



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

MCO 1710.30  
MFY  
5 AUG 2015

MARINE CORPS ORDER 1710.30

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS CHILD AND YOUTH PROGRAMS (SHORT TITLE: CYP)

Ref: (a) DoD Instruction 6060.02, "Child Development Programs (CDPs)," August 5, 2014  
(b) DoD Instruction 6060.4, "Department of Defense (DoD) Youth Programs (YPs)," August 23, 2004  
(c) MCO 5210.11F  
(d) Facilities Criteria 4-740-14N, Navy and Marine Corps Child Development Centers, April 1, 2014  
(e) MCO 1320.11F  
(f) MCO 1754.11  
(g) MCO P1700.27B  
(h) SECNAVINST 5211.5E  
(i) Sections 1783, 1791 through 1800, 2809, and 2812 of title 10, United States Code  
(j) SECNAVINST 5720.42F  
(k) MCO 11000.22  
(l) 5 U. S. C Chapter 71, United States Code  
(m) Navy and Marine Corps Public Health Center Technical Manual 6260

Encl: (1) Marine Corps Child and Youth Programs Procedural Guidance

1. Situation. The Marine Corps CYPs provide high quality, affordable programs and services that support eligible families with children 6 weeks to 18 years of age. Accessibility, availability and affordability of CYP are key components of the program.

2. Cancellation. MCO P1710.30E.

3. Mission. This Order establishes policy and procedural guidance for the effective execution of the CYP and standardizes child care and youth programs across the Marine Corps. All installations shall be in compliance with policies and procedures contained in this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure CYP is provided adequate information pertaining to policies, procedures, and responsibilities to execute high quality, affordable child youth programs and services for children ages 6 weeks to 18 years old.

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(2) Concept of Operations

(a) This Order shall be used in conjunction with references (a) through (m) to ensure compliance with policies and procedures established by the Commandant of the Marine Corps and Higher Headquarters.

(b) Terms applicable to this Order are defined at Appendix A.

(c) CYP is a beneficial service that may be provided on and off installations within the bounds of capacity and available resources.

(d) Quality assurance of CYP is assessed, in part, by Higher Headquarters annual unannounced inspections, conducted by qualified Headquarters Marine Corps (HQMC) CYP professionals. Policy protocols are used to ensure compliance with standards.

(e) Feedback from patrons shall be collected annually to determine program satisfaction using HQMC approved resources.

(f) This Order does not apply to programs operated outside of CYP for occasional care such as those provided by chapels in support of religious services.

(g) CYP operates without discrimination as to race, color, sex, special needs, or national origin.

(h) CYP uses an electronic records management system for records, files and data storage.

b. Subordinate Element Missions

(1) Deputy Commandant for Manpower and Reserve Affairs shall:

(a) Develop, manage, monitor, and coordinate CYP policy.

(b) Coordinate and collaborate efforts and resources among all Marine Corps Community Services (MCCS) activities to promote optimum delivery of CYP.

(c) Ensure CYP is coordinated, as needed, with HQMC activities, Major Commands, and other Headquarters and activities.

(d) Identify fiscal and personnel resources necessary to coordinate and effectively execute CYP throughout the Marine Corps. Prepare annual budget and manpower requirements.

(e) Collect and provide data as needed for program oversight or as required by HQMC, per reference (h).

(f) Implement child care fees in accordance with references (a) and (b).

(g) Implement CYP employee wage plan in accordance with reference (g).

(h) Ensure qualified professionals manage CYP according to manpower requirements.

(i) Establish child care priority and hardship waiver policy as directed by references (a).

(2) Commanding General, Marine Corps Installation Command shall:

(a) Serve as a subordinate command in all matters pertaining to Marine and Family Programs.

(b) Ensure implementation of this Order to support Operating Forces, tenant commands, and activities.

(3) Headquarters Marine Corps Marine and Family Programs Division, Child and Youth Programs (HQMC CYP) shall:

(a) Provide or facilitate ongoing training on HQMC approved programs and practices to CYP personnel.

(b) Execute CYP annual reporting requirements.

(c) Conduct evaluations of CYP activities and assess the impact to assist in the planning, policy development, resource allocation, and policy implementation.

(d) Coordinate, as appropriate, with federal and civilian community resources concerning the execution of CYP activities.

(e) Research emerging and mandated programs and practices and maintain protocols for CYP operations.

(f) Produce and make available CYP family and professional (staff) handbooks.

(g) Review and validate the demand for installation child care capacity and take appropriate action to expand the availability of care as needed.

(h) Ensure installation Parent Boards (PB) meet requirements of sections 1783 and 1791 of reference (i).

(i) Develop, budget, and execute a HQMC CYP managed Off Base Child Care Fee Assistance Program.

(j) Execute annual and periodic inspections; and conduct technical assist visits as well as monitor required corrective and follow-up actions are completed within specified timeframes.

(k) Ensure a CYP eHQMC Gear Locker site, <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx> is maintained for posting of HQMC CYP approved forms, policy and protocols and program documents.

(4) Installation Commanders shall:

(a) Ensure CYP compliance in accordance with reference (a) and (b) and this Order. Be responsible for the establishment, implementation, and operation of CYP.

