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OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 34-144**



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**Services**

**CHILD AND YOUTH PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of Air Force Policy Directive (DAFPD) 34-1, *Department of Air Force Services*. This instruction aligns with United States Code (USC), Subtit. A, Pt. II, Ch. 88, Sections (§§) 1791-1800, *Military Child Care Act* (Public Law 104-106) and Public Law 101-647, the *Crime Control Act of 1990*, § 231. It has been developed in collaboration with the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the United States Space Force (USSF) Deputy Chief of Space Operations for Human Capital (SF/S1), the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF) and applies to uniformed members of the Regular Air Force, United States Space Force, Air National Guard, Air Force Reserve, Department of the Air Force (DAF) civilian employees and those with a contractual obligation to abide by the terms of DAF issuances. This instruction details the requirements for operating Child and Youth Programs (CYP) and applies to all DAF and DAF led active duty installations. This instruction also applies to all eligible personnel who utilize installation services. DAF policy provides directive guidance and the authority for establishing DAF CYP. The authorities to waive wing, unit, delta level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Ensure personal information assessment conforms to applicable legal,

regulatory, and DoD policy requirements regarding privacy. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC § 9013, Secretary of the Air Force, 10 USC Chapter 88, *Military Family Programs and Military Child Care*, Executive Order 13478, amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Number, DoDI 6060.02, *Child Development Programs (CDPs)* and DoDI 6060.04, *Youth Services (YS) Policy*. The applicable System of Record Notices (SORN) F034 AF SVA C, *Child Development/Youth Programs Records* is available at <https://dpcl.d.defense.gov/Privacy/SORNs.aspx>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the Office of Primary Responsibility for coordination, and all Major Command-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The use of the name, logo or mark of any specific manufacturer, commercial product, commodity, or service or non-Federal entity training curriculum or published industry standards in this publication does not imply endorsement by the DAF.

## ***SUMMARY OF CHANGES***

This publication has been revised to incorporate the USSF; make updates to tiering; provide new guidance for overnight requirements in Family Child Care homes, leased child care spaces, emergency/contingency procedures, and the Child and Youth Business Modernization System; and update training requirements for Child and Youth Managers and Training and Curriculum Specialists supporting children or youth with special needs/complex behaviors. In addition, each chapter was re-organized for more clarity.

<b>Chapter 1—OVERVIEW</b>	<b>11</b>
1.1. Purpose. ....	11
1.2. Program Overview. ....	11
<b>Chapter 2—ROLES AND RESPONSIBILITIES.</b>	<b>12</b>
2.1. The Directorate of Air Force Services (AF/A1S): .....	12
2.2. The Air Force Child and Youth Programs (AF/A1SOC): .....	12
2.3. Installation and Mission Support Center Installation Directorate (AFIMSC/IZ): ...	13
2.4. Air Force Services Center (AFSVC) Child and Youth Programs (CYP): .....	13
2.5. The Installation Commander: .....	15
2.6. The Mission Support Group Commander or Space Base Delta Mission Support Director: .....	17
2.7. The Force Support Squadron Commander (FSS) or Space Base FSS Director: .....	17
2.8. The Child and Youth Services Flight Chief: .....	18

2.9.	The Child Development Center Director/Assistant Director and School Age Care Coordinator: .....	20
2.10.	The Training .....	22
2.11.	The Youth Programs Director/Assistant Director:.....	24
2.12.	The Youth Sports and Fitness Program Director: .....	25
2.13.	The Teen Coordinator/Youth Programmer:.....	26
2.14.	The School Liaison Program Manager: .....	27
2.15.	Community Child Care Coordinator (CCC): .....	30
2.16.	The Family Child Care (FCC) Coordinator: .....	31
2.17.	The Family Child Care (FCC) Panel will: .....	33
2.18.	The Installation Fire Prevention Office: .....	33
2.19.	The Installation Safety Office: .....	34
2.20.	The Installation Public Health Office: .....	35
2.21.	The Installation Family Advocacy Program will:.....	35
2.22.	The Installation Legal Office will:.....	36
<b>Chapter 3—FACILITIES</b>		<b>37</b>
3.1.	Facility Requirements and Construction.....	37
3.2.	Heating and Ventilation. ....	38
3.3.	Reception Areas.....	38
3.4.	CDC. ....	38
3.5.	SAC.....	39
3.6.	Youth Centers. ....	40
3.7.	Child Development and School Age Outdoor Areas. ....	40
3.8.	YP Outdoor Space. ....	41
3.9.	Custodial Support. ....	41
3.10.	Shared Spaces. ....	42
3.11.	FCC Program. ....	42
3.12.	FCC Homes.....	42
3.13.	School Liaison Program (SLP). ....	42
3.14.	Facility Closures. ....	42
3.15.	Temporary Closures.....	42
<b>Chapter 4—REQUIRED INSPECTIONS</b>		<b>43</b>
4.1.	Required Annual, Unannounced Inspections.....	43

4.2.	Local Comprehensive Inspections. ....	43
4.3.	Local Multidisciplinary Team Inspection. ....	43
4.4.	Higher Headquarters Inspection. ....	44
4.5.	Violations. ....	45
4.6.	Facility Inspections. ....	45
4.7.	Annual Playground Inspections. ....	45
<b>Chapter 5—ACCREDITATION</b>		<b>46</b>
5.1.	Accreditation. ....	46
<b>Chapter 6—FIRE AND SAFETY PROTECTION</b>		<b>47</b>
6.1.	Fire Protection. ....	47
6.2.	Fire Hazards. ....	47
6.3.	Evacuation or Shelter in Place Drills. ....	47
6.4.	Toxic Hazards. ....	48
6.5.	Indoor Safety. ....	48
6.6.	Additional Safety Requirements for FCC. ....	49
6.7.	Restrictive Equipment. ....	50
6.8.	Cribs. ....	50
6.9.	Sensory Tables. ....	50
6.10.	Outdoor Safety. ....	50
6.11.	Sports Fields. ....	51
6.12.	Helmets. ....	52
6.13.	Transportation. ....	52
6.14.	Emergency or Contingency Plans. ....	53
6.15.	Emergency Operations (Short Term). ....	53
6.16.	Contingency Operations (Long Term). ....	54
6.17.	FCC Emergency Preparations. ....	55
<b>Chapter 7—HEALTH AND SANITATION</b>		<b>57</b>
7.1.	Health Protection. ....	57
7.2.	Bedding (CDC/FCC). ....	57
7.3.	Toothbrushes (CDP). ....	57
7.4.	Pacifiers (CDC/FCC). ....	58
7.5.	Handwashing. ....	58

7.6.	Diapering and Toileting. ....	58
7.7.	Sanitizing/Disinfecting. ....	59
7.8.	Sudden Infant Death Syndrome (SIDS) Prevention Practices. ....	59
7.9.	Signs and Symptoms of Illness. ....	60
7.10.	Medical Emergencies. ....	60
7.11.	Medication Administration. ....	60
7.12.	Drinking Water Testing. ....	61
7.13.	Pets and Animals. ....	61
7.14.	Pet Safety. ....	62
<b>Chapter 8—</b>	<b>NUTRITION</b>	<b>63</b>
8.1.	Food Service. ....	63
8.2.	Training. ....	63
8.3.	Menus. ....	63
8.4.	Food Allergies/Intolerances. ....	64
8.5.	Meal Service. ....	64
8.6.	Food Service Equipment and Supplies. ....	65
8.7.	Feeding Infants. ....	65
8.8.	Solid Foods. ....	66
<b>Chapter 9—</b>	<b>FINANCIAL MANAGEMENT</b>	<b>67</b>
9.1.	Funding. ....	67
9.2.	Appropriated Funds. ....	67
9.3.	Nonappropriated Funds. ....	68
9.4.	Weekly Child Care Fees (CDC, SAC, FCC Subsidy). ....	69
9.5.	Determining Total Family Income. ....	69
9.6.	Leasing Spaces. ....	69
9.7.	Youth Fees. ....	70
9.8.	Insurance. ....	70
<b>Chapter 10—</b>	<b>PERSONNEL</b>	<b>71</b>
10.1.	Sufficient Staff. ....	71
10.2.	Authorized Positions. ....	72
10.3.	Education Requirements. ....	73
10.4.	CYPAs and FCC Providers. ....	73

10.5.	Specified Volunteers.....	74
10.6.	Hiring Practices.....	74
10.7.	Background Checks. ....	75
10.8.	Suitability Determination Authority Levels.....	75
10.9.	Line of Sight Supervision (LOSS):.....	76
10.10.	Personnel Evaluations.....	77
10.11.	Workforce Continuity.....	77
10.12.	CYP Personnel, FCC Providers, Contractors, and Specified Volunteers Folders. ..	77
10.13.	Communication.....	77
<b>Chapter 11—</b>	<b>STAFF DEVELOPMENT</b>	<b>78</b>
11.1.	Training.....	78
11.2.	Orientation. ....	78
11.3.	New Employee Observations.....	79
11.4.	DoD Competency Based Courses.....	79
11.5.	Annual Training.....	80
11.6.	Cardiopulmonary Resuscitation and First Aid.....	80
11.7.	CYPAs/FCC Home Observations and Coaching Sessions.....	81
11.8.	Professional Development. ....	81
<b>Chapter 12—</b>	<b>OPERATIONS</b>	<b>82</b>
12.1.	CYP.....	82
12.2.	Eligibility. ....	82
12.3.	Registering for Child Care.....	82
12.4.	Wait List Management.....	82
12.5.	Priorities for Child Care.....	82
12.6.	CDC/SAC Hourly Care. ....	83
12.7.	Records. ....	83
12.8.	Immunizations. ....	83
12.9.	Parent Handbook.....	84
12.10.	Accident or Incident Reporting Requirements.....	85
12.11.	FCC Operations. ....	85
12.12.	Expanded Child Care (ECC).....	85
12.13.	County, State and Country Licensing. ....	85
12.14.	Recruiting and Maintaining FCC Providers. ....	86

12.15. Initial Application and Certification. ....	86
12.16. Prohibitions against Certification. ....	87
12.17. Provider Portfolio. ....	87
12.18. Transferring FCC Providers to a New Installation. ....	88
12.19. Changing Residences on Base. ....	88
12.20. Change in Household Composition. ....	88
12.21. Inactive Homes. ....	88
12.22. Re-certification. ....	88
12.23. Home Suspension. ....	89
12.24. Revoking Certifications of FCC Providers. ....	89
12.25. Reapplying After Revocation. ....	90
12.26. Home Inspections. ....	90
12.27. Deficiencies. ....	90
12.28. Substitute FCC Providers.....	90
12.29. Provider Liability Insurance. ....	90
12.30. Unauthorized Home Care. ....	91
12.31. FCC Panel Meetings. ....	91
12.32. Provider and Parent Relations.....	91
12.33. Lending Library. ....	92
12.34. Youth Program.....	93
12.35. Participation. ....	93
12.36. Youth Sports & Fitness.....	93
12.37. Youth Sports Leagues.....	94
12.38. National Affiliation and Participation in Regional and National Youth Competitions. ....	94
12.39. Installation/Community Leagues.....	94
12.40. Youth Sports & Fitness Participation. ....	94
12.41. YS&F Emphasis. ....	94
12.42. Youth Sports Parents. ....	95
12.43. Pre and Post Safety Inspections. ....	95
12.44. Sport Supplies and Equipment.....	95
12.45. Storage for Sports Equipment.....	95
12.46. Coaches and Officials. ....	95

12.47. Coaches Handbook. ....	96
12.48. Player Selection and Team Organization. ....	96
12.49. Playing Rules. ....	96
12.50. Scheduling Youth Games. ....	97
12.51. Number and Length of Practices and Games. ....	97
12.52. Post Season Competition. ....	97
12.53. Program Awards. ....	97
12.54. School Liaison Program. ....	97
12.55. Governmental and Non-Governmental Organizations. ....	97
12.56. Communication. ....	98
12.57. Educational Issues. ....	98
12.58. Military Services. ....	99
12.59. Strategic Communications. ....	99
12.60. Installation CYP Sponsorship Support. ....	99
12.61. Emergencies/Contingencies. ....	99
<b>Chapter 13—SUPERVISION AND ACCOUNTABILITY</b>	<b>101</b>
13.1. Oversight. ....	101
13.2. Short-term Oversight. ....	102
13.3. Protecting Children/Youth. ....	102
13.4. Accountability in the CDC. ....	102
13.5. Accountability in SAC. ....	103
13.6. Accountability in YP. ....	103
13.7. Accountability in FCC. ....	103
13.8. Releasing Children. ....	104
13.9. Supervision of Children or Youth. ....	104
13.10. Ratios. ....	104
13.11. School Age Ratios. ....	105
13.12. Ratios for YP. ....	105
13.13. Ratios for FCC. ....	106
13.14. Overnight Care (FCC). ....	106
13.15. Field Trips. ....	106



<b>Chapter 14—IDENTIFICATION, PREVENTION AND REPORTING OF CHILD ABUSE OR NEGLECT</b>	<b>108</b>
14.1. Child Protection. ....	108
14.2. Identification and Reporting. ....	108
14.3. Child Abuse Prevention. ....	108
14.4. Facility Monitoring. ....	109
14.5. Closed Circuit Television. ....	109
<b>Chapter 15—PROGRAM QUALITY</b>	<b>111</b>
15.1. Curriculum and Programs. ....	111
15.2. CDC Curriculum. ....	111
15.3. CDC Environments. ....	111
15.4. FCC Activities and Environment. ....	112
15.5. YP Activities. ....	112
15.6. Environment. ....	114
15.7. Materials (All Programs). ....	115
15.8. Technology and Media. ....	115
15.9. Activity Plans. ....	115
15.10. Children’s Portfolios. ....	116
15.11. Parent Conferences. ....	116
15.12. Developmental Screenings ....	116
15.13. Daily Schedules. ....	117
15.14. Routines and Transitions. ....	117
15.15. Transitions to New Age Groups. ....	117
15.16. Outdoor Play Areas. ....	118
15.17. Positive Relationships. ....	118
<b>Chapter 16—SUPPORTING CHILDREN/YOUTH WITH SPECIAL NEEDS OR COMPLEX BEHAVIORS</b>	<b>120</b>
16.1. Accommodations. ....	120
16.2. Inclusion Action Team (IAT). ....	120
16.3. Inclusion Action Team Responsibilities: ....	121
16.4. IAT Meetings. ....	121
16.5. Procedures for Denying Care during Enrollment. ....	122
16.6. Support Pathways. ....	122

16.7.	Inclusion Support System Tools. ....	123
16.8.	Program Roles and Responsibilities. ....	123
16.9.	Complex Behaviors.....	123
16.10.	Unsafe Situations. ....	124
16.11.	Disenrollment.....	124
16.12.	Diabetes Specific Accommodations. ....	124
16.13.	Diabetic Emergencies. ....	125
<b>Chapter 17—</b>	<b>PROMOTION AND MARKETING</b>	<b>126</b>
17.1.	Promotion.....	126
17.2.	Recruitment.....	126
17.3.	Program Assessments. ....	126
<b>Chapter 18—</b>	<b>PARENT INVOLVEMENT</b>	<b>127</b>
18.1.	Parent Communication. ....	127
18.2.	Parent Participation.....	127
18.3.	Parent Advisory Board.....	127
18.4.	Private Organizations.....	127
18.5.	Parent Education. ....	127
<b>Chapter 19—</b>	<b>SHORT-TERM, HOURLY CHILD CARE</b>	<b>128</b>
19.1.	Short-Term Care. ....	128
19.2.	Identifying Facilities. ....	128
19.3.	Operational Procedures.....	128
<b>Attachment 1—</b>	<b>GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>130</b>

## Chapter 1

### OVERVIEW

**1.1. Purpose.** Child and Youth Programs assist DoD military and civilian personnel in balancing the competing demands of the accomplishment of the DoD mission and family life through delivery of a system of quality, available and affordable programs and services for eligible children and youth birth through 18 years of age. **Note:** CYP supports some special education students through their twenty-first birthday as they may be eligible for public education until that age.

**1.2. Program Overview.** Child and Youth Programs included in this DAFI are:

- 1.2.1. Child Development Centers (CDCs).
- 1.2.2. Community-Based Child Care.
- 1.2.3. Family Child Care (FCC).
- 1.2.4. School Age Care (SAC).
- 1.2.5. Supplemental Child Care/Non-traditional Care.
- 1.2.6. Youth Programs (YP).
- 1.2.7. Youth Sports and Fitness Program (YS&F).
- 1.2.8. Teen Programs.
- 1.2.9. School Liaison Program (SLP).

## Chapter 2

### ROLES AND RESPONSIBILITIES.

#### 2.1. The Directorate of Air Force Services (AF/A1S):

2.1.1. Oversee integration of the requirement for CYP across the Department of the Air Force, associated policy development, and resource allocation to support mission readiness in consultation with the Space Force Headquarters Force Quality of Life and Integrated Resilience Directorate (SF/S1Q).

2.1.2. Serve as office of primary responsibility for the DAF CYP Facility Master Plan which quantifies CYP facility inventory as well as projected construction, renovation, and repair projects.

#### 2.2. The Air Force Child and Youth Programs (AF/A1SOC):

2.2.1. Direct and guide DAF Child and Youth Programs by developing, interpreting, and disseminating policy, guidance, plans and resources to support the total force, military families and mission readiness.

2.2.2. Consult with the Space Force Headquarters Force Quality of Life and Integrated Resilience Directorate (SF/S1Q) on CYP matters impacting guardians and Space Force Installations.

2.2.3. Consult with the Air Force Surgeon General (AF/SG) on policy guidance for medical, occupational health, family advocacy program matters, and immunization requirements for workers and children/youth.

2.2.4. Develop budgets and provide strategic oversight of resources to include manpower, funding shortfalls and funding execution. Advocate and ensure resources are available to meet the Military Child Care Act (MCCA) requirements that protect the health, safety, and well-being of children/youth.

2.2.5. Assess and address child care and youth programs availability on and off the installations in accordance with applicable DAF, DoD and federal mandates and statutory requirements.

2.2.6. Oversee DoD certification processes including issuance of inspection criteria and requesting certification based on unannounced Higher Headquarters Child and Youth Programs inspections.

2.2.7. Recommend guidance and establish procedure on child care fees and hardship waivers based on the DoD-issued fee policy on an annual basis and issue supplemental guidance on fees for SAC, hourly care, preschool programs, approved community-based programs and FCC subsidies.

2.2.8. Implement procedures on direct cash subsidies to DoD designated child care providers to expand the availability of child care spaces and meet specialized child care needs such as weekend and evening care, care for children/youth with special needs, deployment support and respite child care support.

2.2.9. Establish enrollment procedures for all patrons seeking to enroll children/youth in CYP to include services for children/youth with special needs, deployed parents/guardians, and other unique circumstances.

2.2.10. Issue program guidance and training requirements to the Services Center Child and Youth Programs Operations (AFSVC/VCYO).

2.2.11. Review and forward waiver requests to this instruction.

2.2.12. Develop, implement, and monitor performance based-outcome criteria for evaluation of the effectiveness.

2.2.13. Interpret and provide input to the Office of the Secretary of Defense, Joint Staff, and other Uniformed Services on issues impacting CYP.

2.2.14. Support the DAF Community Action Information Board and Integrated Delivery System.

2.2.15. Submit required reports and information (e.g., annual fee, summary of operations, program closures) to Office of the Secretary of Defense, and similar offices.

2.2.16. Report program data to support legislative, research and other requirements.

2.2.17. Work across functional areas of responsibility with other federal and non-governmental organizations to ensure access to quality and affordable programs.

### **2.3. Installation and Mission Support Center Installation Directorate (AFIMSC/IZ):**

2.3.1. Responsible for Program Objective Memorandum submissions.

2.3.2. Distributes appropriations as validated by Air Force Services Center (AFSVC) Child, Youth and School Divisions.

2.3.3. Manages Common Output Level Standards.

2.3.4. Integrates efforts related to installation health assessment, installation and mission support strategy, future capabilities, and cross function solutions.

2.3.5. Coordinates with installation Civil Engineering to meet size and demand for new construction and renovation as well as address facility condition, maintenance, and size deficiencies.

### **2.4. Air Force Services Center (AFSVC) Child and Youth Programs (CYP):**

2.4.1. Provide guidance on implementation of policy as directed by AF/A1SOC. Develop educational material such as Frequently Asked Questions sheets, referral resources, handbooks, manuals, instructional guides, marketing tools, and advertisements; resources are updated annually and in consultation with the Space Force Headquarters Force Quality of Life and Integrated Resilience Directorate (USSF/S1Q).

2.4.2. Administer centrally managed DAF-wide program initiatives that support military families and mission readiness. Monitor and analyze programs for effectiveness. If applicable, implement identified measures.

2.4.3. Develop and implement systems to ensure child care needs are met, validated and quality of operations are maintained or improved.

2.4.4. Manage the Expanded Child Care Program to increase the availability of child care spaces and support or specialized and non-traditional child care needs. Includes mission and hourly programs such as missile child care, spouse appointment child care, extended or 24/7 child care, home community child care, etc. Availability of specific programs are based on mission requirements and funding availability.

2.4.5. Ensure accident/incident reports that meet the following requirements are forwarded to AF/AISOC within 24 hours. This includes lapses in supervision that meet the National Association for the Education of Young Children (NAEYC) requirements, inappropriate guidance, problematic sexual behaviors, child abuse and neglect, harmful behaviors to self and others, facility closures, hospitalizations, reportable medical event, epidemic disease, use of emergency services, uncertified FCC child care, accreditation revocations/suspensions, infants receiving the wrong human milk, incidents involving law enforcement, or the filing of claims or litigation against a CYP.

2.4.6. Provide operational guidance for emergency or contingency situations. This includes, but is not limited to, natural disasters, reportable medical event, epidemic disease or unusual cases of disease, allegations of child abuse or neglect, active shooter, or installation/facility lockdown.

2.4.7. Review and approve Appropriated Fund (APF) and Nonappropriated Fund (NAF) add/alter/new/renovations projects and designs to ensure each meets applicable Unified Facility Criteria (UFC) and DAF facility criteria requirements.

2.4.8. Evaluate CYP facility projects identified by installations for inclusion in the CYP Facility Master Plan.

2.4.9. Oversee development, implementation, and management of information technology.

2.4.10. Develop training in conjunction with AF/AISOC to support CYP personnel.

2.4.11. Support installations to meet required national accreditation requirements.

2.4.12. Assist installations in making reasonable accommodations in accordance with (IAW) DoDI 6060.02 and DoDI 6060.04 and this instruction. AF/AISOC, the Air Force Judge Advocate General (AF/JA) and AF/SG are consulted prior to disapproving care or exclusion of a child from a program. Reference the DAF CYP Inclusion Guide for further guidance.

2.4.13. Oversee DAF-wide youth events such as specialty camps, residential camps, and special programs.

2.4.14. Conduct annual, unannounced inspections of installation programs IAW 10 USC1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02 and DoDI 6060.04. DoD certification of Child and Youth Development Programs is requested within 90 days of each installation inspection.

2.4.15. Ensure CYP inspectors meet the qualifications outlined in DoDI 6060.02 and DoDI 6060.04.

2.4.16. Collect and summarize operational program data to support legislative, research and other requirements.

2.4.17. SLPW works across functional areas of responsibility and collaborate with other federal and non-governmental organizations to ensure military families have access to high-quality, affordable, and available educational programs. Works with Community Partnership Program, AFPD 90-22, Air Force Community Partnership Program, for detailed guidance on forming and sustaining community partnerships. Note: Education Community Partnerships are the direct responsibility of the SLPW. Community Partnership Programs may involve State or Local Governments, schools and other community entities as needed.

2.4.18. Assist installations with meeting the requirements for background investigation IAW the Crime Control Act of 1990, DoDI 1402.05 *Background Checks on Individuals in DoD Child Care Services Programs*, DoDI 6060.02 and DoDI 6060.04.

2.4.19. Oversee NAF and APF resources IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIs)*.

2.4.20. Request Life Safety Code Certifications for new facilities and/or facilities which have been modified. Ensure deficiencies are closed within 90 days.

2.4.21. Assist installations with exceptions or waivers to policies.

2.4.22. Provide staff/manning assistance visits for installations in need of additional support to achieve and maintain compliance.

2.4.23. Address operational budgets and resource issues, to include manpower, child care fees, funding shortfalls and funding execution. Ensure resources are executed to comply with this instruction and meet MCCA requirements to protect the health, safety, and well-being of children/youth.

2.4.24. Reviews requests concerning non-DoD schools on DAF installations prior to AF/AIS obtaining coordination on *Letters to Proceed* from the Office of the Deputy Assistant Secretary of the Air Force for Reserve Affairs and Airman Readiness (SAF/MRR), AF/JA, the Deputy Chief of Space Operations for Human Capital (SF/S1) and IAW DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*.

## **2.5. The Installation Commander:**

2.5.1. Oversee CYP and comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04, and DoDI 1402.05 and this instruction.

2.5.2. Mandate appropriate facilities, funding levels, and manpower to operate services.

2.5.3. Ensure installation agencies provide support to CYP operations.

2.5.4. Submit facility projects IAW DAFI 32-1020, *Planning and Programming Built Infrastructure Projects*, during project nomination calls. Provides installation input for priority of facility requirements to Major Command for consideration.

2.5.5. Assess demand and take appropriate action to address child care capability needed on installation to include non-traditional child care.

2.5.6. Approve/disapprove parent fee hardship waivers IAW the current DoD Fee Policy. **Note:** This may not be delegated any lower than the Mission Support Group Commander (MSG/CC) or Space Base Delta Mission Support Director (SBD/MD).

2.5.7. Ensure DoD certification is maintained IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. Participate in the outbrief at the end of the higher headquarters inspection.

2.5.8. Ensure higher headquarters inspection deficiencies are corrected within 60 days of the inspection report.

2.5.9. Execute the annual required installation inspections (Comprehensive Fire and Safety, Health and Sanitation, and Multidisciplinary) IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04.

2.5.10. Ensure a Parent Advisory Board (PAB) is established IAW 10 USC 1781 et seq. and DoDI 6060.02. Meet with PAB at least once a year.

2.5.11. Ensure immunization requirements outlined in DoDI 6060.02, DoDI 6060.04, Army Regulation 40–562/BUMEDINST 6230.15B/AFI 48–110\_IP/CG COMDTINST M6230.4G, *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases*, and Centers for Disease Control and Prevention, Advisory Committee on Immunization Practices Vaccine Recommendations are met. Comply with the recommendation of fully approved immunizations endorsed by the American Academy of Pediatrics (AAP) and the Advisory Committee on Immunization Practices (ACIP) and Centers for Disease Control and Prevention. The Mission Support Group Commander (MSG/CC) or Space Base Delta Mission Support Director (SBD/MD) has the authority to exempt religious and medical immunization requirements for children and CYP personnel.

2.5.12. Ensure child care fees are implemented IAW with DoD Fee Policy. Reference DoD Child Development Program Fee Policy for the current school year.

2.5.13. Ensure program fees are billed to YP participants at a reasonable cost.

2.5.14. Require Child and Youth Program Assistants (CYPAs) be paid IAW DoDI 1400.25, Volume 1405, *DoD Civilian Personnel Management System: Nonappropriated Fund Pay, Awards, and Allowances*.

2.5.15. Ensure 75% of the Child Development Program Assistants (CDC and SAC) Nonappropriated staff are receiving benefits.

2.5.16. Ensure an adequate number of qualified CYP personnel support CYP operations.

2.5.17. Ensure Child Development Program (CDP) priority placement standards are DoDI 6060.02.

2.5.18. Serves or appoints a senior officer (O-6), such as the Vice Wing Commander or Mission Support Group Commander to support the School Liaison Program and help advocate on the behalf of military families in local community regarding PreK-12 education.

2.5.19. Ensure SL is engaged with local, state-level educators and other policymakers impacting quality school choice for military associated parents.

2.5.20. Along with the SL, attends or has O-6 appointed designee to attend local school board meeting where large number of military-connect students are enrolled.



**2.6. The Mission Support Group Commander or Space Base Delta Mission Support Director:**

- 2.6.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction.
- 2.6.2. Provide oversight of FCC Program. Certifies each FCC Provider based on the recommendations from the FCC Panel. Require FCC Providers to comply with DoDI 6060.02, state licensing standards where applicable, and this instruction.
- 2.6.3. Assign Deputy to serve as the FCC Panel chair and voting member.
- 2.6.4. Approve/disapprove exemptions for parents that want to provide food from home for their children (e.g., organic food, gluten-free food).
- 2.6.5. IAW DoDI 1342.29 *Interstate Compact on Educational Opportunity for Military Children*, serves as the DoD military representative to the Military Interstate Children's Compact Commission (MIC3) state council, as appointed by SAF/MR.

**2.7. The Force Support Squadron Commander (FSS) or Space Base FSS Director:**

- 2.7.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction.
- 2.7.2. Assess demand and take appropriate action to address child care capability needed on installation to include non-traditional child care.
- 2.7.3. Ensure DoD certification is maintained IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. Participate in the outbrief at the end of the higher headquarters inspection.
- 2.7.4. Ensure higher headquarters inspection deficiencies are corrected within 60 days of the inspection report.
- 2.7.5. Participate in the DAF CYP higher headquarters inspection. Ensure corrective actions are closed within 60 days of inspection.
- 2.7.6. Ensure an adequate number of qualified CYP personnel support CYP operations.
- 2.7.7. Monitor the demand for child care and take appropriate action to expand the availability of care as needed.
- 2.7.8. Ensure hours of operation are based on host/tenant mission needs, customer demand and usage.
- 2.7.9. Ensure offices that have responsibility for background checks follow guidelines IAW the Crime Control Act of 1990, DoDI 1402.05, DoDI 6060.02 and DoDI 6060.04.
- 2.7.10. Serve on the FCC Panel as a voting member or designate Deputy to serve in his/her place.
- 2.7.11. Follow up on reports of unauthorized child care in government/privatized housing.
- 2.7.12. Make suitability determination for CYP personnel to include specified volunteers and contractors who have derogatory information in their background checks.

## 2.8. The Child and Youth Services Flight Chief:

- 2.8.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction.
- 2.8.2. Ensure CDPs provide access and referral to available, affordable, quality programs that meet the basic needs of children, for infants 2 weeks old through 12 years of age, in a safe, healthy, and nurturing environment.
- 2.8.3. Assess demand and take appropriate action to expand the availability of child care spaces needed on and off the installation and meet specialized child care needs, such as non-traditional care.
- 2.8.4. Ensure waiting lists are minimized and CDCs are filled to operational capacity.
- 2.8.5. Ensure activity programs support mission readiness, family readiness, and morale of the total force during peacetime, overseas contingency operations, periods of force structure change, relocation of military units, base realignment and closure, and other emergency situations (e.g., natural disasters, reportable medical event, epidemic disease, or unusual cases of disease).
- 2.8.6. Ensure Child Development Programs support the physical, social-emotional, cognitive, and language development of children through programs and services that recognize differences in children and encourage self-confidence, curiosity, creativity, self-discipline, and resiliency.
- 2.8.7. Ensure YP and SLP supports the development of youth and contributes to the readiness, retention, and lethality of the Total Force by assisting families balance the competing demands of work and family life.
- 2.8.8. Assign CYP staff member to provide oversight of FCC if the Community Child care (CCC)/FCC position is vacant IAW DoDI 6060.02.
- 2.8.9. Advocate for resources, facility requirements, and manpower.
- 2.8.10. Provide fiscal oversight of the flight's APF and NAF resources.
- 2.8.11. Develop CYP capital improvement, short- and long-range plans.
- 2.8.12. Serve as the FSS point of contract for facility projects. **Note:** Public Schools on Military Installations (PSMI) are the exception.
- 2.8.13. Ensure a process is in place to address parent fees for those parents with financial hardships. Hardships may be granted for children enrolled in CDC, SAC, and YP.
- 2.8.14. Oversee CYP Program Managers and Training and Curriculum Specialists (T&Cs) to ensure they adhere to the responsibilities/policies outlined within this instruction.
- 2.8.15. Assign a T&C to each CDP and YP program.
- 2.8.16. Ensure an adequate number of qualified staff to support CYP operations.
- 2.8.17. Ensure CYP personnel are in grade levels which adequately reflect the level of responsibility and complexity of duty assignment and APF positions are filled according to manpower standards.

- 2.8.18. Ensure 75% of the Child Development Program Assistants (CDC and SAC) NAF staff are receiving benefits.
- 2.8.19. Ensure the annual required installation inspections (Comprehensive Fire and Safety, Health and Sanitation, and Multidisciplinary) are conducted IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. Ensure deficiencies are corrected within 90 days of each inspection.
- 2.8.20. Ensure DoD certification is maintained IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. Participate in the outbrief at the end of the higher headquarters inspection.
- 2.8.21. Ensure CDCs and SACs maintain accreditation from a national agency (e.g., NAEYC, Social Current).
- 2.8.22. Ensure suspected child abuse or neglect is reported to the appropriate agencies within 24 hours.
- 2.8.23. Ensure accident/incident reports that meet the following requirements are forwarded to Family Advocacy, Child Protective Services (CPS) if required, the FSS/CC/Director and AFSVC/VCY within 24 hours. This includes lapses in supervision that meet the National Association for the Education of Young Children (NAEYC) requirements, inappropriate guidance, problematic sexual behaviors, child abuse and neglect, harmful behaviors to self and others, facility closures, hospitalizations, reportable medical event, epidemic disease, use of emergency services, uncertified FCC child care, accreditation revocations/suspensions, infants receiving the wrong human milk, incidents involving law enforcement, or the filing of claims or litigation against a CYP.
- 2.8.24. Serve as a member of the installation Community Action Team and participate in Community Action Board as requested IAW DAFI 90-5001, *Integrated Resilience*.
- 2.8.25. Serve on the FCC Panel as a voting member.
- 2.8.26. Ensure the Parent Advisory Board meets quarterly IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, and DoDI 6060.02.
- 2.8.27. Establish an Inclusion Action Team (IAT) to support CYP with children/youth with special needs or complex behaviors that are enrolling or already participating in the program. Serve as the chairman of the team or appoint a designee GS-12 or above. Reference the DAF CYP Inclusion Guide for further information. Contact Kids Included Together (KIT) as needed for assistance.
- 2.8.28. Serve as the appointed administrative grants officer for submissions to the Boys & Girls Clubs of America (B&GCA) grants program.
- 2.8.29. Submit reports and operational data as required to AFSVC CYP.
- 2.8.30. Establish, develop, and maintain effective working relationships with other installation organizations, senior leadership, representatives from other military services, DoD agencies, and military and family support related civilian organizations regarding services provided. Serve as the subject matter expert for installation CYP and advise senior leaders on program related matters.

2.8.31. Establish a method to evaluate parent satisfaction, identify the strengths and weaknesses of CYP and set program goals on an annual basis.

2.8.32. Develop an operational plan for responding to emergency or contingency situations. Include plans to support children and youth if they remain away from the program for long periods of time. This includes, but is not limited to natural disasters, reportable medical event, epidemic disease or unusual cases of disease, active shooter, or an installation lockdown.

2.8.33. Establish a plan to support staff who telework during installation closures.

2.8.34. Coordinate with installation agencies and/or host nation to develop "Self-Care" policy that addresses the ages and circumstances under which a child or youth can use services provided on installations without supervision. This policy shall take into consideration applicable laws of the States and ordinances of municipalities in which the installations or facilities are located.

2.8.35. Recognize effort of individuals working and volunteering in CYP.

2.8.36. Promote the SLP to installation and community stakeholders. Serve as the advocate for educational partnerships that foster installation, school, community, and parent relationships.

2.8.37. Ensure SL has direct communication with commanders and communication protocols provide the SL opportunities to work directly with commanders.

2.8.38. Serve as the installation point of contact for Child and Youth Behavioral Military Family Life Counselors (CYB-MFLCs). Submit requests for additional, removal, or reassignment of CYB-MFLCs. Conduct or compile orientation, trend analysis, and usage reports.

2.8.39. Accompany the CCC/FCC Coordinator on a home inspection quarterly. **Note:** If both positions are filled, the flight chief will observe both coordinators doing home inspections.

2.8.40. Follow up on reports of unauthorized child care in government/privatized housing.

## **2.9. The Child Development Center Director/Assistant Director and School Age Care Coordinator:**

2.9.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction.

2.9.2. Ensure DoD certification is maintained IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. Participate in the outbrief at the end of the higher headquarters inspection.

2.9.3. Procedures are in place to observe staff frequently throughout the day to ensure children are adequately supervised, accounted for, and protected.

2.9.4. Assess child care demand and take appropriate action to utilize every child care space available to meet installation child care need.

2.9.5. Manage APF and NAF operational budgets and resource issues, to include manpower, funding shortfalls, and funding execution. Ensure resources (e.g., personnel, facilities, funding,

and services) are maximized to the greatest extent possible. Advocate as necessary for additional resources. At a minimum a manager and/or T&C is a government purchase card and NAF purchase card holder.

2.9.6. Employ an adequate number of qualified professional staff to support operations.

2.9.7. Employ qualified program staff whose progression from entry level to positions of greater responsibility is determined by training, education, experience, and competency as outlined in DoDI 6060.02 and DoDI 6060.04. **Note:** Personnel in entry level positions may not have previous child care experience.

2.9.8. Ensure adequate coverage is available and minimize the number of staff transitions in activity rooms. Staff are assigned to the same activity areas each day to provide consistency and stability for children and youth.

2.9.9. Communicate effectively and work collaboratively with the T&C to support training requirements.

2.9.10. CYPAs have at least one hour monthly to have time away from children or youth for training, coaching, and mentorship to support their professional development. **Note:** Additionally, new employees receive one hour per week to work on DoD competency courses.

