

JB Charleston Youth Programs



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MISSION STATEMENT

To assist Department of Defense (DoD) military and civilian personnel in **balancing** the competing demands of the accomplishment of the DoD **mission** and **family** life by managing and delivering a system of **quality, available** and **affordable** programs and services for eligible children and youth from birth through 18 years of age.

PHILOSOPHY

Joint Base Charleston Youth Programs provides safe, enriching, supervised environments for children and youth during out of school time. Individual interest, experiences, abilities and needs guide the programming. Children/youth have the right to be heard, and to influence decisions. We promote experiences and opportunities that enhance rather than duplicate the school day. Our programs maintain an atmosphere that encourages flexibility and allows for freedom of choice within appropriate guidelines. We strive to reinforce family values and emphasize the uniqueness of each child by promoting positive attitudes and validating self-worth.

PURPOSE

Joint Base Charleston Youth Programs are designed to enhance the leisure time of dependent children of active duty and retired military personnel, DOD civilian employees and military reservists, through organized and supervised activities.

ELIGIBILITY



All family members of active duty and retired military personnel, DOD civilian employees and retirees, who are eighteen years of age or younger are eligible to participate in Youth Programs.

Note: Children 5 years of age and under are allowed to participate only in those activities organized specifically for their age group, such as special events and instructional lessons. Children 5 to 8 years old must be accompanied by a parent or sibling over 16 years old

unless they are participating in an activity that includes continuous supervision by an adult.

Married dependents and those serving in the Armed Forces, regardless of age, are **NOT** eligible to participate; however, they may serve as volunteers or coaches in the athletic program with approval of the Youth Director.

OPERATING HOURS

Air Base:

Office: 1 p.m. to 6 p.m. Monday - Friday

School Age Care

School months: 2 p.m. to 6 p.m. Monday - Friday

Summer months: 6:30 a.m. to 6:00 p.m. Monday - Friday

Open Recreation/Teen Center

School months: 2:30 p.m. to 7:00 p.m. Monday - Friday

Summer months: 1:00 p.m. – 6:00 p.m. Monday - Friday

Weapon Station:

Office: 1 p.m. to 6 p.m. Monday – Friday

School Age Care

School months: Monday - Friday

Before School Care: 6:00 a.m. to 7:00 a.m.

After School Care: 2:00 p.m. to 6:00 p.m.

Summer months: 6:00 a.m. to 6:00 p.m. Monday - Friday

Open Recreation/Teen Center

School months: 3:00 p.m. to 7:00 p.m. Monday - Friday

Summer months: 1:00 p.m. – 6:00 p.m. Monday - Friday

*Closed Saturdays, Sundays and all Federal holidays.
Hours are subject to change as approved by the Mission Support Group Commander*

REGISTRATION AND FEES

Our mission is to provide a safe and stimulating environment for the children/youth while military parents, as well as DOD civilians, are fulfilling their duties at work. An annual membership fees, approved by the Mission Support Group Commander, allows the program to offer multiple activities at a reduced rate. A nominal daily fee and/or program fee is charged for guests accompanying a member.

Forms/information needed for registration:

- Current Immunization Record
- Form 88, Air Force Youth Programs Registration

Each member will be issued a membership card at the time of registration. Membership cards will be presented upon request. A small replacement fee will be charged for all lost membership cards. Youth not possessing a card and those who are not a bona fide guest will be denied use of the center.

A late fee may be applicable for any child/youth remaining in the facility after closing. Every attempt will be made to reach you, your spouse, and/or emergency contact listed on AF Form 88, Air Force Youth Programs Registration. Note: The Extended Duty Care Program is available to help parents with child care emergencies when they arise. Parents are encouraged to contact the Family Child Care Office at 843-963-2546 for more information.

REGISTERING YOUTH WITH SPECIAL NEEDS

Children with special needs are welcome to participate. A technical definition for special needs is a youth who has a physical or mental impairment which substantially limits one or more major life activities. Prior to enrolling in any child/youth program, the youth's developmental and/or medical requirements must be reviewed by the Medical Advisor and a team of experts. If reasonable accommodations can be met, an Inclusion Action Plan is developed to provide written instructions concerning how the program will meet the youth's needs, changes to the environment, specialized training, and required staff: youth ratios, etc. A Parent Questionnaire for Children/Youth Identified with Special Needs is available at the front desk.