- (b) Ensure that all personnel involved in the CYP comply with this Order.
- (c) Ensure installation CYP funding is adequate to meet mission requirements and complies with guidance in this Order.
- (d) Ensure adequate, up-to-date resources and equipment are available, including internet connectivity, computer hardware/software and technical support for CYP mission accomplishment.
- (e) Ensure child care fees are applied in accordance with references (a) and (b).
- (f) Ensure CYP personnel are paid in accordance with the Employee Wage Plan and 75 percent of the program's total labor hours are paid to direct care program professionals who are in benefit status per reference (a).
- (g) Manage the installation child care priority and hardship waiver policy.
- (h) Review and validate the demand for installation child care capacity and take appropriate action to expand the availability of care as needed.
- (i) Convene a PB and ensure a viable parent participation program is in accordance with references (a) and (b).
- (j) Ensure CYP oversight and inspection requirements, to include corrective action requirements and reports program inspections are completed.
- (k) Convene and manage a Quality Review Board (QRB) of oversight and certification of Family Child Care (FCC) Program.
- (l) Ensure eligible CYP initiate, follow and maintain national accreditation. Programs shall follow accreditation communication requirements detailed in this Order.
- (m) Ensure CYP incident and child abuse reporting processes are implemented. Ensure CYP incidents and alleged or suspected child abuse incidents are reported in accordance with references (a), (b), and (f).
- (n) Develop and implement, with consultation of the Family Advocacy Program Manager, a Home Alone/Self-Care policy addressing the ages and circumstances under which a child or youth under the age of 13 can be left at home alone or use services provided at Installation facilities without adult supervision (when applicable given the availability of youth services). The installation policy shall be consistent with or more stringent than the applicable laws and ordinances of the State or country in which Installations are located.
- (o) Coordinate the installation CYP with other MCCS programs to maximize service delivery and minimize duplication of effort.
- (p) Ensure sound safety practices are in place.

(q) Administer and direct installation CYP; assess the needs of the military community; and publicize available programs and services.

(r) Designate a CYP health subject matter expert to monitor program health and nutritional requirements.

(s) Ensure CYP professionals review and execute the HQMC CYP Program Protocols. Submit recommendations for changes and exceptions to the Protocols to HQMC CYP via the appropriate chain of command.

(t) Provide HQMC CYP data and information requested as necessary to support quality assurance, improvement processes, financial, risk management, program development, demographic data, and other purposes.

(u) Execute background check process, in coordination with local Human Resources Offices, for Appropriated Fund (APF) and Non Appropriated Fund (NAF) employees, FCC Providers, contractors, and specified volunteers.

(v) Coordinate with installation medical authority to establish communication concerning CYP health related matters.

(w) Ensure Youth Sports and instructional activities are offered, in compliance with requirements, to include background checks, annual training, and inspected annually as core youth programs in accordance with reference (b).

(x) Ensure any child and youth service provided under a Public Private Venture activity are approved and comply with policy in accordance with reference (k).

(y) Ensure that unions representing CYP professionals are notified of this Order and provided a copy; and, that any requested impact and implementation bargaining is completed in a timely manner prior to implementing this Order with regard to bargaining unit employees in accordance with reference (l).

## 5. Administration and Logistics

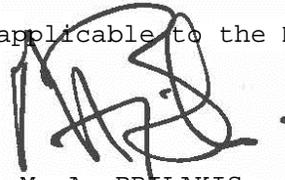
a. The currency, accuracy and completeness of publication and distribution of this Order, and changes thereto, are the responsibility of HQMC CYP. Submit recommendations for changes to this Order to HQMC CYP via the appropriate chain of command.

b. Records created as a result of this Order shall be managed per reference (c) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. The generation, collection or distribution of personally identifiable information and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per reference (h). Any unauthorized review, use, disclosure or distribution is prohibited.

d. Department of Defense (DD) forms mentioned in this Order are available at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm> and Navy/Marine Corps (NAVMC) forms are available at <https://navalforms.documentservices.dla.mil>.

6. Command and Signal. This Order is applicable to the Marine Total Force and is effective on the date signed.



M. A. BRILAKIS  
Deputy Commandant for  
Manpower and Reserve Affairs

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Chapter 1

Marine Corps Child and Youth Programs (CYP)

1. Purpose. Marine Corps CYP provides high quality, affordable child care and youth services that support military families both on and off installation.

2. Intent. To ensure Marine Corps CYP is equipped to provide quality programs, services and resources that support military families.

3. Child Development Programs (CDP). CYP shall operate installation based Child Development Center (CDC), School Age Care (SAC) and FCC programs offering care for children ages 6 weeks through 12 years on a full-day, part-day, short term, or intermittent basis.

a. In accordance with reference (a), CDC, SAC, and FCC Programs Standards of Operation detail the minimum required operational standards that programs shall satisfy in order to receive the annual DoD Certificate to operate as discussed in Chapter 5 of this Order.

b. Operating hours of CDPs, excluding FCC, shall be based on community needs and available resources as determined by the Installation Commander.

c. CDC programs primarily offer care to children ages 6 weeks through five years of age, but may also provide SAC programs.

d. SAC programs primarily offer care to children 6 through 12 years of age who require full day and/or before and after school care. For children 5 years of age, CYP may make placement adjustments with documentation of school enrollment.