2.9.11. Staff have at least one hour weekly to plan activities for children.

2.9.12. The weekly staffing schedule is prepared and posted 2 weeks in advance.

2.9.13. Collaborate with the T&C to ensure accreditation and training requirements are met.

2.9.14. Conduct orientation for employees, contractors, and volunteers in conjunction with the T&C.

2.9.15. Conduct monthly observations on new CYPAs for the first six months of employment.

2.9.16. Supervise, mentor, and coach CYP personnel to support their development.

2.9.17. Personnel use Early Learning Matters (ELM) Curriculum in CDCs.

2.9.18. Provide new parents an orientation and parent handbook when they enroll. **Note:** Parent handbook may be electronic.

2.9.19. Administer the food operations IAW the United States Department of Agriculture Child and Adult Care Food Program (USDA CACFP) and DoDI 6060.02. Ensure food operations meet AFMAN 48-147, *Tri-Serve Food Code*, DAFI 48-116, *Food Protection Program* requirements.

2.9.20. Maintain Playground Safety Inspector Certification from the National Recreation and Park Association or the National Program for Playground Safety

2.9.21. Annual Comprehensive Fire and Safety, Health and Sanitation, and Multidisciplinary Team Inspection deficiencies are corrected within 90 days of the inspection.

2.9.22. The CDC is accredited by the National Association for the Education of Young Children (NAEYC).

2.9.23. Ensure SAC is accredited through Social Current unless housed within the CDC and eligible for NAEYC accreditation. Exceptions must be approved by AF/A1SOC.

2.9.24. Ensure a Quality Improvement Team (QIT) is working on program improvements as required by SAC accreditation requirements. **Note:** QIT may be part of the Parent Advisory Board if discussion is annotated in the minutes.

2.9.25. Develop an operational plan for responding to emergency or contingency situations. Include plans to support children and youth if they remain away from the program for long periods of time. This includes, but is not limited to natural disasters, reportable medical event, epidemic disease or unusual cases of disease, active shooter, or an installation lockdown.

2.9.26. Assist the CYS Flight Chief with potential facility projects.

2.9.27. Recognize effort of individuals volunteering in the program. A recognition and awards program are a means to acknowledge positive and exceptional volunteer performance that has created a positive impact within the CYP. Reference **Attachment 1**, Glossary of References and Supporting Information, Parent Participation Program.

2.9.28. Attend the PAB and establish a viable parent participation plan.

2.9.29. Ensure accident/incident reports that meet the following requirements are forwarded to Family Advocacy, CPS, if required, and CYS Flight Chief within 24 hours. This includes lapses in supervision that meet the National Association for the Education of Young Children (NAEYC) requirements, inappropriate guidance, problematic sexual behaviors, child abuse and neglect, harmful behaviors to self and others, facility closures, hospitalizations, reportable medical event, epidemic disease, use of emergency services, uncertified FCC child care, accreditation revocations/suspensions, infants receiving the wrong human milk, incidents involving law enforcement, or the filing of claims or litigation against a CYP.

2.9.30. Initiate actions required to support children with special needs/complex behaviors as needed. Ensure accommodations do not fundamentally alter the nature of the program. Reference the DAF CYP Inclusion Guide for guidance and contact Kids Included Together for assistance as needed.

2.9.31. Attend the Inclusion Action Team as necessary.

2.9.32. Identify succession planning measures to minimize loss of institutional knowledge and mitigate deficiencies in business processes.

## **2.10. The Training and Curriculum Specialist:**

2.10.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction. Observe staff frequently throughout the day to ensure children are adequately supervised, accounted for, and protected.

2.10.2. Ensure DoD certification is maintained IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. Participate in the outbrief at the end of the higher headquarters inspection.

2.10.3. Ensure the CDC is accredited by the National Association for the Education of Young Children (NAEYC).

2.10.4. Ensure SAC is accredited through Social Current unless housed within the CDC and eligible for NAEYC accreditation. Exceptions must be approved by AF/A1SOC.

- 2.10.5. Provide support to FCC Providers who want to become accredited by the National Association for Family Child Care.
- 2.10.6. Provide support to CYPAs and FCC Providers seeking child/youth development associate credentials.
- 2.10.7. Develop and implement a flight-wide training program to meet annual training requirements and ensure it is published in January each year. Conduct training as related to the specific position descriptions.
- 2.10.8. Conduct orientation training for CYP personnel, FCC applicants, volunteers, and contractors. **Note:** SLs only need local child abuse requirements; remaining orientation topics will be provided by Services Center Child and Youth School Liaison Program Division (AFSVC/VCS) staff.
- 2.10.9. Conduct six monthly observations on new staff when they are first employed. Provide coaching based on observations to support staff development.
- 2.10.10. Conduct monthly observations on all staff. Ensure each CYPA has a minimum of 10 monthly observations in a year. development. **Note:** Observations are conducted while staff are working in activity rooms. Multiple staff may be observed at the same time.
- 2.10.11. Use the DoD Virtual Lab School (VLS) Competencies and the Youth Training Modules to train CYPAs and FCC providers on program requirements. Review coursework, assessments, and conduct competencies to ensure CYP personnel/FCC providers can demonstrate skills. Coaching is provided throughout each course.
- 2.10.12. Ensure the ELM Curriculum activities are conducted IAW DoDI 6060.02. (CDC only) Reviews children's observations, tailored learning supports (Preschool only), activity options (Infant/Toddler only) and the ELM Snapshots of Progress weekly to ensure curriculum is individualized and children have opportunities to develop skills.
- 2.10.13. Ensure SAC/YP activity plans support positive youth development and incorporate all elements of programming to include high yield activities.
- 2.10.14. Contact Family Advocacy to provide annual flight training on Identifying, Reporting and Preventing Child Abuse and Neglect and Problematic Sexual Behaviors.
- 2.10.15. Advise program managers on purchasing developmentally appropriate materials, supplies and equipment.
- 2.10.16. Initiate actions required to support children with special needs/complex behaviors as needed. Ensure accommodations do not fundamentally alter the nature of the program. Reference the DAF CYP Inclusion Guide for guidance and contact Kids Included Together for assistance as needed.
- 2.10.17. Attend the Inclusion Action Team as necessary. Provide information on the needs of the child/youth, the program environment, staffing requirements, training requirements and additional resources.
- 2.10.18. Assist with parent orientation as necessary.
- 2.10.19. Provide input into program evaluation, assessment, and ongoing planning.
- 2.10.20. Serve on the FCC Panel as a non-voting member.

2.10.21. Ensure staff are trained to report accidents/incidents within 24 hours to the supervisor on duty or the program manager that include inappropriate guidance, problematic sexual behaviors, suspected child abuse and neglect, harmful behaviors to self and others, injuries requiring medical attention, hospitalizations, reportable medical event, epidemics disease, use of emergency services, allergen exposures, infants receiving the wrong human milk, and other critical events as outlined on the NAEYC 72-Hour Notification Form.

## **2.11. The Youth Programs Director/Assistant Director:**

2.11.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction. Procedures are in place to observe staff frequently throughout the day to ensure children are adequately supervised, accounted for, and protected.

2.11.2. Ensure DoD certification is maintained IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. Participate in the outbrief at the end of the higher headquarters inspection.

2.11.3. Manage appropriated and nonappropriated fund operational budgets including manpower, funding shortfalls, and funding execution to maximize resources to the greatest extent possible. Advocate for additional resources when necessary.

2.11.4. Ensure annual Comprehensive Fire and Safety, Health and Sanitation, and Multidisciplinary deficiencies are corrected within 90 days of inspection.

2.11.5. Employ an adequate number of qualified staff to support operations.

2.11.6. Ensure CYPAs have at least one hour monthly to have time away from youth for training, coaching, and mentorship to support their professional development. **Note:** Additionally, new employees receive one hour per week to work on DoD Competency Courses.

2.11.7. Ensure staff have at least one hour weekly to plan activities for children.

2.11.8. A schedule is posted two weeks in advance.

2.11.9. Conduct monthly observations on new CYPAs for the first six months of employment.

2.11.10. Supervise, mentor, and coach CYP personnel to support their development.

2.11.11. Communicate effectively and work collaboratively with the T&C to support training requirements.

2.11.12. In conjunction with the T&C, conduct orientation for new employees, contractors, and volunteers.

2.11.13. Ensure youth are provided healthy options for snack bars/vending machines while minimizing costs. Ensure health and safety standards are maintained to prevent contamination of food.

2.11.14. Ensure accident/incident reports that meet the following requirements are forwarded to Family Advocacy, CPS if required, and CYS Flight Chief within 24 hours. This includes, inappropriate guidance, problematic sexual behaviors, child abuse and neglect, harmful



behaviors to self and others, facility closures, hospitalizations, reportable medical event, epidemic disease, use of emergency services, accreditation revocations/suspensions, incidents involving law enforcement, or the filing of claims or litigation against a CYP.

2.11.15. Initiate actions required to support children with special needs/complex behaviors as needed. Ensure accommodations do not fundamentally alter the nature of the program. Reference the DAF CYP Inclusion Guide for guidance and contact Kids Included Together for assistance as needed.

2.11.16. Serve on the IAT as necessary.

2.11.17. Provide input for YP facility acquisition projects such as new construction, add/alter, and/or renovation.

2.11.18. Apply for grants to support programs. Consult with the installation legal office prior to submission or modifying the terms and conditions of any proposed grant application.

2.11.19. Serve as an appointed Liaison Officer for grants awarded by Boys & Girls Clubs of America (B&GCA), per DoD, *Joint Ethics Regulations (JER)*, § 3-100(c).

2.11.20. Serve in the role of Chief Executive Officer for the installation Youth Program. Ensure YP participates in B&GCA and 4-H required programming. Submit annual report as required.

2.11.21. Ensure programming is available in the 5 core program areas: Leadership and Service, The Arts, Health and Wellness, Sports and Recreation, Education to include Science, Technology, Education and Math (STEM).

2.11.22. Ensure youth are offered the opportunity to participate in the DAF required programs.

2.11.23. Ensure the program participates in the National Alliance for Youth Sports (NAYS) Better Sports for Kids Quality Program. Submit NAYS Excellence in Youth Sports Award annually.

2.11.24. Conduct a Youth Sponsorship program IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88 and DoDI 6060.04 that connects incoming and outgoing youth with installation programs and consists of outreach, newcomer orientation and peer to peer components.

2.11.25. Partner with the SL to support Youth Sponsorship initiatives for youth.

2.11.26. Recognize effort of individuals volunteering in the program. A recognition and awards program are a means to acknowledge positive and exceptional volunteer performance that has created a positive impact within the CYP. Reference [Attachment 1](#), Glossary of References and Supporting Information, Parent Participation Program.

2.11.27. Develop an operational plan for responding to emergency or contingency situations. Include plans to support children and youth if they remain away from the program for long periods of time. This includes, but is not limited to natural disasters, reportable medical event, epidemic disease or unusual cases of disease, active shooter, or an installation lockdown.

## **2.12. The Youth Sports and Fitness Program Director:**

2.12.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction.

- 2.12.2. Participate in the DoD CYP Higher Headquarters Unannounced Inspection. Ensure deficiencies are corrected within 60 days of inspection.
- 2.12.3. Ensure Comprehensive Fire and Safety, Health and Sanitation, and Multidisciplinary deficiencies are corrected within 90 days of inspections.
- 2.12.4. Acquire and maintain Certified Youth Sports Administrator through the NAYS. Ensure NAYS guidelines are followed.
- 2.12.5. Ensure YS&F offers a variety of competitive/non-competitive and non-traditional programs that help youth develop physically, socially, cognitively, and emotionally and encourage self-confidence, curiosity, life skills, creativity, self-discipline, and resilience.
- 2.12.6. Ensure adequate number of qualified staff and specified volunteers are available to assist with leagues; recruit, train, and manage specified volunteers.
- 2.12.7. Ensure coaches are certified in each sport they coach. Ensure youth sports coaches carry personal liability insurance as part of that certification.
- 2.12.8. Conduct orientation in conjunction with the T&C for YS&F staff, parents, contractors, and volunteers.
- 2.12.9. Ensure accident/incident reports that meet the following requirements are forwarded to Family Advocacy, CPS, and the CYS Flight Chief within 24 hours. This includes, inappropriate guidance, problematic sexual behaviors, child abuse and neglect, harmful behaviors to self and others, facility closures, hospitalizations, reportable medical event, epidemic disease, use of emergency services, incidents involving law enforcement, or the filing of claims or litigation against a CYP.
- 2.12.10. Establish operating procedures to facilitate inclusive sports and fitness opportunities for children/youth with special needs. Reference the DAF CYP Inclusion Guide for guidance.
- 2.12.11. Serve on the IAT when necessary.
- 2.12.12. Recognize effort of individuals volunteering in the program. A recognition and awards program is a means to acknowledge positive and exceptional volunteer performance that has created a positive impact within the CYP. Reference [Attachment 1](#), Glossary of References and Supporting Information, Parent Participation Program.
- 2.12.13. Develop an operational plan for responding to emergency or contingency situations. This includes, but is not limited to natural disasters, reportable medical event, epidemic disease or unusual cases of disease, active shooter, or an installation lockdown.

### **2.13. The Teen Coordinator/Youth Programmer:**

- 2.13.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction.
- 2.13.2. Ensure DoD certification is maintained IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. Participate in the outbrief at the end of the higher headquarters inspection.
- 2.13.3. Participate in the DoD CYP Higher Headquarters Unannounced Inspection. Ensure deficiencies are corrected within 60 days of inspection.

2.13.4. Ensure Comprehensive Fire and Safety, Health and Sanitation, and Multidisciplinary deficiencies are corrected within 90 days of inspections.

2.13.5. Manage APF and NAF operational budgets and resources to include manpower, funding shortfalls, and funding execution and maximize resources to the greatest extent possible. Advocate for additional resources as necessary.

2.13.6. Apply for grants from the Combined Federal Campaign (CFC), United Way, B&GCA, and other potential sources. For CFC, reference Title 5, Code of Federal Regulations, Section 950.202, *Charity Eligibility Requirements*, family support and youth activities or programs certified by the commander of a military installation as meeting the eligibility criteria contained in paragraphs (a)(3) and (4) of this section may appear on the list of local organizations and be supported from CFC funds. Family support and youth activities may participate in the CFC as a member of a federation at the discretion of the certifying commander.

2.13.7. Conduct parent orientations.

2.13.8. Ensure programming is available in the 5 core program areas: Leadership and Service, The Arts, Health and Wellness, Sports and Recreation, Education to include Science, Technology, Education and Math (STEM).

2.13.9. Conduct a youth sponsorship program 10 USC § 1785, *Youth Sponsorship Program* and DoDI 6060.04.

2.13.10. Partner with the SL to implement a youth sponsorship program IAW 10 USC § 1785, and DoDI 6060.04.

2.13.11. Network with preteens/teens at other installation locations (e.g., schools, community centers).

2.13.12. Partner with other youth serving organizations (e.g., Girl Scouts, Civil Air Patrol).

2.13.13. Ensure accident/incident reports that meet the following requirements are forwarded to the Family Advocacy, CPS if required, and CYS Flight Chief within 24 hours. This includes inappropriate guidance, problematic sexual behaviors, child abuse and neglect, harmful behaviors to self and others, facility closures, hospitalizations, reportable medical event, epidemic disease, use of emergency services, incidents involving law enforcement, or the filing of claims or litigation against a CYP.

2.13.14. Establish operating procedures to facilitate inclusive sports and fitness opportunities for children/youth with special needs. Reference the DAF CYP Inclusion Guide for guidance.

2.13.15. Serve on the IAT when necessary.

2.13.16. Recognize effort of individuals volunteering in the program. A recognition and awards program is a means to acknowledge positive and exceptional volunteer performance that has created a positive impact within the CYP. Reference [Attachment 1](#), Glossary of References and Supporting Information, Parent Participation Program.

## **2.14. The School Liaison Program Manager:**

2.14.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.04 and this instruction. Reference DoDI 1342.15, *Educational Advisory*

*Committees and Councils*, DoDI 1342.22, *Military Family Readiness*, DoDI 1342.29, *Interstate Compact on Educational Opportunity for Military Children*, and DAFI 34-105, *Non-Department of Defense (DoD) Public Schools on DAF Installations* as guidance.

2.14.2. Must receive funding, manpower, compliance inspection, policy and operational oversight through CYP. Ensure program has proper oversight and resources IAW DoDI 6060.04 and this instruction.

2.14.3. Has routine, direct communication with the installation commander or senior officer designee appointed to support the School Liaison Program.

2.14.4. Ensure DoD certification is maintained IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88 and DoDI 6060.04. Participate in the outbrief at the end of the higher headquarters inspection.

2.14.5. Notify AFSVC/VCS when a position is vacant to ensure AFSVC/VCS and/or Joint Service assist with coverage.

2.14.6. Serve on the Inclusion Action Team (IAT) when children being reviewed by the IAT are school age or receiving special education services at the school; provide information and connect families with appropriate educational resources.

2.14.7. Establish working knowledge of and monitor local, state, federal legislation and regulatory requirements impacting PreK-12.

2.14.8. Establish sound working knowledge of various education models and requirements to include, but not limited to public, private, parochial, homeschool, charter, Department of Defense Education Activity (DoDEA), Non DoDEA School Program, and virtual school options. Maintain knowledge of education principles and concept of school systems, program mission, and functions.

2.14.9. Serve as the advisor to the Installation Commander and subject matter expert for all local military-connected student education matters. Coordinate with a variety of regulatory, enforcement, and other agencies and develop recommendations to assist parents, school systems and military leadership with developing policies and resolving issues. Reference the DAF SLP Operations Guide for guidance.

2.14.10. Lead, chair, or attend committees, working groups, meetings and forums involving educational needs of military-connected students such as installation education working groups or summits, Educational Advisory Committee, Exceptional Family Member Program (EFMP) Installation Support Team, and Military Interstate Children's Compact Commission State Council meetings; provides administrative support, as required.

2.14.11. If designated as the State Military Interstate Children's Compact Commission subject matter expert, represents all military dependents and DoD installations in that state. Other SLs provide support to the designated DoD state-appointed representative of respective state.

2.14.12. Educate military parents to enable them to become their student's primary advocate by providing resources such as, but not limited to, transition support, parental absence challenges, academic planning, special education support and available school options and programs.

2.14.13. Partners with parents, school administrators, staff, community stakeholders, and installation leadership concerning education issues. Reference the DAF SLP Operation Guide for guidance.

2.14.14. Provide and market information on local education options, events, school announcements, etc. Obtain monthly inbound/outbound roster from the Military Personnel Flight to communicate with families and assist with smooth school transitions. Contacts all outbound personnel no later than 90 days prior to their projected departure date or sooner for personnel with assignments. Contact all inbound personnel no later than 120 days prior to the report no later than date or sooner for personnel with short notice assignments.

2.14.15. Develop, facilitate, and strengthen community-based education partnerships at the local, state, and national levels. Develop State intergovernmental relations to develop important public policies or programs. Ensure delivery of integrated program services identify community service and resource requirements and monitor compliance with public laws mandating education and related services for the military population.

2.14.16. Identify issues, goals, objectives, and measurements needed to comply with federal, state, local, AFSVC, and DAF guidance. Coordinate proposed solutions among all stakeholders. Brief senior leaders on issues and plans for improvement.

2.14.17. Develop and maintain working relationship with elementary, secondary, and post-secondary institutions. Conduct professional development for district teachers, counselors and administrators, including DoDEA.

2.14.18. Attend school board meeting of districts with large numbers of military-connected students enrolled. Maintain and build relationships with all education entities that have military-connected students enrolled.

2.14.19. Attend public hearings on issues (e.g., redistricting, accreditation, establishment of public or charter schools on military installations) that impact the educational environment in schools attended by military-connected students.

2.14.20. Inform installation leadership on school related matters, proactively address issues, and facilitate communication between local school authorities and installation leadership. Facilitate communication between local school authorities and senior leaders; serve as the continuity conduit during installation and/or community stakeholder transition.

2.14.21. Understand and inform installation leaders and school administrators on funding sources to include Federal Impact Aid, Department of Defense Supplemental Impact Aid, and Department of Defense Impact Aid for Children with Severe Disabilities.

2.14.22. Network with military child education and family advocacy organizations such as Military Interstate Children's Compact Commission (MIC3), Military Child Education Coalition Military Impacted School Association, National Military Family Association and Specialized Training of Military Parents

2.14.23. Attend Community Action Team and Community Action Board meetings. Establishes and coordinate reports, as needed.

2.14.24. Serve as the installation point of contact for school based CYB MFLCs. Submit requests for additional, removal, or reassignment of school CYB MFLCs. Conducts orientation and analyzes usage report.

2.14.25. Provide professional development and workshops to military, families, educators, and community stakeholders on the unique needs of military-connected children such as, but not limited to, transition support, deployment support, community partnerships, installation/school communications, pre-kindergarten transition support and post-secondary options.

2.14.26. Representative to DoDEA for logistical, administrative, facility maintenance support as outlined in support agreement. Provide resource and referral information for students required to attend local/host nation schools (i.e., Non-DoDEA School Program).

2.14.27. Support deployment planning/support; support the community before, during and after deployment through outreach, communication, activities, and participation in events. Train educators on all phases of deployment including the critical aspects of reunion and reintegration.

2.14.28. As the installation subject matter expert regarding education of military-connected students, advise on establishment and operation of any PSMI.

2.14.29. Coordinate and establish procedures for responding to emergency or contingency situation for PSMI and assists in off installation schools within proximity of the installation. This includes, but is not limited to, natural disasters, reportable medical event, epidemic disease or unusual cases of disease, allegations of child abuse and neglect, active shooter, or installation/facility lockdown.

2.14.30. Coordinate and implement a program of comprehensive out-reach initiatives designed to facilitate the delivery of existing services and to develop new services based on results of the local education needs assessment.

2.14.31. Ensure accident/incident reports that meet the following requirements are forwarded to the CYS Flight Chief, Family Advocacy, and the local CPS, if required, within 24 hours. This includes inappropriate guidance, problematic sexual behaviors, child abuse and neglect, harmful behaviors to self and others, facility closures, hospitalizations, reportable medical event, epidemic disease, use of emergency services, incidents involving law enforcement, or the filing of claims or litigation against a CYP.

2.14.32. Utilize the Department of the Air Force SLP Records Management system (SLP-RMS). SLP-RMS is the web-based data service delivery management system established to provide timely information about engagements/activities, educational trends, legislative efforts, and other outcome-based results. SLs utilize this system for routine data gathering, record keeping, information management report generation. Records must be updated monthly, at a minimum and in accordance with the Air Force Records Disposition Schedule.

**2.15. Community Child Care Coordinator (CCC): Note:** If the position is vacant or non-existent, the CYS Flight Chief will appoint someone to assume these responsibilities. This position includes FCC Coordinator responsibilities.

2.15.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction.

2.15.2. Ensure procedures are in place to observe homes regularly to ensure children are adequately supervised, accounted for, and protected.

2.15.3. Serve as the installation primary point of contact for information about military and civilian child care services.

2.15.4. Build community partnerships and networks to maximize availability of resources for installation personnel.

2.15.5. Assess demand and take appropriate action to address child care capability needed on and off installation to include weekend and evening care, deployment support, special needs, and non-traditional care support.

2.15.6. Work with local and national child care resource and referral agencies (e.g., Child Care Resource and Referral System) to help families find child care.

2.15.7. Consult and educate commanders, unit leadership, and families on the resources available on/off base.

2.15.8. Assist parents with finding child care on/off base. Maintain contact with parents until child care has been secured.

2.15.9. Educate families on child care fee assistance and subsidy options.

## **2.16. The Family Child Care (FCC) Coordinator:**

2.16.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction.

2.16.2. Ensure procedures are in place to observe homes to ensure children are adequately supervised, accounted for, and protected.

2.16.3. Ensure DoD certification is maintained IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. Participate in the Higher Headquarters Inspection by conducting home visits and participating in the outbrief at the end of the higher headquarters inspection.

2.16.4. Ensure Comprehensive Fire and Safety, Health and Sanitation and Multidisciplinary deficiencies are corrected within 90 days of the inspection.

2.16.5. Assess the demand for child care and recruit FCC Providers as necessary.

2.16.6. Manage the Expanded Child Care Program IAW AFSVC/VCY guidance.

2.16.7. Manage the USDA CACFP Adult/Child Food Program.

2.16.8. Ensure APF resources are maximized to the greatest extent possible. Advocate for additional resources as necessary.

2.16.9. Ensure background investigations are initiated within three days of receiving an FCC provider application.

- 2.16.10. Ensure background investigations (Installation Record Checks and Fingerprints) are completed and Tier 1 background check initiated prior to certification. See [paragraph 10.9](#) for Line Of Sight Supervision procedures.
- 2.16.11. In conjunction with the T&C, conduct orientation for new FCC Providers.
- 2.16.12. Ensure training is conducted to help FCC Providers meet the annual training requirements IAW DoDI 6060.02 and this instruction.
- 2.16.13. Contact installation agencies to conduct fire, safety, and health and sanitation inspections prior to certifying or re-certifying applicants.
- 2.16.14. Conduct a home inspection and family interview prior to certifying new applicants.
- 2.16.15. Ensure the FCC Panel reviews each new applicant prior to certification.
- 2.16.16. Conduct monthly home visits/observations to ensure FCC Providers follow policies and procedures.
- 2.16.17. Conduct weekly home visits for FCC Providers without Tier 1 background checks until investigations are complete and favorably adjudicated.
- 2.16.18. Ensure coaching is provided within three business days of each home inspection. Coaching must be conducted when FCC Providers are not supervising children (e.g., nap time).
- 2.16.19. Encourage FCC Providers to seek Child Development Associate credential or national accreditation. Contact AFSVC for assistance.
- 2.16.20. Serve as the liaison to the FCC Panel. Schedule, attend and prepare all materials needed for panel meetings. Prepare and maintain panel minutes. Ensure certification is signed prior to the provider caring for children.
- 2.16.21. Follow up on reports of unauthorized child care in government/privatized housing.
- 2.16.22. Ensure accident/incident reports that meet the following requirements are forwarded to the Family Advocacy, CPS if required, and the CYS Flight Chief within 24 hours. This includes inappropriate guidance, problematic sexual behaviors, child abuse and neglect, harmful behaviors to self and others, home closures, hospitalizations, reportable medical event, epidemic disease, use of emergency services, uncertified FCC child care, infants receiving the wrong human milk, incidents involving law enforcement, or the filing of claims or litigation against a CYP.
- 2.16.23. Attend the PAB and establish a viable parent participation plan.
- 2.16.24. Provide support to FCC providers who support children with special needs/complex behaviors. Reference the DAF CYP Inclusion Guide for guidance.
- 2.16.25. Serve on the IAT as requested.
- 2.16.26. Ensure FCC Providers have individualized procedures for responding to emergencies or contingency situations. This includes but is not limited to natural disasters, reportable medical event, epidemic disease or unusual cases of disease, active shooter, or an installation lockdown.
- 2.16.27. Maintain FCC resource center.



2.16.28. Maintain Playground Safety Inspector Certification from the National Recreation Parks Association or the National Program for Playground Safety.

**2.17. The Family Child Care (FCC) Panel will:**

2.17.1. Comply with policy and guidance IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 and this instruction.

2.17.2. Convene a meeting at least quarterly with the Mission Support Group Deputy Commander (MSG/CD) or SBD/MD serving as panel chair. **Note:** Meetings may be virtual.

2.17.3. Members are the MSG/CD or SBD/MD, FSS Commander/Civilian Director (FSS/CD) or FSS Deputy and the CYS Flight Chief. The CCC/FCC Coordinator and T&C are assigned to the panel but are not voting members.

2.17.4. Representatives from installation Legal, Family Advocacy, Safety, Fire, Medical, Security Forces, Public Health and other agencies may participate as required.

2.17.5. Review applications and supporting documents for initial and re-certification, before recommending approval or disapproval to the installation commander. **Note:** Each provider who is recommended for certification is reflected in the minutes.

2.17.6. Review annual Headquarters Inspection Corrective Action Report to ensure deficiencies are corrected. Documentation of review is annotated in the Panel minutes.

2.17.7. Review annual Comprehensive Fire, Safety, Health, and Sanitation Inspection Corrective Action Reports to ensure deficiencies are corrected. Documentation is annotated in the Panel minutes.

2.17.8. Review the Multidisciplinary Corrective Action Report to ensure deficiencies are corrected. Documentation is annotated in the Panel minutes.

2.17.9. Annotate recommendation for each provider in the meeting minutes. **Note:** Recommendations may be conducted by email.

2.17.10. Determine the need for FCC Providers semi-annually. Review is reflected in quarterly panel minutes.

2.17.11. Review FCC Providers' quarterly inspection deficiencies. Review is reflected in quarterly panel minutes.

2.17.12. Review the results of the unannounced corrective action report. Review is reflected in the quarterly panel minutes.

2.17.13. Review the status of providers training quarterly. Review is reflected in the quarterly panel minutes.

2.17.14. Recommend FCC Providers for suspension/revocation to the MSG/CC or SBD/MD.

2.17.15. Address reports of child care in government/privatized housing provided by uncertified FCC Providers.

2.17.16. Review Provider of the Year submissions. Annotate in Panel minutes.

**2.18. The Installation Fire Prevention Office:**

2.18.1. Provide consultation to CYP and the FCC Panel.

2.18.2. Conduct an annual unannounced comprehensive fire inspection of CYP facilities and FCC homes IAW 10 USC 1781 et seq. Ch 88, DoDI 6060.02 and DoDI 6060.04 and this instruction. The current Fire Safety Prevention Inspection Guide, applicable to facility type, is used to conduct comprehensive inspections. Verify deficiencies are closed within 90 days of inspection.

2.18.3. Conduct an annual unannounced multidisciplinary fire inspection of CYP facilities and FCC homes IAW 10 USC, Subtit. A, Pt. II, Ch. 88, § 1794, DoDI 6060.02, and DoDI 6060.04. Verify deficiencies are closed within 90 days of inspection.

2.18.4. Provide a written report to the CYS Flight Chief and CYP program manager, to include any deficiencies no later than 30 days after the annual comprehensive or multidisciplinary inspection.

2.18.5. Train CYP Managers on the current Fire Safety Prevention Inspection Guide applicable to the facility type and any other local requirements. **Note:** Training must be provided each time guide is updated.

2.18.6. Train the CYS Flight Chief or CDC Director/Assistant to conduct comprehensive and multidisciplinary FCC home inspections located in areas outside government jurisdiction.

2.18.7. Train the FCC/CC Coordinator to conduct fire inspections for new FCC applicants and re-certifications when homes are located outside government jurisdiction.

2.18.8. Conduct fire inspections for new FCC applicants and FCC re-certifications for homes located in government housing.

2.18.9. Conduct evacuation drills IAW DoDI 6060.02.

2.18.10. Conduct a fire inspection prior to providing child care in facilities that are not typically used for child care.

### **2.19. The Installation Safety Office:**

2.19.1. Provide consultation to CYP and the FCC Panel.

2.19.2. Conduct an annual unannounced comprehensive safety inspection of all CYP facilities and FCC homes in government housing IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02 and DoDI 6060.04. Ensure deficiencies are closed within 90 days of inspection.

2.19.3. Conduct an annual unannounced multidisciplinary safety inspection of all CYP facilities and FCC homes in Outside Continental U.S. (OCONUS) government housing IAW 10 USC, Subtit. A, Pt. II, Ch. 88, § 1794, DoDI 6060.02, and DoDI 6060.04. Ensure deficiencies are closed within 90 days of inspection.

2.19.4. Train CYS Flight Chief or CDC Director to conduct comprehensive and multidisciplinary home inspections in all other jurisdictions for FCC homes except for those located in government housing overseas. The training will provide hazard recognition training to FCC personnel that conduct FCC home safety inspection IAW DAFI 91-202, *The US Air Force Mishap Prevention Program*.

2.19.5. Provide a written report to the CYP Manager, to include any deficiencies, no later than 30 days after the annual comprehensive or multidisciplinary inspection.

2.19.6. Conduct safety inspections for new FCC applications and FCC re-certification for homes located in government housing.

2.19.7. Train FCC Coordinators to conduct home safety inspections for new FCC applicants and those renewing FCC certifications in privatized housing areas.

2.19.8. Conduct a pre-season safety inspection of sports fields and facilities prior to each sports season upon contact from CYP personnel.

2.19.9. Conduct a safety inspection prior to providing child care in facilities that are not typically used for child care.

## **2.20. The Installation Public Health Office:**

2.20.1. Provide consultation to CYP Program and the FCC Panel.

2.20.2. Conduct an annual unannounced comprehensive health and sanitation inspection of CYP facilities and FCC homes IAW 10 USC, Subtit. A, Pt. II, Ch. 88, § 1794, DoDI 6060.02, and DoDI 6060.04. Ensures deficiencies are closed within 90 days of inspection.

2.20.3. Conduct an annual unannounced multidisciplinary health and sanitation inspection of CYP facilities and FCC homes IAW 10 USC, Subtit. A, Pt. II, Ch. 88, § 1794, DoDI 6060.02, and DoDI 6060.04. Ensures deficiencies are closed within 90 days of inspection.

2.20.4. Train the CYS Flight Chief and the CDC Director to conduct comprehensive and multidisciplinary home inspections located in areas outside government jurisdiction.

2.20.5. Provide a corrective action report to the CYP Program Manager no later than 30 days after the annual comprehensive or multidisciplinary inspection.

2.20.6. Conduct home inspection for new FCC applicants and FCC re-certifications located in government housing.

2.20.7. Train the FCC/CCC Coordinator to conduct home inspections for new applicants or re-certifications when homes are located outside government jurisdiction. **Note:** Training can be conducted in person or virtually.

2.20.8. Provide a health and sanitation training to new program managers.

2.20.9. Notify program managers of public health outbreaks and identifies if adults or children who have not received the applicable immunizations should be excluded from participation in events with potential of disease outbreak.

2.20.10. Conduct regular inspections of facilities IAW DAFI 48-116 *Food Protection Program*, and DAFI 48-117, *Public Facility Sanitation*.

2.20.11. Conduct public health inspection prior to providing child care in facilities that are not typically used for child care.

2.20.12. For any reportable medical event or epidemic diseases, work with CYP to develop processes and procedures to minimize exposure.

## **2.21. The Installation Family Advocacy Program will:**

2.21.1. Provide annual training on identification, prevention and reporting of child abuse and problematic sexual behavior.

2.21.2. Provide consultation IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04, on reported incidents that involve the safety, health, or well-being of a participant.

**2.22. The Installation Legal Office will:**

2.22.1. Provide consultation to the CYP.

2.22.2. Attend Inclusion Action Team (IAT) meeting or, at a minimum, consult with CYP during accommodation review or disenrollment process for individual children with special needs/complex behaviors. Consultation includes a review of CYP's documentation, prior to submission to AFSVC/VCY, to ensure reasonable steps have been taken and these steps satisfy all legal requirements.

## Chapter 3

### FACILITIES

**3.1. Facility Requirements and Construction.** CYP facilities must comply with all federal, country standards and the National Fire Protection Association (NFPA) 101, *Life Safety Code*. **(T-0)**

3.1.1. The Unified Facilities Criteria (UFC) is used for new construction or renovated facilities. **(T-0) Note:** DAF CDCs have been authorized to use UFC 4-740-14 UFC 4-740-14, *Child Development Centers*.

3.1.2. Prior to any facility modification, renovation or addition, changes must be coordinated with the local Civil Engineer Squadron, Air Force Civil Engineering Center (AFCEC) Operational Directorate, AFSVC/VCY and AFSVC Capital Improvements. **(T-1) Note:** During the design review, AFCEC will determine if re-evaluation is needed for an updated certificate of occupancy.

3.1.3. State and local construction standards may be used but are not required, except if the facility is in an area where there is no federal jurisdiction and then only if state and local standards are more stringent than those listed above. **(T-0)**

3.1.4. Facilities to include buildings for instructional classes or short-term care must meet fire, safety, and public health regulations. **(T-1)**

3.1.5. Facilities and equipment must be clean, in good repair, and representative of the needs and interests of children/youth currently in the program.

3.1.6. An exterior sign shall be placed near the front entrance of the facility unless prohibited by local force protection regulations.

3.1.7. At least one telephone with DSN capability is available in each facility. Phone lines have the capability to reach off base residences and work locations of parents.

3.1.8. An internal communication system (e.g., intercom, 2-way radios, cordless phones) is available to facilitate communication between activity rooms, front desk, and outdoor play areas.

3.1.9. Sufficient storage space is provided for equipment and materials; storage areas must be kept neat and organized.

3.1.10. CDC facilities include customer and staff parking, a reception area, offices, an isolation room, kitchen, food preparation/storage area, laundry room, janitor's closet, child activity rooms, child restrooms, staff/public restrooms, staff break room, a place for staff to store personal belongings in a secured locker, training room for planning or preparing materials that is separated from the children's areas, and outdoor play environments. Activity rooms must be painted light neutral colors from the approved color palette. **(T-1)** Activity rooms create a home-like environment. **Note:** Not applicable to facilities built prior to 2012.

3.1.11. YP facilities include customer and staff parking, a reception area, offices, kitchen, food preparation/storage area, laundry room, janitor's closet, youth activity rooms, a multi-purpose

room, child/youth restrooms, staff/public restrooms, staff break room, gym, storage areas, a place for staff to store personal belongings in a secured locker, and training room for planning or preparing materials that is separated from youth areas and outdoor play environments. Activity rooms must be painted light neutral colors from the approved color palette. **(T-1)**

**Note:** Not applicable to facilities built prior to 2012.

**3.2. Heating and Ventilation.** Air conditioning, ventilation systems or rooms with windows are used to cool facilities.

