



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996-1514

IMNE-MIL-MWC

January 8, 2009

MEMORANDUM FOR Child, Youth & School Services (CYSS) Patrons

SUBJECT: Operations and Procedures for Fifth Grade Participation at the West Point Youth Center (YC) in Building 500

1. West Point CYSS has received authorization from the Department of Army for fifth grade youth to use the Youth Center, building 500, during after school hours, beginning in February 2009. This usage will be in accordance with Army CYSS Open Recreation policy for school-age children.
2. Fifth grade youth will be able to use the Youth Center, Monday and Wednesday afternoons from 2:15-5:30 pm. There will be no charge for four days of usage per month. Additional usage beyond four days is permissible, but there will be a charge of \$3.00 per hour for this additional participation.
3. A separate curriculum and activity schedule has been developed for fifth grade youth. Selected options include technology lab, homework assistance, arts and crafts, fitness and fun activities in the gymnasium, and use of the game room. A snack will also be provided at no cost. Fifth grade youth will be separated from sixth grade and above programming, activities, and space.
4. All youth who want to participate in CYSS programs must be registered. The no-cost registration can be completed by the parent/guardian at the YC front desk (845-938-3727).
5. A document with more detailed information and a required parent consent form is attached.
6. If more information is requested, please call Ms. Jodi Cabrera, Youth Education and Support Services Director (845-938-8899) or Ms. Erin Leahy, Acting Youth Center Facility Director (845-938-8525).

Encl

JODI CABRERA
Youth Education and
Support Services Director

**FIFTH GRADE PARTICIPATION AT THE WEST POINT YOUTH CENTER
INFORMATION SHEET AND CONSENT FORM**

- Fifth grade youth will be allowed usage of the Youth Center (YC) during after school hours on Mondays and Wednesdays, beginning in February 2009. Four days a month of can be used at no charge. Additional Monday/Wednesday usage can occur beyond four days with an hourly rate of \$3.00 per hour charged.
- Usage of the YC facility will be in accordance with Army Child, Youth & School Services (CYSS) Open Recreation policy for school-age children.
- Fifth grade youth will be separated from sixth through eighth grade programming, activities, and space. A separate age-appropriate curriculum has been developed for this age group. The schedule offers options which include gymnasium use, technology center, homework assistance, music, and arts and crafts.
- Reservations must be made by the parent/guardian anytime they wish to have their child use the Youth Center facility. They can be made by calling the YC office at 845-938-3727 between the hours of 10:00 am-4:00 pm, Monday through Friday. It is required that reservations be made at least 24 hours in advance to ensure space availability. Reservations may be booked no more than 30 days in advance.
- Please note that CYSS registered fifth graders currently have the option to obtain 10 free hours per month of childcare through the School Age Services (SAS) CYSS Open Recreation program. This service will continue to be provided. However, parents now have the option of signing up for either the free days at YC or the free childcare at SAS in building 693. Additional hours at either location are available for \$3.00 per hour. Deployed Families receive 20 free hours per month, per registered child at the SAS Center, or eight afternoons per month at the Youth Center per month.
- Fifth grade youth are responsible for signing/swiping-in/out of the YC and following the Youth Center Code of Conduct (attached) that applies to all facility users.
- Signing below indicates that you agree to the terms in this Operations and Procedures for fifth grade participation at the YC in building 500. Please note that this form, along with a current CYSS registration, is required for participation.

Parent's/Guardian's Printed Name

Date

Child's (Children's) Printed Name/s

Parent's/Guardian's Signature