(1) SAC shall operate before and after school, full-day care/camps on school holidays, teacher in-service days, inter-sessions, and during school closings.

(2) SAC may be offered in CDCs and other installation facilities, such as youth centers and schools.

e. FCC programs are home-based child care programs for children 6 weeks through 12 years of age. FCC augments and supports CYP by increasing the availability of child care on the installation.

(1) FCC shall be provided in government and privatized government housing.

(2) FCC shall be certified by the Installation Commander if child care services are provided on a regular basis for more than 10 hours per week/per child.

4. Resource and Referral (R&R) Service. CYP shall have a no cost system for delivering R&R services to patrons by providing a one-stop location for available child and youth resources on and off the installation. R&R services shall include the following:

a. Management of the CYP registration process.

b. Referral assistance for on and off installation child and youth options. Program staff shall work closely with patrons to identify their needs. When multiple off base options are available that meet the patron's needs, program staff shall not direct the patron any specific option.

c. Consultation with families to assist in choosing child and youth programs and services that meet their individual needs.

d. Liaison with installation programs and services.

e. Marketing CYP services.

f. Coordination of annual feedback from CYP patrons to determine program satisfaction.

g. Coordination and management of the online centralized request for care system to include management of program waitlist and vacancies described in Chapter 3 of this Order.

h. Maintain requirements for the Youth Sponsorship Program detailed in Chapter 6 of this Order.

i. Manage the CYP electronic records management system.

5. Youth Programs (YP). Planned and/or self-directed activities and events that respond to the needs of eligible participants.

a. YP for participants 12 and under shall not operate during SAC program hours.

b. YP for participants ages 13 and above may operate at any time with age appropriate activities.

6. Supplemental Programs and Services. Programs and services may be provided based on need, capability and availability of funding.

a. Installation CDP Part-Day and Hourly Child Care Programs may be offered for patrons not requiring full-time care.

b. The HQMC CYP managed Off Base Child Care Fee Assistance Program assists eligible Marines in paying for community based child care services for children ages 6 weeks through 12 years of age, when installation based care is not available. This program is not guaranteed and shall be maintained within the limits of funding.

c. Installation Short Term Alternative Child Care (STACC) is an optional child care service that provides on-site hourly, group care in an installation facility where parents remain in or immediately adjacent to the building during the entire care period.

(1) Installation CYP shall schedule staff, dates, times, and/or equipment for STACC session. A written agreement between CYP and the

sponsoring unit/organization shall specify time, date, location, number and ages of children to be served, number of CYP trained personnel needed, description of services and cost.

(2) STACC shall follow requirements of this Order.

Chapter 2

Priorities and Eligibility

1. Child Development Program (CDP). Established priorities shall be used to determine eligibility requirements for Marine Corps CDP including CDC, SAC and FCC per reference (a).

a. Marine Corps CDP priorities can be found in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

b. The establishment of installation mission-unique sub-priorities requires HQMC CYP approval. Submit requests for additional sub-priorities via the appropriate chain of command.

2. Youth Program (YP). Kindergarten through grade 12 participants of military members, DoD civilian employees, and other eligible patrons as authorized per reference (b) shall be eligible.

Chapter 3

Resource Management and Administration

1. Funding and Delivery of Services. CYP is a Category B Military Morale, Welfare, and Recreation activity staffed by civilian personnel; operated, maintained, and funded with a combination of APF and NAF support, unless otherwise directed in this Order. The Uniform Funding and Management practice funding guidelines outlined in references (a) and (b) apply to CYP.

a. CYP services shall be conducted in the most cost efficient manner practicable and follow efficiency requirements for specific areas, but not limited to, staffing, maximum utilization of resources, and filling participant vacancies, outlined in Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

(1) CDC and SAC shall be funded by a combination of APF and NAF. APF support of CDPs shall be at least equal to the parent fees collected, except for CDCs that operate under a long-term facilities' contract or lease-purchase agreement.

(a) Installation CYP that cannot meet the 50/50 split shall provide written justification to HQMC CYP.

(b) CDP spaces used for anything other than full time child care shall not exceed 20 percent of the program's capacity during operational hours.

(2) FCC providers are private contractors. Fees are established between the provider and parent, unless such providers receive direct monetary subsidies.

(a) FCC providers may receive direct monetary subsidies funded by NAF generated funds only to reduce the cost of care for authorized patrons. If subsidies are provided, the Installation Commander or designee shall determine relevant fees charged by the provider.

(b) CDP patrons shall be supported primarily through use of facility-based care; however, upon extenuating circumstances, FCC may be considered an option for child care. Examples of extenuating circumstances include, but are not limited to, CDP capacity, irregular work hours, a special needs accommodation and emergency care.

(3) Youth programs and activities shall be offered at a break-even cost to CYP, supported primarily with NAF.

b. CYP may be eligible for financial and other support through MCCS commercial sponsorship, grants, gifts, funding from non-DoD Federal and State sources to offset the cost or enhance the availability of CYP activities to authorized patrons. Soliciting non-Federal sources for support, and acceptance of funds or in-kind goods, is prohibited except as authorized by Federal law and regulation or military policy. Questions should be directed to the supporting MCCS Counsel.

c. All eligible CYP shall participate in the United States Department of Agriculture Child and Adult Care Food Program (USDA CACFP), if available.

d. Construction and maintenance of CYP facilities (CDP and Youth) shall be funded per references (a) and (b).