3.2.1. Temperatures throughout the facility are maintained between 68.5 to 75 degrees Fahrenheit during the winter months and 74 to 82 degrees during the summer months.

3.2.2. Screens are installed on open windows.

**3.3. Reception Areas.** An area with parent resources and pictures or children/youth's work reflecting the children or youth currently enrolled.

3.3.1. The hours of operations are posted on the outside facility doors/windows.

3.3.2. The name and photo of the program manager and the name of the supervisor on duty are displayed at the front desk.

3.3.3. The DoD certification plaque and the DoD certificate to operate memo, accreditation certificate and AFCEC certificate of occupancy is displayed in the reception area.

3.3.4. The DAF CYP mission statement, DoD Child Abuse Hotline Poster, DAF CYP Positive Guidance and Appropriate Touch Procedures, PAB minutes, and standardized menus are posted on the parent board.

3.3.5. Current Fire, Safety, and Health and Sanitation inspection reports, current higher headquarters inspection. Headquarters corrective action reports are available for parents to review.

**3.4. CDC.** The following standards apply:

3.4.1. A minimum of 35 square feet of usable space per child is provided in each activity room, with an additional minimum of 15 square feet for crawling and protected play for children 6 weeks to 24 months. **(T-0)**

3.4.2. A minimum of 50 square feet of usable space per child is provided in rooms in which cribs are utilized for sleeping. **(T-0)** For smaller rooms, fewer cribs may be used; however, children may not transition to a mat until the child is 11 months old.

3.4.3. Individual storage space for each child's personal belongings is provided in each activity room; enough space is provided so that children's coats and hats do not touch.

3.4.4. Activity rooms used by children ages 5 and under meet the toilet and sink requirements as outlined in FC 4-740-14. Sinks with running water are located adjacent to, but outside of, the toilet room or water closet space.

3.4.5. Toilet partitions may be installed in CDC activity room bathroom stalls for children aged three years and up. Partition heights shall not exceed 42 inches and shall be no more than

nine inches above the finished floor. Bathroom doors may not be installed in activity rooms for children, five and under.

3.4.6. A sink and an area for diapering is available for each activity room. An additional sink for food services and/or cleaning/sanitation of toys is available for each activity room. **Note:** Not applicable to facilities built prior to 2012.

3.4.7. Diaper changing units are built with integral, retractable steps in compliance with FC 4-740-14.

3.4.8. In each activity room, allocate some hard surface flooring for eating and some carpeted areas for play activities.

3.4.9. Lactation room. Guidance on establishing a lactation room is provided in DAFI 36-3013, *Lactation Rooms and Breast Milk Storage for Nursing Mothers* and UFC 4-740-14. **Note:** The provisions of UFC 4-740-14 apply if the lactation room is only to be utilized by visiting nursing mothers of infants at the CDC. The additional requirements of DAFI 36-3013 would apply if the lactation room is also to be utilized by CDC employees irrespective of whether their infants were being cared for in the CDC.

3.4.10. Activity rooms are arranged for children to play individually, in small groups, or in a large group. There is enough usable floor space to provide a variety of activity areas for the number of children enrolled. Space should be arranged to permit multiple activities at the same time without disrupting one another. Loud areas should be separated from quiet areas; water play, and art activities should be near the sink.

3.4.11. Soft materials (e.g., rugs, pillows, play curtains, tablecloths) may be used to provide a home-like environment. Pillows may not be used for children under age twelve months.

**3.5. SAC.** A separate school age area is provided in YP or space may be located in another facility on the installation.

3.5.1. A minimum of 35 square feet of usable space per child provided for quiet activities (e.g., homework, reading or clubs meetings). **(T-0)**

3.5.2. A minimum of 50 square feet is provided for small group meetings or enrichment activities (e.g., woodworking, construction). **(T-0)**

3.5.3. A minimum of 75 square feet is provided for active play (e.g., dance, aerobics, basketball). **(T-0) Note:** Includes outdoor play areas.

3.5.4. The indoor space is arranged so that various activities can go on at the same time.

3.5.5. Indoor space is arranged so that youth can get materials out and put them away by themselves with ease.

3.5.6. There is adequate and convenient storage space for equipment, materials, and personal possessions of youth, and CYP personnel.

3.5.7. Computers, laptops, tablets, internet capability, printers and scanners are available to support technological skills and integrate technology into other aspects of the program (e.g., connecting with deployed or duty-separated parents).

3.5.8. Separate male and female restrooms are available, or systems are in place for adults and teens to ensure adults and teens do not use the restroom at the same time as children ages twelve and under. **Note:** For all new construction, individual restrooms are required.

**3.6. Youth Centers.** A separate teen area is provided, or space may be in another facility on the installation.

3.6.1. The indoor space is arranged so that various activities can go on at the same time.

3.6.2. Computers, laptops, tablets, internet capability, printers and scanners are available to support technological skills and integrate technology into other aspects of the program (e.g., connecting with deployed or duty-separated parents). **Note:** Also available in stand-alone teen program.

3.6.3. Separate male and female restrooms are available, or systems are in place for adults and teens to ensure adults and teens do not use the restroom at the same time as children ages twelve and under. **Note:** For all new construction, individual restrooms are required.

**3.7. Child Development and School Age Outdoor Areas.** The following standards apply:

3.7.1. Playground equipment meets the safety and design requirements outlined in the *Public Playground Handbook for Safety*, United States Consumer Product Safety. Any deviations from the recommendations in the *Public Playground Handbook for Safety* is coordinated with AFSVC/VCY. **(T-1)**

3.7.2. Playground equipment are suitable for the ages, sizes and abilities of children or youth.

3.7.3. Outdoor play areas directly adjoin CDC facilities. **(T-0)**

3.7.4. Outdoor areas for alternative program options are accessible via a route free from hazards and located no more than 1/8 mile from the facility. **(T-0)** **Note:** This requirement applies only to CDCs.

3.7.5. A minimum of 75 square feet per child for each child is provided on the playground. For more than 100 children, an additional 50 square feet is provided for each additional child.

3.7.6. Ensure that at least half of the children enrolled in the center can play in the CDC outdoor play area at one time. **(T-0)**

3.7.7. Playground areas are designed IAW UFC 4-470-14. Playground areas are designed to accommodate a variety of activities. **(T-0)**

3.7.8. The exterior of the outdoor play area is enclosed with a chain link fence. **(T-0)**

3.7.9. School Age outdoor areas may include sports fields, tennis courts, and other outdoor play areas.

3.7.10. Ensure outside play areas have shaded areas, a variety of playground surfaces, including grass, sand, concrete, and soil; and a variety of age-appropriate equipment for riding, climbing, balancing, and individual play.

3.7.11. Playground areas and equipment are safe (e.g., no catch points, protruding hardware, entrapments, tripping hazards, debris). Pea gravel and loose fill materials are not permitted on new and/or renovated playgrounds. **Exception:** Not applicable to playgrounds built prior to 1 January 2015.



3.7.12. Trash and debris are picked up prior to children or youth using the play area.

3.7.13. Gates are unlocked whenever the facility is occupied. Gates may be locked from the public-accessible side of the fence; however, gates must open from the playground side without the need for a key or special tool.

3.7.14. An enclosed shed is available on each playground, space permitting. Outdoor storage sheds allow for visual monitoring when children or youth have access to play equipment. If the shed does not permit visual monitoring, the shed remains locked and inaccessible to children or youth.

3.7.15. Ensure all children/youth are visible and supervision is maintained. Convex mirrors may be used to support visibility and supervision.

3.7.16. Ponds, wells, culverts, drainage ditches, sewer accessories, standing water and all similar hazards must be inaccessible to children/youth.

3.7.17. Merry-go rounds, narrow steep slides, trampolines, animal figures and hard seat swings are not installed on playgrounds.

3.7.18. Poisonous plants and inedible vegetation are inaccessible to children.

3.7.19. Outdoor play areas are inspected daily prior to use.

**3.8. YP Outdoor Space.** The following standards apply:

3.8.1. Sports fields are maintained IAW the national youth standards for the specified sport (e.g., soccer, baseball, flag football) throughout the year. **(T-1)** Fields are free of litter and well-maintained.

3.8.2. Sports fields have limited insect and rodent infestations. Consult with ground maintenance for assistance.

3.8.3. Sports fields are checked for hazards by safety personnel prior to each sports season. **(T-1)**

3.8.4. Other outdoor areas, such as sports fields, tennis courts, and outdoor playgrounds may be used.

**3.9. Custodial Support.** Facilities are clean. The following standards apply:

3.9.1. Custodial support is provided in CDC/SAC to ensure cleanliness and sanitation is IAW the Big 3 Service Contract, Attachment 3, *Air Force Custodial Standards*. **(T-1)** Custodial support is provided for the CDCs during hours of operations.

3.9.2. During a suspected or confirmed communicable disease outbreak, facility cleaning is performed in consultation with the installation Public Health office as appropriate.

3.9.3. During a suspected or confirmed Norovirus outbreak, extra measures must be taken. Reference the Air Force Research Laboratory Norovirus Outbreak Toolkit located on the Public Health milSuite for guidance: <https://www.milsuite.mil/book/docs/DOC-1237175>.

3.9.4. Processes are in place to meet the sanitary standards for food preparation areas, bathrooms, diapering areas, handwashing facilities and drinking fountains.

**3.10. Shared Spaces.** A written agreement outlining specific responsibilities of the host agency is in place if using shared spaces.

3.10.1. Written agreements address space, supplies and equipment, storage, telephone, open and closing procedures, cleanup and maintenance, and applicable fees.

3.10.2. Interest areas are created if the space is in a large open area. Portable storage cabinets are used for personal belongings, supplies and equipment.

3.10.3. Sufficient time is allowed for CYP personnel to set-up and tear-down materials. Youth may assist as long as the tasks are age appropriate.

3.10.4. Installation Fire, Safety and Health agencies must inspect facility prior to use.

**3.11. FCC Program.** Facility space is provided to support administrative functions, a resource center, and a reception area. An exterior sign is placed near the front entrance of the building that houses the FCC program unless prohibited by force protection regulations.

**3.12. FCC Homes.** The following standards apply:

3.12.1. At least 35 square feet of indoor usable space is available for each child in care to play, eat and rest. **(T-1)**

3.12.2. A working landline or cellular phone is available to dial the local emergency dispatch center. Emergency phone numbers are posted on the parent board for the police, fire, poison control services, and DoD Child Abuse hotline number. Emergency phone numbers and parent's numbers are stored in cellular phones.

3.12.3. An environment is created that supports the needs of the children in care and the provider's family.

3.12.4. Outdoor play equipment designed for home use or a play area near the home may be used if it is safe for the children in care.

3.12.5. FCC homes are clean, in good condition, and meet the needs of the children enrolled and the provider's family.

**3.13. School Liaison Program (SLP).** Physical space may vary based on availability of installation office space, but ideally located in or near other wing servicing agencies, in/out processing offices, Military and Family Readiness Center, or other support activities. Office and parking are accessible to individuals with disabilities and those with infants/small children. The space should provide visitors access without entry control procedures. Office includes sufficient space for a standard-size desk, office chair, visitor seating, locking filing cabinets, bookshelves, telephone, and internet capabilities. The office should offer privacy, including floor-to ceiling walls and a closeable door, for one-on-one consultations, when subject matter warrants.

**3.14. Facility Closures.** Before permanently closing any CYP facility, a request must be sent to AF/A1S at least 60 days prior to proposed closure. **(T-1)** Requests must include the rationale and the alternative to be used in place of the activity. Reference DAFI 34-101 *Department of the Air Force Morale, Welfare and Recreation (MWR) Programs and Use Eligibility*. Short-term facility closures are discouraged except in the case of extreme emergencies/unusual circumstances.

**3.15. Temporary Closures.** Temporary closures due to repairs are coordinated with AFSVC/VCY and AF/A1SOC prior to closure. **(T-1)**

## Chapter 4

### REQUIRED INSPECTIONS

**4.1. Required Annual, Unannounced Inspections.** Four local inspections and one higher headquarters inspection are conducted annually IAW 10 USC, Subtit. A, Pt. II, Ch. 88, § 1794, DoDI 6060.02 and DoDI 6060.04. **(T-0)**

4.1.1. Local inspections include a comprehensive health and sanitation inspection, comprehensive fire and safety inspections, and a multidisciplinary inspection. **(T-0)**

4.1.2. Requests for extensions to close findings of any of the required inspections are submitted 45 days after the inspection. Requests include plan of action, funding source if required, an estimated completion date, and interim compensatory measures. The Installation Commander is required to submit request to AFSVC/VCY. Decisions are determined by AF/A1SOC.

**4.2. Local Comprehensive Inspections.** Local comprehensive inspections are unannounced and conducted annually by the local installation fire, safety, and public health agencies IAW 10 USC, Subtit. A, Pt. II, Ch. 88, § 1794, DoDI 6060.02 and DoDI 6060.04. **(T-0) Note:** This requirement does not apply to SLP.

4.2.1. Inspections include all programs and at least ten percent or no fewer than 3 FCC child care homes. **(T-0)** Fire, Safety and Public Health conduct home inspections of homes that are located in jurisdictions that fall within their realm of responsibility. **(T-0)**

4.2.2. The DoD Comprehensive Checklist for Health and Sanitation and the DoD Comprehensive Checklist for Safety will be used for inspections. **(T-0)** The AFCEC Fire Inspection Guide is used to conduct fire inspections.

4.2.3. A fire drill is conducted during the fire inspection.

4.2.4. Local agencies are required to issue a written report to program managers no later than 30 days after the inspection. The corrective action report is submitted to the appropriate agency within 90 days of the inspection. **(T-0)** Local agencies are required to validate findings are corrected. Time extensions or waivers are requested 45 days after the inspection to AFSVC/VCY. AF/A1SOC is the approving office.

4.2.5. Current copies of each comprehensive corrective action reports are available for review during the higher headquarters inspection.

**4.3. Local Multidisciplinary Team Inspection.** The Installation Commander will arrange for the annual, unannounced multidisciplinary inspection to be conducted. **(T-0)** At least ten percent or no fewer than 3 FCC homes are included in the inspection. **(T-0)** The multidisciplinary inspection is completed within a two-week period. **(T-1) Note:** This requirement applies to SLP.

4.3.1. The team consists of health and sanitation, fire, and safety, a parent from each program (i.e., CDC, SAC) and a representative from the commander's staff to lead the inspection. **(T-0)** Personnel Offices may be consulted if necessary. **(T-1) Note:** DoD Comprehensive Safety, and Health Checklists are used for this inspection. The AFCEC Fire Inspection Guide is used to conduct fire inspections. The DoD multidisciplinary inspection criteria is used to conduct the inspection. **(T-0)**

4.3.2. The commander's representative issues a written report to program managers no later than 30 days after the inspection. **(T-0)** Time extensions are submitted for AFSVC/VCY no later than 45 days before the corrective action report is due. Local agencies validate when findings are resolved and closed. AF/A1SOC is the approving authority.

4.3.3. A copy of the multidisciplinary corrective action report is available for review during the higher headquarters inspection.

**4.4. Higher Headquarters Inspection.** AFSVC/VCY will conduct an annual, higher headquarters, unannounced inspection of all programs IAW 10 USC, Subtit. A, Pt. II, Ch. 88, § 1794, DoDI 6060 and DoDI 6060.04. **(T-0)**

4.4.1. At least ten percent or no fewer than 3 FCC homes are included in the inspection. **(T-0)** The DoD CYP Inspection Criteria is used to conduct inspections. The automated DoD Inspection Management System is used to manage the inspection process, document findings, address corrective actions, and submit inspection executive summaries to DoD. Parents are interviewed as part of the inspection process. **(T-0)**

4.4.2. Child Development Program inspectors must possess the education requirements outlined in DoDI 6060.02. **(T-0)**

4.4.3. Inspection teams may be augmented by AF/A1SOC and the Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy personnel.

4.4.4. FCC Coordinators will conduct designated home visits during the Higher Headquarters Unannounced Inspection. **(T-0)**

4.4.5. Inspection teams will provide a detailed outbrief to CYS Flight Chief, program managers, and appropriate staff. **(T-1)**

4.4.6. Inspection teams will provide a summary of the inspection findings to the installation commander during the executive outbrief. **(Note:** This may not be delegated down past the MSG/CD or SBD/MD.) AFSVC/VCY will provide a report within 10 days of the inspection. Access to the Inspection Management System will be provided within 10 days of the inspection.

4.4.7. A plan for correcting the Commander Attention Items is due within 15 days of the inspection outbrief. Corrective action reports are submitted to AFSVC/VCY no later than 60 days of the inspection outbrief with a member from the commander's office acknowledging all deficiencies are closed. **(T-1)**

4.4.8. Time extensions for facility and playground issues are requested at 45 days to AFSVC/VCY for deficiencies that cannot be closed within 90 days of inspection. AF/A1SOC is the approving authority. Waivers to any inspection criteria are sent to DoD for action.

4.4.9. Open items are tracked by AFSVC/VCY until the deficiency is closed.

4.4.10. AFSVC/VCY submits the Inspection Executive Summary to AF/A1SOC no later than 90 days after the inspection outbrief and no later than 15 days prior to certification expiration. **(T-0)**

**4.5. Violations.** The installation commander will ensure the immediate remedy of any life-threatening violation mandated in 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, DoDI 6060.04 or any other safety, health, and child welfare law or regulation or will close the facility or affected parts of the facility. **(T-0)** Notification is made to AFSVC/VCY if a facility or family child care home is closed.

4.5.1. If the violation is not life-threatening, the commander may waive the requirement for up to 90 days beginning on the date of discovery.

4.5.2. If the violation is not life threatening and is not remedied by the end of that 90-day period, the commander will close the facility or affected part until the violation is remedied unless an extension is approved. **(T-0)**

4.5.3. Additional inspections or staff assistance visits may be conducted in response to program complaints, significant numbers of inspection deficiencies or other indicators of failure to comply with 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02 or DoDI 6060.04. **(T-0)**

**4.6. Facility Inspections.** All areas of the facility and playground areas are checked **daily** (prior to use by children/youth) by CYP personnel who are trained in fire, safety, and health requirements. Documentation is maintained and program managers are notified if there are deficiencies.

4.6.1. Supervisor's Safety Training is required for all new program managers IAW guidance outlined by the Safety Office. Training must be completed prior to conducting safety inspections. **(T-1)**

4.6.2. New program managers are required to have training by the Fire Prevention Office and Public Health Office prior to conducting facility inspections. **(T-1)**

4.6.3. Program managers are required to conduct **monthly** indoor inspections using the comprehensive fire, safety, and health checklists. Documentation is kept on file and deficiencies are corrected. **(T-0)**

**4.7. Annual Playground Inspections.** All CYP playgrounds are assessed annually by a certified playground inspector. Deficiencies are closed within 90 days and documentation is kept on file and available during the higher headquarters inspection. **(T-1)**

## Chapter 5

### ACCREDITATION

**5.1. Accreditation.** CDC and SAC must be accredited by an approved DoD national accrediting agency IAW 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88 and DoDI 6060.02. **(T-0)**

5.1.1. CDCs will use NAEYC unless directed otherwise. **(T-1)**

5.1.2. SAC will use Social Current unless directed otherwise. **(T-1)**

5.1.3. AFSVC/VCY is notified within 24 hours of a change in accreditation status. **(T-1)**

5.1.4. AFSVC/VCY will review all correspondence related to maintenance of accreditation status prior to the installation releasing correspondence to the accrediting agency.

5.1.5. Annual reports are completed as required by the accrediting agency and reviewed by AFSVC/VCY prior to submission.

5.1.6. A Quality Improvement Team (QIT) consisting of SAC staff, parents, community stakeholders, and youth is maintained IAW Social Current standards. The team is required to meet quarterly and maintain meeting minutes. The QIT may be part of the PAB if the minutes reflect discussion related to SAC. **(T-0)**

5.1.7. The QIT is responsible for the development and implementation of a strategic action plan and/or program improvement plan. The plan identifies goals and objectives related to improving program quality deepening impact to youth. Documentation is maintained to show evidence of implementation.

5.1.8. Re-accreditation begins no later than one year prior to expiration date. Accreditation materials are submitted to AFSVC/VCY 30 days prior to submission to the accrediting agency.

5.1.9. Newly constructed facilities are required to apply for national accreditation no later than one year after the opening. **(T-1) Note:** This does not apply to replacement facilities.

5.1.10. FCC Providers are encouraged to seek accreditation from the National Association for Family Child Care. **(T-0)** Check with AFSVC/VCY for fee assistance.

## Chapter 6

### FIRE AND SAFETY PROTECTION

**6.1. Fire Protection.** All CYP facilities/homes are required to meet the fire protection requirements outlined in DoDI 6060.02 and DoDI 6060.04. **(T-0)**

6.1.1. AFSVC/VCY is notified if a fire alarm is not working for more than 4 hours, CYP facilities/home ensure contingency measures are in place.

6.1.2. Infants, pre-toddlers, toddlers, preschool, first grade or kindergarten are located on the ground floor if there are multiple floors. Second graders may be no more than one floor above ground level. All windows above the first floor are secure and protected by a barrier. **Note:** This requirement applies to CDCs, SAC and YP.

**6.2. Fire Hazards.** Primary and secondary routes are not obstructed by furniture. The path to the evacuation point is accessible to children. **Note:** No furniture may be in the hallways if the corridor is only 6 feet wide. Ensure there are enough evacuation cribs or wheeled devices (wagons) to support the number of infants and pretoddlers enrolled.

**6.3. Evacuation or Shelter in Place Drills.** The following standards apply:

6.3.1. Monthly evacuation drills are conducted in all programs and in each FCC home. Evacuation drills are conducted at different times and on different days each month. **(T-0)**

6.3.1.1. Drills are conducted IAW the AFCEC Fire Inspection Guide. **(T-0)**

6.3.2. Two shelter-in-place drills are conducted annually. **(T-1)**

6.3.3. Evacuation drills are conducted during the first week of the school year and first week of the summer program. **(T-1)** **Note:** This requirement applies to SAC only.

6.3.4. A Fire Inspector, trained Program Manager or FCC Provider may conduct evacuation drills IAW the AFCEC Fire Inspection Guide.

6.3.5. An evacuation map indicating primary and secondary routes, meeting place and written emergency instructions is posted at each exterior exit door. Evacuation plans are posted on the parent board in FCC homes.

6.3.6. Everyone on site participates in evacuations or shelter in place drills. No one is authorized to sign in/out until the drill is complete.

6.3.7. Notification is provided to the CYS Flight Chief if children or youth are left behind during evacuation drills. Incident/accident reports are sent to AFSVC/VPY. CYP personnel are retrained on evacuation procedures.

6.3.8. Fire evacuation drills for children and youth activities are permitted to be temporarily suspended during various installation wide protection conditions when coordinated between the using activity and the fire emergency services activity as follows:

6.3.8.1. Normal inspection frequencies under the following protection postures: Condition O, Routine, no code; Condition 1, A, Alpha, limited; and Condition 2, B, Bravo, moderate – no change to normal evacuation drills or schedules.

6.3.8.2. Inspection frequencies may be temporarily modified including suspended under the following protection postures: Condition 3, C, Charlie, Substantial; Condition 4, D, Delta, severe; or greater when coordinated between the using activity and the fire emergency services activity.

6.3.8.3. Conduct an evacuation drill within 30 days of returning to a Condition allowing evacuation drills and resume normal evacuation drill frequency. **(T-1)**

6.3.8.4. Conduct an evacuation drill regardless of Condition within 30 days of opening a new or previously closed child or youth facility or beginning a new program such as summer camp/activities or school year especially with previously unserved clients. **(T-1)**

6.3.9. Conduct at least one evacuation drill every calendar year when a temporary suspension period exceeds 360 days. **(T-1)**

6.3.10. Ensure newly employed staff members and staff members transferred to new facilities during any period of suspended evacuation drills have an individual actual walk-through with a supervisor. The walk-through will cover the evacuation process including evacuation routes and meeting points. Document in the appropriate training records.

**6.4. Toxic Hazards.** Chemicals and dangerous products are stored in their original containers in locked cabinets away from children or youth. **Note:** Bleach water is accessible to CYP personnel but kept out of the reach of children; youth may assist with the sanitation of tabletops. Ensure children or youth are not exposed to lead-based paint, asbestos, radon, mold, and other toxins and substances. Documentation is kept on file of any hazardous materials in the facilities.

**6.5. Indoor Safety.** Risk assessment is a continuous process to ensure children and youth are protected at all times.

6.5.1. Low exterior windows, which could be reached by children/youth, are made of tempered safety glass, or are covered with a safety film.

6.5.2. Doors leading to janitor's rooms, maintenance areas, and laundry rooms are locked.

6.5.3. Stairways with over three steps are required to have handrails and nonslip surfaces. **Note:** Integrated sidewalls which children can hold onto constitute a handrail.

6.5.4. Outside stairways and ramps are well-lit and equipped with handrails, when appropriate.

6.5.5. There is no tripping, slipping, entanglement, choking, or entrapments, hazards (e.g. cords longer than twelve inches, worn carpets, broken tile, loose rugs, spilled liquids, rust, mold, splintering wood).

6.5.6. Top heavy furniture/equipment is anchored to a fixed surface for stability.

6.5.7. Wall I may be attached to a wall as long as it is no taller than 80 inches from the floor and projects no more than 4 inches into the room or hallway.

6.5.8. Unsafe materials (e.g., stapler, staples, glue guns, electrical appliances, push pins, scissors) are inaccessible to children. **Note:** This requirement applies to CDCs and FCC only.

6.5.9. Toys and materials with long cords, are inaccessible to children.



- 6.5.10. Woodworking tools are developmentally appropriate. Children or youth are supervised when using woodworking tools. Woodworking tools may not be used with children, two and under.
- 6.5.11. Trash cans have lids that close tightly by using a hand's free device.
- 6.5.12. Personal belongings (e.g., purses, medications) belonging to CYP personnel, volunteers, contractors, or FCC Providers are kept out of the reach children or youth. Personal items are stored in locked closets or lockers.
- 6.5.13. Fingerguards are installed on doors children access (e.g., activity room doors, closets, doors). **Note:** This requirement applies to CDCs only.
- 6.5.14. Cabinets locks are not installed on any cabinet accessible to children. Magnetic-style locks are acceptable.
- 6.5.15. Firearms and ammunition are not allowed in CYP facilities. **Note:** This requirement does not apply when law enforcement is in the facility.
- 6.5.16. Peeling and chipping paint is not accessible to child and youth.
- 6.5.17. Facilities are well maintained (e.g., no mold, base boards are attached to wall, cabinets have appropriate hardware).
- 6.5.18. Small area rugs have a nonslip mat underneath.
- 6.5.19. Indoor climbing equipment meets the American Society for Testing and Materials and the Consumer Product Safety Commission standards.
- 6.5.20. Children under the age of eight do not have access to balloons.
- 6.5.21. Playpens and toy boxes with hinged lids may not be used.
- 6.5.22. Check the Consumer Product Safety Code monthly for recalled equipment. ([www.cpsc.gov](http://www.cpsc.gov))
- 6.5.23. Bean bag chairs may not be used with infants and toddlers.
- 6.5.24. Lights remain on in all CYP facilities.
- 6.5.25. Closet lights remain on while children or youth are present in facility.
- 6.5.26. Ensure warning labels on toys and materials are followed (e.g., age the toy is safe for).
- 6.5.27. U shaped chairs may not be used for infants unless they can sit independently.
- 6.5.28. Highchairs are only permitted in FCC homes. Highchairs or boosters must have a wide base or be attached to a table or another chair, and have T-shaped restraints to secure children.
- 6.5.29. Indoor plants are non-poisonous.
- 6.5.30. Special care is taken during outdoor excursions when there are known poisonous plants in the natural environment.

**6.6. Additional Safety Requirements for FCC.** In addition to the requirements above, the following inspectable standards apply to FCC homes:

6.6.1. Weapons and firearms are in a locked place inaccessible to the children. Firearms are kept unloaded and ammunition is stored separately in a locked place. Parents are notified in writing if there are firearms and other weapons are on the premise and what safety precautions are in place. **(T-0)**

6.6.2. Security gates or barriers are at the bottom of stairs only when adjacent to a child care area. If overnight care is provided upstairs, a gate is secured at the top of the stairs.

6.6.3. Windows meet the International Building code for openable windows having a bottom windowsill located at less than 24 inches above the interior finished floor and more than 72 inches above the ground surface on the exterior of the building. If provided, safety guards have bars spaced not more than 4 inches apart. Occupants should open windows from the top if there are safety guards installed.

6.6.4. All other openable windows having a bottom sill more than three feet above the exterior ground surface are constrained from opening more than 4 inches. Window fall prevention devices, and safety guards and other devices that constrain window operation are able to be disabled or removed in case of emergency and require distinct actions to operate in order to protect against inadvertent operation by a young child.

**6.7. Restrictive Equipment.** Equipment that restricts children's movement (e.g., bouncy seats, strollers, buggies) may not be used for more than 15 minutes in a 2-hour period. Infant swings, suspended bouncers, walkers, play pens, or jumpers may not be used.

**6.8. Cribs.** Cribs and port-a cribs meet the Consumer Product Safety Commission standards. **(T-0)**

6.8.1. Hanging crib toys (e.g., mobiles) are kept out of children's reach and removed when infant begins to push up on hands and knees or when infant is five months of age, whichever happens first.

6.8.2. Bedding is changed between infants if several infants share a crib. **(T-0)**

6.8.3. To reduce the spread of disease from one child to another and to provide access by the staff to an infant in case of an emergency, cribs should be placed three feet apart. **(T-0)**

**6.9. Sensory Tables.** Are used to provide daily sensory activities.

6.9.1. Sensory tables activities are not to be used with children under 18 months of age without direct supervision. For toddlers, materials are limited to water, sand, and fixed plastic objects.

6.9.2. Foods items (e.g., beans, rice, and flour) may not be used in sensory tables.

6.9.3. Play sand (sand that is cleaned and processed) is used in sensory tables.

6.9.4. Sensory tables are cleaned and sanitized daily when water play takes place.

6.9.5. Child's hands must be washed before and after playing in the sensory table if water or sand is used.

**6.10. Outdoor Safety.** Outdoor equipment and surfacing are in good working condition without any observable safety hazards or entrapment areas. Playground equipment meets the Consumer Product Safety Code and American Testing for Materials Association requirements.

6.10.1. Playground areas are well-maintained (e.g., free of protrusions, entanglements, strangulation, protruding objects, splintering, sharp edges, chipping paint, mold, no standing water, missing/damaged parts).

6.10.2. If there are signs of rodents and insects on the playground, the appropriate office is contacted for assistance.

6.10.3. Shade structures and canopies are well maintained and free from rust and tears.

6.10.4. Trash and animal feces are removed from the playgrounds prior to children or youth going outside.

6.10.5. Children may not wear clothing with drawstrings or neckties when they are on playground equipment.

6.10.6. All toys are in good repair and stored out of the elements when not in use.

6.10.7. Fences are in good condition and there are no openings due to poor repair.

6.10.8. Outdoor sandboxes are covered when not in use.

6.10.9. Wading pools and large containers of water are not permitted.

6.10.10. Trampolines are not permitted.

6.10.11. Fences are installed around swimming pools and enclosures are kept locked. Barriers at least 4 feet are required above the ground if the pool is in the ground. All ladders are removed in the surrounding area and life-saving equipment is available in the pool area. **Note:** This requirement applies to FCC only.

6.10.12. Hot tubs or spas are off limits when children or youth are present. Hot tub covers are required to be locked when children or youth are present. **Note:** This requirement applies to FCC only.

**6.11. Sports Fields.** Sports fields are kept in good condition throughout the year. The following standards apply:

6.11.1. Uneven surfaces are repaired prior to use.

6.11.2. Running surfaces are free of hazards (e.g., soil is not too wet or drains poorly).

6.11.3. Hazardous ruts, mounds or holes on the field caused by animals or equipment are filled in prior to use.

6.11.4. Permanent materials used to mark lines (e.g., white boards or fire hose) may not protrude from the surface.

6.11.5. Minimize weeds with thorns, bristles, or burrs on the fields.

6.11.6. No litter and unsafe debris around the field or in player/spectator areas.

6.11.7. Facility complies with industry recommended field design specifications.

6.11.8. Maintenance equipment (e.g., rakes, hoses) is removed prior to practices or games.

6.11.9. Sprinkler heads, drainage grates, valve boxes, etc. do not present a safety hazard.

6.11.10. Sufficient number of waste cans are available.

- 6.11.11. No unsafe gaps under the fencing.
- 6.11.12. No concrete footings are exposed above ground.
- 6.11.13. Wire ends of chain link fencing are not exposed along the top.
- 6.11.14. Fence posts are properly set in the ground.
- 6.11.15. Netting or padding on the fence is secure.
- 6.11.16. Spectator Bleachers/Player Benches are in good repair.
- 6.11.17. Equipment is in good repair and meet safety standards.

**6.12. Helmets.** Helmets are required for riding toys or wheeled equipment with the exception of low center of gravity riding toys.

- 6.12.1. Helmets are not required for children under one years of age.
- 6.12.2. All helmets meet the Consumer Product Safety Commission standards.
- 6.12.3. All helmets are cleaned between users according to the American Academy of Pediatrics' *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs* standards.
- 6.12.4. For non-DoD facilities (e.g., skating rinks) follow the requirements prescribed by the facility.

**6.13. Transportation.** Vehicles used to transport children or youth must comply with the federal motor vehicle safety standards. **(T-0)**

- 6.13.1. Vehicles are clean and free of obstructions.
- 6.13.2. A fire extinguisher is kept in all government vehicles used to transport children/youth.
- 6.13.3. A fully equipped first aid is available when transporting children/youth.
- 6.13.4. FCC Program is authorized an APF government vehicle. **Note:** FCC providers are not allowed to use APF government vehicles to transport their own children.
- 6.13.5. CYP Personnel may not be under the influence of alcohol or drugs when transporting children/youth.
- 6.13.6. CYP Personnel may not smoke or vape in government vehicles. Vehicles should not be used for such activities too include when children are not present. FCC Providers POVs should not have strong smells (e.g., urine, cigarettes, vape, urine, garbage, pets). Avoid second hand smoke odors.
- 6.13.7. CYP Personnel (including FCC Providers) may not use cell phones when transporting children/youth.
- 6.13.8. All children/youth will be required to use occupant protective devices (e.g., restraints, child safety seats). See DAFI 91-207, *The DAF Traffic Safety Program*, or the host country requirements for additional guidance.
- 6.13.9. When leaving the facility, the program has at least one cell phone for parent notification in case of emergency or changes that would affect the arrival or a pick-up/drop-off time or location.

6.13.10. When the program is transporting CDC children, a minimum of two adults must be in the vehicle. The driver may not be counted in the adult/child ratio.

6.13.11. When the program is transporting youth off the installation, a minimum of two adults must be in the vehicle. The driver, if a CYPA or CYP manger, may be counted in ratio. Ratios must be maintained. (T-0)

6.13.12. When transporting youth solely on the installation and two or more vehicles are used, vehicles may travel in tandem with one adult in each vehicle. In this case, the vehicles must travel directly behind each other. Ratios must be maintained.(T-0)

6.13.13. Staff, contractors, and volunteers may not transport youth in their personal vehicles.

6.13.14. FCC Providers must have vehicle insurance if they transport children/youth. Documentation is kept in the FCC office in the provider's portfolio. (T-0)

6.13.15. The FCC office is notified when provider's leave their home with children.

**6.14. Emergency or Contingency Plans.** Each program is required to have operating instructions for evacuations, shelter-in-place, lockdowns, natural disasters, reportable medical event, epidemic disease or unusual cases of disease, chemical spills, active shooter/intruder, terrorism, health emergencies, and other known situations specific to the locality. The emergency action plan is developed in consultation with other installation agencies. The plan shall include the following:

6.14.1. Notification procedures (e.g., installation leadership, staff, children/youth, families, and other installation agencies).

6.14.2. Measures to take for applicable incidents (e.g., closing of fire doors or other barriers, compartmentalization, turning off closed circuit television).

6.14.3. Facility access procedures.

6.14.4. Access to Child and Youth Programs Business Modernization System (CYPBMS).

6.14.5. First aid and medications requirements.

6.14.6. Identification of assembly points, accountability procedures, primary and secondary means of egress and complete evacuation of the facility.

6.14.7. Alternate location site and process for moving children to alternate location.

6.14.8. Shelter in place to include identification of indoor assembly points, accountability procedures, primary and secondary means of access and egress.

6.14.9. Use of closed-circuit television based on the nature of the emergency.

6.14.10. Emergency procedures during field trips and camps.

6.14.11. Necessary supplies (e.g., paper towels, toilet paper, food, baby formula, diapers).

**6.15. Emergency Operations (Short Term).** If the installation has suspended operations based on an emergency or natural disaster, contingency operations are permitted in CYP facilities.

6.15.1. Parents, military members, or other volunteers may supplement staff on a short-term basis in order to maintain ratios and food service during emergencies. Individuals providing

oversight must meet DoDI 6060.02 and DoDI 6060.04 position requirements. (T-0) AFSVC/VCY is notified within 24 hours.

6.15.2. Background checks are required for supplemental staff. Only the installation records check (IRC) and the FBI fingerprint check is required if supplemental staff will not be in place for longer than 120 days. (Note: Check seasonal staff requirements outlined in [Chapter 11](#).)

6.15.3. Supplemental staff are never left alone with children and are always under line-of-sight supervision. Note: Reference [Chapter 10](#) for LOSS requirements.

6.15.4. Current immunizations are required for any supplemental staff. Note: Reference [Chapter 12](#) for immunization requirements.

