IN REPLY REFER TO:
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From: Commandant of the Marine Corps
To: Marine Corps Community Services (MCCS)

Subj: Child and Youth Programs (CYP) Supervision and Accountability Protocol

Ref: (a) MCO 1710.30
      (b) Caring for Our Children: National Health and Safety Performance
          Standards
      (c) National Association for the Education of Young Children (NAEYC)
          Early Childhood Program Standards
      (d) National Early Childhood Program Accreditation (NECPA) Standards
      (e) Thompson, D., Hudson, S., & Olson, H., (2007). S.A.F.E. Play
          Areas; Creation, Maintenance, and Renovation. Cedar Falls, IA:
          National Program for Playground Safety.
      (f) NAVMC 1710.3
      (g) DoD Instruction 6060.02 w/CH 2, "Child Development Programs
          (CDPs)," Sep 1, 2020
      (h) DoD Instruction 6060.04 "Youth Services (YS) Policy," Dec 4, 2019
      (i) NAVMC 1710.5
      (j) MFY-19 USMC CYP Child Development Center Name to Face Ratio Form
      (k) Council on Accreditation (COA) Out of School Time Standards

Encl: (1) Child and Youth Programs (CYP) Supervision and Accountability
          Protocol

1. <u>Purpose</u>. To provide practices, procedures, and guidance to ensure appropriate supervision, accountability, and safety.

2. <u>Background</u>. To ensure all children in Child and Youth Programs (CYP) are provided a safe environment through supervision and accountability processes.

3. <u>Processes</u>. The following processes are in place to ensure appropriate supervision, accountability, and safety in CYP.

4. <u>Information</u>. Headquarters, U. S. Marine Corps, Marine and Family Program Division, Family Care Branch, Child and Youth Programs maintains and updates information as required.

5. <u>Certification</u>. This NAVMC is effective the date signed.

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Child and Youth Programs (CYP) Supervision and Accountability Protocol

1. Participant Supervision in accordance with (IAW) reference (b)

    a. Child and Youth Programs (CYP) supervision involves watching, listening to, interacting with, and protecting the safety of participants.

    b. Professionals practice active supervision with focused attention and intentional observation of children at all times. Professionals position themselves to observe all children by watching and listening at all times.

    c. Supervision of Youth Programs (YP) does not require continuous sight or sound observation of youth participants. Professionals must maintain situational awareness of a youth's location and activities.

    d. Professionals have knowledge of each child's development and abilities to anticipate what they will do, then get involved and redirect when necessary.

    e. Professionals monitor participant conversations and intervene when necessary to prevent teasing, bullying, and inappropriate behavior.

    f. A system is in place to ensure participants are supervised at all times, ratios are maintained, and accountability is transferred safely. Participants are never left unattended IAW references (g)and (h).

    g. A system is in place to account for all children/youth during fire and evacuation drills.

    h. CYP has an accountability system in place. Systems are in place for accounting for children and youth's whereabouts, especially during periods of transitions and emergencies.

        (1) Child Development Center (CDC) Professionals are assigned a primary care group of children and are responsible for the accountability and developmental programming for each child in that group.

        (2) School Age Care (SAC) Professionals have primary responsibility and accountability for a group of children.

    i. A process is in place for reporting a lost or missing child or youth IAW reference (g).

2. Facility/Family Child Care (FCC) Home Control and Visitors

    a. Professionals keep unauthorized people from taking children and youth. Professionals confirm permission and identity of any unknown person before releasing a child or youth IAW reference (g).

    b. Access controls are in place to ensure entry points are secure and access is limited to authorized individuals.

        (1) Facilities have a single centrally controlled entry point.

        (2) FCC home entry points are secured by locked doors.

    c. A system is in place to monitor visitors entering and exiting (sign

in and sign out) all facilities/homes. The system documentation includes name(s), relationship to facility (vendor, guest, etc.), and time in/out.

      (1) Individuals dropping off and picking up participants are not considered visitors.

      (2) Individuals visiting a facility wear a badge and remain under supervision at all times.

      (3) Professionals from other facilities may be required to register as a visitor.

    d. At minimum, two individuals are present in a facility during operational hours, to include an assigned management staff member in accordance with IAW reference (f).

    e. The number of staff, transitioning from one classroom or activity to another, is minimized. CYP management monitors the number of staff transitions and schedules staff to support continuity of care.

    f. Professionals do not use personal electronic devices when counted in staff to child/youth ratio (to include nap time).

    g. CYP supports the use of external service providers, who are designated to provide services to a child. These professionals are not subject to Department of Defense (DoD) background checks; rather will hold required background checks per their employer for their services.