REFUND POLICY

Requests for refunds must be made in writing to the Youth Program Director before service is provided. Requests for refunds "after the fact" will not be honored. Membership fees are non-refundable.

Sports refunds will be given up to the time uniforms are ordered.



COMMUNICATING WITH PARENTS

Youth Programs staff will make every attempt to communicate directly with parents when you pick your child up for the day; therefore we highly encourage you to come into the facility when picking up your youth. If there is an emergency we will contact you by phone. Information on upcoming events will be displayed throughout the facility and e-mailed to addresses provided on enrollment paperwork.

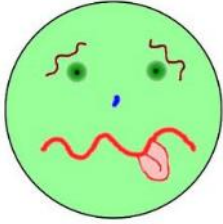
BENEFITS OF MEMBERSHIP

- Provides youth the opportunity for youth to “hang out” with their friends in a safe environment.
- The cost of recreational activities are comparable cost to off-base programs
- Sports Programs allow youth to gain and practice skills that prepare them for the true goal of good sportsmanship, fair play and socialization.
- The Youth Center staff serves as a source of information for all community youth programs.
- Being a Youth Programs member gives you discounted prices on any program offered that requires a fee.

GENERAL POLICIES AND GUIDELINES

- ❖ All visitors, members, and their guests are required to sign in/out of the facility. To ensure the safety and well-being of children and youth, all guests shall be escorted while in the facility.
- ❖ Smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal/illicit drugs are strictly prohibited in the sight or presence of children/youth participating in any youth program. Any youth, parent or volunteers who consume drugs or alcohol prior to attending or while on the premises will be asked to leave immediately. Security Forces will not notified.
- ❖ Egress to/from the facility shall be by the front door only.
- ❖ Each member will be issued a membership card at the time of registration. Membership cards will be presented upon request. Youth not possessing a card and those who are not a bona fide guest will be denied use of the center.
- ❖ Youth and their guests shall be in proper attire – shirt and shoes are required. Clothing should not display profanity or inflammatory/inappropriate graphics. With the exception of sponsored swimming activities, bathing suits will not be permitted.
- ❖ The sponsor is responsible for the actions of his/her guest. Guests must enter and leave the Youth Center with their sponsor and pay appropriate fees (daily non-cardholder/activity) at the time of admittance.
- ❖ Patrons are responsible for all damages to property and equipment that is found to have been caused by neglect or while acting in an appropriate manner.

MEDICAL AND HEALTH PROCEDURES



To protect your child's well-being and the well-being of others, staff are to recognize signs and symptoms of illness. When a child becomes ill in the program, the staff will notify parents; children will not be permitted to remain in the program. Children who become ill with a communicable disease during the program will be separated from other children. Parents are expected to pick up sick children within 1 hour of notification. Failing to do so will result in program personnel contacting the authorized emergency contact and/or sponsor's unit for assistance.

The program will exclude children with obvious illness such as, but not limited to:

1. A temperature over 101
2. Vomiting or diarrhea
3. Impetigo-red, oozing erosion capped with a golden yellow crust that appears "stuck on"
4. Scabies - crusted, wavy ridges and tunnels in the webs of the fingers, hands, wrists, and trunk
5. Ringworm- flat, spreading, ring-shaped lesions
6. Chicken pox - crops of small blisters on a red base that become cloudy and crusted in 2-4 days
7. Head lice - Nits (white dots) attached to the hair shaft

Children sent home from school or not in attendance at school because of health reasons would not be accepted for care

GUIDANCE AND DISCIPLINE

Each youth enrolled in our program is treated with dignity and respect. In turn, youth are expected to respect each other and the staff. Guidance and group management is positive in nature and designed to assist children with developing self-control and respect for others. The use of physical punishment or verbal threats to achieve a change in behavior is prohibited. If correcting a youth's behavior, staff explains to the child what he or she should be doing rather than focusing on the unwanted behavior. The staff also explains the reasons for the rules youths are asked to follow. Parents of youth who display behaviors that are consistent, intense and/or put themselves or others at risk will be requested to meet with the management team to develop strategies designed to build relationships between the youth, staff and family, and assist the youth in their development of social and emotional skills.