6.15.5. Supplemental staff receive orientation training prior to caring for children. Child abuse, appropriate guidance, health requirements to include diapering, handwashing and toileting, emergency procedures, daily schedules, and conducting activities are included in orientation training. Supplemental staff that work in infant rooms are also trained on Sudden Infant Syndrome prevention and feeding infants.

6.15.6. No new children are enrolled unless warranted and staff are available.

6.15.7. Ratios and group sizes are maintained unless directed to reduce capacity/ratios by the installation commander or Public Health Emergency Officer (e.g., health emergencies).

6.15.8. Hourly care is not provided during emergency or contingency situations.

6.15.9. Child care arrangements are not established in the work place or any other unauthorized setting. (T-0)

6.15.10. Alternative child care options (e.g., co-op care where parents exchange child care services) may also be used if no fees are exchanged.

**6.16. Contingency Operations (Long Term).** When a CYP facility is not available (e.g., natural disasters, facility issues), other facilities may be used to support child care or youth programming needs. AFSVC/VCY is notified within 24 hours.

6.16.1. Facilities are inspected by installation fire, safety and health agencies to ensure their requirements meet the standards for child care or youth programs. Compensatory measures may be used; however, AFSVC/VCY must have approval from Headquarters fire, safety and health agencies prior to facility use.

6.16.2. CYP personnel meet the requirements outlined in DoDI 6060.02, DoDI 6060.04, DoDI 1402.05, and [Chapter 11](#) of this instruction.

6.16.3. All staff are required to meet the orientation and annual training requirements outlined in this instruction to include completing the DoD competency courses.

6.16.4. Assess staffing levels to determine if a reduction in operating hours and/or closing rooms facilities is necessary. Determine the minimum number of classrooms and direct care staff needed to support operations.

6.16.5. Prioritize the use of CYP personnel to cover full day child care over recreational activities. Consider closing programs (e.g., hourly care, part-day preschool, Give Parents a Break) that do not provide full-day care and/or closing rooms/facilities if necessary. In the

event sufficient number of staff are unavailable, follow the installation commander's guidance for serving patrons. FCC Providers may be an option for other patrons in need of child care.

6.16.6. Contingencies may include the use of parents, military or other volunteers to supplement staff on a short-term basis in order to maintain ratios and food service. Parents or other volunteers must be in line-of-sight supervision of cleared CYP staff at all times. **(T-1)**

6.16.7. Seek assistance from AFSVC/VCY for determining fees when applicable.

6.16.8. If the program manager is unavailable, the person providing oversight meets DoDI 6060.02 and DoDI 6060.04 requirements. AFSVC/VCY is notified within 24 hours if a replacement provides oversight.

6.16.9. Ratios and group sizes are maintained unless directed to reduce capacity by the installation commander or the installation Public Health office.

6.16.10. Teaching staff may be used as administration clerks or food service during contingency operations or when the position is vacant and there is no other clerk or food service person available.

6.16.11. Required installation inspections (e.g., comprehensive, multidisciplinary) continue unless the installation commander authorizes the agencies to delay inspections. AFSVC/VCY is notified within 24 hours if inspections are delayed.

6.16.12. Monthly evacuation drills continue unless the installation commander directs the fire department to stop evacuation drills. Notification is made to AFSVC/VCY within 24 hours.

6.16.13. Contact AFSVC/VCY for guidance related to national accreditation.

6.16.14. PAB meetings may be virtual.

6.16.15. Continue to hire staff to support program operations if operations continue in a contingency state.

6.16.16. Ensure staff have computers and other necessities to telework during long contingencies.

6.16.17. Ensure children and youth are supported if they are required to stay home for long periods of time.

6.16.18. Collaborate with SL on school closures to ensure SAC is open if school is unavailable. Assist youth with schoolwork by providing a virtual setting if needed and tutors to assist.

**6.17. FCC Emergency Preparations.** Each FCC provider is required to have an emergency action plan. The plan includes, but is not limited to, evacuations, shelter-in-place, lockdowns, natural disasters, reportable medical event, epidemic disease or unusual cases of disease, chemical spills, active shooter/intruder, and terrorism specific to the locality, health emergencies, and other known emergency situations specific to the locality.

6.17.1. Include potential evacuation sites for the local area.

6.17.2. Include emergency phone numbers as well as parent phone numbers.

6.17.3. Include process for gathering essential items (e.g., medications, infant bottles/formula, first aid kit, diapers, toys, cell phone, battery-powered radio).

6.17.4. Emergency plans are reviewed by the FCC Coordinator to ensure all the above items are addressed. A copy of each FCC provider's emergency plan is in their file in the FCC office.



## Chapter 7

### HEALTH AND SANITATION

**7.1. Health Protection.** Reference *Caring for Our Children* standards by the American Academy of Pediatrics for guidance on health and sanitation standards not covered in this instruction and/or instructional guides.

7.1.1. Facilities/homes are maintained to protect the health of staff and patrons of the program (e.g., infestation of pests/rodents; trash cans with lids, trash cans emptied daily, areas free of dust and debris). Refer to the DoD Safety Comprehensive Checklist for guidance.

7.1.2. Harmful substances are inaccessible to children/youth.

7.1.3. Smoking, vaping, alcohol, tobacco and nicotine products (e.g., e-cigarettes) or intoxicating substances are not allowed in the presence of children or youth.

7.1.4. Strong smells (e.g., urine, garbage, pets, or air deodorizers) are not present in any areas associated with children or youth.

7.1.5. Air sprays, essential oil diffusers, candles, potpourri, plug-ins, incense, mists, or similar items may not be used.

7.1.6. Pesticides and herbicides are used according to the manufacturer's instructions. Prior approval for use is required by the Installation Pest Management Office. No products are used when children or youth are in the program.

7.1.7. Electronic pest control devices are prohibited in facilities/homes.

7.1.8. Unsanitary items such as dirty linen, trash, mops, brooms, and cleaning buckets are inaccessible to children.

7.1.9. Chlorine bleach and other disinfecting and sanitizing products are EPA-registered, used only for their intended purpose, and in strict accordance with all label instructions.

7.1.10. Activity room food sinks are cleaned and disinfected if used for handwashing after diapering or toileting.

7.1.11. Kitchen sinks may be used for handwashing after diapering or toileting as long as the sink is disinfected after each use. **Note:** This requirement applies to the FCC only.

**7.2. Bedding (CDC/FCC).** A crib, cot or mat and bed linens is available for each child.

7.2.1. Each child's individual clothing/bedding is stored so that it doesn't touch another child's belongings.

7.2.2. Individual cribs are cleaned and sanitized daily or cleaned immediately if soiled.

7.2.3. Each cot or mat is stored separately.

**7.3. Toothbrushes (CDP).** Children, two and above, are provided opportunities to brush their teeth at least once daily.

7.3.1. Toothbrushes are labeled with children's names and stored separately. Toothpaste is not required.

7.3.2. Toothbrushes are stored without touching each other.

**7.4. Pacifiers (CDC/FCC).** A system is in place to ensure pacifiers and teething devices are given to the right infant.

7.4.1. Pacifiers should not be coated with a sweet solution.

7.4.2. Parents provide pacifiers, if required.

7.4.3. Pacifiers may not be clipped to infant's clothing.

**7.5. Handwashing.** Follow the handwashing procedures outlined in *Caring for Our Children* standards, provided by the American Academy of Pediatrics.

7.5.1. Liquid soap, paper towels or dryers are available at all handwashing sinks. Bar soap is not permitted in any program.

7.5.2. If parents provide soap, a note from the child's medical physician is required.

7.5.3. Avoid re-contamination by turning off faucets using single use or disposable drying towels if faucets do not shut off automatically.

7.5.4. Water temperatures at handwashing sinks may not exceed 120 degrees Fahrenheit.

7.5.5. Handwashing signs are posted in the children's handwashing areas. **Note:** Not required in FCC.

7.5.6. Handwashing is required throughout the day (e.g., upon arrival, when transitioning to a new room, after using the toilet, after changing diapers or cleaning up a child who has used the toilet, after wiping noses, sneezing or coughing; before and after meals, after handling pets, coming in from the playground, before or after using the sensory table, before and after feeding a child, before and after giving medication, after handling garbage, after cleaning) and as other times as needed. Hand hygiene is the most important way to reduce the spread of infection.

7.5.7. Hand sanitizer may be used for children, two years and older, if soap and water is unavailable.

**7.6. Diapering and Toileting.** Follow the diapering and toileting procedures outlined in *Caring for Our Children* standards current edition, the National Association for the Education of Young Children diapering and toileting guidance.

7.6.1. DAF Diapering procedures are posted in each changing area. **Note:** Not required in FCC.

7.6.2. Disposable diapers are used unless a child's health care provider prescribes cloth diapers for medical reasons. The installation CYP medical advisor is the approval authority for parent's cloth diapers requests. Follow the standards for cloth diapers in *Caring for Our Children*, for guidance.

7.6.3. Baby powder is not used. The installation CYP medical advisor is the approving authority for the use of baby powder if it's prescribed by the child's health care provider. Home-made diaper creams or wipes may not be used.

7.6.4. Toilet training chairs are cleaned with soapy water and disinfected after each use. Toilet seats with straps may not be used. **Note:** This requirement is for FCC only. Follow guidance in *Caring for Our Children*.

**7.7. Sanitizing/Disinfecting.** Follow the guidance in *Caring for our Children* provided by the American Academy of Pediatrics.

7.7.1. Sanitizing and disinfecting solutions are mixed fresh daily. All bottles are labeled with contents and the date solution is made. Solutions are kept out of the reach of children or youth.

7.7.2. Soapy water is made fresh daily. Soapy water is used for cleaning surfaces prior to disinfecting and sanitizing. Soapy water bottles are labeled and dated.

7.7.3. Sanitizing solutions are used to sanitize surfaces (e.g., food prep areas, appliances, cutting boards, counter tops, food carts, refrigerators, highchairs, food tables) after they have been washed with soapy water.

7.7.4. Disinfecting solutions are used to destroy or inactivate germs on surfaces (e.g., diaper changing tables, surfaces, doors, cabinet handles, toilet areas, sinks, sensory tables) after they have been washed with soapy water.

**7.8. Sudden Infant Death Syndrome (SIDS) Prevention Practices.** Follow the American Academy of Pediatrics for the latest guidance for safe sleep practices. The following standards apply:

7.8.1. Staff/FCC Providers caring for infants are trained on safe sleep measures prior to caring for infants and annually thereafter. **(T-0)**

7.8.2. Parents with infants are provided information on safe sleep practices at the time of enrollment.

7.8.3. Infants are always placed on their backs to sleep. Infants may sleep in any position when they can easily turn from back to front. A sign is posted in the infant's crib if he/she can roll over.

7.8.4. The current DAF Child Development Program Infant Safe Sleep Sign is posted in the infant sleeping area for CDCs or on the FCC parent board.

7.8.5. Infant sleep positioners may not be used.

7.8.6. Any deviation from the safe sleep policy requires approval from AFSVC/VCY's medical advisor. Requests include the justification from the child's health care provider and a recommendation from the installation medical advisor. If approved, a sign is posted on the infant's crib alerting staff of the change and documentation is kept electronically in CYPBMS.

7.8.7. Infants are always observed by sight and sound at all times, including when they are going to sleep, are sleeping or are in the process of waking up. Infants with medical concerns are observed more frequently by sight.

7.8.8. No swaddling and covering of the face and head are allowed.

7.8.9. Infants are comfortably clothed (not over-heated or sweaty) when placed in the crib.

7.8.10. Only one-piece sleepers or sleeping blankets are permitted to be used when infants are sleeping.

7.8.11. Sleeping infants are placed in a crib or appropriate sleeping device.

7.8.12. Thin, single layer receiving blankets may be used when an infant is placed on a floor or mat. Blankets may not be used with mobile infants.

7.8.13. Infants unable to roll over are within an arm's length of a caretaker and closely supervised when the child is placed on their stomach for "tummy time".

**7.9. Signs and Symptoms of Illness.** Children or youth are informally screened at entry and during care for signs of illness. Sick children or youth are not accepted into care. Children or youth may come back to the program only when their presence no longer impacts the health of other children.

7.9.1. The American Academy of Pediatrics *Managing Infectious Diseases in Child Care and Schools* and/or State equivalent criteria is used for determining exclusion and readmission.

7.9.2. Parents are notified when their child or youth is injured, exposed to disease, experiencing distress or becomes ill. **(T-0)**

**7.10. Medical Emergencies.** CYP personnel, volunteers, contractors, and FCC Providers are trained to respond to medical emergencies. **(T-0)**

7.10.1. Ensure parents have provided known allergies or special needs, emergency phone numbers and authorizations for medical treatment.

7.10.2. A fully equipped first aid kit with a thermometer and poison control information is kept at the front desk and each sport field. When children/youth are transported (e.g., field trip, to/from school), a fully equipped first aid kit is available.

7.10.3. Maintain first aid supplies-gloves, materials to clean wounds and materials to stop bleeding in each activity room and outdoor play areas.

7.10.4. Wear disposable latex, or non-porous vinyl gloves when in contact with blood or bodily fluids. Dispose articles contaminated with blood in a sealed plastic bag. **Note:** Gloves are not required for nasal secretions.

**7.11. Medication Administration.** Reference the DAF Instructional Guide for Medication Administration for specific guidance.

7.11.1. Medical personnel are required to train CYP personnel and FCC Providers on medication administration annually. CYP Managers and T&C may provide training on topical administrations.

7.11.2. AF Form 1055, *Youth Flight Medication Permission* is initialed by the staff member after administering medication. **Note:** Parents may authorize daily medication ahead of time for overnight care/field trips.

7.11.3. During a typical 10-hour day of care, medication is administered:

7.11.3.1. One time for medication that is administered 3 times a day.

7.11.3.2. Twice a day if medication is administered 4 times a day.

7.11.4. Medication administered 1 or 2 times a day is not administered except for time sensitive medications. This requirement does not apply for children in extended care.

7.11.5. Medications are not administered during open recreation in YP unless emergency medications are prescribed.

7.11.6. Youth, 9 years of age and older may self-carry emergency medication if parents provide written permission. Trained CYP personnel or FCC Providers should be present when medication is administered.

7.11.7. Medical staff is required to provide glucose training if needed. Training includes testing procedures, bio-hazardous waste disposal practices and universal precautions. Contact Public Health for guidance to develop a plan for how to safely remove medical waste.

7.11.8. Trained CYP personnel are permitted to administer Epinephrine pens, Glucagon injections or Solu Cortef. No other injections may be provided without permission from AF/AISOC.

**7.12. Drinking Water Testing.** Bioenvironmental Engineering is contacted to conduct water testing that includes lead sampling prior to opening a new facility or when plumbing lines or fixtures are modified, added, or replaced. **(T-3)** Ensure Bioenvironmental Engineering provides a memo stating the water is safe to drink.

7.12.1. A memo is provided annually to Bioenvironmental Engineering documenting any plumbing changes (or lack thereof).

7.12.2. Ensure analytical results for drinking water lead concentrations from sampling are on file.

7.12.3. Notify AFSVC/VCY if the water is deemed unsafe to drink.

**7.13. Pets and Animals.** Pets and animals are required to have a current veterinarian certificate that meets local, state, and federal health requirements. This includes visiting the child care facility but does not include service animals. Documentation from the veterinarian should include the next examination date, reflect the pets/animals are in good health, have current immunizations as appropriate. Fish are excluded. Children and youth may not have access to animals in estrus (heat) and animals less than four months of age.

7.13.1. The following are prohibited due to potential health risks:

7.13.1.1. Amphibians (e.g., toads, frogs, newts, salamanders).

7.13.1.2. Hermit crabs (allowed in YP only)

7.13.1.3. Reptiles (e.g., snakes, iguanas, lizards, turtles, geckoes).

7.13.1.4. Birds of the parrot family.

7.13.1.5. Mice and rats.

7.13.1.6. Wild or exotic animals such as chinchillas, ferrets, bats, aggressive fish species.

7.13.1.7. Cats and dogs. **Note:** A service dog may be used by a child as long the child can manage the animal. For additional guidance, reference [Chapter 16](#), Supporting Children/Youth with Special Needs or Complex Behaviors in this DAFI. Documentation is required from medical or psychological personnel.

7.13.1.8. Non-poisonous spiders, chicks or ducklings are allowed in YP; however, children enrolled in SAC may not have access.

7.13.1.9. Turtles, mice, cats, dogs, birds, chickens and ducks are permitted in FCC homes as long as they remain inaccessible to children or youth. Parrots must have a negative test for Psittacosis. **(T-1)**

**7.14. Pet Safety.** Pets are kept in cages or in an enclosed area.

7.14.1. Pets may not be near areas where food and drink are prepared, served, or consumed.

7.14.2. Designated areas are provided for interaction with pets.

7.14.3. Pet waste is disposed immediately. Cages are cleaned and disinfected once a week.

7.14.4. Pet cages are not cleaned in food areas.

7.14.5. Hands are washed prior to and after handling pets.

7.14.6. Pet food and pet bedding is accessible to children/youth.

7.14.7. CYP personnel and children are trained to handle and care for pets.

7.14.8. CYP personnel are required to supervise pet play times.

7.14.9. Ill or injured pets are removed until they have been cleared by a veterinarian.

7.14.10. Consult the medical advisor before allowing pets or animals if children or youth have allergies.

## Chapter 8

### NUTRITION

**8.1. Food Service.** All CDC/SAC must enroll in the United States Department of Agriculture Child and Adult Care Food Program (USDA/CACFP) if available. **(T-0)** Food is purchased from the Prime Vendor. AFSVC/VCY is contacted for approval prior to purchasing alternative sources. **(T-1)** Food service to include feeding infants is administered IAW the USDA/CACFP **(T-0)** and DAFI 48-116, and local Public Health requirements. Any updates or changes to these references must be followed.

**8.2. Training.** Program managers and cooks are required to take the ServSafe Manager's course. Food service staff are required to take ServSafe Foodhandlers. ServSafe certification must remain current. **(T-0) Note:** Food service workers are not required to take the cook's course.

8.2.1. Training & Curriculum Specialists may serve as proctors, if required.

8.2.2. FCC Providers and direct care staff are required to have food handler's training prior to working with children and annually thereafter.

**8.3. Menus.** The DoD standardized menus are used. **Note:** This requirement applies to CDCs and SAC only. **(T-1)** All menus are posted on the parent board in the lobby.

8.3.1. FCC Providers monthly menus are submitted to the FCC Coordinator for approval prior to the start of each month.

8.3.2. Only foods, beverages, or supplemental items purchased and prepared by program staff or foods prepared at another base food facility may be served. **Note:** This does not include formula or human milk.

8.3.3. MSG/CD or SBD/MD or designee have the authority to approve parent food preferences and only approved when requirements do not increase staff responsibilities or program costs, and there is minimal risk for contamination. Food from home must meet USDA/CACFP and Public Health requirements. Home approved foods will be stored IAW AFMAN 48-147, *Tri-Service Food Code*. **(T-1)**

8.3.4. Foods within the same food category may be substituted. Substitutions are documented on the posted menus prior to serving the meal.

8.3.5. Parents are provided documentation of the food and quantity the child consumes for children, two and under.

8.3.6. Per DAFI 52-201, *Religious Freedom in the Department of the Air Force*, religious accommodation requests for food substitutions are automatically granted and parents do not need to submit a substantiating package (i.e., request is presumed to be based on sincerely held religious belief and that use of normal CDC provided foods substantially burdens the family's religious beliefs) but requests must be made in writing. Vegan or vegetarian requirements may be provided; however, foods substitutions must meet the CACFP guidelines. Substitutions are

purchased through regular purchasing channels and are comparable in cost. Food substitution requests do not need to be reviewed by the Installation Religious Resolution Team. Reference

the most current DAF CYP Inclusion Guide, Chapter 7, *Documenting Food Substitutions* for additional guidance for foods brought from home and CYP menu substitutions. Contact AFSVC/VCY if unable to provide substitutions.

8.3.7. Parents may provide foods from home, beverages, or supplemental items if the program is unable to meet **medical** requirements. Foods from home must meet the CACFP requirements. Public Health is contacted for guidance on transporting, refrigeration, and serving foods.

**8.4. Food Allergies/Intolerances.** Food substitutions may be made when a child is allergic/intolerant to certain foods. A note from the child's health care provider is required.

8.4.1. Parents are required to provide a list of food substitutions. A medical action plan is on file for children that have severe food allergies (e.g., EPIPEN®).

8.4.2. Allergies/intolerances are posted in the activity room and the kitchen and checked prior to serving children any food items.

8.4.3. Ensure parents sign a statement of consent permitting programs to post their child or youth's food allergy/intolerance information.

8.4.4. Ensure staff are aware of children with food allergies/intolerance.

**8.5. Meal Service.** Family style dining is used for mealtimes unless otherwise directed, for a specific period of time, by Public Health.

8.5.1. All child care programs are required to serve breakfast, lunch, and snack. During the hours between 0600 and 2100, meals and snacks are served IAW CACFP guidelines. **(T-0)** Late snacks/dinner are provided if children are in care 3 hours after the last meal/snack.

8.5.2. Children and youth are encouraged to serve themselves if it is developmentally appropriate.

8.5.3. CYPAs and FCC Providers are required to sit and eat the same food being offered to children or youth.

8.5.4. Food is prepared and ready to eat (e.g., cut into small bites for toddlers) without adding additional responsibilities for direct care staff.

8.5.5. Children are encouraged to set the table and clean up after mealtimes.

8.5.6. Food may not be used as a punishment or reward.

8.5.7. Cereals and fresh fruit are provided for breakfast in addition to the required school age menu components. Fresh fruit is provided for lunch and snack in addition to the required components.

8.5.8. Ensure food portions meet the requirements for each age grouping. Second helpings of vegetables, fresh fruits, bread, and milk are provided if desired or requested.

8.5.9. Hot dogs (whole or sliced), whole grapes, nuts, popcorn, raw peas, hard pretzels, spoons full of peanut butter, or chunks of raw carrots are not served to children younger than 4 years of age. **Note:** Ensure ice packets if provided is crushed.

8.5.10. Snacks are readily available when youth arrive from school. Enough time is provided for all youth to have a snack.



8.5.11. Youth are notified before snacks are put away.

8.5.12. Pre-packaged foods and drinks are limited to field trips or emergencies.

**8.6. Food Service Equipment and Supplies.** Tables and chairs for meals and snacks are appropriately sized for children or youth.

8.6.1. Tables and chairs are washed with soapy water and sanitized before and after meals are served.

8.6.2. Highchairs are washed with soapy water and sanitized before and after using. **Note:** This requirement applies to FCC only.

8.6.3. Child-size dishes and serving utensils are used for children under 5 years of age.

8.6.4. Serving dishes hold the allotted USDA portion requirements are used for each age grouping.

8.6.5. Paper products are reserved for emergencies. Styrofoam products may not be used.

8.6.6. Plastic or polystyrene containers, plates, bags, or wraps may not be used when microwaving foods or beverages consumed by children or youth.

**8.7. Feeding Infants.** All programs are required to follow the USDA/CACPF standards for feeding infants. The following references may be used for further guidance: DAF Instructional guide on Feeding Infants and Young Children, *Caring for Our Children*, 4<sup>th</sup> Edition.

8.7.1. Regular and soy-based iron fortified infant formula is provided. **Note:** This requirement only applies to CDC only.

8.7.2. Parents may bring factory sealed containers of formula or pre-made bottles if infants use other formulas.

8.7.3. Each bottled is labeled with the child's first and last name and preparation date/time. Human milk is dated with the date it is expressed. **Note:** Parents may bring human milk for children other than infants. Human milk may be stored in activity room refrigerators or stored in the kitchen refrigerators in a sealable package (e.g., bottle, bag) contained inside a larger, clean, covered, leak-proof container and labeled with the child's name and date of milk expression. Human milk is served in a "no spill" cup with the child's name. Staff ensure that other children do not have access to the cup and that the lid always remains on the cup.

8.7.4. In accordance with the DAF Child Development Programs Feeding Infants and Young Children Instructional Guide, a system is in place to ensure infants receive the correct bottle of formula or human milk prior to serving.

8.7.5. Cereal may not be added to bottles unless prescribed in writing by the child's health care provider and approved by the program medical advisor.

8.7.6. Microwave ovens, bottle warmers, crock pots or heated pans of water may not be used for warming bottles. Bottles are warmed to no more than 98.6 degrees Fahrenheit following the DAF Child Development Programs Feeding Infants and Young Children Instructional Guide.

8.7.7. Hands are washed prior to handling and serving human milk, infant formula, or age-appropriate solid food.

8.7.8. Children's hands are washed prior to receiving a bottle or food.

8.7.9. Infants, who are less than 8 months old and who are unable to independently sit for bottle and spoon-feeding are held for feedings. Other feeding methods are permitted if prescribed in writing by the child's health care provider and approved by the program medical advisor.

8.7.10. Infants or young children are not allowed to carry bottles or sippy cups in the activity room or home.

8.7.11. Cow's milk may not be served to children less than one year of age unless prescribed in writing by the child's health care provider and approved by the program medical advisor.

8.7.12. If an infant is fed the wrong bottle, parents are notified immediately to contact their child's health care provider.

8.7.12.1. Programs should also notify the program medical advisor.

8.7.12.2. Incidents involving infants receiving the wrong formula or human milk are reported to AFSVC/VCY within 24 hours.

**8.8. Solid Foods.** Solid foods may be introduced when the infant reaches 4 months of age but preferably not prior to 6 months of age.

8.8.1. Solid foods are introduced at home to ensure there are no food allergies.

8.8.2. Solid foods are spooned into a bowl prior to feeding infant. Leftovers are discarded.

8.8.3. Open baby food jars are labeled with the child's name and date food was served and thrown away within 24 hours.

8.8.4. Homemade baby food may not be served to infants. Homemade baby food may not be brought in by parents or made by kitchen staff.

## Chapter 9

### FINANCIAL MANAGEMENT

#### **9.1. Funding.** A combination of APF and NAF funding is used.

9.1.1. Adequate resources are provided to meet the requirements of DoDI 6060.02 and DoDI 6060.04 **(T-0)** and this instruction.

9.1.2. The amount of APF direct support used to operate CDC/SAC is at least equal to the fees parents pay for child care except for programs that operate under a long-term facility's contract or lease-purchase agreement. **(T-0)**

9.1.3. YP is funded with at least 65 percent direct appropriated fund support IAW DoDI 6060.04. **(T-0)**

9.1.4. APF and NAF funds may not be used to pay entry fees, charter fees or other expenses for participation of individuals in civilian youth activities.

9.1.5. Ensure partnerships and collaborative efforts in support of YP are established with local governments, schools, school districts, and national youth-serving organizations to enhance and expand affordable opportunities for military youth. As a general rule, gifts and scholarships received by families members (including minor children) are imputed to parent service member. See 5 CFR 2635.203(f)(1). Gifts, scholarships and community opportunities may be able to be accepted by service members pursuant to 5 CFR 2635 Subpart B, 5 CFR 3601.103(b), and other authorities.

9.1.6. Consult with installation legal office prior to acceptance of any grants and/or donations whether monetary or in-kind. Ensure grants are routed to installation commander for acceptance approval.

9.1.7. Grants over \$5000 must be routed to AFSVC/VCY for coordination and approval IAW AFMAN 34-201 *Use of Nonappropriated Funds*. **(T-1)** Guidance on fundraising is in AFMAN 34-201 and DAFI 36-3101, *Fundraising*. Funds are deposited in the Morale, Welfare, and Recreation Fund. Funds may be held in unearned income accounts for the specified purpose until used for youth activities.

9.1.8. Vending, video, and amusement machines may not be used to generate funds.

9.1.9. Funds used to purchase furniture (e.g., lobby furniture) and decorative items are minimized. Reference DAFMAN 65-605V1 for guidance.

9.1.10. As outlined in DAFI 34-108, *Commercial Sponsorship and Sale of Advertising*, YP are allowed to participate with programs that have commercial sponsorship. Program materials must have a disclaimer indicating "no federal endorsement is intended." Programs may not participate with companies identified with alcohol or tobacco products.

#### **9.2. Appropriated Funds.** APF for Child Development Programs may be used for salaries of APF employees, food for children meal periods, training and education, educational field trip transportation and entry fees, program accreditation fees and support services, marketing (e.g., recruitment, retention, and participation efforts), supplies and equipment to include resource

libraries, and training materials for FCC Providers, local travel expenses to perform government functions incurred by FCC staff and direct monetary subsidies to FCC Providers. Reference DAFI 65-106. (T-0)

9.2.1. APF funds for YP may be used for salaries of APF employees, food for youth meal periods, training and education, accreditation fees and support services, educational field trips transportation and entry fees, contracted services (e.g., sports officials, camps), marketing supplies and equipment (e.g., uniforms).

9.2.2. SLP is a Category A program and is authorized to purchase marketing materials. APF funds are used to support the SLP.

9.2.3. SLs are authorized to use a government vehicle or file for reimbursement for local travel in compliance with the Joint Travel Regulations.

9.2.4. SLs are authorized to purchase advertising/promotional items with little intrinsic value and conveys necessary program information to customers. Reference DAFMAN 65-605V1, paragraph 5.22.1 for guidance on purchase of promotional items.

**9.3. Nonappropriated Funds.** May not be used where APF funds are otherwise authorized. NAF fees are used to pay NAF employee salaries, to include training and education, recruitment and retention initiatives, consumable supplies (e.g., paper goods, pet food or bedding, art supplies, sunscreen, trash bags, laundry detergent, materials that have a one-time use) and food-related expenses not paid from APF funds or reimbursed by the United States Department of Agriculture Child and Adult Food Program (USDA CACFP). (T-0) **Note:** USDA reimbursables do not cover the full costs for food service personnel.

9.3.1. To the maximum extent possible, parent fees cover the NAF cost of care. NAF costs not covered by child care fees are minimized. (T-0) **Note:** This requirement applies to CDC and SAC only.

9.3.2. Other potential sources of NAF funds may include gifts received from Air Force Aid Society, grants from B&GCA, Combined Federal Campaign, USDA, and similar sources, to include the installation MWR fund. Assistance in reviewing grant applications as well as proposed donations/gifts are obtained from the installation legal office. For CFC, reference Title 5, Code of Federal Regulations, Section 950.202, *Charity Eligibility Requirements*, family support and youth activities or programs certified by the commander of a military installation as meeting the eligibility criteria contained in paragraphs (a)(3) and (4) of this section may appear on the list of local organizations and be supported from CFC funds. Family support and youth activities may participate in the CFC as a member of a federation at the discretion of the certifying commander.

9.3.3. All funds and donations are deposited in the Morale, Welfare, and Recreation Fund. Funds raised by youth for specific programs/trips may be held in unearned income. All YP contributions are executed for youth activities.

9.3.4. In-kind donations or values over \$5,000 are required to be reviewed by Air Force Services Center, Office of Counsel (AFSVC/JA). In kind donations (e.g., infant supplies, art, and craft supplies) may be accepted by the program director.

9.3.5. NAF financial goals are based on the Consolidated Net Income Adjusted for Depreciation (NIAD). NIADs should be between 0 to 4% for the CDCs and no more than ten

percent for SAC at the end of each fiscal year. YP may not generate a profit or generate funds to support MWR programs.

**9.4. Weekly Child Care Fees (CDC, SAC, FCC Subsidy).** Child Care fees are based on the DoD Fee Policy. **(T-0)** Reference the annual DAF CDP Fee Guidance.

9.4.1. Registration fees may not be charged for child care programs.

9.4.2. For any child enrolled beyond **normal** operating hours (e.g., base exercises), parents are charged the hourly rate based on their total family income.

9.4.3. Parents are notified of fee changes at least 30 days in advance. Fees may be posted as part of the 30-day notification while they are going through the approval process.

9.4.4. Patrons are required to pay their weekly fees when children or youth are excluded due to lack of immunizations during a communicable outbreak.

9.4.5. Parent fees may be adjusted if there are financial hardships. See DoDI 6060.02 and this instruction for guidance on adjusting parent fees. **(T-1)** The installation commander has authority to adjust parent fees due to hardships. **Note:** This requirement may not be delegated to anyone lower than the MSG/CC or SBD/MD. Parent fees may not be set below category one fees in Child Development Programs.

9.4.6. All payments are processed in the CYP Business Modernization System. **Note:** YP snack bar may accept cash payments. Electronic payment is the only accepted means for paying child care fees.

9.4.7. The hourly fee rate is used for special events (e.g., Parents Night Out, holiday party).

**9.5. Determining Total Family Income.** A family's child care fee category is determined based on an initial and subsequent annual verification of total family income. Families pay the child care fee assigned to their total family income category. **(T-0)** DoD contractors and other specified space available patrons are not eligible to receive subsidies and therefore pay the full cost for child care.

9.5.1. DD Form 2652, *Application for Department of Defense Child Care Fees*, is used to record total family income. **(T-0)**

9.5.2. Total Family Income is verified by the Director prior to family notification of fees.

**9.6. Leasing Spaces.** Parents have the option of leasing their weekly child care space (e.g., family vacation, parent temporary duty). Reference the DAF Instructional Guide for Sublet-Lease-Rent of Child Care Spaces for specific guidance.

9.6.1. Parents are provided information about the leasing program at the time of enrollment.

9.6.2. Child care spaces are leased for weekly increments (Monday-Friday).

9.6.3. Parents, who own the child care space, are responsible for notifying administrative staff of their intent to lease and the week(s) space will be available.

9.6.4. Families leasing spaces that need full time care are also required to be registered on [militarychildcare.com](http://militarychildcare.com). **(T-0)**

9.6.5. Parents are required to pay the weekly fee prior to their departure; however, a credit will be applied to their account if the space is used.

9.6.6. Renter's fees are based on their total family income and credited to the account of the parent who owns the space.

9.6.7. Weekly fees are due each Monday and paid directly to the program through CYPBMS. Parents may not profit from leasing their space.

9.6.8. If the space is not leased weekly, the space may be used for hourly care. Credits up to the weekly fee will be given to the owner of the account if the space is leased.

9.6.9. Renters who use child care spaces pay the hourly fee based on the DoD Fee Policy.

9.6.10. Parents occupying the leased space are notified of the conditions in which their space may be terminated.

9.6.11. When the space is leased, the owner of the child care space cannot cancel the agreement without providing a minimum of three business days notice.

9.6.12. When a family agrees to lease a child care space, the family cannot cancel the agreement without providing a minimum of three business days notice.

9.6.13. Enrollment in a leased space does not place the family in a higher priority on the waiting list if a permanent space becomes available.

9.6.14. All transactions for payment are handled by the program.

**9.7. Youth Fees.** Youth fees may generate enough income to cover NAF expenses associated with an activity. Monthly membership fees will not exceed \$30 per youth per month without approval from AFSVC/VCY. **(T-1)**

9.7.1. Grants or donations are used to cover additional costs.

9.7.2. Registration fees may be charged, if necessary to cover costs. Higher participation fees may be charged to patrons who have not paid annual fees.

9.7.3. Fees may be charged to cover expenses for sports leagues.

9.7.4. Fees may be charged to cover costs for contracted camps.

**9.8. Insurance.** CYP is insured through the DAF MWR self-insurance program. YP may not purchase public liability insurance, products, or coverage from a commercial insurance carrier except as required by the laws of a foreign country or by directive of DAF.

9.8.1. Contractors are required to purchase \$300,000 in personal liability insurance before establishing a contract for providing high-risk services. If personal liability insurance cannot be obtained, the contractor must agree to compensate the Government for any expenditure due to the contractor's conduct and activities. **(T-1)**

9.8.2. Volunteers, who conduct high-risk activities, are provided information about personal liability insurance.

9.8.3. Sports coaches must have personal liability insurance as required in DoDI 6060.04. **(T-0)** Sports coaches may obtain personal liability insurance through a nationally recognized youth sports organization (e.g., National Alliance for Youth Sports).

## Chapter 10

### PERSONNEL

**10.1. Sufficient Staff.** Hire a sufficient number of staff to operate the program during hours of operation. This includes support professional development, planning time, breaks, leave and sick leave. Staff may be required to work an uncommon tour of duty including evenings, weekends, and school holidays.

10.1.1. Processes are in place to expedite the hiring of CYPAs. Vacancies are filled upon notification of the departing employee. AFPC/VCY is notified of when programs cannot operate at full capacity due to hiring challenges.

10.1.2. Job fairs, local community college early childhood programs, and other local resources are used to recruit CYPAs. A continuous hiring announcement is in place.

10.1.3. CYPAs are hired who reflect the diversity, cultural, racial, and linguistic characteristics for the children and families served.

10.1.4. At least 3 staff are assigned per double ratio group to cover a 12-hour day. At least two staff are assigned to cover single ratio rooms to cover a 12-hour day. Additional staff may be assigned to cover 15-minute breaks, lunches, planning time, training and assigned to support children with special needs/complex behaviors.

10.1.5. No more than 5-6 staff should be listed on AF Form 1930, *Youth Flight Daily Attendance Record*, for each activity room each day.

10.1.6. All efforts are made to ensure children and youth are with the same staff every day.

10.1.7. Assign flex CYPAs to work in one area or age group when possible, to support retention.

10.1.8. Each CYPA receives a 15-minute break during each four-hour period. Breaks may not coincide with lunch.

10.1.9. CYPAs may be used as administration clerks or food service when the position is vacant and there is no other clerk or food service person available. **Note:** For any vacancy of more than one month, the staff member filling the vacancy must be detailed to the position and receive applicable training.

10.1.10. Administrative staff may only be used to meet staff to child ratios in emergency situations.

10.1.11. Cooks and food service workers may not be used to meet ratios at any time.

10.1.12. T&Cs may not provide program supervision for more than 10 hours per week. T&Cs may be used as direct care staff for no more than 30 minutes at a time. This counts in the calculation as duties performed outside of job description.

