

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 34-144**

**2 JULY 2019**

**Services**

**CHILD AND YOUTH PROGRAMS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: AF/A1SOC

Certified by: SAF/MR

Supersedes: AFI34-144, 2 March 2016

Pages: 142

---

This Instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*; Department of Defense (DoD) Instruction (DoDI) 6060.02, *Child Development Programs*; DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*; and DoDI 6060.4, *Department of Defense Youth Programs*. This Instruction aligns with 10 USC Chapter 88, Sections 1791-1800, *Military Child Care Act* (Public Law 104-106) and Public Law 101-647, the *Crime Control Act of 1990, Section 231*. It has been developed in collaboration with the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF) and applies to all regular Air Force members, members of Air Force Reserve, and members of the Air National Guard. This Instruction details the requirements for planning and implementing Child and Youth Programs and applies to all active installations. This Instruction also applies to all eligible personnel who utilize installation services. Air Force policy provides directive guidance and provides the authority and criteria for establishing Air Force Child and Youth Programs. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, 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 requestors commander for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Ensure personal information assessment conforms to applicable legal, regulatory, and DoD policy requirements

regarding privacy. Air Force policy requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 USC Section 8013, Secretary of the Air Force, Title 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, Department of Defense Instruction (DoDI) 6060.02, *Child Development Programs* and DoDI 6060.4, *Youth Programs*. The applicable SORN F034 AF SVA C, *Child Development/Youth Programs* Records is available at <https://dpcl.d.defense.gov/Privacy/SORN>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using Air Force Form 847, *Recommendation for Change of Publication*; route Air Force 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 Air Force.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include updates to tiering and incorporation of policy for Child and Youth Education Services. It incorporates a previously approved Air Force Guidance Memorandum for transferring immunization exemptions approval authority to the Mission Support Group Commander (MSG/CC) or Wing Commander (WG/CC) if there is no Mission Support Group Commander (MSG/CC). In addition, it incorporates the requirement for using the DoD *Early Learning Matters* Curriculum and updates policy on background check procedures.

<b>Chapter 1— OVERVIEW</b>	<b>12</b>
1.1. Program Overview. ....	12
1.2. Support mission readiness, family readiness, retention and morale of the: .....	12
<b>Chapter 2— ROLES AND RESPONSIBILITIES</b>	<b>13</b>
2.1. The Directorate of Services (AF/A1S): .....	13
2.2. The Chief, Services Operations Division (AF/A1SO): .....	13
2.3. The Air Force Child and Youth Programs (AF/A1SOC): .....	13
2.4. Air Force Installation and Mission Support Center (AFIMSC):.....	14
2.5. Air Force Services Center Child and Youth Programs Division (AFSVC/SVPY):	14
2.6. The Installation Commander: .....	15
2.7. The Mission Support Group Commander:.....	16

2.8.	The Military School Advisor: .....	16
2.9.	The Force Support Squadron Commander or Director: .....	16
2.10.	The Child and Youth Services Flight Chief:.....	17
2.11.	The Child Development Center Director, Assistant Director and/or School Age Care Coordinator: .....	19
2.12.	The Training and Curriculum Specialist:.....	20
2.13.	The Youth Programs Director and/or Assistant Director: .....	21
2.14.	The Youth Sports and Fitness Program Director: .....	23
2.15.	The Teen Coordinator or Youth Programmer:.....	24
2.16.	The School Liaison: .....	25
2.17.	Community Child Care Coordinator:.....	26
2.18.	The Family Child Care Coordinator: .....	28
2.19.	The Family Child Care Panel:.....	30
2.20.	The Installation Safety Office:.....	30
2.21.	The Installation Fire Prevention office: .....	31
2.22.	The Installation Public Health Office: .....	31
2.23.	The Installation Medical Support office: .....	32
2.24.	The Installation Family Advocacy office: .....	33
2.25.	The Installation Force Support Security Assistant:.....	33
2.26.	The Installation Security Forces Squadron: .....	33
2.27.	The Installation Legal office:.....	33
2.28.	Installation Civilian Personnel Section and Human Resource Offices:.....	33
2.29.	Air Force Civil Engineer Center, Operations Directorate, Engineering Division:	33
2.30.	The Air Force Office of Special Investigations: .....	34
<b>Chapter 3— FACILITIES</b>		<b>35</b>
3.1.	Facility Requirements and Construction. ....	35
3.2.	Child Development Centers and School Age Care. ....	35
3.3.	Heating and Ventilation for Facilities. ....	36
3.4.	Reception Areas. ....	36

3.5.	Child Development Centers. ....	36
3.6.	Youth Centers. ....	37
3.7.	Child Development and School Age Outdoor Areas. ....	37
3.8.	Youth Programs Outdoor Space. ....	37
3.9.	Maintaining Facilities and Grounds. ....	38
3.10.	Shared Spaces. ....	38
3.11.	Family Child Care. ....	38
3.12.	School Liaison. ....	38
<b>Chapter 4— INSPECTIONS</b>		<b>39</b>
4.1.	Required Annual, Unannounced Inspections. ....	39
4.2.	Local Comprehensive Inspections. ....	39
4.3.	Local Multidisciplinary Team Inspection. ....	39
4.4.	Higher Headquarters Inspection. ....	40
4.5.	Violations. ....	40
4.6.	Daily Facility Inspections. ....	41
4.7.	Home Inspections. ....	41
4.8.	Monthly Home Visits. ....	41
<b>Chapter 5— ACCREDITATION</b>		<b>43</b>
5.1.	Accreditation. ....	43
5.2.	Encourage providers to seek accreditation from: ....	43
<b>Chapter 6— FIRE AND SAFETY PROTECTION</b>		<b>44</b>
6.1.	Fire Safety Certification. ....	44
6.2.	Fire Prevention. ....	44
6.3.	Indoor Safety. ....	44
6.4.	Plants. ....	46
6.5.	Playground Safety. ....	46
6.6.	Vehicles. ....	46
6.7.	Emergency Preparedness Plan. ....	47
6.8.	Family Child Care Provider Emergency Preparations: ....	47

6.9.	Evacuation or Shelter in Place Plans. ....	48
6.10.	Additional Requirements for providers: .....	48
<b>Chapter 7— HEALTH</b>		<b>50</b>
7.1.	Health Protection. ....	50
7.2.	Sanitizing/Disinfecting. ....	50
7.3.	Diapering and Toileting. ....	50
7.4.	Hand-Washing. ....	51
7.5.	Hygiene. ....	51
7.6.	Sudden Infant Death Syndrome Prevention Practices. ....	52
7.7.	Signs and Symptoms of Illness. ....	52
7.8.	Communicable Diseases. ....	53
7.9.	Medical Emergencies. ....	53
7.10.	Medication Administration. ....	53
7.11.	Drinking Water Testing. ....	54
7.12.	Harmful Substances. ....	55
7.13.	Pets and Animals. ....	55
<b>Chapter 8— FOOD SERVICE</b>		<b>57</b>
8.1.	Food Program Requirements. ....	57
8.2.	Food Allergies. ....	58
8.3.	Drinking Water. ....	58
8.4.	Food Service Equipment and Supplies. ....	58
8.5.	Meal Service. ....	58
8.6.	Food Purchasing. ....	59
8.7.	Food Storage. ....	59
8.8.	Home Food Storage. ....	59
8.9.	Training. ....	59
8.10.	Sanitation. ....	59
8.11.	Feeding Infants and Young Children. ....	59
8.12.	Solid Foods. ....	61

<b>Chapter 9— FINANCIAL MANAGEMENT</b>	<b>62</b>
9.1. Funding. ....	62
9.2. Appropriated Funds. ....	62
9.3. Nonappropriated Funds. ....	62
9.4. Child Care Fees. ....	63
9.5. Family Child Care Provider Fees. ....	64
9.6. Youth Programs. ....	64
9.7. Youth Fees. ....	65
9.8. Fundraising guidance. ....	65
9.9. Insurance. ....	65
9.10. Private Youth Organizations. ....	65
9.11. Forms Management. ....	66
<b>Chapter 10— PROGRAM PERSONNEL</b>	<b>67</b>
10.1. Personnel. ....	67
10.2. Authorized Appropriated Fund Positions: ....	67
10.3. Teaching Staff and Providers. ....	69
10.4. Other Adults. ....	70
10.5. References. ....	70
10.6. Background Checks. ....	71
10.7. Office of Responsibility. ....	71
10.8. Criteria for Automatic Disqualification. ....	72
10.9. Criteria for Presumptive Disqualification. ....	73
10.10. Suitability Determination Authority Levels. ....	73
10.11. Temporary or Term Appointments. ....	74
10.12. Reverification. ....	74
10.13. Line of Sight Supervision (LOSS): ....	74
10.14. Physicals. ....	75
10.15. Immunizations. ....	76
10.16. Child and Youth Program Personnel Performance. ....	76

10.17.	Child and Youth Program Personnel Evaluations. ....	76
10.18.	Workforce Continuity. ....	76
10.19.	Employee, Contractors and Specified Volunteers Folders. ....	76
10.20.	Communication. ....	77
<b>Chapter 11— TRAINING</b>		<b>78</b>
11.1.	Training Program. ....	78
11.2.	Orientation. ....	78
11.3.	Competency Based Courses. ....	79
11.4.	Training for Program Managers. ....	81
11.5.	Training and Curriculum Specialists. ....	81
11.6.	Training for Child and Youth Program Assistants and Providers. ....	82
11.7.	Cardio Pulmonary Resuscitation and First Aid Training. ....	82
11.8.	Associates Credential. ....	82
11.9.	Youth Sports and Fitness Program Staff Certification. ....	82
11.10.	Administrative Staff Orientation. ....	82
11.11.	Food Service Staff. ....	83
11.12.	Support Staff Training. ....	83
11.13.	Specified Volunteers. ....	84
11.14.	Youth Sports Coach and Assistant Coach Training. ....	84
11.15.	School Liaison Training. ....	84
11.16.	Contractor Orientation. ....	84
11.17.	Fire prevention, safety, and health and sanitation training. ....	85
<b>Chapter 12— OPERATIONS</b>		<b>86</b>
12.1.	Child and Youth Programs. ....	86
12.2.	Eligibility. ....	86
12.3.	Child Development Program. ....	86
12.4.	Child Development Program Hourly Care. ....	87
12.5.	Child Development Program Enrollment. ....	87
12.6.	Child and Youth Immunizations. ....	87

12.7.	Child and Youth Program Parent Handbook. ....	88
12.8.	Child Development Program Wait List Management. ....	89
12.9.	Child Development Program Wait List Priorities. ....	89
12.10.	Family Child Care. ....	91
12.11.	Provider Application and Certification. ....	91
12.12.	Certification of Homes. ....	92
12.13.	Certification of Privatized Housing Homes. ....	92
12.14.	Substitute Providers. ....	93
12.15.	Provider Insurance. ....	93
12.16.	Provider Portfolio. ....	93
12.17.	Inactive Homes. ....	93
12.18.	Unauthorized Home Care. ....	94
12.19.	Family Child Care Panel. ....	94
12.20.	Home Suspension. ....	96
12.21.	Revoking certifications of providers.....	96
12.22.	Provider and Parent Relations. ....	96
12.23.	Family Child Care Resource Centers. ....	96
12.24.	Youth Program. ....	97
12.25.	Youth Enrollment Forms. ....	98
12.26.	Youth Participation. ....	98
12.27.	Youth Sports and Fitness. ....	98
12.28.	Youth Sports and Fitness Program Organization and Responsibilities. ....	98
12.29.	Youth Sports Leagues. ....	98
12.30.	National Affiliation and Participation in Regional and National Youth Competitions. ....	99
12.31.	Youth Sports Community Leagues. ....	99
12.32.	Youth Sports Participation. ....	99
12.33.	Emphasis on Youth Participation. ....	99
12.34.	Youth Sports Parents. ....	99



12.35.	Sport Supplies and Equipment. ....	99
12.36.	Storage for Sports Equipment. ....	100
12.37.	Youth Coaches Handbook. ....	100
12.38.	Supervision of Youth Coaches and Officials. ....	100
12.39.	Youth Sports Clinics. ....	100
12.40.	Youth Sports Player Selection and Team Organization. ....	100
12.41.	Youth Sports Playing Rules. ....	101
12.42.	Scheduling Youth Games. ....	101
12.43.	Number and Length of Practices and Games. ....	101
12.44.	Post Season Youth Sports Competition. ....	101
12.45.	Youth Sports Program Awards. ....	101
12.46.	Youth Sports Pre and Post Safety Inspections. ....	102
12.47.	Youth Sports Environmental and Emergency Conditions. ....	102
12.48.	Accident or Incident Reporting Requirements. ....	102
12.49.	Child and Youth Facility Closures. ....	103
<b>Chapter 13— SUPERVISION AND ACCOUNTABILITY</b>		<b>104</b>
13.1.	Supervision. ....	104
13.2.	Staffing. ....	104
13.3.	Field Trips. ....	104
13.4.	Playground Supervision. ....	105
13.5.	Supervision for Child Development Centers. ....	105
13.6.	Ratios for Child Development Center. ....	105
13.7.	Supervision for School Age Care. ....	106
13.8.	Ratios for School Age Care. ....	106
13.9.	Supervision for Youth Programs. ....	106
13.10.	Ratios for Youth Programs. ....	107
13.11.	Accountability. ....	107
13.12.	Accountability for Child Development Centers. ....	108
13.13.	Accountability for School Age Care. ....	108

13.14.	Accountability for Youth Programs. ....	108
13.15.	Accountability in Family Child Care. ....	109
<b>Chapter 14— IDENTIFICATION, PREVENTION AND REPORTING OF CHILD ABUSE OR NEGLECT</b>		<b>111</b>
14.1.	Child Protection. ....	111
14.2.	Identification and Reporting. ....	111
14.3.	Prevention. ....	111
14.4.	Facility Monitoring. ....	112
14.5.	Personnel Monitoring. ....	112
14.6.	Closed Circuit Television. ....	113
<b>Chapter 15— PROGRAM QUALITY</b>		<b>114</b>
15.1.	Programming. ....	114
15.2.	Child Development Centers and Family Child Care. ....	114
15.3.	School Age Care and Youth Programs. ....	114
15.4.	Required Air Force Programs. ....	115
15.5.	Additional Programming. ....	115
15.6.	Building Positive Relationships. ....	116
15.7.	Positive Child or Youth Development. ....	116
15.8.	Challenging Behaviors. ....	117
15.9.	Materials. ....	117
15.10.	Environments. ....	117
15.11.	Family Child Care Environments. ....	118
15.12.	Outdoor Play. ....	118
15.13.	Activity Plans. ....	119
15.14.	Daily Schedule for Child Development Centers and Family Child Care. ....	119
15.15.	Routines and Transitions. ....	119
15.16.	Transitions to new age groups. ....	120
15.17.	Technology and Media. ....	120
15.18.	Children’s Portfolios. ....	120

15.19. Staff Interactions. ....	121
<b>Chapter 16— SPECIAL NEEDS</b>	<b>122</b>
16.1. Inclusion. ....	122
16.2. Intake and Enrollment.....	122
16.3. Inclusion Action Team. ....	122
16.4. Inclusion Action Team Responsibilities: .....	123
16.5. Referral Process. ....	123
16.6. Provisions for Child Care. ....	124
16.7. Diabetes Specific Accommodations. ....	124
<b>Chapter 17— PROMOTION AND MARKETING</b>	<b>126</b>
17.1. Promotion. ....	126
17.2. Recruitment. ....	126
17.3. Program Assessments. ....	126
<b>Chapter 18— PARENT INVOLVEMENT</b>	<b>127</b>
18.1. Parent Communication. ....	127
18.2. Parent Participation. ....	127
18.3. Parent Advisory Board. ....	127
18.4. Parent Education. ....	127
<b>Chapter 19— 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
19.4. Alternative Child Care. ....	129
<b>Chapter 20— CHILD AND YOUTH EDUCATION SERVICES</b>	<b>130</b>
20.1. Child and Youth Education Services. ....	130
20.2. Communication and Connection. ....	130
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>132</b>

## Chapter 1

### OVERVIEW

**1.1. Program Overview.** Assist military and civilian personnel in balancing the competing demands of the mission and family life through delivery of a system of quality, available and affordable programs and services for eligible children and youth from birth through 18 years of age.

**1.2. Support mission readiness, family readiness, retention and morale of the:** Total force during peacetime, overseas contingency operations, periods of force structure change, relocation of military units, installation realignments and closures, and other emergency situations (e.g., natural disasters, epidemics). Child and Youth Programs (CYP):

1.2.1. Program, budget and allocate funds and other resources in accordance with 10 USC Ch 88, to meet the health, safety and well-being of children or youth.

1.2.2. Employ qualified personnel whose progression from entry level to positions of greater responsibility is determined by training, education, experience and competence.

1.2.3. Promote the cognitive, social, emotional, cultural, language and physical development of children through programs and services that recognize differences in children and encourage self-confidence, curiosity, creativity, self-discipline and resiliency. Promote positive youth development by supporting skills, interests, and abilities of youth.

1.2.4. Promote the prevention of child abuse or neglect in accordance with DoDD 6400.01, *Family Advocacy Program* and AFI 40-301, *Family Advocacy Program*.

1.2.5. Facilitate the availability and expansion of quality, affordable, community-based child care which meets the intent of this Instruction and supports families unable to access installation child care.

1.2.6. Conduct annual DoD certification and accreditation processes in accordance with 10 USC Ch 88, DoDI 6060.02, and DoDI 6060.4.

1.2.7. Assist military families of school age children with school transitions and educate school administrators, counselors and educators on the unique challenges impacting military students and families.

1.2.8. Provide a youth sponsorship program to assist with families transitioning between military installations.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. The Directorate of Services (AF/A1S):** Oversees strategy and policy development, resource advocacy and allocation methodology to support mission readiness for Child and Youth Programs.

**2.2. The Chief, Services Operations Division (AF/A1SO):** Oversees Services Operations Program policy.

**2.3. The Air Force Child and Youth Programs (AF/A1SOC):**

2.3.1. Directs Child and Youth Programs by developing, interpreting and disseminating policy, guidance, plans and resources.

2.3.1.1. Collaborates with the total force on program, policy and guidance.

2.3.1.2. Consults with Air Force Medical Operations Agency (AFMOA/SGHM) on policy guidance for medical, health, special needs, and immunization requirements.

2.3.2. Develops budgets and provides strategic oversight of resources. Develops the annual resourcing methodology to protect the health, safety and well-being of children or youth serviced in Child and Youth Programs.

2.3.3. Addresses availability of child care on and off the installation in accordance with 10 USC Ch 88, DoDI 6060.02 and DoDI 6060.4.

2.3.4. Oversees the unannounced inspection process and DoD certification.

2.3.5. Establishes guidance on child care fees and hardship waivers based on the DoD fee policy and issues supplemental guidance on fees for school age, hourly care, preschool programs, and Air Force approved community-based programs and Family Child Care subsidies.

2.3.6. Implements policy on direct cash subsidies to DoD designated child care providers to expand the availability of child care spaces and meet specialized child care needs.

2.3.7. Establishes enrollment policies for children or youth with special needs and unique circumstances for all patrons seeking child care.

2.3.8. Provides guidance to the Air Force Services Center Child and Youth Programs Division (AFSVC/SVPY) on policy issues.

2.3.9. Reviews and forwards waiver requests to this Instruction.

2.3.10. Provides input to the Office of the Secretary of Defense, Joint Staff, and other Uniformed Services on issues impacting programs.

2.3.11. Develops, implements and monitors performance based-outcome criteria to evaluate effectiveness of programs.

2.3.12. Supports the Community Action Board and the Community Action Team.

2.3.13. Submits reports to DoD.

2.3.14. Reports program data to support legislative, research and other requirements.

2.3.15. Works with other federal and non-governmental organizations to ensure access to quality and affordable programs.

2.3.16. Addresses military dependent children's education issues on and off the installation.

#### **2.4. Air Force Installation and Mission Support Center (AFIMSC):**

2.4.1. Responsible for Program Objective Memorandum submissions.

2.4.2. Distributes appropriations as validated by AFSVC/SVPY.

2.4.3. Manages Common Output Level Standards.

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

2.4.5. 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.

#### **2.5. Air Force Services Center Child and Youth Programs Division (AFSVC/SVPY):**

2.5.1. Provides guidance on implementation of policy as directed by Air Force Child and Youth Programs.

2.5.2. Develops programs to support military families and mission readiness. Monitors programs for effectiveness and availability for all eligible users.

2.5.3. Develops systems to ensure child care needs are met, validated and quality of operations are maintained or improved.

2.5.4. Oversees the Expanded Child Care Program to increase the availability of child care spaces and meet specialized child care needs.

2.5.5. Implements procedures for reporting child abuse or neglect. Submits report within 48 hours of incident to Air Force Child and Youth Programs.

2.5.6. Provides guidance for reporting accidents and incidents. Forward reports to Air Force Child and Youth Programs within 24 hours of incident. Evaluates reports for trends and implement training as needed.

2.5.7. Provides input to installation procedures for responding to emergency or contingency situations.

2.5.8. Reviews nonappropriated and appropriated fund construction projects and designs.

2.5.9. Oversees development, implementation and management of information technology.

2.5.10. Provides guidance on training and curriculum. Provides initial, recurring training and technical assistance to support abilities to conduct day-to-day duties.

2.5.11. Provides support to meet national accreditation requirements.

2.5.12. Provides guidance and procedures for the Inclusion Action team (IAT).

2.5.13. Plans and conducts Air Force-wide youth events.

2.5.14. Conducts annual, unannounced inspections of installation programs in accordance with 10 USC Ch 88, DoDI 6060.02, and DoDI 6060.4. (T-0).

2.5.15. Reports operational program data to support legislative, research and other requirements.

2.5.16. Works with other federal and non-governmental organizations to ensure access to quality, affordable, and available programs.

2.5.17. Oversees nonappropriated and appropriated resources in accordance with 10 USC Ch 88, DoDI 6060.02, DoDI 6060.4, and AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities*. (T-0).

2.5.18. Provides assistance for DoD certification in accordance with 10 USC Ch 88, DoDI 6060.02, and DoDI 6060.4. (T-0).

2.5.19. Requests fire certification for programs that are new or have completed facility modifications.

2.5.20. Assists installations with background checks in accordance with the *Crime Control Act of 1990*, DoDI 1402.05, DoDI 6060.02, DoDI 6060.4, and this Instruction. (T-0).

2.5.21. Assists installations in making reasonable accommodations for children or youth with special needs.

2.5.22. Develops systems to ensure military dependent children's education needs are validated and met and to ensure the necessary support is provided by the School Liaisons.

2.5.23. Coordinates and forwards waivers to this Instruction to Air Force Child and Youth Programs.

## **2.6. The Installation Commander:**

2.6.1. Mandates appropriate facilities, funding levels, and manpower in accordance with 10 USC Ch 88, DoDI 6060.02, DoDI 6060.4, and this Instruction. (T-0).

2.6.2. Requires installation agencies to support requirements for background checks in accordance with the *Crime Control Act of 1990*, DoDI 1402.05, DoDI 6060.02, DoDI 6060.4, and this Instruction. (T-0).

2.6.3. Oversees all inspection requirements if the Mission Support Group Commander is unavailable. (T-1).

2.6.4. Appoints a senior officer, such as Mission Support Group Commander, as the Military School Advisor to advocate for the interest of military families in local school districts. (T-1).

2.6.5. Requires the School Liaison to be engaged with local, state-level educators and other policymakers impacting quality school choice for military associated parents.

2.6.6. Ensures either the Military School Advisor or School Liaison attend local school board meetings where there are large numbers of military-connected students enrolled. (T-1).

2.6.7. Assumes the duties included in [paragraph 2.7](#) in the absence of the Mission Support Group Commander.

**2.7. The Mission Support Group Commander:**

2.7.1. Participates in the unannounced inspection outbrief and submits corrective actions within 75 days of the inspection in accordance with 10 USC Ch 88, DoDI 6060.02, DoDI 6060.4, and this Instruction. (T-0). Submits extension requests to AFSVC/SVPY for deficiencies that cannot be completed within 75 days of the inspection.

2.7.2. Ensures unannounced, comprehensive fire and safety, health and sanitation, and multidisciplinary inspections are conducted annually and findings are corrected within 90 days of the inspection in accordance with 10 USC Ch 88, DoDI 6060.02, DoDI 6060.4, and this Instruction. Submits extension requests to AFSVC/SVPY for deficiencies that cannot be corrected within the 90 days. (T-0).

2.7.3. Reports installation resource requirements to AFSVC/SVPY.

2.7.4. Serves as certification authority for Family Child Care. Appoints the Family Child Care Panel to provide oversight of program. Approves, suspends or revokes certification based on recommendations from the Family Child Care Panel. Requires providers to comply with this Instruction. (T-1).

2.7.5. Requires programs to convene a Parent Advisory Board and have a viable parent participation program in accordance with 10 USC Ch 88. (T-0). Will attend Parent Advisory Board meeting at least once a year. (T-1).

2.7.6. Approves or disapproves hardship waivers for child care fees requests in accordance with DoDI 6060.02, and this Instruction. (T-0).

2.7.7. Follows this Instruction and forwards waiver requests to this Instruction for action. (T-1).

**2.8. The Military School Advisor:**

2.8.1. Attends meetings and forums involving educational needs of military-connected children such as Educational Advisory Committee/Council and Military Interstate Children's Compact Commission State Council meetings.

2.8.2. Advocates for the educational needs of military-connected children.

2.8.3. Attends as needed or has the School Liaison attend school board meetings in those districts with large numbers of military-connect students enrolled.

**2.9. The Force Support Squadron Commander or Director:**

2.9.1. Requires programs to hire enough staff to support operations. Requires management staff to have a degree from an accredited college in the appropriate field. Management staff members are in grade levels which adequately reflect the level of responsibility and complexity of duty assignment. Fills appropriated fund positions in accordance with manpower standards. (T-1).

2.9.2. Participates in the unannounced inspection outbrief. Submits corrective action report to the Mission Support Group Commander. Verifies deficiencies are closed. Submits extension requests for deficiencies that cannot be completed within 75 days of the inspection to the Mission Support Group Commander. (T-1).



2.9.3. Submits extension requests for the comprehensive or multidisciplinary inspections to the Mission Support Commander for deficiencies that cannot be corrected within the 90 days.

2.9.4. Monitors the demand for child care and takes appropriate action to expand the availability of care.

2.9.5. Requires program hours to meet mission needs, customer demand and usage.

2.9.6. Ensures offices of responsibility for background checks meet the requirements in accordance with the Crime Control Act of 1990, DoDI 1402.05, DoDI 6060.02, DoDI 6060.4, and this Instruction for individuals who have contact with children or youth. (T-0). Will make fitness determinations for specified volunteers and contractors. (T-1).

2.9.7. Serves on the Family Child Care Panel or assigns Deputy to serve in place. (T-1).

2.9.8. Requires facilities to be sized to meet demand. Coordinates with installation Civil Engineering on new construction, renovation and sustainment projects to address facility condition, maintenance and size deficiencies.

## **2.10. The Child and Youth Services Flight Chief:**

2.10.1. Provides oversight and monitors compliance with this Instruction.

2.10.2. Provides oversight and supervision to program managers on services and administrative issues.

2.10.3. Advocates for budget, resources, facility requirements and manpower to meet program requirements.

2.10.4. Provides oversight of the appropriated and nonappropriated fund budgets.

2.10.5. Develops capital improvement, short- and long-range plans.

2.10.6. Attends program's inspection outbrief and the Mission Support Commander/Director's outbrief. Addresses corrective actions in the Inspection Management System and verifies deficiencies are closed. Submits a copy of the report to the Force Support Commander/Director. Submits extension requests for deficiencies that cannot be completed within the 75 days to the Force Support Commander/Director. (T-1).

2.10.7. Verifies deficiencies from the comprehensive fire and safety, health and sanitation, and multidisciplinary inspections are closed. Submits extension requests to the Force Support Commander/Director for deficiencies that cannot be corrected within the 90 days. (T-1).

2.10.8. Ensures program staff follow the background check requirements in accordance with the Crime Control Act of 1990, DoDI 1402.05, DoDI 6060.02, DoDI 6060.4, and this Instruction for individuals who have contact with children or youth. (T-0).

2.10.9. Serves as Force Support Squadron point of contact for Child and Youth Program facility projects. Assists with equipment acquisition. Notifies AFSVC/SVPY prior to facility renovations.

2.10.10. Notifies the Force Support Commander/Director when there is a demand for more child care. Takes appropriate action to expand the availability of care.

2.10.11. Forwards all reportable incidents as outlined in this Instruction to AFSVC/SVPY within 24 hours of the incident. (T-1).

- 2.10.12. Forwards the National Association for the Education of Young Children 72 hour report [https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/accreditation/early-learning/72\\_hour\\_form.re.pdf](https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/accreditation/early-learning/72_hour_form.re.pdf) including incident reporting systems and training curricula to AFSVC/SVPY within 24 hours of the incident. Validates proper procedures and processes are in place to minimize future incidents. Evaluates reportable incidents for trends.
- 2.10.13. Participates on the Community Action Team.
- 2.10.14. Serves as a member of the Family Child Care Panel. (T-1).
- 2.10.15. Observes the Community Child Care Coordinator and/or Family Child Care Coordinator conduct one home inspection quarterly. Conducts home inspections or assigns another member of the flight that meets the requirements for Family Child Care Coordinators as outlined in this Instruction to conduct home visits if the Community Child Care Coordinator or Family Child Care Coordinator position is vacant. (T-1).
- 2.10.16. Serve as the appointed administrative grants officer for Boys & Girls Clubs of America.
- 2.10.17. Establishes a Parent Advisory Board in accordance with 10 USC Ch 88, DoDI 6060.02 and this Instruction. (T-0). Schedules the Parent Advisory Board quarterly and forwards meeting minutes to the Mission Support Group Commander. Notifies the Mission Support Group Commander when the Parent Advisory Board is meeting.
- 2.10.18. Establishes an Inclusion Action Team. (T-1). Serves as the chair of Inclusion Action Team.
- 2.10.19. Analyzes operational data to evaluate effectiveness of programs and submits accurate data to AFSVC/SVPY on request.
- 2.10.20. Establishes effective working relationships with installation agencies and program managers. Serves as the subject matter expert and advises senior leaders on program related matters.
- 2.10.21. Provides opportunities to recognize individuals working and volunteering in Child and Youth Programs.
- 2.10.22. Assesses parent satisfaction, identifies strengths and weaknesses and sets program goals annually.
- 2.10.23. Establishes procedures for responding to emergency or contingency situations.
- 2.10.24. Develops a policy in conjunction with local agencies that addresses when a child under the age of 13 can be home alone without adult supervision on the installation. The installation commander should approve the policy in consultation with the installation director of the Family Advocacy Program. (T-0).
- 2.10.25. Recruits enough staff to support operations. Hires management staff that have a bachelor's degree or higher from an accredited college in the appropriate field. Staff members are in grade levels which adequately reflect the level of responsibility and complexity of duty assignment. Fills appropriated fund positions according to manpower standards. (T-1).

2.10.26. Provides supervision and oversight of Child and Youth Education Services Program and School Liaison.

2.10.27. Assigns Training and Curriculum Specialist to assist each program.

2.10.28. Notifies Force Support Commander/Director when unauthorized child care is provided in privatized housing on or off the installation and government housing. Conducts site visits with the Family Child Care Coordinator and a member from the Force Support Commander's staff on reports of unauthorized child care.

2.10.29. Responsible for bargaining with the local union, when applicable.

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

2.11.1. Manages the daily operations of the Child Development Center or School Age Care program. Manages indoor and outdoor infrastructure to meet fire, safety and health requirements. Provides supervision and accountability procedures to protect children while in care.

2.11.2. Manages appropriated and nonappropriated resources and maximizes resources to the greatest extent possible. Advocates for additional resources when necessary.

2.11.3. Attends the unannounced inspection program outbrief. Addresses correction actions in the Inspection Management System. Verifies deficiencies are closed before submitting report to the Child and Youth Services Flight Chief. Prepares extension request for deficiencies that cannot be closed within 75 days and submit requests to the Child and Youth Services Flight Chief. (T-1).

2.11.4. Closes deficiencies for the comprehensive and multidisciplinary inspection corrective action report. Prepares extension requests for deficiencies that cannot be closed within 90 days and submit requests to the Child and Youth Services Flight Chief. (T-1).

2.11.5. Assists personnel with supporting the cognitive, social, emotional, and physical development of children. Uses the DoD Curriculum, *Early Learning Matters*, to support children's development. Note: *Early Learning Matters* is only required for Child Development Centers and Family Child Care.

2.11.6. Employs sufficient personnel to support operations.

2.11.7. Supervises, mentors, and coaches personnel and volunteers. Provides oversight of contracted services.

2.11.8. Conducts orientation for personnel, parents, contractors, and volunteers and disseminates operational guidance.

2.11.9. Attends the Parent Advisory Board and establishes a viable Parent Participation Plan. (T-1).

2.11.10. Reports all incidents or accidents as outlined in this Instruction to the Child and Youth Services Flight Chief within 24 hours of incident. (T-1).

