDC 757-462-2400, CDC Annex 757-462-2468, 24/7 Center 757-462-4841, Youth Center 757-462-8718

Joint Expeditionary Base Fort Story VA: CDC 757-422-7795, CDC Annex 757-422-7413, Youth Center 757-422-7714

Naval Air Station (NAS) Oceana VA: CDC 757-433-3164; Youth Center 757-433-3976

NAS Oceana Midway Manor VA: Youth Center 757-444-1007

NAS Oceana Dam Neck Annex VA: 757-492-8685

Naval Medical Center Portsmouth VA: Child Wait Center 757-953-6873, 24/7 Center 757-953-7050

Naval Station Great Lakes IL: CDC 2700 847-688-4470, CDC 3110 847-688-5498, CDC Kids World 847-832-9580, Youth Center 847-688-5573

Naval Station Newport RI: CDC 401-841-4562, Youth Center 401-841-2883

Naval Station Norfolk VA: CDC 757444-3007, 24/7 Center 757-445-8815, Youth Center 757-445-0996

Naval Support Activity Crane IN: Camp 812-854-1721

Naval Support Activity Hampton Bouldverd VA: CDC 757-444-3379, 24/7 Center 757-444-7270

Naval Support Activity Mechaniscburg PA: CDC 717-605-5683

Naval Support Activity Northwest VA: CDC 757-421-8266, Youth Center 757-421-8258

Naval Support Activity Philadelphia PA: CDC 215-697-6272

Naval Weapons Station Earle NJ: CDC 732-866-2531, Youth Center 732-866-2148

Naval Weapons Station Yorktown: CDC 757-887-4733, Youth Center 757-887-4310

Norfolk Naval Shipyard Portsmouth VA: CDC New gosport 757-967-2676, CDC Scott Center 757-396-3665, Youth Center 757-396-1990

Portsmouth Naval Shipyard Portsmouth NH: CDC 207-438-3804, Youth Center 207-438-2114  
Subbase New London CT: CDC 860-448-6838, Youth Center 860-448-6843

## Child and Youth Programs (CYP) Information

Department of Navy utilizes MilitaryChildCare.com to assist military families with finding comprehensive information on child care programs worldwide. Families log in to Create an Account, they can Search & Request Care, Manage their Requests for care from anywhere in the world and Update their Profile on this one site.

## Other Important Information / Contacts

Working with Child and Youth Programs (CYP) is a career that makes a difference! It is a portable career that you can take with you as you move from state to state or out of the United States. Apply at [www.usajobs.gov](http://www.usajobs.gov) and search "Navy CYP" also [www.navymwr.org/jobs](http://www.navymwr.org/jobs).

# 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.

All installations except Great Lakes:

<https://myffr.navyaims.cpom/midlantcym.html>

Great Lakes Only:

<https://myffr.navyaims.com/grlkcym.html>

## 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.

CYP is Mission Essential and will operate as the Command deems required. Some areas due to flooding during heavy rain may close for safety of all participants. Other areas close early due to snow and ice and some close for Hurricane conditions. The details of this plan will be reviewed with families during orientation. Constant updates to weather policies are being made by individual Commands and those updates will be provided to families immediately.

## 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.

Please speak with the Lead for your age group, for further assistance work with the Assistant Director and Director. When resolution is not resolved the Oversight for the Program can assist with negotiations. Introductions with the Program Administrative team will occur during family orientation.

## 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.

Each Program has a written how to manage an emergency inside the facility or a “Shelter in Place Plan” and a written “Mobilization Contingency Plan” if it becomes necessary to leave the facility and the base. If interested in reviewing this detailed plan please speak with the Program Director.

## 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.

Each state has various policies regarding the length of time and the time of day that a young child can be left unattended and as to the age that a young child can be left in charge of other young children. Your Program Director has the Commanding Officer’s policy available for you to review. The Self-Care Policy is posted on the main Parent Boards in each facility.