Bullying is not tolerated. Defined as any repeated overt act by a youth or group of youth directed against another youth with the intent to ridicule, humiliate, harass or intimidate the other youth. We encourage you to discuss the seriousness of bullying with your youth. Please encourage your son/daughter notify a staff member immediately if she/he feel they have been bullied or if they have witnessed another student being bullied. Staff will notify parents of any issue not easily resolved speaking with children and youth. Repeated offenses may result in loss of privileges.

**REPORTING INAPPROPRIATE GUIDANCE, SUSPECTED CHILD ABUSE
OR NEGLECT**

All incidents of suspected child abuse or neglect must be reported. This is true whether the suspected maltreatment is alleged to have occurred at home or in DoD-sanctioned child care activities. The person who suspects child abuse/neglect or inappropriate guidance is responsible for reporting directly to state Child Protective Services (CPS/DSS) and the local Family Advocacy Program (FAP). Staff are mandated reporters and must notify the supervisor on duty of any suspected abuse/neglect. CPS/DSS and/or FAP staff are responsible for determining if the allegation meets established thresholds and conducting the investigation. The results of the investigation may or may not be disclosed to the reporter. Allegations that a staff member has engaged in prohibitive behavior that does not meet current definitions for abuse will be referred back to the youth program manager for further action.

CLOSED CIRCUIT VIDEO MONITORING

Please be aware that cameras/closed circuit televisions with recording capabilities are in use in the facility. All youth are subject to recording as part of their participation in Child and Youth Programs.

SOCIAL AND SELF-DIRECTED RECREATION



We are proud to continue our affiliation with our national partners, **4-H Club** and **Boys and Girls Clubs of America**. The Boys and Girls Clubs Movement is a nationwide affiliation of local, autonomous organizations. We continually strive to help youth from all backgrounds develop the qualities needed to become responsible citizens and leaders.

Activities are carried on in a warm, friendly atmosphere designed to conduct programs/activities. Our programs/activities are based on cultural, physical, emotional and/or social needs and interests of our youth. Using sound developmental principles, we offer diversified program activities in five areas: Character and Leadership Development, Education and Career Development, The Arts, Informal Youth Sports, Fitness, Recreation, and Health and Life Skills. Some examples would be:

- Character and Leadership Development: Keystone Club, Torch Club, Congressional Award, AF Teen Council and Military Youth of the Year.
- Education and Career Development: STEM programs and 4-H National Youth Science Day.
- The Arts: Missoula Children’s Theatre, BGCA Fine Arts, and BGCA Photography Programs.
- Informal Youth Sports, Fitness, Recreation: BGCA Triple Play, Lock-Ins, Trips
- Health and Life Skills: 4-H Programs, Cooking, and meeting with professionals (dentists, doctors, fire personnel).



INSTRUCTIONAL CLASSES



Classes offered promote and enhance the development of our youth. Instructors are all highly certified in their area or expertise and are experienced in working with today's youth. All instructors are hired based on interest or demand from you, our customer. If you have a special interest in a class not offered, please let us know. Please contact Youth Programs for a listing of all instructional classes.

SUMMER PROGRAM

Youth Programs offers a wide array of camps, trips and tours throughout the summer including camping, canoeing, hiking, and trips to area water parks.

YOUTH CLUBS

KEYSTONE CLUB: Introduces youth to serving the community and provides opportunities for leadership and education/career development as well as opportunities for social recreation for youth 13 to 18 years. The club supports/provides:

- *Leadership* and citizenship training
- *Service* to the Club and community
- *Goodwill* and understanding between groups and individuals.
- *Cooperation* with local and national Boys and Girls programs
- *Fellowship* through a diversified program in which every member has a voice

TORCH CLUB: Provides service and leadership opportunities for youth 9 to 12 years. The club is designed to assist youth in becoming productive citizens. Assisted by an adult advisor, youth elect their own officials and plan and manage a variety of activities in four core areas:

- Service to Club and Community - Voter registration drives, hospital visits, community clean-ups, homework and reading projects, special events.
- Education -Trips to libraries, museums and historical areas, visits to colleges and businesses, publishing a Club newsletter, quiz bowls and debates.
- Health and Fitness - Fitness clinics, dental exams, and blood pressure screening, hiking, roller-skating, bicycles trips and tournaments.
- Social Recreation - Trips to amusement parks, Club lock-ins, holiday parties, game room tournaments, and film festivals.