- 2.11.11. Submits the National Association for the Education of Young Children 72 hour report the Child and Youth Services Flight Chief within 24 hours of the incident. NOTE: Not required for school age. Validates proper procedures and processes are in place to minimize future incidents. Evaluates reportable incidents for trends.
- 2.11.12. Serves on the Inclusion Action Team when needed.
- 2.11.13. Assesses the demand for child care and takes appropriate action to expand the availability of care. Empty spaces are to be filled within two weeks of vacancy.
- 2.11.14. Provides input to the Child and Youth Services Flight Chief for facility acquisition projects.
- 2.11.15. Follows this Instruction and other federal regulations listed within **Attachment 1**. (T-1).
- 2.11.16. Notifies installation agencies when background check paperwork is incomplete for personnel, specified volunteers, and contractors. Keep a listing when background checks are due and notify appropriate installation agencies.
- 2.11.17. Oversees the food program to ensure children or youth are provided healthy meals and health and safety standards are maintained to prevent contamination of food. Child Development Programs are administered in accordance with the United States Department of Agriculture Child and Adult Care Food Programs where available.
- 2.11.18. Completes the required certification for playground safety inspector.
- 2.11.19. Meets the business requirements of the Operational Administrator as outlined by the National Association for the Education of Young Children accreditation requirements. Note: This is a requirement for Child Development Center Directors.
- 2.11.20. Provides opportunities to recognize individuals working and volunteering in the Child Development Center.

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

- 2.12.1. Provides training support in accordance with this Instruction, DoDI 6060.02, and DoDI 6060.4. (T-0).
- 2.12.2. Attend program's inspection outbrief. Addresses corrective actions in the Inspection Management System. Verifies all deficiencies are closed before submitting report to the Child and Youth Services Flight Chief. (T-1).
- 2.12.3. Trains staff and providers on the DoD Curriculum, *Early Learning Matters* <https://www.virtuallabschool.org/elm-curriculum>. Note: *Early Learning Matters* is only required for Child Development Centers and Family Child Care.
- 2.12.4. Develops flight-wide training calendar and conducts training related to position descriptions. Conducts monthly observations and provides coaching to teaching staff based on observations and assessments to support staff development.
- 2.12.5. Supports personnel with activity plans and child assessments.
- 2.12.6. Arranges for Family Advocacy to conduct annual child abuse and neglect training.

- 2.12.7. Provides information and supports staff with child or youth development associate credentials.
- 2.12.8. Notifies personnel and providers of community-based and other training opportunities.
- 2.12.9. Provides input to facility manager on purchasing appropriate materials, supplies and equipment.
- 2.12.10. Assists facility manager with facility acquisition projects.
- 2.12.11. Seeks support from Kids Included Together to assist personnel with children or youth with special needs.
- 2.12.12. Serves on the Inclusion Action Team when needed.
- 2.12.13. Obtains written parental permission prior to seeking assistance from specialists that support children or youth with special needs.
- 2.12.14. Serves as facility manager when needed to assist with extreme staffing shortages.
- 2.12.15. Assists program manager with orientation for parents.
- 2.12.16. Fosters parent relationships. Provides education to families on child and youth development.
- 2.12.17. Provides input annually to the program manager for improvements.
- 2.12.18. Remains current with safety and health standards.
- 2.12.19. Ensures program is accredited by an approved national accrediting agency. (T-0).
- 2.12.20. Meets the education requirements for the Pedagogical Administrator as outlined by the National Association for the Education of Young Children accreditation requirements.
- 2.12.21. Completes the certification required for a playground safety instructor.
- 2.12.22. Closes deficiencies for the comprehensive and multidisciplinary inspection corrective action report within 90 days of the inspection. (T-0).
- 2.12.23. Serve on the Family Child Care Panel as a non-voting member.
- 2.12.24. Uses the Virtual Lab School and the Youth Training Modules to train teaching staff. Reviews coursework, assessments and conducts competencies. Provide coaching throughout each course.
- 2.12.25. Conducts orientation for personnel, parents, contractors, and volunteers and disseminates operational guidance.

### **2.13. The Youth Programs Director and/or Assistant Director:**

- 2.13.1. Manages the daily operations of Youth Programs.
- 2.13.2. Manages appropriated and nonappropriated fund operational budgets and maximizes resources to the greatest extent possible. Advocates for additional resources when necessary.
- 2.13.3. Applies for grants to support programs and consults with the installation legal office prior to submission.

- 2.13.4. Attends the unannounced inspection program outbrief. Addresses correction actions in the Inspection Management System. Verifies all deficiencies are closed before submitting report to the Child and Youth Services Flight Chief. Prepares extension request for deficiencies that cannot be closed within 75 days and submit requests to the Child and Youth Services Flight Chief. (T-1).
- 2.13.5. Closes deficiencies for the comprehensive and multidisciplinary inspection corrective action report. Prepares extension requests for deficiencies that cannot be closed within 90 days and submit requests to the Child and Youth Services Flight Chief. (T-1).
- 2.13.6. Serves as an appointed Liaison Officer for grants awarded by Boys & Girls Clubs of America, per DoD 5500.07-R, *Joint Ethics Regulation*, section 3-201.
- 2.13.7. Assists staff, volunteers and contractors promote positive youth development. Offers programming in the five core Boys & Girls Clubs of America program areas and the required Air Force programs.
- 2.13.8. Ensures participation in the National Alliance for Youth Sports (NAYS) Better Sports for Kids Quality Program Provider designation. Applies for the National Alliance for Youth Sports Excellence Program Award.
- 2.13.9. Works with the School Liaison on initiatives to support children and youth as outlined by this Instruction.
- 2.13.10. Employs sufficient personnel to support operations.
- 2.13.11. Supervises personnel and volunteers. Provides oversight of contracted services.
- 2.13.12. Conducts orientation for staff, parents, contractors and volunteers and disseminates operational guidance.
- 2.13.13. Monitors School Age Accreditation to ensure program is accredited by a nationally recognized accrediting body.
- 2.13.14. Oversees food program to ensure healthy meals and minimal food contamination.
- 2.13.15. Reports all incidents or accidents as outlined in this Instruction to the Child and Youth Services Flight Chief within 24 hours of incident. (T-1).
- 2.13.16. Serves on the Inclusion Action Team when needed.
- 2.13.17. Assists the Child and Youth Services Flight Chief with facility acquisition projects.
- 2.13.18. Follows this Instruction, DoD and other Federal Regulations listed in [Attachment 1](#). (T-1).
- 2.13.19. Notifies installation agencies when background check paperwork is incomplete for personnel, specified volunteers, and contractors. Keep a listing when background checks are due and notify appropriate installation agencies.
- 2.13.20. Provides opportunities to recognize individuals working and volunteering in Youth Programs.
- 2.13.21. Conducts a youth sponsorship program in accordance with 10 USC Ch 88 and DoDI 6060.4 that connects incoming and outgoing youth with installation programs. (T-0).
- 2.13.22. Completes the required certification for playground safety inspector.

**2.14. The Youth Sports and Fitness Program Director:**

- 2.14.1. Manages the daily operations of youth sports and fitness leagues and programs.
- 2.14.2. Manages appropriated and nonappropriated fund operational budgets and maximizes resources to the greatest extent possible. Advocates for additional resources when necessary.
- 2.14.3. Applies for grants from the Air Force Aid Society, Boys & Girls Clubs of America, Combined Federal Campaign distribution, the Department of Agriculture and similar sources, to support programming. Consults with the installation legal office prior to submission.
- 2.14.4. Attends the unannounced inspection program outbrief. Addresses correction actions in the Inspection Management System. Verifies all deficiencies are closed before submitting report to the Youth Director. Prepares extension request for deficiencies that cannot be closed within 75 days and submit requests to the Youth Program Director or the Child and Youth Services Flight Chief. (T-1).
- 2.14.5. Closes deficiencies for the comprehensive and multidisciplinary inspection corrective action report. Prepares extension requests for deficiencies that cannot be closed within 90 days and submit requests to the Child and Youth Services Flight Chief. (T-1).
- 2.14.6. Acquires certification through the National Alliance for Youth Sports as a youth sports administrator. (T-1). Follows the National Alliance for Youth Sports guidelines.
- 2.14.7. Assists staff, volunteers and contractors promote positive youth development. Conducts programming that includes a variety of competitive and non-competitive programs to support physical and social development.
- 2.14.8. Recruits enough staff and volunteers to assist with sports leagues. Ensures each coach has personal liability insurance as part of certification required in DoDI 6060.4 and is certified through the National Alliance for Youth Sports as youth sport coach. (T-0).
- 2.14.9. Supervises personnel and volunteers. Provides oversight of contracted services.
- 2.14.10. Conducts orientation for staff, parents, contractors, and volunteers and disseminates operational guidance.
- 2.14.11. Provides feedback seasonally to personnel and coaches based on observations of their interactions with children and youth.
- 2.14.12. Reports all incidents or accidents as outlined in this Instruction to the Child and Youth Services Flight Chief within 24 hours of incident. (T-1).
- 2.14.13. Serves on the Inclusion Action Team when needed.
- 2.14.14. Follows this Instruction and Federal Regulations listed within [Attachment 1](#).
- 2.14.15. Notifies installation agencies when background check paperwork is incomplete for personnel, specified volunteers, and contractors. Keep a listing when background checks are due and notify appropriate installation agencies.
- 2.14.16. Provides opportunities to recognize individuals working and volunteering in Youth Programs.
- 2.14.17. Completes the required certification for playground safety inspector.

**2.15. The Teen Coordinator or Youth Programmer:**

- 2.15.1. Serves as the chief official charged with overall administration and operation of the teen program. Manages the indoor and outdoor infrastructure for compliance with fire, safety, and health requirements.
- 2.15.2. Manages appropriated and nonappropriated fund operational budgets and maximizes resources to the greatest extent possible. Advocates for additional resources when necessary.
- 2.15.3. Applies for grants to support programming. Consults with the installation legal office prior to submission.
- 2.15.4. Attends the unannounced inspection program outbrief. Addresses correction actions in the Inspection Management System. Verifies all deficiencies are closed before submitting report to the Youth Director. Prepares extension request for deficiencies cannot be closed within 75 days and submit requests to the Youth Program Director. (T-1).
- 2.15.5. Closes deficiencies for the comprehensive and multidisciplinary inspection corrective action report within 90 days of the inspection. (T-1).
- 2.15.6. Assists staff promote positive youth development. Offers programming on the Boys & Girls Clubs of America five core program areas and the Air Force required programs. (T-1).
- 2.15.7. Works with the School Liaison on initiatives to support children and youth as outlined by this Instruction.
- 2.15.8. Networks with preteens and teens at school or other installation locations (e.g., schools, community centers).
- 2.15.9. Partners with other installation-recognized private organizations and national, regional or local non-Federal entities that are youth serving organizations (e.g., Girl Scouts, Civil Air Patrol).
- 2.15.10. Employs sufficient personnel to support operations.
- 2.15.11. Supervises, mentors, and coaches personnel and volunteers. Provides oversight of contracted services.
- 2.15.12. Conducts orientation for personnel, parents, volunteers and contractors and disseminates operational guidance.
- 2.15.13. Provides youth healthy meals and snacks. Meets AFMAN 48-148, *Tri-Service Food Code*, AFI 48-116, *Food Safety Program*, and local Public Health requirements.
- 2.15.14. Reports all incidents or accidents as outlined in this Instruction to the Child and Youth Services Flight Chief within 24 hours of incident. (T-1).
- 2.15.15. Serves on the Inclusion Action Team when needed.
- 2.15.16. Conducts a youth sponsorship program in accordance with 10 USC Ch 88 and DoDI 6060.4, that connects incoming and outgoing youth with installation programs. (T-0).
- 2.15.17. Notifies installation agencies when background check paperwork is incomplete for personnel, specified volunteers, and contractors. Keep a listing when background checks are due and notify appropriate installation agencies.



2.15.18. Provides opportunities to recognize individuals working and volunteering in Youth Programs.

## **2.16. The School Liaison:**

2.16.1. Monitors federal and state legislative, state and federal Department of Education activities impacting PreK-12 education.

2.16.2. Establishes working knowledge of and monitors local, state and federal legislation and regulatory requirements impacting PreK-12 education.

2.16.3. Establishes 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.

2.16.4. Serves as installation point of contact and subject matter expert for all local military child education matters.

2.16.5. Attends meetings and forums involving educational needs of military-connected children such as Educational Advisory Committee/Council and Military Interstate Children's Compact Commission State Council meetings.

2.16.6. Educates military parents to enable them to become their child'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.

2.16.7. Provides inbound and outbound personnel and family members a communication link for educational issues during permanent change of stations.

2.16.8. Serves as liaison between governmental agencies and non-Federal entities that provide assistance and services to students, school personnel and community. Fosters partnerships between schools, families and military organizations (i.e., Parent Teacher Association, Parent Teacher Student Association, Parent Teacher Organization, school committee meetings).

2.16.9. Advocates with community stakeholders for the educational needs of military children.

2.16.10. Develops and maintains working relationship with elementary and secondary institutions. Conducts professional development for teachers, counselors and administrators on unique issues affecting military children.

2.16.11. Advocates, provides information and connects military families with appropriate resources, such as the Exceptional Family Member Program, for students with special education needs.

2.16.12. Attends School Board meeting of districts with large numbers of military-connected students enrolled.

2.16.13. Attends public hearings (e.g., redistricting, accreditation, establishment of public/private charter schools, etc.) on issues that can impact the environment in schools attended by military students.

2.16.14. Informs Military School Advisor and Senior Leadership on school related matters, proactively addresses issues and facilitates communication between local school authorities and installation leadership.

2.16.15. Understands and communicates to installation leaders and school administrators funding sources to include Federal Impact Aid, Department of Defense Supplemental Impact Aid, and Department of Defense Impact Aid for Children with Severe Disabilities.

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

2.16.17. Collaborates with other base organizations and representatives of sister services to ensure consistency of support for military families.

2.16.18. Establishes and coordinates reports to the base Community Action Team and Community Action Board.

2.16.19. Serves as the installation point of contact for school Child and Youth Behavior Military Family Liaison Counselors. Submits requests for additional, removal, or reassignment of school Child and Youth Behavior Military Family Liaison Counselors.

2.16.20. Provides 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.

2.16.21. Partners with Youth Programs on installation Youth sponsorship requirements. Serves as the primary support for the development of the school-based sponsorship program and secondary support for the installation-based sponsorship program.

2.16.22. Attends the unannounced inspection program outbrief. Addresses correction actions in the Inspection Management System. Verifies all deficiencies are closed prior to submitting report to the Child and Youth Services Flight Chief.

## **2.17. Community Child Care Coordinator:**

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

2.17.2. Coordinates with local and national child care resources and referral agencies (i.e., Child Care Aware of America).

2.17.3. Advocates for families on child care matters both on-installation and off-installation. Offers options to meet families' child care needs.

2.17.4. Builds community partnerships and networks to maximize availability of resources for installation personnel.

2.17.5. Makes initial contact with individual local child care programs.

2.17.6. Interviews and assesses family's needs and concerns and provides options for meeting needs. Follows-up with families to determine if needs were met.

2.17.7. Consults and educates commanders, unit leadership, and families on the resources available to the community.

- 2.17.8. Programs and implements a marketing plan to address installation child care demand. Program spaces are fully utilized.
- 2.17.9. Monitors approved electronic systems to track child care needs of installation community and addresses deficits.
- 2.17.10. Serves as the sponsor for the Child and Adult Care Food Program, if available. Regularly performs inspections in enrolled homes to determine compliance with the United States Department of Agriculture, Child and Adult Food Program. Monitors meals and snacks providers are preparing and serving children to ensure requirements are met.
- 2.17.11. Educates families on child care subsidy options available at the national, state, and local levels.
- 2.17.12. Recruits new Family Child Care providers to support the mission of the program.
- 2.17.13. Attends meetings to educate and advocate for the program as necessary.
- 2.17.14. Manages the Expanded Child Care Program in accordance with the AFSVC/SVPY guidance.
- 2.17.15. Reports all incidents or accidents as outlined in this Instruction to the Child and Youth Services Flight Chief within 24 hours of incident. (T-1).
- 2.17.16. Manages the daily operations of the Family Child Care Program.
- 2.17.17. Manages appropriated resources and maximizes resources to the greatest extent possible. Advocates for additional resources when necessary.
- 2.17.18. Conducts home visits during the unannounced inspection and participates in the inspection program outbrief. Addresses correction actions in the Inspection Management System. Verifies all deficiencies are closed before submitting report to the Child and Youth Services Flight Chief. (T-1).
- 2.17.19. Closes deficiencies for the comprehensive and multidisciplinary inspection corrective action report. Prepares extension requests for deficiencies that cannot be closed within 90 days and submit requests to the Child and Youth Services Flight Chief. (T-1).
- 2.17.20. Arranges fire, safety, and public health certification inspections for provider homes in government housing. Conducts fire, safety and health inspections in all other jurisdictions.
- 2.17.21. Encourages providers to seek accreditation and assist with opportunities to help offset accreditation costs.
- 2.17.22. Serves as the liaison to the Family Child Care Panel. Schedules the Family Child Care Panel meetings quarterly and prepares the necessary materials for review. Prepares Panel minutes for the Mission Support Group Commander's signature. Includes the review of the unannounced inspection in the meeting minutes. Verifies the Mission Support Group Commander's signature is on approval record and certificate prior to authorizing providers for child care.
- 2.17.23. Assists providers promote the cognitive, social, emotional, language and physical development of children. Helps providers support positive youth development.

- 2.17.24. Notifies the program managers when there is space available in family child care homes.
- 2.17.25. Manages the Expanded Child Care Program in accordance with the AFSVC/SVPY guidance.
- 2.17.26. Informs providers of operational guidance.
- 2.17.27. Ensures individuals certified to provide child care through the program are screened, trained, and approved to provide child care in accordance with DoDI 6060.02 and this Instruction. (T-0). Notifies installation agencies when background check paperwork is incomplete. Keep a listing when background checks are due and notify appropriate installation agencies.
- 2.17.28. Conducts monthly home visits and verifies life threatening findings are corrected immediately. (T-1). Modifies training requirements to address findings.
- 2.17.29. Conducts site visit with the Child and Youth Service Flight Chief and a member from the Force Support commander's staff on reports of unauthorized child care. (T-1).
- 2.17.30. Works with Training and Curriculum Specialist to support providers with orientation and ongoing training. Conducts observations and evaluates competencies when there is no Training and Curriculum Specialist to support the program.
- 2.17.31. Encourages providers to seek the Family Child Care Child Development Associate credential and assists providers with opportunities to pay for the credential.
- 2.17.32. Attends the Parent Advisory Board and establishes a viable parent participation plan.
- 2.17.33. Oversees the Child and Adult Care Food Program to ensure children or youth are provided healthy meals. Supports child and youth overall health and wellness and the fight against obesity.
- 2.17.34. Serves on the Inclusion Action Team when required.
- 2.17.35. Assists providers with procedures for responding to emergency or contingency situations.
- 2.17.36. Maintains a Resource Center.
- 2.17.37. Verifies Expanded Child Care monthly hours and provider's timesheet prior to submitting for payment.
- 2.17.38. Completes the required certification for playground safety inspector.

## **2.18. The Family Child Care Coordinator:**

- 2.18.1. Manages the daily operations of the Family Child Care Program. Provides supervision and accountability procedures to protect children and youth.
- 2.18.2. Manages appropriated resources and maximizes resources to the greatest extent possible. Advocates for additional resources when necessary.
- 2.18.3. Conducts home visits during the unannounced inspection and participates in the program outbrief. Addresses corrective actions in the Inspection Management System. Verifies all deficiencies are closed prior to submitting report to the Child and Youth Services Flight Chief. (T-1).

- 2.18.4. Closes deficiencies for the comprehensive and multidisciplinary inspection corrective action report. (T-1).
- 2.18.5. Arranges fire, safety, and public health certification inspections for provider homes in government housing. Conducts fire, safety and health inspections in all other jurisdictions. (T-1).
- 2.18.6. Encourages providers to seek accreditation and assists with opportunities to help offset accreditation costs.
- 2.18.7. Serves as the liaison to the Family Child Care Panel. Schedules the Family Child Care Panel meetings quarterly and prepares the materials needed for review. Prepares Panel minutes for the Mission Support Group Commander's signature. Includes review of unannounced inspection in the meeting minutes. Verifies the Mission Support Group Commander's signature is on approval record and certificate prior to authorizing providers for child care.
- 2.18.8. Assists providers promote the cognitive, social, emotional, language and physical development of children. Assists providers support positive youth development.
- 2.18.9. Notifies the program managers when there is space available in family child care homes.
- 2.18.10. Manages the Expanded Child Care Program in accordance with AFSVC/SVPY guidance.
- 2.18.11. Ensures individuals certified to provide child care through the program are screened, trained, and approved to provide child care in accordance with DoDI 6060.02 and this Instruction. (T-0). Notifies installation agencies when background check paperwork is incomplete. Keep a listing when background checks are due and notify appropriate installation agencies.
- 2.18.12. Provides a listing of providers to installation agencies.
- 2.18.13. Conducts monthly home visits and verifies life-threatening findings are corrected immediately. (T-1). Modifies training requirements to address findings.
- 2.18.14. Conducts site visits with the Child and Youth Services Flight Chief and a member from the Force Support Commander's staff on reports of unauthorized child care. (T-1).
- 2.18.15. Works with Training and Curriculum Specialist to support providers with orientation and ongoing training. Conducts observations and evaluates competencies when there is no Training and Curriculum Specialist to support the program.
- 2.18.16. Encourages providers to seek the Family Child Care Child Development Associate credential and assists providers with opportunities to pay for the credential.
- 2.18.17. Attends the Parent Advisory Board and establishes a viable parent participation plan.
- 2.18.18. Manages the Child and Adult Care Food Program to ensure children or youth are provided healthy meals. Supports child and youth overall health and wellness and the fight against obesity.
- 2.18.19. Reports all incidents or accidents as outlined in this Instruction to the Child and Youth Services Flight Chief within 24 hours of incident. (T-1).

- 2.18.20. Serves on the Inclusion Action Team when required.
- 2.18.21. Assists providers with procedures for responding to emergency or contingency situations.
- 2.18.22. Maintains a Resource Center.
- 2.18.23. Verifies Expanded Child Care monthly hours and provider's timesheet prior to submitting for payment.
- 2.18.24. Completes the required certification for playground safety inspector.

### **2.19. The Family Child Care Panel:**

- 2.19.1. Convenes a meeting at least quarterly in accordance with this Instruction. (T-1). The Mission Support Group Deputy Commander; Force Support Commander, Director or Deputy; and the Child and Youth Services Flight Chief make up the Family Child Care Panel. The Family Child Care Coordinator and assigned Training and Curriculum Specialist are members of the panel but are not voting members.
- 2.19.2. Asks representatives from installation agencies to attend the Panel as needed.
- 2.19.3. Recommends certification for those applicants who can support the mission requirements. Certification is based on installation demand for child care.
- 2.19.4. Determines the need for providers and the type of care needed semi-annually.
- 2.19.5. Reviews provider's monthly inspection findings and the status of provider's training quarterly.
- 2.19.6. Recommends providers for certification suspension or revocation.
- 2.19.7. Addresses reports of unauthorized child care in government or privatized housing.
- 2.19.8. Monitors program effectiveness in regards to meeting the needs of military families.
- 2.19.9. Reviews background checks prior to certification and during reverification and recommends suitability as needed.

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

- 2.20.1. Provides consultation to the Child and Youth Services Flight.
- 2.20.2. Trains applicable personnel in hazard recognition to conduct home safety inspections for new applicants, renewals, comprehensive, and multidisciplinary inspections as required in DoDI 6060.02 and this Instruction. (T-1).
- 2.20.3. Conducts pre-season safety inspections of sports fields and facilities.
- 2.20.4. Conducts an annual unannounced comprehensive safety inspection of Child and Youth facilities in accordance with 10 USC Ch 88, DoDI 6060.02, and DoDI 6060.4. (T-0).
- 2.20.5. Conducts an annual unannounced multidisciplinary safety inspection of all Child and Youth facilities in accordance with 10 USC Ch 88, DoDI 6060.02, and DoDI 6060.4. (T-0).
- 2.20.6. Trains the Child and Youth Services Flight Chief or the Child Development Center Director to conduct comprehensive and multidisciplinary Family Child Care home inspections located in areas outside government jurisdiction. (T-1).

2.20.7. Provides written reports to the program manager no later than 30 days after the annual comprehensive or multidisciplinary inspections.

2.20.8. Validates corrective action report fully addresses findings identified on the comprehensive or multidisciplinary safety inspection. Follows up with program managers as needed.

2.20.9. Inspects facilities to ensure they meet safety requirements prior to providing child care in buildings that are not typically used for child care. (T-1).

## **2.21. The Installation Fire Prevention office:**

2.21.1. Provides consultation to the Child and Youth Services Flight.

2.21.2. Conducts home inspection for Family Child Care certification located in government housing.

2.21.3. Trains coordinators to conduct home fire inspections when homes are not located in government housing. Note: Training can be accomplished in person or teleconference.

2.21.4. Trains program managers for fire emergencies.

2.21.5. Provides fire safety training to new program managers.

2.21.6. Evacuation drills are conducted according to required frequency.

2.21.7. Conducts an annual unannounced comprehensive fire inspection of Child and Youth facilities in accordance with DoDI 6060.02 and DoDI 6060.4. (T-0).

2.21.8. Conducts an annual unannounced multidisciplinary fire inspection of Child and Youth facilities in accordance with DoDI 6060.02 and DoDI 6060.4. (T-0).

2.21.9. Trains the Child and Youth Services Flight Chief or Child Development Center Director to conduct comprehensive and multidisciplinary home inspections located in areas outside government jurisdiction. Note: Training can be accomplished in person or teleconference.

2.21.10. Provides a corrective action report to the program manager no later than 30 days after the annual comprehensive or multidisciplinary inspection. (T-1). Validates corrective action reports fully address the findings identified on the comprehensive and multidisciplinary inspections.

2.21.11. Certifies programs when they meet the National Fire Protection Association (NFPA) 101, *Life Safety Code*, as required by DoDI 6060.02 and DoDI 6060.4. (T-0).

2.21.12. Inspects facilities to ensure fire requirements are met prior to providing child care in buildings that are not typically used for child care.

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

2.22.1. Provides consultation to the Child and Youth Programs.

2.22.2. Conducts home inspection for Family Child Care certification when located in government housing.

2.22.3. Provides health and sanitation training to new program managers.

2.22.4. Notifies 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.

2.22.5. Conducts an annual unannounced comprehensive health and sanitation inspection of Child and Youth facilities in accordance with 10 USC Ch 88, DoDI 6060.02, and DoDI 6060.4. (T-0).

2.22.6. Conducts an annual unannounced multidisciplinary health and sanitation inspection of Child and Youth facilities in accordance with 10 USC Ch 88, DoDI 6060.02, and DoDI 6060.4. (T-0).

2.22.7. Trains the Child and Youth Services Flight Chief and the Child Development Center Director to conduct comprehensive and multidisciplinary home inspections located in areas outside government jurisdiction.

2.22.8. Provides a corrective action report to the program manager no later than 30 days after the annual comprehensive or multidisciplinary inspection in accordance with 10 USC Ch 88, DoDI 6060.02, DoDI 6060.4, and this Instruction. (T-0). Validates corrective action reports fully address the findings identified in the comprehensives and multidisciplinary inspections.

2.22.9. Conducts regular inspections of facilities in accordance with AFI 48-116 and AFI 48-117, *Public Facility Sanitation*.

2.22.10. Inspects facilities to ensure they meet health and sanitation requirements prior to providing child care in buildings that are not typically used for child care.

### **2.23. The Installation Medical Support office:**

2.23.1. Provides consultation to Child and Youth Programs.

2.23.2. Appoints a pediatric medical advisor to assist Child and Youth Programs. The medical advisor is on the Inclusion Action Team.

2.23.3. Is part of the decision making process for supporting children or youth with special needs.

2.23.4. Approves the outdoor play policy that determines when local conditions do not permit outside play.

2.23.5. Approves sunscreen and insect repellent for use.

2.23.6. Approves infant formulas for use in the Child Development Center.

2.23.7. Assists program managers with locating specialized training needed to support children or youth with special needs.

2.23.8. Provides training for program managers on how to respond during medical emergencies.

2.23.9. Provides medication training to personnel and providers annually and as needed throughout the year.

2.23.10. Reviews and recommends immunization medical exemption requests prior to submission to the Mission Support Group Commander. Provides guidance on immunization exemption during a documented outbreak of a contagious disease that has a vaccine.



**2.24. The Installation Family Advocacy office:**

- 2.24.1. Provides annual training on child abuse or neglect.
- 2.24.2. Provides consultation in accordance with 10 USC Ch 88, DoDI 6060.02, and DoDI 6060.4, on reported incidents that involve the safety, health or well-being of a participant. (T-0).
- 2.24.3. Provides Installation Records Check results in accordance with DoDI 1402.05. (T-0).

**2.25. The Installation Force Support Security Assistant:**

- 2.25.1. Initiates all Family Child Care provider and family member, contractor and specified volunteer background investigations.
- 2.25.2. Provides investigative results to Commander. Sends completed Background Check Record to program managers prior to start date.
- 2.25.3. Track investigative reports every 30 days after first 60 days for Child Care Tier 1 and every 5 days for Installation Records Check until completed and reaches out to agencies when investigative reports have not been received. (T-1).
- 2.25.4. Initiates and adjudicates reverifications when due. (T-1)

**2.26. The Installation Security Forces Squadron:**

- 2.26.1. Provides consultation to the Child and Youth Programs.
- 2.26.2. Provides Installation Records Check results in accordance with DoDI 1402.05. (T-0).

**2.27. The Installation Legal office:**

- 2.27.1. Provides consultation to the Child and Youth Programs.
- 2.27.2. Reviews provider insurance coverage plans.
- 2.27.3. Assists programs in making decisions for supporting children or youth with special needs. Consults with the Air Force Services Center Legal Office as needed for guidance.

**2.28. Installation Civilian Personnel Section and Human Resource Offices:**

- 2.28.1. Conducts initial background checks and makes suitability determinations on civilian employees. Sends completed Background Check Record to program managers prior to employee start date.
- 2.28.2. Tracks investigative reports every 30 days after first 60 days for Child Care Tier 1 and every 5 days for Installation Records Check until completed and reaches out to agencies when investigative reports have not been received. (T-1).
- 2.28.3. Initiates and adjudicates reverifications prior to expiration.

**2.29. Air Force Civil Engineer Center, Operations Directorate, Engineering Division:**

- 2.29.1. Establishes and manages a standardized program to certify the fire and life safety features of each child and youth program facility or space.

2.29.2. Conducts one-time on-site evaluations of new, renovated, remodeled, or repaired child and youth program prior to occupancy by program clients. Re-certification is required to any previously certified child or youth facility removed from functional use for other than normal maintenance and repair activities. Certification requirements for temporary or emergency child and youth program facilities or spaces is jointly determined between Air Force Civil Engineering Center and AFSVC/SVPY.

2.29.3. Issues compliance certificates to each approved facility.

**2.30. The Air Force Office of Special Investigations:**

2.30.1. Provides consultation to the Child and Youth Programs.

2.30.2. Provides Installation Records Check results in accordance with DoDI 1402.05. (T-0).

## Chapter 3

### FACILITIES

**3.1. Facility Requirements and Construction.** Child Development Centers must comply with Unified Facilities Criteria (UFC) 4-740-14 when being constructed or renovated. (T-0). Youth Programs must comply with Unified Facilities Criteria (UFC) 4-740-06 when being constructed or renovated. (T-0). Prior to facility modification, renovation or addition, the Force Support Squadron leadership must coordinate with the local Civil Engineer Squadron, Air Force Installation and Mission Support Center Engineering Division, the Air Force Civil Engineer Center, and AFSVC/SVPY. (T-1). State and local construction standards are followed if facility is located in an area with no federal jurisdiction and standards are more stringent than those listed above. The facility standards follow the below guidelines:

3.1.1. Mission Support Group Commanders will ensure facilities comply with the structural requirements of the *Life Safety Code* as required in DoDI 6060.02 and DoDI 6060.4. (T-0).

3.1.2. Child and Youth Services Flight Chief will ensure facilities are inspected and approved by local installation fire, safety and public health prior to using for child and youth program components (e.g., instructional classes, short term care). (T-1).

3.1.3. Program Managers are to keep facilities clean, in good repair, and representative of the needs and interests of children or youth in the program.

3.1.4. Playgrounds meet safety and design requirements outlined in *Public Playground Handbook for Safety*, United States Consumer Product Safety. The Force Support Squadron Commander/Director coordinates any deviations from the recommendations in the *Public Playground Handbook for Safety* with AFSVC/SVPY.

3.1.5. Family Child Care programs have an exterior sign near the front entrance unless prohibited by force protection regulations.

3.1.6. Activity areas have individual space for child or youth's personal belongings. Cabinets are deep enough to prevent clothing from having contact with another person's clothing.