10.1.13. SLs may not provide program supervision for more than 10 hours per week.

10.1.14. Contractors that possess the qualifications to provide certain services may be hired for instructional classes.

10.1.15. Ensure all staff receive a handbook on program policies. Policies include procedures for requesting annual leave/sick leave; exclusion from work due to sickness and returning to work; holidays; education benefits; health insurance; retirement plans; ratios, fifteen minute breaks, requesting a break when unable to perform duty; how to manage stress, wellness, and depression; planning time; reporting child abuse and neglect; training and professional development; use of cell phones; restroom breaks; clothing attire; accountability of children/youth; signing in/out; emergencies; evacuations; personal belongings; reporting and prevention of child abuse and neglect; and NAEYC's ethics code. NAEYC's Ethical code can be found: [Ethics Position Statement2011\\_09202013update.pdf \(menlosecurity.com\)](#)

10.1.16. A schedule is posted two weeks ahead of time that includes start and stop times, breaks, training, and planning time for each staff.

**10.2. Authorized Positions.** APF manpower positions are earned per the current capability manpower standard and documented appropriately on the unit manpower document. Positions earned may not be eliminated, moved, or utilized outside of DAF CYP without coordination and concurrence from AF/A1SOC. (T-1)

10.2.1. An APF CDC Director is authorized for each CDC or group of facilities with 99 or more children enrolled. An APF assistant or annex director is authorized for each annex or satellite facility with 49-98 children enrolled. If a CDC facility or group of facilities has an enrollment of less than 99 children, the Assistant/Satellite Director will be employed as the CDC Director. If the CDC facility or group of facilities has an enrollment of less than 49 children, the CDC Supervisor will be employed as the CDC Director.

10.2.2. APF CDC Supervisors are authorized for each CDC facility to help manage the program during all hours of operation. Programs have the authority to designate a CDC Supervisor as an Assistant Director.

10.2.3. Administrative/Clerical Specialists are authorized for each CDC and SAC facility to cover the front desk during all hours of operation.

10.2.4. Education Technicians are APF positions that work as CDC direct care staff 75% of the time and at least one is assigned per classroom.

10.2.5. APF food service staff/cooks are authorized for OCONUS CDC and SAC locations.

10.2.6. An APF YP Director is authorized for YP. YP Assistant/Annex Directors are authorized for programs with an average daily open recreation attendance of 125 or more youth (excludes SAC). An APF Assistant YP Director is authorized for programs with more than one DoD certified YP facility to provide adequate program management and supervision for additional facilities on the installation.

10.2.7. An APF Youth Programmer is authorized with an average daily open recreation attendance of 50 or more youth (excludes SAC). Youth Programmers ensure opportunities are available for youth to participate in the 5 YP core programming areas and the DAF required programs.

10.2.8. An APF SAC Coordinator is authorized for each DoD certified SAC facility.

10.2.9. An APF YS&F Manager is authorized for programs with 400 or more annual participants to ensure the sports and fitness experience is safe, fun, and healthy for all youth involved.



10.2.10. An APF Teen Program Coordinator is authorized if installations have an approved TP. An approved TP is defined as one that actively offers one or more of the following programs: B&GCA teen-focused programs (e.g., Youth of the Year, Keystone Club), Teen Council, Teen Movement Projects, DoD Joint Services Teen Council lock-ins, Congressional Award Program. TP may be located in officially designated rooms/areas in YP facilities or other officially designated rooms/areas in an installation facility (e.g., Community Center).

10.2.11. An APF T&C is authorized based on the total number of CYP personnel and FCC Providers including contractors and volunteers. Volunteers are computed such that 20 volunteers equal one staff member. Each program shall have the support of at least one T&C.

10.2.12. An APF CCC Coordinator is authorized for the FCC. If an additional position is authorized, a FCC Coordinator is authorized.

10.2.13. An APF SL is authorized for the SLP.

10.2.14. If a position is vacant, the individual assigned the responsibilities must meet the qualifications of the position. **(T-1)**

**10.3. Education Requirements.** Management positions are required to meet the education requirements outlined in DoDI 6060.02 and DoDI 6060.04. **(T-0)**

10.3.1. CDC Directors/Assistants and T&Cs should meet the educational requirements outlined by NAEYC for accreditation.

10.3.2. If any CYP Program Manager positions are vacant, the individual assigned program manager responsibilities meet DoDI 6060.02 and DoDI 6060.04 requirements. **(T-1)**

**10.4. CYPAs and FCC Providers.** The following is a condition of employment/certification:

10.4.1. Must be at least 18 years of age. **(T-0)**

10.4.2. Must hold a high school diploma or equivalent. **(T-0)**

10.4.3. Must be able to read, speak and write English. **(T-0)**

10.4.4. Must successfully pass a pre-employment physical and be free of communicable diseases. **(T-0)** Documentation is on OMB No. 3206 *Certificate of Medical Examination* and kept in the employee file. Physicals are updated every three years to ensure direct care staff are physically and behaviorally capable of performing duties of the job. **(T-1)** **Note:** When employees move and still have a current physical, the physical can carry over until it is time to renew again.

10.4.5. All CYP personnel, FCC providers and their household members, volunteers and contractors are required to follow the Advisory Committee on Immunization Practices/Center for Disease Control and Prevention recommended age-appropriate vaccinations and immunizations to include Tdap, MMR, Varicella, polio, and Influenza. **(T-0)** **Note:** The COVID-19 and the Shingles Vaccine is recommended, but not required. Additionally, individuals must meet immunization requirements outlined in DoDI 6060.02 and DoDI 6060.04 and AR 40-562/BUMEDINST 6230.15A/AFJI 48-110/CG COMDTINST M6230.4F.

10.4.5.1. If an FCC provider's home is located in areas of exclusive State or concurrent jurisdiction and are licensed by State authorities to provide family child care in their home, the FCC provider must comply with State law and regulations. **(T-1)** FCC providers exclusive to Federal jurisdiction refer to 10.4.5.

10.4.5.2. Current copies of immunization records are maintained in CYP personnel/FCC provider files. Individuals without current immunizations may not work in CYP or have children in their home without having an approved medical or religious exemption on file. **Note:** The MSG/CC or SBD/MD have the authority to approve/disapprove medical and religious immunization exemptions. **(T-1) Note:** Individuals "catching up" on immunizations may attend if the individual adheres to the immunization schedule.

10.4.6. Any staff accommodations must take into consideration children's safety.

**10.5. Specified Volunteers.** Staffing and programming may be enhanced by and supplemented with additional adults working directly in programs with children and youth.

10.5.1. Adults who could have regular and recurring contact with children are considered specified volunteers. The extensive or frequent contact can include, but is not limited to, travel or overnight activities with children/youth. Coaches, assistant coaches, sports officials, tutors, regularly recurring chaperones, camp counselors and instructors are considered specified volunteers. The installation commander may designate additional positions to be specified volunteers based on the nature or frequency of work. This may be accomplished by a memorandum for record.

10.5.2. Complete DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities or Nonappropriated Fund Instrumentalities*, IAW DoDI 1100.21, *Voluntary Services in the Department of Defense*, and DAFI 34-101, for volunteers. **(T-0)** Volunteers are trained and supervised according to their role. The number of hours volunteers work are documented.

10.5.3. Youth (ages 12-17) may volunteer in YP, but will not be counted in staff to youth ratios.

10.5.4. Youth requesting to complete community service (e.g., disciplinary action) in YP must request approval from the CYS Flight Chief. Youth with criminal activity or any other mandatory disqualifiers as identified in DoDI 1402.05, or this instruction may not perform community service within CYP. **(T-0)**

10.5.5. Youth volunteers are always supervised and never left alone with youth participants.

10.5.6. Access to information protected under the Privacy Act is not given to volunteers without written permission of the individual or parent or guardian of a minor.

**10.6. Hiring Practices.** Recruiting, hiring, and background checks are handled through the appropriate APF Civilian Personnel or NAF Human Resources Office.

10.6.1. Prior to employment or working with children, at least two references (personal, professional, or educational) are required for individuals under consideration. Each reference is documented and includes the person contacted, date of the contact, and the response. Documentation is kept in the CYP personnel folder.

10.6.2. DD Form 2981, *Basic Criminal History and Statement of Admission*, is completed and reviewed prior to selection. **(T-0)** This form requires annual certification and covers a five-year period at the end of which a new form is initiated. Documentation is kept in the individual's work folder. **(Note:** Completing this form is voluntary; however, failure to furnish all requested information may result in an unfavorable adjudication decision and may affect suitability of working with or around children/youth. Failure to disclose accurate information may be grounds for dismissal, termination, or disbarment from participating in the program.)

10.6.3. All individuals are required to report to their supervisor/FCC Coordinator any incident that may invalidate their prior background checks and make them ineligible for contact with children/youth. **(T-0)** Appropriate action (e.g., administrative leave or detailed to duties not requiring contact with children/youth during this time) will be taken until the case has been resolved/closed and suitability has been determined. **(T-0)** Failure to report incidents that may invalidate suitability may be grounds for dismissal, termination, or disbarment from participating in CYP.

**10.7. Background Checks.** All personnel employed or performing child care duties in CDC/SAC, individuals providing in-home child care, personnel employed or performing duties in YP including instructors and, custodial personnel when working in a facility when children and youth are present, or any other individuals reasonably expected to have regular contact with children in CYP, including specified volunteers and any person 18 years of age or older residing in an FCC home will undergo a criminal history background check in order to protect the health, safety, and well-being of children or youth. **(T-0)** Background investigations are conducted IAW DoDI 1402.05, DoDI 6060.02 and DoDI 6060.04. **(T-0)**

10.7.1. No person, regardless of circumstances, will be approved to provide child care or youth services if the background check discloses any of the disqualification outlined in DoDI 1402.05. **(T-0)**

10.7.2. Program managers and other CYP personnel are prohibited from conducting background investigations.

10.7.3. The Central Suitability Office (CSO) tool is used to maintain background checks requirements for CYP personnel, FCC Providers/FCC family members, volunteers, and contractors. The CSO tool is used to maintain background check requirements of FCC family members ages 12-17 years and results can be used to determine suitability. The Background Check Record is maintained on file for APF employees.

10.7.4. Individuals without background checks may not have contact with children or youth until the IRC and FBI fingerprints checks are completed. Every five working days ask for the status of the IRC and check on the Child Care Tier 1 no later than 60 days after submission and every 30 days thereafter.

10.7.5. A system is in place to track background check reverifications. Background checks are initiated at least 3 months prior to expirations.

**10.8. Suitability Determination Authority Levels.** Identified as follows and may not be further delegated:

10.8.1. The FSS Commander/Director for specified volunteers and contract workers when the DoD Central Adjudication Facility cannot make a favorable determination. **(T-1)**

10.8.2. The DoD Consolidation Adjudication Services determines Child Care Tier 1 suitability/fitness for employees, FCC Providers, and contractors. The following suitability/fitness determination authorities apply when the DoD Central Adjudication Facility cannot render a favorable determination: **(T-1)**

10.8.2.1. Civilian Personnel, NAF Human Resources and Air Force Services Center, Centralized Background Investigation Cell (AFSVC/CBIC) for nonappropriated fund and APF civilians respectively. **(T-1)**

10.8.2.2. MSG/CC or SBD/MD for FCC Providers. **(T-1)**

10.8.3. Installations may submit an individual that has met the criteria or was substantiated for child abuse/neglect or civil adjudication that the individual committed child abuse or neglect, to AF/AISOC prior to making final or updating suitability determination if there is due cause.

**10.9. Line of Sight Supervision (LOSS):** Paid or contract personnel and FCC Providers whose background investigation has been initiated but not yet completed, may perform duties under Line of Sight (LOSS) upon favorable findings of preliminary investigations as outlined in DoDI 1402.05.

10.9.1. Line of sight supervision is operationally defined as providing oversight by a means of closed-circuit television system, vision panels within interior doors and windows allowing for visual access of the occupied room or utilizing management-level staff member or program staff with a favorable suitability determination to regularly monitor the individual on duty. For FCC Providers, line of sight is operationally defined as regular monitoring through weekly unannounced home visits by the CCC/FCC Coordinator. For short term contracted camps line of sight is provided via favorably adjudicated staff member.

10.9.2. CYP personnel in LOSS are required to have training in child abuse and neglect, responding to emergencies, and cardiopulmonary resuscitation and first aid. CYP managers ensure supervisory oversight processes/procedures are in place. Managers consider capability of the person (e.g., interactions, classroom management) before assigning someone without a completed background check to work alone with children.

10.9.3. CYP personnel who usually provide services that are shorter in duration (e.g., non-specified volunteers on a one-day class trip or a chaperone at a dance) than is required to perform a criminal history background check are always under line-of-sight supervision.

10.9.4. Line of sight supervision may be removed when the DoD Consolidation Adjudication Services or the suitability agent has made a favorable suitability determination. Final suitability is documented on the Background Check Record for APF employees and in the CSO tool for NAF employees, FCC providers/family members, contractors, and volunteers. This does not apply to MFLCs who are always in line of sight.

10.9.5. Individuals with pending or incomplete checks are readily identifiable from a distance by means of distinctive clothing, or other visible and apparent markings. Communicate purpose to staff and parents or guardians.

10.9.6. Line of sight supervision is not required if interaction with a child or youth occurs in the presence of the child or youth's parent or guardian or interaction is necessary to prevent death or serious harm to the child or youth and supervision is impractical or unfeasible (e.g.,

response to a medical emergency, emergency evacuation of a child or youth from a hazardous location).

10.9.7. Line of sight supervision is not required when applying reciprocity of a previous favorable child care suitability determination.

**10.10. Personnel Evaluations.** CYP Personnel are provided an opportunity to discuss their performance annually.

10.10.1. New contractors are evaluated and given feedback within the first six months and annually thereafter. Documentation is kept on file.

10.10.2. Specified volunteers are evaluated and given feedback within the first six months. Documentation is kept on file.

**10.11. Workforce Continuity.** Ensure 75 percent of the program's direct program staff total labor hours are paid to direct program staff who are in benefit status. **(T-0)**

10.11.1. Programs are encouraged to hire employees as regular employees receiving benefits when they are first selected for the position to ensure they continually meet the 75% requirement.

10.11.2. NAF employee wages may be increased to support continuity of care for children or youth.

**10.12. CYP Personnel, FCC Providers, Contractors, and Specified Volunteers Folders.** Folders are secured in the supervisor's office. The folders include:

10.12.1. Application or resume.

10.12.2. DD Form 2981.

10.12.3. Results of 2 reference calls unless employee is a Priority Placement Program candidate.

10.12.4. Background Check Record with dates of background checks and suitability/fitness determination. (APF only)

10.12.5. High school diploma. **Note:** Only required for employees.

10.12.6. Driving record and driver's license is on file if employee drives installation vehicle.

**10.13. Communication.** Personal information involving children, youth, family members, or staff is kept confidential. Program managers meet monthly with staff. Meetings may be conducted in small or large group settings. **Note:** Meetings should be conducted during the workday.

## Chapter 11

### STAFF DEVELOPMENT

**11.1. Training.** See DoDI 6060.02 and DoDI 6060.04 and this instruction for specific training guidance and requirements for all CYP Personnel, FCC Providers, volunteers, contractors, and SLs. Concussion training may come from VLS courses, the Center for Disease Control, or NAYS.

11.1.1. The DoD Virtual Lab School ([virtuallabschool.org](http://virtuallabschool.org)) must be used to meet training requirements for CYP staff. **(T-0)**

11.1.2. Space is set aside to accommodate training requirements.

11.1.3. Training is provided in a manner that does not interfere with child care or youth responsibilities.

11.1.4. Monthly observations and coaching sessions are required to support CYPA and FCC Providers professional development. Goals are derived during coaching sessions and documented. Provide coaching based on observations within 3 days of observations to support staff development.

11.1.5. Technological support (e.g., computers, printers) with internet capabilities is provided to support training requirements.

11.1.6. Local requirements for Identification, Prevention, and Reporting Child Abuse are required prior to working with children and annually thereafter for all CYP personnel, FCC Providers, specified volunteers, contractors, and SLs. Training is provided by the Family Advocacy Program annually. **(T-0)** DoD VLS Competency Courses Child Abuse Identification and Reporting and Child Abuse Prevention are completed within the first sixty days of employment. SLs are not required to complete the DoD VLS Competency Courses on Child Abuse.

11.1.7. All training is documented.

11.1.8. Training records are provided to CYP personnel or FCC Providers when they leave the program.

11.1.9. When funding permits, opportunities are provided for CYP personnel to attend local, regional, or national training.

**11.2. Orientation.** See DoDI 6060.02 and DoDI 6060.04 and this instruction for specific training guidance and requirements for CYP personnel, FCC Providers, Specified volunteers, and contractors.

11.2.1. Orientation may be modified for employees who have attended orientation at another program within the previous 24 months and/or those who had a break in service of less than one year.

11.2.2. All new Child and Youth personnel, to include Flight Chiefs and School Liaisons, are to complete new employee orientation if they have not previously held the position.

11.2.3. School Liaison Program Managers must complete orientation within 90 days of employment. **(T-0)**

11.2.4. Managers must complete fire and health facility training when assuming responsibility for new facility. Completion of training allows managers to train CYP personnel to conduct daily fire and health checks. Documentation is kept on file. **Note:** Fire and Public Health must provide the training. **(T-1)**

11.2.5. Managers must attend Supervisor's Safety Training and review the job safety training outline when assuming responsibility for a new facility. Completion of training authorizes managers to train CYP personnel to conduct daily safety checks. Documentation is kept on file. **(T-0) Note:** Safety offers the course regularly on each installation.

11.2.6. All newly hired CYS Flight Chiefs, CYP Program Managers/Assistants, and T&Cs are required to complete the Problematic Sexual Behavior in Child and Youth Non-Clinical Referral Training within six months of hire.

**11.3. New Employee Observations.** New CYPAs/FCC Providers are observed for the first 6 months of employment by the CYP Director/Coordinator and the T&C. Guidance on new employee observations is provided in the DAF CYP Training Plan. Does not apply to Specified Volunteers.

11.3.1. CYP Director/Coordinator conducts 3 monthly observations alternating every other month for 6 months. Provide coaching within 3 days of each observation. Documentation is required.

11.3.2. The T&C conducts 6 monthly observations. Documentation is required.

11.3.3. Following each observation, coaching is provided within 3 days of the observation and goals are developed to support the staff member. Documentation is maintained.

**11.4. DoD Competency Based Courses.** All newly hired CYP Personnel and FCC Providers must complete DoD competency-based courses IAW DoDI 6060.02 and DoDI 6060.04. **(T-0)** Unless this requirement was met during previous employment in a DoD CYP facility. **Note:** YP staff (e.g. Director, YS&F, Teen Coordinator, Youth Programmer) are required to complete the DoD VLS Child Abuse Courses. SL is not responsible for completing VLS courses. Each course must be completed in its entirety to include reading material, completing activities, testing, and demonstrating competencies. **(T-0)** Coaching is provided throughout each course for CYPAs.

11.4.1. At least one hour per week of paid training time is provided to CYPAs to complete the required DoD competency-based courses. **(T-1)** Does not apply to Specified Volunteers.

11.4.2. CDP Managers/Assistants are required to complete the DOD VLS Managers course and the Focused Topic Course *Leadership Essentials* within twelve months of employment. **(T-1)**

11.4.3. T&Cs are required to complete the DoD VLS T&C Track and the VLS Focused Topic Course: *Using the VLS to Enhance Practice* within twelve months of employment. **(T-1)**

11.4.4. CDP CYPAs are required to complete the DoD VLS age-specific Foundation Course within eighteen months of employment. **(T-0)**

11.4.5. YP CYPAs are required to complete the Youth Development modules and courses within eighteen months of employment. **(T-0)**

11.4.6. For CYPAs, a minimum of 3 courses are completed every 3 months after fulfilling the initial 6-month period requirement. VLS Child Abuse courses (2) and VLS Guidance are completed within the first 6 months. Thereafter, courses may be assigned according to individual's need and/or interests.

11.4.7. Seasonal employees are required to complete one course for each month of employment. An employee who has multiple term appointments completes courses consistent with the cumulative time or length of employment.

11.4.8. Cooks and Food Service employees must complete DoD VLS Essentials in Food Service within 6 months of employment. **(T-1)**

11.4.9. An action plan is developed for any employee/provider who is not meeting the required completion timeline. The CYS Flight Chief may approve a time extension if the employee is making some progress on the courses. The personnel offices are notified if an extension has been granted. Documentation is maintained in the training file. **Note:** No more than 2 extensions may be provided.

11.4.10. FCC Providers are required to complete DoD VLS FCC courses within fifteen months of certification. At least one course is completed every month not to exceed 15 months of certification. **(T-0)**

11.4.11. The FCC Panel is notified when FCC Providers are not meeting training requirements. Certification is suspended if a provider is more than one month behind.

**11.5. Annual Training.** All CYP Personnel, School Liaison Program Managers, FCC Providers, specified volunteers, and contractors must complete the annual training requirements IAW DoDI 6060.02 and DoDI 6060.04. **(T-0)**

**11.6. Cardiopulmonary Resuscitation and First Aid.** CYP Managers, CYPAs, Educational Technicians, Recreational Aids, Teen Coordinators, and Sports Coordinators must complete cardiopulmonary resuscitation and first aid training within ninety days of employment and remain current. **(T-0)**

11.6.1. Trainers must complete Red Cross Instructor Training or equivalent within 6 months of employment and maintain certification.

11.6.2. One CYPA certified in pediatric first aid and pediatric cardiopulmonary resuscitation must work with each group of children. **(T-0)** **Note:** CDC only.

11.6.3. All FCC Providers and FCC substitutes are certified in pediatric first aid and cardiopulmonary resuscitation prior to certification. **(T-0)**

11.6.4. At least one CYPA is certified in cardiopulmonary resuscitation and first aid when SAC is in operation. **(T-0)**

11.6.5. At least one individual (e.g., coach, CYP personnel) certified in cardiopulmonary resuscitation and first aid is present at youth sponsored activities to include sports practices, games, and events. **(T-0)**

11.6.6. Personnel without a completed child care background check may work alone with children or youth when orientation to include child abuse courses, responding to emergencies, cardiopulmonary resuscitation and first aid training is completed.



**11.7. CYPAs/FCC Home Observations and Coaching Sessions.** T&Cs must conduct monthly in-person observations.

11.7.1. All CYPAs to include GS-05s and FCC Providers are required to have 10 monthly classroom/home observations/coaching sessions within a twelve month period.

11.7.2. Coaching sessions are provided within 3 days of the observation. Observations should be at least forty-five minutes in length; coaching sessions should be scheduled for one hour. (**Note:** Observations may not be conducted using Closed Circuit Television or observing staff through a window.)

11.7.3. Goals created during the coaching session are documented.

11.7.4. Monthly coaching sessions are documented.

**11.8. Professional Development.** CYPAs/FCC Providers have opportunities to further their professional education. Support is provided for Child Development or Military School Age Credentials. Consult with AFSVC/VCY for fee assistance.

## Chapter 12

### OPERATIONS

**12.1. CYP.** Provides a work-force benefit to Active duty military, DoD Civilians, Air National Guard, Air Force Reserve and geographically dispersed service members and their families by offering a myriad of programs and services in the form of CDCs, FCC Homes, SAC, YP and SLP.

12.1.1. CDCs provide child care for children 6 weeks to 5 years of age. Children enrolled at the CDC and attending kindergarten in the fall may transition from the CDC to SAC two weeks prior to school starting.

12.1.2. SACs provide child care for children enrolled in kindergarten to twelve years of age. Twelve year old children may remain in the program until the end of the summer. **(T-0)**

12.1.3. Information and enrollment are available through <https://militarychildcare.com>.

12.1.4. FCC provides child care for children 2 weeks to 12 years of age. Child care must be provided in homes located on or off installation that have been certified by the installation commander. **(T-1)**

12.1.5. In addition to full-time, part-time and hourly care, FCC providers may support families with non-traditional child care needs (e.g., evening care, weekend care, swing and midnight shifts, and care for children with special needs).

12.1.6. YP provides opportunities for positive youth development by supporting the skills, interests, qualities, and abilities of all youth. Programs include SAC, adolescent and teen youth development programs, instructional classes, sports and fitness. **Note:** SAC may be located in a separate space in YP, in a stand-alone facility, or in another facility if it meets fire, safety and health requirements.

**12.2. Eligibility.** As child care is a work force benefit, eligibility is contingent on the status of the sponsor as outlined in DoDI 6060.02 and DoDI 6060.04.

**12.3. Registering for Child Care.** Access to installation child care programs and Military Child Care in Your Neighborhood (MCCYN) is obtained by registering at MilitaryChildCare.com (MCC). **(T-0)** Installations must utilize MCC as the method to manage child care spaces. **(T-0)**

**12.4. Wait List Management.** If there is an unmet demand wait list for full-time care, part-day preschool programs are moved to another facility or closed, and spaces are used to support full-time child care. Recruitment of CYP personnel to include recruitment of FCC providers is ongoing in order to meet installation child care needs.

**12.5. Priorities for Child Care.** Priority for care is administered by MCC based on the eligibility requirements outlined in DoDI 6060.02. **(T-0)**

12.5.1. Priority is verified by the program at enrollment and annually thereafter. **(T-0)**

12.5.2. For CYP Personnel, the highest priority is applicable only at the installation or metro zone where the CYP employee is employed. **(T-0)**

12.5.3. The installation commander has authority to change priorities for unique mission-related requirements.

**12.6. CDC/SAC Hourly Care.** Hourly child care is offered to support short-term needs and adheres to the same guidelines as full-time child care. The DoD hourly fee is charged to patrons. Parents are charged their hourly rate if they fail to cancel their reservation within 24 hours of the start of their reservation.

12.6.1. Child care spaces are not set aside for hourly care if there is an **unmet** child care need; however, when children are on vacation or absent from the programs, their space may be used to support hourly care.

12.6.2. No more than 5% of the program's total capacity may be set aside for hourly care.

12.6.3. The number of hourly reservations (accounted for and those not accommodated) are maintained within CYPBMS. Data is sent to AFSVC/VCY quarterly.

12.6.4. Reservations may be made at least one month in advance.

12.6.5. Child care spaces currently filled may be leased for full week increments (Monday through Friday) if the space is not used. The amount charged is based on the parent's total family income and credited to the owner of the leased space.

**12.7. Records.** Children's records are maintained in CYPBMS for each child or youth enrolled. **(T-1)** All information must be provided by the parents prior to participating in CYP. **(T-0)**

12.7.1. Records are updated annually. **(T-0)**

12.7.2. All children's files are only accessed by authorized CYP personnel. Child information is kept confidential.

**12.8. Immunizations.** Children and youth enrolled are required to follow the Advisory Committee on Immunization Practices/Center for Disease Control and Prevention recommended age-appropriate immunizations and outlined in DoDI 6060.02 and DoDI 6060.04 and Army Regulation 40-562/BUMEDINST 6230.15B/AFI 48-110\_IP/CG COMDTINST M6230.4G. **(T-0)** **Note:** The COVID-19 and the Human Papillomavirus (HPV) are recommended, but not required. MSG/CC or SBD/MD must approve religious or medical exemptions. **(T-1)**

12.8.1. For vaccines that require multiple injections, the first series must be given prior to attending any program. The remaining vaccines may be given as determined by the medical agency.

12.8.2. If a vaccine is unavailable, attendance may be permitted if the installation CYP Medical Advisor concurs with the attendance and the vaccine is received as soon as it is available.

12.8.3. No documentation of vaccines is required for youth enrolled in SAC or YP if the state requires schools to have current immunizations. **(T-0)** Documentation is required for youth that are home schooled. **(T-1)**

12.8.4. All children and staff are required to have the annual flu vaccine no later than 30 calendar days after enrollment. **(T-0)** **Note:** Vaccines are required prior to the flu season. Documentation of the vaccine is required no later than 30 November each year. **(T-1)**

12.8.5. Families with children and youth enrolled in CYPs requesting religious exemptions must include a justification and an acknowledgment of the risk involved when choosing not to

immunize. Exempted individuals are subject to exclusion during an outbreak. The basis of those sincerely held religious beliefs are not subject to examination or rebuttal.

12.8.6. Medical exemptions must include a statement from the primary care provider or allergist physician and an acknowledgement of the risk. Exempted individuals are subject to exclusion during an outbreak. Medical Treatment Facility staff should review medical exemptions issued by network or non-primary health care providers for validity prior to the installation commander's approval.

**12.9. Parent Handbook.** A handbook is provided to parents (may be online) that includes a list of key CYP personnel, community resources and any topics required by accrediting agencies. The following is included:

12.9.1. Operating hours.

12.9.2. Financial policies (e.g., fees and charges, late pick-up procedures and fees, transportation, refunds).

12.9.3. Medical and health procedures (e.g., accidents and injuries, ill children, communicable diseases, allergies, medication).

12.9.4. Emergency procedures (e.g., evacuation, release of children, weather conditions, active shooter, disaster preparedness, missing child, or youth).

12.9.5. Termination of enrollment (e.g., non-payment, child, or youth unable to adjust to program environment, parent failure to comply with program policy).

12.9.6. Supporting children or youth and families with special needs.

12.9.7. Child Abuse and Neglect policies (include NAEYC and Social Current requirements).

12.9.8. Transportation and field trips.

12.9.9. Alcohol, drugs, and tobacco products policies.

12.9.10. Communication with parents.

12.9.11. Notification that children or youth may be subject to closed circuit video monitoring and recording as part of their participation.

12.9.12. Concussion policies.

12.9.13. Exclusion policies. Include the circumstances in which exclusion is necessary and what steps are taken prior to consideration.

12.9.14. Sick children/youth.

12.9.15. Building security and access.

12.9.16. Storage and administration to medication.

12.9.17. Emergency response plans.

12.9.18. Program staff and parent communication.

12.9.19. Staffing and Scheduling.

12.9.20. Ratios and Class sizes.

12.9.21. Curriculum and Programming (e.g., ELM and Assessment (Math and Language) B&GCA, 4-H).

12.9.22. Policies and procedures for guidance and discipline.

**12.10. Accident or Incident Reporting Requirements.** A system is in place to immediately report accidents and incidents involving children/youth, CYP personnel, FCC Providers, specified volunteers, and contractors to the program manager or manager on duty. **(T-0)**

12.10.1. An AF Form 1187, *Youth Flight Accident Report*, must be completed for any injury or fatality in any CYP. Injuries must also be recorded on AF Form 1023, *Youth Flight Record of Injuries*, when they occur. Injuries must be logged in order of time and date of injury. Parents must be notified of any accident/incident regarding their child/youth. **(T-1) Note:** When CYPBMS is fully operational, AF Forms 1187 and 1023 will no longer be required.

12.10.2. Ensure accident/incident reports that meet the following requirements are forwarded to Family Advocacy, CPS if required, and the CYS Flight Chief within 24 hours. This includes lapses in supervision that meet the National Association for the Education of Young Children (NAEYC) requirements, inappropriate guidance, problematic sexual behaviors, child abuse and neglect, harmful behaviors to self and others, death of a child, facility closures, hospitalizations, reportable medical event, epidemic disease, use of emergency services, uncertified FCC child care, accreditation revocations/suspensions, infants receiving the wrong human milk, incidents involving law enforcement, media interest or inquiries into CYP operations, or the filing of claims or litigation against a CYP. **(T-0)**

12.10.3. Updates are provided to AF/A1SOC as additional information becomes available.

**12.11. FCC Operations.** Procedures are in place for certification of individuals to provide child care in their homes on and off the installation.

12.11.1. Office hours are maintained each week for parents needing help in finding child care and for people interested in providing in-home child care.

12.11.2. Application packets are available for interested applicants who want to provide child care in their home.

12.11.3. Applications are processed within 3 business days of receipt. Certification is completed within 30 days.

**12.12. Expanded Child Care (ECC).** Provided to meet unique mission and specialized child care needs of military personnel.

12.12.1. Approval must be obtained from AFSFC/VCY prior to enrolling and scheduling a family in a specific program.

12.12.2. AFSVC/VCY is provided monthly expenditures in order to pay FCC providers for their services.

**12.13. County, State and Country Licensing.** Ensure privatized homes located on the installation in non-exclusive jurisdiction and all off base homes have the required county, state, and country approvals prior to certification, if required. If necessary, establish a Memorandum of

Agreement (MOA) with the county or state to accept DAF certification in lieu of state certification/licensing requirements.

**12.14. Recruiting and Maintaining FCC Providers.** Appropriate steps are taken to expand the availability of child care spaces needed on and off the installation to support traditional, specialized and non-traditional child care needs. **(T-0)**

12.14.1. Monthly briefings and engagement (e.g., newcomers and spouse meetings) are in place to recruit FCC Providers to support child care needs.

12.14.2. FCC Providers are not charged for certification.

12.14.3. Active duty military may not be certified as FCC Providers. **(T-0)** The military spouse of a certified FCC provider may be a substitute provider to assist with short term needs (e.g., hourly appointments).

**12.15. Initial Application and Certification.** The following standards apply for certifying FCC Providers:

12.15.1. Application packages include:

12.15.1.1. Family Day Care License Application.

12.15.1.2. Two references.

12.15.1.3. High school diploma or equivalent and/or college transcripts.

12.15.1.4. Driving record if transporting children.

12.15.1.5. Proof of car insurance if transporting children.

12.15.1.6. Signed DD Form 2981, *Basic Criminal History and Statement of Admission*.

12.15.2. Provider must pass a physical and have current immunizations. All other household members must have current immunizations. **(T-0)**

12.15.3. If sponsor is active duty, require a written statement from the military member's supervisor that he/she has no information about the military member's spouse which would suggest that he/she should not be certified to provide child care.

12.15.4. New applicants may begin orientation when the IRC and Fingerprint checks have been completed. All requirements must be completed prior to certification. The Virtual Lab School may be used to support orientation requirements.

12.15.5. Prior to certification, fire, safety, and public health must complete a home inspection if the homes are in government housing. **(T-0)** All deficiencies are corrected prior to requesting certification.

12.15.6. If the home is not located in government housing, the CCC/FCC Coordinator must conduct fire, safety, and health inspections. **(T-1)**

12.15.7. A program inspection is conducted prior to certification using the Program Inspection tool. The FCC Coordinator is responsible for conducting the inspection. All deficiencies are corrected prior to requesting certification.

12.15.8. The FCC Provider Agreement is signed prior to certification.

12.15.9. The FCC Panel is notified when an applicant is ready to be certified. The following requirements are required for the Panel:

- 12.15.9.1. Background checks.
- 12.15.9.2. Proof of Liability Insurance.
- 12.15.9.3. Physical and current immunizations.
- 12.15.9.4. If applicable, a statement from Military member's supervisor.
- 12.15.9.5. Driving Record and Car Insurance (if transporting children).
- 12.15.9.6. Initial Home Inspections.
- 12.15.9.7. Certificates are valid for only twelve months and displayed in a prominent location in the home.

**12.16. Prohibitions against Certification.** Applicants may not obtain FCC certification if:

- 12.16.1. Certification was revoked on another military installation or in a county, state, or country.
- 12.16.2. If applicant or any household members have been arrested for or convicted of child abuse or neglect, a criminal act involving violence, or other acts which would make them unsuitable for caring for children.
- 12.16.3. If applicant or any household members have a history of domestic violence or mental or physical illness that would suggest they are not suitable for caring for children.
- 12.16.4. If applicant or any household members have been the perpetrator in a substantiated case of child abuse or neglect.

**12.17. Provider Portfolio.** A six-part folder is maintained for each active and inactive provider. Each folders contains:

- 12.17.1. Application.
- 12.17.2. High school diploma or equivalent/college transcripts.
- 12.17.3. Home interview. **(T-0)**
- 12.17.4. Proof of liability insurance. **(T-0)**
- 12.17.5. Vehicle insurance card if transporting children.
- 12.17.6. Driving record, if applicable.
- 12.17.7. Immunizations and physical.
- 12.17.8. DD Form 2981, *Basic Criminal History and Statement of Admission*.
- 12.17.9. Statement from military supervisor, reference check from supervisor of active duty spouse of FCC applicant confirming no known issues that may preclude certification of the home for Family Child Care.
- 12.17.10. References.
- 12.17.11. Training Records. **(T-0)**

- 12.17.12. Fire, Safety, Health, and Home Inspections. (T-0)
- 12.17.13. Monthly home visits/observations. (T-0)
- 12.17.14. Certification certificate (copy).
- 12.17.15. Applicable FCC Panel Minutes (certification requests for applicant).
- 12.17.16. Emergency or contingency plans.

**12.18. Transferring FCC Providers to a New Installation.** When a provider transfers to a new installation, the file is sent to the new FCC office and AFSVC/VCYO is notified.

- 12.18.1. FCC Providers certified at another DAF installation may expedite certification with the following requirements.
- 12.18.2. Certification is within the last 12 months.
- 12.18.3. Background checks have been completed.
- 12.18.4. Current physical and immunizations.
- 12.18.5. Fire, safety, health, and program inspections are conducted at the home prior to certification.
- 12.18.6. FCC Panel reviews the file from the previous location.
- 12.18.7. Approval is obtained from the installation commander.

**12.19. Changing Residences on Base.** A home inspection is conducted when an individual moves to another residence.

- 12.19.1. A new certificate is issued the with new address.
- 12.19.2. Ensure insurance policy reflects the new address.

**12.20. Change in Household Composition.** An Installation Records Check (IRC) and Fingerprint Check is completed on any individuals in the home for more than 30 days. (T-0)

- 12.20.1. The FCC office is notified when there are guests in the home for more than 72 hours.
- 12.20.2. The FCC office is notified when the active duty military spouse is deployed or on temporary duty away from the home for more than 15 days.

