

Navy Child and Youth Programs

Child Development Home Inclusion Guidance

All Navy CYPs are inclusive—children with identified needs are welcomed and encouraged to participate. CYPs must do everything possible to ensure children with disabilities or other identified needs receive the support necessary to participate to the fullest extent possible. No child who meets the basic age and eligibility requirements may be denied care solely based on disability or special need. CYP Professionals are expected to make respectful accommodations so all children can be successful in the Navy CDH program. The [Inclusion Operating Manual](#) and [Kids Included Together](#) (KIT) website contain extensive guidance, information, and resources for working with children with identified needs or chronic health conditions that require accommodations.

Children With Identified Needs:

- ▶ Are first and foremost **children**—not their disability or identified need
- ▶ Follow the same enrollment process as other children
- ▶ Require a few additional forms and documents (i.e., *Inclusion Support and Referral Form*, IAT plan, KIT plan, Emergency Action Plan, etc.) to ensure the child receives safe and appropriate care that meets their individual needs.

The [Inclusion Operating Manual](#) contains detailed information and guidance for working with children with identified needs.

Sometimes a child's identified needs are provided by the family prior to enrollment, but children may be identified with special needs at any time—before enrollment, during the enrollment and placement process, or after the child has begun attending the CDH. When a child is identified as having special needs, Providers must contact his or her Monitor to assist with collecting inclusion documentation for the child to present to the Inclusion Action Team. For additional information about required documentation, Providers should contact their Monitor or Trainer.

Information about a child's disability or special need shall be kept confidential by CYP professionals. Parents and CYP professionals will be informed that any written information provided will be kept in the child's file and only accessed by individuals in the program, as necessary, to care for the child. In order to share any information outside of the program about a child's needs or diagnosis, written permission must be obtained from the parent or guardian. Navy CYP professionals may share general summary information

without identifying the child's name. For example, a CYP professional may present a summary of a situation while keeping the child's information confidential (e.g., "A 5 year old is having trouble focusing during group activities.")

In the case of food-related allergies and other life-threatening conditions, information must be posted in the home in a location easily viewable by Providers and Substitute Providers, in a manner that protects each child's privacy (e.g., inside a cabinet door with a cover sheet). Additional information about the inclusion of children with special dietary needs is included in the OPNAV 1700.9E.

Detailed information regarding inclusion in Navy Child and Youth Programs can be found in the Inclusion Operating Manual, located CNIC CYP e-Library at <https://elibrary.cnic-n9portal.net/document-library/?documentlibraryaction=view&id=691>.

