Navy Child and Youth Programs
Local Installation Information Sheet

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

Date Updated: 25 June 2026

Installation Information

- Naval Station Everett (NSE)Commanding Officer (CO) /425-304-3325
- NSE - Installation N9 / 425-304-3920
- NSE - CYP Installation Program Director / 425-304-3782

Child and Youth Programs (CYP) Information

The operating hours for each CYP facility on the installation are listed below. Unless otherwise advertised by CYP, all CYP facilities are closed on all weekends and federal holidays, to includefederal holidays declared by the President. Please ensure your contact information is up to date with CYP to ensure you are alerted to any additional program closures or changes to operating hours.

- NSE Child Development Center Director / 425-304-3778
- Hours of Operation: 0545 -1800 Mon-Fri
- NSE Family Child Care Director /425-304-3046
- Hours of Operation 0730 -1630 Mon-Fri
- School Liaison Officer - 425-304-3688

  Hours of Operation 0730 -1630 Mon-Fri

Other Important Information / Contacts

- Fleet & Family Support Program 1-866-854-0638
- Poison Control 1-800-222-1222

- Family Advocacy 1-866-854-0638
- Child Protective Services 1-866-363-4276
- Emergencies 911

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.

Welcome (navyaims.com)

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.

Occasions may arise when the operation of the CYP is disrupted by inclement weather. Information regarding your local installation and CYP inclement weather policy and procedures are listed next.

CYP will be open for operation unless the base Commander announces closures. Due to varying weather conditions around the region, parents are advised to listen to radio and television correspondence and follow guidance provided by the installation where their CYP services are rendered.

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.

We are committed to providing your child with the best possible care. However, we know there may be times when you have suggestions and comments. Concerns or questions will be handled on a case by case basis and can be directed to the front desk or by contacting your CYP Director.

In any CYP program, when you have concerns regarding your child, your child's CYP Assistant and/or Lead CYP Assistant is your first point of contact as he/she has primary responsibility for your child throughout the day and would have firsthand knowledge about your child's growth and development. The CYP Director oversees all issues at the center and is available to meet with you if you have other concerns or complaints regarding services. If you feel your questions/concerns are not answered or resolved to your satisfaction, please use the following chain of command to gain clarification or obtain resolution: CYP Installation Program Director -->N9 Installation Director.

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.

In case of emergency or natural disaster, CYP will follow the directive of the base Commander. If a situation warrants closure of CYP, such as power outage, snow, or war, parents will be contacted to pick up their children within one hour of the call. If a parent or legal guardian cannot be reached, the authorized designee on the registration card will be contacted. If a child has a medical emergency, the parent/sponsor will be notified of the emergency and the child will be transported to the nearest medical facility for treatment.

In an emergency, CYP's have the ability to operate for extended hours. Additional supplies (i.e. food, blankets) will be available to children, CYP professionals and parents. Emergency situations will be handled according to our Emergency Action Plan. Additional information is available via the CYP Director or Parent Involvement Board.

In the event a center must be evacuated, all children, adults and CYP professionals will immediately evacuate through the closest exit and gather in a designated safety zone outside. CYP professionals will carry classroom rosters with them and will take a head count/roll call of all children. Management will conduct a sweep of the building to ensure everyone has vacated the building. Child registration information and a telephone are carried by CYP Professionals in case parents need to be contacted. CYP professionals will have a first aid kit available in case first aid is required. Centers practice evacuation drills monthly to ensure all CYP professionals are knowledgeable on procedures and children are comfortable with the process.

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.

CYP is designed to care for children when parents/guardians are required to work and support mission. It is a parental responsibility to provide the appropriate level of supervision for their children. The decision to leave your child home alone is a personal decision that must be made based on your judgment and experience with your child. A child's maturity and ability to care for one's self are factors to consider when making this decision. Washington State does not have any laws or rules that say at what age a child can be left home alone. In general, children under 12 should not be left on their own and children should be at least 15 years of age before caring for a younger sibling. If you are considering leaving your child alone, consider the age and maturity level of the child as not every child is ready at these ages.

Adult/parent should be aware of child's location and activities, and ensure the child is capable and knowledgeable in handling emergency situations. Some general age guidelines are as follows:

GRADES/AGES	LEVEL OF SUPERVISION	LENGTH OF TIME
0 years to 4th Grade	Direct supervision	At all times
5th and 6th Grade (at least 10 yrs)	Monitored Care	2 consecutive hours
7th and 8th Grade	Self-Care	4 consecutive hours
9th thru 10th Grade	Self-Care	6 consecutive hours
11th thru 12th Grade (16-17 yrs)	Self-Care	6 consecutive hours

For more information regarding Self Care, please see the full NRNW Self Care Policy located at the front desk.