As a group, Torch Club members learn that they can make a difference in the community by taking an active and responsible role in setting the direction of their own lives.

4-H TECH CLUB: Capitalizes on emerging technology as a way of involving youth in learning basic life and workforce skills. The program helps youth aspire to post-secondary education, productive jobs and careers in the fields of science, technology, engineering and mathematics.

SPECIAL INTEREST CLUBS: We offer a variety of year round through our affiliation with 4-H, Boys and Girls Clubs of America, other community partners. These programs are designed to engage youth in current issues and interests of the community. Additionally, youth interested in forming special interest or hobby clubs such as chess, table tennis, or sports are supported by a caring staff of professionals. All activities are advertised on our JB Charleston Youth Programs Facebook Page.



YOUTH COMMITTEES

Parent Advisory Board - This board meets quarterly at both the Air Base and Weapon Station to provide input into the various Flight activities dealing with child care issues. It is comprised of parents from the Youth Center, Child Development Center and Family Child Care. Parents with children in the Youth Programs are encouraged to participate.

Continuous Quality Improvement (CQI) - Comprised of School Age Care parents to assess and improve the quality of our school age care. Committee meets quarterly at the Air Base and Weapon Station. Ask your School Age Coordinator for more information.

Flight Multidisciplinary Team – Appointed by the Mission Support Group Commander, is comprised of parents and representatives from various base agencies such as Wing Safety, Base Fire Department, Public Health, Personnel, etc. They inspect our programs on an annual basis to evaluate our compliance with AF directives and policy.

VOLUNTEERS

Parents - Our program has an Open Door policy meaning that parents are welcomed at all times. Parents can come into our program to have snack or lunch with their child. Also, they can share their expertise (such as a hobby or a talent) with the children by leading an activity/club. Parents are also encouraged to chaperone program field trips.

Volunteer Recreation Aids - Teen Club members and adults may volunteer to assist the staff in checking out equipment, monitoring the center, chaperoning trips or special activities, or instructing various classes. Please apply at the front desk.

Sports Program Volunteers - Volunteer coaches are always needed. Without active volunteers the Youth Sports Program would be unable to meet the needs of the military families and our youth. If you are interested in playing an active role as a volunteer, it's as simple as saying, "I want to help with my community programs". Please apply at the front desk.

Volunteer Training Program - A training program for Youth Programs volunteers helps insure proper guidance for and supervision of all children involved in our programs. All sports coaches must receive and maintain certification through the National Youth Sports Coaches Association (NYSCA). All instructional and social volunteers receive orientation and training as required for their assignment.

A Special Note about our volunteers - All regular volunteers are carefully screened and undergo an extensive background investigations to determine their suitability to work with children/youth.

YOUTH SPORTS AND FITNESS PROGRAM



Youth Programs offers a wide array of organized sports activities for youth to help them develop desirable physical skills and to mature emotionally and socially. The sports program provides opportunities for youth to have contact with other youth, volunteer leaders, and program staff. It also provides opportunities for parents to socialize and to contribute to our community, by serving as volunteers.

Benefits of participating in youth sports are:

- Developing positive personal, social, and psychological skills
- Obtaining enjoyment and recreation
- Increased physical fitness levels
- Developing appropriate physical skills
- Enhancing the likelihood of participation in physical activities throughout life
- Learning rules and strategies of sports
- Developing a respect for rules as facilitator of safe and fair competition
- Denouncing drug use as the way to recreate, escape from reality, or enhance performance
- Having contact with positive role models and interacting with adults
- Relating academic and other skills to sports performance

Joint Base Charleston Youth Sports Programs follow **the National Standards for Youth Sports** developed by the **National Alliance for Youth Sports**. Programs mirror the following standards:

- Proper Sports Environment
- Programs based on the child's well-being
- Substance Free Environment
- Training
- Parents as Active Role Models
- Parental Commitment
- Safe Playing Situations
- Equal Play Opportunity

Our goal is to instill in the participants a spirit of teamwork and sportsmanship while acquiring basic skills and knowledge of the rules of different team and individual lifetime sports.

