FORT BRAGG CHILD AND YOUTH SERVICES SPORTS & FITNESS GAME OFFICIAL APPLICATION

NAME	HOME PHONE	CELL PHONE
ADDRESS	CITY/STATE	ZIP CODE
E-MAIL		
Are you a member in good stand	ing of a recognized officials' organization?	
If YES, list oranization(s):		NO
Example: Basketball (7), Volleyba	ll (2), Lacrosse (5)	
documents submitted in connecti	ry the information contained in this application with my application to volunteer are true ef. I understand that certifications may be reations upon request.	e and correct to the best of my
SIGNATURE		ATE

FORT BRAGG CYS SPORTS AND FITNESS GAME OFFICIAL JOB DESCRIPTION

Organization: USAG Fort Bragg, FMWR, Child and Youth Services (CYS) Sports and Fitness (SF)

Position Title: CYS Sports and Fitness Official

Duties: Officials shall maintain a safe and orderly environment, conducting games/matches IAW established rules while fostering an atmosphere of sportsmanship, self-reliance and fair play. Role model and reinforce appropriate behavior IAW Army Values (Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage). Abide by CYS Statement of Understanding and reinforce the CYS Services SF philosophy. Be present at scheduled games at least fifteen minutes before the scheduled starting time, and conduct pre-game conferences with coaches. Inform CYS SF staff members regarding scores, in-game discipline (e.g. warnings, ejections) and any concerns and issues. Maintain CYS Services property as issued for games. Officials are to conduct themselves in a professional and business-like manner and perform in accordance with the rules applicable for assigned sports events. Officials' relationships with coaches, players, and others must be above reproach. Game attire shall be for the specific sport and follow requirements required by the National Federation State High Schools Association. Officials' attire shall be matching.

Time Required: Games are generally held Saturday, 0800-1700, though some games may be held after 1730 Mondays through Thursdays. Game seasons range from 6-8 weeks, and all teams average one game per week. Game start times vary, and officials are expected to be at their assigned fields/courts no later than 15 minutes prior to game time.

Benefits: Program is designed to promote positive attitudes and reinforce CYS SF philosophy and Army core values to offer children and youth opportunities to feel competent and instill values associated with the pursuit of skills in sports, fitness, nutrition and recreational/developmental activities.

Qualifications: Officiating experience and/or certifications/memberships/working knowledge as required by NAF Contracting agreement. Background/clearance check IAW IMCOM guidance. Must have or be able to obtain Installation access. Officials are expected to be neat in appearance and physically fit for duties assigned.

Supervisor: Contractor, with co-observation by CYS SF staff.

CYS Services SF Supervisor Signature:	
19	
CYS Sports and Fitness Director	
Official Signature:	
CYS Sports and Fitness Official	

FORT BRAGG CHILD, YOUTH AND SCHOOL SERVICES NON-DISCLOSURE STATEMENT

I understand that contents of Child, confidential nature and will not be a violation of the Privacy Act and	disclosed or discussed w	rith anyone. Disclosure of infor	mation would
PRINT NAME			
SIGNATURE		DATE	
Professional Reference (Name and			na waiahhana
*Army policy does not accept perso etc. Must be from a professional so			
NAME	E	PHONE NUME	BER
1.			
2			
3			

INSTALLATION MANAGEMENT COMMAND (IMCOM) BACKGROUND CHECK CONSENT

For personnel in child services positions supporting Army programs and activities IAW Army Directive 2014-23 and DODI 1402.05