      (1) CYP uses documentation provided by parents/medical provider/school or others in the development of the Inclusion Support Plan (ISP) IAW reference (i). CYP documents the ISP with the following details.

        (a) The organization and individual, providing services, is named in the ISP.

        (b) The parent/guardian provides consent and indicates whether the services are conducted inside or outside the classroom, out of ratio.

        (c) Details of the provided services.

      (2) CYP keeps this information current and updates accordingly. The individual is considered a visitor and follows visitor procedures but is not required to fall under line-of-sight supervision guidelines as he/she is not considered as providing a child and youth service.

          Enclosure (1)

3. <u>Facility Ratios in accordance with (IAW) references (g) and (h)</u>

Category	Age Range	Staff to Child	Max Group Size
Infant	6 weeks to 12 months	1 to 4	8
Pre-toddler	13 months to 24 months	1 to 5	10
Toddler	25 months to 36 months	1 to 7	14
Preschool	37 months to 5 years	1 to 12	24
School Age	5 to 12 years	1 to 15	30
Youth	13 to 18 years	1 to 15	
Residential Camps and Overnight Trips		1 to 12	
Adventure Activities - Youth Staff to youth ratio will be based on a risk assessment conducted before the adventure activity takes place.			

Table 1 - Group size requirements

IF:	THEN:
Children in the youngest age category make up 20 percent or more of the group.	Use the staff/child ratio for that specific group.
Children in the youngest age category make up less than 20 percent of the group.	Use the staff/child ratio of the next higher group.

Table 2 – Mixed age group size requirements

a. Programs may offer a younger youth activity group for ages 10 to 12 to allow for developmentally appropriate social inclusion activities.

b. CYP maintains minimum staff to child/youth ratios during operational hours. Management may downsize the number of Professionals during Non-Core programming; however, ratios are maintained at all times.

c. Professionals are counted in ratio when providing direct care to participants.

(1) CDC Professionals sign in and out of activity rooms, with both first and last names, when counted in ratio.

(2) SAC and Youth Direct Care Professionals sign in and out of the facility upon all arrivals and departures. This process includes, not limited to, any type of clocking in and out accountability system.

d. Staff to Child/Youth ratios includes:

(1) Minimum staff/child ratios are met during all hours of operation, including indoor and outdoor play, and field trips.

(2) Group size and ratio requirements (Table 1) are met at all times of the day.

(3) SAC programs may increase the group size (never ratio) during playground periods and special activities (e.g., field trips) as long as the facility/room capacity is not exceeded.

(4) A participant's group assignment is based on his/her developmental, maturity levels, and age. Moving participants to the next age group on his/her birthday is not required. Enrollment in SAC is based on a school year perspective and CYP has discretion to place participants in the most conducive environment (e.g., summer camp).

(5) Mixed age groups (Table 2) staffing requirements are met for the youngest participant in the group.

(6) SAC participants are often located in various activity areas of the program; however, engage with their assigned professional daily (check-in) and at times when the normal routine is disrupted (e.g., emergencies, evacuations, and drills).

(7) Ratio for instructional classes follows professionally accepted practices, as defined by nationally recognized and reputable certified programs. Additional considerations should be given to room size, the number of participants, and the age and skill levels of participants. This ratio should not exceed the YP activity ratio.

(8) Volunteers and support professionals (e.g., kitchen, custodial, and admin) are not counted in staff to child/youth ratios. All volunteers, interns, and students are supervised when interacting with participants IAW the Background Check Protocol.

4. <u>Facility/Family Child Care (FCC) Ratios in accordance with (IAW) reference (g)</u>

Age Range	Provider/Child Ratio	Max Group Size
Infant Toddler (6 weeks – 2 years)	1:3	3 per provider
Multi Age (6 weeks – 12 years)	1:6	6 per provider (2 children under 2 years)
School Age (5 years – 12 years)	1:8	8 per provider

Table 3 – FCC group size requirements

a. The maximum number of participants allowed in FCC homes is specified by local fire department and/or state and local licensing and does not exceed max group sizes, as noted in Table 3.

b. The maximum group size in a home includes the provider's own children under the age of eight.

c. Policies and procedures are in place regarding use of personal electronic devices during operational hours IAW reference (g).

5. <u>Accountability and Name to Face Procedures</u>

a. CDC participants are signed in and out of the facility and classroom by a parent/guardian.

b. CDC Professionals use and maintain ratio sheets for accountability located IAW reference (j).

c. CDC Professionals ensure participant accountability by using "name to face" checks IAW reference (j). Name to face checks include the following procedures, IAW reference (c):

(1) Professionals review the ratio sheet, saying the participant's name while visually assessing the participant's presence.