2. Fees. Per reference (a), patron fees for CDP, regardless of location, shall be determined using an initial and subsequent annual verification of Total Family Income and the fee ranges/categories outlined in the Program Protocols Library at

<https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

a. Requests to use high or low market rate options shall be submitted to HQMC CYP for approval.

b. CYP may collect a registration fee, not to exceed more than one week of the published fee of the applicable income category, at the time a child care space is accepted or other CYP services are used.

c. The CDP fees (excluding FCC) include a maximum of 50 hours of child care and all meals and snacks per participant. Program operations beyond 50 hours of child care per week shall be funded 100 percent with parent fees or NAF generated funds.

d. Installation Commander or designee providing a Youth Program may establish fees at a reasonable cost comparable to local community youth programs and events.

e. Installation Commander or designee may make provisions for those who are not able to participate because of a financial hardship. Such provisions shall be documented and retained in CYP.

f. Installation Commander or designee shall establish CYP hourly fee rates based upon installation needs.

3. Enrollment. A central enrollment registry shall be available for all eligible patrons. A centralized request for care system shall be accessible for all patrons through a HQMC CYP approved web-based system. The web-based system shall act as a registry of all enrolled participants and patrons requesting space in an installation CDP.

4. Waitlist and Vacancies. Programs shall ensure tracking and monitoring of CDP vacancies and waitlists for on-installation child care and youth center programs; as well as the following:

a. Maintain a waitlist for children birth to 12 years old. The date the application is received and the information from the Request for Care shall determine family's placement on the waitlist.

b. Maintain records of referrals made to local child and youth related community resources.

c. Ensure that accurate information regarding current enrollment and immediate need is collected and reported to HQMC CYP as requested.

d. Use and maintain the HQMC CYP approved software management system.

5. Marketing Plan. Programs shall establish a marketing strategy to inform all authorized patrons, responsible commanders, tenant commanders, senior enlisted personnel, MCCS managers and other key personnel of CYP services.

6. Registration. Programs shall make available to CYP patrons all required HQMC CYP approved registration forms. Registration forms are located in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

7. Records, Files and Forms. CYP records, including Privacy Act records for CYP professionals, patrons, and participants shall be maintained in accordance with references (c) and (h). Record file documentation required by this Order shall be updated annually.

a. Such records shall include, at a minimum, the requirements outlined in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

(1) Records shall be readily available for inspection purposes.

(2) Requests by individuals for their own records shall be coordinated through the installation Privacy Officer per reference (h).

(3) A developmental portfolio shall be maintained for CYP participants ages 6 weeks through five years. This portfolio shall transition with the participant as they move through the program.

b. CYP shall execute classroom daily attendance sheets to include each participant's arrival/departure date and time and parent/guardian signature. Youth Program participants meeting the installation's Home Alone/Self-Care age requirement do not require a parent signature.

c. Upon approval, CYP shall use standardized forms which will be available for download at the HQMC CYP Gear Locker site <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>; or from the DoD Forms website, <http://www.dtic.mil/whs/directives/infomgt/forms/>.

8. Termination of CYP Participation. Patrons shall provide two weeks written notice indicating their intent to vacate a child care space or may be responsible for complete payment of fees. CYP shall coordinate with the applicable finance office to collect unpaid fees.

9. Accreditation. CYP shall ensure all eligible CDPs (excluding FCC) are accredited by a DoD-approved national accrediting body per reference (a).

a. Programs shall submit all necessary accreditation correspondences (e.g., applications, notifications, and annual reports) to HQMC CYP for review (no less than two weeks) prior to, submitting to the accrediting body. Incident reporting documentation shall be submitted in conjunction with HQMC CYP incident and child abuse reporting guidance and procedures outlined in Chapter 5 of this Order.

b. HQMC CYP shall support installation CYP during the accreditation process and communicate directly with the accrediting body as needed. CYP shall authorize communication between the accrediting body and HQMC CYP. Such authority may also be included in the contract with the accrediting body.

c. Programs shall provide accreditation status reports when requested by HQMC CYP.

d. FCC providers shall be encouraged to seek accreditation from an appropriate national accrediting body.

10. Immunization Requirements. Per references (a) and (b), current immunization requirements shall be followed for CYP professionals and participants. Current immunizations requirements are available in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

11. Inclusion. Per references (a) and (b), CYP shall embrace inclusion as an attitude and philosophy that welcomes and supports the participation of all children and supports reasonable accommodations. Children, or their parent/guardian, who have a disability, may require a reasonable accommodation in order to obtain the full benefit of CTYP services.

a. CYP shall implement an Inclusion Action Team as outlined in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

b. Upon a request for accommodation due to a disability/special need, CYP shall support all reasonable accommodations. A reasonable accommodation may include modifying a policy, practice, or procedure to integrate participants with qualifying disabilities into CYP activities.

c. An accommodation request will be considered reasonable when it does not place an undue hardship on the CYP. An unreasonable accommodation results in undue hardship, such as requiring a fundamental alteration of program activities, or requiring alterations contrary to safety codes.

d. CYP shall coordinate with installation personnel, such as Behavioral Specialists and Installation School Liaisons, and other relevant resources when appropriate to assist CYP professionals and patrons in developing skills to respond to challenging behaviors and reduce stress for CYP participants and professionals.

e. Participants shall not be excluded from field trips due to disability/special need. Requirements of the participant's Inclusion Action Plan shall be supported during CYP sponsored field trips.