**3.2. Child Development Centers and School Age Care.** Facilities should follow the below guidelines:

3.2.1. Designed to meet fire, safety, health and sanitation standards and program needs. Include a minimum of 35 square feet of usable space per child or youth in each activity room with an additional 15 square feet per child for ages 6 weeks to 24 months of age.

3.2.2. Toilets and sinks are located within activity rooms used by children 5 years of age and under. Sinks and toilets shall be provided at ratios outlined in UFC 4-740-14. Sinks with running water shall be located adjacent to, but outside of, the toilet room or water closet space.

3.2.3. In pre-toddler, toddler and preschool activity rooms, provide a diaper changing unit with integral, retractable steps in compliance with UFC 4-740-14.

3.2.4. Doors are not installed on toilet stalls for children in the Child Development Center. Partial toilet partitions are installed for children over 3 years of age in the Child Development Center and are not be used in toddler, pre-toddler, or infant rooms. Partition height in preschool rooms shall not exceed 1065 mm or 42 inches in height and shall be no more than 150 mm or 6 inches above the finished floor.

3.2.5. Activity rooms flooring is in accordance with the schedule of allowable finishes found in UFC 4-740-06 for Youth Centers and UFC 4-740-14 for Child Development Centers. Activity rooms are designed with hard surface flooring and installed carpeting.

3.2.6. Have a designated place set aside for breast feeding for parents. Note: Only required in Child Development Centers.

3.2.7. Have separate male and female restrooms for school-aged youth. Have separate restrooms for adults and teens or processes in place to ensure adults and teens do not use the restroom at the same time as youth.

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

3.3.1. Maintain temperatures between 68 and 82 degrees Fahrenheit throughout facility.

3.3.2. Keep screens on open windows.

**3.4. Reception Areas.** The front entrance is attractive and inviting to patrons. Programs:

3.4.1. Post the hours of operations to be viewed from outside the facility.

3.4.2. Display the program manager photos and the name of the supervisor on duty near the front desk.

3.4.3. Display the permanent DoD Certificate to Operate, Accreditation Certificate and Air Force Civil Engineer Center Fire Certification in the front lobby.

3.4.4. Display the mission statement, DoD Child Abuse Hotline Poster, current Air Force Civil Engineer Center Fire Inspection report, current public health report, current letter of certification, and menus.

3.4.5. Display the instructional guide on Positive Guidance and Appropriate Touch.

3.4.6. Keep displays current and attractively displayed. Artwork and photos should be current unless used for historical documentation.

**3.5. Child Development Centers.** Meet fire, safety, health and sanitation standards, and program needs. Permit line-of-sight supervision. Child Development Centers:

3.5.1. Use neutral colors to minimize over stimulation of children. Keep clutter to a minimum.

3.5.2. Activity rooms should be arranged for children to play individually, in small groups, or in a large group. There should be 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.

3.5.3. Use soft materials (e.g., rugs, pillows) to provide a home-like environment. Refrain from using pillows for children under age one.

**3.6. Youth Centers.** Meet fire, safety, health standards, and program needs. Permit line-of sight supervision. Youth Centers:

3.6.1. Arrange the floor space to provide a variety of activity areas for all the youth enrolled. Floor space includes areas for large motor activities, homework, arts and crafts, computer labs, instructional classes, club meetings, and special events.

3.6.2. Have equipment for youth to learn technological skills and integrate technology into other aspects of the program (e.g., connecting with deployed or duty-separated parents). Similar equipment is available to support staff training and development.

3.6.3. Have separate male and female restrooms for youth. Have separate restrooms for adults and teens or processes in place to ensure adults and teens do not use the restroom at the same time as youth. (T-1).

**3.7. Child Development and School Age Outdoor Areas.** Outdoor play areas directly adjoin Child Development Center facilities. Outdoor areas for School Age Care must be assessable via a route free from hazards and located no more than 1/8 mile from the facility. (T-0).

3.7.1. Gates are unlocked whenever the facility is occupied by children or youth except gates that may be designed to be locked from opening from the public-accessible side of the fence. In this situation the gates are openable from the playground side without the need for a key or special tool.

3.7.2. 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.

3.7.3. Playgrounds are checked by a staff member trained on playground safety prior to children or youth having access.

3.7.4. Outdoor areas may include sports fields, swimming pools, tennis courts, and other outdoor play areas for School Age Care. Staff trained in playground safety determine these areas are safe for youth prior to use.

**3.8. Youth Programs Outdoor Space.** Play areas:

3.8.1. Sports fields are maintained in accordance with the national youth standards for the specified sport (e.g., soccer, baseball, flag football). Sports fields are maintained during off season.

3.8.2. Sports fields should have no or very limited insect and rodent infestations. Consult with ground maintenance for solutions.

3.8.3. Sports fields are checked for hazards by a staff member trained in playground safety prior to use.

3.8.4. May incorporate other outdoor areas, such as sports fields, swimming pools, tennis courts, and outdoor playgrounds. Staff trained in playground safety determine these areas are safe for youth prior to use.

**3.9. Maintaining Facilities and Grounds.** Keep facilities and grounds clean, in good repair and well organized. Facilities:

3.9.1. Provide custodial support to ensure cleanliness and sanitation is in accordance with industry facility standards. Reference <https://www.cs2.eis.af.mil/sites/12508/Shared%20Documents/Playbooks> for custodial standards. Custodial support is provided for the Child Development Centers during hours of operations.

3.9.2. Processes are in place to meet the sanitary standards for food preparation areas, bathrooms, diapering areas, hand-washing 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 agreement should address space, supplies and equipment, storage, telephone, open and closing procedures, cleanup and maintenance, and applicable fees.

3.10.2. The environment should be a pleasant place for youth. Create interest areas if the space is in a large open area. Use portable storage cabinets for personal belongings, supplies and equipment.

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

**3.11. Family Child Care.** Space is provided to support administrative functions, resource centers, and a reception area. Homes:

3.11.1. Have at least 35 square feet of indoor usable space for each child in care to play, eat and rest.

3.11.2. Have a working landline or cellular phone to dial the local emergency dispatch center. Post emergency phone numbers for the police, fire, poison control services and DoD Child Abuse hotline number on the parent board and program the numbers into cellular phone.

3.11.3. Provide an environment that supports the needs of the children in care and the provider's family.

3.11.4. Have outdoor play equipment designed for home use or use play area near home to support.

**3.12. School Liaison.** Physical location of the School Liaison may vary based on availability of office space at each installation but ideally the office should be located Youth Programs or in the same facility as the Flight Chief. Office space is accessible to visitors and sufficient for private consultation and includes telephone and internet capabilities.

## Chapter 4

### INSPECTIONS

**4.1. Required Annual, Unannounced Inspections.** Four local inspections and one higher headquarters inspection are required annually for compliance with this Instruction. Local inspections include comprehensive health and sanitation, annual comprehensive fire prevention, annual comprehensive safety inspection and annual multidisciplinary.

**4.2. Local Comprehensive Inspections.** Local comprehensive inspections for all programs will be unannounced and conducted annually by the local installation fire, health, and safety agencies with expertise and authority to verify compliance DoDI 6060.02, DoDI 6060.4, and with this Instruction. (T-0). Inspections include all programs and at least ten percent or no fewer than three Family Child Care homes. Fire, Safety and Public Health conduct home inspections if they are located in jurisdictions that fall within their realm of responsibility. Fire, Public Health, and Safety agencies train the Child and Youth Services Flight Chief or Child Development Director to conduct home inspections for homes in other jurisdictions.

4.2.1. The most current version of the DoD Comprehensive Checklist will be used for comprehensive inspections. A fire drill is conducted during the fire inspection.

4.2.2. Local agencies are to issue a written report to program managers no later than 30 days after the inspection. Child and Youth Services Flight Chief submits corrective action report to the appropriate agency within 90 days from the conclusion of the inspection. Child and Youth Services Flight Chief validates findings are corrected and can remain corrected prior to submitting report to the appropriate agencies. (T-1).

4.2.3. Child and Youth Services Flight Chief provides a copy of the comprehensive report to inspectors during the higher headquarters inspection.

**4.3. Local Multidisciplinary Team Inspection.** The Mission Support Group Command ensures an annual, unannounced inspection is conducted of all programs. (T-0). At least ten percent or no fewer than three Family Child Care homes are included in the inspection. The multidisciplinary inspection is completed within a two-week period.

4.3.1. The Mission Support Group Commander appoints individuals trained and knowledgeable in health and sanitation, fire, and safety to conduct the inspection. The team also includes a parent from each program and a representative from the Mission Support Group commander's staff. Installation agencies may train the Child and Youth Services Flight Chief or Child Development Center Director to conduct home inspections if homes are located in jurisdictions that are outside the agencies realm of responsibilities.

4.3.2. The inspection team uses the current DoD multidisciplinary inspection criteria to conduct the inspection.

4.3.3. The Commander's representative issues a written report no later than 30 days after the inspection to Program Managers. Child and Youth Services Flight Chief submits corrective action report to the multidisciplinary team within 90 days of the conclusion of the inspection. Child and Youth Services Flight Chief validates findings are corrected and can remain corrected prior to submitting report to appropriate agencies. (T-0).

4.3.4. Flight Chief provides a copy of the comprehensive report with corrective actions to inspectors during the higher headquarters inspection.

**4.4. Higher Headquarters Inspection.** AFSVC/SVPY will conduct an annual, higher headquarter, unannounced inspection of all programs for compliance with DoDI 6060.02, DoDI 6060.4, and this Instruction. (T-0). At least ten percent or no fewer than three Family Child Care homes are included in the inspection. The DoD Child and Youth Inspection Criteria is used to conduct inspections. The automated Inspection Management System is used to conduct the inspection, document findings and address corrective actions.

4.4.1. Inspectors must meet the qualification in accordance with DoDI 6060.02 and DoDI 6060.4. (T-0).

4.4.2. Inspection teams may be augmented by Air Force Child and Youth Programs personnel and the Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy personnel.

4.4.3. Inspection teams provide a program outbrief to the Child and Youth Services Flight Chief, program managers and appropriate staff.

4.4.4. Inspection teams provide a summary of the inspection to the Mission Support Group Commander during the executive outbrief. AFSVC/SVPY provides a report to the installation and access to the Inspection Management System within 10 days of the inspection.

4.4.5. Flight Chief submits corrective action report to AFSVC/SVPY no later than 75 days of the inspection outbrief. (T-1) Time extensions may be granted for deficiencies that cannot be closed within 75 days of the inspection (e.g. playground and facility repairs). Extensions are requested 45 days of the report due date. (T-1). AFSVC/SVPY is to verify open deficiencies are closed within the expected timeline.

4.4.6. AFSVC/SVPY reviews corrective action report and submits the Inspection Executive Summary to Air Force Child and Youth Programs no later than 120 days after inspection outbrief and no later than 15 days prior to certification expiration. (T-1).

4.4.7. AFSVC/SVPY makes inspection information available to parents by posting the results on the [militarychildcare.com](http://militarychildcare.com) website.

**4.5. Violations.** The Mission Support Group Commander ensures the immediate remedy of any life-threatening violation of this Instruction or other safety, health, and child welfare laws or regulations or will close the facility or affected parts of the facility. (T-0). Notification is made to AFSVC/SVPY if a facility is closed.

4.5.1. If the violation is not life-threatening, the Mission Support Group Commander may waive the requirement for up to 90 days beginning on the date of discovery. (T-1).

4.5.2. If the violation is not life threatening and is not remedied by the end of that 90 day period, the Mission Support Group Commander will close the facility or affected part until the violation is remedied unless an extension or waiver is approved by AF Child and Youth Programs. (T-0).



4.5.3. Requests for extensions or waivers are submitted before the corrective action report (e.g., comprehensive, multidisciplinary, unannounced) is due. Requests include plan of action, funding source if required, an estimated completion date, and interim compensatory measures. The Mission Support Group Commander signs the request and submits it to AFSVC/SVPY

4.5.4. 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 this Instruction.

**4.6. Daily Facility Inspections.** Program manager is to attend Supervisor's Safety Training, Fire Prevention and Health and Sanitation training prior to conducting facility inspections for fire, safety and health or training personnel to conduct facility fire, safety and health inspections.

4.6.1. Program managers are to train personnel to conduct daily fire, safety, health and playground inspections. Playground training is conducted by a certified playground inspector.

4.6.1.1. Trained personnel are to conduct the daily opening checklist in all activity areas prior to child or youth arrival and closing checklist when children or youth depart. Criteria from the higher headquarters inspection and comprehensive inspections should be on the checklists.

4.6.1.2. Trained personnel are to conduct playground inspections on equipment and outdoor spaces prior to daily use.

4.6.2. Program managers are to conduct a monthly indoor and outdoor inspection. Use the DoD Comprehensive Inspection Checklist to conduct inspections. Note: Coming in 2019. Post inspection on the parent board.

4.6.3. Report hazards or unsafe areas to the program manager. Findings are annotated and corrected.

**4.7. Home Inspections.** A system is in place to monitor homes for fire, safety and health requirements.

4.7.1. A fire, safety and health inspection is conducted prior to initial certification or re-certification. (T-1). Local fire, safety and health agencies conduct inspections for providers on base in government housing. Coordinators trained to conduct fire, safety and health inspection conduct inspections in all other jurisdictions.

4.7.2. A home inspection is conducted prior to initial certification or re-certification. (T-1). Use the Home Program Inspection Tool for the inspection. The Coordinator conducts the inspection.

4.7.3. The provider conducts a daily fire, safety and health inspection of all indoor and outdoor play areas prior to children arriving in the home. Findings are annotated and corrected.

**4.8. Monthly Home Visits.** Monthly unannounced visits are conducted for each certified home.

4.8.1. Coordinators vary the time each month for inspections. Two home visits are conducted during evening or weekend hours if providers offer this type of care.

4.8.2. The home visit includes:

4.8.2.1. Looking in all areas of the home to include bedrooms, upstairs areas, garages and outside areas.

4.8.2.2. Verification of the provider's daily and monthly self-inspections.

4.8.2.3. Observations of the provider with children in care NOTE: Debrief is conducted within 5 days of the visit.

4.8.3. Deficiencies are annotated and addressed as outlined below:

4.8.3.1. Life-threatening findings are corrected immediately and verified by the Community Child Care Coordinator and/or Family Child Care Coordinator. (T-1). The Panel is notified if findings are not closed.

4.8.3.2. The Child and Youth Services Flight Chief sends a letter to the provider to address the repeat findings and expected date for closure. The Panel is notified if the deficiencies are not addressed immediately.

4.8.3.3. The Panel recommends retraining, suspension or revocation if a deficiency is observed a third time.

4.8.4. The Child and Youth Services Flight Chief conducts a home inspection quarterly to observe Community Child Care Coordinator and/or Family Child Care Coordinator conducting the home visit. (T-1).

## Chapter 5

### ACCREDITATION

**5.1. Accreditation.** All Child Development Centers and School Age Care must be accredited by a national accrediting agency in accordance with 10 USC Ch 88 and DoDI 6060.02. (T-0).

5.1.1. Notify AFSVC/SVPY within 24 hours of a change in accreditation status.

5.1.2. Notify AFSVC/SVPY of all correspondence related to maintenance of accreditation status prior to releasing to the accreditation agency. Provide AFSVC/SVPY access to the Self Study prior to submitting to the accrediting agency.

5.1.3. Complete annual reports as required by the accreditation agency.

5.1.4. Maintain a Quality Improvement Team for School Age Care that consists of program staff, parents, community educators, and youth. The Quality Improvement Team meets quarterly and maintains minutes. The Team may be part of the Parent Advisory Board as long as the minutes reflect the discussion related to School Age Care.

5.1.5. Re-accreditation begins no later than one year prior to expiration. Submit accreditation materials to the AFSVC/SVPY 30 days prior to submission to the accrediting agency.

5.1.6. Submit accreditation materials for newly constructed facilities one year from the date of opening.

**5.2. Encourage providers to seek accreditation from:** The National Association for Family Child Care. Check with AFSVC/SVPY for fee assistance.

## Chapter 6

### FIRE AND SAFETY PROTECTION

**6.1. Fire Safety Certification.** All facilities must comply with the life safety and fire protection requirements of the *Life Safety Code* as implemented by the United Facilities Criteria 3-600-01, 4-470-14 and 4-740-06. (T-0).

6.1.1. The Air Force Civil Engineering Center must certify all facilities in accordance with United Facilities Criteria 4-470-14 and 4-470-06. (T-0).

6.1.2. Establish and post occupancy loads in all facilities.

6.1.3. Renovations in excess of \$500,000 requires re-certification from the Air Force Civil Engineering Center. (T-1). Check with AF Civil Engineering Center Fire Prevention when making renovation changes to see if Life Safety certification is required.

**6.2. Fire Prevention.** Use the current Air Force Child and Youth Facility Checklist.

6.2.1. There is a working automatic fire detection and alarm system in place that meets the Life Safety Code Requirements. (T-0).

6.2.2. Close the program if the fire alarm is not working for more than four hours or alternate measures are not in place. Notify AFSVC/SVPY if the program is closed.

**6.3. Indoor Safety.** Check indoor areas daily prior to children or youth arrival. Findings are submitted to the Program Manager, documented and corrected.

6.3.1. Locate children in preschool, first grade or kindergarten on the ground floor if there are multiple floors. Locate second graders no more than one floor above ground. Secure all windows above the first floor and ensure they are protected by a barrier.

6.3.2. Ensure all low, exterior windows, which could be reached by children are made of tempered safety glass, have barriers placed over them, or are covered with safety film.

6.3.3. Use self-closers on interior doors from corridors into activity rooms in Child Development Centers. Use automatic-closers or self-closers on doors designated as fire doors and when required in the DoD Fire Comprehensive Inspection Checklist.

6.3.4. Ensure locks, slide bolts, hook and eye catches, latches or temporary locks are not installed on any cabinet accessible to children or youth. Magnetic-style locks are acceptable. Privacy locks on bathroom or bedroom doors are inaccessible to children or youth or locks can be opened quickly from the outside. Bedrooms in family child care homes may have a single motion release lock to prevent children or youth from entering.

6.3.5. Wipe up liquid spills to prevent injuries.

6.3.6. Keep exits clear of obstructions.

6.3.7. -Indoor climbing equipment meets the American Society for Testing and Material and the Consumer Product Safety Commission standards for indoor climbing equipment. Any indoor climbing equipment or large pieces over 36 inches is to be secured to the wall. (T-0).

- 6.3.8. Children and youth should not be exposed to lead-based paint, asbestos, radon and other toxins and substances. Documentation is kept on file of any hazardous materials in the facilities. (T-1).
- 6.3.9. Children or youth are not exposed to flaking of deteriorating paint. Hazards are reported and appropriate work orders or processes are followed to abate these concerns.
- 6.3.10. Use pesticides and herbicides 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. (T-1).
- 6.3.11. Chemicals and dangerous products are stored in their original containers in locked cabinets or away from children or youth.
- 6.3.12. Keep bottles of disinfecting and sanitizing solutions away from children, but accessible to staff.
- 6.3.13. Store staff, provider, volunteer or contractor personal belongings (e.g., purses, medications) away from children or youth.
- 6.3.14. Keep electrical appliances, fans, and other such equipment out of the reach of young children.
- 6.3.15. Fingerguards are used on the Child Development Center doors (e.g., activity rooms, closet doors in activity rooms, front doors).
- 6.3.16. Cords are not within children's reach or are located above the tallest child in care.
- 6.3.17. Keep crib toys (e.g., mobiles) out of infant's reach to prevent strangulation. Remove toys when infant begins to push up on hands and knees or when infant is 5 months of age, whichever happens first.
- 6.3.18. Keep heating elements, electrical appliances, glue guns, tools and other dangerous equipment away from children or youth except when they are being used for educational experiences under direct staff supervision. Dangerous equipment may not be used around children two and younger.
- 6.3.19. Keep sharp objects away from children or youth except when used for educational experiences under direct staff supervision. Youth, nine and older may use these items.
- 6.3.20. Use woodworking equipment that is age-appropriate.
- 6.3.21. Keep toys and materials 1 ¼ inch in diameter and 2 ¼ inch in length or less away from children two and under. Use choking tubes to determine if small items present choking hazards.
- 6.3.22. Do not use latex balloons with children five years of age or younger. Discard deflated balloons or broken balloon pieces immediately. Unused latex balloons are stored out of reach of children.
- 6.3.23. No infant swings, suspended bouncers, or jumpers may be used.
- 6.3.24. If bouncy seats, strollers or buggies are used, the maximum time per use is 15 minutes. Bean bag chairs may not be used with infants and toddlers.
- 6.3.25. Meet the Consumer Product Safety Commission standards for cribs and port-a-cribs.
- 6.3.26. Do not use playpens and toy boxes with hinged lids.

6.3.27. Check the Consumer Product Safety Commission monthly for recalls on toys and equipment. A list of recalls can be assessed at [www.cpsc.gov](http://www.cpsc.gov).

6.3.28. High chairs may not be used in Child Development Centers.

**6.4. Plants.** Keep children or youth from poisonous plants.

**6.5. Playground Safety.** Place playground equipment off limits if there are missing or damaged parts.

6.5.1. Remove trash and animal feces from the playgrounds prior to children or youth going outside.

6.5.2. Remove clothing with drawstrings or neckties when children are on playground equipment. Monitor children or youth closely when wearing hoods on playground equipment.

6.5.3. Cover outdoor sandboxes when not in use.

6.5.4. Use helmets for wheeled riding toys for children or youth over one year of age. Use helmets at skate parks. Follow the rules for helmets at non-DoD facilities (e.g., skating rinks). No helmets are required for low center of gravity riding toys (e.g., Cozy Coupe). Meet the Consumer Product Safety Commission standards for helmets. Clean the helmet with a damp paper towel between users.

6.5.5. Ensure no wading pools and large containers of water are accessible to children. Water tables are authorized for use.

6.5.6. Ensure ponds, wells and other hazards are fenced or closed off and unavailable to children or youth.

6.5.7. Trampolines may not be used in child or youth facilities or provider's homes.

**6.6. Vehicles.** Comply with the federal motor vehicle safety standards for vehicles that transport children or youth. Keep vehicles clean and free of obstructions.

6.6.1. Family Child Care is authorized to use an appropriated fund government vehicle for monthly inspections and to transport large items to providers.

6.6.2. Review driving records annually for staff that drive government vehicles to transport children or youth. Documentation is kept on file.

6.6.3. Keep a fire extinguisher and first aid kit in all government vehicles used to transport children or youth.

6.6.4. No one under the influence of alcohol or illegal drugs may transport children or youth.

6.6.5. No one may use a cell phone while driving a vehicle transporting children or youth.

6.6.6. Smoking is not allowed while driving a vehicle transporting children or youth.

6.6.7. Use protective devices (e.g., restraints, child safety seats) when transporting children or youth. See AFI 91-207, *The US Air Force Traffic Safety Program*.

6.6.8. Provide program manager with driver's name, passenger's names, departure and arrival time, and destination prior to departing with children or youth. Have emergency plans in place for parent notification.

6.6.8.1. At least two adults besides the driver are in a vehicle when transporting children from the Child Development Center. The driver is not counted in ratio.

6.6.8.2. When youth are transported off the installation, a minimum of two adults are in the vehicles. When transporting youth on the installation and two or more vehicles are used, vehicles may travel in tandem with one adult in each vehicle. Vehicles travel directly behind each other.

6.6.9. Personnel, volunteers and contractors may not use personal vehicles to transport children or youth while performing duties. **Exception:** Family Child Care providers may use vehicles to transport children or youth.

6.6.9.1. Providers must have vehicle insurance to transport children or youth. **(T-1).** Documentation of vehicle insurance is maintained in the provider's portfolio. Notification is made to the Community Child Care Coordinator and/or Family Child Care Coordinator prior to leaving home with children or youth.

**6.7. Emergency Preparedness Plan.** Have an emergency plan to address evacuation, shelter-in-place, lock-downs, natural disasters, and other known situations specific to the locality. Develop plan with installation agencies. The plan includes:

6.7.1. Process for mass notification.

6.7.2. Notification of local authorities.

6.7.3. Facility containment procedures (e.g., closing of fire doors or other barriers, compartmentalization, turning off closed circuit television).

6.7.4. Access procedures for personnel.

6.7.5. Securing essential documents (e.g., sign-in sheets, emergency contact information).

6.7.6. Retrieval of first aid kits and medication.

6.7.7. Facility evacuation plan to include identification of assembly points, accountability procedures, primary and secondary means of egress and complete evacuation of the facility.

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

6.7.9. Securing building and rooms.

6.7.10. Use of closed circuit television based on the nature of the emergency situation.

6.7.11. Notification of parents.

6.7.12. Emergency procedures during field trips and camps.

**6.8. Family Child Care Provider Emergency Preparations:**

6.8.1. List of evacuation sites and contact information.

6.8.2. Emergency contact numbers.

6.8.3. Securing essential documents.

6.8.4. Notification to parents of emergency.

6.8.5. Shelter in place location and accountability of children or youth.

6.8.6. Supplies such as formula, toys, water, battery-powered radio, cell phone.

6.8.7. Supplies to seal room if needed.

**6.9. Evacuation or Shelter in Place Plans.** Conduct monthly evacuation drills in all programs and family child care homes. Conduct drills at different times during the month. Conduct two shelter-in-place drills annually. Conduct evacuation drills during the first week of the school year and first week of the summer program in School Age Care. A fire inspector, trained program manager or provider conducts evacuation drills in accordance with the Fire Inspection Guide.

6.9.1. Post an evacuation map with designated emergency exits and written emergency instructions in activity rooms by the exit door, front lobby, kitchen, and administrative offices. Post evacuation plans on the parent board in homes. Management staff should check activity areas to ensure all children or youth are not left in facility when children or youth are evacuating.

6.9.2. Everyone on site participates in evacuations or shelter in place drills. No children or youth are permitted to sign out of program during the drill.

6.9.3. Accountability of all children or youth is accomplished with a few minutes of evacuating as required in the DoD Fire Comprehensive Inspection Checklist.

6.9.4. Use the fire alarm to conduct evacuation drills in homes unless the home is located in an apartment building with smoke detectors that activate the building evacuation alarm in accordance with the DoD Fire Comprehensive Inspection Checklist.

6.9.5. Notify the Child and Youth Services Flight Chief if children or youth are left behind. Complete AF Form 3424, *Child and Youth Reportable Incident*, and forward to AFSVC/SVPY. Retrain personnel or providers as necessary.

**6.10. Additional Requirements for providers:**

6.10.1. Keep homes clean and in good condition.

6.10.2. Keep temperatures between 68 and 82 degrees.

6.10.3. Store firearms and ammunition separately in locked cabinets, garages, outside storage sheds, attics, or other space away from the home. Notify parents if there are guns in the home.

6.10.4. Cover radiators and water pipes.

6.10.5. Keep hot items out of children or youth's reach.

6.10.6. Place security gates or barriers at the top and bottom of all stairs. No entrapment or pinching hazards are visible.



6.10.7. Provide window fall prevention devices, such as “window opening control devices” meeting the requirements of the International Building code, for openable windows having a bottom window sill 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. 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 two distinct actions to operate in order to protect against inadvertent operation by a young child.

6.10.8. Equip fireplaces with protective screens. Extinguish fires when children or youth are present. Turn off wood stoves or space heaters when children or youth are present.

6.10.9. Monitor children closely when preparing meals for children. Turn pot handles to the back of the stove. Use back burners first. Remove stove and oven knobs when not in use. Keep children at least three feet away from the stove when it is in use.

6.10.10. Supervise youth during cooking activities.

6.10.11. Use lids and liners for trash cans. NOTE: Requirement for all programs.

6.10.12. Use high chairs with a wide base at the bottom. Attach booster chairs to a table or another chair. Use T-strapped restraints to secure children in high chairs.

6.10.13. Place trampolines off limits when children or youth are present.

6.10.14. Install lockable fences around swimming pools. Install a barrier at least four feet above the ground if the pool is in the ground. Remove all ladders. Ensure life-saving equipment is available in the pool area.

6.10.15. Place hot tubs or spas off limits when children or youth are present. Lock lids on hot tubs when children or youth are present.

## Chapter 7

### HEALTH

**7.1. Health Protection.** Protect the health of staff, children, youth, and parents while they are in the facility. Use the most current version of *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 4<sup>th</sup> Edition*. American Public Health Association and American Academy of Pediatrics, Washington, for guidance on health issues not covered by this Instruction.

7.1.1. Minimize the smell of urine, feces, garbage, pets, cigarette smoke, air deodorizers or other such odors. Adhere to the practices that minimize exposure to toxins.

7.1.2. Call pest control if visible signs of animal waste, insects, infestation of rodents and other pests.

7.1.3. Keep dirty linen, trash, mops, brooms and cleaning buckets inaccessible to children or youth.

7.1.4. Provide a crib, cot or mat and bed linens for each child when rest time is provided.

**7.2. Sanitizing/Disinfecting.** Clean activity areas, surfaces and furnishings to reduce spread of disease.

7.2.1. Make sanitizing and disinfecting solutions daily. Clearly label, date and store solutions out of the reach of children or youth.

7.2.2. Use sanitizing solutions to sanitize dishes, utensils, cutting boards, high chair trays, food tables, pacifiers and toys children may place in their mouths.

7.2.3. Use disinfecting solutions to disinfect diaper changing tables, surfaces, doors, cabinet handles, toilet areas, and floors.

7.2.4. Make fresh soapy water daily. Use prior to disinfecting and sanitizing. Label soapy water bottles.

7.2.5. Wash, sanitize and air dry toys children put in their mouths. Wash and sanitize infant toys daily.

7.2.6. Wash individual bedding at least once a week. Wash individual cribs, cots and mats daily or immediately if soiled. Store each child's individual bedding so that it does not come in contact with another child's bedding.

7.2.7. Clean table and chairs used for food service with soapy water and sanitized before meal or snack times.

7.2.8. In Family Child Care, sweep or vacuum floors used by children or youth daily. Washable floors used by children are cleaned/disinfectant at least twice a week.

**7.3. Diapering and Toileting.** Follow the diapering and toileting procedures outlined in the current Diaper Changing instructional guide.

7.3.1. Post diaper changing procedures in each diapering area. Follow the changing procedures for each child.

7.3.2. Use disposable water-resistant pads for diapering. Change between each child.

7.3.3. Place soiled diapers in an individual plastic bag and tied shut before disposing in the trash can.

7.3.4. Clean changing tables with soapy water and disinfected after use and before use by another child.

7.3.5. Use disposable diapers unless prescribed by the child's health care provider for medical reasons. Get concurrence from the medical advisor. Follow the procedures outlined for cloth diapers in *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 4<sup>th</sup> Edition*.

7.3.6. Use baby powder or similar powders when prescribed by the child's health care provider for medical reasons. Get concurrence from the medical advisor. Prohibit homemade diaper creams or wipes for use.

7.3.7. Clean toilet training chairs used in homes with soapy water and disinfected after each use. Use of straps is prohibited. Follow *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 4<sup>th</sup> Edition* for further guidance.

7.3.8. Keep all food and drinks out of the diaper changing area. Keep soiled diapers and clothing out of the food area.

**7.4. Hand-Washing.** Follow the hand-washing procedures outlined in *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 4<sup>th</sup> Edition*. Use liquid soap and warm running water for at least 20 seconds. Avoid re-contamination by using single use or disposable drying towels and turning off faucets with a disposable towel.

7.4.1. Water temperatures may not exceed 120 degrees Fahrenheit in any sink that children or youth can access. This requirement does not apply to kitchen or laundry room sinks.

7.4.2. Keep liquid soap and disposable towels or hand dryers in all rest rooms. Prohibit the use of bar soap.

7.4.3. Clean and disinfect sinks in food areas that are also used for hand-washing after diapering or toileting. Providers may use the kitchen sink for hand-washing after diapering or toileting as long as the sink is disinfected.

7.4.4. Post signs with hand-washing instructions near children's hand-washing sinks. Note: Not required in homes.

7.4.5. Wash hands upon arrival, when transitioning to a new room, before and after meals and other times as needed.

7.4.6. Wash hands prior and after using the water table. Clean and sanitize the water tables daily.

**7.5. Hygiene.** Begin tooth brushing with children 2 years of age.

7.5.1. Label toothbrushes with children's names and store each separately. Use of toothpaste is not required.

7.5.2. Label pacifiers and teething devices with the child's first and last name. Store separately.

**7.6. Sudden Infant Death Syndrome Prevention Practices.** Follow current recommendations from the American Academy of Pediatrics for safe sleep practices

- 7.6.1. Post the current Air Force Child Development Program Infant Safe Sleep Sign in the infant sleeping area.
- 7.6.2. Train applicable staff annually on safe sleep practices and monitor for compliance.
- 7.6.3. Observe infants by sight and sound at all times, including when they are going to sleep, are sleeping or are in the process of waking up. Check more frequent if infants have medical issues.
- 7.6.4. Place infants on their back for sleep until they reach one year of age. Infants may sleep in any position when they can easily turn from back to front.
- 7.6.5. Deviation from the Safe Sleep policy requires documentation from the child's health care provider and approval from the medical advisor, the Child and Youth Services Flight Chief, and AFSVC/SVPY. Post a notice on the infant's crib without identifying medical information. Documentation is kept in the infant's file.
- 7.6.6. Use crib mattresses that are firm and maintain their shape. No gaps between the mattress and the side of the crib, bassinet, portable crib, or play yard.
- 7.6.7. Prohibit the use of soft materials, such as pillows, quilts, comforters, blankets, bumper pads, sheepskins, stuffed toys and other soft materials when infants are sleeping. Only wearable blankets are permitted.
- 7.6.8. No swaddling and covering of the face and head is allowed.
- 7.6.9. No cords, electrical wires or any other hazards are permitted near sleeping infants.
- 7.6.10. Prohibit bibs and pacifiers tied around infant's neck or clipped to infant's clothing during sleep.
- 7.6.11. Prohibit the use of car seats, bouncers, strollers, infant carriers and infant swings for routine sleep. Remove infant from device to a flat surface.
- 7.6.12. Place infant on back in play areas. Thin, single layer receiving blankets may be used until infant becomes mobile. Staff or provider should be within three feet of infant.