**12.21. Inactive Homes.** Individuals who request to become inactive FCC Providers may do so for no more than 3 months while retaining their current license.

- 12.21.1. The certificate is returned to the FCC office.
- 12.21.2. FCC Providers are required to return the materials from the lending program if they are inactive for more than one month.
- 12.21.3. An inspection is conducted prior to caring for children.

**12.22. Re-certification.** FCC Providers may be re-certified prior to their certification expiration date.



12.22.1. Individuals who have shown a pattern of non-compliance with DAF requirements are not re-certified.

12.22.2. Panel review includes:

12.22.2.1. Background checks.

12.22.2.2. Current physical and immunizations for provider and household members.

12.22.2.3. Current driving record if transporting children.

12.22.2.4. Vehicle Insurance Card if transporting children.

12.22.2.5. Current Liability Insurance.

12.22.2.6. DD Form 2981, *Basic Criminal History and Statement of Admission*.

12.22.2.7. Fire, safety, and health inspections.

12.22.2.8. Training requirements are met prior to re-certification.

12.22.2.9. Overall review of the last 12-month inspections.

**12.23. Home Suspension.** The installation commander may suspend a provider's certification based on recommendations from the FCC Panel.

12.23.1. Provider is under investigation or has a household member under investigation for child abuse and neglect or a criminal act.

12.23.2. Life-threatening deficiencies in the home.

12.23.3. Deficiencies have not been corrected that were identified during the monthly home visit.

12.23.4. FCC Providers has a long-term communicable illness or is experiencing extreme stress that could affect the health of children.

12.23.5. Coordinators are responsible for providing parents with other options for child care when homes are closed.

12.23.6. Parents are provided resources for finding alternate child care.

12.23.7. AFSVC/VCY is notified when a provider is suspended.

**12.24. Revoking Certifications of FCC Providers.** The installation commander may revoke a provider's certification based on recommendations from the FCC Panel.

12.24.1. Substantiated case of child abuse or neglect.

12.24.2. Using inappropriate guidance techniques that harm children.

12.24.3. Out of compliance with DAF standards.

12.24.4. Life-threatening deficiencies in home.

12.24.5. FCC provider or any household member commits a criminal act.

12.24.6. AFSVC/VCY is notified when an FCC provider's certification is terminated, and the house is closed.

12.24.7. Parents are provided resources for finding alternate child care.

**12.25. Reapplying After Revocation.** The provider's request for re-certification is reviewed by the FCC panel prior to their completion of any other requirements. FCC Providers may not re-apply for certification unless there is evidence to suggest that their revocation would not be a factor.

**12.26. Home Inspections.** Monthly unannounced inspections are conducted for each certified home by the Coordinator. **(T-0)**

12.26.1. Inspections are conducted at various times each month. **(T-0)**

12.26.2. For those providers who offer child care in the evenings or weekends, two of the monthly home inspections will be conducted during these hours. **(T-1)**

12.26.3. If the provider is not at home at the time of the initial visit, continue visiting the home until a visit can be conducted.

12.26.4. Individuals hired to administer the USDA CACFCP may not conduct DAF home inspections.

12.26.5. All areas of the home are inspected to include bedrooms, upstairs areas, garages, and outside play areas to ensure there is no risk to children in care.

12.26.6. Observations include observing provider interacting with children in care.

**12.27. Deficiencies.** The home is closed if there are life threatening deficiencies. The FCC Panel is notified to determine a course of action.

12.27.1. For repeat deficiencies, the CYS Flight Chief issues a memo that addresses the deficiencies and provides an expected date for closure.

12.27.2. The FCC Panel is notified if the deficiencies are not addressed immediately to determine a course of action.

**12.28. Substitute FCC Providers.** Must meet certification requirements. **(T-0)**

12.28.1. Child care is provided in the certified FCC provider's home.

12.28.2. Substitutes may serve as backup for more than one certified FCC provider.

12.28.3. Substitutes may purchase their own insurance or may be covered by another provider's insurance.

12.28.4. Provider's household members over 18 years of age may serve as a backup provider on a limited basis if they have completed the required orientation training.

12.28.5. Parents are informed when a back-up substitute is caring for their children or youth.

**12.29. Provider Liability Insurance.** All FCC Providers are required to carry a minimum of \$500,000 or more general liability insurance for the policy period. **(T-1)** The entire balance of the policy is available for each incident unless the amount required by state licensing requirements is higher.

12.29.1. Questions about the adequacy of a provider's insurance policy should be directed to the installation legal office. At a minimum, maintain a copy of the certificate of insurance, summary of coverage, or declarations page, written in English in the provider's folder. A full policy review may be requested at any time.

12.29.2. Provider's insurance policies that are not pre-approved by AFIMSC/JA, legal advisor to AFSVC, must be reviewed by the installation Legal office for adequacy.

12.29.3. Insurance companies are notified if there are guns and ammunition in the home.

12.29.4. Information is available for insurance sources.

**12.30. Unauthorized Home Care.** Procedures are in place for restricting individuals who provide unauthorized child care on the installation.

12.30.1. Unauthorized child care is determined when care is provided for more than 10 cumulative hours a week in government owned quarters or privatized housing. **(T-1)**

12.30.2. Unauthorized care does not include:

12.30.2.1. Individuals who occasionally provide care for a friend or neighbor less than 10 hours per week per provider.

12.30.2.2. Teens providing evening or weekend baby-sitting for families.

12.30.2.3. Child care is provided in the parent's own home.

12.30.2.4. Parent cooperatives where parents care for other children on an exchange basis and no fees are involved.

12.30.2.5. Temporary full-time care during a parent's absence or deployment by the person listed on the AF Form 357, *Family Care Certification*.

12.30.2.6. Housing Management is notified when unauthorized care is provided in a home that is not certified.

12.30.2.7. A team consisting of the CCC/FCC Coordinator, CYS Flight Chief and a member of the Force Support Commander's office conducts an unannounced visit to the individual's home. **(T-1)**

12.30.2.8. A memo signed by installation commander is given to the individual's sponsor along with an application for certification.

12.30.2.9. Security Forces may be contacted if there are any suspected violations of the law.

**12.31. FCC Panel Meetings.** The Chair convenes the Panel at least quarterly (may be in person, phone conference or virtual) or when one of the following occurs:

12.31.1. One or more individuals are ready for review of certification or re-certification.

12.31.2. There is a complaint against a provider.

12.31.3. There is an allegation of child abuse and neglect involving a provider or their household member.

12.31.4. A provider fails to correct significant deficiencies identified in the monthly visit.

12.31.5. A provider fails to make satisfactory progress towards completing the required training.

**12.32. Provider and Parent Relations.** The following standards apply:

12.32.1. FCC Providers frequently communicate with parents.

12.32.2. Information is available for parents on the parent board. Menus, DAF Certification, the DoD Child Abuse Hotline Poster, DAF CYP Positive Guidance and Appropriate Touch Procedures, Cardiopulmonary Resuscitation and First Aid cards are posted.

12.32.3. Each provider has a signed contract with each family. The contract includes:

12.32.3.1. Hours of Operation.

12.32.3.2. Fees and Payment Schedule.

12.32.3.3. Persons Authorized and Policy for Releasing Child or Youth.

12.32.3.4. Exclusion and Readmission Guidelines.

12.32.3.5. Medication Administration.

12.32.3.6. Emergency Procedures.

12.32.3.7. Guidance and Discipline.

12.32.3.8. Parent Conferences.

12.32.3.9. Vacation Policies.

12.32.3.10. Sick Leave and Absences.

12.32.3.11. Responsibility for Alternate Care/Substitute Care Arrangements.

12.32.3.12. Termination Policy.

12.32.3.13. Transportation and Field Trips.

12.32.3.14. Activities.

12.32.3.15. Religious Teaching (if relevant).

**12.33. Lending Library.** Materials are purchased to support FCC Providers with the necessary materials to support child care needs. **(T-0)**

12.33.1. FCC Providers may check out equipment, toys, furniture, safety items and other materials for child care. There is no charge for materials.

12.33.2. Maintain a list of items FCC Providers check out.

12.33.3. Lending library is open at least 2 hours per month.

12.33.4. Shelving is used to display items for checkout.

12.33.5. Photos are available of large outdoor equipment if stored in another location.

12.33.6. An inventory is maintained of non-consumable items.

12.33.7. Provide start-up kits for new FCC Providers. Include items for health and sanitation, safety, fire, food and nutrition, outdoor toys, indoor toys, business operations and resource materials.

12.33.8. The lending library materials include reading and literacy, homework materials, small and large outdoor play equipment, science and mathematics, music, manipulatives, games, dramatic play, arts and crafts, and resource books.

**12.34. Youth Program.** May be offered in a variety of locations, settings, and facilities, and include youth 3-8 years of age for structured/supervised programs and activities and 9-18 years of age for self-directed programs and activities.

12.34.1. Hours of operation are based on community needs, program objectives and available resources. Programs are open for at least twenty hours per week and include:

12.34.1.1. After school and during school closures. **(T-0)**

12.34.1.2. Weekends. **(T-0)**

12.34.1.3. School vacations (e.g., fall, winter, spring, summer). **(T-0)**

12.34.2. Programs open within fifteen minutes of school dismissal on weekdays.

12.34.3. Self-directed activities for preteens end by 1900 on school nights.

12.34.4. Official youth functions have priority over other programs using youth facilities. Youth Directors may determine other usage.

12.34.5. At least 25 percent of the total membership should use the program daily. **Note:** Includes YS&F and SAC.

12.34.6. Daily attendance records are maintained.

12.34.7. Youth are provided programming information prior to arrival to the installation. Social media, newcomers' events and regular open houses are used to encourage youth to attend.

12.34.8. Programs are affordable for families and meet the quality standards outlined in this instruction.

**12.35. Participation.** Youth, nine years to eighteen years of age, are considered members and may be given a membership card. Registered youth members may bring guests to youth functions if their guests meet the age criteria.

12.35.1. Younger children under the age of nine may participate in organized programs for their specific age group when they are accompanied by a parent or sibling sixteen years or older, unless participating in an organized program that includes continuous, direct supervision by an adult.

12.35.2. Youth, eighteen years of age or those no longer enrolled in home/high school, may not participate in youth activities beyond the summer immediately following their graduation or dis-enrollment.

**12.36. Youth Sports & Fitness.** Provides opportunities for sports, fitness, health and nutrition, outdoor recreation, and motor skill development. Programs are affordable and meet the quality standards outlined in this instruction.

12.36.1. Brochures for local community activities are available if youth sports are not available.

12.36.2. At least one youth sports staff member is available or on-call during youth sports activities. **(T-1) Note:** This does not include sports practices.

**12.37. Youth Sports Leagues.** Each league is required to follow the required National Association for Youth Sports guidelines (<https://www.nays.org/resources/nays-documents/national-standards-for-youth-sports/>) as established for youth ages, reference:

- 12.37.1. Programs for children, 3 to 4 must have parent participation.
- 12.37.2. Programs for children 5 to 6 years of age are developmental in nature.
- 12.37.3. Programs for children 7 to 8 years of age are instructional in nature.
- 12.37.4. Programs for youth 9 to 10 years of age are organizational in nature.
- 12.37.5. Programs for youth 11 years of age and older offer skill enhancement.
- 12.37.6. No more than a two year age range is used to establish and conduct league play. If an age range greater than two years is required, an exemption is submitted to AFSVC/VCY.
- 12.37.7. Youth are not permitted to participate in league sports unless a sports physical has occurred within the last twelve months and must remain current throughout the sports season. (T-0) School physicals are accepted. Results of physical exams are kept on file.

**12.38. National Affiliation and Participation in Regional and National Youth Competitions.** Participation in a national affiliation is allowed if the benefits received impact the total group of youth involved. Approval of funds in advance is required.

**12.39. Installation/Community Leagues.** Installation youth teams may join community leagues when the installation does not have sufficient teams. Use of appropriated funds is authorized to pay for entry fees when participating in off base youth sports programs. Mutual agreement is obtained on league rules and guidelines.

**12.40. Youth Sports & Fitness Participation.** In all leagues (on/off installation), a minimum play rule is required for all youth regardless of ability. Youth, ages 5 to 12 years, must be permitted to play at least half of every game. Only youth, eleven and up, are permitted to participate in post season play (e.g., tournaments, play-offs, championship games).

- 12.40.1. Care is taken to minimize risk of concussion and head injury. Youth, eleven years of age and below, are not permitted to participate in activities that result in significant or frequent collisions involving the head or neck (e.g., tackle football, boxing, wrestling).
- 12.40.2. Girls, ages fifteen and up, may participate in leagues for adult females when there are not sufficient numbers of females to offer youth sports for girls. Any participation of youth teams in adult leagues must be approved by AFSVC/VCY.
- 12.40.3. Both boys and girls have opportunities to participate in individual and team sports. Gender-specific sports activities may be offered to facilitate maximum participation by males and females, but participation in any league may not be restricted to one gender.

**12.41. YS&F Emphasis.** The emphasis, especially for the younger groups, is on skill development, enjoyment, and maximum participation. The intensity of competition for youth under 11 years of age is minimized by eliminating all-star teams, playoffs, league standing, player statistics, purchase of full-dress uniforms and post-season tournaments. Notify parents prior to sign up that the sport is recreational in nature with emphasis on skill development and fun and that competition is not the main objective of the program.

**12.42. Youth Sports Parents.** Parents are required to attend an annual youth sports orientation. **(T-0)** Orientation should include at a minimum: program philosophy, health and safety, concussions protocols, code of ethics, bylaws, role of staff, volunteers, officials and parents, transportation policies, positive guidance, and appropriate touch.

12.42.1. Parents are required to acknowledge the NAYS Youth Sports Code of Ethics pledging their commitment to providing enjoyable experiences and supporting the youth sport experience in CYPBMS. NAYS parent pledge <https://www.nays.org/sports-parent-pledge>.

12.42.2. All teams are required to have at least one parent meeting each season (separate from the required annual league orientation).

**12.43. Pre and Post Safety Inspections.** Ongoing daily equipment and field/facility inspections are performed and documented. Discrepancies are reported and repaired. Interim safety precautions are made, or practices and games are cancelled.

12.43.1. Field and facility inspections are conducted prior to the beginning of any league sports by the installation Safety Office. **(T-1)** Documentation is kept on file. The inspection is conducted approximately one month before the season or activity begins so that repairs can be completed before the first game or activity starts.

12.43.2. Coaches are required to perform a safety inspection prior to the start of each practice and/or game of the playing field/court and equipment. Safety hazards are reported to the YS&F Manager.

12.43.3. A post-season inspection is conducted for equipment and field/facility within one week following the conclusion of the activity or the season. Equipment is repaired/purchased, and field/facility is repaired prior to the next season.

**12.44. Sport Supplies and Equipment.** Equipment and supplies are age appropriate, safe for use, and must carry the National Operating Committee for Standards in Athletic Equipment or the American Testing for Materials Association approval for safety. Equipment is used to reduce injuries (e.g., soccer shin guards).

12.44.1. Equipment may not be altered without permission from the manufacturer.

12.44.2. Equipment and uniforms. Guidance on purchasing requirements is provided in AFMAN 34-201 and AFI 65-106. Inventory and properly store equipment when not in use. Equipment is inspected before and after each season.

**12.45. Storage for Sports Equipment.** Adequate space is provided to store equipment and supplies. All equipment is stored in a cool dry environment, preferably indoors to increase the longevity and safety of the supplies and equipment.

**12.46. Coaches and Officials.** The YS&F Manager will monitor the officiating and conducting of games. Players and coaches are to abide by the playing rules and to respect officials.

12.46.1. Coaches are removed for failure to follow the Coaches Code of Ethics or for failure to adhere to acceptable behavior for coaches as outlined in this instruction. NAYS Coaches Code of Ethics <https://www.nays.org/nays-coach#nays-coach-code-of-ethics>

12.46.2. Inexperienced coaches are placed with more experienced coaches with proven abilities.

12.46.3. Coaches are observed within the first month of each sport season. Coaches should be judged to be among the most qualified to serve as youth coaches. Coaches are provided with an evaluation at the end of the season.

12.46.4. The YS&F Manager ensures game officials are trained and scheduled to supervise games. Practice games are conducted to give officials hands-on experience.

12.46.5. Sporting events and league games are officiated by qualified officials. Certification clinics are conducted if necessary.

12.46.6. Equipment is provided for volunteer officials (e.g., whistles, balls, strike counters). Paid officials are responsible for their own equipment.

**12.47. Coaches Handbook.** A coach's handbook is provided to every coach. The handbook must include key contacts, emergency procedures, inclement weather procedures, inclusion policy, prohibition of substance abuse and tobacco use, child abuse and neglect, the DoD Child Abuse Hotline Phone Number, excused absences, administration of first aid, positive guidance, sportsmanship, removal procedures, player suspension and minimum play rules.

**12.48. Player Selection and Team Organization.** The system used for player selection is as fair as possible to all teams and individual players. Written instruction is provided to league administrators and coaches. Written information must be available for parents at their request. The YS&F Manager and Administrators is present during skills assessment and team assignments to monitor the process.

12.48.1. Each coach is furnished with a roster of all players assigned to his or her team. The coach has this roster at all scheduled games and makes it available to any league official or opposing coach upon request. Parents may check CYPBMS for a roster of all players.

12.48.2. A written system is in place for league and team division, in which weight and skills are assessed in establishing a fair and equal league for youth 11 years of age and up.

12.48.3. Rotate youth into different playing positions for skill development. For children ages ten years and younger, rotate positions during practices and games.

**12.49. Playing Rules.** Follow NAYS sport specific and age-appropriate rules. **(T-1)**

12.49.1. The YS&F Manager may modify rules for sports or use of equipment where such changes make play less dangerous, reduce inappropriate physical demands on young players and make the sport more appropriate and enjoyable for young athletes.

12.49.2. For younger age groups (ages 5 to 6 years of age), rules must allow for instruction to occur during games and practices. Emphasis is on the fundamental skills instead of competition.

12.49.3. Allow instruction during games and practices for youth ages 5 to 8. Emphasis is on the fundamental skills instead of competition. Score and league standings is not maintained for ages 5 to 8 years of age.

12.49.4. Over-coaching (e.g., yelling, criticizing, and providing extensive direction) may not be used during games or practices.



**12.50. Scheduling Youth Games.** Only the YS&F or YP Director may change, cancel, postpone, or alter playing schedules prior to the start of a game. Once play begins the head official may make the determination.

**12.51. Number and Length of Practices and Games.** Organized practices and games are limited to the following:

- 12.51.1. Not more than one hour a day and 3 days a week for youth, 8 years of age.
- 12.51.2. Not more than one and a half hours and 4 days a week for youth, 9 to 12 years of age.
- 12.51.3. Not more than two hours and four days a week for youth, 13 and older.

**12.52. Post Season Competition.** Special competitions, tournament games, bowl games or other competitions between installation and off-installation leagues are permissible for youth, 9 and above. Rules governing the event are discussed in pre-season meetings.

**12.53. Program Awards.** Awards and recognition may be part of Youth Sports. Individual awards for sportsmanship and teamwork may be awarded at all age levels. Individual awards for superior play (e.g., most valuable player, best hitter, best offensive player, high score) are permitted only in activities for youth, eleven years of age and older. Solicitation or commercial sponsorship by any individuals or groups associated with Youth Sports to purchase awards such as warm-up suits, jackets, jerseys, is prohibited. **Note:** Use DAFMAN 65-605, V1, *Budget Policy and Technical Procedures*, for guidance on awards.

12.53.1. Certificates may be given to all players for participation as part of the program awards and to promote team unity. Participants who are dismissed from a team for disciplinary reasons or those who resign or quit before the end of a season are not eligible for recognition unless their departure is related to the transfer or retirement of their parent or their parent's absence because of a prolonged temporary duty or deployment.

12.53.2. Promises of special activities, functions, awards, or prizes may not be made to players, coaches, parents, or volunteers. Such activities do not include team parties or other minor functions which promote team unity and may meet parent participation opportunities and parent fund raiser private organization requirements referenced in [Chapter 18](#).

**12.54. School Liaison Program.** In accordance with DoDI 6060.4, the School Liaison Program is an essential element of Air Force Child and Youth Programs. Installation leadership and School Liaisons advocate for the educational needs of military-connected students and serve as installation representatives for education-related issues. Outreach educational support is for military-connected students in grades kindergarten through grade twelve. Children in prekindergarten are supported when this grade is included in the community public school grade configuration.

**12.55. Governmental and Non-Governmental Organizations.** Provide assistance and services to students, school personnel, and the community to foster partnerships between military and civilian organizations, schools and families.

12.55.1. Assist with and promote educational community partnerships and outreach opportunities with public and private schools, homeschool organizations, civic, and advocacy groups and community colleges, where collaborating is of mutual benefit.

12.55.2. Advocate with community stakeholders for the educational needs of military-connected students. Establish and maintain effective working relationships using tact and

diplomacy, and overall professionalism in interactions with individuals, families, school representatives (elementary, secondary, and post-secondary) management officials, and resource agencies.

12.55.3. Proactively inform installation leadership on education related matters and facilitate communication on issues impacting military-connected students, between installation leadership, school, and community stakeholders at least monthly.

12.55.4. Ensure newly assigned WG/CC, SBD/CC, SBD/MD, MSG/CC, MSG/CD, FSS/CC and equivalent commanders receive an orientation and overview of installation and community educational matters and program support requirements within 60 days of arrival on station. Tenant unit commanders receive orientation upon request or in conjunction with Military & Family Readiness briefings.

12.55.5. Assist installation leadership with review of school entity's request to establish a new non-DoD public school or renew an outgrant for a non-DoD public school on a DAF installation.

**12.56. Communication.** Share information with the installation school community regarding local, state, and federal legislation, and regulatory requirements impacting the education transition of children of military families; facilitate behavioral support programs and other support programs specifically designed to meet the needs of military-connected students and school districts; and provide technical assistance to parents and school advisory boards regarding installation activities and concerns. **(T-0)**

12.56.1. Advocate with community stakeholders, to include the Defense State Liaison Office, for the educational needs of military-connected students.

12.56.2. Identify educational gaps, coordinate, advocate, and obtain a variety of resources and services for PreK-12 military-connected students to include, but not limited to: academic transition, course and educational program placement, review and support of students identified as English language learners, or requiring special education or gifted and talented programs.

12.56.3. Connect military families with appropriate resources, such as the Exceptional Family Member Program, and provide information for youth who may have special educational needs that may require an individualized education program or a Section 504 plan IAW Title 29 USC § 794. **(T-0)** When applicable, SLPs may be included as part of the IAT that supports families of children or youth with special needs by providing information and access to PreK-12 resources.

12.56.4. Provide information about federal, State, and local education policies and laws impacting military-connected students to families, installation leadership, schools, and community-based organizations. **(T-0)**

**12.57. Educational Issues.** Facilitate communication between local school agencies and senior leadership to ensure educational issues are addressed and resolved at the lowest practical level.

12.57.1. Inform community school administrators of the availability of federal and State funding sources. **(T-0)**

12.57.2. Develop and execute annual budget. Manage appropriated operational budgets and maximizes resources to the greatest extent possible. Advocate for additional resources when necessary.

12.57.3. Provide information to community-based schools, administrators, and staff on the unique challenges impacting military students and families. **(T-0)**

12.57.4. Build organizational capacity by providing support to facilitate transitions by creating an installation or community network of partnerships and stakeholders to include military families, local schools, and DoD activities such as the DoDEA, CYP, Military and Family Support Centers, Family Advocacy Programs, and other installation or community partners. **(T-0)**

12.57.5. Maintain knowledge of social service delivery systems as well as the methods, practices, and procedures for accessing them.

**12.58. Military Services.** Collaborate and provide reciprocity, as appropriate, with other Military Services to ensure consistency of support, facilitate education transition, and build a network of synchronized support to military families. **(T-0)**

12.58.1. Connect and advocate with other Military Services to document educational trend data, legislation, best practices, and challenges, such as those with the Military Interstate Children's Compact Commission (MIC3). Submit reports annually to Office of the Secretary of Defense, and the MIC3.

12.58.2. One SL in each DAF led MIC3 state is designated as the subject matter expert to represent all military dependents and DoD installations in that state and supports the designated DoD State-Appointed Representative of that state.

**12.59. Strategic Communications.** Develop and maintain current strategic communications, such as webpage or social media platforms, to provide up-to-date information and resources to military families. **(T-0)** Ensure all external communications adhere to current DoD, Military Department, and local command policies while working with school boards, councils, and community leaders and groups regarding the education and school transition of military-connected students. **(T-0)**

**12.60. Installation CYP Sponsorship Support.** Partner with CYPs, including the installation youth sponsorship program. **(T-0)** Serve as the primary support for the development, execution, and sustainment of the school-based sponsorship program.

**12.61. Emergencies/Contingencies.** School Liaison program manager serves as the primary Point of Contact for all K-12 education matters, including emergency and contingency operations. If school operations are impacted or contingency support is required, SLs provide frequent, real-time updates to all levels of leadership, including AF/A1SOC and AFSVC/VCS.

12.61.1. Coordinate and establish procedures for responding to emergency or contingency for PSMI and assist in off installation schools within proximity of the installation. This includes, but is not limited to natural disasters, reportable medical event, epidemic disease or unusual cases of disease, allegations of child abuse or neglect, active shooter or installation/facility lock down.

12.61.2. Support Noncombatant Evacuation Operations, Early Return of Dependents (ERD) and establishment of the Emergency Family Assistance Center, as needed.

## Chapter 13

### SUPERVISION AND ACCOUNTABILITY

**13.1. Oversight.** When the program manager is on leave for more than one week or the position is vacant, a person of equivalent grade or higher who possesses the education requirements outlined in DODI 6060.02 and DoDI 6060.04 provides daily oversight. **(T-0)** This person conducts daily visits and is available to provide immediate onsite assistance when managerial support is needed. This also include conducting monthly FCC home visits. If FCC Providers offer care during non-traditional hours (1800 to 0600), a minimum of two visits/observations must be conducted during non-traditional hours during a twelve-month period.

13.1.1. For CDCs, at least two paid staff members must be with each group of children (assuming there are 2 ratio groups). When one staff person is alone with a single ratio of children, the director or designee frequently monitors the room with closed circuit television. The staff member must have an initiated Tier 1 investigation and the director/designee must have a completed background check investigation. When the CDC closed circuit television system is not operable, two paid staff must be in each activity room. **(T-0)**

13.1.2. For SAC, at least two paid staff members are in the facility. **(T-0)**

13.1.3. For YP, a supervisor, at least one paid staff member and one adult is present when youth are in the facility. At least one person has a current, complete, and adjudicated with suitability determination made on all required background checks. **(T-0)**

13.1.3.1. For YP, different levels of supervision are provided according to the type, complexity, and the levels of risk associated with the activities and the ages, abilities, and needs of the youth. Enforcement of ratios and group sizes based on risk ensures the adequate supervision of youth and minimizes liability. **(T-0)**

13.1.3.2. The YP Director or Youth Programmer may supervise SAC if there are no more than 24 children enrolled and the program is located in the youth facility.

13.1.3.3. A site coordinator or the youth program manager may be used for daily operations at each location separate from the youth center.

13.1.3.4. For YS&F, at least one paid staff and one volunteer is present at sport events. **Note:** Larger programs may use volunteers if there are not enough staff. At least one person has a current, complete, and adjudicated with suitability determination made on all required background checks.

13.1.3.5. For YS&F team practices, at least two adults (e.g., another coach, parent of a participating youth) are present if using individual sights.

13.1.3.6. For instructional programs located at other facilities, at least one paid staff member and the instructor is present if there are children or youth. **Note:** Staff members monitor the entry.

13.1.3.7. YPs will ensure adequate supervision by staff, contractors, and adult volunteers is maintained at all times, based on the type of program or activity offered. **(T-0)**

13.1.4. T&Cs and SLs may supervise programs for no more than ten hours per week. Educational requirements as outlined in DoDI 6060.02 and DoDI 6060.04 must be met.

13.1.5. T&C may provide direct care duties during staffing shortages for no more than 30 minutes. **Note:** Direct care duties are calculated in the ten hours per week.

**13.2. Short-term Oversight.** A GS-05-GS-07 Education Technician or equivalent may manage the CDC for no more than 2 consecutive hours if there is no manager on the installation or they may supervise 3 consecutive hours if there is manager of a higher grade available on the installation to assist if necessary. **(T-1)**

13.2.1. A GS-05-GS-07 Education Technician or equivalent in pay and job responsibilities may supervise a CDC part-day program located in another facility (e.g., chapel or youth center) if there are 48 children or less with other adults in the facility and be counted in ratio. **(T-1)**

13.2.2. A target-level or higher SAC/YP CYPA may manage the facility for no more than 2 consecutive hours if there is no supervisor on the installation or they may supervise for 3 consecutive hours if there is a manager of a higher grade available on the installation to assist if necessary. **(T-1)**

**13.3. Protecting Children/Youth.** Systems are in place to protect children/youth from harm, especially when they are moving from one place to another, using the restroom, participating in field trips, and evacuating for emergencies. Children/youth are always supervised (depending on age of youth), ratios are maintained, and accountability is transferred to replacement staff before leaving a group unattended. Accountability includes a “name to face” check.

13.3.1. Staff must position themselves strategically to supervise children/youth.

13.3.2. The management team frequently checks the facility to ensure staff are supervising children/youth and that all children/youth are accounted for.

13.3.3. Administrative staff contact parents by 0900 if children fail to arrive for care or if youth do not arrive from school. **(T-0)**

13.3.4. Personal electronic devices including cell phones and tablets may not be used when supervising children and youth. **(T-0) Note:** This requirement does not include government-owned electronic devices used for CYPBMS or Family Child Care provider’s personal cell phones.

13.3.5. Protocols for reporting and responding to a lost or missing child/youth are in place.

**13.4. Accountability in the CDC.** There is an accountability system in place to ensure children are always accounted for.

13.4.1. Each child is under the care of a specific adult and the adult knows where the child is always. **(T-0)**

13.4.2. Parents are required to check in/out at the front desk when picking up or leaving their children.

13.4.3. Parents are required to sign AF Form 1930, *Youth Flight Daily Attendance Record* when picking up or leaving their children in an activity room. When CYPBMS is available for electronic sign in/out in the activity rooms, AF Form 1930 will no longer be used.

13.4.4. Staff are required to take AF Form 1930 any time their group leaves the activity room (e.g., field trips, fire evacuations, outdoors, other classrooms). When returning to the classroom, a “face to name” check is performed.

13.4.5. During rest time for children over 24 months of age, one staff member may be responsible for both ratio groups if the other staff member remains in the facility to assist with emergencies. To ensure accountability is maintained, the one staff member remaining in the activity room must be signed in on both AF Forms 1930 and the other staff member is signed in on one AF 1930 with an annotation they are out of the room. **(T-0)** For one staff member to be responsible for both ratio groups, no more than 2 toddlers or 4 preschoolers are awake during rest time.

13.4.6. When a child enrolled in the CDC is moved from one group to another group (such as transitioning between age groups or a child is leaving on the bus), staff indicate the time the responsibility for the child was relinquished and the location of the child in the “Comments” section on AF Form 1930 (e.g., Room 6, Bus, Isolation Room). Staff responsible for the child must sign the child in on their AF Form 1930.

13.4.7. Children may be signed out of a classroom by an Early Intervention Specialist or similar professional if parents have given permission. The Specialist is responsible for evacuating the child to the evacuation point during fire drills or emergency evacuations.

13.4.8. Children may not be left in the front lobby unattended. **(T-1)**

13.4.9. Administrative CYP personnel are required to count the number of children in each room every hour to ensure the number matches with CYPBMS sign in/out at the front desk. **Note:** The same process is utilized during evacuation drills. Management staff will periodically verify numbers throughout the day to ensure all children are accounted for.

**13.5. Accountability in SAC.** Ensure all youth are accounted for prior to departing or returning to the program. **(T-0)** Youth sign in/out at the front desk. A locator board is used to track youth in the facility.

**13.6. Accountability in YP .** Program supervision of youth does not require continuous sight or sound observation. CYP personnel must maintain situational awareness of a youth’s location and activities. **(T-0)**

13.6.1. Youth are required to sign in/out at the front desk. **(T-1)**

13.6.2. Children under five years of age participating in an activity remain under constant supervision of a parent or guardian or sibling sixteen years of age or older.

13.6.3. Youth, nine years of age or older, participating in open recreation may sign in and out without parental oversight if the home alone requirements allow.

13.6.4. All areas of the facility are monitored when youth are present.

13.6.5. Youth participating in overnight programs are not allowed to sign out prior to the ending time.

13.6.6. CYP personnel remain awake during all hours of overnight programs.

**13.7. Accountability in FCC.** An accountability system is in place for children participating in FCC. **(T-0)**

13.7.1. Parents sign children in and out each day.

13.7.2. FCC Providers hand-carry FCC sign in sheet each time they leave the home. **Note:** When CYPBMS is fully implemented, sign in sheets will no longer be used.

13.7.3. FCC Providers verify all children are accounted for each time they transition from the home or back to the home.

**13.8. Releasing Children.** Children are only released to authorized contacts. (T-0)

13.8.1. Children/youth will be released to either biological parent absent a child custody order or divorce decree limiting parental rights.

13.8.2. Any child custody order, divorce decree limiting parental rights or other court document must be reviewed by the installation legal office who can provide guidance regarding its impact on release authorization. (T-0)

13.8.3. Parents may call or email an authorization if another adult other than the one listed is to pick up their child.

13.8.4. Children/youth will not be released to any individual who appears to be incapacitated (e.g., stumbling, smells of alcohol). Programs are to contact Security Forces for support.

13.8.5. Unauthorized persons are not allowed to visit or sign children out. (T-0)

13.8.6. Before releasing a child to someone other than the parent, CYP personnel are required to verify the person has authorization to pick up the child from the program. (T-0)

13.8.7. Kindergarten children through third grade may not be released to siblings under 16 years of age. (T-0)

13.8.8. Youth, nine years of age or older may sign in and out of SAC into YP with parent authorization on file.

**13.9. Supervision of Children or Youth.** Systems must be in place to maintain supervision of children and youth. (T-0)

13.9.1. For CDCs, all infants, pretoddlers, and toddlers can be easily heard and seen (if not in the direct line of sight, then by looking up or always turning in place)--including when children are sleeping--by at least one member of the staff.

13.9.2. For FCC, children under 3 years of age are in direct line of sight.

13.9.3. FCC children, ages 3 through 5 years of age are in direct line of sight but may be out of the provider's line of sight for short periods of time to attend to their personal needs (e.g., using the restroom) if the provider is close by and listens carefully to assure all children are safe.

13.9.4. FCC children, ages 6 to 8 years of age, may be out of direct line of sight, but are checked on every fifteen minutes.

13.9.5. FCC children, ages 9 and up, may be out of direct line of sight, but are checked on every 30 minutes if installation home alone policy allows.

13.9.6. For SAC/YP, staff must know where youth are, and what they are doing, at all times.

**13.10. Ratios.** Ratios will be followed IAW DoDI 6060.02 and DoDI 6060.04. (T-0)

13.10.1. For infants 6 weeks to twelve months, there are no more than 4 infants per staff member at any time. Maximum number of children in a group is 8. For every group of children, at least one person has a current, complete, and adjudicated with suitability determination made on all required background checks. (T-0)



13.10.2. For pre-toddlers thirteen months to twenty-four months of age, there are no more than 5 children per staff member at any time. Maximum number of children in a group is 10. For every group of children, at least 1 person has a current, complete, and adjudicated with suitability determination made on all required background checks. **(T-0)**

13.10.3. For toddlers twenty-five months to thirty-six months of age, there are no more than 7 children per staff member at any time. Maximum number of children in a group is fourteen. For every group of children, at least 1 person has a current, complete, and adjudicated with suitability determination made on all required background checks. **(T-0)**

13.10.4. For preschoolers thirty-seven months to 5 years of age. No more than twelve children per staff member at any time. Maximum number of children in a group twenty-four. For every group of children, at least 1 person has a current, complete, and adjudicated with suitability determination made on all required background checks. **(T-0)**

13.10.5. For multi-age groupings, the ratio is determined by the largest number of children in an age group (e.g., 4 infants and 5 pretoddlers—use 1:5 ratio). For every group of children, at least one person has a current, complete and adjudicated with suitability determination made on all required background checks. **(T-0)**

13.10.6. Staff immediately notify the front desk when child to staff ratios are exceeded. **(T-1)** Reportable incidents are sent to Family Advocacy and AFSVC/VCY when the ratio is exceeded for more than 5 minutes.

### **13.11. School Age Ratios. :**

13.11.1. DoDI 6060.02 provides the following guidance on ratios:

13.11.2. For school age youth, there are no more than 15 youth assigned to one staff member; however, if Kindergartners participate in the program and share space (indoors or outdoors) no more than 12 youth may be assigned to a staff member. **(T-0)**

13.11.3. No more than 24 youth may be in an activity area with one staff member (e.g., gym). **(T-0)**

13.11.4. For field trips, at least two paid CYPAs per group is required for trips away from the facility. At least one person has a current, complete, and adjudicated with suitability determination made on all required background checks. **(T-0)**

### **13.12. Ratios for YP.** For regular activities, no more than 15 youth may be assigned to one staff member. **(T-0)**

13.12.1. For residential camps and overnight trips, no more than 12 youth may be assigned to a staff member. Consider the number, gender, and assignment of adult chaperones if overnight trips involve male and female participants. **(T-0)** One adult chaperone must be female or male when a female or male youth are attending a residential camp or overnight outing.