12. Operational Procedures. Programs shall establish written policies and procedures. In development of such policies and procedures, Programs shall follow the guidance located in the Program Protocols Library found at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx> and ensure local guidance is provided for:

- a. Effective and Efficient Programs
- b. Record Management
- c. Oversight and Inspections
- d. Incident/Serious Incident and Child Abuse
- e. Health Promotion
- f. Infant Sleep

- g. Professional Development
- h. Appropriate Touch
- i. Supervision and Accountability
- j. Inclusion
- k. Safety and Risk Management
- l. Background Check Requirement
- m. Appropriate Guidance
- n. Adverse Weather
- o. Individual Development Plan
- p. Supervising an Individual Development Plan

(1) Programs shall develop and execute written policies and procedures to address areas such as, but not limited to:

- (a) Hours of operation
- (b) Parent involvement plan
- (c) Facility access control
- (d) Cash handling and control
- (e) Recruiting and marketing policies
- (f) Accreditation
- (g) Security, fire, emergency, safety requirements
- (h) Requirements for FCC programs
- (i) Denial of certification, re-certification, revocation, disciplinary procedures for FCC
- (j) Active shooter
- (k) Address leave periods for families in the event of emergencies, priority access to hourly care spaces for relocating families, and other installation community needs.
- (l) Emergency situations (e.g., crisis, natural disasters, and epidemics)
- (m) Home Alone/Self-Care

(2) Policies and procedures shall be reviewed and approved by the appropriate subject matter experts prior to implementation and upon change.

(3) Policies and procedures shall be available to CYP professionals and patrons and accessible during the Annual Higher Headquarter Inspection.

(4) HQMC CYP may execute additional protocols as a result of program deficiencies identified during annual higher headquarters inspections.

13. HQMC CYP Off Base Child Care Fee Assistance Administration, Oversight and Exception Requests. Program assists geographically dispersed active duty Marine families with the cost of community based child care programs when access to installation child care programs is unavailable.

a. Off Base Respite Child Care for Wounded Warriors and Fallen Marine families provides up to 16 hours of child care per month at no cost.

b. HQMC CYP shall designate a national service provider to administer the program.

c. An exception to eligibility criteria may be submitted to HQMC CYP using Administrative Action form NAVMC 10274 accompanied by an endorsement from the Battalion/Squadron Commander or equivalent.

14. Handbooks. Per references (a) and (b) handbooks for CYP patrons and professionals shall be made available annually and updated accordingly. CYP shall use the handbook located in Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

## Chapter 4

### Management Administration

1. Position Descriptions (PD). HQMC approved PDs shall be used for all CYP operations and can be found in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.
2. Qualifications. CYP professionals shall be hired based on their demonstrated ability, qualifications and successfully complete and maintain required background checks as outlined in this Order.
  - a. Training, education, and experience shall influence progression from entry level to the positions of greater responsibilities as required.
  - b. CYP professionals may be hired at full performance (GS/GSE-4) level upon verification of compliance with listed position description experience and education requirements.
3. Pay Compensation for CYP Direct Care. Programs shall follow reference (a) or the most current guidance on classification and pay as found in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>. Pay increases and promotions shall be tied to satisfactory performance and completion of mandatory training.
4. CYP Mandatory Training. Per references (a) and (b) CYP professionals shall meet training requirements set forth by HQMC CYP; with satisfactory completion a condition of employment. The CYP Professional Development (training guidance) can be found in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.
  - a. CYP professionals shall be responsible to complete any additional training requirements.
  - b. CYP training shall be entered into the HQMC CYP approved electronic records management system and readily available during the Higher Headquarters Annual Inspection.
  - c. Volunteers shall complete CYP training per reference (a).
  - d. Training related to the health and nutritional requirements shall be conducted by a CYP subject matter expert.
5. Individual Development Plan (IDP). CYP professionals shall have a current IDP to assist in career and professional development. Supporting human resources activities shall provide the IDP for CYP professionals. IDP guidance can be found in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.
6. Health Requirements. Per reference (m), individuals who have regular care responsibilities or services delivery contact with CYP participants, including CYP professionals, FCC providers and any other persons living in a home where child care is provided, substitute or backup FCC providers, and specified regular volunteers, shall be in good health and free from communicable disease as determined and notated, at employment in-processing and annually, by the installation medical authority. The information shall

be current and on file in the CYP professional's record and the HQMC CYP approved electronic records management system.

7. Identification. CYP professionals and specified volunteers shall be identified at all times (e.g., nametags).

8. CDP Program Goals. CYP shall establish and execute developmentally appropriate activity plans, observations, family communication and assessment, in accordance with reference (a).

a. Programs shall use the HQMC CYP standardized planning, curriculum and assessment program materials and tools that meet guidelines of program accreditation.

b. Daily schedules and program of activities shall be approved by program management and posted in a conspicuous area viewable to all CYP patrons, professionals and volunteers.

c. SAC programs shall compliment, rather than duplicate the school day.

d. An annual classroom environmental rating scale of each facility/classroom shall be completed. Programs shall take action on identified areas through changes in program operations to ensure safety of CYP participants and professionals.