**7.7. Signs and Symptoms of Illness.** Screen children or youth at entry and during care for signs of illness. Sick children or youth may not be accepted when ill. Children or youth are accepted only when their presence no longer impacts the health of other children as confirmed by their health care provider.

- 7.7.1. Use the American Academy of Pediatrics Managing Infectious Diseases in Child Care and School Setting for exclusion and readmission into the program.
- 7.7.2. Notify parents when child or youth is injured, exposed to disease, experiencing distress or becomes ill.
- 7.7.3. Restrict access to anyone with a contagious disease.
- 7.7.4. Prohibit youth with serious injuries to participate in physical activities without a health care provider's approval.

**7.8. Communicable Diseases.** Coordinate a response with the medical advisor and Public Health before notifying parents of a communicable disease outbreak. Notify AFSVC/SVPY if the disease causes modification to the program.

7.8.1. Consult the medical advisor and Public Health if individuals without current immunizations are allowed to participate during a documented communicable disease outbreak.

**7.9. Medical Emergencies.** Train personnel, volunteers, contractors, and providers to respond to medical emergencies.

7.9.1. Have a current AF Form 1181, *Air Force Youth Flight Patron Registration* on file for children or youth in child care. Have parents provide emergency phone numbers, authorizations for medical treatment and any known allergies or special needs. Have a current AF Form 88, *Youth Program Application*, on file. Have parents provide emergency phone numbers and authorizations for medical treatment.

7.9.2. Keep a fully equipped First Aid kit and poison control information at the front desk and in vehicles that transport children. Maintain first aid supplies-gloves, materials to clean wounds and materials to stop bleeding in each activity room and outdoor play areas.

7.9.3. Include blood-borne pathogen training in accordance with 29 CFR 1910.1030, *Occupational Safety and Health Standards*, with First Aid training. Wear disposable latex, or non-porous vinyl gloves when in contact with blood or fluids. Dispose articles contaminated with blood in a sealed plastic bag.

7.9.4. Train personnel, volunteer, contractors and providers to handle medical emergencies. The following is required for each program:

7.9.4.1. At least one direct care staff must be certified in Pediatric First Aid and Pediatric Cardio Pulmonary Resuscitation with each group of children in the Child Development Center. (T-1).

7.9.4.2. All providers and substitutes must be certified in Pediatric First Aid and Cardio Pulmonary Resuscitation prior to certification. (T-1).

7.9.4.3. At least one person is certified in First Aid and Cardio Pulmonary Resuscitation anytime School Age Care is in operation. (T-1).

7.9.4.4. At least one person certified in First Aid and Cardio Pulmonary Resuscitation is at all sponsored youth activities to include sports practices, games and events. (T-1).

7.9.4.5. Train all coaches in First Aid and Cardio Pulmonary Resuscitation prior to working with youth.

**7.10. Medication Administration.** Programs follow the procedures in the Medication Administration instructional guide for administering and storing medication.

7.10.1. Contact medical personnel to train designated personnel and providers on medications. Training is updated annually or as needed.

7.10.2. Wash hands prior and after administering medications. Exceptions apply when administering emergency medications such as Epinephrine injections.

7.10.3. Secure medications at the front desk. Keep medications in the original container, labeled with child's name and prescribed dose. Return medications to parents when no longer needed or have passed the expiration date.

7.10.4. Prescription medication may only be given with parent permission. No over the counter medications are authorized without permission from the child's physician.

7.10.5. Use the same personnel to administer medications each day if possible. Initial AF Form 1055, *Medication Administration* after administering medication.

7.10.6. Have parents administer the first dose of medication. Have parents wait 20 minutes if the first dose is administered in the program or home. During a typical 10-hour day of care, medication can be administered:

7.10.6.1. One time for medication that is administered three times a day.

7.10.6.2. Twice a day if medication is administered four times a day.

7.10.6.3. Medication administered one or two times a day is not administered except for time sensitive medications. This requirement does not apply for children in extended care.

7.10.6.4. Medications are not to be administered during open recreation in Youth Programs. Medications may be provided for programs that extend beyond the normal typical day (e.g., full day camps, field trips). Emergency medication may be given during open recreation. Youth may self-carry their emergency medication.

7.10.7. Have parent give written permission if youth, 9 years of age and older may self-administer medication. Trained personnel or providers should be present when youth 9 years of age and old self-administer medication.

7.10.8. Have parent complete AF Form 1055, *Youth Flight Medication Permission*, annually for as needed emergency medication. Personnel notify parents if medication was provided.

7.10.9. Contact medical personnel to conduct glucose testing if needed. Training includes testing procedures, bio-hazardous waste disposal practices and universal precautions. Work with Medical personnel with a bio-hazardous waste removal plan.

7.10.10. Permit trained personnel to administer Epinephrine pens, Glucagon injections or Solu Cortef. No other injections may be provided without permission from Air Force Services (A1S).

7.10.11. Have parents provide authorization annually for topical ointments.

7.10.11.1. Obtain approval from the medical advisor prior to purchasing sunscreen, insect repellent and hand sanitizers used in the program.

7.10.11.2. Use hand sanitizer for children 2 years and older if soap and water is unavailable.

**7.11. Drinking Water Testing.** Ensure water is safe for children or youth to drink. Program managers:

7.11.1. Must maintain a file with the monthly drinking water bacteriological analysis reports and the annual Consumer Confidence Report from Bioenvironmental Engineering. (T-3).

7.11.2. Program managers are to contact Bioenvironmental Engineering to conduct water testing that includes lead sampling prior to opening a new facility. (T-3). Ensure Bioenvironmental Engineering provides a memo stating the water is safe to drink.

7.11.3. Program managers are to contact Bioenvironmental Engineering to conduct water testing that includes lead sampling if any plumbing lines or fixtures are modified, added, or replaced. (T-3). Ensure Bioenvironmental Engineering provides a memo stating the water is safe to drink.

7.11.4. Notify AFSVC/SVPY if the water is unsafe to drink.

**7.12. Harmful Substances.** Minimize exposure to harmful substances for children or youth.

7.12.1. Smoking, alcohol, or illegal drugs are not allowed in the presence of children or youth. This includes outdoor activity areas and homes.

7.12.1.1. Personnel, providers, volunteers and contractors may not use any of these substances while caring for children or youth. Household members may not use tobacco products in the home or in the presence of children or youth while in care.

7.12.1.2. No one who is under the influence of alcohol or illegal drugs attends, supervises or participates in any facilities, homes or other location used for Child and Youth activities.

7.12.2. Provide the Mission Support Group Commander with possible disciplinary actions to personnel who use alcohol, illegal drugs, or tobacco products at program events. Consult with Civilian Personnel, Human Resources and Legal to explore options before recommending appropriate action to the commander.

**7.13. Pets and Animals.** Contact veterinarians before animals are accessible to children or youth. Fish and insects are exempt from this requirement. Documentation from the veterinarian of approval is kept on file.

7.13.1. Prohibit the following due to potential health risks:

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

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

7.13.1.3. Birds of the parrot family.

7.13.1.4. Mice and rats.

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

7.13.1.6. Spiders or baby chicks or ducklings may be kept in Youth Programs as long as they are approved by a veterinarian. .

7.13.1.7. Cats and dogs are prohibited in Child and Youth Programs.

7.13.2. Keep pets in cages or in an enclosed area. Supervise contacts between pets and children or youth.

7.13.3. Keep pets away from areas where food and drink are prepared, served or consumed.

7.13.4. Designate specific areas for interaction with pets. Clean and disinfect all areas where pets have been present. Supervise children or youth if they help clean pet areas.

7.13.5. Dispose of pet waste regularly. Clean and disinfect cages at least once a week.

- 7.13.6. Clean pet cages in non-food areas.
- 7.13.7. Wash hands prior to and after handling pets.
- 7.13.8. Train personnel to handle and care for pets.
- 7.13.9. Teach children or youth to handle pets appropriately.
- 7.13.10. Personnel supervise pet play times.
- 7.13.11. Remove ill or injured pets until they have been cleared by a veterinarian.
- 7.13.12. Consult with medical advisor when children or youth have allergies to animals.
- 7.13.13. For Family Child Care, permit turtles, mice, cats, dogs and birds in homes as long as they remain inaccessible to children or youth. A health check by a veterinarian is required for all animals except for fish. Test results for Psittacosis should be negative if there are birds in the parrot family.



## Chapter 8

### FOOD SERVICE

**8.1. Food Program Requirements.** Support the sanitary preparation and service of healthy foods.

8.1.1. Administers the food program in accordance with the United States Department of Agriculture Child and Adult Care Food Program and Army Technical Bulletin (TB) MED 530/NAVMED P-5010-1/AFMAN 48-147\_ IP, *Tri-Service Food Code*, 1 March 2019, AFI 48-116, and local Public Health requirements.

8.1.2. Child Development Centers and School Age Care participates in the Child and Adult Care Food Program if it is available and sponsorship is not prohibited by state policies. Child Development Centers and School Age Care are to use the DoD standardized menus provided by AFSVC/SVPY.

8.1.3. Family Child Care serves as the sponsor, if available, or partners with a local agency to assume general oversight. Cover personnel costs with monthly provider reimbursements and other expenses associated with administration of program.

8.1.4. Serve meals and snacks at least two hours apart but not more than three hours from the ending of the previous meal or snack.

8.1.5. Serve only foods prepared by program staff or foods prepared at other on base food facilities. Vegan, vegetarian or religious substitutions meet the Child and Adult Food Program Guidelines. Purchase food through regular purchasing channels and of comparable costs (e.g., chicken instead of pork). Contact AFSVC/SVPY if unable to provide substitutions.

8.1.5.1. Food items may be substituted for a child or youth's medical condition with written permission by the child's health care provider. Concurrence must be received from the program's medical advisor. Substitutions have to meet the Child and Adult Care Food Program guidelines.

8.1.5.2. Parents may provide food from home if the program is unable to meet medical requirements. Substitutions are to meet the Child and Adult Care Food Program guidelines and Public Health storage requirements.

8.1.5.3. Any other food requests, beverages, or supplemental items from home are not permitted. (T-1)

8.1.6. Providers are to submit home menus monthly to the Family Child Care Coordinator for review and approval prior to the start of each month.

8.1.7. All menus are posted for parents to view.

8.1.7.1. In School Age Care, provide cereals and fresh fruit for breakfast in addition to the required menu components.

8.1.7.2. In School Age Care, add fresh fruit in addition to the required menu components. Youth should be able to prepare some of the food themselves.

8.1.8. Substitute foods within the same food category. Document substitutions on the posted menus prior to serving.

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

8.1.10. Children may not have hot dogs that are whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoons full of peanut butter or chunks of raw carrots.

8.1.11. Limit packaged foods drinks to field trips or emergencies.

**8.2. Food Allergies.** Follow the following procedures for children or youth with food allergies:

8.2.1. Have parents provide a list of food substitutions.

8.2.2. Have parents sign a statement of consent permitting programs to post their child or youth's food allergy information.

8.2.3. Have parents provide an emergency action plan.

8.2.4. Individual child's food allergies should be posted prominently in the activity room where staff can view them and/or wherever food is served. Providers should post food allergies in the kitchen.

8.2.5. Post a list of the children with food allergies in the kitchen. Post allergy lists in the individual activity rooms and areas where children/youth eat.

8.2.6. Train personnel and providers to check for food allergies when working with children or youth.

**8.3. Drinking Water.** Provide drinking water indoors, outdoors, and on field trips.

8.3.1. Use single service cups or water fountains.

8.3.2. Water from laundry rooms, janitor closets, and outdoor hose bibs may not be used to fill drinking water containers used for children or youth.

**8.4. Food Service Equipment and Supplies.** Use tables and chairs suitable for children or youth for meals and snacks.

8.4.1. Use child-size dishes and serving utensils which are easy for children to handle. Encourage children and youth to serve themselves if developmentally appropriate.

8.4.2. Reserve paper products for emergencies. Styrofoam products may not be purchased.

**8.5. Meal Service.** Use family style dining for meal times. Personnel and providers are to eat the same food being offered to children or youth for meals or snacks. Use meal time to have opportunities for conversation about healthy nutrition habits.

8.5.1. Provide food ready to eat without adding additional responsibilities for direct care staff.

8.5.2. Encourage children to set the table and clean up after meal times.

8.5.3. Have snack ready when youth arrive from school. Provide enough time for all youth to have snack and notify youth before snacks are put away.

8.5.4. Do not use food as a punishment or reward.

**8.6. Food Purchasing.** Purchase food from the Prime Vendor. Permission is needed by AFSVC/SVPY to purchase from the Commissary.

8.6.1. Inspect food at delivery for spoilage, sanitation, or potentially hazardous conditions. Return unacceptable or unsafe food to vendor.

8.6.2. Verify quantity and annotate overages, shortages and substitutions.

8.6.3. Forecast food costs. Purchase serving bowls and utensils for determining the actual portion of food needed for each age grouping.

**8.7. Food Storage.** Conduct food storage in accordance with *TB MED 530/NAVMED P-5010-1/AFMAN 48-147\_IP*.

8.7.1. Label and date all foods.

8.7.2. Store dry goods a minimum of six inches from the floor.

8.7.3. Maintain refrigerator temperatures at or below 41 degrees Fahrenheit. Maintain freezer temperatures at or below zero degrees Fahrenheit. Document temperature readings in accordance with AFMAN\_IP 48-147 (e.g., self-inspection checklists). Use First-In-First-Out method for stock rotation to ensure older products are used first.

8.7.4. Store open food in covered containers. Label and date.

**8.8. Home Food Storage.** Store refrigerated and frozen goods in a safe manner that reduces likelihood of contamination or food borne illness.

**8.9. Training.** All staff are trained on food safety. Managers, trainers, cooks and food service workers are trained using ServSafe.

8.9.1. Wear hair restraints while working in the facility kitchen and handling food. Anyone with a cold or flu-like symptoms infection or open wound cannot handle food.

8.9.2. Transport food prepared in another facility using sanitary containers and appropriate temperatures during transportation and delivery.

**8.10. Sanitation.** Clean dishes, utensils, appliances, kitchen equipment and food preparation work surfaces thoroughly with soap and water and sanitize after each use and when changing between preparation of different raw animal foods and in-between raw foods and ready-to-eat foods.

8.10.1. Use the three-step method if a dishwasher is not available.

8.10.2. Use a dishwasher to wash dishes, utensils, cookware, serving items and infant bottles in home care. Paper or plastic products may be used if a dishwasher is not available.

**8.11. Feeding Infants and Young Children.** Follow the policies and procedures in the Air Force instructional guide on Feeding Infants and Young Children. Use *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 4<sup>th</sup> Edition*, and the Child and Adult Care Food Program *Feeding Infants, A Guide for Use in the Child Nutrition Programs*.

8.11.1. Provide two types of iron fortified infant formula-regular and soy-based. Have parents bring factory sealed containers of formula or pre-made bottles if infants use other formulas.

- 8.11.2. Label each bottle with the child's first and last name. Put the date and time bottle was prepared. Check the name on the bottle and baby before feeding bottle to infant.
- 8.11.3. Prevent other infants and young children from being exposed to human milk.
- 8.11.4. Have parents bring human milk in ready to feed bottles labeled with the child's first and last name as well as preparation date and time. Store bottles no more than 48 hours in the refrigerator or no more than 24 hours if human milk was previously frozen. Store human milk no longer than three months in a freezer.
- 8.11.5. Discard formula within one hour of removing from the refrigerator. Partially used human milk bottles may be discarded or returned to the parent at the end of the day.
- 8.11.6. Cereal may not be added to bottles unless prescribed in writing by the child's health care provider and approved by the installation medical advisor.
- 8.11.7. Microwave ovens, bottle warmers, crock pots or heated pans of water may not be used for warming bottles. Warm bottles in a container of water which does not exceed 98.6 degrees Fahrenheit or use the warmer approved by AFSVC/SVPY.
- 8.11.8. Wash hands before handling and serving any human milk, infant formula or age appropriate solid food. Wash infants' and young children's hands before being served bottles or infant food.
- 8.11.9. Hold infants who are less than 8 months old and who are unable to independently sit for bottle and spoon-feeding. Other feeding methods are permitted if prescribed in writing by the child's health care provider and approved by the installation medical advisor.
- 8.11.10. Do not allow infants or young children to carry bottles or sippy cups in the activity room or home.
- 8.11.11. Do not offer cow's milk to children less than one year of age unless prescribed in writing by the child's health care provider and approved by the installation medical advisor.
- 8.11.12. Do not feed any honey products or baked goods with honey to children younger than one year of age.
- 8.11.13. Treat incidents of feeding human milk to the wrong child as an exposure to bodily fluids due to the possible exposure to Hepatitis B, Hepatitis C or Human Immunodeficiency Virus.
- 8.11.13.1. Notify the program supervisor, who in turn notifies the parents, encouraging them to contact their child's health care provider for further guidance.
  - 8.11.13.2. Notify the Public Health office and the medical advisor.
  - 8.11.13.3. Report the incident on AF Form 3424, *Child and Youth Reportable Incident*.

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

8.12.1. Have parents introduce solid foods at home first to ensure the infant does not have an allergic response.

8.12.2. Spoon solid foods from a jar into a dish and check carefully for foreign objects. Discard any uneaten food in the dish. Label open jars of infant food with the date and time. Use within 24 hours of opening the jar of food. Programs may not make their own baby food.

## Chapter 9

### FINANCIAL MANAGEMENT

#### **9.1. Funding.** Support with a combination of appropriated and nonappropriated funding.

9.1.1. Provide enough resources to protect the health and safety of children and youth and promote child and youth development.

9.1.2. Fund child care programs with appropriated funding that is at least equal to collected parent fees.

**9.2. Appropriated Funds.** Appropriated funds may be used for salaries of appropriated fund employees, food, training and education, educational field trip transportation and entry fees, program accreditation fees and support services, contracted services (e.g., sports officials, camps), marketing (e.g., recruitment, retention, and participation efforts), supplies and equipment. Appropriated funds may also be used in Family Child Care to purchase materials for the lending library, training materials for providers, local travel expenses incurred by Family Child Care program staff using their private vehicles to perform government functions and direct monetary subsidies to Family Child Care providers.

9.2.1. Reference AFI 65-106 for additional guidance.

9.2.2. Use appropriated funds for Child and Youth Education Services. School Liaisons are authorized to use a government vehicle or file for reimbursement for local and vicinity travel in compliance with the Joint Travel Regulation.

**9.3. Nonappropriated Funds.** May not be used where appropriated funds are otherwise authorized. Use nonappropriated fees to cover nonappropriated fund employee salaries, benefits, training 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 appropriated funds or reimbursed by the United States Department of Agriculture Child and Adult Food Program. Use nonappropriated funds when appropriated funds are not authorized. Reference AFI 65-106 for guidance.

9.3.1. To the maximum extent possible, child care fees cover the nonappropriated cost of care. Nonappropriated costs not covered by child care fees are to be minimized.

9.3.2. Grants from other appropriate sources of nonappropriated funds include funding received from the Air Force Aid Society, Boys & Girls Clubs of America, Combined Federal Campaign distribution, the Department of Agriculture and similar sources, to include the installation morale, welfare and recreation fund. Assistance in reviewing and drafting grant applications as well as proposed donations or gifts should be obtained from the installation legal office or AFSVC/SVPY. In-kind donations or values over \$5,000 must be reviewed by AFSVC/JA. In kind donation (e.g., infant supplies, art and craft supplies) may be accepted by the Center Director

9.3.3. Nonappropriated fund financial goals are based on the Consolidated Net Income after Depreciation and should be between zero to four percent for the Child Development Centers and no more than ten percent for School Age Care at the end of each fiscal year. Youth Programs are not required to generate a profit or generate funds to support adult programs.

**9.4. Child Care Fees.** Program managers will implement child care fees based on the DoD and Air Force annual fee policy. (T-1). Follow DoD guidance for school-age programs, hourly care, preschool programs, community-based programs, and Family Child Care subsidies. Parent fees may not be adjusted more than once a year.

9.4.1. Use parent fees to cover nonappropriated fund employees' salaries and benefits, training, consumable supplies (e.g., materials that have a one-time use) and food-related expenses not paid from appropriated funds or reimbursed by the United States Department of Agriculture Child and Adult Food Program.

9.4.2. Use the high market adjustment rate in areas that pay higher wages to compete with local labor or where staff wages are affected by non-foreign cost of living allowance, base differential, or locality pay. Use low market adjustment rate in areas where costs for comparable care within the installation catchment area are significantly lower. Request market adjustments from Air Force Child and Youth Programs.

9.4.3. Approval by the Nonappropriated Fund Council is not required for child care fees. Fees are determined by DoD policy.

9.4.4. Notify civilian sponsors with children enrolled in DoD subsidized programs to the requirements of Internal Revenue Code, Title 26, USC, section 61 and Title 26, *Code of Federal Regulations*, section 1.61-1.

9.4.5. Base fees on 50 hours of care per week even though programs may be open more or less hours. Use appropriated funds to cover the additional costs of child care. Child care may not exceed beyond 12 hours per day per child.

9.4.5.1. For short term mission or emergency requirements requiring extended child care, Mission Support Group Commanders may approve children in care beyond 12 hours per day. Any requirements exceeding two weeks require AFSVC/SVPY coordination and approval.

9.4.5.2. For any care beyond normal operating hours, parents are charged the hourly rate based on their total family income.

9.4.6. Provide a discount for families who have multiple children enrolled in child care.

9.4.7. Base fees for full time care on total family income.

9.4.7.1. Use the DD Form 2652, *Application for Department of Defense Child Care Fees*, or electronic equivalent, to verify total family income.

9.4.7.2. Verify total family income annually and adjust fees accordingly.

9.4.8. Adjust family's child care fees for Child Development Programs in accordance with DoDI 6060.02 and this Instruction. (T-1). Note: The Mission Support Group Commander may not delegate this authority.

9.4.8.1. Hardship fees may not be set below category one fees in Child Development Programs.

9.4.8.2. If programs experience operational hardships (e.g., staffing shortage), adjustments may be made to child care fees for Child Development Program staff. Child and Youth Services Flight Chiefs will obtain approval from Air Force Child and Youth Programs prior to fee adjustments for Child Development Program staff. (T-1).

9.4.9. Notify parents of fee changes at least 30 days in advance. (T-1). Post fees while installation fees are being approved, if necessary.

9.4.10. Notify parents about the option of subletting or renting their space. Weekly payments are required and no profit may be made on the space. Parents using rental spaces are provided dates for enrollment and termination. Parents are notified that enrollment in the program does not provide higher priority on the wait list.

9.4.11. Do not charge registration fees for child care programs.

9.4.12. Offer discounts for participating in an approved parent participation program. Approval is required by the Mission Support Group Commander.

9.4.13. School Age Care Fees:

9.4.13.1. School Age Care fees are to cover before school, after school, or before and after components.

9.4.13.2. Charge the full day weekly fee that is used for the Child Development Centers for full day care during the winter, spring and summer breaks.

9.4.13.2.1. When fees are charged for additional days or hours of care, use the hourly rate based on total family income.

9.4.13.2.2. Charge the hourly rate for special events (e.g., Parents Night Out, holiday party).

9.4.13.2.3. Charge parents for the number of weeks requested for summer day camp.

9.4.13.2.4. Charge additional fees for instructional classes, entertainment events or transportation. NOTE: Only electronic payments are accepted in the Child Development Centers and School Age Care.

**9.5. Family Child Care Provider Fees.** Providers set their own fees unless enrolled in the subsidy program. Notify providers of the requirement to charge DoD fees if enrolled in the subsidy program.

**9.6. Youth Programs.** Funded with at least 65 percent direct appropriated fund support in accordance with DoDI 6060.4. (T-0).

9.6.1. Utilize funding from the Combined Federal Campaign, Boys & Girls Clubs of America, 4-H, and similar sources to support programming. Use grant money in accordance with the purpose and the conditions imposed. Seek assistance from the legal office prior to applying for grants and accepting donations.

9.6.2. May participate in Boys & Girls Clubs of America programs that have commercial sponsors. Program materials, as outlined in AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, have a disclaimer indicating 'no federal endorsement is intended' Programs may not participate with companies identified with alcohol or tobacco products.



9.6.3. Programs that support contingency or war operations and geographically separated units receive 100% appropriated funding in accordance with DoDI 6060.4. (T-0).

9.6.4. Appropriated or nonappropriated funds may not be used to pay entry fees, charter fees or other expenses for participation of individuals in civilian youth activities. Such expenses are not paid under any circumstances where doing so interferes with or limits the Force Support Commander's essential command control and supervision of a group. Appropriated funds are not used for these purposes under any circumstances.

9.6.5. Private youth organizations are to follow this Instruction and AFI 34-223, *Private Organizations Programs*. Private youth organizations may not receive any direct appropriated or non-appropriated funding.

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

**9.7. Youth Fees.** Generate enough income to cover nonappropriated expenses associated with an activity. Youth Programs and activities are offered free or at a reasonable cost. Monthly membership fees may not exceed \$30 per youth per month without approval from AFSVC/SVPY.

9.7.1. Registration fees may be charge, if necessary. Higher fees may be charged to patrons who have not paid annual fees. .

9.7.2. Charge fees to cover expenses for sports leagues.

9.7.3. Charge fees to cover costs for contracted camps.

**9.8. Fundraising guidance.** Follow fundraising guidance for MWR programs in accordance with AFMAN 34-201, *Use of Nonappropriated Funds* and AFI 36-3101, *Fundraising*. . Deposit funds in the Morale, Welfare, and Recreation Fund. Funds may be held in unearned income accounts for the specified purpose until used for youth activities.

**9.9. Insurance.** Child and Youth Programs is insured through the Air Force Morale, Welfare, and Recreation self-insurance program.

9.9.1. Notify contractors of the requirement to have \$300,000 in personal liability insurance before establishing a contract for providing high-risk services. If personal liability insurance cannot be obtained, notify contractor an acknowledgment to compensate the Government for any expenditure due to the contractor's conduct and activities is required.

9.9.2. Provide volunteers that conduct high-risk activities information about purchasing personal liability insurance for their own protection.

9.9.3. Ensure coaches are certified as youth sports coaches and have purchased the insurance required by the certifying youth sports organization as per DoDI 6060.4. (T-0).

**9.10. Private Youth Organizations.** Establish a self-administered program that follows the same background screening and training requirements for child abuse prevention in this Instruction. Use AFI 34-223, for additional guidance.

9.10.1. Conduct background checks for employees, contractors and specified volunteers in accordance with DoDI 1402.05. (T-0).

9.10.2. Sign a statement stating they have not been arrested for or convicted of any crime involving children or youth.

9.10.3. May not receive non-appropriated or appropriated funding.

**9.11. Forms Management.** Any changes to AF Forms for use in programs has to be approved by AFSVC/SVPY.

## Chapter 10

### PROGRAM PERSONNEL

#### 10.1. Personnel. Employ enough staff to operate programs.

10.1.1. Hire extra staff to cover breaks, lunches, call outs, and vacations.

10.1.2. Staff may work uncommon tour of duty including evenings, weekends and school holidays.

10.1.3. Appropriated fund positions are determined by current manpower standards. Air Force Child and Youth Programs coordination and approval is required prior to the elimination of child and youth program manpower billets or utilization of billets outside Child and Youth Programs.

#### 10.2. Authorized Appropriated Fund Positions:

10.2.1. Child and Youth Services Flight Chief. Provides oversight of the Child Development Center, Family Child Care, Youth Programs, and School Liaisons. Flight Chiefs are required to have a four year degree in a field appropriate to the position.

10.2.2. Training and Curriculum Specialists. Support the training and curriculum needs of all appropriated and non-appropriated fund staff, providers, specified volunteers and contracted workers.

10.2.2.1. Training and Curriculum Specialist positions are authorizations based on the total number of personnel, providers, volunteers and contractors in all child and youth programs. **NOTE:** Twenty volunteers are equal to one staff member.

10.2.2.2. Training and Curriculum Specialists are required to have a four-year degree or equivalent in early childhood education or child development from an accredited college. (T-1). The degree may be in school age or youth development if assigned solely to youth programs.

10.2.3. Community Child Care Coordinator or Family Child Care Coordinator. An appropriated fund coordinator position is authorized for the Family Child Care Program if there are nine or more homes certified or in the process of becoming certified. If the coordinator has fewer than nine homes, the coordinator is assigned additional duties within the flight which commensurate with the requirements for the other Child and Youth positions outlined in this Instruction. If the coordinator position is vacant, the individual assigned Family Child Care responsibilities should meet the qualifications of the Community Child Care Coordinator or Family Child Care Coordinator as outlined in this Instruction.

10.2.3.1. Each Community Child Care Coordinator and Family Child Care Coordinator must have a four-year degree or equivalent from an accredited college in child development, early childhood, home economics (with early childhood emphasis), elementary education, special education, or other related fields appropriate to the position. (T-1).

10.2.4. Child Development Center Directors. An appropriated fund director position is authorized for each child development center or group of facilities with 99 or more children enrolled. An appropriated fund assistant or annex director is authorized for each annex or satellite facility with 49-98 children enrolled. If a facility or group of facilities has an enrollment of less than 99 children, the assistant or satellite director should be employed as the director. If the child development facility or group of facilities has an enrollment of less than 49 children, the supervisor should be employed as the director.

10.2.4.1. Child Development Center Directors must have a four-year degree or equivalent from an accredited college in the field of child development, early childhood education, home economics with early childhood emphasis, elementary education, special education or other fields appropriate to the position. (T-1). Nine credit hours should be in leadership, management or administration to meet the accreditation standards required by the National Association for the Education of Young Children.

10.2.5. Child Development Center Assistant, Annex or Satellite Directors. Have a four-year degree or equivalent from an accredited college in the field of child development, early childhood education, home economics with early childhood emphasis, elementary education, special education or other fields appropriate to the position. . (T-1). Nine credit hours should be in leadership, management or administration to meet the accreditation standards required by the National Association for the Education of Young Children.

10.2.6. Child Development Supervisors. Appropriated fund Supervisors are authorized for each facility to help manage the program during all hours of operation. Programs have the authority to designate a supervisor as an assistant director.

10.2.7. Child Development Center Administrative or Clerical Specialists. Authorized for each facility to cover the front desk during normal hours of operation.

10.2.8. Child Development Education Technicians. Appropriated fund education technicians are classroom teachers.

10.2.8.1. Programs are authorized one appropriated fund education technician in every four full time teaching staff requirements. Utilize appropriated fund education technicians in the classroom 75% of the time to meet and maintain required staff to child ratios and support the financial viability of the program.

10.2.8.2. Installations with children under age three years comprising 65% or greater enrollment of all children enrolled are authorized appropriated fund education technicians for 1 in 3 full time teaching staff requirements for infant and pre-toddler rooms only. In this case, toddler and preschool age rooms continue to earn appropriated fund education technicians at 1 in 4 full time teaching staff requirements.

10.2.9. Child Development Food Services Workers and Cooks. Authorized for locations which are prohibited from or that cannot participate in the Child and Adult Care Food Program.

10.2.10. Youth Programs Directors. Authorized position to oversee program. Must have a four-year degree from an accredited college in the field of youth development, education, psychology with child or youth emphasis, youth studies, recreation, physical education, or other appropriate degree. (T-1).

10.2.11. Youth Assistant or Annex Directors. Authorized with an average daily open recreation attendance of 125 or more youth. This requirement excludes School Age Care. An appropriated fund assistant youth director is also authorized for programs with more than one DoD certified Youth Program facility to provide adequate program management and supervision for additional Youth Program facilities on the installation.

10.2.12. Youth Programmers. Authorized with an average daily open recreation attendance of 50 or more youth. This requirement excludes School Age Care. Provide opportunities for youth to participate in the five core program areas and the Air Force required programs.

10.2.13. School Age Care Coordinator. Authorized for each DoD certified School Age Care facility. Must have a four- year degree or equivalent from an accredited college in the field of elementary education or other related fields appropriate to the position. (T-1).

10.2.14. School Age Care Administrative or Clerical Specialists. Authorized for each School Age Care facility to cover the front desk during normal hours of operation.

