

NAVAL MEDICAL CENTER PORTSMOUTH CHILD WAITING CENTER
HOURS OF OPERATION: 0630-1630
ALL PATRONS MUST PRESENT VALID ID CARD AT ALL TIMES WHEN DROPPING OFF
AND PICKING UP CHILD/CHILDREN

The Child Waiting Center is a free service provided by the Naval Medical Center for use by military families who are being seen at the Naval Medical Center Hospital only. The services are offered for children from ages six (6) weeks to five (5) years of age. The CWC is staffed with paid trained Program Assistants who work for the Morale, Welfare, and Recreation (MWR), Norfolk Naval Shipyard. **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND PLEASE INITIAL BESIDE EACH ITEM.** If you have any questions or concerns, please speak to the clerk. It is the parent's responsibility to keep all information in the file up to date at all times, such as duty #/station, allergy/special need information, contact information, phone number, address, etc.

1. Virginia State Law requires that we have a current immunization record on file for each child using our facility. The sponsor/guardian is responsible for bringing in current shot records for the child/children when registering at the facility. It is the sponsor's/guardian's responsibility to keep all shot records on file current. If your child gets new shots, please bring in the shot record so the record on file can be updated. Failure to keep the records on file updated for your child/children will result in refusal of service until the immunization information is current. _____Initials
2. The sponsor/guardian will be required to complete a registration form for each child visiting the facility. The forms must be filled out completely. Failure to complete all required information may result in refusal of access to the facility at that time. This form allows authorized persons named to take the child/children for emergency treatment. The sponsor/guardian is responsible for keeping authorized individuals current. Children are no longer allowed in facility without emergency contact on file. _____Initials
3. Virginia State Law allows breastfeeding mothers to feed their child in any public place, however, if you wish to have privacy when breast feeding your baby, the CWC has two (2) areas available for you to use. Ask the clerk on duty to show you the areas available. _____Initials
4. Parents will be given a clinic validation form when dropping child/children off. This form will be validated by all clinics visited. This form must be completed properly and returned to the CWC clerk. If this form is not filled out, you will be asked to return to the clinic and have the card properly validated at that time. _____Initials
5. A military/DoD valid ID is required when dropping off child/children. We do not accept children other than your own without proper legal guardianship documentation at the time of the visit. If your child has a different last name, you will need to provide documentation that the child is a legal dependent of the sponsor. The CWC will accept the following items as proof that the child is a legal dependent of the sponsor:
 - ❖ Copy of sponsor's page 2
 - ❖ Child's dependent ID card
 - ❖ Shot record issued by any military installation
 - ❖ Tri-Care card with child's name listed
 - ❖ Legal guardianship papers_____Initials
6. Written permission is required when someone other than the parent, legal guardian, or sponsor is picking up the child. Written notification needs to be on file prior to the child being picked up. In case of emergency, the individual picking up the child will be required to bring written notification with them along with a valid picture ID. The ID card of the parent will also be needed to verify the signature on written notice. The person picking up your child will be responsible for returning your ID card to you. _____Initials
7. Please do not bring toys and books from home. Each classroom has been stocked with age-appropriate books and toys. The CWC staff cannot be held responsible for lost toys and books. _____Initials
8. Due to health and safety reasons, pre-toddlers, toddlers, and preschoolers are not allowed to bring any glass containers of any kind into the classroom for drinking or eating purposes. Only infants will be allowed bottles in the classroom, glass or plastic. Due to health reasons, no pacifiers are allowed in the Pre-toddler and Preschool age group. _____Initials

PLEASE TURN FORM OVER AND COMPLETE INFORMATION ON THE BACK.

9. Due to limited time a child can spend at the Child Waiting Center, the parent is responsible for providing the following hygiene and food items:
- ❖ Children that are potty trained will need at least one set of change of clothing.
 - ❖ Children in the process of potty training will need 3 sets of change of clothing.
 - ❖ Children that are in diapers will need a minimum of 8 diapers and a sufficient amount of wipes. (Children will not be accepted at the CWC without diapers and wipes if not potty trained or in the process of potty training.)
 - ❖ Parents must provide a nutritious and healthy snack for their child/children (this means if you have more than one child in the CWC, you are responsible for providing enough snack for each child that you bring.)
 - ❖ All walking children must wear closed-toed shoes that are appropriate for the weather; non-walking children will need socks only. OPENED TOED SHOES ARE NOT ALLOWED IN THE CWC. JELLY SHOES, OPEN OR CLOSED TOED, ARE NOT ALLOWED IN THE CWC.
 - ❖ Refusal to provide the items listed above can result in denial of your child/children to the CWC. _____Initials
10. Children 6 weeks to 5 years will be accommodated on a space available basis only. We must adhere to Navy regulations limiting the total number of children and based on child to adult ratios that vary by the age of the children. If space is not available at the time of your request for service, your child will not be accepted at the CWC at that time. Please do not arrive at the CWC more than 30 minutes prior to your scheduled drop off time at the CWC. You are responsible for setting your time at the CWC to insure that you are not late for your doctor's appointment. If you are more than one hour later for your appointment, your slot at the CWC will be cancelled and given to another patron. _____Initials
11. If your child is inconsolable after the caregiver has tried to comfort the child than 45 minutes, you will be contacted and asked to return to pick up your child. Due to safety of the other children and caregivers, the same will be applied in the event your child is exhibiting aggressive behavior after the redirection method has been used, which is directing the child to another play area to a more positive activity. _____Initials
12. Sick children are not allowed into the classrooms. If you have a sick child, ask the clerk to watch the sick child while you drop the other children off in their respective classrooms. _____Initials
13. The CWC does not administer medications of any kind. Please do not leave any hazardous items or medications inside your child's diaper bag or book bag. The children have access to the cubbies in all classrooms. _____Initials
14. The CWC does not accept ill children. Children that have had a fever less than 24 hours prior to time of arrival will not be accepted. They must be fever free for 24 hours. _____Initials
15. The hours of the CWC are 0630 until 1630, **M-F; closed weekends and all Federal holidays**. Children are allowed in the facility for a total of 4 hours only daily. This service is provided for eligible patrons that have doctor appointments at the Naval Medical Center, Portsmouth only. All children must be picked up by closing time. Failure to pick your child/children up by closing will result in the following:
- ❖ First time, a review of parent agreement and written reminder of hours.
 - ❖ Second time, a written reminder and a warning of suspension.
 - ❖ Third time, letter from Naval Medical Center, Portsmouth informing of a 3 month suspension of service. _____Initials
16. If your appointment is over prior to the 4 hour allotted time, you are required to return to the CWC and pick up your child/children. The center can be used for appointment purposes only. _____Initials
17. If you are sent to another clinic other than your original appointment destination, it is your responsibility to call the CWC Staff and inform them of where you can be located in the event of any type of issue or emergency regarding your child. _____Initials

Sponsor's Signature

Printed Name

Date

Parent/Guardian Signature

Printed Name

Date

CWC Representative Signature

Date