9. Youth Programs (YP). Programs and activities shall promote and recognize the development and achievement of youth and be available to eligible participants living on and off the installation in accordance with reference (b).

a. Programs shall coordinate efforts with MCCA programs and services, schools and other youth serving organizations.

b. Programs shall include the following youth development strategies:

(1) Character and leadership development

(2) Education support and career development

(3) Health and life skills

(4) Sports (not to include Youth Sports activities), fitness and recreation

(5) The arts

c. Programs shall provide activities to meet the needs of participants during out of school hours and activities for youth should be held at different times or in clearly defined designated areas.

d. Programs shall provide a written schedule, approved by program management, for all activities with specific beginning and ending times.

Chapter 5

Facility, Health, Safety and Risk Management

1. Facility. CYP shall execute and operate under the prescribed minimum facility construction standards and renovation projects.

a. CDP shall execute references (a) and (d).

b. Youth facilities (to include facilities that operate SAC) shall execute reference (b) criteria standards.

c. CYP shall comply with the current version of the National Fire Protection Association 101, "Life Safety Code®" for program facilities.

d. CYP playgrounds shall meet or exceed the requirements outlined in references (a), (b) and (d).

2. Health. Programs shall ensure health related matters are addressed for CYP participants and professionals through the execution of thorough processes and procedures.

a. Policies and procedures for identifying mildly ill participants, emergencies, exclusion criteria, and medication storage, first aid kits, and immunization requirements for CYP participants and professionals can be located in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

b. CYP shall have installation veterinary authority approval of any animal housed by CYP and inform parents in writing (prior to enrollment) of the presence of any animals and/or before a new animal is acquired for the program.

c. Per references (a) and (b) appropriate health and sanitation procedures shall be followed for food preparation and serving and the USDA CACFP guidelines.

d. Soft items such as, but not limited to, blankets, pillows, comforters, quilts, or bumper pads shall not be used in cribs. Infant sleep guidance can be located in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

3. Safety. Programs shall ensure safety related matters are addressed for CYP participants and professionals through the execution of thorough processes and procedures using guidance located in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

a. Poisonous plants are prohibited in all CYP and all non-poisonous plants used in programs shall be labeled.

b. Per reference (a), infant walkers, infant bouncy seats, stationary infant seats (to include playpens, mechanical swings, toy boxes/chests, other similar hinged equipment, trampolines, and wading/swimming pools) shall be prohibited from use in CYP. Equipment, materials and furnishings shall be developmentally appropriate.

c. Any resource, such as but not limited to water play areas and interactive fountains, shall follow national standards for operation and MC policy as applicable.

d. The Installation Commander or designee shall ensure that safety and health offices review written daily safety checklists and reports kept in the program files, review written verification and documentation of safety procedures and verify all procedures are followed.

4. Background Checks. Per references (a) and (b), criminal history background checks are required for all individuals involved with the provision of child and youth services who have regular contact with children under the age of 18. CYP shall follow background check guidance and procedures located in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

a. New CYP professionals who have cleared initial local background checks and are pending completion of additional required checks, may provide child care services under Line of Sight Supervision (LOSS). Employees in LOSS status shall wear distinctive red apparel that puts forward a clear visual identification.

b. Volunteers and contractors working within CYP shall have background checks required by references (a) and (b).

c. LOSS is the continuous visual observation and supervision of an individual pending favorable background check adjudication. Video surveillance equipment shall not be used as a flexible and reasonable alternative for a direct sight supervision alternative for those working in LOSS.

d. CYP shall ensure background check information is maintained in the HQMC CYP approved electronic records management system and is available during the Higher Headquarters Annual Inspection.

5. Oversight and Inspection. In accordance with references (a) and (b), CYP inspections shall be conducted to ensure the safety and well-being of children, to monitor evidence of program corrective actions and the proper use of program resources. Local inspections and one annual higher headquarters inspection shall be conducted for all CYP components. CYP shall follow inspection and oversight guidance and procedures located in the Program Protocols Library at <https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

a. Upon demonstration of annual compliance of this Order and applicable inspection requirements, HQMC CYP will issue a DD Form 2636, Child Development Program DoD Certificate to Operate, to each CDC, SAC, YP, Youth Sports/Fitness/Recreation activity and FCC Program. Certificates shall be displayed in a visible location.

b. The Installation Commander shall ensure the immediate remedy of any life-threatening violation of this Order or other safety, health, and child welfare laws or regulations (discovered at an inspection or otherwise) at a DoD CDP, or he or she will close the facility (or affected parts of the facility).

c. Oversight includes the development and implementation of Corrective Action Plans (CAP) for all local and higher headquarters required inspections. Each CAP shall be a comprehensive plan that targets deficiencies and monitors results in order to achieve and maintain compliance.