10.2.15. Youth Sports and Fitness Manager. 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.

10.2.16. Teen Program Coordinator. Authorized if installation's program offers one or more of the following programs: Boys & Girls Clubs of America teen focused programs, Teen Council, Teen Movement Project, or DoD Joint Services Teen Council lock-ins. Located in designated activity areas in youth facilities or other designated areas in an installation facility (e.g., Community Center).

10.2.17. School Liaison. Must have a four-year degree from an accredited college in the field of K-12 education, psychology with child or youth emphasis, child or youth development, or other appropriate field.

**10.3. Teaching Staff and Providers.** Direct care and providers as a condition of employment or participation:

10.3.1. Are at least 18 years of age.

10.3.2. Hold a high school diploma or equivalent.

10.3.3. Read, speak and write English.

10.3.4. Are free of communicable diseases and successfully pass a physical no later than 60 days of appointment. Providers pass physical prior to providing care. Documentation is on Optional Form 178, *Certificate of Medical Examination*.

10.3.5. Will maintain current immunizations in accordance with DoDI 6060.02, and 6060.4, and this Instruction. (T-3).

10.3.6. Are physically and behaviorally capable of performing the duties of the job.

10.3.7. Have access to the installation.

10.3.8. Are able to complete the required training satisfactorily.

**10.4. Other Adults.** Staffing and programming may be enhanced by and supplemented with additional adults working directly in programs with children and youth.

10.4.1. Specified volunteers who could have extensive or frequent contact with children over a period of time are considered specialized 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 Mission Support Group Commander designates additional positions to be specified volunteers based on the nature or frequency of work. This may be accomplished by a memorandum for record.

10.4.1.1. Execute DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities or Nonappropriated Fund Instrumentalities*, in accordance with DoDI 1100.21, *Voluntary Services in the Department of Defense*, and AFI 34-101, *Air Force Morale, Welfare and Recreation*. Train and supervise according to their role.

10.4.1.2. Volunteers must complete background check in accordance with DoDI 1402.05 and this Instruction. (T-0). Includes youth volunteers ages 12 years and above.

10.4.1.3. Document the number of hours specified volunteers work.

10.4.1.4. Youth may volunteer in Youth Programs but they may not be counted in staff to youth ratios. Request approval from the Child and Youth Services Flight Chief for youth requesting to perform community service in Youth Programs. Supervise youth volunteers at all times and never leave volunteers alone with youth participants. Youth with criminal activity or any other mandatory disqualifiers as identified in DoDI 1402.05 or this Instruction may not perform community service within Child and Youth Programs. (T-0).

10.4.1.5. 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.

10.4.1.6. Recognize volunteers for their contributions in the Airman and Family Readiness Center volunteer recognition program.

10.4.2. Contractors. Complete background checks in accordance with DoDI 1402.05 for all contractors, including custodial staff.

**10.5. References.** Prior to selecting an individual (paid, contractor or volunteer) to work with children, contact at least two personal, professional or educational references.

10.5.1. Document date, person contacted and his/her response.

10.5.2. For family child care providers, obtain letter from military member's supervisor or commander indicating whether there is information about the active duty member to suggest the home should not be certified. Keep documentation in provider's portfolio.

**10.6. Background Checks.** Conduct background screening for appropriated fund and nonappropriated fund employees, on and off base family child care providers and individuals twelve years of age and above who reside in the home 30 days or longer, substitute providers, specified volunteers and contractors as outlined in DoDI 1402.05 and this Instruction. Conduct checks prior to anyone working with children or youth to include those with overall management responsibility of Child and Youth Programs. Will complete suitability and fitness determination in accordance with DoDI 1400.25, V 731, *DoD Civilian Personnel Management System: Suitability and Fitness Adjudication for Civilian Employees* or applicable Air Force suitability instruction. (T-0).

10.6.1. Maintain the Background Check Record form in the personnel, contractor or volunteer work folder or provider portfolio.

10.6.1.1. Receive Background Check Record form identifying preliminary suitability decision prior to individual working with children or youth. Personnel may not have contact with children or youth until form is on file in the program.

10.6.1.2. Attach Background Check Record form to *Family Child Care Approval Record*, to record family child care provider background check results. Obtain parental consent for background checks to be conducted on youth from twelve through seventeen years of age. Advise parents that lack of consent may preclude participation as a youth volunteer or certification as a family child care provider.

**10.7. Office of Responsibility.** Human Resources, Civilian Personnel or the Force Support Security Assistant conducts background checks. The following documents or checks for all child and youth programs personnel are required:

10.7.1. Application or resume.

10.7.2. Optional Form 306, *Declaration for Federal Employment*. Required for all appropriated, nonappropriated, contractors and family child care providers only.

10.7.3. DD Form 2981, *Basic Criminal History and Statement of Admission*.

10.7.4. Complete DD Form 2981, *Basic Criminal History and Statement of Admission*, prior to selection and annually thereafter. Initiate new form every five years and maintain in the employee work folder.

10.7.5. Notify applicants failure to furnish all requested information may result in an unfavorable adjudication decision and may affect suitability of working with children or youth. Failure to disclose accurate information may be grounds for dismissal, termination or disbarment from participating in the program.

10.7.6. Notify personnel, providers and family members to immediately report any incident that may invalidate their current background check and that failure to report incidents may be grounds for dismissal, termination or disbarment. Take appropriate action (e.g., administrative leave or detailed to duties not requiring contact with children or youth) until the case has been resolved and suitability has been determined.

10.7.7. Initiate Installation Records Check of all applicants identified having a military affiliation for a minimum of two-years prior to date of application.

10.7.8. Include a record review by Security Forces of law enforcement databases to include but not limited to Security Force Management Information System (SFMIS), Family Advocacy Program of the Air Force Central Registry (and DoD Central Registry if the military affiliation was with other Services), and Office of Special Investigations of the Defense Central Index of Investigations (DCII). All checks are completed in accordance with agency requirements.

10.7.9. Initiate a Federal Bureau of Investigation fingerprint check for all staff, contractors, family child care providers and adult household members and specified volunteers.

10.7.10. Obtain letter from military member's supervisor or commander indicating whether there is information about the active duty member to suggest a family child care provider's home should not be certified. Keep documentation in provider's portfolio.

10.7.11. Initiate Child Care Tier 1 investigation on staff, contractors, and family child care providers prior to working with children/youth. **(T-0)**. Child care components for Child Care Tier 1 investigations include a State Criminal History Records Checks of current and former states of residence and employment. Other states in close proximity to the installation should also be checked.

10.7.12. Upload all derogatory information and DD 2981, Basic Criminal History and Statement of Admission obtained during preliminary checks into eQip.

10.7.13. Perform a State Criminal History Records check for individuals not meeting the criteria as listed above such as individuals with higher level investigation. Conduct State Criminal History Records check of last and current state when reciprocity of a previous child care suitability decision is being applied.

10.7.14. Follow Office of Personnel Management fingerprinting guidance and other state-specific requirements.

10.7.15. Program staff will not presume individuals are suitable for working alone with children or youth merely because an investigation has not been completed. (T-0). Follow up every 5 working days for Installation Records Checks. Check on the Child Care Tier 1 no later than 60 days after submission and every 30 days after. If no response from the State(s) is received within 60 days, suitability determination based upon the Tier 1 report may be made.

**10.8. Criteria for Automatic Disqualification.** In accordance with DoDI 1402.05, no person, regardless of circumstances, will be approved to work with children or youth if the background check discloses conviction in a civilian or military court or non-judicial punishment under Article 15 of the Uniform Code of Military Justice (UCMJ), for:

10.8.1. A sexual offense. (T-0).

10.8.2. Any criminal offense involving a child or youth victim. (T-0).

10.8.3. A felony offense involving illegal or improper use, possession, or distribution of any controlled or psychoactive substances, narcotics, cannabis, alcohol, or other dangerous drug. (T-0).

10.8.4. A civil adjudication or administrative proceeding concerning the death or serious injury to a child, youth or dependent person entrusted to the individual's care. (T-0).



10.8.5. Any violent crime such as murder, non-negligent manslaughter, forcible rape, robbery, aggravated assault and kidnapping, which involved force or threat of force, as well as robbery, aggravated assault and arson. (T-0).

**10.9. Criteria for Presumptive Disqualification.** Maintain a justification for any favorable determination made where background check findings include any of the following presumptive disqualifying information:

10.9.1. Request approval from Air Force Child and Youth Programs, prior to making final or updating suitability determination of individuals with Family Advocacy or civilian agency record indicating that the individual met criteria or was substantiated for child abuse/neglect or civil adjudication that the individual committed child abuse or neglect.

10.9.2. Evidence of an act or acts by the individual to indicate poor judgment, unreliability, or untrustworthy in providing child care services.

10.9.3. Evidence or documentation of the individual's past or present addiction to any controlled or psychoactive substances, narcotics, cannabis, or other dangerous drug without evidence of rehabilitation.

10.9.4. Evidence or documentation of the individual's current or past history of engaging in the unauthorized video or photographic imagery of other persons.

10.9.5. A civilian or military conviction, including any general, special or summary court-martial conviction, or non-judicial punishment under Article 15 of the Uniform Code of Military Justice (UCMJ) for:

10.9.5.1. Illegal or improper use, possession, or addiction to any controlled or psychoactive substances, narcotics, cannabis, or other dangerous drug.

10.9.5.2. A civil adjudication that terminated the individual's parental rights to his or her child, with the exception of birth parents placing their child for adoption.

**10.10. Suitability Determination Authority Levels.** Identified as follows and may not be further delegated:

10.10.1. Force Support Commander or Director for specified volunteers and contract workers when the DoD Central Adjudication Facility cannot make a favorable determination.

10.10.2. The DoD Central Adjudication Facility determines Child Care Tier 1 for employees, family child care providers, and contractors. The following suitability determination authorities apply when the DoD Central Adjudication Facility cannot render a favorable determination:

10.10.2.1. Civilian Personnel and Nonappropriated Fund Human Resources office for appropriated fund and nonappropriated fund civilians respectively.

10.10.2.2. Mission Support Group Commander for family child care providers.

10.10.2.3. Personnel responsible for reviewing investigative documents and making recommendations to commanders will complete the web-based Office of Personnel Management Suitability Adjudication course or other equivalent training. (T-0).

**10.11. Temporary or Term Appointments.** Conduct pre-employment checks that include a review of an application/resume, OF 306, DD Form 2981, *Basic Criminal History and Statement of Admission*, Installation Records Check, Federal Bureau of Investigation fingerprint check, and reference checks.

10.11.1. A Child Care Tier 1 is not required for intermittent, temporary or seasonal employees or contractors in non-sensitive positions provided such employment does not exceed an aggregate of 120 days in either a single continuous appointment or series of appointments.

10.11.2. Initiate Child Care Tier 1 when intermittent, temporary, term or seasonal employee or contractor returns for a second appointment (e.g., summer).

**10.12. Reverification.** Required at various intervals specific to the type of personnel. Initiate reverification at least 60 days prior to expiration.

10.12.1. Civilian Personnel, Human Resources or Force Support Squadron Security Assistant notifies the supervisor and the employee, contractor, family child care provider and their family members, substitute provider or specified volunteer when reverification is needed. Initiate and track until reverification is complete and adjudicated.

10.12.2. Conduct installation records, Federal Bureau of Investigation fingerprint and State Criminal History Record checks every five years for appropriated fund civilians, nonappropriated fund civilians, and contractors.

10.12.3. Conduct installation records and Federal Bureau of Investigation fingerprint checks every five years for specified volunteers and for family child care adult household members annually. Note: Family child care household members under the age of 18 only need an Installation Records Check annually.

10.12.4. Conduct installation records and Federal Bureau of Investigation fingerprint annually and State Criminal History Record check every five years on family child care providers.

10.12.5. Take action when reverification or out of cycle checks reveal derogatory information.

10.12.6. Individuals without completed reverifications or when reverifications are submitted with less than 30 days advance notice return to line of sight supervision.

10.12.6.1. For investigations that expired, but the individual was unavailable for the initial check or reverification (i.e., deployed family child care sponsor or adult family child care household member in college), initiate the initial check or reverification within 14 days of individual returning home.

10.12.6.2. Establish a system to monitor reverification deadlines.

**10.13. Line of Sight Supervision (LOSS):** Paid or contract personnel and providers are provisionally cleared to perform duties under appropriate line of sight supervision when favorable adjudication of preliminary investigations (e.g., DD Form 2981, *Basic Criminal History and Statement of Admission*, Installation Records Check, Federal Bureau of Investigation fingerprint check, two professional reference checks, and Child Care Tier 1 initiated) are returned and favorably adjudicated, but the Child Care Tier 1 and final suitability determination is pending.

10.13.1. 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 family child care providers, line of sight is operationally defined as regular monitoring through weekly unannounced home visits by the family child care coordinator. For short term contracted camps line of sight is provided via favorably adjudicated staff member.

10.13.2. 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. Managers consider capability of the person (e.g., interactions, classroom management) before assigning someone without a completed background check to work alone with children.

10.13.3. Child and Youth 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 to be under line of sight supervision.

10.13.4. Line of sight supervision may be removed when the DoD Central Adjudication Facility or the suitability agent has made a favorable suitability determination. Final suitability is documented on the Background Check Record. This does not apply to Military Family Life Counselors who are always in line of sight.

10.13.5. 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.

10.13.6. 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).

10.13.7. Line of sight supervision is not required when applying reciprocity of a previous child care suitability determination.

**10.14. Physicals.** Child and Youth Program personnel have a physical examination no later than 60 days after appointment. Physicals are updated every three years ensuring personnel are physically and behaviorally capable of performing duties of the job.

10.14.1. Documentation of the most recent physical exam is kept in the employee or provider personnel file.

10.14.2. Family child care providers and substitute providers have a physical prior to certification and are physically and behaviorally capable of performing the duties of the job. Physicals are updated every three years.

**10.15. Immunizations.** In accordance with AFI 48-110\_IP/, *Immunization and Chemoprophylaxis for the Prevention of Infectious Diseases*, all Child and Youth Program personnel, family child care providers and their household members, contractors, and specified volunteers are required to follow the Center for Disease Control and Prevention or Advisory Committee on Immunization Practices recommended age-appropriate vaccinations and immunizations. (T-3). NOTE: The Shingles Vaccine is recommended, but not required. All Child and Youth Programs are to comply with Federal law and regulation. (T-1). Family Child Care programs whose home is located in areas of exclusive State or concurrent jurisdiction, and are licensed by State authorities, must comply with State law and regulations. (T-1). Current copies of immunization records are maintained in the personnel file. Individuals without current immunizations may not work in Child and Youth Programs or have children in their home without an approved medical or religious exemption from the Mission Support Commander on file. See [paragraph 12.6](#) for more information about medical or religious exemptions.

**10.16. Child and Youth Program Personnel Performance.** Provide personnel and specified volunteers a copy of position description. Discuss expectations, work schedules, requesting leave, apparel, personal belongings, confidentiality, and professionalism as it relates to their position. Update position description as personnel move into a new position and/or promoted.

10.16.1. Provide a copy of the organizational chart.

10.16.2. The Director observes newly hired personnel every other month within the first six months of employment. The Training and Curriculum Specialist observes new personnel and new providers monthly for the first six months of employment. Following each observation, provide an opportunity for coaching and goal setting. Maintain documentation in the relevant files.

**10.17. Child and Youth Program Personnel Evaluations.** Provide personnel opportunity to evaluate performance annually.

10.17.1. New contractors are evaluated and given feedback within the first six months and annually thereafter. Documentation is kept on file.

10.17.2. Specified volunteers are evaluated and given feedback within the first six months. Documentation is kept on file.

**10.18. Workforce Continuity.** Program Managers must ensure at least 75% of the total labor hours for nonappropriated fund and appropriated fund Child Development Center and School Age Care personnel are paid to employees receiving benefits. (T-0). Nonappropriated fund teaching staff wages should be increased as necessary to ensure all activity rooms are staffed and promote continuity of care for children or youth.

**10.19. Employee, Contractors and Specified Volunteers Folders.** Folders are secured in the supervisor's office. The folders include:

10.19.1. Application or resume.

10.19.2. DD Form 2981, *Basic Criminal History and Statement of Admission*.

10.19.3. Results of two reference calls unless employee is a Priority Placement Program candidate.

10.19.4. Background Check Record with dates of background checks and suitability determination.

10.19.5. Documentation of training on the Child and Youth Program Positive Guidance and Appropriate Touch instructional guide.

10.19.6. High school diploma. NOTE: Only required for employees.

**10.20. Communication.**

10.20.1. Personal information that involves children, youth, family members, or staff is not shared.

10.20.2. Provide opportunities for staff to meet with program management at least monthly. Meetings may be conducted in small or large group settings.

## Chapter 11

### TRAINING

**11.1. Training Program.** Completion of training is a condition of employment or participation for all personnel. This requirement includes flight chiefs, providers, specified volunteers and contractors. Documentation is kept in the personnel training folders. Child and Youth employees are paid for training time. Training is provided in a manner that does not interfere with child care or youth responsibilities. Provide computers with internet capabilities to support training.

11.1.1. Link training requirements in accordance with the DoD Employee Wage Plan referenced in DoDI 1400.25, *DoD Civilian Personnel Management*, Vol 1407. Training is one of the determining factors for pay increases and promotions.

11.1.2. Provide opportunities for personnel to attend local, regional or national training to support their professional development.

11.1.3. Training and Curriculum Specialists are to conduct in-person observations of teaching staff that work with children or youth and family child care providers. Observations are conducted for at least forty-five minutes at a time with a one hour of coaching provided within three days of the observation. Ten monthly coaching sessions are required annually. Goals are created during coaching sessions and documented on the Individual Training Plan. Document the training on AF Form 1098, *Special Task Certification and Recurring Training*. Note: This requirement does not include coaches or volunteers. Observations may not be conducted using Closed Circuit Television and observing staff through a window.

**11.2. Orientation.** Train teaching staff, providers, specified volunteers and contractors prior to working with children and youth. Forty hours of training is required for child and youth program assistants and providers within the first ninety days of employment.

11.2.1. Modify orientation for child and youth program assistants or providers who have attended orientation within the last twenty four months at another Air Force program. Modifications may be made to orientation for those who had a break in service of less than one year.

11.2.1.1. Have new staff complete a minimum of four hours of observation and four hours of peer shadowing before caring for children or youth.

11.2.1.2. Extend observing and peer shadowing for new hires with limited experience with children or youth.

11.2.2. Orientation includes:

11.2.2.1. Developmentally appropriate activities.

11.2.2.2. Working with children of different ages including developmentally appropriate activity and environmental observations.

11.2.2.3. Age appropriate guidance and discipline techniques.

11.2.2.4. Applicable regulations, policies and procedures.

11.2.2.5. Safety and fire prevention.

11.2.2.6. Child abuse and neglect and problematic sexual behavior involving children and youth and prevention, identification and reporting.

11.2.2.7. Parent and family relations.

11.2.2.8. Health and sanitation procedures including blood borne pathogens in accordance with 29 CFR 1910.10.10. Health hazards for personnel and recognizing symptoms of illness.

11.2.2.9. Emergency health and safety procedures, including cardiopulmonary resuscitation and first aid. For providers, pediatric cardiopulmonary resuscitation and first aid training are completed prior to certification. Child Development and Family Child Care Programs use Pediatric Cardiopulmonary Resuscitation training.

11.2.2.10. Safe infant sleep practices. Note: Required only for staff who work with children under the age of one year.

11.2.2.11. Nutrition, obesity prevention, and meal service.

11.2.2.12. Supporting children or youth with special needs.

11.2.2.13. Accountability and supervision of children or youth.

11.2.2.14. Concussions including cause, prevention, recognition, and response to concussions. Concussion information is readily available.

11.2.2.15. Kids Included Together online modules: Introduction to Inclusion Module 1 should be completed during orientation and prior to working with children.

11.2.2.16. Business operations for providers only.

11.2.2.17. Youth Programming Note: youth staff only.

**11.3. Competency Based Courses.** All newly hired teaching staff and providers to include target level employees, must complete the DoD competency based courses in accordance with DoDI 6060.02 and DoDI 6060.4, for their position unless this requirement was met during previous employment in a DoD child care facility. (T-0).

11.3.1. The DoD Virtual Lab School courses are used to train new Child Development teaching staff and providers. Personnel are assigned courses according to the age group they work. No more than two courses can be assigned at one time. Personnel are to complete each lesson to include the activities, assessment and competency.

11.3.2. The DoD Youth Staff Training Courses are used to train new youth personnel. No more than two courses can be assigned at one time. Personnel are to complete each lesson to include the activities, assessment and competencies.

11.3.3. Child Development Center Directors and Assistants, Training and Curriculum Specialists, School Age Coordinators, and Family Child Coordinators are to complete the DoD Virtual Lab School courses within six months from date of hire for their position. (T-1). Training is documented on AF Form 1098, *Special Task Certification and Recurring Training* and maintained in training folder.

11.3.4. Youth Directors, Sports and Fitness Directors, Teen Coordinators and Youth Programmers have six months to complete the University of Minnesota R.E.A.C.H. Positive Youth Development modules unless this requirement was met during previous employment in a DoD youth facility. (T-1). Note: The assignments at the end of each course is not required. Training is documented on AF Form 1098, *Special Task Certification and Recurring Training* and maintained in training folder.

11.3.5. Teaching staff are to complete courses within eighteen months from date of hire even though there may be periods of non-duty status (e.g., medical leave, college attendance).

11.3.6. Training and Curriculum Specialists are to provide coaching with each lesson and after completion of activities for teaching staff and providers. Personnel may not turn in all activities from one course at one time. Personnel are to complete the assessment and demonstrate competency at the end of each course. Assessments are open book. Training is documented on AF Form 1098, *Special Task Certification and Recurring Training* and maintained in training folder.

11.3.7. Provide at least one hour a week of paid time for teaching staff to work on DoD-approved competency-based training courses.

11.3.8. For child and youth teaching staff, VLS Child Abuse courses 14 and 15 are completed within sixty days of employment. Positive Guidance is completed within the first six months of employment. A minimum of three courses every three months are completed after fulfilling the initial six month period requirement. Courses may be assigned according to individual's need.

11.3.9. For providers, VLS Child Abuse courses and Positive Guidance are completed prior to certification. Environments, Health and Safety may be included as part of orientation. A minimum of three courses every three months is required after certification. Providers have a total of fifteen months from date of certification to complete courses.

11.3.10. Term employees 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.

11.3.11. Develop an action plan for teaching staff or providers who are not meeting the timeline for completion. Notify the Child and Youth Services Flight Chief to determine if a time extension is justified. Notify personnel offices if an extension has been granted. Documentation is maintained in the training file.

11.3.12. Notify providers who are more than one month behind in completing DoD courses that certification is suspended unless current within 30 days of notification. Notify Panel of any providers not meeting training requirements.

11.3.13. Certification should be revoked when providers are more than two months behind with DoD-courses.

11.3.14. Assign relevant lessons in the Virtual Lab School or in the Youth courses when teaching staff move to different programs or different age groups as part of their Individual Training Plan. The Virtual Lab School Crosswalk may be used to determine training for child development staff.



11.3.15. Provide AF Form 1098, *Special Task Certification and Recurring* training for module completion when teaching staff or providers leave the program. Forward a copy to the personnel offices for inclusion in the official personnel file.

11.3.16. All newly hired teaching staff and providers are to complete the four “Kids Core Inclusion Modules” at Kit.org within the first six months of employment. NOTE: This requirement also includes target level employees.

11.3.16.1. Introduction to Inclusion is completed during orientation and prior to working with children.

11.3.16.2. The remaining courses Supporting Positive Behaviors, Respectful Accommodations, and Partnering with Families is completed within the first 6 months of employment.

**11.4. Training for Program Managers.** 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. Program managers are to complete competency-based courses if they have not previously completed the courses. Reference 11.3. Program managers must complete twelve hours of annual training in accordance with DoDI 6060.02, and DoDI 6060.4. (T-0).

11.4.1. Annual training includes:

11.4.1.1. Prevention, identification, and reporting of child abuse and neglect

11.4.1.2. Problematic sexual behavior involving children and youth

11.4.1.3. Program administration, including appropriated fund and nonappropriated fund financial management, funding metrics, and fiscal accountability.

11.4.1.4. Staff development and personnel management.

11.4.1.5. Prevention of illness and injury and promotion of health.

11.4.1.6. Emergency procedures and preparedness.

11.4.1.7. Developmentally appropriate practices.

11.4.1.8. Supporting children or youth and families with special needs.

11.4.1.9. Refresher training for militarychildcare.com if applicable.

11.4.1.10. Positive Guidance and Appropriate Touch.

11.4.1.11. Concussions-Cause, Prevention, Recognition and Response.

11.4.2. Flight Chiefs are required annually to have prevention, identification and reporting of child abuse and neglect, problematic sexual behavior involving children and youth and concussions-cause, prevention, recognition and response.

**11.5. Training and Curriculum Specialists.** All new Training and Curriculum Specialists should complete new employee orientation if they have not previously held the position. Training and Curriculum Specialists are to complete the competency-based training. Reference 11.3. if they have not previously completed the courses. Training and Curriculum Specialists must complete twelve hours of annual training in accordance with DoDI 6060.02. (T-0). Annual training includes:

11.5.1. Prevention, identification, and reporting of child abuse and neglect.

- 11.5.2. Problematic sexual behavior involving children and youth.
- 11.5.3. Developmentally appropriate practices.
- 11.5.4. Principles of adult learning.
- 11.5.5. Prevention of illness and injury and promotion of health.
- 11.5.6. Emergency procedures.
- 11.5.7. Supporting children or youth and families with special needs.
- 11.5.8. Concussion-Cause, Prevention, Recognition and Response

**11.6. Training for Child and Youth Program Assistants and Providers.** Child and Youth Program assistants and providers must complete twenty-four hours of annual training in accordance with DoDI 6060.02 and DoDI 6060.4, and this Instruction. **(T-0)**. Reading and signing a document does not count for training hours. Training includes:

- 11.6.1. Prevention, identification, and reporting of child abuse and neglect.
- 11.6.2. Problematic sexual behavior involving children and youth,
- 11.6.3. Infant safe sleep practices and Sudden Infant Death Syndrome prevention, if applicable.
- 11.6.4. Administering medication, if applicable.
- 11.6.5. Supporting children or youth with special needs. **Note:** Providers only if applicable.
- 11.6.6. Positive Guidance and Appropriate Touch.
- 11.6.7. Concussions to include cause, prevention, recognition, and response.

**11.7. Cardio Pulmonary Resuscitation and First Aid Training.** All required training remains current and documentation is kept on files.

- 11.7.1. Child Development Center personnel must be certified in Pediatric Cardio Pulmonary Resuscitation and Pediatric First Aid Training within the first 90 days of employment. (T-0).
- 11.7.2. School Age Care personnel must be certified within the first 90 days of employment. (T-0).
- 11.7.3. Providers and substitutes must be certified in Pediatric First Aid and Pediatric Cardio Pulmonary Resuscitation prior to certification. (T-0).
- 11.7.4. Youth personnel must be certified during the first 90 days of employment. (T-0).

**11.8. Associates Credential.** Encourage personnel to obtain their Child Development or Youth Development Associates credential. Consult with AFSVC/SVPY for fee assistance.

**11.9. Youth Sports and Fitness Program Staff Certification.** Youth Directors/Assistants, and Youth Sports and Fitness Program staff must be certified as a Youth Sports Administrator by National Alliance for Youth Sports. (T-1)

**11.10. Administrative Staff Orientation.** Managers will ensure administrative staff completes orientation in accordance with DoDI 6060.02 and DoDI 6060.4. (T-0). Orientation includes:

- 11.10.1. Applicable regulations and installation policy.

11.10.2. Prevention, identification, and reporting of child abuse and neglect. Note: Use the Virtual Lab School courses.

11.10.3. Problematic sexual behavior involving children and youth. Note: Use the Virtual Lab School courses for staff.

11.10.4. Customer Service.

11.10.5. Emergency procedures.

11.10.6. Age-appropriate guidance and discipline.

11.10.7. Training for MilitaryChildCare.com.

11.10.8. Medication training.

11.10.9. Cash handling and records management.

11.10.10. Concussions-Cause, Prevention, Recognition and Response.

11.10.11. Air Force competency based training modules within first six months of employment.

**11.11. Food Service Staff.** Manager will ensure orientation is provided in accordance with DoDI 6060.02 and DoDI 6060.4. (T-0). Food Service orientation includes:

11.11.1. Applicable regulations and installation policy.

11.11.2. Prevention, identification, and reporting of child abuse. Note: Use the Virtual Lab School courses.

11.11.3. Problematic sexual behavior involving children and youth. Note: Use the Virtual Lab School courses.

11.11.4. Health and Sanitation practices.

11.11.5. United State Department of Agriculture Child and Adult Food Program.

11.11.6. Age appropriate guidance and discipline.

11.11.7. Concussions-cause, prevention, recognition and response.

11.11.8. DoD Nutrition Courses on the Virtual Lab School within first six months of employment.

**11.12. Support Staff Training.** Managers will ensure food services workers and administration staff have a minimum of six hours of training annually in accordance with DoDI 6060.02 and DoDI 6060.4. (T-0). Training includes prevention, identification and reporting of child abuse; problematic sexual behaviors; age-appropriate guidance and discipline; emergency procedures; military childcare.com; concussion-cause, prevention, recognition and response; and all other position related training. Administrative staff are to complete MilitaryChildCare.com refresher training annually.

**11.13. Specified Volunteers.** Managers will ensure specified volunteers complete orientation and training in accordance with DoDI 6060.02 and DoDI 6060.4. (T-0).

11.13.1. Orientation includes prevention, identification, and reporting of child abuse and neglect; problematic sexual behaviors involving children and youth; age-appropriate guidance and discipline; working with children with special needs; child health and safety; safe infant sleep practices and Sudden Infant Death Syndrome prevention; emergency procedures; concussion-cause, prevention, recognition and response; applicable regulations and installation policy; and the role of the volunteer. Sudden Infant Death Syndrome prevention is only required for individuals who work with children under one year of age.

11.13.2. A minimum of ten hours of annual training is required. Annual training includes child abuse prevention, identification and reporting, problematic sexual behaviors, safe infant sleep practices and age appropriate guidance and discipline. Safe infant training is only required if the individual works with infants.

11.13.3. Management staff are to observe and provide feedback within the first six months. Documentation is kept on file.

**11.14. Youth Sports Coach and Assistant Coach Training.** Use the National Youth Sports Coach Association to train youth sports coaches and assistants, including those in installation-recognized private organizations. Keep certification current and completed prior to the start of the season. Documentation is kept in personnel files. Exceptions are approved by the Youth Director.

11.14.1. Coaches are trained in Cardio Pulmonary Resuscitation and First Aid Training prior to start of practices.

11.14.2. Provide returning certified coaches supplementary training to enhance their coaching ability and to maintain annual certification (e.g., sports specific, skills enhancement, youth development, fitness, nutrition).

11.14.3. Provide annual training on prevention, identification, and reporting of child abuse; problematic sexual behavior involving children and youth and concussions including cause, prevention, recognition, and response. Ensure concussion information is readily available.

11.14.4. All coaches and assistant coaches sign the National Youth Sports Coach Association Code of Ethics annually.

**11.15. School Liaison Training.** Completes orientation, initial, and annual training. Training should include local, state and federal education laws and policies, community outreach, working with parents, child abuse identification, prevention and reporting, problematic sexual behavior, research and data practices, public affairs, emergency and contingency planning, protocol, and ethics. School Liaisons complete twelve hours of annual training. Note: This does not apply to the Installation Commander appointed Military School Advisor who interacts with schools, school boards and state education associations in an official capacity.

**11.16. Contractor Orientation.** Contractors complete orientation and training in accordance with DoDI 6060.02 and DoDI 6060.4. (T-0).

11.16.1. Contractor orientation includes: applicable regulations and installation policy; prevention, identification, and reporting of child abuse and neglect; problematic sexual problematic behaviors involving children and youth; age-appropriate guidance and discipline; working with children with special needs; child health and safety; safe infant sleep practices; and concussion-cause, prevention, recognition and response; and emergency procedures. Safe sleep practices is only required for individuals who work with infants.

11.16.2. A minimum of ten hours of training is required annually. Contractor training includes prevention, identification, and reporting of child abuse, neglect, and problematic sexual behaviors involving children and youth; safe infant sleep practices, age-appropriate guidance, and working with children or youth with special needs. Safe sleep practices is only required if the contractor works with infants.

11.16.3. Training requirements are the same as if hired as nonappropriated fund personnel.

11.16.4. Feedback is provided within the first six months of employment. Documentation of feedback is kept on file.

**11.17. Fire prevention, safety, and health and sanitation training.** Arrange for fire and health agencies to provide training when assuming responsibility for a new facility. Completion of training allows managers to train personnel to conduct daily fire and health checks. Documentation is kept on file.

11.17.1. 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 personnel to conduct daily safety checks. Documentation is kept on file.

11.17.2. Arrange training from Safety to conduct home inspections prior to certification.

## Chapter 12

### OPERATIONS

**12.1. Child and Youth Programs.** Provides a work-force benefit to Active Duty, 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 Child Development Centers, Family Child Care Homes, School Age Care, and Youth Programs.