PRIVACY ACT STATEMENT

AUTHORITY: 42 USC 13041 and 10 USC 3013, Public Law 101-647, Section 231 (Crime Control Act of 1990); DODI 1402.05 (Background Checks on Individualsin DoD Child Care Services Programs, 11 Sep 2015, Army Directive 2014-23 (Conduct of Screening and Background Checks For Individuals Who Have Regular Contact With Children in Army Programs), DODI 6060.02 (Child Development Programs (CDPs), 5 Aug 2014), DODI 6060.4 (DoD Youth Programs (YPs), 23 Aug 2004), DoDI 1100.21, Voluntary Services in the Department of Defense, DODI 1400.25, Volume 731 DoD Civilian Personnel Management System: Suitability and Fitness Adjudication For Civilian Employees, August 24, 2012, DoD Instruction 1400.25, Subchapter 1403 (DoD Civilian Personnel Manual: Employment), December 1 1996, Incorporating Change 5, March 25, 2000, DoD Instruction 1400.25, Volume 1231 DoD /Civilian Personnel Management System: Employment of Foreign Nationals; and E.O. 9397(SSN), as amended, AR 608-18, The Army Family Advocacy. PURPOSE: To assess the suitability of persons and to determine the loyalty, eligibility, and general trustworthiness of individuals working in child (i.e., children under 18 years of age) services positions. ROUTINE USE: The DoD "Blanket Routine Users" set forth at the beginning of the Army's compilation of systems of records notices also apply to this system. Uses can be found online at: http://dpcld.defense.gov/Privacy/SORNsindex/Blanket-Routine-Uses/

DISCLOSURES: Voluntary, however, failure to furnish all requested information will result in disapproval of the child services application or continued service in child services position.

- 1. I understand that Army Directive 2014-23 and IMCOM policy requires the record screening outlined in paragraph 2 below, and that without favorable completion of these checks, I may not be allowed to work or volunteer in child services positions supporting Army programs and activities.
- 2. The following background checks are required: Army Law Enforcement (to include Army Law Enforcement Reporting and Tracking System, Army Crime Records Center and Defense Central Investigation Index), Medical Treatment Facility Army Central Registry, Army Substance Abuse Program, FBI Fingerprint check and any other records as appropriate and to the extent permitted by law (e.g. other military service criminal records, other service child abuse registries, sex offender registries, state child abuse registry, etc.). The following are also required as applicable to the personnel category; National Agency Check with Inquiries (or higher level investigation) and State Criminal History Repository.
- 3. I further understand that the purpose of these background checks is to identify anyone applying for child services positions that have instances of reported misconduct involving children, assaultive behavior, substance abuse, larceny, or other misconduct which would be inconsistent with working or volunteering within child services positions.
- 4. I agree that IMCOM may initiate these checks, receive the resulting information, and conduct periodic re-verifications so that I may work or volunteer in child services positions. Periodic re-verification checks are required in 1/3/5 year cycles based on personnel category IAW Army policy. Re-verifications may also be required to authenticate issues that surface during a person's employment/service.

		APPLICANT'S	INFORMAT	ION			
Applicant's Full Name: (L		Social Security Number: (SSN)					
Maiden Name:	Any Othe	er Names Used by Applic	ant		t's Date of Birth: (MM/DD/YYYY)		
Applicant's Place of Birth	: (City, State, Country)		Applicant's C	urrent Address: (Street, City, State	e. County)	
				······	·····		
		DOD AFFILIATION	ON DISCLO	SURE			
	t or previous DoD affiliation: (i.				current association	on, relationship, or involvement with	
(US Army	US Air Force	(US Navy	a approximate dates	(US Marines		Other DoD Agency	
From and To dates:	From and To dates:	From and To da	ites:	From and To da	tes:	From and To dates:	
relationships, or invol	vement with DoD or any element a Military or Civilian sponsor (c	ents of DoD, including the other than yourself) provide	e Military Department	rtments). s name, Social Se		had prior or current association, nd check which branches of the	
	worked for as an active duty n	······································	pplicable for no				
Name of Sponsor (other	than yourself), provide the spo	onsor's name	1	Sponsor's Soc	al Security Num	ber	
US Army	US Air Force	(US Navy		US Marines	US Marines Other DoD Agency		
		SIGNA	TURES				
Applicant Signature:				Da	te Applicant sigr	ned:	
certifying they unde	ninor, a Parent or Legal Guar erstand the purposes of the	se pre-employment/volu	unteer checks	and hereby prov	ide consent for	Parent or Legal Guardian is the background check(s).	
			- 				

Note: A false statement rendered by an applicant may result in adverse action up to and including removal. Under 18 U.S. Code 1001, the federal punishment for perjury is fine or imprisonment for up to 5 years, or both.

