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

* SUBMARINE BASE NEW LONDON
* Commanding Officer: CAPT Todd Moore (860) 694-3400
* Executive Officer: LCDR Reginald Preston (860) 694-3401
* Command Master Chief: CMC Kellan Voland (860) 694-3401
* MWR Director : Robert Kydd (860) 694-2298

**Child and Youth Programs (CYP) Information**

* CDC (860) 448-6843 7 Highland Ave., Groton, Ct 06340 Hours of Operation: M-F: 600-1800 \*
* CDH (860) 448-6838 7 Highland Ave., Groton, Ct 06340 Hours of Operation: home hours vary
* SAC (860) 448-6843 29 Hickory Dr., Groton, Ct 06340 Hours of Operation: M-F: 600-1800 ( program is closed 930-1230 on school days ) \*
* YOUTH (860) 448-6843 29 Hickory Dr., Groton, Ct 06340 Hours of Operation: T-TH:1430-1900, W 1800-2000 F: 1430-2100 , Sat: hrs vary\*

\*Hours may vary due to COVID pandemic and CNIC CYP Reset Stages

CDC/CDH Director: Dianna Scuncio Dianna.Scuncio@navy.mil (860) 448-6838

CDC Asst Director Michelle Cudzillo Michelle.Cudzillo@navy.mil (860) 448-6801

CDC Asst Director Nichole Moon Nichole.M.Moon@navy.mil (860) 448-6873

Training & Curriculum Specialists (T&C)

 Ann Camillucci Ann.Camillucci@navy.mil (860)448-6457

 Christine Kisling Christine.Kisling@navy.mil (860) 448-6457

 Assistant T & C Lori Hebert Lori.Hebert@navy.mil (860) 448-6457

YOUTH Director w/ CYP Oversight:

 Cathy Terrall Cathy.Terrall@navy.mil (860) 448-6843

YOUTH ASST Director Heather LaFlash Heather.LaFlash@navy.mil (860) 448-6843

Teen/Sports Coordinator Crystal Garcia Crystal.Garcia@navy.mil (860) 448-6830

School Liason Miranda Chapman Miranda.Chapman@navy.mil (860) 694-3772

## Installation Information

* CDC (860) 448-6843 7 Highland Ave., Groton, Ct 06340 Hours of Operation: M-F: 600-1800\*
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* SAC (860) 448-6843 29 Hickory Dr., Groton, Ct 06340 Hours of Operation: M-F: 600-1800 ( program is closed 930-1230 on school days )\*
* YOUTH (860) 448-6843

 29 Hickory Dr., Groton, Ct 06340

 Hours of Operation: T, TH - 1430-1900 (Teens 13-18) W 1800-2000 (Youth 9-12) F 1430-2100

 (Teens 13-18) Sat hrs vary per activity \*

## 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

## 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.

<https://myffr.navyaims.cpom/midlantcyms.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.

Local information sources concerning weather emergencies and Submarine Base NLON base closure are available through:

- Subase Information Line @ 694-4444

- Local television stations: WTNH (CH 8) ABC Affiliate New Haven CT; WFSB (CH 3) CBS Affiliate Hartford, WVIT (CH 30) NBC Affiliate Hartford.

- Local radio stations: WSUB (980 AM), WICH (1310 AM), WCTY (97.7 FM), WNLC (98.7 FM), WKNL (100.9 FM), MIX102 (102.3 FM), Q105 (105.5 FM), WBMW (106.5 FM), WOLF (104.7 FM), WHJM (107.7 FM).

- Naval Submarine Base New London Facebook page

If Subase NLON is closed or only open for essential personnel, child care services are closed. If base opening is delayed, child care services will open 30 minutes prior to the opening of Subase. If the base closes early, childcare will close 30 minutes after base closure to allot time to pick up your child. Subase NLON Commanding Officer may decide on a case by case basis as to whether child development centers and school age care services will remain open. Parents will be notified only if childcare will be available during weather emergencies or during base closures.

Parents may request a copy of the MWR Hurricane Plan from their center director.

## Patron Satisfaction and Concern Procedures

Navy CYP is committed to providing your child and family with the highest quality of care possible. We welcome family feedback, suggestions, and comments at any time. You may ask questions, offer suggestions, or raise concerns by contacting the CYP front desk or your CYP Director. We will listen to your concerns and will work with you to determine the most appropriate response on an individual, case-by-case basis. Information about the local process for handling command/program complaints is listed next.

1. Subase NLON Child & Youth Programs are committed to providing high quality care in a safe, nurturing environment for your child. However, we know there may be times when you have suggestions and comments. Questions or concerns will be handled on a case by case basis with the goal of resolving any concerns as quickly as possible. Many concerns and questions can be answered by your child’s Program Lead. Questions regarding registration, payment, or waiting lists can be directed to the Operations Clerk. If a satisfactory resolution cannot be reached, please contact your Center Director for further assistance. If your program director is unable to resolve the problem to your satisfaction, you will be directed to contact the CYP Oversight or the MWR Director for further assistance.

## 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.

Subase NLON CYP has evacuation, shelter in place, and mobilization contingency plans and procedures to follow in emergency situations. Parents may request a copy of the Emergency Action Plan from their center 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.

Children who are younger than 12 years of age shall not be left alone in any facility onboard SUBASE NLON. Parents or guardians are held responsible for their decisions regarding their child’s supervision. Parents or guardinas are expected to consider carefully the amount of responsibility their child can successfully assume before leaving him/her alone in a Subase NLON facility. Children under 12 years of age will not “baby-sit” other children (including siblings). Children must be at least 12 years of age to sign themselves in and out of the School Age Care and Youth Center.