6. Closed Circuit Television (CCTV). CCTV supports CYP training purposes, provide a means for parents and CTYP professionals to observe participants in a non-disruptive manner and deter child abuse and neglect.

a. CCTV shall not be used to monitor CYP professionals who have not cleared background checks and are in LOSS status.

b. Unless required for internal management purposes, CCTV video recordings shall be maintained at least 30 days. This will provide CYP a reasonable period of time to review the tapes for any internal business purposes. Should management become aware of a claim against the Government; foresee litigation as a result of events occurring at a CYP facility that may have been recorded by the CCTV system; or require retention of a recording pending investigation into allegations of misconduct depicted in the video, the responsive recording shall not be destroyed until released for destruction by the supporting MCCS Counsel or legal advisor.

c. In the spirit of providing "unrestricted access" to children, where CCTV is available, parents shall be allowed to view their children in real-time interacting with other children and the CYP professionals by viewing their children through CCTV monitors on the premise.

d. Parental requests to view all or a portion of a CCTV video recording of CYP activities, including requests for copies thereof, fall within the purview of the Freedom of Information Act (FOIA), as implemented by reference (j).

(1) CYP professionals should inform parents desiring to view or obtain a copy of a CCTV recording to contact the installation FOIA Coordinator for information regarding how to properly submit a FOIA request. Copies of CCTV recordings shall not be placed in a participant's file.

(2) CYP shall not make release determinations nor respond directly to a parent requesting to either view, or obtain a copy of, a CCTV video recording except to direct the parent to the installation FOIA Coordinator.

7. FCC Provider Liability Insurance. In accordance with reference (a), FCC providers shall maintain personal liability insurance to protect themselves and those affiliated with the Marine Corps in an official capacity against potential liability claims for negligence that might arise from their operations.

a. The minimum amount allowed shall be \$500,000 per each occurrence and \$1,000,000 aggregate limit for liability insurance. The policy shall include personal liability exposure from any animals present in the FCC home.

b. FCC providers shall be responsible to purchase provider insurance upon completion of the initial provider certification process and prior to participant placement and providing child care services.

c. Certified FCC substitute providers who have satisfactorily meet all FCC training requirements and background checks may provide child care in a FCC certified and approved FCC home, only if that FCC provider possesses a current commercial liability insurance policy that provides coverage which is approved by the FCC/CYP command coordinator.

d. FCC providers transporting children shall obtain and maintain appropriate auto liability insurance that includes coverage if the certified provider is deemed to be operating a business as defined by their insurance company, since normally a personal auto policy will not afford or extend liability insurance to a business. The minimum coverage allowed shall be \$500,000 per each occurrence and \$1,000,000 aggregate limit for auto liability insurance. Documentation shall be maintained in the provider's file and the HQMC CYP approved electronic records management system and is available during the Higher Headquarters Annual Inspection.

e. Upon request from HQMC CYP, HQMC Human Resources Office will assist in providing research and information regarding available FCC and OFCC insurers, that meet CYP insurance program requirements.

8. CYP Incident/Child Abuse Reporting. CYP shall document and execute a process for incident reporting per references (a) and (b). HQMC CYP incident and child abuse reporting guidance and procedures can be located in the Program Protocols Library  
<https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

a. Any incident involving CYP participants shall be recorded on NAVMC 1750/6 - CYP Incident Report and maintained in the participant's file; in addition, is appropriate for informing the parent/guardian of a reportable incident.

b. Serious incidents and suspected child abuse reports shall be submitted using the HQMC CYP approved process which can be found in the Program Protocols at  
<https://ehqmc.usmc.mil/sites/family/mfy/mfy3/default.aspx>.

c. DoD Child Abuse/Safety Violation Hotline telephone numbers shall be posted in highly visible areas, including the facility lobby, and included in family and professional handbooks.

Chapter 6

Communication

1. Family Rapport. Programs shall establish and execute dialog with and between families and CYP professionals to ensure positive relationships.

a. New families shall receive a program orientation upon registration.

b. Family conferences shall be held, at a minimum, one time per year for children ages 6 weeks to 5 years of age.

c. Communication regarding the care and well-being of the CYP participant shall occur between the direct caregiver and the parent/guardian in accordance with accreditation standards.

2. Parent Involvement and Participation. In accordance with references (a) and (b), installation PBs shall be formed to discuss CYP recommendations for improving programs and services and coordinate a parent participation program.

a. The PB shall be comprised of and chaired by volunteers who have children enrolled in CYP.

b. PB recommendations shall be forwarded through CYP to the Installation Commander or designee for review and disposition. Recommendations are reviewed during the HQMC CYP annual unannounced inspection.

c. PB ensures patrons are involved in CYP planning and evaluation.

d. PB members may be eligible for child care fees at a reduced rate. The parent participation rate reduction shall not exceed 10 percent of the child care fees.

e. PB shall coordinate parent participation program activities.

3. Dissemination of Religious Materials. CYP shall not allow the distribution of religious information or materials, or provide program activities that teach or promote religious doctrine.

a. Programs operated by Chaplains are exempt from this prohibition.

b. FCC providers offering program activities that teach and promote religious doctrine must include notification in the parent contract.

4. Youth Sponsorship Program. Per reference (e), CYP shall support a Youth Sponsorship Program to facilitate transition into a new community.

a. CYP shall identify and provide a list of eligible youth interested in becoming sponsors to installation Information and Referral (I&R) Program staff.

b. CYP may participate in Settling In services with I&R Program coordination.