INSTALLATION MANAGEMENT COMMAND BASIC CRIMINAL HISTORY AND STATEMENT OF ADMISSION - CHILD SERVICES POSITIONS

This Self-Admission is being requested IAW Army Directive 2014-23 and DODI 1402.05, proponent is G9

PRIVACY ACT STATEMENT

AUTHORITY: 42 USC 13041 and 10 USC 3013, Public Law 101-647, Section 231 (Crime Control Act of 1990); DODI 1402.05 (Background Checks on Individuals in DoD Child Care Services Programs, 11 Sep 2015; Army Directive 2014-23 (Conduct of Screening and Background Checks For Individuals Who Have Regular Contact With Children in Army Programs); DODI 6060.02 (Child Development Programs (CDPs), 5 Aug 2014); DODI 6060.4 (DoD Youth Programs (YPs), 23 Aug 2004); DODI 1100.21, Voluntary Services in the Department of Defense; DODI 1400.25, Volume 731, DoD Civilian Personnel Management System: Suitability and Fitness Adjudication For Civilian Employees, August 24, 2012; DODI 1400.25, Subchapter 1403 (DoD Civilian Personnel Manual: Employment), December 1 1996, Incorporating Change 5, March 25, 2000; DODI 1400.25, Volume 1231, DoD /Civilian Personnel Management System: Employment of Foreign Nationals; and E.O. 9397(SSN), as amended; AR 608-18, The Army Family Advocacy.

PURPOSE: To assess the suitability of persons and to determine the loyalty, eligibility, and general trustworthiness of individuals working in child (i.e., children under 18 years of age) services positions. This form meets the initial pre-screening requirement and ongoing self-reporting requirements of the SA Directive 2014-23 and DODI 1402.05 for all child services positions and is used in lieu of the DD 2981.

ROUTINE USE: The DoD "Blanket Routine Users" set forth at the beginning of the Army's compilation of systems of records notices also apply to this system. Uses can be found online at: http://dpcld.defense.gov/Privacy/SORNsIndex/lanketRoutineUses.aspx.

DISCLOSURES: Voluntary; however, failure to furnish all requested information will result in disapproval of the child services application or continued service in child services position.

1. Name: (Last, First a	nd Middle Name-Do n	ot use initials or abridgements)	2. Other Name(s)	Used:			
3. Installation/Program	Name:		4. Date of Hire: 100	be filled out by FMgr)		***************************************	
Fort Bragg / CYS	Sports & Fitness						
		INITIAL C	ERTIFICATION				
o. STATEMENT OF AD f you answer "yes", exp		nitials to mark yes or no for each ock 6.	category. Include all o	offenses, even if they were d	ismissed.	Initia YES	
				(1) Involving a Child (under	rage 18)		
		d, charged, convicted or had any UCMJ (courts-martial or Article		(2) Sex Crime			
unishment)) by any Fe	deral, State or other L	aw enforcement authorities for a	ny violation of any	(3) Drug/Alcohol			
iny pending criminal ch	arges against you or a	Municipal law, Regulation or Onere in a diversion program? (If yo	ou are 18 and above,	(4) Domestic Violence			
so not include anything (300.)	<i>tnat nappened betore</i>	your 16th birthday. Leave out tra	amc mes of less than	(5) Violent Crime/Assaultiv			
				(6) Other			
or convicted for any of to	Offense	Action Taken/Disposition	Law Enforceme	ent Authority or Court	State	Zîp Coo	
			, 1				
Failure to dis	sclose accurate infor	mation may be grounds for dis	smissal, termination o	or disbarment from partici	pating in the pro	gram.	
7. Initial Certification complete and correct.	I certify the information	n provided above is accurate. I d	eclare under penalty of	f perjury the statements mad	le by me on this f	orm are tru	
l am arrested, appreh	ended, charged or hel	dition to this initial certification, I d for a crime or issue referenced by law and could result in fines	in block 5 above.	. , ,	nform my emplo	er/superv/	

INSTALLATION MANAGEMENT COMMAND (IMCOM) BACKGROUND CHECK WORK ORDER TICKET

For personnel in child services positions supporting Army programs and activities IAW Army Directive 2014-23 and DODI 1402.05