12.1.1. The Air Force Aid Society funds additional services for child care (e.g., Give Parents a Break).

12.1.2. Community based fee assistance programs are available to families who do not have access to installation programs. Assistance is available through the Child Care Aware of America website at <http://www.naccrra.org/military-families>.

**12.2. Eligibility.** Child care eligibility is contingent on the status of the sponsor. Eligible patrons as outlined in DoDI 6060.02, include active duty military, DoD civilian employees, guard or reserve on active duty orders, active duty coast guard members, combat related wounded warriors in an active duty status, Gold Star spouses of military members who died from a combat-related incident, those acting in loco parentis for the dependent child of an otherwise eligible patron, eligible employees of DoD contractors, and others who may be authorized on a space available basis. In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children or youth are eligible for child care only when they reside with the eligible sponsor at least 25 percent of the time in a month. If granted child care during active duty status, children of combat related wounded warriors may remain in child care until their dependent child reaches age twelve. Children of combat related wounded warriors who are medically retired as a result of combat related injuries may remain in the existing program until the child(ren) is (are) no longer age eligible. (T-0).

12.2.1. The Mission Support Commander may extend eligibility of children enrolled for a period of up to one year following the death of the military member who died in a non-combat related incident. At the conclusion of that period, eligibility would be determined based on the status of the parent or guardian with which the child or children reside. Parents may request a hardship waiver if necessary.

12.2.1.1. Ineligible users may be placed in Family Child Care.

12.2.1.2. Only eligible users are authorized the subsidy program.

12.2.2. Eligibility for Youth Programs includes active duty military, Air National Guard and Air Force Reserve military personnel on active duty or inactive duty training status, and retirees from active duty. Reference AFI 34-101 for other eligible patrons.

**12.3. Child Development Program.** Offers care for children from two weeks through twelve years of age. Promotes the cognitive, social, emotional, cultural, language and physical development of children through programs and services that recognize differences in children and encourage self-confidence, curiosity, creativity, self-discipline and resiliency.

12.3.1. Child Development Centers offer child care for children from six weeks to five years of age.

12.3.2. School Age Care offers child care for children and youth from five to twelve years of age. School Age Care is located in a separate facility or in a separate space in the Youth Programs facility.

12.3.3. Family Child Care offers child care to children and youth from two weeks to twelve years of age. Care is provided in homes located on or off installation that have been certified.

**12.4. Child Development Program Hourly Care.** Hourly child care may be offered to support short-term needs on the installation. Adhere to the same standards for full time care.

12.4.1. Permit families to make reservations at least one month in advance. Charge parents the next day for failing to cancel reservations or are “no shows” for the hours reserved.

12.4.2. Use empty spaces for hourly care.

12.4.3. Use AF Form 1929, *Child Development Center Daily Reservation Log*, to track hourly reservations, unless an electronic system is used.

12.4.4. Track hourly reservations to include those who were accommodated and those who were not accommodated. Report totals quarterly.

**12.5. Child Development Program Enrollment.** Maintain a folder for each child or youth enrolled in accordance with the File plan. Include AF Form 1181, *Air Force Youth Flight Patron Registration*, AF Form 2652, *Application for Department of Defense Child Care Fees*, immunization records, and the Income Eligibility and Enrollment Form for the Child and Adult Food Program if applicable.

12.5.1. Complete enrollment forms before care is provided. Ensure parents provide authorization for field trips, medications, photographs, and who can sign child or youth in or out of the program.

12.5.2. Update AF Form 1181, *Air Force Youth Flight Patron Registration* annually.

**12.6. Child and Youth Immunizations.** In accordance with AFI 48-110 IP, all children and youth enrolled in Child and Youth Programs are required to have the Centers for Disease Control and Prevention and Advisory Committee on Immunization Practices recommended age-appropriate vaccinations and immunizations unless an exemption has been granted by the Mission Support Commander for religious or medical reasons. (T-0). The Human Papillomavirus (HPV) is recommended, but not required.

12.6.1. Children who have not received their age appropriate immunizations prior to enrollment and do not have a documented religious or medical exemption from routine childhood immunizations are required to have immunizations within 30 days of enrollment. Dis-enroll children if documentation is not provided within thirty calendar days of enrollment. Maintain tracking record of all children’s immunizations for currency.

12.6.2. No documentation of vaccines is required in School Age Care or Youth Programs if the state requires schools to have current immunizations. Documentation is required for youth that are home schooled. Maintain documentation in youth records.

12.6.3. Follow the timeline the Advisory Committee on Immunizations sets annually for the flu vaccine. Require children or youth to have the flu vaccine no later than thirty calendar days after enrollment if the timeline is applicable. Have parents provide documentation of the vaccine for their enrolled children no later than 30 November each year.

12.6.3.1. Documentation of flu vaccines is required in all programs.

12.6.3.2. The medical advisor may permit attendance if a vaccine is unavailable. Have parents obtain vaccine when it becomes available.

12.6.4. In accordance with AFI 48-110 IP, an immunization exemption may be granted for medical or religious reasons. The Mission Support Group Commander has the authority to approve religious and medical exemptions. In the absence of the Mission Support Group Commander, the Wing Commander approves or disapproves immunization exemption requests. A list of all current individuals with approved exemptions for each immunization is maintained by the program. An exemption is renewed when individuals seek Child and Youth services at a new installation.

12.6.4.1. Requests for religious exemptions must include a statement from the employee, parent or legally authorized representative explaining that their sincerely-held religious beliefs form the reason for objection, an acknowledgment that they are aware of the risk involved when choosing not to immunize, and acknowledgment that exempted individuals are subject to exclusion from working in or attending during an outbreak. For minors, a legally authorized representative can sign such an acknowledgment. The basis of those sincerely-held religious beliefs are not normally subject to examination or rebuttal.

12.6.4.2. Medical exemptions must include a reason from the primary care provider or allergy provider for the exemption and a statement that there is a medical complication if the vaccine is received; an acknowledgment that they are aware of the risk involved when choosing not to immunize; and an acknowledgment that exempted individuals are subject to exclusion from working in or attending during an outbreak. For minors, a legally authorized representative can sign such an acknowledgment. Medical Treatment Facility staff should review medical exemptions issued by network or non-primary health care providers for validity prior to Mission Support Group Commander's approval.

12.6.4.3. During a documented outbreak of a contagious disease that has a vaccine, anyone with an immunization exemption is subject to exclusion from the program for his or her protection and the safety of the other children and staff until the contagious period is over. Consult the medical advisor and public health for guidance on exclusions.

12.6.4.3.1. Fees are still required for Child Development Programs when children or youth are excluded. Hardships waivers may be approved by the Mission Support Group Commander.

**12.7. Child and Youth Program Parent Handbook.** Provide a handbook to parents that includes a list of key personnel, community resources and any topics required by accrediting agencies. Note: May be provided electronically. This includes, but is not limited to:

12.7.1. Operating hours.

12.7.2. Financial policies (e.g., fees and charges, late pick-up procedures and fees, transportation, refunds).

12.7.3. Medical and health procedures (e.g., accidents and injuries, ill children, communicable diseases, allergies, medication).

12.7.4. Emergency procedures (e.g., evacuation, release of children, weather conditions, active shooter, disaster preparedness, missing child or youth).



12.7.5. Termination of enrollment (e.g., non-payment, child or youth unable to adjust to program environment, parent failure to comply with program policy).

12.7.6. Supporting children or youth and families with special needs.

12.7.7. Child abuse and neglect (e.g., who must report, to whom, under what circumstances).

12.7.8. Transportation and field trips.

12.7.9. Alcohol, drugs and tobacco products policies.

12.7.10. Plan for communicating with parents.

12.7.11. Notification that children or youth may be subject to closed circuit video monitoring and recording as part of their participation.

12.7.12. Concussion policies and information from the Center of Disease Control and National Organizations.

**12.8. Child Development Program Wait List Management.** Children should be placed in care no later than 90 days from the date care is needed. If unable to meet the standard, an action plan must be submitted to the AFSVC/SVPY to address measures taken to meet unmet child care demand.

12.8.1. If there is a wait list, develop a plan for meeting additional needs.

12.8.2. Recruit providers to support wait list need. Contact units to recruit spouses as providers.

12.8.3. Maintain room flexibility to meet the changing demographics of the wait list.

12.8.4. Move the part-day preschool program to the youth center or another facility approved for child care. Facilities are to meet fire, safety and health regulations prior to providing child care.

12.8.5. Provide parents placed on the wait list information about Family Child Care to include fee assistance availability. Refer families to outreach child care programs (e.g., Child Care Aware of America's Military Child Care in Your Neighborhood).

**12.9. Child Development Program Wait List Priorities.** Installations must follow priorities in accordance with DoDI 6060.02. (T-0). Provide justification to Air Force Child and Youth Programs if unique mission-related requirements exist that require the need to vary priorities. Child Development Programs are to use [militarychildcare.com](http://militarychildcare.com) for wait list management.

12.9.1. **Priority 1.** The highest priority for care is given to qualifying children where the sponsor has one of the below statuses and their spouse is employed, except in the case of active duty combat related wounded warrior. Priority is given in the following order:

12.9.1.1. Combat related wounded warriors in an active duty status.

12.9.1.2. Child Development Center or School Age Care direct care staff.

12.9.1.3. Single or dual active duty military service members, including single or dual Guard/Reserve on orders.

12.9.1.4. Active duty Service members, including Guard/Reserve on orders, with a working spouse.

12.9.1.5. Single or dual active Coast Guard members.

12.9.1.6. Single or dual DoD civilians paid from appropriated or nonappropriated funds.

12.9.1.7. DoD civilian employee with a working spouse who is not a DoD civilian.

12.9.1.8. Employed Gold Star spouses of military members deceased from a combat related incident.

12.9.1.9. Airmen returning from deployment may be placed at the top of the wait list for child care if their child was dis-enrolled due to the deployment.

12.9.2. **Priority 2.** The second priority for care is given equally to qualifying children of an eligible patron with a non-working spouse who is actively seeking employment. The eligible patron must have the status of an active duty military service member, Guard/Reserve on orders, DoD civilian employee paid from appropriated or nonappropriated funding.

12.9.3. **Priority 3.** The third priority for full-time care is given equally to qualifying children of an eligible patron with a non-working spouse who is enrolled in an accredited post-secondary institution. The eligible patron must have the status of an active duty military service member, Guard/Reserve on orders, DoD civilian employee paid from appropriated or nonappropriated funding.

12.9.4. **Space Available.** After meeting the needs of parents in priorities 1, 2, and 3, Child Development Programs support the need for other eligible patrons including active military service members and Guard or Reserve on orders with non-working spouses, DoD civilian employees paid from appropriated or nonappropriated funds with non-working spouses, eligible employees of DoD contractors, foreign military service members assigned to the US installation, federal employees from non-DoD agencies and military retirees, including retired combat related wounded warriors, on a space available basis. In this category, Child Development Programs may also authorize ineligible patrons in accordance with 10 U.S.C 1799, *Child Care Services and Youth Program Services for Dependents: Participation by Child and Youth Otherwise Ineligible*, to make more efficient use of DoD facilities and resources.

12.9.5. **Priority of Determination.** Priority for care is administered by MilitaryChildCare.com based on the eligibility requirements defined above. Individual priority verification is determined at the time of placement.

12.9.6. **Continuous Enrollment Requirement.** Children of combat related wounded warriors who are medically retired as a result of combat related injuries may remain in the existing program until the child(ren) is (are) no longer age eligible.

12.9.6.1. Spouses actively seeking employment submit verification every 90 days once the family is enrolled in care. The child may be removed from care if the spouse has not gained employment after 90 days. The Installation Commander may authorize an extension of care.

12.9.6.2. Student spouses verify educational admission or enrollment every 90 days. If, at the time of verification, the spouse is not currently enrolled, they show proof of intent to resume educational activities within 90 days.

12.9.6.3. Children are authorized to remain in care through the end of the summer after their 12th birthday.

**12.10. Family Child Care.** Allows the installation commander to increase child care availability and support. Provides nontraditional child care needs (e.g., nights, weekends).

12.10.1. Supports recruitment and retention of providers.

12.10.2. Has set office hours to assist parents with child care needs. Post a sign with the hours of operation.

12.10.3. Provides information about providers to parents.

12.10.4. Offers Air Force Aid Society for Volunteers or Permanent Change of Station and other child care support programs. A written statement is on file why Air Force Aid Society programs are not required or need is met in other ways.

12.10.5. Offers the Expanded Child Care Program for families requiring nights, weekends and unique child care.

12.10.5.1. Obtain approval from AFSVC/SVPY prior to enrolling families in specific programs.

12.10.5.2. Use expanded child care for families not requiring full-time care but needing child care assistance for short-term hourly appointments if space is unavailable in the Child Development Center.

12.10.5.3. Calculate total family income prior to approval of care. Subsidy is not authorized when spaces are available in the Child Development Center or School Age Care. AFSVC/SVPY is the approval authority for exceptions. Children of wounded warriors requiring care during summer, night and weekends are authorized subsidy if accommodations cannot be made in the Child Development Center or School Age Care.

12.10.5.4. Find additional information on fee assistance policies and procedures in the online manual on the Extended Child Care website.

**12.11. Provider Application and Certification.** Provide information to potential providers on how to become certified or substitute providers. Note: The same requirements are required for substitute providers. Active duty members may not be certified as providers.

12.11.1. Use the Family Child Care Certification Application for those wanting to become certified. Application packages include the applicant's high school diploma or equivalent, and/or college transcripts. Applicants are to provide a written statement agreeing to the requirement and are willing to purchase the required insurance coverage. Individuals are not permitted to provide care until they are certified.

12.11.2. Applications are to be processed within 15 workday days of receipt. (T-1). Coordinators should conduct fire, safety, and health screenings, training, and home visits, concurrently, to expedite the process.

12.11.3. Applicants are to meet all applicable requirements prior to certification including requirements for county, state or country requirement unless Air Force has exclusive or concurrent jurisdiction. (T-1).

12.11.4. Coordinators are to interview applicant and all household members who are ages twelve and above prior to recommending approval. Use the Family Interview sheet, for documentation.

12.11.5. Have certified and substitute providers sign the Provider Agreement.

12.11.6. Providers may not be charged for certification, training, background checks and normal wear-and-tear on equipment or lost equipment.

**12.12. Certification of Homes.** Certificates may not be issued to providers until the Mission Support Group Commander has signed the approval record. (T-1). The Mission Support Group Commander may not delegate this authority. The date on the approval record should not be later than the date on the certificate.

12.12.1. The certificate is:

12.12.1.1. Displayed in a prominent location in the home.

12.12.1.2. Not issued until the applicant provides evidence that the effective date on the required liability insurance is before or on the date they begin providing care.

12.12.1.3. Is valid for no more than 12 months.

12.12.1.4. Is returned when the provider is suspended or revoked, ceases to provide care on the installation or is no longer certified.

12.12.1.5. The Family Child Care sign is displayed on the front door or window of all homes except in overseas installations.

12.12.2. Re-certify providers who moved from one residence to another as soon as inspections are completed, proof of insurance has been transferred, and provider has approval of the Mission Support Group Commander to operate.

12.12.3. Re-certify providers who move from another Air Force installation to another within the last 12 months. Conduct health, safety, fire and program inspections before recommending certification to the Panel. Have the Panel review file from previous installation.

**12.13. Certification of Privatized Housing Homes.** Establish a memorandum of agreement with the host nation or, state, to delegate the certification of privatized housing to the Air Force, if possible.

12.13.1. If the local authorities do not defer to the Air Force certification requirements, then ensure providers are certified as required.

12.13.2. Have providers follow the most stringent requirements whether it's the county, state, host nation, or Air Force's requirement.

12.13.3. Ensure provider's insurance policy provides coverage if county, state, or host nation licensing is waived.

12.13.4. Ensure privatized or privately owned homes have the required local, state, and host nation approvals prior to certification.

12.13.5. Post a copy of the county, state or country certificate in the home.

**12.14. Substitute Providers.** Substitute providers provide childcare in a provider's home that provides care on a regular basis. Substitutes may serve as backup for more than one provider. Substitutes are to complete orientation prior to certification and caring for children. Backups may purchase their own insurance or may be covered by the main provider's insurance. 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 substitute provider training. Parents are to be informed when a backup substitute is caring for their children or youth.

**12.15. Provider Insurance.** All providers are to carry a minimum of \$500,000 or more general liability for the policy period. (T-1). The entire balance of the policy is available for each incident unless amount required by state licensing requirements is higher. In that case, the insurance is to meet the state requirement. Maintain a copy of each provider's insurance policy in their folder. The copy of the insurance policy is in English.

12.15.1. Provider's insurance policies that are not pre-approved by the Services Center Legal Office must be reviewed by the installation Legal office for adequacy. Maintain a copy of their insurance policy in their folder, written in English. A provider with an insurance policy that has been pre-approved should, at a minimum, maintain a certificate of insurance or coverage summary sheet in their folder, written in English. A full policy review may be requested at any time.

12.15.2. Provide information on potential sources for insurance but do not recommend any specific carrier.

12.15.3. Ensure provider has automobile liability insurance at the minimum required by state law if transporting children or youth. Documentation is kept in the provider's portfolio.

12.15.3.1. Ensure provider uses age-appropriate restraint devices and appropriate safety precautions are taken.

12.15.3.2. Ensure provider does not leave children in care including the provider's own children under 8 years of age alone in a vehicle.

**12.16. Provider Portfolio.** Maintain a six part folder for each active and inactive provider. Each folders contains:

12.16.1. The application, applicant's high school diploma or equivalent, college transcripts, interview, proof of liability insurance, vehicle insurance card if transporting children/youth, immunization and physical, DD Form 2981, *Basic Criminal History and Statement of Admission*, background checks, references, documentation of training Positive Guidance and Appropriate Touch instructional guide, pre-inspection reports, monthly inspection, training records, certificate and approval record.

12.16.2. When there is a permanent change of station, provide a copy of Tabs 1, 3, 4, 6, 8, and 9 of the provider's portfolio to new installation. Only current information has to be provided. Ensure privacy standards are met.

**12.17. Inactive Homes.** Individuals who request to become inactive providers may retain their certificate for no more than three consecutive months of inactivity before needing to be recertified.

12.17.1. Conduct program inspection before reactivating certificate.

12.17.2. Keep certificate on file during inactivity.

12.17.3. Have providers return materials from the Resource Center if they are inactive for more than one month.

**12.18. Unauthorized Home Care.** Residents providing unauthorized child care residing in government owned and privatized housing are notified of the requirements when providing care for more than 10 cumulative hours a week. (T-1).

12.18.1. A team consisting of the Family Child Care Coordinator/Community Child Care Coordinator, Child and Youth Services Flight Chief and member of the Force Support Commander's office conduct an unannounced visit to individuals, residing in government owned quarters or privatized housing that are not certified and suspected of providing child care on a regular basis. **(T-1)**. Provide an application for certification and a memo signed by the Mission Support Group Commander to provide information about unauthorized child care and certification requirements. Contact Security Forces if there are suspected violations of law.

12.18.2. Notify the Housing Management office prior to the unannounced visit to those who are not certified and are suspected of providing child care on a regular basis.

12.18.3. Unauthorized care does not include:

12.18.3.1. Individuals who occasionally provide care for a friend or neighbor less than ten hours per week.

12.18.3.2. Teens doing evening or weekend baby-sitting for families.

12.18.3.3. Child care provided in the parent's own home.

12.18.3.4. Parent cooperatives that provide child care for other parent's children on an exchange basis and no fees are involved.

12.18.3.5. Temporary full-time care during a parent's absence or deployment by the person listed on the AF Form 357, *Family Care Plan*.

**12.19. Family Child Care Panel.** Includes the Mission Support Group Deputy Commander or equivalent, Force Support Commander, Director or Deputy, and the Child and Youth Services Flight Chief. The Coordinator(s) and Training and Curriculum Specialist are in a non-voting capacity. Includes representatives from the Legal Office, Family Advocacy, Safety, Fire, Mental Health, medical advisor, Security Forces and Public Health, if needed. (T-1). Annotate licensing matters and document reviews in the Panel minutes.

12.19.1. The Chair convenes the Panel quarterly. The Chair convene the Panel when:

12.19.1.1. One or more individuals are ready for review of certification.

12.19.1.2. There is a complaint against a provider.

12.19.1.3. There is an allegation of child abuse and neglect involving a provider or their household member.

12.19.1.4. A provider fails to correct significant deficiencies identified in the monthly visit.

12.19.1.5. A provider fails to make satisfactory progress towards completing the required training.

12.19.2. Determine need for additional homes semi-annually.

### 12.19.3. The Panel:

12.19.3.1. Reviews individual applications and supporting documents for certification before recommending approval or disapproval. (T-1).

12.19.3.2. Determines number of children each provider may care for at one time.

12.19.3.2.1. No more than six children to include the provider's own children under 8 years of age and no more than two children under 2 years of age are permitted.

12.19.3.2.2. Limit a provider from caring for more than two children or adults at one time who are unable to evacuate themselves from the home. Includes older children and adult household members of the provider.

12.19.3.3. Use the following factors to determine the number of children that each provider may care for: number or ages of household members, any special needs of household members, home schooling obligations, additional employment, provider's education or experience, number of children the insurance policy permits and usable space in the home.

12.19.3.4. Re-evaluate the number of children that each provider may care for at the request of the Coordinator. Complete the Approval Record. Issue a new certificate with the same expiration date. Documentation is annotated in the Panel minutes.

12.19.3.5. Does not make recommendations to certify individuals as providers or substitutes if:

12.19.3.5.1. Certificate was revoked at another military installation, or in a county, state, or country.

12.19.3.5.2. Any household members have been convicted of child abuse, a criminal act involving violence, or other acts which would make them unsuitable to care for children.

12.19.3.5.3. Any household members have a history of domestic violence or mental or physical illness that would suggest they are not suitable to care for children.

12.19.3.5.4. Any household members have met the criteria for child abuse or neglect.

### 12.19.4. The Panel reviews the following:

12.19.4.1. Corrective action report for the higher headquarters inspection, ensuring corrective actions are closed. Documentation is maintained in the Panel minutes.

12.19.4.2. Corrective action report for the comprehensive fire, safety, health and sanitation inspection, ensuring corrective actions are closed. Documentation is maintained in the Panel minutes.

12.19.4.3. Corrective action report for the multidisciplinary inspection report and ensured corrective actions are closed. Documentation is maintained in the Panel minutes.

12.19.4.4. Results of annual Parent Survey.

12.19.4.5. Provider's training status quarterly.

12.19.4.6. Provider's insurance expiration date annually.

12.19.4.7. Provider of the Year submissions.

**12.20. Home Suspension.** Recommend suspension to Mission Support Group Commander.

12.20.1. Mission Support Group Commanders suspends providers who:

12.20.1.1. Are under investigation or have a household member under investigation for child abuse and neglect or a criminal act.

12.20.1.2. Have life-threatening deficiencies in their homes.

12.20.1.3. Have not corrected deficiencies identified in monthly home visits.

12.20.1.4. Have a long-term communicable illness or are experiencing extreme stress that could affect the health of children.

12.20.2. Assists parents with finding another source of care.

**12.21. Revoking certifications of providers.**

12.21.1. When necessary, the Mission Support Group Commander is authorized to revoke certifications of providers. Certifications are revoked when provider:

12.21.1.1. Is suspected of child abuse or neglect.

12.21.1.2. Has exhibited a pattern of using inappropriate guidance techniques, non-compliance with requirements or not correcting life-threatening deficiencies in their homes.

12.21.1.3. Has or their household member has committed a criminal act.

12.21.2. Child and Youth Services Flight Chief notifies AFSVC/SVPY when provider's certification is revoked and assists parents with finding another source of care.

**12.22. Provider and Parent Relations.** Develop relationships with parents.

12.22.1. Communicate regularly with parents and recognize them as partners in the care of children.

12.22.2. Display information for parents. Include menus, certification, DoD Child Abuse Hotline Poster, and Cardio Pulmonary Resuscitation and First Aid cards.

12.22.3. Has a signed contract with each family and at a minimum the contract includes: Hours of Operation, Fees and Payment Schedule, Persons Authorized and Policy for Releasing Child or Youth, Exclusion and Readmission Guidelines, Medication Administration, Emergency Procedures, Guidance and Discipline, Parent Conferences and Visits, Child's and Provider's Vacation Policies, Sick Leave, and Absences, Responsibility for Alternate Care/Substitute Care Arrangements and Termination Policy and if relevant Religious Teaching and Activities and Transportation and Field Trips.

**12.23. Family Child Care Resource Centers.** Include materials for health and sanitation, safety, fire, food and nutrition, business operations and resource materials.

12.23.1. Open at least two hours per month.

12.23.2. Includes space and shelving. Use photos to show large outdoor equipment.

12.23.3. Maintain an inventory of all non-consumable items. Have the following sections:



- 12.23.3.1. Reading and Literacy.
- 12.23.3.2. Homework Materials.
- 12.23.3.3. Small and Large Outdoor Play.
- 12.23.3.4. Multicultural materials.
- 12.23.3.5. Science and Mathematics.
- 12.23.3.6. Music.
- 12.23.3.7. Manipulatives.
- 12.23.3.8. Games.
- 12.23.3.9. Dramatic Play.
- 12.23.3.10. Arts and Crafts Supplies.

12.23.4. Maintain a list of checked out materials for each provider.

12.23.5. Deliver large equipment to providers' homes when requested.

12.23.6. Maintains materials and books to help providers support children or youth with special needs.

**12.24. Youth Program.** Offers opportunities for positive youth development by supporting the skills, interests, qualities, and abilities of all youth. Includes School Age Care, programs for preteens and teens, instructional classes, and youth sports and fitness.

12.24.1. Offer programming during the hours when youth are not in school, on school holidays and on weekends.

12.24.1.1. Meet the needs of the installation. Open for a minimum of twenty hours or more per week.

12.24.1.2. Opens within fifteen minutes of school dismissal on weekdays. (T-3).

12.24.1.3. End self-directed activities for preteens by 1900 on school nights.

12.24.2. The Youth Director determines if an outside organization may use any of the youth facilities. Official youth functions have priority over other programs using youth facilities.

12.24.3. Have at least 25 percent of the total membership use the program on a daily basis. Includes sports and school age care.

12.24.4. Maintain daily attendance records.

12.24.5. Submit the annual report to Boys & Girls Clubs of America by required date.

12.24.6. Parent Handbook. Provide parents a handbook. Include hours of operations, information about programs, policies and community resources.

12.24.7. Provide youth information about the program prior to arrival in accordance with DoDI 6060.4. (T-0). Use social media, newcomers' events and regular open houses to encourage youth to attend. Provide youth information about the program when relocating to another installation.

**12.25. Youth Enrollment Forms.** Maintain a file for each youth enrolled. Complete AF Form 88 for each youth participating in a regular youth event.

12.25.1. Have parent authorizations for field trips and medical treatment completed prior to youth participating in the program. Youth participating in a one-time event are exempt from this requirement.

12.25.2. Youth, nine years of age or older, may be given a membership card with the program name printed on it.

**12.26. Youth Participation.** Youth, ages 9 to 18 may be registered members. Youth, ages 5 to 8 may participate in organized programs without membership.

12.26.1. Registered youth members may bring guests to youth functions if their guests meet the basic age criteria.

12.26.2. Youth, 5 and younger, may participate in a program when they are accompanied by a parent or sibling 16 years of age or older.

12.26.3. Youth, ages 6 to 8 years, are accompanied by a parent or sibling 16 years of age or older unless participating in an organized program that includes continuous, direct supervision by an adult.

12.26.4. Youth, 18 years of age and older and no longer enrolled in high school, may not participate in youth activities beyond the summer immediately following their graduation or dis-enrollment.

**12.27. Youth Sports and Fitness.** Offer opportunities for sports, fitness, health and nutrition, outdoor recreation and motor skill development.

12.27.1. At least one youth sports staff member should be available or on-call during youth sports activities. (T-1).

**12.28. Youth Sports and Fitness Program Organization and Responsibilities.** Maps, brochures or local community guides are available if there is not an installation program available.

**12.29. Youth Sports Leagues.** Each league follows the required National Association for Youth Sports guidelines as established for youth ages:

12.29.1. Program for children 3 to 6 years of age are developmental in nature.

12.29.2. Programs for children 5 to 6 years of age are developmental in nature.

12.29.3. Programs for children 7 to 8 years of age are instructional in nature.

12.29.4. Provide youth 9 to 10 years of age with an organizational program.

12.29.5. Provide youth 11 years of age and older with a skill enhancement and enrichment program.

12.29.6. No more than a two year age range is used to establish and conduct league play. Submit a waiver to AFSVC/SVPY for exceptions. Participants are at least 5 years of age prior to the start of the first practice.

12.29.7. Youth are not permitted to participate in league sports unless they have had a sports physical within the previous 12 months. Exams are required to be current throughout the season. Results of physical exams are kept on file.

12.29.8. Protect children and youth when they participate in fitness, youth sports, and recreational activities.

**12.30. National Affiliation and Participation in Regional and National Youth Competitions.** Determine the cost of national affiliation and participation of selected teams or players in national and regional competitions against the overall benefits received by the total group of children involved. Approval of funds in advance is required by the Child and Youth Services Flight Chief.

**12.31. Youth Sports 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 Youth Program sports team entry fees when participating in off base youth sports programs.

**12.32. Youth Sports Participation.** Require a minimum play rule for all youth regardless of ability for on and off base leagues. Permit youth, ages 5-12, to play at least half of every game. Permit youth 11 and up to participate in post season play (e.g., tournaments, play-offs, championship games).

12.32.1. Minimize risk of concussion and head injury. Youth, 11 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).

12.32.2. Girls, ages 15 and up, may participate in leagues for adult females when there are not sufficient numbers of leagues for girls. Approval to play in adult leagues is required by AFSVC/SVPY.

12.32.3. Provide opportunities to participate in individual and team sports. Gender-specific sports activities may be offered to facilitate maximum participation but participation in any league may not be restricted to one gender.

**12.33. Emphasis on Youth Participation.** Place emphasis on skill development, enjoyment and maximum participation. Minimize the intensity of competition for youth under 11 years of age 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 that the sport is recreational in nature with emphasis on skill development and fun.

**12.34. Youth Sports Parents.** Require parents to attend an annual youth sports orientation. Orientation should include at a minimum: program philosophy, health and safety, concussions, code of ethics, bylaws, role of staff, volunteers, offices and parents, transportation policies, positive guidance and appropriate touch.

12.34.1. Have parent sign the National Alliance for Youth Sports Parent Association for Youth Sports Code of Ethics. Parents pledge their commitment to providing an enjoyable experience and supporting the youth sport experience.

12.34.2. Require each team to have at least one parent meeting each season. This is separate from orientation.

**12.35. Sport Supplies and Equipment.** Provide safe equipment and supplies that are age appropriate. Provide equipment that meets the National Operating Committee for Standards in Athletic Equipment or the American Testing for Materials Association. Use equipment to reduce injuries for each activity (e.g., shin guards).

12.35.1. Equipment may not be altered without permission from the manufacturer.

12.35.2. Purchased uniforms and equipment in accordance with nonappropriated and appropriated fund purchasing requirements. Inventory and properly store when not in use. Inspect all equipment before and after the season.

**12.36. Storage for Sports Equipment.** Have adequate space to store equipment and supplies if team and individual sports are offered. All equipment is stored in a cool dry environment, preferably indoor to increase the longevity and safety of the supplies and equipment.

**12.37. Youth Coaches Handbook.** Provide a handbook to every coach. 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.

**12.38. Supervision of Youth Coaches and Officials.** Monitor the officiating and conducting of games. Players and coaches are to abide by the playing rules and to respect officials. The Youth Sports Director, Youth Director and Child and Youth Services Flight Chief periodically attend practices and games to ensure compliance with National Alliance for Youth Sports guidelines. Coaches are considered specified volunteers. Officials are paid for their duties.

12.38.1. Remove any coach for failure to follow the Coaches Code of Ethics or for failure to adhere to acceptable behavior for coaches as outlined in this Instruction.

12.38.2. Place inexperienced coaches with experienced coaches with proven abilities.

12.38.3. Observe each coach's performance within the first month of the sport season. Coaches should be judged to be among the most qualified to serve as youth coaches. Provide the coaches with an evaluation at the end of the season.

12.38.4. Develop an evaluation program to identify those coaches who are able to support the purposes of the program.

12.38.5. Game officials are trained and scheduled to supervise games. Practice games are conducted to give officials hands-on experience.

12.38.6. Sporting events and league games are officiated by qualified officials. Conduct certification clinics if needed. Officials may be contract personnel or volunteers.

12.38.7. Provide equipment necessary for volunteer officials (e.g., whistles, balls, strike counters). Paid officials are responsible for their own equipment.

12.38.8. Have at least two adults present (e.g., another coach, parent of a participating youth) when working with youth.

**12.39. Youth Sports Clinics.** Provide adequate space, time, materials and qualified instructors to conduct clinics.

**12.40. Youth Sports Player Selection and Team Organization.** Use a fair system for player selection. Provide written instructions to league administrators, coaches and parents. Be present during skills assessment and team assignments to monitor the process.