13.12.2. For instructional classes, ratios will adhere to professionally accepted practices, as defined by nationally recognized and reputable certified programs. Additional consideration should be given to room size, the number of participants, and the age and skill level of the participants. **(T-0)**

13.12.3. For youth organized team sports, follow ratios as recommended by the nationally recognized sports organizations for each team sport. **(T-0)**

13.12.4. For adventure activities, staff/youth ratios will be based on a risk assessment conducted before the adventure activity takes place. **(T-0)**

13.12.5. No more than 8 youth are assigned to each staff member for water related and other high-risk activities. **(T-0)**

13.12.6. For special events or off-site activities, at least one paid staff member is present for each activity with up to 30 youth participants. The remainder of the required ratio may be achieved by use of adult volunteers. **(T-0)**

13.12.7. For field trips, there must be at least 2 adults per group; one must be a paid staff member. **(T-0)**

13.12.8. Junior staff or student trainees may be included in any youth activity (e.g., sports, instructional) but they are not to be included in the adult to youth ratio and may not be left alone with youth. **(T-0)**

### **13.13. Ratios for FCC.**

13.13.1. Ratios are IAW DoDI 6060.02. **(T-0)**

13.13.2. The FCC provider may only provide child care for 6 children at a time, including their own children under the age of 8 year of age when those children are present. **(T-0)** No more than 2 children under 2 years of age. **(T-0)**

13.13.3. If overnight child care is provided, no more than 3 children including the provider's own children under 8 years of age are cared for in the home. **(T-0)**

### **13.14. Overnight Care (FCC).** Overnight child care must be authorized by the FCC Coordinator prior to caring for children.

13.14.1. FCC Providers are permitted to sleep at night if there are no more than 3 children including the provider's own children under 8 years of age in care. **(T-0)**

13.14.2. The provider must sleep on the same floor as the children. If the provider chooses to stay awake, it is not necessary to stay on the same floor with the sleeping children. However, FCC Providers are to limit time in other areas of the home when children are sleeping. **(T-0)**

13.14.3. During overnight care, children may sleep on beds, cots or mats. Bedding may not be shared between children.

13.14.4. Children, under age 8, may sleep in the same room together, but only siblings may sleep in the same bed if parent permits. Girls and boys, age 9 and up, must sleep in different rooms. If there are youth 12 and older, they are not permitted to sleep with younger children. Children are not permitted to sleep in the same bedroom as the provider or their household members. **(T-1)** **Note:** Providers may make arrangements to care for older youth 13-15 years of age, to include negotiating with the parents on the cost to provide this care.

### **13.15. Field Trips.** Anti-terrorism, force protection, health, and safety measures should be considered before, during, and after the field trip.

13.15.1. Children 2 and under are not allowed to go on field trips except for outside walks near the facility. **(T-1)**

13.15.2. Children, ages 3 to 5 are authorized to participate in field trips on base. Children must wear apparel (e.g., shirt, wristbands, labels) with the program name and phone number in case a child is lost. **(T-0)** Children's names are not displayed to protect their identity.

13.15.3. SAC youth are required to wear identifying apparel for field trips. **(T-0)**

13.15.4. Parents will be notified prior to children/youth leaving the facility.

13.15.5. All children/youth are accounted for before leaving, during and departing destinations. 13.15.3. SAC youth are required to wear identifying apparel for field trips. **(T-0)**

13.15.6. All vehicles are checked upon arriving and departing destinations to ensure no one is left behind in the vehicle. **(T-0)**

13.15.7. For youth, 13- 18 years of age, CYPAs must know where youth are, and what they are doing, at all times. **(T-0)**

13.15.8. A system is in place to locate children/youth who may become separated from the group. **(T-0)**

## Chapter 14

### IDENTIFICATION, PREVENTION AND REPORTING OF CHILD ABUSE OR NEGLECT

**14.1. Child Protection.** Risks are minimized to protect children/youth from child abuse or neglect.

14.1.1. Interactions are positive in nature creating an atmosphere of trust.

14.1.2. Practices that physically or emotionally harm children or youth are not permitted.

**14.2. Identification and Reporting.** Procedures for reporting cases of suspected child abuse or neglect must be in place. **(T-0)**

14.2.1. CYP personnel to include FCC Providers, contractors, and SLs are mandated reporters of child abuse or neglect. All incidents which endanger the health of a child or youth are reported to the installation Family Advocacy Program. **(T-0)** Guidance on child abuse and neglect is provided in DAFI 40-301, *Family Advocacy Program*.

14.2.2. If there is a child abuse or neglect allegation, CYP personnel are removed from having access to children or youth. Removal is indicated on the reportable incident report. **Note:** FCC home certification is suspended regardless of whether the provider or another member of their household is the alleged source of abuse.

14.2.3. CYP personnel may only be returned to working with children or youth when an allegation has been unsubstantiated and applicable retraining has taken place.

14.2.4. Consult with Civilian Personnel or the Human Resources Office to determine appropriate disciplinary action if applicable.

**14.3. Child Abuse Prevention.** Parents are provided access to facilities and homes during all operational hours. **(T-0)**

14.3.1. The main entrance is monitored during all hours of operation. Only parents and authorized persons are allowed in facilities. **(T-0)**

14.3.2. Evening or weekend care is provided in age-appropriate rooms located nearest the front entryway to facilitate supervision by the front desk staff. **(T-0)**

14.3.3. Everyone is required to enter and exit at the main entrance of facilities except for approved kitchen deliveries. **(T-1)**

14.3.4. Visitors are required to sign in/out and wear a visitor's badge. Visitors are monitored while in the facility. **(T-1)** Military personnel with names on their uniforms are required to sign in but are not required to wear a visitor's badge.

14.3.5. Employees and volunteers are required to wear a nametag or other identifying apparel.

14.3.6. CYPAs must wear identifying apparel to show completed and incomplete background checks.

14.3.7. CYP personnel from other CYP facilities are required to sign in and out.

14.3.8. AF Form 1109, *Visitor Register Log*, is used to record visitors to the program. **Note:** When CYPBMS is fully operation, AF Form 1109 will not be used.

14.3.9. Exit doors that do not open into a fenced outdoor play environment must have an alarm. **(T-0)** The alarm is checked daily to ensure operability. CYP administration clerks are required to respond to the alarm if sounded.

14.3.10. A parent or another staff member is required to be present if a meeting is conducted with a child or youth.

14.3.11. Personal devices such as cell phones, mobile devices or cameras are not used to take photos of children or youth. Personal devices may not be taken in the restroom. **(T-1)**

**14.4. Facility Monitoring.** Administration clerks monitor the front lobby throughout the operational hours. **Note:** Facilities with the DAF entry access system are required to use the system.

14.4.1. The structural design for any indoor or outdoor area cannot prohibit the supervision of children or youth. **(T-1)** Convex or concave mirrors may be used to augment supervision in the activity rooms and on the playgrounds.

14.4.2. Each activity room has a window in the door or wall to view into each room from the hallway. No curtains or decorations may be on placed on the window. **(T-1)**

14.4.3. If blinds are used, they may not be closed during operational hours. Blinds must made of materials that do not harm children, and blackout curtain and screens may not be used. **Note:** This requirement includes management offices.

14.4.4. Closets, storerooms, offices, laundry rooms and storage areas have viewing windows. **(T-1)**

14.4.5. Lights are kept on in all rooms, closets, bathrooms, offices, kitchens, and storage areas when children or youth are present. Lights may not be lowered, turned off, or covered with a lightweight material. **(T-1)** **Note:** Daylighting is permitted as per the facility criteria.

14.4.6. Window valances may be installed above exterior or interior windows. Valances are less than 18 inches in length. **(T-0)** **Note:** FCC homes are excluded.

**14.5. Closed Circuit Television.** All programs are required to have the standardized DAF closed circuit television system. **(T-1)**

14.5.1. Parents or guardians are notified surveillance systems are in use. **(T-1)**

14.5.2. Parents or guardians may view events in real-time on the monitor unless contraindicated by a Collective Bargaining Agreement covering employees, in which case, approval for reviewing is made through the Freedom of Information Act (FOIA) Requestor Service Center. Contact the Legal office for guidance.

14.5.3. Requests for viewing video footage by parents or guardians may be made to the program manager. Viewing is permitted when the system has the capabilities, CYP personnel, and other factors permit. Viewing may occur after the facility has closed for the day.

14.5.4. Requests to view video by the parent or guardian should be specific and narrowed to a two hour time period. Vague or overly broad requests should be clarified by the parent or guardian to determine the actual time frame of the concern.

14.5.5. If an investigation has been initiated due to an incident, no one is allowed to view the video unless they are part of the official investigation. Viewing of the video may be allowable at the completion of the investigation.

14.5.6. Any requests for obtaining copies of closed-circuit television recordings as well as requests for viewing a recording by parties other than a parent or guardian, such as union representatives, for non-DoD official purposes, is submitted to the Air Force FOIA Requestor Service Center. All requests for obtaining a copy of a recording must also be reviewed by the installation legal office and approved by the appropriate release authority.

14.5.6.1. CYP personnel do not have authority to make release determinations of videos. Direct the requesting individual to the installation FOIA Requestor Service Center. Release determinations in these cases are made consistent with the Privacy Act and, as applicable, the FOIA.

14.5.6.2. Unofficial release of video recordings can violate the FOIA and Privacy Act.

14.5.6.3. Maintain recordings for 30 days unless there is a potential claim against the government in which case the recording is kept until the administrative claim is resolved or litigation is completed, whichever is later.

## Chapter 15

### PROGRAM QUALITY

**15.1. Curriculum and Programs.** CYP staff provided activities and experiences based on the developmental needs and interests of children or youth every day. The environment and the staff that surround them provide a safe, secure place for children and youth to learn and explore the world around them. **(T-0)**

**15.2. CDC Curriculum.** DoD *Early Learning Matters* (ELM) curriculum is used to support school readiness and life success. Math and language/literacy activities are offered every morning for preschoolers. **(T-1)** Other preschool domains are offered as prescribed in the curriculum.

15.2.1. Activities are conducted for infants, pre-toddlers and toddlers that promote developmental gains in the areas of communication/language, cognition, self-regulation, social-emotional and physical/health.

15.2.2. Activities are conducted for preschool children that promote developmental gains in the areas of language and literacy, mathematics, self-regulation, social emotional, social studies, creative expression, science, physical and health.

15.2.3. All staff, including flex staff, assigned to an activity room are required to conduct curriculum activities.

15.2.4. The use of adult-made models, patterns and pre-drawn forms are rarely used other than what is prescribed in ELM.

15.2.5. ELM materials are kept in good condition and replaced as needed. Children's books are purchased as necessary to support the curriculum.

**15.3. CDC Environments.** Safe and nurturing environments support the learning and development of young children. A well-arranged learning environment allows growth and development through activities and materials in defined play areas. For further information reference DoD VLS course on Environments: The Indoor Environment: Designing and Organizing for Infant and Toddler or Preschool.

15.3.1. Interest areas for infants, pretoddlers, and toddlers support the five ELM domains; interest areas for preschoolers support the eight ELM domains.

15.3.2. Activity areas are arranged to minimize interference from multiple activities taking place simultaneously and to prevent children from running.

15.3.3. Activity areas can accommodate children in large groups (e.g., block center) and small groups (e.g., dramatic play or art).

15.3.4. A cozy area is created only for 1 or 2 children while maintaining visibility and safety of children.

15.3.5. Interest centers are arranged to ensure quiet and loud areas are not next to one another.

15.3.6. A home-like environment is created with soft furniture, non-toxic plants, area rugs, family photos, children's artwork, and neutral paint colors.

15.3.7. Activity rooms are arranged for to facilitate staff supervision.

15.3.8. Materials are organized on low shelving to foster independence and support learning and play.

15.3.9. Small containers, bins and baskets are used for items such as fine motor pieces, manipulatives, and art supplies.

15.3.10. Shelves and containers are labeled with pictures for Infants and Pretoddlers.

15.3.11. Shelves and containers are labeled with pictures and words for Toddlers and Preschool.

15.3.12. Storage is available for children's personal belongings (e.g., infants and toddlers diaper bags, clothing, supplies, and creations).

15.3.13. Children's work is displayed at eye level.

15.3.14. Books are available for children to use and staff to read.

15.3.15. Writing materials (e.g., crayons, paper, pencils) are available to support school readiness.

15.3.16. For preschool, the alphabet is posted in the writing center or alphabet cards are available and writing materials are available in all interest areas.

15.3.17. Toys, books, and other resources are regularly rotated in and out of active use.

15.3.18. A family board is displayed in activity rooms.

15.3.19. Music is used in support of specific activities and is not continually played throughout the day.

15.3.20. Environments allow staff to supervise children by sight and sound.

**15.4. FCC Activities and Environment.** Homes are arranged to accommodate the family and children or youth in care. A variety of materials are provided to support the different ages of children and youth. Developmental activities are provided for the children in care. Reference DoD VLS Courses for setting up environments and providing activities.

**15.5. YP Activities.** Positive youth development recognizes youth strengths and promotes positive outcomes. Opportunities foster positive relationships and support needed to build on their leadership strengths. The eight essential elements (physical and psychological safety, appropriate structure, supportive relationships, opportunities to belong, positive social norms, support for efficacy and mattering, opportunities for skill building, and integration of family, school, and community efforts) of positive youth development are incorporated throughout the program.

15.5.1. CYP staff programming incorporates the five core Boys and Girls Club of America areas: Leadership and Service, Workforce Readiness, The Arts, Health and Wellness, Sports and Recreation, Education to include Science, Technology, Education and Math (STEM). CYP staff use 4-H curriculum to include STEM, Healthy Living, Civic Engagement, and others with YP activities and educational experiences. **(T-0)**

15.5.2. CYP Staff provide youth opportunities that have a positive impact on their program and community; sustain meaningful relationships with others; develop a positive self-image; participate in the democratic process and civic engagement; and respect their own and other's



cultural identities. **(T-0)** Activities in the core area build skills of self-awareness and advocacy, setting and achieving goals, collaborating with peers and adults, and identifying and solving problems.

15.5.3. CYP staff provide youth opportunities to develop an awareness and an appreciation of a variety of art forms, explore digital, fine, applied and performing arts; and encourage an appreciation of their own and other's cultural identities. **(T-0)** Activities in the core area build skills of creativity, self-expression, cultural awareness, communication, critical thinking, and technical knowledge.

15.5.4. CYP staff provide youth opportunities to develop physical, social, and emotional wellness, make positive choices and avoid risk-taking behaviors, develop positive relationships, regulate emotions, and develop resiliency. **(T-0)** Activities in the core area build skills in healthy lifestyle choices, self-efficacy, resistance skills, and communication and employ youth to engage in positive behaviors that nurture their own well-being.

15.5.5. CYP staff provide opportunities to build fundamental motor skills in a variety of sports and recreational activities, encourage good nutrition and healthy eating, and develop a positive attitude for lifetime physical fitness. **(T-0)** Activities in the core area build skills in a variety of leisure and lifetime sports and choosing healthy foods. Engaging physical activities are offered daily.

15.5.6. CYP staff provide opportunities to achieve educational goals and to explore post-secondary options and build work force readiness. **(T-0)** Activities in the core area build skills in basic educational disciplines, applying learning to everyday situations, using technology to optimize school success, planning, and preparing for post-secondary education, career paths and/or military service. Youth are provided comprehensive programming throughout the areas of science, technology, engineering, arts, and mathematics (STEM/STEAM). DoDI 1025.07, *DoD STARBASE Program* and DoDI 1025.11, *DoD Science, Technology, Engineering, and Mathematics (STEM) Education Programs and Activities* may be used to provide additional opportunities related to STEM.

15.5.7. Homework assistance and tutoring are offered after school.

15.5.8. Opportunities are provided from the Military and Family Readiness Center and SLs to support education and career development.

15.5.9. Technology is integrated into all program areas. **(T-1)**

15.5.10. Programs are accessible to eligible youth, whether living on or off the installation, using facility-based, virtual programs and home school support. **(T-0)**

15.5.11. Separate program areas are designed for older and younger participants or separate times are scheduled for different age groups to access the program. **(T-0)**

15.5.12. Programs and activities are offered on a continuous basis to help youth adjust to the unique challenges of military life, including education transition and duty-related parental separations. **(T-0)**

15.5.13. Maintain a program climate that encourages youth to participate; including opportunities to plan, develop, implement, and evaluate program activities. **(T-0)**

15.5.14. Ensure partnerships and collaborative efforts in support of youth services or youth development are established with national youth-serving organizations to enhance and expand affordable opportunities for military youth IAW DoDI 6060.04. This includes partnerships with organizations that enrich YPs with expertise, assistance, experiences and diversity. The following programs are required in YP:

15.5.14.1. Boys & Girls Clubs of America Military Youth of the Year competition. **Note:** This requirement is for YP only. **(T-1)**

15.5.14.2. Teen Council-Meets quarterly and serves as a resource to installation leadership and the DAF Teen Council. **Note:** This requirement is for YP only. **(T-1)**

15.5.14.3. Chartered Keystone Club-Meets weekly and incorporates the Boys & Girls Clubs of America standards. **Note:** This requirement is for YP only. **(T-1)**

15.5.14.4. Chartered Torch Club- Meets weekly and incorporates B&GCA standards. **Note:** This requirement is for SAC and Pre-Teens. **(T-1)**

15.5.14.5. B&GCA Fine Arts, Digital Arts, and Photography Program. **Note:** This requirement is for SAC and YP. **(T-1)**

15.5.14.6. Youth Sponsorship Programs IAW 10 USC 1781 et seq., Ch 88 and DoDI 6060.04. **(T-0)**

15.5.15. Use of 4-H curriculum, at least one per quarter in YP and SAC; *Cloverbud* activities are implemented quarterly as part of youth development in SAC to serve youth ages 5-8.

15.5.15.1. Utilize at least one 4-H curriculum in health, nutrition, and/or fitness annually. **Note:** This requirement is for YP and SAC. **(T-1)**

15.5.15.2. Focus on high-yield activities such as academic success, good character and citizenship, and healthy lifestyles. Design experiences that are hands-on, outcome driven, interactive and intentionally develop knowledge or skills. Rotate activities to provide a balance between high-yield and purely recreational. **Note:** This requirement is for SAC and YP. **(T-1)**

**15.6. Environment.** Activity areas are created to reflect the interests of the youth. **Note:** This requirement is for SAC and YP.

15.6.1. Activity areas encourage social recreation, games, and activities. There is space available for the arts (e.g., digital, fine, performing), technology, and multimedia, STEM, sports and fitness, homework, and meals/snacks. **Note:** SAC, Teens and YP have separate areas for special interests.

15.6.2. The gym may be used simultaneously for all programs.

15.6.3. Youth are provided opportunities to design their own environment and interests areas.

15.6.4. Quiet areas are accessible and easily monitored, but away from group situations.

15.6.5. Teens must have a place either in the youth center or at another location on the installation. **(T-1)**

15.6.6. Adequate resources are available to support teen and preteen interests.

**15.7. Materials (All Programs).** Age appropriate materials and equipment are available both indoors and outdoors. Materials are in good condition and sufficient for the number of children or youth enrolled in the program.

15.7.1. Materials reflect the diversity and culture of the program.

15.7.2. Materials are organized for independent use.

15.7.3. Enough materials are provided to support the different areas of development for children birth to five years of age (e.g., language and literacy, mathematics, self-regulation, social-emotional, social studies, creative expression, science, dramatic play, technology, physical skills, and health). **Note:** This requirement is for CDC/FCC.

15.7.4. Enough materials are provided to support the five core program areas in SAC and YP: Leadership and Service, The Arts, Health and Wellness, Sports and Recreation, Education to include Science, Technology, Education and Math (STEM). **Note:** This requirement is for SAC/YP.

15.7.5. An annual budget is developed for purchasing new materials, supplies and equipment.

15.7.6. Accreditation requirements are considered when purchasing materials.

**15.8. Technology and Media.** Media viewing and computer use for children two years of age and younger is not permitted.

15.8.1. Internet connectivity is available in all programs for staff and youth to use.

15.8.2. A sufficient number of computers are available to support the children enrolled. **Note:** This requirement is for SAC and YP.

15.8.3. Software is used to control access to undesirable sites. **Note:** This requirement is for SAC and YP only.

15.8.4. Software is provided to create art, multi-media presentations, graphics, photography, and video clips. **Note:** This requirement is for SAC and YP.

15.8.5. Computers may be used in preschool activity rooms. Software is purchased to support language, literacy, and math. **Note:** This requirement is for CDC only.

15.8.6. Preschoolers may only use computers in fifteen minutes increments.

15.8.7. "G" rated movies designed for children, 8 years of age and under, or for family viewing are permitted. Youth, ages 9 to twelve, may view PG movies with parental permission. Teens may view PG-13 movies with parental permission. Teens may not view R-rated movies. Blanket permissions are not allowed for movies.

15.8.8. Other options are provided to children or youth who do not want to view movies.

15.8.9. Only appropriate video, games or amusement machines are available for youth, ages 6 to eighteen years of age. No violent or mature subject matter that would constitute a teen rating is accessible to younger youth.

15.8.10. Youth are allowed to use personal electronic devices. **Note:** This requirement is for YP.

**15.9. Activity Plans.** Staff are provided at least one hour per week to prepare weekly activities for children or youth. Staff should determine ahead of time who is conducting each activity.

15.9.1. A system is in place to store materials and plans for each day of the week.

15.9.2. Staff determine which children are observed each week. **Note:** This requirement is for CDC only.

15.9.3. A system is in place when staff are sick or on leave to ensure the daily activities are conducted.

15.9.4. For CDCs, the weekly ELM poster "What Children Will Learn this Week" (Preschool) and "Options to Promote Learning" (Infant/Toddler) is posted on the parent board each Monday.

15.9.5. For CDCs, parents are provided the ELM "Readiness Starts Early: Tips for Promoting Young Children's Learning" resource at the beginning of each activity plan week or block and when rooms are closed due to a reportable medical event or unusual cases of disease or other viable reasons.

15.9.6. For SAC, daily activities are posted in the activity rooms.

15.9.7. For YP, weekly activities are posted in a prominent location.

15.9.8. For FCC, weekly plans are posted for parents.

**15.10. Children's Portfolios.** Portfolios are maintained to support and document children's development. **Note:** This requirement is for CDC only.

15.10.1. Portfolios include the ELM Snapshot of Child's Progress, Focused Observations, Ages and Stages Questionnaire (ASQ), Work Samples, and Family Conference Forms.

15.10.2. Guidance on conducting observations and assessments is provided in *Early Learning Matters* Curriculum. Results are documented in the child's portfolio. **Note:** This requirement is for CDC only.

**15.11. Parent Conferences.** CDC parents are offered formal conferences twice a year. FCC parents are offered formal conferences once a year. Annotate on the parent conference form if parents choose not to participate in a conference and place documentation in the child's portfolio. The ELM Snapshot of Progress is reviewed with parents. **Note:** This requirement is for CDC only.

**15.12. Developmental Screenings .** All children enrolled in the CDC receive an Ages and Stages Questionnaire (ASQ) developmental screening within 3 months of program entry.

15.12.1. The screening process uses information from the child's teacher and the child's family. Parents have the option of completing the form.

15.12.2. Screening is scored and results are discussed with families. If the screening indicates the need for a more in-depth evaluation or diagnostic assessment, parents are offered a referral to appropriate professional services.

15.12.3. If referred to professional services, the trainer follows up with the family within 30 days. Results are shared with the teaching staff, as appropriate.

15.12.4. After the initial screening, children enrolled are screened periodically according to age and the recommended schedule provided by the ASQ.

15.12.5. Provide opportunities for children to have hearing and vision screenings annually and thereafter.

**15.13. Daily Schedules.** Daily schedules are predictable, yet flexible and responsive to the individual children's needs. The daily schedule includes both indoor and outdoor experiences, sufficient time and support for transitions, mealtimes, periods of rest, active child-initiated play, and planned learning experiences. **Note:** This requirement is for CDC only.

15.13.1. The schedule provides time for individual, child-initiated activities and teacher-initiated information gatherings (Infant/Toddlers) and small group activities (Preschool).

15.13.2. For children of all ages, including infants, outdoor activities are scheduled each day except when conditions pose a health risk.

15.13.3. Children's schedules are posted in a prominent place to remind children about daily activities. **Note:** This requirement is for Toddlers and Preschool.

15.13.4. Pictures and simple words are used to help children learn the routine.

15.13.5. The schedule reads from left to right and top to bottom.

15.13.6. A daily schedule, including times of the daily routines and activities, is posted for parents on the parent board in each activity room.

**15.14. Routines and Transitions.** Smooth and un-regimented transitions take place between activities.

15.14.1. Adjust transitions to meet the needs and rhythms of children or youth as much as possible. Give advance transition notice to all children or youth and provide individual support for those that have difficulty moving from one task to another.

15.14.2. Conduct daily routines (e.g., diapering, rest time) in a relaxed, individualized manner. Use back patting or soft music to help children rest. Provide non-sleepers with books or quiet toys to use during rest time.

15.14.3. SAC children can transition to activity rooms based on their interests. A locator board is used to track children in the facility. The board should include each choice area and tags (with children's names and faces) are used for children to identify the area child can be found. As children transition to other areas, children are reminded to change tag on the locator board.

15.14.4. Once children are signed in after school runs, sign-in boards are placed in a uniform place for parents to sign their children out. **Note:** Sign-in boards are used to account for children during evacuation drills.

**15.15. Transitions to New Age Groups.** Children should not be moved to a new age group more than once every twelve months. **Note:** This requirement is for CDC only.

15.15.1. Parents receive advanced notice when their children are moving to a new age group or to a new program.

15.15.2. Parents receive orientation by the classroom staff each time a child transitions to a new age group or program.

15.15.3. Systems are in place for smooth transitions (e.g., moving from one room to another or one program to another).

15.15.4. Child care spaces are not held for more than 2 weeks for children that are transitioning.

**15.16. Outdoor Play Areas.** Outdoor spaces are arranged to accommodate a variety of activities.

- 15.16.1. Include a variety of natural and manufactured surfaces.
- 15.16.2. Incorporate areas for large motor development.
- 15.16.3. Create areas for sensory experiences such as gardens.
- 15.16.4. For CDCs, incorporate sidewalks for wheeled vehicles.
- 15.16.5. Pre-toddlers and toddlers are provided a minimum of 60 minutes of moderate to vigorous physical activity each day.
- 15.16.6. Preschoolers and kindergartners are provided a minimum of 90 minutes of moderate to vigorous physical activity each day.
- 15.16.7. School age youth are provided at least 30 minutes of outside play for every 3-hour block of time. Outside play is an optional and designed as an open-ended choice when weather permits.
- 15.16.8. Large motor and physical activities are offered inside on rainy days.

**15.17. Positive Relationships.** Interactions support engagement and strategies that encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and high self-esteem.

- 15.17.1. Recognize children/youth as individuals and respect differing temperaments, activity levels and developmental characteristics. No one specific guidance technique will work for every situation. Ensure staff are trained to have multiple approaches to de-escalate situations.
- 15.17.2. Incorporate actions that constitute acceptable and unacceptable conduct and touching, both among children/youth and adults and with peers.
- 15.17.3. Promote a safe and healthy environment.
- 15.17.4. Focus on long term improvement of skills and moral development versus punitive actions.
- 15.17.5. Encourage positive behaviors in children and youth.
- 15.17.6. Recognize children or youth as individual with different abilities, temperaments, activity levels and development characteristics.
- 15.17.7. Respect gender, race, religion, family background, special needs, and culture.
- 15.17.8. Physical punishment, psychological abuse or coercion will not be tolerated. **(T-0)**
- 15.17.9. Consider the age, individual needs, and preferences when determining if touch is appropriate.
- 15.17.10. Provide opportunities for children and youth to manage behaviors, emotions, and thoughts.
- 15.17.11. Offer assistance to support each child or youth's development without taking control.
- 15.17.12. Provide children or youth options to choose what they do, how they do it, and with whom.

15.17.13. Help children or youth make informed and responsible choices.

15.17.14. Create an environment that prevents and discourages bullying, name calling, labeling, or stigmatizing.

15.17.15. Avoid using inappropriate names and terms of endearment to address children or youth.

15.17.16. Use conflict resolution skills to negotiate and resolve difference when conflict arises.

15.17.17. Encourage children and youth to develop and enforce rules of participation.

15.17.18. Provide opportunities to help children or youth who have difficulty interacting with others.

## Chapter 16

### SUPPORTING CHILDREN/YOUTH WITH SPECIAL NEEDS OR COMPLEX BEHAVIORS

**16.1. Accommodations.** A comprehensive approach is used by the program to support the needs of all children and their families, and to adhere to federal laws. **(T-0)** Each child's need is supported on a case-by-case basis with input and partnership with the family, the IAT, KIT, CYP staff, and other community-based providers as applicable. **(T-1)** Reference the DAF Inclusion Guide for further guidance.

16.1.1. Reasonable accommodations must fall within the scope of CYP. **(T-0)**

16.1.2. CYP is not required to provide an accommodation when the individual poses an actual health or safety threat to themselves or others, when the needed accommodations fundamentally alter the nature of the program, when the needed accommodations would be an undue burden (significant difficulty or expense).

16.1.3. Special education, early intervention, occupational, physical, or speech therapy, skilled nursing, or other specialized services are not provided in the course of child care and recreation programming. These services would fundamentally alter the nature of the program. Program IATs shall communicate with their local Legal counsel and AFSVC/VCY to determine if an accommodation is a fundamental alteration.

**16.2. Inclusion Action Team (IAT).** Establish a multidisciplinary team at the installation level to provide case-specific consultation and recommendations. The IAT provides recommendations and resources in cases where the program needs support determining how to reasonably accommodate the child's needs within existing operational procedures and with the resources they have available. **Note:** While many of the needs children have are straightforward and easily accommodated (e.g., bee allergy that requires an EPIPEN®), there are an increasing number of children with needs that are complex in nature.

16.2.1. Chaired by the CYS Flight Chief or designee GS-12 or above. **(T-1)**

16.2.2. Core team members include:

16.2.2.1. CYS Flight Chief or designee (GS-12 or above).

16.2.2.2. CYP Program Manager.

16.2.2.3. Program Medical Advisor.

16.2.2.4. Training & Curriculum Specialist.

16.2.2.5. Child's parent(s) or guardian(s).

16.2.2.6. Exceptional Family Member Programs Family Support Coordinator.

16.2.2.7. SL if the child is school age or receiving special education services at the school.

16.2.2.8. FCC Personnel or FCC Provider who works with or has objectively observed the child or youth.

16.2.2.9. Installation Legal Office.



16.2.2.10. Therapeutic Specialists such as Occupational Therapist, Speech Therapist, Physical Therapist, Certified Therapeutic Recreation Specialist, or Board Certified Behavior Analyst, as applicable and if invited by the family.

16.2.2.11. With advance noticed and parent/guardian consent, a KIT Inclusion Specialist (on the phone).

### **16.3. Inclusion Action Team Responsibilities:**

16.3.1. Provide input on the accommodations, modifications, and necessary individualized supports IAW this instruction (**T-1**), DoDI 6060.02, DoDI 6060.04, and DoDI 1315.19, *Exceptional Family Member Program*. (**T-0**) Assist CYP in determining whether the required accommodations fall within the scope of CYP and are manageable within operational procedures and resources.

16.3.2. Consult on whether reasonable adjustments can be made to operational procedures to accommodate the child's needs.

16.3.3. Assist CYP professionals in identifying local resources and services that can be leveraged to support the child's needs.

16.3.4. Recommend strategies for Inclusion Support Plans (ISPs) developed by the CYP.

16.3.5. Recommend AFSVC/VCY support where appropriate (e.g., funding for specialized equipment).

16.3.6. Review CYP's documentation of potential safety threats and attempts to minimize risks to determine whether a child poses an actual safety threat to themselves or others.

16.3.7. Discuss inclusion-related issues on the installation (e.g., physical access, community collaboration, staff training).

16.3.8. Communicate IAT meeting minutes to the installation commander.

16.3.9. Follow-up on child-specific cases and inclusion-related topics.

16.3.10. Not limited to the responsibilities above and may incorporate further responsibilities that address local needs.

### **16.4. IAT Meetings.** Meetings are scheduled quarterly or sooner if needed.

16.4.1. Meetings may be face-to-face, via conference call, or via secure electronic communication in some instances. The format of the meetings will vary according to needs of individual cases. If there are no IAT cases for review, a quarterly meeting is not required.

16.4.2. Prior to canceling a quarterly meeting, CYP Managers should consider any cases that may need a second review (e.g., CYP professionals are still struggling to address the child's needs) and address general issues related to inclusion (e.g., identifying community resources). Documentation of the cancelled meeting is required. A memo is sent to the CYP Managers and placed in the IAT binder to document that there were no cases for review or general issues to discuss.

16.4.3. Chairpersons are responsible for documenting meetings via meeting minutes and may personally record minutes or designate another member to record the minutes. All meeting minutes are required to be submitted to the installation commander.

16.4.4. IAT meetings are conducted as soon as possible when a child with special needs is offered a child care space and directors are unsure of accommodations.

16.4.5. When necessary, programs are authorized to delay care until the accommodations required have been reviewed by the IAT and have been established in the program. Programs are required to ensure all necessary accommodations are established to safely care for the child (e.g., staff have the necessary training to provide the accommodations required). In both cases, programs are required to ensure they are diligently working through the process so that care is provided within 30 days. If a delay in care is going to exceed 30 days, notification to AFSVC/VCY is required. Programs must consider each child's needs on a case-by-case basis to determine whether delaying or pausing care is necessary. **(T-1)**

**16.5. Procedures for Denying Care during Enrollment.** If the IAT determines child care cannot be provided, programs are required to do due diligence in obtaining the necessary information to assist the installation commander and base legal agency in determining that a denial of child care is warranted. Base legal must attend an IAT meeting or provide a review to ensure the legal requirements of the Americans with Disabilities Act (ADA), Title II are met prior to submission of an official request to deny child care to AFSVC/VCY. Reference the DAF Inclusion Guide, Chapter 1.4, Understanding the Law for regulations. The program may defer a start date pending the approval process; however, shall not offer the space to another family and should maximize the space through hourly care while awaiting a decision. The Community Care Coordinator is responsible for providing the family with resources that may be available within the community for alternate care.

**16.6. Support Pathways.** Two distinct pathways are used for supporting the needs of children within their program environments: 1) parent-initiated path, and 2) program-initiated path. **Note:** Reference the DAF Inclusion Instructional Guide for full descriptions and processes for each path.

16.6.1. During the enrollment process, CYP Program Managers are required to gather information from families about required accommodations and support for children with disabilities, medical conditions, or other identified needs.

16.6.2. Parents are informed about the process and are included if the Inclusion Action Team is required to meet.

16.6.3. With approval from the IAT, the CYP Manager is authorized to provide additional staff to support a child for a period of up to 90 days. **Note:** Staffing should return to normal operations prior to the end of 90 days.

16.6.4. When a child poses a health or safety threat, or has complex needs, an additional staff may be required to support for a longer period than the initial 90 days. In these cases, an extension must be submitted to AFSVC/VCY for approval (see DAF Inclusion Instructional Guide Section 2.3 Policy Supports). Once the IAT approves the additional staff support, CYPs are empowered to immediately provide the additional staff while awaiting authorization from AFSVC/VCY. At this time, AFSVC/VCY may provide additional technical assistance once contacted. **Note:** The role of additional staff is to adjust the ratio of staff to children and support the group overall rather than to provide individualized (one-on-one care) support to one child.

**16.7. Inclusion Support System Tools.** Staff are required to use the system tools associated with the DAF Inclusion Instructional Guide to support children with social-emotional competence. The program-initiated support tools are required in cases where there is concerning or unsafe behavior that is placing the child or others at risk for immediate harm. **Note:** Reference the DAF Inclusion Instructional Guide for further guidance. An Inclusion Support Plan (ISP) is developed for children with disabilities and other identified needs to include concerning or unsafe behavior, that require accommodations in CYP in instances when targeted and intensive supports are required. Programs should not immediately establish an Inclusion Support Plan but work through the process of thinking through a child's needs, the accommodations required to meet the needs, and how to provide support using the support pyramid model approach.

**16.8. Program Roles and Responsibilities.** The CYP Manager is responsible for initiating the parent and the program pathway process. The T&C is responsible for observing and coordinating environmental processes and tracking supports. The direct care staff member connects with the family and implements, and documents supports. **Note:** Reference the DAF Inclusion Instructional Guide for further guidance.

**16.9. Complex Behaviors.** Children with complex behaviors are covered in the American Disabilities Act. **(T-0)** Reference Section 5 of the DAF CYP Inclusion Guide to help address complex behaviors. Also reference the DoD VLS Challenging Behaviors Course and the KIT e-library for further guidance.

16.9.1. Positive guidance strategies should be used to encourage positive behavior and reduce the need to respond to negative emotions and feelings of hurt.

16.9.2. Ensure the environment supports the physical and sensory needs of children.

16.9.3. Noise (including background and white noise) is kept to a minimum.

16.9.4. Perfumes, scented lotions, and other odors may not be used.

16.9.5. When necessary, provide additional prompts or use a personalized schedule to assist children.

16.9.6. Work with the family and other professionals on developing the individualized plan if warranted. Positive behavior supports are part of the plan.

16.9.7. Increase observations and coaching to support staff with issues related to behaviors. Keep parents inform and schedule parent meetings as necessary.

16.9.8. Contact Kids Included Together for consultation/recommendations.

16.9.9. Reach out to the MFLCs, EFMP Family Support Specialist, and medical advisor for additional support.

16.9.10. The use of suspension, expulsion and other exclusionary measures is limited. Suspensions should not be viewed as punitive action. The intent of a suspension in CYP is never to punish a child. When a child's behavior escalates to the point of a direct safety threat to themselves or others, it is an indication that he or she is feeling unsafe and needs accommodations to help them communicate more effectively and reduce the likelihood of the

behavior occurring again. In limited circumstances suspensions are an acceptable and immediate response to mitigate unsafe behavior as it provides the program time to respond to the threat in a systematic way, including looking at the accommodations necessary to minimize the safety risk.