PRIVACY ACT STATEMENT

AUTHORITY: 42 USC 13041 and 10 USC 3013, Public Law 101-847, Section 231 (Crime Control Act of 1990); DODI 1402.05 (Background Checks on Individualism DoD Child Care Services Programs, 11 Sep 2015, Army Directive 2014-23 (Conduct of Screening and Background Checks For Individualism DoD (All (DoD Youth Programs, 1795), 23 Aug 2004), DoDI 1100.21, Voluntary Services in the Department of Defense, DODI 1400.25, Volume 731 DoD Civilian Personnel Management System: Suitability and Fitness Adjudication For Civilian Employees, 24 Aug 2012, DoD Instruction 1400.25, Subchapter 1403 (DoD Civilian Personnel Manual: Employment), 1 Dec 1998, Incorporating Change 5, 25 Mar 2000, DoD Instruction 1400.25, Volume 1231 DoD /Civilian Personnel Management System: Employment of Foreign Nationals; and E.O. 9397(SSN), as amended, AR 608-18, The Army Employment Advocacy.

PURPOSE: To assess the suitability of persons and to determine the loyalty, eligibility, and general trustworthiness of individuals working in child (i.e., children under 18 years of age) services positions

ROUTINE USE: The DoD 'Blanket Routine Users' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system. Uses can be found online at: http://dpdd.defense.gov/Privacy/SORNsindex/Blanket-Routine-Uses'

DISCLOSURES: Voluntary; however, fail	ure to furnish all reques	ted information w	vill result in disapproval	al of the child services a	pplication or conti	inued service	in child services po	sition.	,			
			SEC	TION I - RE	EQUEST	TYPE						
Personnel Category: 7. Contrac	tor (Other, Shor	t Duration)			Req	uest Type	X New	Re- Verification	on DoD Affil	iation:	Yes	No No
Consent Form (IMCOM Form 23)	Signed Date:			Date Submitted t	o Agency:			Date Receive	ed CDE Office	e:		
		SEC.	TION II - RE	EQUESTIN	G OFFIC	E INFO	RMATIO	N				
Installation: Fort Bragg	*******************************		Command: IMC	ЮМ	***************************************	Directo	rate/Organiza	tion: DFMWR/	CYS			~~~~
POC Agency Name: CYS Sport	s & Fitness	F	POC Telephone:	(910) 907-583	2		POC	E-mail: lariesa	.r.james.naf@)mail.mil		
			SECTION	III - SUBJE	CT'S INF	ORMA	TION	17 (17 (B) 7 (T) 17 (B)				
SSN:	Pi	refix/Rank:		Name: (Last, Fir	st Middle)			Mai	den Name:			
Postfix/Suffix:	Birth Da	ite:		Birth Country:			Birth State:		Birth	City:		
Proof of US Citizen: (attached)			Primary E-mail:	-			Sec	condary E-mail:		roscommon manufacture.		
Primary Phone:					Secondary F	Phone:						
Current Street Address:		Curren	nt		Current State:			Current Country:		Current Zip:		
Functional Program: CYS			Employment Loc	ration: CVS Spr			Emol	oyment Position	n: Game Offic	11 ,	<u></u>	
Fiduciary Responsibility:	Yes 🔀 No				ipated Start (Linps	oyman rosuo	in Course Office			
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	••••••	******************************		*************************************	***************************************							~ 741367401114004444
Supervisor/POC for PSIP purpo	oses:	100003 3813 7000000000000000000000000000000000000			Super	visor/POC	E-mail:			**************		
		SECTI	ON V - FAN	MILY CHILE	CARE/	HOME	S OFF PO	ST				
For each perso	n listed below inc	clude IMCON	M Form 23 for ea	ach. List additio	nal Family M	embers o	residents on	a separate pag	ge (Category	and Name)	1	
Category:	Name:	Haisiner Hibalitain midnabr			Category:			Name:				***************************************
Category:	Name:				Category:			Name:				
					<u>L</u>			<u> </u>	Martin of the Arthur Martin of			
Category:	Name:				Category:			Name:				
D		SECTIO	N VI - AGE	ENCY COM	MENTS	AND V	ERIFICAT	rion				
Remarks Section:		Philosophia de la compania de la com			***************************************	***************************************	***************************************				***************************************	***************************************
										to		
Name and signature of Function	al Manager:						Date signed	-		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
ODE Developed to				***************************************	***************************************		D-1					
CDE Received (Name and Sign	ature):						Date signed					