12.40.1. Furnish each coach 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. Provide parents with copies of the roster.

12.40.2. Establish a fair and equal league and team division for youth ages 11 and up when weight and skills are assessed.

12.40.3. Rotate youth into different playing positions for skill development. For children ages 10 and younger rotate positions during practices and games.

**12.41. Youth Sports Playing Rules.** Follow the National Alliance for Youth Sports for rules.

12.41.1. 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.

12.41.2. 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 may not be maintained for ages 5-8 years of age. Score and league standings may be kept for ages 9-10, but may not be emphasized.

12.41.3. Excessive yelling, criticizing and providing extensive direction may not be used during games or practices.

**12.42. Scheduling Youth Games.** Only the Youth Sports and Fitness Director changes, cancels, postpones, or alters playing schedules prior to the start of a game. Once play begins the head official makes the determination. The Youth Sport's Manager establishes provisions for "make-up" games prior to the start of the regular season or tournament.

**12.43. Number and Length of Practices and Games.** Organized practices and games are limited to the following:

12.43.1. Not more than 1 hour a day and three days a week up to 8 years of age.

12.43.2. Not more than 1.5 hours and four days a week for 9 to 12 years of age.

12.43.3. Not more than 2 hours and four days a week for 13 years of age and older.

**12.44. Post Season Youth Sports Competition.** Special competitions, tournament games, bowl games or other competitions between installation and off-installation leagues are permissible for age 9 and above. Cover rules governing the event in pre-season meetings.

**12.45. Youth Sports Program Awards.** Awards and recognition may be part of Youth Sports. **NOTE:** Use AFI 65-601, *Budget Guidance and Procedures* and AFMAN 65-605, *Budget Policy and Technical Procedures*, for guidance. Individual awards for sportsmanship and team work 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 11 years of age and older. Solicitation by any individuals or groups associated with Youth Sports to purchase awards such as warm-up suits, jackets, jerseys, is prohibited.

12.45.1. Patches, certificates or T-shirts may be given to all players for participation. 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 TDY or deployment.

12.45.2. No promises of special activities, functions, awards or prizes may be made to the players, coaches, parents or volunteers without permission by the Youth Sports Director. Such activities do not include team parties or other minor functions which promote team unity.

**12.46. Youth Sports Pre and Post Safety Inspections.** Conduct safety inspections before and after sports events. (T-1).

12.46.1. Arrange for the Safety Office to conduct a field and facility inspection prior to the beginning of any league sports. Documentation is kept on file. The inspection should take place approximately one month before the season or activity begins so that repairs can be completed before the first game or activity starts. Check equipment prior to each season.

12.46.2. Conduct daily safety inspections of equipment, field, and facility. Document and correct findings. If a risk to participants exists, interim safety precautions are made or practices and games are cancelled until the problem is fixed.

12.46.3. Have coaches perform a safety inspection and report any safety hazards to the Sports Managers.

12.46.4. Conduct a post season inspection. The inspection should take place one week following the conclusion of the activity or the season. Schedule repairs prior to the next season.

12.46.5. Use the inspection to identify budget requirements.

**12.47. Youth Sports Environmental and Emergency Conditions.** Determine when outside activities should be curtailed due to inclement or severe weather in the area and air quality index in the area.

12.47.1. Train coaches to know how to protect youth from severe weather.

12.47.2. Encourage players to wear sunscreen and sunglasses on sunny days.

**12.48. Accident or Incident Reporting Requirements.** Train personnel, providers, specified volunteers and contractors on procedures for reporting accidents and incidents to security forces or family advocacy program involvement.

12.48.1. Use AF Form 1187, *Youth Flight Accident Report*, for reporting injuries or any fatality. Serious injuries are reported to the Program Manager or manager on duty immediately. Record injuries on AF Form 1023, *Youth Flight Record of Injuries*, within 24 hours of when they occur. Log injuries in order of time and date of injury. Notify parents of any accident or incident.

12.48.2. Installation Child and Youth Programs forward the AF Form 3424, *Child and Youth Reportable Incident*, for all accidents and incidents which require medical attention, hospitalization, security forces, or family advocacy. (T-1). Include family child care home revocations, reports for epidemic diseases, problematic sexual behaviors, facility closures, lapses in supervision, inappropriate guidance or touch, child abuse and neglect, or death of a child within 24 hours of the incident to AFSVC/SVPY. Evaluate reportable incidents for trends.

12.48.2.1. The incident report includes documentation of required notification to parents, Flight Chief, squadron commander, Family Advocacy Program office when applicable.

12.48.2.2. Updates are provided to AFSVC/SVPY as additional information becomes available.

12.48.3. Submit the National Association for the Education of Young Children 72 hour report, if applicable.

**12.49. Child and Youth Facility Closures.** Mission Support Group Commanders request approval from Air Force Services at least 60 days prior to closing any facility. (T-1). Include rationale and alternative to be used in place of facility. Requests or notifications are not required for temporary emergency closures or if the installation is closing permanently. Reference AFI 34-101.

12.49.1. Keep activity rooms at or near full capacity to maximize the availability of child care when possible. Note closed activity rooms on the Operations Report. Contact AFSVC/SVYP prior to using activity rooms for any other purpose than child care.

12.49.2. Short-term facility closures are discouraged except in the case of extreme emergencies or unusual circumstances.

12.49.2.1. The Wing Commander may suspend operations when an emergency or natural disaster occurs on the installation or in the local area. If conditions permit, continue to offer the program to support employed parents.

12.49.2.2. Parents or other volunteers may supplement staff on a short term basis in order to maintain ratios and food service during extreme emergencies. The person providing oversight is to meet the requirements for Child and Youth managers as outlined in this Instruction. The Child and Youth Services Flight Chief will notify AFSVC/SVPY within 24 hours. (T-1).

## Chapter 13

### SUPERVISION AND ACCOUNTABILITY

**13.1. Supervision.** Implement systems to protect child or youth at all times. Maintain accountability of children.

13.1.1. Keep unauthorized people from taking children or youth. Check before releasing child to unknown person.

13.1.2. Personal electronic devices may not be used when supervising children or youth.

13.1.3. Implement process for reporting a lost or missing child or youth.

13.1.4. Volunteers or persons under age 18 may not be counted in child to staff ratios.

**13.2. Staffing.** Determine who the lead and support staff are in each activity area for continuity. Minimize the number of personnel transitioning from one activity room to another. Review AF Form 1930, *Youth Flight Daily Attendance Record*, weekly for the number of staff transitions and address frequent staff transitions.

13.2.1. Hire enough personnel to support the program. Assign Child Development Center flex staff when possible to work in one age group to minimize errors.

13.2.2. Provide a minimum of three consistent staff per double ratio in each Child Development Center activity area or a minimum of two staff per single ratio room. All staff assigned to an activity room should be involved with conducting activities from the *Early Learning Matters* Curriculum.

13.2.3. Schedule a 15 minute break if personnel work 4 consecutive hours with children or youth. Breaks may not coincide with lunch.

**13.3. Field Trips.** Complete a name to face check of all children or youth listed on AF Form 1930, *Youth Flight Daily Attendance Record* or applicable form before leaving, during and departing destinations.

13.3.1. Check vehicle upon arriving and departing destinations to ensure no one is left in vehicle. Perform a physical check in and around the vehicle to include the last row of the vehicle.

13.3.2. Maintain supervision at all times. Youth, 13 to 18 years of age may be unchaperoned for short periods of time on low-risk field trips. Require check in at periodic intervals with personnel.

13.3.3. Children, 5 years of age and under, wear apparel (e.g. shirt, wristbands, labels) to identify program or facility and phone number in case the child is lost. To protect children's identity, names will not be displayed.

13.3.4. Have plan in place to locate children or youth who may become separated from the group. Train staff and volunteers on plan prior to leaving facility.



**13.4. Playground Supervision.** A system is in place when children or youth leave the group.

13.4.1. Have at least two personnel on the program playground when children are outside.

13.4.2. Position personnel to adequately supervise at all times. Provide supervision at climbing structures and high risk activities. Personnel should not engage in extended conversations that could distract them from their duty to supervise children.

13.4.3. Minimize blind spots. Use convex mirror to augment supervision.

**13.5. Supervision for Child Development Centers.** Supervise facility at all times. A GS-05 or equivalent may manage the facility for no more than two consecutive hours. May supervise three consecutive hours as long as there is manager of a higher grade available on the installation to assist if necessary.

13.5.1. In the absence of a Director due to leave for more than one week or a vacant position, a person of equivalent grade or higher who possesses the qualifications outlined in this Instruction provides daily oversight. This person conducts daily visits and is available to provide immediate onsite assistance when managerial support is needed.

13.5.2. A minimum of two paid staff are in the facility when children are present.

13.5.3. Training and Curriculum Specialists may not be used to supervise facilities for more than ten hours per week.

13.5.4. A GS-05 or equivalent in pay and job responsibilities may supervise a part-day program located in another facility (e.g., chapel or youth center) and there are 48 children or less with other adults in the facility. A GS-05 or equivalent in pay and job responsibilities supervisor may also be responsible for a ratio of children.

13.5.5. Supervise infants and toddlers at all times by sight and sound. Supervise children 3 years of age and over primarily by sight. Supervision by sound is permissible as long as teachers check frequently on children who are out of direct line of sight.

13.5.6. School Liaisons are not to be used to support child care ratios.

**13.6. Ratios for Child Development Center.** Maintain ratios at all times. (T-1). Use AF Form 1930, *Youth Flight Daily Attendance Record* to account for children and staff. Administrative staff may only be used to meet staff to child ratios in emergencies. Cooks and food service workers may not meet ratios at any time. Staff to child ratios must meet the following requirements:

13.6.1. For infants 6 weeks to 12 months. No more than 4 infants per staff member at any time and no more than 8 infants per group.

13.6.2. For pre-toddlers 12 months to 23 months of age, there are no more than 5 children per staff member at any time with no more than 10 children per group.

13.6.3. For toddlers 24 to 35 months of age. No more than 7 children per staff member at any time and no more than 14 per group. One staff member may be with the group at rest time if most of the children are sleeping. The other person is in the facility.

13.6.4. For preschoolers 3 to 5 years of age. No more than 12 children per staff member at any time and no more than 24 per group. One staff member may be with the group at rest time if most of the children are sleeping. The other staff person is in the facility.

13.6.5. For mixed age groups. Follow the ratio for the youngest age group if the children in the youngest age group make up 20 percent or more of the group.

**13.7. Supervision for School Age Care.** In the absence of a Coordinator due to leave for more than a week or a vacant position, a person of equivalent grade or higher who possesses the qualifications for the School Age Coordinator as outlined in this Instruction provides daily oversight. This person conducts daily visits and needs to be available to provide immediate onsite assistance when managerial support is needed. Each facility has a GS-05 Operations Clerk or equivalent in pay and job responsibilities or higher level supervisor in the facility at all times.

13.7.1. Each facility has a supervisor at all times. A CY Pay Band II may manage the facility for no more than two consecutive hours and may supervise for three consecutive hours as long as there is a manager of a higher grade available on the installation to assist if necessary.

13.7.2. The Youth Director or Youth Programmer may supervise if School Age Care has 24 or fewer children enrolled and is located in the youth facility.

13.7.3. A site coordinator or facility manager may be used for the daily operation at each location separate from the youth center.

13.7.4. Have at least two paid staff in the facility when youth are present.

**13.8. Ratios for School Age Care.** Maintain ratios at all times. (T-1). Administrative staff may be used to meet ratios in emergencies. Cooks and food service workers may not be used to meet ratios at any time.

13.8.1. Assign no more than 12 youth for each staff member. Use AF Form 1930, *Youth Flight Daily Attendance Record* for accountability.

13.8.2. Ratios vary by activity room provided the overall building ratio remains no more than 12 children to each staff member. The number of youth in an activity area is determined on the type of activity. No more than 24 youth may be in an activity area with one staff member (e.g., gym).

13.8.3. Have at least two paid staff members per group for trips away from the facility.

13.8.4. Have one paid staff member for every eight youth for water related or high risk activities. Monitor youth who may need more attention (e.g., identification of children who cannot swim).

**13.9. Supervision for Youth Programs.** Maintain adequate supervision by paid staff and adult volunteers based on the type of program or activity offered. (T-1). Junior staff or student trainees may be included in the program but they are not to be included in the adult to youth ratio and may not be left alone with youth. A CY Pay Band II program assistant or higher may manage the facility for no more than two consecutive hours and may supervise three consecutive hours as long as there is a manager of a higher grade available on the installation to assist if necessary.

13.9.1. Designate CY Pay Band II program assistant or higher to handle emergencies and talk to parents if Youth Director is out for short periods of time.

13.9.2. In the absence of a Director, due to leave for more than one week or a vacant position, a person of equivalent grade or higher provides daily oversight. This person conducts daily visits and be available to provide immediate onsite assistance when managerial support is needed.

13.9.3. Have a minimum of two adults present at all times when services are provided. This requirement also include sports activities.

**13.10. Ratios for Youth Programs.** Staff to youth ratios are maintained within the following guidelines:

13.10.1. Have no more than 15 youth to one paid staff member.

13.10.2. Have at least one paid staff for each activity with up to 25 youth participants (e.g., one staff member for every 25 youth, two staff members for 26 - 50 youth). Adult volunteers may be used to meet the remainder of the required ratio. Consider the number, gender and assignment of adult chaperone if overnight trips involve male and female participants.

13.10.3. Have at least two adults per group for each trip. Have at least one paid staff member.

13.10.4. Have no more than eight youth for each staff member for water-related and other high risk activities.

13.10.5. Consider precautions when offering and conducting high-risk activities for youth.

13.10.6. Meet the adult to youth ratios as defined by the American Camping Association for residential camps.

13.10.7. Have no more than 20 youth for one adult for instructional classes unless there is a requirement for a smaller group size required by a nationally recognized, certified program. Additional consideration is given to room size, number and ages of participants and the skill levels of participants.

13.10.8. Have two adults for intramural sports unless there is a requirement for a smaller group size required by a nationally recognized sports organization.

**13.11. Accountability.** Assign each child or youth to a staff member.

13.11.1. Release children or youth to persons listed on the AF Form 1181, *Air Force Youth Flight Patron Registration* or for whom the custodial parents have provided written authorization or verbal permission during emergencies. (T-1). Release children or youth to either parent absent a child custody order or divorce decree limiting parental rights.

13.11.1.1. Have the legal office review any child custody order, divorce decree limiting parental rights or other court document for guidance regarding release authorization.

13.11.1.2. Have parents call, email or fax an authorization if another adult other than the one listed on the AF Form 1181, *Air Force Youth Flight Patron Registration* is to pick up their child.

13.11.2. Children or youth are not released to any individual who appears to be incapacitated by drug or alcohol use (e.g., stumbling, smells of alcohol). Security Forces is contacted for support.

**13.12. Accountability for Child Development Centers.** Sign children in at the front desk using AF Form 1182, *Youth Flight Register* or electronic system. Sign in children on AF Form 1930, *Youth Flight Daily Attendance Record* in the activity room.

13.12.1. Parents are to notify the program if children are not in attendance. Notify parent by 0900 if children do not arrive for care. (T-1). Notify parent if preschool children who attend outside program do not arrive as expected.

13.12.2. Take AF Form 1930, *Youth Flight Daily Attendance Record* when group leaves activity room. Conduct a name to face each time transitions occur to and from the area.

13.12.3. Conduct an accountability check hourly. Compare the number of children in an activity area with AF Form 1930, *Youth Flight Daily Attendance Record* and AF Form 1182, *Youth Flight Register* or equivalent. Action is taken to determine discrepancy and account for all children.

13.12.3.1. Conduct an accountability of children during evacuation drills using the name process as above.

13.12.3.2. Conduct accountability checks periodically throughout the day by management staff.

13.12.4. Record hourly room counts on the AF Form 1183, *Child Development Enrichment Program Hourly Record of Attendance*.

13.12.5. Parents or providers are not allowed to leave children in the front lobby or any classroom unattended.

**13.13. Accountability for School Age Care.** Sign youth in and out on AF Form 1930, *Youth Flight Daily Attendance Record*.

13.13.1. Parents are to notify the program if youth are not in attendance. Programs are to follow-up with parents if no notification is made. (T-1).

13.13.2. Account for all youth prior to departing program or departing school.

13.13.3. Youth, ages 5-8, enrolled in School Age Care may not be released to siblings under 14 years of age. Youth 9 and above may sign in and out of School Age Care with parent authorization.

13.13.4. Use a locator board to provide accountability for youth whereabouts. Staff should not prevent youth from using the restroom when necessary.

13.13.5. Conduct accountability checks each hour. Verify AF Form 1930, *Youth Flight Daily Attendance Record*, with the number of youth in the facility.

**13.14. Accountability for Youth Programs.** Sign youth in and out of facility.

13.14.1. Children under 5 years of age or younger participating in an activity remain under constant supervision of a parent or guardian or sibling 16 years of age or older.

13.14.2. Youth 6 to 8 years of age participating in an organized activity sign in and out under the supervision of a parent or sibling 16 years of age or older.

13.14.3. Youth 9 years of age and older participating in open recreation or the teen program may sign in and out without parental oversight.

13.14.4. Monitor all areas when youth are present.

13.14.5. Conduct accountability checks hourly. Compare sign in sheets with the youth present in the facility.

13.14.6. Youth participating in overnight programs are not allowed to sign out prior to the ending time.

13.14.7. Personnel remain awake during all hours of overnight programs.

**13.15. Accountability in Family Child Care.** The maximum group size in a home is six children per provider including the provider's own children under 8 years of age. No more than two children may be under 2 years of age. (T-1). Children are signed in and out on Daily Sign In or out sheet or use the required state equivalent.

13.15.1. Child care may not be provided overnight unless authorized by the Family Child Care Coordinator. If overnight child care is provided, no more than three children including the provider's own children under 8 years of age are cared for in the home.

13.15.1.1. No more than two persons incapable of self-preservation may occupy the home when children or youth are present.

13.15.1.2. Persons incapable of self-preservation include children under 2 years of age, persons with special needs regardless of age and elderly people that need assistance.

13.15.2. Providers are to remain awake between the hours of 0600 and 1800 when children are in care. Providers are permitted to sleep between the hours of 1800 and 0600 hours if there are no more than three children including the provider's own children under 8 years of age in care.

13.15.2.1. The provider sleeps on the same floor where children are sleeping. If the provider chooses to stay awake, it is not necessary to stay on the same floor with the sleeping children. However, providers are to limit time in other areas of the home when children are sleeping.

13.15.3. During overnight care, children or youth sleep within sight of the provider. Children or youth are not allowed to sleep in the same bed with the provider or their household members. Children or youth may not share bedding or sleep on the same mattress.

13.15.4. Other children or youth (e.g., friends) may not be present in the home if their presence makes the provider responsible for more than the maximum number of children.

13.15.5. Providers may join other providers and neighbors only for special occasions and for short periods of time.

13.15.6. Providers are to see or hear preschool and younger children at all times. Providers may take up to 5 minutes to attend to personal needs. The provider is to assure the safety of all children while attending to personal needs.

13.15.6.1. Children under 3 years of age are in direct line of sight.

13.15.6.2. Children 3 to 5 years of age and older 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) as long as the provider is close by and listens carefully to assure all children are safe.

13.15.6.3. Check on youth ages 6 to 8 every 15 minutes during inside and outside play.

13.15.6.4. Check on youth ages 9 and up every 30 minutes during inside and outside play.

13.15.7. Children in Family Child Care Homes should carry the provider's name and telephone number during field trips.

13.15.8. Children or youth are not allowed to be alone with provider's family members except in an emergency situation and notification has been made to the Coordinator. Call the substitute provider if possible.

13.15.9. Notify parents in advance when a substitute provider is responsible for child care.

## Chapter 14

### IDENTIFICATION, PREVENTION AND REPORTING OF CHILD ABUSE OR NEGLECT

**14.1. Child Protection.** Operate in a manner that minimizes the risk for child or youth maltreatment. Interactions are positive in nature creating an atmosphere of trust. Practices that physically or emotionally harm children or youth are not permitted.

14.1.1. Follow the procedures outlined in the Positive Guidance and Appropriate Touch instructional guide. Retrain personnel who violate the Positive Guidance policy. Retraining is individualized and specific to the incident.

14.1.2. Consult Civilian Personnel or the Human Resources Office to determine appropriate disciplinary action.

**14.2. Identification and Reporting.** Have procedures based on this Instruction for reporting cases of suspected child abuse or neglect.

14.2.1. Post the current DoD Child Abuse and Safety Hotline telephone number in visible areas. Publish the hotline number in parent handbooks.

14.2.2. Report all incidents which endanger the health of a child or youth to the installation Family Advocacy Program. (T-1).

14.2.3. If a staff member is involved, remove the individual from having access to children or youth pending outcome of all investigations stemming from reports that involve Family Advocacy. Removal is indicated on AF Form 3424, *Child and Youth Reportable Incident*.

14.2.4. Notify the Child and Youth Services Flight Chief and Family Advocacy Program or all reports or allegations involving a lapse of accountability, inappropriate guidance or touch, problematic sexual behaviors or suspected child abuse or neglect. Complete AF Form 3424, *Child and Youth Reportable Incident* and send to Air Force Child and Youth Services within 24 hours of incident. (T-1).

**14.3. Prevention.** Provide parents access to facilities and homes during all operational hours.

14.3.1. Require everyone to enter and exit at the main entrance of facilities except for approved kitchen deliveries. (T-1). Require visitors to sign in and out, wear a visitor's badge and be monitored while in the facility. Military personnel with names on their uniforms sign in but are not required to wear a visitor's badge.

14.3.2. Have staff wear name tags for identification.

14.3.3. Require everyone to sign in from other Child and Youth facilities.

14.3.4. Use AF Form 1109, *Visitor Record Log*, to record visitors to the program.

14.3.5. Monitor the main entrance during all hours of operation; only parents and authorized persons are allowed in facilities.

14.3.6. Provide evening or weekend care in appropriate rooms located nearest the front entryway to facilitate supervision by the front desk staff.

14.3.7. Alarm exit doors that do not open into a fenced outdoor play environment. (T-1). Alarms are to be audible by the front desk personnel. Check alarms on exterior doors daily to ensure operability.

14.3.8. The parent or another staff member is required to be present if a meeting is conducted with a child or youth.

14.3.9. 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.

14.3.10. No one under the influence or under investigation for illegal drug use is allowed access to children or youth until the incident is adjudicated. Suspend provider's certification until the issue is adjudicated.

14.3.11. Conduct a new suitability determination following a substantiated allegation.

14.3.12. Arrange training from Family Advocacy to provide training on child abuse and neglect annually.

**14.4. Facility Monitoring.** The structural design for any area indoor or outdoor should not interfere with the ability to supervise children or youth at all times. Use convex or concave mirrors to augment supervision.

14.4.1. Each activity room has a window in the door or wall to view into each room from the hallway.

14.4.2. Closets, storerooms, offices, laundry rooms and storage areas have viewing windows or are kept locked during hours of operation.

14.4.3. Keep lights on in all rooms, closets, bathrooms, offices, kitchens and storage areas when children or youth are present. Lights may not be lowered or turned off during rest time.

14.4.4. Install window valances above exterior or interior windows. Keep valance less than 18 inches. Valances may not be placed on doors. **Note:** Family child care homes are excluded.

**14.5. Personnel Monitoring.** Monitor activities throughout the day to minimize the risk of child abuse or neglect. (T-1).

14.5.1. Keep at least two staff with each group of children at all times in the Child Development Center. (T-1).

14.5.2. Keep at least two staff whenever youth are in the School Age Care or Youth Programs. At least one staff has a current, complete and adjudicated with suitability determination made on all required background checks. (T-1).

14.5.3. Have two personnel with children and at least one member with a completed background check with a favorable suitability determination when child care is provided in a facility other than a designated child care facility. (T-1). Other adults are in the facility during the hours of operation.

14.5.4. At least one other person besides the youth coach is present when working with youth.

14.5.5. Have a minimum of two adults in vehicle when youth are transported off installation. (T-1). Vehicles may travel in tandem with one adult in each vehicle on installation. The vehicles travel directly behind each other.



**14.6. Closed Circuit Television.** Provide closed circuit television in Child Development Centers, School Age Care, and Youth Centers. All new systems are to have video recording capabilities. Any systems purchased, regardless of which program, must meet the requirements outlined in the AF standardization for closed circuit television replacement.

14.6.1. Install properly functioning closed circuit television in each activity room. Cameras are positioned to limit blind spots. Place monitors where the front desk personnel can clearly view and regularly observe each room.

14.6.2. Notify parents or guardians surveillance systems are in use.

14.6.3. 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 to be made through the Freedom of Information Act Requestor Service Center. Contact the Legal office for guidance.

14.6.4. 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 and staffing and other factors permit. Viewing may occur after the facility has closed for the day.

14.6.4.1. Requests to view video by the parent or guardian should be specific and narrowed to a discernable time period. Vague or overly broad requests should be clarified by the parent or guardian to determine the actual time frame of the concern. Viewing of an incident that is child on child is not permitted.

14.6.4.2. 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.

14.6.5. 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, should be submitted to the installation Freedom of Information Act (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.

14.6.5.1. Program personnel do not have authority to make release determinations of videos. Direct the requesting individual to the installation Freedom of Information Act Requestor Service Center. Release determinations in these cases are made consistent with the Privacy Act and, as applicable, the Freedom of Information Act.

14.6.5.2. Unofficial release of video recordings may violate the Freedom of Information Act, and Privacy Act.

14.6.6. Maintain recordings for 30 days unless there is a potential claim against the government in which case the recording is kept for 6 months or until the administrative claim is resolved or litigation is completed, whichever is later.

## Chapter 15

### PROGRAM QUALITY

**15.1. Programming.** Offer intentional activities and experiences based on needs and interests of children or youth. Programming includes current knowledge of child and youth development, the unique challenges of military life and providing a safe place for exploration and a sense of belonging.

**15.2. Child Development Centers and Family Child Care.** Conduct activities for infants, pre-toddlers and toddlers to promote developmental gains in the areas of communication or language, cognition, self-regulation, social-emotional and physical/health. Conduct activities for preschool children to promote developmental gains in the areas of language and literacy, mathematics, self-regulation, social emotional, social studies, creative expression, science, physical and health.

15.2.1. Use the DoD curriculum *Early Learning Matters*.

15.2.2. Language and Literacy. Serve as effective role models to fully develop language and literacy skills. Be active listeners, extend conversations, read books, provide appropriate reading and writing materials. Read to children individually or in small groups of two to four children. Have a print rich environment that includes samples of children's writing. Label materials with picture and words. For preschool, post the alphabet in the writing center or have alphabet cards. Provide writing materials in all interest areas.

15.2.3. Creative Expression. Have varied opportunities to gain appreciation of art, music, drama and dance in way that reflects cultural diversity. Have materials available for children to use. Minimize adult-made models, patterns and pre-drawn forms.

**15.3. School Age Care and Youth Programs.** Structure programs and conduct activities that support and embody the eight essential elements of positive youth development: 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.

15.3.1. Offer comprehensive programming that encompasses the five core program areas: Leadership and Service, The Arts, Health and Wellness, Sports and Recreation, and Education.

15.3.1.1. Leadership and Service. Provide opportunities for youth to 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. 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.

15.3.1.2. The Arts. Provide opportunities for youth 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 identifies. Activities in the core area build skills of creativity, self-expression, cultural awareness, communication, critical thinking and technical knowledge.

15.3.1.3. Health and Wellness. Provide opportunities for youth to develop physical, social and emotional wellness, make positive choices and avoid risk-taking behaviors, develop positive relationships, regulate emotions and develop resiliency. Activities in the core area build skills in healthy lifestyle choices, self-efficacy, resistance skills, and communication and employ youth to engage in n positive behaviors that nurture their own well-being.

15.3.1.4. Sports and Recreation. Provide opportunities for youth 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. 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.

15.3.1.5. Education. Provide opportunities for youth to achieve educational goals and to explore post-secondary options and build work force readiness. 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. Ensure comprehensive programming throughout the areas of science, technology, engineering, arts, and mathematics (STEM/STEAM). Homework help and tutoring are offered daily during the school year.

15.3.1.6. Create opportunities with the Airman and Family Readiness Center and School Liaisons to provide initiatives that support education and career development.

15.3.1.7. Technology. Integrate technology into the five core program areas. Engage youth with a variety of digital media opportunities.

**15.4. Required Air Force Programs.** Implement the following programs within the five core program areas:

15.4.1. Youth of the Year. Forward nominee to the Boys & Girls Clubs of America Military Youth of the Year competition.

15.4.2. Teen Council. Ask for input to programs and special events. Serve as a resource to installation leadership and the Air Force Teen Council.

15.4.3. Chartered Keystone Club. Meet the Boys & Girls Clubs of America standards and meet at least weekly.

15.4.4. Chartered Torch Club. Meet the Boys & Girls Clubs of America standards and meet at least weekly.

15.4.5. Participate in the Boys & Girls Clubs of America Fine Arts, Digital Arts, and Photography Program.

15.4.6. Conduct four 4-H programs using official 4-H curriculum (one must be in the Health, Nutrition and Fitness area).

15.4.7. Participate in the National 4-H Youth Science Day.

**15.5. Additional Programming.** Incorporate the following activities in the five core program areas:

15.5.1. Clubs. Provide opportunities to participate in clubs (e.g., life skills, cooking, photography). Design clubs to meet needs and interests of youth.

15.5.2. Specialty Camps. Incorporate camps (e.g., cooking, technology, theater) that meet the needs and interests of youth.

15.5.3. Instructional Classes. Offer instructional classes (e.g., dance, martial arts). Include instruction on technique, safety, injury prevention and demonstration of proper form or technique.

15.5.4. Recognition Programs. Recognize youth for their participation, improvements and achievements. Offer a recognition program quarterly to support Youth of the Year. Post photos of the quarterly awards winners. Track service and volunteer hours through the Presidential Volunteer Service Award Program.

15.5.5. High-Yield Activities. Integrate high-yield activities into the five core program areas. Focus on 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.

**15.6. Building Positive Relationships.** Develop protocols for children or youth to communicate with staff about uncomfortable or inappropriate situations.

15.6.1. Support practices that increase safe peer group interactions.

15.6.2. Promote a safe and healthy environment.

15.6.3. Focus on long term improvement of skills and moral development versus punitive actions.

15.6.4. Consider the age and individual needs and preferences when determining if touch is appropriate.

**15.7. Positive Child or Youth Development.** Use teaching strategies that encourage positive behaviors in children and youth. Recognize children or youth as individuals with different abilities, temperaments, activity levels and developmental characteristics. Respect gender, race, religion, family background, special needs and culture.

15.7.1. Offer assistance to support each child or youth's development without taking control. Offer children or youth options to choose what they do, how they do it, and with whom. Help children or youth make informed and responsible choices.

15.7.2. Create an environment that prevents and discourages bullying. Name calling, labeling or stigmatizing is not permitted. Avoid using inappropriate names and terms of endearment to address children or youth.

15.7.3. Use conflict resolution skills to negotiate and resolve difference when conflict arises. Engage children or youth in setting and enforcing rules. Adapt guidance techniques for each child or youth.

15.7.4. Provide opportunities to help children or youth who have difficulty interacting with others.

**15.8. Challenging Behaviors.** Develop a behavior plan when children or youth display behaviors that put themselves or others at risk. (T-1). Use positive guidance strategies that encourage positive behavior and reduce the needs for conflict. Use positive teaching strategies to respond to negative emotions and feelings of hurt.

15.8.1. Determine if room environment or arrangement is encouraging negative behaviors. Use neutral colors for walls and minimize clutter on walls and shelving.

15.8.2. Use individual strategies for children or youth to minimize behaviors. When necessary, provide additional prompts or create a personalized schedule to minimize behaviors. Design a cozy area for children or youth to use to calm down.

15.8.3. Increase observations and coaching to support staff with issues related to behaviors. Increase parent meetings if necessary.

15.8.4. Contact Kids Included Together for a consultation and follow recommendations. Use Kids Included Together when determining reasonable accommodations to support children with special needs.

15.8.5. Reach out to the Military Family Life Counselor, Exceptional Family Member Program Coordinator and medical advisor for additional support.

**15.9. Materials.** Provide appropriate materials and equipment available both indoors and outdoors for children or youth to use. Materials are in good condition and sufficient for the number of children or youth.

15.9.1. Materials are reflective of the community and culture.

15.9.2. Organize materials for independent use.

15.9.3. Provide materials that support the different areas of development for children birth to 5 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). Provide a combination of each for indoor and outdoor use.

15.9.4. Provide materials that support the five core program areas in School Age Care and Youth Programs: Leadership and Service, The Arts, Health and Wellness, Sports and Recreation, and Education.

15.9.5. Develop an annual budget for purchasing new materials, supplies and equipment.

15.9.6. Consider accreditation requirements when purchasing materials.

**15.10. Environments.** Design environments with intention and purpose to support child or youth development.

15.10.1. Arrange activity areas to minimize interference from multiple activities taking place simultaneously.

15.10.2. Arrange activity areas to accommodate children or youth individually, in small groups, and in a large group. Organize materials to support learning and play.

