

DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

DLA LAND AND MARITIME

The logo of the Defense Logistics Agency (DLA) is centered in the background. It features a globe with a yellow banner across the top that says "LOGISTICS". Below the banner is an eagle with its wings spread, perched on a shield. The shield has a grey top section and red and white vertical stripes at the bottom. The words "DEFENSE" and "AGENCY" are written vertically on the left and right sides of the globe, respectively.

Transition Update Meeting Child Records & Health Requirements December 15, 2016



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Child Records and Health Requirements



Eligibility

- Eligible CDC Patrons Include:
 - Active Duty Military
 - DOD Civilians paid from both APF and NAF
 - Reservists/Guard on Active Duty
 - DoD Contractors employed on site at DSCC or tenant activities (to include those employed at the CDC)
 - Other non-DoD federal employees if space is available (i.e. the VA, FAA, IRS, etc.)



Child Records and Health Requirements



Waiting List

- Current Priorities

- **Priority 1:** Active duty military members (regardless of duty location) who are single, or whose spouse is employed full time outside the home or is a full time student outside the home.
- **Priority 2:** DoD civilian employees (regardless of duty location) who are single, or whose spouse is employed full time outside the home or is a full time student outside the home.
- **Priority 3:** DoD contractors assigned to DSCC or a tenant organization who are single, or whose spouse is employed full time outside the home or is a full time student outside the home.
- **Priority 4:** Active duty military members (regardless of duty location) whose spouse is employed part time, is a part time student, or is unemployed.
- **Priority 5:** DoD civilian employees (regardless of duty location) whose spouse is employed part time, is a part time student, or is unemployed.
- **Priority 6:** DoD contractors assigned to DSCC or a tenant organization whose spouse is employed part time, is a part time student, or is unemployed. In addition, other non-DoD federal employees regardless of duty location (i.e. the IRS, FAA, VA, etc.).
- **Sibling Priority:** In addition to the above priorities, there is a sibling priority which permits families already having one child enrolled in the CDC to move to the head of the waiting list for each of the priorities should they have a new child patron.



Child Records and Health Requirements



Waiting List

- General Information
 - Children are placed on the waiting list based on priorities and the date a family submits the DD Form 2606, Request for Care Record
 - At the present time, military families “bump” all others regardless of length of time on the Waiting List
 - Parents are responsible for checking in with the Office Manager on a quarterly basis to confirm their continued desire to remain on the list.
 - Failure to check in quarterly will result in the child’s name being removed from the Waiting List
 - Once a space has been offered, parents have 72 hours to accept or decline the space
 - Effective November 1, 2016, a deposit equal to the first month’s tuition is due at the time of acceptance.



Child Records and Health Requirements



Records Release

- Bright Horizons (BH) distributed a “Records Release” form this week via email. This form authorizes BH to provide child files to the Government as part of the transition process.
- Parents who do not sign the release will be required to complete new registration forms, to include health assessments, and provide current immunization records.

Child Health Assessments

- Required prior to starting care
- Every two years after that
- Parents are required to sign off and date health assessments annually during re-registration to indicate there have been no health changes



Child Records and Health Requirements



Administering Medication

- Any medication that is only required once or twice a day will not be given at the CDC unless physician lists a specific time while the child is in care
- Medications must be on the DLA approved medications list or the CDC must obtain an exception to policy from DLA HQ CYS Health Consultant prior to administering
- Prescribed medication must be approved by a licensed independent practitioner (MD, DO, NP or PA), in the original container and have a prescription label that includes a start and end date
- Parents will be required to complete a Medication Consent and Log Form (DLA 1849) any time a medication must be administered at the CDC
- Non-prescription (over-the-counter) medications must be ordered by a licensed independent practitioner for specific circumstance with a start and end date (example might be Tylenol for a child who returns to care with a broken bone)
- Medications (other than rescue medications) are stored in a locked container in a central location (usually the Isolation Room or Nurse's Office)



Child Records and Health Requirements



Rescue Medication

- Prescribed rescue medications are defined on a Medical Action Plan (MAP) and only administered when ordered by a licensed independent practitioner for a specific child
- Children requiring rescue medication(s) are not allowed to participate in the program without their rescue medication and Medical Action Plan on site
- Rescue medications are stored in the child's classroom and secured out of reach of children (but not locked)
- Rescue medications accompany the child outside, on field trips, when classrooms combine, and during emergency evacuations
- Over-the-counter medications used as a rescue medication (Benadryl for example) are approved by a licensed independent practitioner, are in the original container, and have a prescription label that includes a start and end date



Child Records and Health Requirements



Basic Care Items

- Basic care items are topical, over-the-counter products to prevent sunburn, diaper rash, teething irritation, dry skin, chapped lips, and insect bites
- All basic care items require parent's permission prior to their use
 - New DLA form, “Child & Youth Services Basic Care Item Permission to Administer”, will be introduced in early February
 - A new permission form must be completed every 90 days
- Parents provide the basic care item an annotate the permission form with reason for use, frequency, amount and location of application
- If parents want insect repellent applied, a second form, “Parent/Guardian Permission to Apply Insect Repellent to Child”, must be completed