ADAPCP CLIENT'S CONSENT STATEMENT FOR RELEASE OF	TREATMENT INFORMATION	
For use of this form, see AR 600-85; the proponent agency is	DCS, G-1.	
SECTION A - CONSENT		
I,, this, this	day of 20 <u>17</u>	,
(client's full name) do hereby voluntarily consent to the release of the following information by	USAG Fort Bragg ADAPCP (name of installation ADAPCP)	
pertaining to my identity, diagnosis, prognosis, or treatment from any Army		
alcohol or other drug abuse education, training, treatment, rehabilitatiton, or	r research to CYS	
for the purpose of Sports Volunteer and/	/or Official	
	nam	iely,
(extent or nature of information to be disclose	ed)	
SECTION B - EXPIRATION/REVOCATIO (Check applicable paragraph)	DN	
 I understand that this consent automatically expires when the aboreliance thereon and that, except to the extent that such action has been any time. 		
(For disclosure to civilian criminal justice officials under the provisions of paragraph	hs 6-9b(4)(b) and 6-10e(3), AR 600-85)	
2. I understand that this consent automatically expires 60 days from	n today's date or when my present	
criminal justice system status changes to		
Further, I understand that if my release from confinement, probation, of participation in the ADAPCP, I cannot revoke this consent until there termination or revocation of my release from such confinement, proba	has been a formal and effective	
SIGNATURE OF CLIENT	DATE	
NAME OF WITNESS (Type or print) SIGNATURE	DATE	
SECTION C - APPROVAL AUTHORITY FOR RELEASE (OF INFORMATION	
NOTE: Other than the MEDCEN/MEDDAC Commander, approval authority for release of info. Physician or the Clinical Director.		
In my judgment, the release of an evaluation of the present or past status of	,	
in the alcohol or other drug treatment and rehabilitation program will not be	(client's name) e harmful to him/her.	
NAME OF MEDCEN/MEDDAC COMMANDER OR DESIGNATED REPRESENTATIVE (Type or print)	DATE	
SIGNATURE		

Statement of Understanding and Acknowledgement for CYS Services Employees, Family Child Care (FCC) /Homes Off Post (HOP) Providers, Contract Employees and Volunteers

Standards of Conduct and Accountability in Child, Youth and School (CYS) Services Programs

- 1. Corporal punishment is not an acceptable form of discipline IAW AR 608-10. CYS Services employees, Family Child Care (FCC) /Homes Off Post (HOP) providers, contract employees, and volunteers will use appropriate discipline/guidance methods to teach children/youth acceptable social behavior.
- 2. CYS Services employees and FCC/HOP providers will discipline in a consistent way, based on an understanding of individual needs and behaviors of children at various developmental levels. Simple, understandable rules will be established so that expectations and limitations are clearly defined. Discipline will be constructive in nature, including such methods as:
 - a. Separation of the child from the situation by redirection;
 - b. Praise of appropriate behaviors;
- c. Gentle physical restraint, such as holding, when the safety of a child or another person is a concern;
- d. "Time Out" which requires separation of the child from all activities to help the child recover self-control. "Time out" is not punishment and will never be used as punishment, nor will separation from the group. "Time out" requires a staff member to stay close to the child and engage in calm conversation until the child has recovered.
- 3. A child may not be punished for lapses in toilet training or refusing food.
- 4. A child may not be punished by:
 - a. Spanking, pinching, shaking, or other corporal punishment;
 - b. Isolation for long periods;
 - c. Confinement in closets, boxes, or similar places;
 - d. Binding to restrict the movement of mouth or limbs;
 - e. Humiliation or verbal abuse;