16.9.11. AFSVC/VCY is notified (within 24 hours) if a child's participation in the program has been suspended for more than 72 hours. **(T-1)**

**16.10. Unsafe Situations.** Staff are provided training to handle unsafe situations. Resources are available in the KIT e-library for de-escalation techniques.

16.10.1. Staff must be mindful of gestures, expressions, movements, and tone of voice, as well as the child's actions and body language when confronting a child that is angry.

16.10.2. When staff respond to unsafe or harmful behavior, staff must safely relocate children when it is necessary to prevent immediate harm. If a child is refusing to move, but not harming anyone or at risk of harming themselves, staff should not attempt to move the child. There must be an immediate risk for actual harm to the child or others. Reference the DAF Positive Guidance and Touch Procedures for resources, examples and techniques.

16.10.3. Staff acknowledge a child's feelings to help the child identify what is happening and learn ways to talk about it.

**16.11. Disenrollment.** Prior to submitting a disenrollment package, the IAT is required to review documentation required for disenrollment package.

16.11.1. Each package submitted for disenrollment must contain a justification for the request indicating a documented health or safety risk, fundamental alternation, or undue burden. **(T-1)** The IAT minutes must show that the installation legal office attended the IAT meeting or provided a review to ensure due diligence was completed prior to submitting the package to AFSVC/VCY. **(T-1)** The Program Accommodation Tool, Inclusion Action Minutes, Medical documentation (if applicable), KIT Inclusion Specialist's recommendations, Inclusion Support Plan, and Support Trackers are also included in the package. **(T-1)**

16.11.2. Installation commanders have the authority to suspend, terminate, or deny services. The ADA Title II regulations contain procedural requirements to ensure that accommodations needed for inclusion fundamentally alter the program or create an undue burden on the program. Before terminating services, all available resources for use in the operation of the program or service must be considered by the CYP. **(T-0)**

16.11.3. The installation commander is notified prior to submitting a disenrollment request to AFSVC/VCY.

16.11.4. A process is in place for disenrolling a child/youth from CYP.

**16.12. Diabetes Specific Accommodations.** Staff are trained on glucose testing, actions to take when the results of the glucose tests are abnormally high or low, and administering emergency medication when children or youth with diabetes are enrolled. Training is conducted by a medical specialist and conducted annually. **(T-1)**

16.12.1. Parents must provide a health care plan from the child's medical provider. The plan includes any specialized training, procedures for glucose testing, actions to take when the

results of the glucose test are abnormal, administering emergency medication, any other necessary information. The child may be placed into care if the following applies:

16.12.1.1. If the parents/guardians or appointed back-up administer insulin for the child or youth. **(T-1)**

16.12.1.2. If youth have approval from parents and medical professionals to self-administer insulin. **(T-1)**

16.12.1.3. If the program has a medical professional on site (e.g., nurse) to administer insulin. **(T-1)**

16.12.1.4. Placement may be in a home if the provider agrees to receive diabetes management training from a qualified medical professional. **(T-1)**

16.12.1.5. Placement may be provided in a community-based program for families unable to access installation child care programs. Fee assistance may be available if the provider meets DoD eligibility. CYP program manager may contact AFSVC/VCY for assistance.

16.12.2. CYP personnel may not provide insulin therapy by injection or make adjustment for insulin via a pump. **(T-1)** Parents or appointed backup is notified if child or youth requires insulin. Emergency services are contact if parents or appointed backup do not respond in a timely manner. Disenrollment is possible if parents fail to respond.

16.12.3. CYP personnel may conduct glucose testing. Testing should be conducted by the same individual, if possible, and at the same times each day.

16.12.4. Youth, who are capable of self-testing may conduct diabetic testing if approved by the parent or guardian. Youth may conduct the test in private or in the presence of an adult.

16.12.5. Have parents complete the AF Form 3417, *Air Force Child & Youth Diabetes Care Plan for Blood Glucose Testing*, to authorize CYP personnel or FCC Providers to conduct glucose tests and respond to emergencies. Update Form 3417 annually.

16.12.6. Document date, time, and the reading of each glucose test on the AF Form 3416, *CYP Glucose Chart*. Keep documentation in child or youth file.

16.12.7. Training is conducted in bio-hazardous waste disposal practices IAW 29 CFR 1910.1030. **(T-0)** Contact Public Health for guidance on the development of a bio-hazardous plan.

16.12.8. Children or youth are allowed to eat a snack anytime necessary to prevent or treat hypoglycemia. Appropriate snacks are always available.

16.12.9. A process is in place for handling emergencies on field trips.

**16.13. Diabetic Emergencies.** A process is in place to handle diabetic emergencies.

16.13.1. Emergency services is called if a child or youth is experiencing a diabetic emergency.

16.13.2. Parents provide and authorize glucagon for emergencies.

## Chapter 17

### PROMOTION AND MARKETING

**17.1. Promotion.** CYPs are marketed to installation personnel.

17.1.1. Briefings/information booths are provided for newcomers, squadrons, community events, etc. Include information about programs, registering for child care, information about the expanded child care program, employment opportunities within CYP, applying to be a FCC provider, programming, processes for children that have special needs, and SLP.

17.1.2. Written materials are distributed to local installation agencies about CYP.

**17.2. Recruitment.** All available avenues must be used for recruiting CYP personnel and FCC providers. Resources include the local community colleges, local high schools, newcomer's orientation, spouse organizations, etc. Recruitment is ongoing to ensure sufficient staff and family child care providers meet the needs of installation programs.

**17.3. Program Assessments.** Conduct parent assessments annually to determine if child care operational hours meet installation child care needs.

17.3.1. Conduct youth assessments annually to determine if the offered activities are meeting the needs of youth.

17.3.2. Develop, implement, and measure progress of a strategic plan to ensure programs are meeting the needs of the installation, supporting families, offering quality child care, providing positive youth development, and recruiting/maintaining and developing CYP personnel.

## Chapter 18

### PARENT INVOLVEMENT

**18.1. Parent Communication.** Parents are kept informed about program policies, operations, activities/events, accidents/incidents, etc.

18.1.1. An orientation is provided at the time of initial enrollment. **(T-0)** Orientation includes information about the programs, fees, regulations, accident/incident reports, illness, programming, and PAB participation. Parents are provided a copy of the parent handbook, a tour of the facility and an introduction to CYP personnel.

18.1.2. For CDC parents, orientation also includes an overview of ELM, assessments, parent conferences, meals, leasing spaces, notification by 0900 if care is not needed, and accreditation. Materials and policies are translated when requested.

18.1.3. Items of interests (e.g., PAB minutes, parent education opportunities) are available for parents at the front desk.

**18.2. Parent Participation.** Opportunities are planned throughout the year for parent participation.

**18.3. Parent Advisory Board.** A PAB acts IAW the 10 USC 1781 et seq., Subtit. A, Pt. II, Ch. 88, DoDI 6060.02, and DoDI 6060.04. **(T-0)**

18.3.1. A parent representative acts as chairman.

18.3.2. Quarterly meetings are held with program managers and the CYS flight chief.

18.3.3. Meeting minutes are forwarded to the installation commander for review and disposition.

18.3.4. Meeting minutes are available during the higher headquarters inspection.

**18.4. Private Organizations.**

18.4.1. Parents may form a private organization to raise funds for, or otherwise support the CYP. Guidance is provided in AFI 34-223, *Private Organizations Program*.

18.4.2. CYP personnel may not be involved in fundraising activities when they are on duty.

18.4.3. Private Organizations may make conditional gifts of funding or personal property to CYPs via WG/CC or SBD/CC IAW AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019.

**18.5. Parent Education.** Parent education opportunities are provided on child or youth development or other topics of interest.

18.5.1. Offer or co-sponsor a parent education activity for parents annually.

18.5.2. Refer families to installation agencies, MFLCs, or local agencies for assistance, as needed.

18.5.3. Maintain a parent resource area in the front lobby with information about child and youth development, deployment, resiliency, child care, etc.

## Chapter 19

### SHORT-TERM, HOURLY CHILD CARE

**19.1. Short-Term Care.** CYP must design on-site group care services to provide occasional, intermittent child care on an hourly basis, including respite child care services. **(T-0)** Prior to arranging child care, determine if the requirement can be met by referring parents to FCC Providers.

19.1.1. When on-site group care is provided in an installation CDP facility and care is provided by CDP personnel, the requirements of DoDI 6060.02 and this instruction apply.

19.1.2. When on-site group care is provided in a non-CDP facility and care is provided by CDP personnel and parents are not on site, the requirements of DoDI 6060.02 and this instruction apply.

19.1.3. When on-site group care is provided in a non-CDP facility and care is provided by CDP personnel and parents remain on site, the facility does not have to meet DoDI 6060.02 and this instruction.

19.1.4. When on-site group care is provided in an alternative facility, and care is provided by volunteers or parents, providers are not paid by parents or other sources and the parent/guardian remain on site, the requirements of DoDI 6060.02 and this instruction do not apply.

19.1.5. Contact AFSVC/SVPY to establish alternative child care arrangements outside of these parameters.

**19.2. Identifying Facilities.** Before care is provided in another facility, fire, safety and public health installation agencies must approve the space for child care use prior to event. **(T-0)** Installation agencies may approve several sites in advance so that requests for short term care can be met without delay. **Note:** CYP facilities may be used.

19.2.1. Running water or water in a container and catch pan is required if care is provided for children with diapers. A restroom is located nearby for older children. CYP personnel must supervise children using restroom.

19.2.2. An evacuation plan is posted by the door for fire or evacuation emergencies.

19.2.3. A fire evacuation wagon for children, 2 and under, is available or one adult is required for every 2 children.

**19.3. Operational Procedures.** The following requirements apply:

19.3.1. Care is provided no longer than one hour prior to the start of the event and one hour after the end of the event.

19.3.2. Reservations and fees are required in advanced. Sufficient CYP personnel must be available to support childcare needs. Fees should cover the cost of CYPAs.

19.3.3. Children are supervised by sight or sound at all times.

19.3.4. The following ratios apply:

19.3.4.1. Infants 6 weeks to 12 months, there may be 4 children with one staff member or no more than 8 children with 2 staff members (2 ratio groups). **(T-0)**



19.3.4.2. For pre-toddlers 13 months to 24 months, there may be 5 children with 1 staff member or no more than 10 children with 2 staff members (2 ratio groups). **(T-0)**

19.3.4.3. For toddlers, 25 to 36 months of age, there may be 7 children with 1 staff member or no more than fourteen children with 2 staff members (2 ratio groups). **(T-0)**

19.3.4.4. For children or youth, 3 to twelve years of age, there may be twelve children with 1 staff member or no more than twenty-four children with 2 staff members (2 ratio groups). **(T-0)**

19.3.5. CYP personnel must have a completed background check. Staff with pending background checks may work under line-of-sight supervision (LOSS). All staff that work under LOSS have completed orientation, Cardiopulmonary Resuscitation and First Aid training. **(T-0)** Refer to **Chapter 10** for further guidance.

19.3.6. A GS-05 or equivalent or higher-grade supervisor is on site; employee may be one of the employees providing childcare. **(T-1)**

19.3.7. At least 2 adults are present at all times. **(T-0)**

19.3.8. Children or youth may not be taken outside facility except for emergency evacuation unless care is provided in a CDC/SAC facility. **(T-1)**

19.3.9. Accept only children or youth who have the required immunizations or a pre-approved exemption. **(T-0)**

19.3.10. Children or youth are not accepted into care when they are ill. **(T-0)**

19.3.11. Meals and snacks are provided if needed.

19.3.12. Materials, supplies, and planned activities are provided to keep children or youth engaged.

19.3.13. If available, appropriated funds are authorized to purchase equipment and materials for short-term care.

ALEX WAGNER  
Assistant Secretary (Manpower and Reserve  
Affairs)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 CFR § 950.202, *Charity Eligibility Requirements*

10 USC, Subtit. A, Pt. II, Ch. 88, § 568, *Revision and Codification of the Military Family Act and the Military Child Care Act*, (110 STAT.329). Also known as Public Law 104-106

10 USC § 1785, *Youth Sponsorship Program*

10 USC § 1799, *Child Care Services and Youth Program Services for Dependents: Participation by Child and Youth Otherwise Ineligible*

10 USC § 9013, *Secretary of Air Force*

10 USC Chapter 88, *Military Programs and Military Child Care*

29 CFR Part 1910, *Occupational Safety and Health Standards*

29 USC § 794, *Nondiscrimination under Federal grants and programs; promulgation of rules and regulations*

Crime Control Act of 1990, § 231. Public Law 101-647

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

DoD, *Joint Ethics Regulation (JER)*, 15 May 2024

DoDI 6400.01, *Family Advocacy Program*, 1 May 2019

DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, 24 October 2008

DoDI 1025.07, *DoD STARBASE Program*, 15 January 2021

DoDI 1025.11, *DoD Science, Technology, Engineering, and Mathematics (STEM) Education Programs and Activities*, 21 August 2020

DoDI 1100.21, *Voluntary Services in the Department of Defense*, 27 March 2019

DoDI 1315.19, *The Exceptional Family Member Program (EFMP)*, 23 June 2023

DoDI 1342.22, *Military Family Readiness*, 3 July 2012 DoDI 1342.15, *Educational Advisory Committees and Councils*, 7 December 2012

DoDI 1342.29, *Interstate Compact on Educational Opportunity for Military Children (MIC3)*, 31 January 2017

DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, 11 September 2015

DoDI 1400.25 V1405, *DoD Civilian Personnel Management System: Nonappropriated Fund Pay, Awards, and Allowances*, 31 March 2022

DoDI 6060.02, *Child Development Programs (CDPs)*, 5 August 2014

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DAFI 32-1020, *Planning and Programming Built Infrastructure Projects*, 18 December 2019

DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 7 March 2022

DAFI 34-105, *Non-Department of Defense (DoD) Public Schools on DAF Installations*, 2 March 2022

DAFI 34-108, *Commercial Sponsorship and Sale of Advertising*, 31 January 2023

DAFI 36-3013, *Lactation Rooms and Breast Milk Storage for Nursing Mothers*, 5 August 2021

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DAFI 65-601 V1, *Budget Guidance and Procedures*, 22 June 2022

DAFI 90-5001, *Integrated Resilience*, 25 January 2019

DAFI 91-207, *The Traffic Safety Program*, 26 July 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 34-223, *Private Organizations Program*, 13 December 2018

AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIs)*, 15 January 2019

DAFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

DAFMAN 65-605 V1, *Budget Guidance and Technical Procedures*, 1 March 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFMAN 34-201, *Use of Nonappropriated Funds*, 28 September 2018

TB MED 530/NAVMED P-5010-1/AFMAN 48-147\_IP, *Tri-Service Food Code*, 1 March 2019

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American Academy of Pediatrics, *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs* standards, January 2019

American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and School*, 20 March 2023

Department of Agriculture Child and Adult Food Program, *Meal Patterns Tables*, March 2022

Military Child Care Act of 1989-1990, H.R. 1277, 101st Cong., 1st Sess. (1989)

National Alliance for Youth Sports, *National Standards for Youth Sports*, 2017 Edition

National Fire Protection Association 101, *Life Safety Code*, 2024 Edition

National Association for the Education of Young Children, *NAEYC Early Learning Program Accreditation Standards and Assessment Items*, 1 January 2022

Army Regulation 40–562/BUMEDINST 6230.15B/AFI 48–110\_IP/CG COMDTINST M6230.4G, *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases*, 7 October 2013

Centers for Disease Control and Prevention, Advisory Committee on Immunization Practices Vaccine Recommendations, 17 November 2023

The Air Force Research Laboratory, *Norovirus Outbreak Toolkit*, July 2020

The National Program for Playground Safety, *Public Playground Safety Handbook*, 29 December 2015

### ***Prescribed Forms***

AF Form 1023, *Youth Flight Record of Injuries*

AF Form 1055, *Youth Flight Medication Permission*

AF Form 1187, *Youth Flight Accident Report*

AF Form 1930, *Youth Flight Daily Attendance Record*

AF Form 3416, *CYP Glucose Chart*

AF Form 3417, *Air Force Child & Youth Diabetes Care Plan for Blood Glucose Testing*

### ***Adopted Forms***

AF Form 1109, *Visitor Register Log*

DAF Form 357, *Family Care Certification*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 2652, *Application for Department of Defense Child Care Fees*

DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities/Nonappropriated Fund Instrumentalities*

DD Form 2981, *Basic Criminal History and Statement of Admission*

OMB No. 3206 *Certificate of Medical Examination*.

*Abbreviations and Acronyms*

**AFCEC**—Air Force Civil Engineering Center

**ADA**—Americans with Disabilities Act

**AFAS**—Air Force Aid Society

**AFI**—Air Force Instruction

**APF**—Appropriated Fund

**ASQ**—Ages and Stages Questionnaire

**B&GCA**—Boys & Girls Clubs of America

**DAFI**—Department of Air Force Instruction

**DAFMAN**—Department of Air Force Manual

**AFSVC**—Air Force Services Center

**CCC**—Community Child Care Coordinator

**CDC**—Child Development Center

**CDP**—Child Development Program

**CFC**—Combined Federal Campaign

**CPR**—Cardiopulmonary Resuscitation

**CPS**—Child Protective Services

**CSO**—Central Suitability Office

**CYB-MFLCs**—Child and Youth Behavioral Military Family Life Counselors

**CYP**—Child and Youth Programs

**CYPA**—Child and Youth Program Assistant

**CYPBMS**—Child and Youth Programs Business Modernization System

**DAF**—Department of the Air Force

**DAFPD**—Department of Air Force Policy Directive

**DoD**—Department of Defense

**DoDEA**—Department of Defense Education Activity

**DoDI**—Department of Defense Instruction

**EFMP**—Exceptional Family Member Program

**ELM**—Early Learning Matters

**FA**—First Aid

**FCC**—Family Child Care

**FOIA**—Freedom of Information Act

**HPV**—Human Papillomavirus  
**IAT**—Inclusion Action Team  
**IAW**—In Accordance With  
**IRC**—Installation Records Check  
**ISP**—Inclusion Support Plan  
**KIT**—Kids Included Together  
**LOSS**—Line of Sight Supervision  
**MCCA**—Military Child Care Act  
**MIC3**—Military Interstate Children’s Compact Commission  
**MCC**—Military ChildCare.com  
**MOA**—Memorandum of Agreement  
**MWR**—Morale, Welfare and Recreation  
**NAEYC**—National Association for the Education of Young Children  
**NAF**—Nonappropriated Fund  
**NAYS**—National Alliance for Youth Sports  
**NFPA**—National Fire Protection Association  
**NIAD**—Net Income After Depreciation  
**OCONUS**—Outside Continental U.S.  
**PAB**—Parent Advisory Board  
**PSMI**—Public Schools on Military Installations  
**QIT**—Quality Improvement Team  
**SAC**—School Age Care  
**SCHR**—State Criminal History Repository  
**SL**—School Liaison  
**SLP**—School Liaison Program  
**SLP**—RMS—SLP Records Management system  
**SORN**—System of Record Notice  
**STEAM**—Science, Technology, Engineering, Arts, and Mathematics  
**STEM**—Science, Technology, Engineering, and Mathematics  
**T&C**—Training and Curriculum Specialist  
**TP**—Teen Program  
**UFC**—Unified Facilities Criteria

**YP**—Youth Programs

**YS**—Youth Services Policy

**YS&F**—Youth Sports and Fitness Program

**USC**—United States Code

**USDA CACFP**—United States Department of Agriculture Child and Adult Care Food Program

**USSF**—United States Space Force

**VLS**—Virtual Lab School

*Office Symbols*

**AF/A1**—Air Force Deputy Chief of Staff, Manpower and Personnel

**AF/A1S**—Directorate of the Department of the Air Force Services

**AF/A1SOC**—Chief, DAF Child and Youth Programs

**AF/JA**—Air Force Judge Advocate General

**AF/RE**—Chief of Air Force Reserve

**AF/SG**—Surgeon General

**AFIMSC/IZ**—Installation and Mission Support Center Installation Directorate

**AFIMSC/JA**—Installation and Mission Support Center Judge Advocate

**AFSVC/CBIC**—Air Force Services Center, Centralized Background Investigation Cell

**AFSVC/JA**—Air Force Services Center, Office of Counsel

**AFSVC/VCS**—Services Center Child and Youth School Liaison Program Division

**AFSVC/VCY**—Services Center Child and Youth Programs

**AFSVC/VCYO**—Services Center Child and Youth Programs Operations

**FSS/CC**—Force Support Squadron Commander

**FSS/CD**—Space Base Director Force Support Squadron Director

**MSG/CC**—Mission Support Group Commander

**MSG/CD**—Mission Support Group Deputy Commander

**NGB/CF**—Director of the Air National Guard

**SAF/MRR**—Deputy Assistant Secretary of the Air Force for Reserve Affairs and Airman Readiness

**SAF/MR**—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

**SBD/CC**—Space Base Delta Commander

**SBD/MD**—Space Base Delta Mission Support Director

**SLD/CC**—Space Launch Delta Commander (Range Commander)

**SF/S1**—Deputy Chief of Space Operations for Human Capital

**USSE/S1Q**—Space Force Headquarters Force Quality of Life and Integrated Resilience Directorate

**WG/CC**—Wing Commander

### *Terms*

**Accreditation**—Verification CDC/SAC has been assessed by an approved, external national accrediting body and meets the standards of quality established by that body.

**Accredited Home**—A FCC provider who has been accredited by an external accrediting agency such as the National Association for Family Child Care.

**Affiliation**—Includes living or working on, prior or current association, relationship or involvement with the DoD or any elements of the DoD (e.g., golf club membership or participant in an installation activity).

**Adjudication**—The evaluation of pertinent data in a background check, as well as any other available information that is relevant and reliable, to determine whether an individual is suitable to work with children.

**Alternative child care**—On or off-installation child care programs and services which augment and support CDC and FCC to increase the availability of child care for military and Department of Defense civilian employees (e.g., resources and referral service, off-installation consortium or interagency initiatives)

**Amusement Machines**—Coin-operated mechanical or electronic recreation gaming systems without a cash or other payout feature (e.g., video games, pinball machines).

**Appropriated Funds**—Federal Funds appropriated by the Congress recorded in the books of the Treasury to operate and maintain facilities and services.

**Background Check Record**—A document to record dates of various investigations (e.g., Installation Records Check, FBI Fingerprint, Child Care Tier 1, State Criminal History Records Check, suitability decisions and re-investigations. (APF only).

**Capacity**—The number of child spaces available for care within a facility, home, program, or system at any one time.

**Center-based setting**—Child Development Centers or Supplemental Programs housed in a centralized facility.

**Child and Adult Care Food Program**—The U.S. Department of Agriculture's Child and Adult Care Food Program, a federally sponsored program whose child care component provides nutritious meals and snacks to children enrolled in CDC/SAC/FCC in the states and territories.

**Child Abuse and Neglect**—The physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities or other maltreatment of a child/youth. The term may apply to both acts and omissions on the part of a responsible person.

**Child Development Program**—Includes CDC, FCC, and SAC.

**Child Development Program Assistant (CYPA)**—Staff position responsible for providing direct services to children and youth.



**Children with Special Needs**—Children or youth who may need accommodations for child care or participation in CYP Program possible or may otherwise require more than routine and basic care to include children or youth with or at risk of disabilities, chronic illnesses and physical, developmental, behavioral, or emotional conditions that require health and related services of a type or amount beyond that required by children/youth in general.

**Communicable Disease**—A disease caused by a microorganism that can be transmitted from person to person via infected body fluid or respiratory spray, with or without an intermediary agent (e.g., mosquito) or environmental object (e.g., table surface).

**Completed Investigation**—Indicates all investigations for CYP personnel are complete (e.g., pre-employment documentation, Installation Records Check, Federal Bureau of Investigation fingerprint check, Child Care Tier 1). It does not indicate suitability has been determined.

**Comprehensive Inspections**—Annual, unannounced inspections conducted by the local installation fire, health, and safety agencies. The current version of the DoD Comprehensive Checklist is used for comprehensive inspections. Fire Inspectors are required to conduct a fire drill during the inspection. Local agencies issue a written report to program managers no later than 30 days after the inspection. CYS Flight Chief submits corrective action reports to the appropriate agency within 90 days from the conclusion of the inspection.

**Concurrent Jurisdiction**—The state, in granting, the Government exclusive legislative jurisdiction over an area, has reserved to itself the right to exercise the same authority at the same time. This rare case currently exists in Alaska because of the special provisions in the Alaska Statehood Act.

**Contractor**—An expert, consultant, licensee, certificate holder or grantee, including all subcontractors who performs work for or on behalf of the Department of Defense.

**Cultural Events**—Opportunities for youth to develop an appreciation of the fine arts and an increased understanding of the world's cultural groups.

**CYP**—Child Development Centers, School Age Care, Family Child Care, and Youth Programs.

**CYP Personnel**—Includes individuals working in CDCs, SAC, and YP to include Managers and T&Cs.

**Developmental Programming**—Promotes the cognitive, social, emotional, cultural, language and physical development of children and youth through programs and services recognizing their differences and encouraging self-confidence, curiosity, creativity self-discipline and resiliency while providing experiential learning for literacy, mathematics, science, social studies, life skills, healthy lifestyles, the arts, and technology.

**DoD Certificate to Operate**—Certification issued by DoD to each CYP after the program has been inspected by higher headquarters and found to be in compliance with this instruction.

**DoD Child Abuse and Safety Hotline**—A hotline required by Title 10 USC section 1794 that enables parents and program visitors to anonymously report suspected child abuse or safety violations at a military program or home.

**Early childhood**—Encompasses growth and development of children birth through 8 years of age or third grade.

**Eligible employee of a DoD contractor**—An employee of a DoD contractor or subcontractor, or individual under contract or subcontract to DoD, who requires physical access to DoD facilities.

**Eligible patron**—Patrons who qualify for child care services, to include active duty military members and guardians, DoD civilian employees paid from appropriated funds and nonappropriated funds, Reserve Component military service members on inactive duty training, combat related wounded warriors, surviving spouses of military members who died from a combat related incident, eligible employees of DoD contractors, other Federal employees, and those acting in loco parentis of the aforementioned.

**Exclusive Jurisdiction**—The Government has acquired, by state statute, all of the state's authority in an area, and the state concerned has not reserved the right to exercise any of that authority except the right to serve state civil or criminal process.

**Expanded Child Care**—DAF Expanded Child Care (ECC) provides a diverse array of approaches to support military members and their families with nontraditional child care outside of typical duty schedule and specialized child care needs.

**FCC Home**—A home on base or in privatized housing or in the local community certified by the MSG/CC, SBD/MD, or Space Launch Delta Commander (Range Commander) (SLD/CC) to provide child care.

**CCC/FCC Coordinator**—Responsible for FCC program management, training, inspections, and other services to assist FCC Providers.

**FCC Provider**—An individual 18 years of age or older who is certified to provide child care for ten hours or more per week per child on a regular basis in his or her home and has responsibility for planning and carrying out a program that meets the children/youth's needs at their various stages of development and growth.

**Federation**—A group of local DoD and civilian community child and youth programs in a particular geographic area that associate for purposes of becoming a common distribution recipient in the Combined Federal Campaign (CFC). A Federation could also be comprised of a group DAF or multi-Service CYPs that associated for purposes of the CFC.

**Financial hardship**—A significant hardship that results in changes to a family's economic well-being resulting from, employment or wages; property damage not covered by insurance; extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the patron.

**CYS Flight Chief**—The individual responsible for oversight of installation CYPs.

**Full-day program**—Center-based developmental services for children 6 weeks to 5 years of age, that meet the needs of working parents requiring child care on a regularly scheduled daily basis.

**Fund-Raising Activities**—Opportunities for youth to help obtain funds for YP. These activities may also be conducted by parents or volunteers on behalf of a youth program.

**Guardian**—The biological father or mother of a child or youth; a person who, by order of a court of competent jurisdiction, has been declared the father or mother of a child/youth by adoption; the legal guardian of a child or youth; or a person in whose household a child resides, provided that such person stands in loco parentis to that child and contributes at least one-half of the child's support.

**Government Owned Housing**—Homes owned by DAF in OCONUS. Excludes Alaska and Hawaii.

**Home**—Refers to FCC homes.

**High—Adventure (Risk) Activities**—Opportunities for youth to participate in adventure programs and events that require close adult supervision. High-adventure activities have greater than normal risk due to the unpredictable nature of the activity. Examples of high-adventure activities include, but are not limited to, skiing, rappelling, rock climbing, water sports, white water rafting off-site tours, and overnight trips. Adult and staff supervision ratios are adjusted to minimize risk and help ensure youth participates safely and well-being. High-adventure activities require the presence of experienced personnel who are trained in the implementation of the specific high-adventure activity.

**Inclusion Action Team**—A multidisciplinary team that supports families of children with special needs/complex behaviors that consider the needs of the child or youth, the disability, and the environment of group care in child development facilities or home-based care, staffing needs and training requirements, and the resources of the program.

**Instructional Classes**—Sessions designed to teach and develop skills and abilities of participants. These include regularly scheduled classes and one-time clinics or events that reflect the interests of the targeted market and are generally offered on a fee basis.

**Kids Included Together**—Is a non-Federal entity. Specializes in disability inclusion. Provides leadership, best practices, training and support to people and organizations who serve children with special needs. ([www.kit.org](http://www.kit.org))

**Line of Sight Supervision (LOSS)**—Supervising employees that have complete and favorable preliminary investigation findings, but the entire background check has not yet been completed. Supervisor refers to the person supervising individuals who are permitted to perform duties only under line-of-sight supervision and is not necessarily the same as an employee's supervisor for employment purposes, (e.g., ratings, assignment of duties). The supervisor is a person who: (1) has undergone a complete criminal history background check and received a favorable fitness or suitability determination, as applicable for position. (2) Has complied, as required, with the periodic reverification requirement for a recurring criminal history background check. (3) Has not previously exhibited wanton or reckless disregard for an obligation to supervise an employee, contractor, or volunteer.

**Multidisciplinary Inspection**—Annual, unannounced inspection of all CYP that is directed by the installation commander at least annually. Individuals trained and knowledgeable in health and sanitation, fire, and safety conduct the inspection. The team also includes a parent from each program and a representative from the commander's staff. The inspection team uses the current DOD multidisciplinary inspection criteria to conduct the inspection. The inspection team lead issues a written report no later than 30 days after the inspection to Program Managers. CYS Flight Chief submits corrective action reports to the appropriate agency within 90 days of the conclusion of the inspection.

**Nonappropriated Funds (NAFs)**—Federal Funds that are not appropriated by the Congress and that are separate and apart from funds recorded in the books of the Treasury. Within the DoD,

nonappropriated funds come primarily from the sale of goods and services to military and civilian personnel and their family members, and are used to support DAF Services, billeting, and certain religious and educational programs.

**Operational capacity**—Maximum number of children or youth, a facility can accommodate at any one time based on total square footage.

**Parent Advisory Board**—A committee composed of parents whose children or youth attend DAF CYP. The committee acts in an advisory capacity, providing recommendations for improving services. The committee is also responsible for developing the parent involvement plan for CDP. Examples include activities for children or youth, staff appreciation and family day activities.

**Parent participation plan**—A planned group of activities and projects established by the PAB to encourage parents to volunteer in CYP. The plans include special events such as field trips, small group activities, projects, celebrations, and parent education workshops.

**Part-day Preschool**—A regularly scheduled, facility-based activity and education program for children 3 to 5 years of age that lasts 4 hours or fewer per day.

**Partial Jurisdiction**—The state has granted the Government some of its authority to legislate but has reserved the right to exercise, alone or with the Government, some authority beyond the right to serve criminal process in the area (e.g., the right to tax private property).

**Pedagogical Administrator**—Term used in the National Association for the Education of Young Children Accreditation standards for the person responsible for training child care staff. For DAF, this position is the T&C.

**Pre—employment Background Checks**—Screening conducted prior to first day of work. Checks include a review and interim suitability determination made based on the following documents: Application, Optional Form 306, *Declaration for Federal Employment*, DD Form 2981, *Basic Criminal History and Statement of Admission*. Installation Records Check, and FBI fingerprint check results, as well as results of 2 professional, personal, or educational references.

**Privately Owned Housing**—Homes owned by FCC Providers.

**Privatized Housing**—Military housing either owned and/or operated and managed by a private developer under a DAF (or other service) contract.

**Proprietorial (or Proprietary Jurisdiction)**—The Government has acquired some right or title to an area in a state but has not obtained any of the state's authority to legislate over the area. Because of its functions and authority under various provisions of the Constitution, the Government has many powers and immunities in acquired land area that ordinary landowners do not have. Further it holds its properties and performs its functions in a Governmental rather than proprietary or business capacity.

**Reasonable Accommodation**—A modification or adjustment made to accommodate a child or youth with a disability that does not fundamentally alter the nature of the service, program, or activity. This may include making facilities readily accessible to and useable by otherwise qualified children or youth with disabilities and eliminating restrictive admission policies that discriminate against children/youth with disabilities.

**Respite Child Care**—Care for children that provides a parent or guardian temporary respite from their role as a primary caregiver.

**School Age Care**—Structured activity program for school age youth who are Kindergartners to twelve years of age which offer supervision while their parents are working. Programs may be offered before school, after school, before and after school, during school holidays and during summer vacations.

**School Liaison Program**—Provides military children and families support and assistance throughout their PreK through 12th grade education. SLs help ensure children have opportunities to thrive academically, socially, and emotionally, regardless of duty station, deployments, or transition status. SLs help military families, schools and installations respond to the complexities of transition and deployment while providing assurance that children's academic well-being is a priority. Collaborates with community stakeholders to enhance educational opportunities and partnerships.

**Self-directed Activities**—Activities for children or youth that require minimal supervision and involvement by adults. Such activities may include listening to music, art, playing table games, reading, and doing homework.

**Social Activities**—Opportunities for children or youth to enjoy the companionship of others of the same or a similar age group in a positive, relaxed atmosphere. These activities may include family dining, plays, games, and field trips.

**Special needs**—Children or youth with special needs who may need accommodations to make child care and recreational activities more accessible or may otherwise require more than routine and basic care; includes children with or at risk of disabilities, chronic illnesses and physical, developmental, behavioral, or emotional conditions that require health and related services of a type or amount beyond that required by children/youth in general.

**Specialty Camp**—Camps focusing on specific educational, sports, or recreational skills that may be offered for children and youth in kindergarten through 12th grades. Usually offered during vacation periods, these camps are complementary to, not competitive with the installation full-day and part-day CDC/SAC programs.

**Specified Volunteers**—Individuals ages 12 years and above who could have extensive or frequent contact with children over a period of time. They include, but are not limited to, positions involving extensive interaction alone, extended travel, or overnight activities with children or youth. Coaches and long-term instructors fall in this category, as well as tutors and regular recurring chaperones. Other positions identified to be considered as specified volunteers will be identified in writing by the installation commander.

**Staff-to-Child Ratio**—The number of children for whom one staff member may be responsible or supervise.

**State Criminal History Repository Check (SCHR)**—A check of the state's central record of investigative files for child abuse and neglect and sex offender registries.

**Supervision**—Refers to having temporary responsibility for children/youth and temporary or permanent authority to exercise direction and control by an individual over an individual whose required background checks have been initiated but not completed.

**Suitability**—A person's identifiable character traits and conduct sufficient to decide whether an individual's employment or continued employment would or would not protect the integrity or promote the efficiency of the service.

**Suitability Determination**—A decision that a person is suitable or is not suitable for a position which is based on a review and adjudication of investigative documents.

**CYP Program Assistants**—Direct care personnel whose main responsibility is to provide services for children and youth.

**Tier 1**—Tier 1 (T1) is a low risk, public trust investigation. Child Care Tier 1 is a Tier 1 with child care coverage (state criminal history records check).

**Term Employee**—This type of appointment is not expected to last indefinitely. It is used to meet seasonal or nonrecurring one-time requirements, and summer employment; to fill a continuing position when the incumbent is absent due to temporary duty, extended leave, temporary promotion, etc.; or to fill a vacancy that is programmed for cancellation within a specific timeframe.

**Total Family Income**—All earned income including wages, salaries, tips, special duty pay such as flight pay, active duty demo pay, sea pay, active duty pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income including Supplemental Security Income (SSI) paid to the spouse and Veterans Affairs (VA) benefits paid to the surviving spouse before deductions for taxes listed on the member's most recent Leave and Earnings Statement (LES).

**Unannounced Inspection**—Inspection conducted annually by AFSVC/VCY on behalf of DoD for compliance with DoD unannounced inspection criteria. Installations must submit extensions or waivers no later than 45 days after the installation outbrief to AFSVC/VCY. Corrective action reports are completed within 60 days of the installation outbrief. AFSVC/VCY verifies deficiencies have been closed and requests DoD certification to DAF CYP no later than 90 days after the installation outbrief.

**Volunteers**—Individuals who donate their services, talents, or skills to enhance CYP activities. Volunteers do not include parents who, on an irregular basis, are assisting in a parental role. Volunteers complete the appropriate portion of DD Form 2793, *Volunteer Agreement for Appropriated Activities or Nonappropriated Fund Instrumentalities*. Volunteer services are accepted by the appropriate authority and volunteers are properly trained before related CYP duties and services can be performed. Record service and volunteer hours through the Presidential Volunteer Service Award Program.

**Youth Programs (YP)**—DAF sponsored activities, events, services, opportunities, assistance, and information campaigns designed to meet the recreational, developmental, social, psychological, and cultural needs of eligible children and youth.