15.10.3. Design environments for staff to supervise by sight and sound.

15.10.4. Present art work, projects, displays, photos, etc. that are meaningful and relevant to children or youth.

15.10.4.1. Display work with an intentional and purposeful manner.

15.10.4.2. For Child Development Centers, display children's artwork at their level. Create a family board in each of the activity rooms.

15.10.5. Incorporate quiet areas that are accessible and easily monitored.

15.10.6. Design a homelike environment for Child Development Center activity rooms.

15.10.6.1. Incorporate interest areas that are age appropriate to support children's development.

15.10.6.2. Incorporate separate quiet and loud areas to minimize interference from children's play. Music is not consistently throughout the day.

15.10.7. Arrange a variety of interest areas for School Age Care and Youth Programs. Include equipment and materials that encourage social recreation, games, and activities, digital/fine/applied performing arts, technology and multimedia, STEM, sports and fitness, basic educational disciplines such as math and literacy, and areas for meals.

15.10.8. Develop a space that meets the needs of teens and facilitates the development of skills and supports the transition into adulthood. Locate space in the youth center or another facility on the installation. Include equipment and materials that encourage social recreation, games and activities, digital/fine/applied/performing arts, technology and multimedia, STEM, sports and fitness, basic educational disciplines such as math and literacy, and areas for meals. Adults should support teens in taking the lead on arranging environments and creating interests areas.

**15.11. Family Child Care Environments.** Arrange Family Child Care homes to accommodate the family and children or youth in care. Provide a variety of materials to support children or youth.

**15.12. Outdoor Play.** Arrange outdoor spaces to accommodate a variety of activities. Accommodate the exploration of the natural environment.

15.12.1. Include a variety of natural and manufactured surfaces.

15.12.2. Incorporate areas for large motor development.

15.12.3. Create areas for sensory experiences such as gardens.

15.12.4. Incorporate sidewalks for wheeled vehicles at the Child Development Centers.

15.12.5. Allow children or youth to be independent, creative and have access to a variety of age-appropriate outdoor equipment and games.

15.12.6. Provide pre-toddlers or toddlers a minimum of 60 minutes of moderate to vigorous physical activity each day.

15.12.7. Provide preschoolers and kindergartners a minimum of 90 minutes of moderate to vigorous physical activity each day. Plan activities inside on rainy days.

15.12.8. Provide school age youth at least 30 minutes outside for every 3-hour block of time. Offer outside play as an open-ended choice, when weather permits. Plan large motor and active physical play inside when weather does not allow for outside play.

**15.13. Activity Plans.** Provide personnel at least one hour per week to prepare activities or experiences for children or youth.

15.13.1. Provide staff in each Child Development Center activity room preparation time for the *Early Learning Matters* curriculum.

15.13.1.1. Determine who is conducting the two morning activities and who is conducting the two afternoon activities.

15.13.1.2. Follow the daily activities for each age group outlined in *Early Learning Matters*. Post "What Child Will Learn this Week" and "Tips for Promoting Youth Children's Learning" on the parent board in each activity room.

15.13.2. Use the Air Force standardized activity plan for School Age Care and Youth Programs. Provide activities that support the five core program areas. Training and Curriculum Specialist or Programmer reviews and approves activity plans at least two weeks in advance.

15.13.2.1. Activity plans do not have to be posted, but have to be available for staff to reference.

15.13.2.2. Provide youth opportunities to participate in planning, development, implementation and evaluation of programs and activities.

**15.14. Daily Schedule for Child Development Centers and Family Child Care.** Use a schedule to help preschool children learn their daily routine.

15.14.1. Post a schedule at the child's level in each preschool activity room. Include:

15.14.1.1. Outdoor experiences.

15.14.1.2. *Early Learning Matters* activities-two in the morning and two in the afternoon.

15.14.1.3. Meals and rest time.

15.14.1.4. Child initiated play.

15.14.1.5. Use pictures and simple words.

15.14.1.6. Post a daily schedule for parents on the parent board in infant, pre-toddler, and toddler activity areas.

15.14.2. Daily Schedules for School Age Care and Youth Programs include:

15.14.2.1. Physical fitness and/or outdoor play.

15.14.2.2. Activities in the five core program areas.

15.14.2.3. Independent choice

15.14.2.4. Homework help or tutoring.

15.14.2.5. Schedules are to be visible for youth to see.

**15.15. Routines and Transitions.** Provide smooth and un-regimented transitions between activities.

15.15.1. Adjust transitions to meet the needs and rhythms of children or youth as much as possible. Give advance notice to children or youth that have difficulty moving from one task to another.

15.15.2. Conduct daily routines (e.g., diapering, sleeping) in a relaxed manner. Use patting or soft music to help children sleep. Provide non-sleepers with books or quiet toys to use during rest time.

**15.16. Transitions to new age groups.** Consider individual development before moving child to new age group. Transition is not delayed based on one area of development. Children should not be move children to a new age group more than once every twelve months. **NOTE:** Required only in Child Development Centers.

15.16.1. Parents are consulted when their children is moving to a new age group and an orientation is provided by the new teachers.

15.16.2. Systems are in place for smooth transitions (i.e., moving from one room to another or one program to another).

**15.17. Technology and Media.** Provide computers with internet capability for personnel. Provide computers with internet capability for School Age Care and Youth Programs. Media viewing and computer use for children age 2 and younger is not permitted.

15.17.1. Provide computer access with software that supports language, literacy and math for preschool and kindergarten children.

15.17.2. Limit computer use to 15 minutes increments for preschoolers and kindergartners.

15.17.3. Use software to control access to undesirable sites for School Age Care and Youth Programs. Provide a sufficient number of computers to support ongoing programs for youth.

15.17.4. Provide software to create art, multi-media presentations, graphics, photography and video clips for School Age Care and Youth Programs.

15.17.5. "G" rated movies designed for children 8 years of age and under or for family viewing are permitted. Youth ages, 9-12, 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.

15.17.6. Other options are provided to children or youth who do not want to view movies.

15.17.7. Only appropriate video, games or amusement machines are available for youth, 6 to 18 years of age. No violent or mature subject matter that would constitute a teen rating is accessible to younger youth.

15.17.8. Youth are allowed to use personal electronic devices in Youth Programs.

**15.18. Children's Portfolios.** Conduct observations and assessments in accordance with *Early Learning Matters* Curriculum and maintain in the child portfolio. **Note:** This is not required in School Age Care or Youth Programs.

15.18.1. Conduct a formal conference at least once a year. Documentation is required. **Note:** Only required for Child Development Centers and Family Child Care.

15.18.2. Use Ages and Stages Questionnaires to screen children in Child Development Centers. Provide parents the assessment for the developmental screening applicable to their child's age.



**15.19. Staff Interactions.** Staff should be caring, nurturing and responsive to children and youth.

15.19.1. Relate to children and youth in positive ways. Provide opportunities to engage in positive interactions with peers and adults

15.19.2. Respond to children and youth's individual needs. Provide opportunities to manage behaviors, emotions and thoughts.

15.19.3. Recognize positive achievements.

15.19.4. Treat children and youth with respect and consideration.

15.19.5. Serve as a secure base for children and youth.

15.19.6. Have meaningful conversations.

## Chapter 16

### SPECIAL NEEDS

**16.1. Inclusion.** Child and Youth Programs provide reasonable accommodations to support inclusion and participation of children or youth with disabilities.

16.1.1. Obtain written permission from parents prior to sharing information with other team members and contract personnel (e.g., Kids Included Together, Military Family Life Counselor).

16.1.2. Contact Kids Included Together to consider reasonable modifications or adjustments to activity rooms, staffing or facilities prior to placing child or youth in care. Such accommodations should not fundamentally alter the nature of the service, program, or activity. If reasonable accommodation cannot be met, consult with AFSVC/SVPY to explore additional alternate accommodation. Programs should contact the installation legal office to assure compliance with Section 504 of the Rehabilitation Act, and other applicable public laws prohibiting discrimination based on disability. Disapproval of care and/or participation in programs should only be considered if other options are unavailable. Disapprove requires coordination from AFSVC/SVPY prior to parent or guardian notification.

### 16.2. Intake and Enrollment.

16.2.1. Gather information from families about required accommodations and support for children or youth with disabilities, medical conditions or special needs. Work with the family to determine the following:

16.2.1.1. Placement in the most appropriate inclusive setting.

16.2.1.2. Reasonable accommodations and support for participation.

16.2.1.3. Auxiliary aides or services to facilitate effective communication.

16.2.1.4. Emergency action plan for medical or other health-related concerns.

16.2.1.5. Method for ongoing communication.

16.2.2. Provide written instructions to meet modifications to the environment, specialized staff training and required staff to child ratios. Update action plan annually or sooner if needed.

16.2.3. Once all paperwork is submitted from the parents, an inclusion action team meeting is conducted within 30 days.

**16.3. Inclusion Action Team.** The Flight Chief must establish an Installation Inclusion Action. (T-1). Team is comprised of a multidisciplinary group of professionals. The purpose of the team is to assess reasonable accommodations for children or youth with identified developmental and/or medical requirements.

16.3.1. Chaired by the Child and Youth Services Flight Chief or designee GS-12 or above.

16.3.2. Determines placement in the most inclusive setting appropriate to the child or youth's needs, accommodations and support for participation, auxiliary aides or services to facilitate effective communication, emergency action plans developed by the child or youth's health care provider for medical or other health-related concerns, methods for ongoing communication, and any additional training or meetings required.

16.3.3. Includes professionals working in the field of child and youth development, early intervention, medical, legal, family support services, therapy, special and general education or related fields. The number of members, structure of the team and frequency of meetings depends on what works best for the installation or individual and vary according to the size of the installation, resources available and community involvement.

16.3.4. Core team members include:

16.3.4.1. Child and Youth Services Flight Chief or designee (GS-12 or above).

16.3.4.2. Program Managers.

16.3.4.3. Program medical advisor.

16.3.4.4. Exceptional Family Member Programs Family Support Coordinator.

16.3.4.5. School Liaison if the child is school age or receiving special education services at the school.

16.3.4.6. Personnel or provider who works with or has objectively observed the child or youth.

16.3.4.7. Parents of the child or youth.

16.3.4.8. Program Training and Curriculum Specialist.

#### **16.4. Inclusion Action Team Responsibilities:**

16.4.1. Identify the needs of the child or youth and make a decision whether to accommodate or refer within 2 days of Inclusion Action Team Meeting.

16.4.2. Contribute to the development of individualized accommodations and support.

16.4.3. Review emergency action and health management plans.

16.4.4. Make recommendations for Behavior Support Plans.

16.4.5. Assist in identifying resources, services, and support personnel with inclusion related issues such as training, community collaboration and physical access.

16.4.6. Provide follow-up communication and support.

16.4.7. Keep minutes for each meeting and file with the Chairperson. Provide a copy of the Inclusion Action Plan to the parent and file a copy in the child or youth file. Review the plan annually or more if necessary.

16.4.8. Keep parents informed of the review process.

**16.5. Referral Process.** Refer children or youth with or at risk of disabilities, chronic illnesses and physical, developmental, behavioral, or emotional conditions to the Inclusion Action Team. Children or youth with typical food allergies or infrequent asthma symptoms do not need to be referred.

16.5.1. Referrals are not solely based on a diagnosis. Consider each individual child or youth and situation on a case-by case basis.

16.5.2. Meet with the family to gain information prior to referring children or youth.

16.5.3. Consult with program manager and medical advisor to determine if a meeting is needed.

**16.6. Provisions for Child Care.** Once parents are notified, programs should prepare for arrival of individual within 30 days.

16.6.1. Permit support specialists to provide services with parental permission. Interactions with children or youth should take place in areas that allow for visual or video monitoring.

16.6.2. Train personnel how to support children or youth with special needs. Training is recorded on their AF Form 1098, *Special Task Certification and Recurring Training*.

**16.7. Diabetes Specific Accommodations.** Personnel and providers are to be 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.

16.7.1. Have the parent provide AF Form 3417, *Child and Youth Diabetes Care Plan for Blood Glucose Testing*, from the child or youth's health care 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 to help the program provide care. The Inclusion Action Team may offer placement:

16.7.1.1. If the parents/guardians or appointed back-up administer insulin for the child or youth.

16.7.1.2. If the youth has approval from parents and medical professionals to self-administer insulin.

16.7.1.3. If the program has a medical professional on site (e.g., nurse) to administer insulin.

16.7.1.4. Placement may be in a home if the provider agrees to receive diabetes management training from a qualified medical professional.

16.7.1.5. 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. Flight Chief obtains fee assistance through AFSVC/SVPY.

16.7.2. Program personnel may not provide insulin therapy by injection or make adjustment for insulin via a pump. (T-1). Notify parents or appointed backup if child or youth requires insulin. Contact emergency services if parents or appointed backup do not respond in a timely manner. Parents failing to respond could lead to possible dis-enrollment.

16.7.3. Program personnel may conduct glucose testing. Testing should be conducted by the same individual, if possible, and at the same times each day.

16.7.3.1. Youth, 8 years of age and older, who are capable of self-testing may carry diabetic testing supplies and conduct their own testing if approved by the parent or guardian. Youth may conduct the test in private or in the presence of an adult.

16.7.3.2. Have parents complete the AF Form 3417, *Child and Youth Diabetes Care Plan for Blood Glucose Testing*, to authorize personnel or providers to conduct glucose tests and respond to emergencies. Update Form 3417, *Child and Youth Diabetes Care Plan for Blood Glucose Testing* annually.

16.7.3.3. Document date, time and the reading of each glucose test on the AF Form 3416, *Air Force Child and Youth Glucose Chart*. Keep documentation in child or youth file.

16.7.3.4. Conduct training in bio-hazardous waste disposal practices in accordance with 29 CFR 1910.1030. Coordinate with Public Health on a bio-hazardous waste removal plan.

16.7.4. Allow children or youth to eat a snack anytime necessary to prevent or treat hypoglycemia. Make an appropriate snack available at all times.

16.7.5. Have a plan in place for handling emergencies on field trips.

16.7.6. For diabetic emergencies:

16.7.6.1. Call the local emergency number if the child or youth is experiencing a diabetic emergency.

16.7.6.2. Have parents complete AF Form 1055, *Youth Flight Medication Permission*, authorizing glucagon for emergencies.

16.7.6.3. Have parents or guardians provide a glucagon emergency kit for children with diabetes. Program personnel may administer if properly trained.

## Chapter 17

### PROMOTION AND MARKETING

**17.1. Promotion.** Use different types of media to inform base population of Child and Youth Programs opportunities.

17.1.1. A notebook or other media is available for parents to showcase family child care providers. Consent is received prior to adding provider to the notebook. Include a description of the program, advantages of using Family Child Care, and program options for expanded child care.

17.1.2. Written materials are available for new arrivals on the base about the availability of Child and Youth Programs to include how to become a family child care provider or employment opportunities in programs. Provide briefings at newcomer's orientation.

17.1.3. Promote Child and Youth Education Services to installation and community stakeholders.

**17.2. Recruitment.** Use installation resources to recruit personnel and providers. Maintain documentation.

17.2.1. Recruit providers to support the Expanded Child Care programs.

17.2.2. Recruit providers to care for children with special needs.

17.2.3. Recruit providers to increase the number of homes.

**17.3. Program Assessments.** Evaluate parent satisfaction, identify the strengths and weaknesses and set program goals on an annual basis. Conduct parent assessments to determine if hours of operation meet installation needs. Conduct youth assessments to determine if the program is meeting needs.

## Chapter 18

### PARENT INVOLVEMENT

**18.1. Parent Communication.** Positive relationships are developed with parents.

18.1.1. Provide an orientation at the time of initial enrollment. **(T-1)**. Orientation includes a parent handbook, tour of programs, and an introduction to personnel. Translate materials and policies when requested.

18.1.2. Notify parents if child or youth is injured, exposed to a communicable disease, experiencing distress, or becomes ill.

18.1.3. Post items of interests for parents (e.g., Parent Advisory Board minutes, parent education opportunities).

**18.2. Parent Participation.** Plan parent opportunities for participation.

**18.3. Parent Advisory Board.** Child and Youth Services Flight Chief will establish a Parent Advisory Board in accordance with the 10 USC Ch 88, DoDI 6060.02 and DoDI 6060.4. **(T-0)**.

18.3.1. Board membership includes parents of children or youth enrolled in programs. Board is chaired by parent representative.

18.3.2. Parent Advisory Board, in conjunction with program staff, should coordinate an annual parent participation program.

18.3.3. Parent Advisory Board meets with program managers and Child and Youth Services Flight Chief quarterly. Meeting minutes are forwarded to the Mission Support Group Commander for review and disposition. Minutes are filed for review during higher headquarters inspection.

18.3.4. If the Parent Advisory Board generates funds over which it maintains control, the group follows requirements for private organization in accordance with AFI 34-223. Child and Youth employees may not be involved in fundraising activities when they are on duty.

18.3.5. The Mission Support Group Commander will meet with the board annually; this requirement may not be delegated. **(T-1)**.

**18.4. Parent Education.** Provide parents information on child or youth development, child abuse and neglect, learning at home, and healthy development. Include information on deployment.

18.4.1. Notify parents about education opportunities at other installation agencies and community sponsored events.

18.4.2. Refer families to installation agencies, Military Family Life Counselors or local agencies for assistance.

18.4.3. Offer or co-sponsor a parent education activity for parents annually.

## Chapter 19

### SHORT-TERM, HOURLY CHILD CARE

**19.1. Short-Term Care.** If offered, short term hourly child care is designed to provide only occasional, intermittent child care for installation events (e.g., squadron's holiday party). Before offering child care, determine if the requirement can be met by referring parents to Family Child Care providers.

**19.2. Identifying Facilities.** Fire, safety and public health installation agencies must approve facilities for child care use. **(T-0).** Installation agencies may approve several sites in advance so that requests for short term care can be met without delay. **NOTE:** Child and Youth 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 nearby for older children. Providers supervise children using restroom.

19.2.2. An evacuation plan is posted by the door for fire or evacuation emergencies.

**19.3. Operational Procedures.** Guidelines for short-term hourly child care:

19.3.1. Provide care no longer than one hour before the start and one hour after the end of the function for which care is being offered.

19.3.2. Charge fees to cover the cost of care. Require reservations and collect fees in advance. Hire enough staff to meet program needs.

19.3.3. Supervise children by sight or sound at all times.

19.3.4. Provide a fire evacuation wagon for children two and under or have one adult for every two children. Meet the following ratios:

19.3.4.1. For infants 6 weeks to 12 months, have no more than four infants per staff member at any time and no more than eight infants per group.

19.3.4.2. For pre-toddlers 12 months to 23 months of age, have be no more than five children per staff member at any time and no more than ten children per group.

19.3.4.3. For toddlers, 24 to 36 months of age, have no more than seven children per staff member at any time and no more than fourteen children per group.

19.3.4.4. For children or youth three to twelve years of age, have no more than twelve children per staff member at any time and no more than twenty four children or youth per group.

19.3.5. Staff the program with child and youth employees who have a completed favorable criminal history background checks. Staff with pending background checks work under line of sight supervision and cannot be alone with children. All staff that work under line of sight supervision have completed orientation, Cardio Pulmonary Resuscitation and First Aid training.

19.3.6. Have a GS-05 or equivalent or higher-grade supervisor on site. This employee may be one of the employees providing childcare.



- 19.3.7. Have at least two adults present at all times.
- 19.3.8. Children or youth may not be taken outside facility except for emergency evacuation unless using a Child Development or a School Age Care facility.
- 19.3.9. Accept only children or youth who have the required immunizations or a pre-approved exemption in care.
- 19.3.10. Children or youth are not accepted into care when they are ill.
- 19.3.11. Serve meals and snack if needed.
- 19.3.12. Record attendance on AF Form 1182, *Youth Flight Register*, or equivalent.
- 19.3.13. Have materials, supplies and planned activities to keep children or youth engaged.
- 19.3.14. Appropriated funds are authorized to purchase equipment and materials for short-term care.

**19.4. Alternative Child Care.** May be offered in government facilities other than Child and Youth facilities by non-familial providers if fees are not charged, providers are not paid, and parents are on site and in close enough proximity to assist with emergencies.

- 19.4.1. Alternative child care must meet DoDI 6060.02, Fire Prevention, Safety and Public Health requirements and this Instruction for short-term child care use. (T-0).
- 19.4.2. Volunteers for alternative child care must meet specified volunteer requirements in accordance with DoDI 1402.05. (T-0).
- 19.4.3. Contact AFSVC/SVPY to establish alternative child care arrangements outside of these parameters.

## Chapter 20

### CHILD AND YOUTH EDUCATION SERVICES

**20.1. Child and Youth Education Services.** Child and Youth Education Services, in accordance with DoDI 6060.4, is an essential element of Air Force Child and Youth Programs. Military School Advisors and School Liaisons advocate for the educational needs of military children and serve as installation representatives for education-related issues. Outreach educational support is for military children in grades kindergarten through grade 12. Children in pre-kindergarten are supported when this grade is included in the community public school grade configuration.

20.1.1. Provide information and support resource to parents, commanders, and the military community for the following:

20.1.1.1. Transition services.

20.1.1.2. Available school options, programs, and resources on and off the installation.

20.1.1.3. Deployment Support.

20.1.1.4. Special Education Support.

20.1.1.5. Information and referral.

20.1.1.6. Community relationships, partnerships, and outreach.

20.1.1.7. Post-secondary preparations.

20.1.1.8. Home-school support, guidance, and policy.

**20.2. Communication and Connection.** Serve as liaison between organizations providing services to students, school personnel, and community to foster partnerships between military and civilian organizations, schools, and families. (T-1).

20.2.1. Connect military families with appropriate resources and provide information on special education.

20.2.2. Communicate information to the installation leadership and school community on issues impacting military children on a regular basis.

20.2.3. Facilitate support programs designed to meet needs of military children and provide technical assistance to advisory boards.

20.2.4. Serve as the primary support for the development of the school-based sponsorship program and secondary support for installation-based sponsorship program.

20.2.5. Facilitate communication between local school authorities and senior leadership to ensure school issues are addressed and resolved at the lowest practical level.

20.2.6. Ensures all newly assigned Force Support Services Commanders, Mission Support Group Commander and Wing Commanders are provided an orientation and overview of installation education challenges and program support requirements is conducted within 60 days of their arrival on station.

20.2.7. Coordinate with other Services and determine overlapping assignments of school liaison to corresponding Local Education Agencies (LEA). This action is necessary to preclude over-representation.

SHON J. MANASCO  
Assistant Secretary of the Air Force  
Manpower and Reserve Affairs

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

10 USC Ch 88, Section 568, *Revision and Codification of the Military Family Act and the Military Child Care Act*, (110 STAT.329), February 10, 1996. Also known as Public Law 104-106, 1996.

10 USC Section 1799, *Child Care Services and Youth Program Services for Dependents: Participation by Child and Youth Otherwise Ineligible*, 2006.

29 CFR Part 1910, *Occupational Safety and Health Standards*, Jun 27 1975

Crime Control Act of 1990, Section 231. Public Law 101-647

DoD 5500.07-R, *Joint Ethics Regulation*, Section 3-201.

DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, Oct 24, 2008.

DoDI 1100.21, *Voluntary Services in the Department of Defense*, 11 March 2002, incorporating change 1, December 26, 2002.

DoDI 1400.25 V1407, *DoD Civilian Personnel Management*, January 6, 2012.

DoDI 1400.25 V731, *DoD Civilian Personnel Management System: Suitability and Fitness Adjudication for Civilian Employees* August 24, 2012.

DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, 11 September 2016, incorporating change 1, July 14, 2016.

DoDI 6060.02, *Child Development Programs*, August 5, 2014.

DoDI 6060.4, *Youth Programs*, Aug 23, 2004.

DoDD 6400.01, *Family Advocacy Program*, Mar 3, 2015.

Advisory Committee on Immunization Practices (ACIP) Vaccine Recommendations

<https://www.cdc.gov/vaccines/acip/index.html>

AFI 33-360, *Publications and Forms Management*, Feb 15, 2018.

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, July 24, 2018.

AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, Aug 21, 2018.

AFMAN 34-201, *Use of Nonappropriated Funds (NAFS)*, September 28, 2018.

AFI 34-223, *Private Organizations (PO) Program*, December 13, 2018.

AFI 40-301, *Family Advocacy Program*, 16 November 2015, incorporating Change 1, October 12, 2017.

AFMAN 33-363, *Management of Records*, May 30, 2018.

AFI 36-3101, *Fundraising*. Oct 9, 2018

Army Technical Bulletin (TB) MED 530/NAVMED P-5010-1/AFMAN 48-147\_ IP, *Tri-Service Food Code*, March 1, 2019.

AFMAN 48-148, *Tri-Service Food Code*, November 20, 2014.

AFI 48-110\_IP/, *Immunization and Chemoprophylaxis for the Prevention of Infectious Diseases*, November 7, 2013.

AFI 48-116, *Food Safety Program*, September 11, 2018.

AFI 48-117, *Public Facility Sanitation*, September 11, 2018.

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, May 6, 2009.

AFI 65-601 V1 *Budget Guidance and Procedures*, Oct 24, 2018.

AFMAN 65-605, *Budget Policy and Technical Procedures*, Oct 24, 2018.

AFI 90-501, *Community Action Information Board and Integrated Delivery System*, October 15, 2013.

AFI 91-207, *The US Air Force Traffic Safety Program*, February 16, 2017.

American Academy of Pediatrics (AAP).

The American Academy of Pediatrics Managing Infectious Diseases in Child Care and School, 2016.

*Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 4<sup>th</sup> Edition*. American Public Health Association and American Academy of Pediatrics. Washington, DC, 2019.

Council of Accreditation Standards (COA).

Department of Agriculture Child and Adult Food Program Meal Patterns for Children and Youth.

National Alliance for Youth Sports. West Palm Beach, Florida.

National Fire Protection Association (NFPA) 101, *Life Safety Code*, most current edition,

National Association for the Education of Young Children (NAEYC) Accreditation Criteria 2018.

Public Playground Safety Handbook, U.S. Consumer Product Safety Commission, December 30, 2015.

Unified Facilities Criteria (UFC) 4-740-06 Youth Centers.

Unified Facilities Criteria (UFC) 4-740-14 Child Development Centers.

Guidance for FY 2019 - Updated Child and Adult Care Food Program Meal Patterns and Updated National School Lunch Program and School Breakfast Program Infant and Preschool Meal Patterns

[https://fns-prod.azureedge.net/sites/default/files/cn/SP01\\_CACFP01-2019os.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP01_CACFP01-2019os.pdf)

***Prescribed Forms***

AF Form 88, *Youth Program Application*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1109, *Visitor Record Log*

AF Form 1023, *Youth Flight Record of Injuries*

AF Form 1055, *Youth Flight Medication Permission*

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 1929, *Child Development Center Daily Reservation Log*

AF Form 357, *Family Care Plan*

AF Form 1181, *Air Force Youth Flight Patron Registration*

AF Form 1182, *Youth Flight Register*

AF Form 1183, *Child Development/Enrichment Program Hourly Record of Attendance*

AF Form 1187, *Youth Flight Accident Report*

AF Form 1930, *Youth Flight Daily Attendance Record*

AF Form 3416, *Air Force Child and Youth Glucose Chart*

AF Form 3417, *Air Force Child and Youth Diabetes Care Plan for Blood Glucose Testing*

Form 3424, *Child and Youth Reportable Incident*

***Adopted Forms***

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*

Optional Form 178, *Certificate of Medical Examination*

***Abbreviations and Acronyms***

**AIS**—Directorate of Services

**AISOC**—Air Force Child and Youth Programs

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFSVC**—Air Force Services Center

**CYP**—Child and Youth Programs

**DoDI**—Department of Defense Instruction

**DCII**—Defense Central Index of Investigations

**FCC**—Family Child Care

**LOSS**—Line of Sight Supervision

**MWR**—Morale, Welfare and Recreation

**NAEYC**—National Association for the Education of Young Children

**NAF**—Nonappropriated Funds

**NFPA**—National Fire Protection Association

**SCHR**—State Criminal History Repository

**STEM**—Science, Technology, Engineering, and Mathematics

**UCMJ**—Uniform Code of Military Justice

**UFC**—Unified Facilities Criteria

### *Terms*

**Accreditation**—Verification that a Child Development Center or School Age Care program has been assessed by an appropriate, external national accrediting body and meets the standards of quality established by that body.

**Accredited Home**—A Family Child Care 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 Child Development Center and Family Child Care Home programs to increase the availability of child care for military and Department of Defense civilian employees (e.g., resources and referral service, parent co–ops, 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, Child Care Tier 1, suitability decisions and re-investigations).

**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 Child Development Center/School Age Care/Family Child Care 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 Child Development Centers, Family Child Care and School Age Care.

**Child Development Program Assistant**—staff position responsible for providing direct services to children.

**Children with Special Needs**—Children or youth who may need accommodations for child care or participation in Child and Youth 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.

**Child and Youth Education Services**—Provides military children and families support and assistance throughout their PreK through 12th grade education. Child and Youth Education Services helps ensure children have opportunities to thrive academically, socially and emotionally, regardless of duty station, deployments or transition status. Through School Liaisons, Child and Youth Education Services helps 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.

**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 Child and Youth staff 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. **Note:** Available in 2019. Fire Inspectors are to ensure the inspection includes a fire drill. Local agencies issue a written report to program managers no later than 30 days after the inspection. Child and Youth Services 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**—Programs of Child Development, School Age and Family Child Care and Youth Programs.

**Personnel**—Includes individuals working in Child Development Centers, School Age Care, Youth Programs to include Managers and Training and Curriculum Specialists.

**Defense Central Index of Investigations (DCII)**—The central Department of Defense record of investigative files and adjudicative actions such as clearances and access determinations, revocations, and denials concerning military, civilian, and contract personnel.

**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 Child and Youth Program 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 section 1794 of Reference (f) 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 service members, 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**—Air Force Expanded Child Care (ECC) provides a diverse array of approaches to support Airmen and their families with nontraditional child care outside of typical duty schedule and specialized child care needs.

**Family Child Care (FCC) Home**—A home on base, in Air Force-privatized housing or in the local community approved by the Mission Support Group Commander (MSG/CC) to provide child care following the requirements of this Instruction.

**Family Child Care (FCC) Coordinator**—Responsible for family child care program management, training, inspections, and other services to assist family child care providers.

**Family Child Care (FCC) provider**—An individual 18 years of age or older who is certified to provide child care for 10 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.

**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.

**Flight Chief**—the individual responsible for oversight of Child and Youth Programs on the installation.

**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 Youth Programs. 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 Air Force in OCONUS. Excludes Alaska and Hawaii.

**Home**—Refers to Family Child Care 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, not 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 safety 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 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.

**Installations Records Check**—A query of records maintained on an individual by programs and entities at the military installation where the individual lives, is assigned, or works, including military law enforcement, Family Advocacy, Office of Special Investigations records for a minimum of 2 years before the date of the application.

**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)**—is defined as 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 Child and Youth Programs that is directed by the Mission Support Group 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 Mission Support Group 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. Child and Youth Services 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 Air Force 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 Air Force Child and Youth Programs. The committee acts in an advisory capacity, providing recommendations for improving services. The committee is also responsible for developing the parent involvement plan for Child Development Center, School Age Care, and Family Child Care. 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 Parent Board to encourage parents to volunteer in Child and Youth Programs. The plans includes 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 the Air Force, this position is the Training and Curriculum Specialist.

**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 two professional, personal or educational references.

**Private Organization**—A non-Federal entity authorized by the installation commander to operate on the installation because it is determined that the organization makes a positive contribution to the quality of life of base personnel and their families, which can include serving with Youth Programs on Air Force property, as defined in DoDI 1000.15, *Procedures and Support for Non-federal Entities Authorized to Operate on DoD Installations* and AFI 34-223, *Private Organizations Program*.

**Privately Owned Housing**—Homes owned by family child care providers.

**Privatized Housing**—Homes owned by contractors.

**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.

**Provider**—Refers to Family Child Care Provider

**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.

**School Age Care**—Structured activity program for school-age youth who are 5 to 12 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.

**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 Child Development Center and School Age Care 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 should be identified in writing by the Mission Support Group 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.

**Teaching Staff**—Direct care personnel whose main responsibility is to provide care to 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.

**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 (TDY), extended leave, temporary promotion, etc.; or to fill a vacancy that is programmed for cancellation within a specific timeframe.

**Total Family Income (TFI)**—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/SVPY for compliance with DoD unannounced inspection criteria. Installations are to submit extensions or waivers no later than 45 days after the Mission Support Group Commander outbrief to AFSVC/SVPY. Corrective action reports are to be completed within 75 days of the Mission Support Group Commander outbrief. AFSVC/SVPY verifies deficiencies have been closed and requests DoD certification to Air Force Child and Youth Programs no later than 120 days after the Mission Support Group Commander outbrief.

**Volunteers**—Individuals who donate their services, talents or skills to enhance child and youth programs and 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 Child and Youth Program duties and services can be performed.

**Youth Programs**—Air Force 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.