- f. Deprivation of meals, snacks, outdoor play opportunities, or other program components. Restrictions of the use of specific play materials and equipment, or participation in a specific activity should be appropriate to the developmental age of the child. Restrictions are permissible to ensure the safety of others or as part of the strategy to help the child learn self-control.
- 5. Boundaries for appropriate and inappropriate touching are established to ensure that CYS Services employees, FCC/HOP providers, contractors and volunteers have a clear understanding of what is acceptable and what is not. Appropriate touching involves:
 - a. Recognition of the importance of physical contact to nurturing guidance;
 - b. Adult respect for personal privacy;
 - c. Personal space of children and youth;
- d. Responses affecting the safety and well-being of the child, such as hand holding when crossing the street;
- e. CYS Services employees, FCC/HOP providers, contract employees, and volunteers modeling appropriate touching like hugging and holding hands.
- 6. Examples of appropriate touching may include:
 - a. Hugs;
 - b. Reassuring touches on the shoulder;
- c. Touches expressively appropriate to instruction, such as instances where handson guidance is needed. Examples may include swimming instruction, where one might require a steadying hand on the back; voice instruction, where one might require a hand placed about the diaphragm; or gymnastics instruction, where one might require steadying hands on the trunk of the body.
- d. Touching may also be necessary to ensure the safety of children and may include gentle restraint of a child during a temper tantrum.
- e. Diapering and assisting a child in proper toileting procedures may require that staff touch the genital areas of a child.
- f. If a child's genital area needs to be checked for reasons other than diapering or toileting, such as because of an injury or child's complaint, another staff member will be present as a witness. The incident must be documented, signed by the staff/adult/witness, and discussed with the child's parents by the Program Manager.

- g. Hugging, appropriate hand holding, rocking of infants, or assisting in physical activities relating to instruction will occur in normal interactions between staff and children. However, children's preferences for these types of contact will be considered.
- h. Whenever possible, the child will be asked before touching. For example, ask the child if they would like a hug instead of just hugging him/her. Tell children before handling what you have to do. Some examples include "I'm going to change you diaper now," "I'm going to help you get dressed," or "I'm going to move you to a quiet area."
- 7. Inappropriate touching includes:
 - a. Coercion or other forms of exploitation of children and youth;
 - b. Satisfaction of adult needs at the expense of the child;
 - c. Attempts to change child behavior with physical force;
 - d. Physical contact that is in violation of the law and cultural norms.
- 8. Examples of inappropriate touching include:
 - a. Corporal punishment;
 - b. Forced good-bye hugs and/or kisses;
- c. Slapping, striking, pinching, prolonged tickling, fondling, molestation, or any physical contact, within reason, that the child or youth describes as making them feel uncomfortable.
- 9. All allegations of inappropriate touching will be investigated and may be grounds for immediate closure of the FCC/HOP home or reassignment of a CYS Services employee, contract employee, or volunteer until the investigation is completed.
- 10. The primary Child and Youth Program Assistant (CYPA) and assisting CYPA(s) will always maintain sight and sound supervision of all CDC children under their care.
- 11. CDC CYPAs will conduct written name-to-face counts once per hour (every 30 minutes for hourly care) and report any discrepancies to the Assistant Director or Director.
- 12. All individuals who work with children and youth are mandated reporters. If they witness an event that a reasonable person would consider child abuse or neglect, they are required to report directly to the Reporting Point of Contact and will immediately do so. If an event occurs that a reasonable person would not consider child abuse or

neglect, but is still a violation of this guidance, they must immediately verbally report it to their supervisor or other management staff and then follow-up in writing.

- 13. CDC CYPAs /providers are responsible for maintaining specific accountability for each CDC child in their group. Systems in place will account for children's whereabouts at regular intervals, especially during periods of transition. CYPAs who observe a child slipping away from or leaving his/her primary care group will immediately advise the primary CYPA. CYPAs are responsible for assisting each other as needed. This is not considered abuse/neglect.
- 14. Staff will ensure that while under LOSS they are in view of another cleared staff member at all times and are wearing the appropriate color coded apparel. When providing LOSS for another employee they will keep that person in sight at all times.

CAREGIVERS' CREED

"I am an Army Caregiver, a professional trained in my duties. I serve Department of Defense Families who protect the nation by protecting their children/youth. I will always provide a safe, nurturing, enriching environment and ensure accountability for children/youth in my care. Never will I put children/youth in harm's way or allow others to do so. I will build trust with parents so they can concentrate on their mission. I will always treat Families with the dignity and respect they deserve. Army Caregivers are key members of the Army Team. I am an Army Caregiver."

My signature acknowledges that I have read, understand, and will comply with the Army Caregivers' Creed, the Standard of Conduct SOP on appropriate guidance & discipline, touching, and accountability of children/youth and my role in prevention and reporting child abuse or neglect in CYS Services programs.

CYS Services Employee's, Family Child Care (FCC)

/Homes Off Post (HOP) Provider's, Contract

Employee's and/or Volunteer's Signature