Physical Examinations and Immunizations

Each child shall have a physical examination within the 12 months that will remain current throughout the season prior to participating. Exceptions or exception to this policy will not be entertained. Proof of current immunizations must be presented with the physical examination at the time of registration.

Sports offered:

Air Base

Basketball/Cheerleading

Soccer

Baseball

Weapons Station

Basketball

Soccer

Baseball

*Start Smart programs are available for four year olds. A minimum of 5 children is required.



Air Force FitFamily encourages the ABCs of family Health and Fitness. Try them with your family and see the difference small steps can make!
ABCs of family fitness

“A” is for Activities

“B” is for Building Habits

“C” is for Counting Progress

“D” is for Day Trips

“E” is for Eating Healthy

“F” is for Fun

Register your family on line at <http://www.usaffitfamily.com/>

STAY CONNECTED!!

- Like us on Facebook at JB Charleston Youth Programs
- Do you receive emails from us? We would like to send you flyers, newsletters, and other information. Make sure we have your current email address and telephone number on file

You are also welcome to use this email address should you ever have any questions or concerns, 628fss.fsf.2@us.af.mil.

TRANSPORTATION AND FIELD TRIPS

Field trips are an important part of our program as they give youth first-hand experiences of the world around them.

- All vehicles used to transport children/youth are registered, inspected prior to each use, and maintained in accordance with manufacturer, state, Air Force, and local requirements.
- Each vehicle used to transport children/youth is equipped with a fire extinguisher and first aid kit readily available in the vehicle prior to departing the facility.
- Personnel, contract workers, or specified volunteers are strictly prohibited from transporting children/youth to their personal residence.
- Two staff members and/or volunteers are present in any vehicle transporting children. EXCEPTION: While on the Air Base, two vehicles may travel in tandem directly behind each other with one adult on each vehicle.
- A copy of a current driving record is on file for any employee whose duties may include transporting children. The respective supervisor ensures persons having negative information on their driving record are not assigned driving duties.
- All passengers shall wear seat belts if the vehicle used is equipped with them. There will be one passenger per seat belt.
- All applicable fees must be paid prior to the day of the actual trip/event.

EMERGENCY PROCEDURES

All Youth Programs personnel are trained in CPR and basic first Aid. First aid kits are available in the facility.

Accident Reporting Procedures: If your child gets hurt while in the program, First Aid will be administered and the accident will be documented on AF Form 1187. Parents will be notified immediately by phone of any injury occurring above the neck or for any injury that staff believe warrants additional evaluation by a parent. Notification of minor scrapes, bumps or bruises will be made at the time of pick up. Notification(s) will be annotated on AF form 1187 and available for the parent's review and signature at the time of pick up.

Drill Procedures: Fire drills are conducted once per month and twice during the first week of Summer and the first week of the school year. The building is required to be evacuated in 2 minutes to be considered successful. The designated evacuation area for the AB Youth/SAP Center is the football field located behind the Youth Center. The designated evacuation area for the WS Youth/SAP Program is in the rear of the facility along the Pulaski Parkway sidewalk. Shelter in Place drills are conducted twice per year. Evacuation plans, reviewed and approved by the Fire Department, are available in key locations throughout the facilities.

Weather/Natural Disasters Procedures: All children, youth and staff will shelter in place when notified severe weather is imminent. Children/youth will not be released to parents or guardians until the "All Clear" is sounded. AB Youth Programs will evacuate to the Charleston Club located at on Hill Blvd. and the WS Youth Programs will evacuate to the Red Bank Club located on Redbank Road for any natural disaster requiring evacuation. As the situation allows, parents

will be notified of the situation via telecom. Parents are also encouraged to monitor the Joint Base Charleston website, the Youth Program Facebook page and other local media outlets. Occupants will remain sheltered in place until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

Emergency Closing Policy: It is our goal to support the mission by providing quality child care that meets the needs of the community. Parents will be notified via telecom and/or a variety of local media outlets should an emergency situation require unexpected closure or as ordered by the installation commander. .