5. Partnerships. CYP shall coordinate opportunities to enhance and expand program resources with on and off installation agencies. Documentation shall be readily available during the Higher Headquarters Annual Inspection.

**APPENDIX A**

KEY TERMS

1. Child Abuse. The physical or sexual abuse, emotional abuse, or neglect of a child by a parent, guardian, foster parent, or by a caregiver, whether the caregiver is intrafamilial or extra familial, under circumstances indicating the child's welfare is harmed or threatened. Such acts by a sibling, other family member, or other person shall be deemed to be child abuse only when the individual is providing care under express or implied agreement with the parent, guardian, or foster parent.
2. Child and Adult Care Food Program (CACFP). A U.S. Department of Agriculture federally sponsored program (child care component) that provides nutritious meals and snacks to children enrolled in child care institutions in the states and territories. The term institution shall include programs developed to provide care outside school hours for school children.
3. Exceptional Family Member (EFM). An enrolled EFM is a dependent who resides with the Sponsor, has a military ID card, and has an identified special need which requires special health care or educational services.
4. Exceptional Family Member Program (EFMP). A mandatory program that safeguards the continuum of care for Marine Corps members with special needs.
5. Inclusion Support Plan (ISP). An ISP is an individualized health plan and should include information about how CYP will support the participant's needs will be supported at in the program or activity. The ISP is developed as a result of a cooperative effort between the family, healthcare providers and CYP professionals. The plan should include a summary of the participant's strengths and needs, individualized supports, and specify how support for an individual participant will be implemented in the program, including details about what modifications in CYP policies will be allowed, who will provide care, and who is responsible for supervising the provision of care.
6. Incident. An unplanned and/or undesired event that could have, or did adversely affect completion of a task and/or results in personal injury or property damage. The event could have possibly caused no property damage or personal injury, but, given a slight shift in time or position, damage and/or injury easily could have occurred.
7. Off Base Child Care Fee Assistance. A program which assists eligible geographically dispersed Marines in paying for community based child care services in a military approved program for children 6 weeks through 12 years of age, when installation care is not available.
8. Off Base Respite Child Care. Care for children in a military approved child care setting that provides a parent or guardian temporary respite from their role as a primary caregiver.
9. Participant. A child (6 weeks to 18 years of age) who participates in CYP programs and services.
10. Patron. An eligible person(s) for CYP programs and services.
11. Professional. A Child and Youth Program employee.

12. Quality Review Board (QRB). A committee formed to make recommendations to the Installation Commander regarding FCC certification, denial or revocation. QRB shall include, but is not limited to, a chairperson (chosen by the board), the FCC Director, a representative from health, security, housing office, intervention and treatment, fire department and safety. The QRB is also the mechanism for hearing appeals by providers/applicants. All decisions of the QRB will be given in writing.
13. Reasonable Accommodation. Making a change to a policy or program so that qualified persons with a disability can participate.
14. Inclusion Action Team (IAT). An IAT is a team of qualified people who will assess the accommodations necessary for a child with special needs to participate in a CYP and determine the most appropriate placement for the child.
15. R&R Service. Provides information about child and youth programs and services on and off the installation to meet patrons' needs and maximize use of available resources.
16. School Liaison Program (SLP). The SLP operates as a military-civilian community communication and support program intended to support all military school age children (K-12) within the geographic region of the assigned Marine Corps installation.
17. Self-Care. Addresses the ages and circumstances under which a child or youth under the age of 13 can be left at home alone or use services provided at Installation facilities without adult supervision (when applicable given the availability of youth services). Policy shall consider applicable laws and ordinances of the states or countries in which Installations or facilities are located.
18. Serious Incident. Any incident that did or could have compromised the essential health and safety of any child, such as, but not limited to, the death of a child or serious injury that resulted in the program advising that the child be taken to a medical treatment facility (MTF) (whether transported by the Emergency Medical Response team, program, parent, or other individual). Additionally, any information received that a child was taken to an MTF as a result of an occurrence at the program, incidents involving a lack of supervision (such as but not limited to a child being left unattended or leaving the facility alone), and suspected physical or psychological abuse of a child at the program or in connection with the program shall be considered a serious incident.
19. Settling In Services. Services have an emphasis on available government living quarters, private housing, child care, spouse employment assistance information, cultural adaptation, and community orientation. Installations may choose how Settling-In services are provided, either by Welcome Aboard brief, one-on-one counseling, or in any form that best suits their personnel and installation requirements. The I&R Specialist is the point of contact for Settling-In Services.
20. Temporary Employees. Includes non-status appointments to a competitive service position for a specified period of less than a year. Includes summer hires and student interns.

21. Volunteer. An individual who donates their time or services to CYP activities on an unpaid bases when such time and service are accepted per reference (insert MCO when approved). Volunteers are not counted in the staff to child youth ratios.

22. Waitlist. List of children whose parents have requested space in a CYP and none is available.

23. Youth Sponsorship Program. Fosters partnerships that serve the youth population and provides opportunities for stakeholders (i.e., youth, parents, schools, commanders, relocation assistance, Marine and Family Programs) to be involved in the planning, implementation, and delivery of youth relocation and transition services.