Active Shooter: In the event of an active shooter situation in the immediate area we will immediately turn off the lights, lock all of the doors and crouch below window lines until the all clear is given. If an active shooter enters the facility, we will take the make every effort to evacuate all children, youth and staff to a safe location. Children, youth and staff will shelter in place if unable to evacuate safely. If in a classroom, all windows will be covered, lights turned off and doors blocked with heavy equipment. As the situation allows, parents will be notified of the situation by telecom and/or local media outlets. Program management and staff will call parents to notify them of the situation and inform them where they can pick their child/ren up from security and police personnel say we can. Children and youth will not be released to parents/family members until authorized by the onsite commander.

Community Resources

JB Charleston Agencies/Organizations:

- Airman and Family Readiness Center, (843) 963-4406
- Fleet and Family support Center, (843) 794-7480
- Exceptional Family Member Program (EFMP), (843) 963-4411
- Military & Family Life Counselors, (843) 637-0042
- Joint Base Charleston Libraries, (843) 963-3320
- School Liaison Officer, (843) 963-4438, <http://www.jbcharleston.com/military-child-education>
- Child Development Center, (843) 963-4366/794-7408
- Family Child Care, (843) 963-2546
- Family Advocacy, (843) 963-6972 (AB)/(843) 794-7435 (WS)
- Chapel, (843) 963-2536

Off-base Agencies/Organizations:

- Military One Source, 1-800-342-9647, MilitaryOnceSource.com
- Berkley County Department of Social Services, (843) 761-8044
- Charleston County Department of Social Services, (843) 953-9400
- Dorchester County Department of Social Services, (843) 821-0444
- American Red Cross, (843) 764-2323 ext. 373
- Trident United Way, <http://www.tuw.org/>
- Charleston County Human Services Commission
- Coastal Carolina Boys Scouts of America, <http://www.coastalcarolinaabsa.org>
- Girl Scouts of Eastern South Carolina, <http://www.girlscoutsec.org>
- Carolina Youth Development Services , (843) 266-5200, <http://www.cydc.org/about-up/>
- Civil Air Patrol, (843) 767-9484
- Carolina Youth Development Center, (843) 266-5200
- Charleston County Human Services Commission, (843) 724-6760

Reporting child abuse and neglect:



**Everyone shares responsibility
for the safety and well-being
of military children and youth.**

If you see or suspect child abuse, child neglect or a safety violation
in your DoD child and youth programs or schools, report it:

(843) 963-6972

*Installation Family Advocacy Program
or designated department*

SC DSS OHAN: (803) 898-7669/1-800-645-9789

*Local Child Protective Services
or designated reporting line*

Or call the DoD Child Abuse and Safety Violation Hotline
(business hours, Eastern Time):

877-790-1197 [In the United States]

Overseas: Please call collect at **571-372-5348**
[Local charges may apply.]

If a child is in immediate danger, call 911.



KEY PERSONNEL

Air Base:

Youth Director.....	963-3132
School Age Coordinator.....	963-3307
Youth Sports & Fitness Director.....	963-8326
Programs Coordinator.....	963-5683
Teen Coordinator.....	963-1993
Front Desk.....	963-5684

Weapon Station:

Youth Director.....	794-7868
School Age Coordinator.....	794-7347
Youth Sports & Fitness Director.....	794-4134
Teen Coordinator.....	794-7809
Front Desk.....	794-7809

If you need support or help with translating this handbook, please let us know by contacting 843-963-5684

Joint Base Charleston is proud to be affiliated with the following organizations:



JB Charleston Youth Programs

JB Charleston Youth Programs-Air Base
2451 N. O'Neal Ave, Bldg 1993
Charleston AFB SC 29404

JB Charleston Youth Programs-Weapons Station
Youth Center/SAP
Chapel Dr., Bldg 788
2316 Redbank Rd.
Goose Creek SC 29455