(2) Name to face checks are conducted at every transition, to include leaving one area and arriving at another, going indoors or outdoors, when accountability is transferred, and during evacuations.

(3) Professionals ensure accuracy of parent/guardian sign in/sign out forms and ratio sheets. In cases of a discrepancy, action is taken to account for all participants.

(4) Management periodically verifies alignment of parent sign in/sign out forms and ratio sheets.

(5) At a minimum, CDC ratio is counted using a name to face check every hour.

d. FCC Providers conduct "name to face" checks for all transitions to and from the home IAW reference (c).

e. SAC Professionals complete a "name to face" check of all participants prior to departing the program, when departing school, and upon arrival to the program.

f. CYP Professionals complete a "name to face" check of all children or youth before departing the program, every hour when away, before departing destinations prior to returning, and upon arrival IAW reference (c).

g. SAC and Youth Professionals develop a process for accountability, during transitions, while at the facility IAW references (g) and (h). The process ensures the safety of participants without limiting opportunity for choice.

6. <u>Indoor Supervision</u>. CYP Professionals follow the requirements for the safe supervision IAW references (c) and (d).

a. Professionals provide active and positive supervision of infants, pre-toddlers, toddlers, preschoolers, and school-age children by sight and sound at all times to include, but not limited to, when children are resting or sleeping, eating, or being diapered.

b. SAC programs have processes in place to ensure all participants are accounted for at all times, to include, moving from room to room and from inside to outside IAW reference (l).

c. All indoor activity rooms/areas permit visibility of children and youth. The structural design of any activity area does not interfere with a Professional's ability to observe participants. There are no blind spots and convex mirrors may be used to increase visibility, but mirrors do not replace supervision.

d. Professionals set up the environment to supervise children and be accessible at all times. Small spaces are clutter-free and big spaces have clear play areas that professionals can observe.

e. Professionals position themselves in the environment to prevent children from harm and can see and hear all children in their care.

f. Clear paths to where children are playing, sleeping, and eating are maintained so Professionals can react quickly when necessary. Professionals stay close to children who may need additional support. Their location helps them provide care, if necessary.

g. Professionals are always able to account for children and youth in their care. They continuously scan the entire environment to know where everyone is and what they are doing.

h. Specific sounds or the absence of them may signify reason for concern. Professionals who are listening closely to children immediately identify signs of potential danger. Programs are encouraged to implement additional strategies to safeguard children, such as door alarms, to alert adults when a child leaves or enters the room.

7. Outdoor Supervision. CYP Professionals follow the requirements for the safe supervision IAW references (c) and (e).

a. Professionals supervise outdoor play areas by strategically watching all participants within a specific zone. Professionals do not engage in extended activities or conversations that could distract them from their duty to supervise.

b. Professionals are alert and attentive, knowledgeable of safe playground rules, and intervene when inappropriate behaviors occur.

c. A system is in place when children or youth need to leave the group/outdoor play area.

d. Professionals provide supervision at climbing structures and more challenging outdoor activities.

e. Outdoor play areas are arranged to ensure professionals can supervise by sight and sound. A plan is in place to ensure safety if blind spots exist due to layout or design.

f. Active and positive supervision involves:

(1) Knowing participant's abilities,

(2) Establishing clear and simple safety rules,

(3) Being aware of and scanning for potential safety hazards,

(4) Scanning play activities and circulating around the area,

(5) Focusing on the positive rather than the negative to teach safety and,

(6) Teaching appropriate and safe use of each piece of equipment (e.g., using a slide correctly- feet first only- and teaching why climbing up a slide can cause injury, possibly a head injury).

8. <u>Arrivals, Departures, Field Trips, and Transportation Supervision in accordance with (IAW) references (c), (d), and (l)</u>

a. Participant's arrivals and departures are tracked by the Headquarters Marine Corps approved electronic management system.

b. FCC participants are signed in and out of the home on a daily basis and only released to authorized individuals.

c. Professionals ensure participants are released only to those authorized in writing. Families provide emergency contact information for individuals who are authorized for pickup and at least one of those individuals is local. Individuals listed are also considered emergency contacts.

d. Parents/guardians notify the program when participants will not be in attendance.

e. In an effort to prevent child vehicular heatstroke, CYP communicates with parents when children and youth are absent. CDCs notify parents/guardians by 0900 when participants are not in attendance and do not arrive when expected. SAC programs notify parents/guardians when children do not arrive at the scheduled/usual time, either from home or from school.

f. Programs have procedures for field trips, evacuations, and transportation to include, not limited to, instructions on maintaining accountability and overall safety of participants while away from the facility. A system is in place to locate participants who may be separated from the group. Professionals and volunteers are trained prior to leaving the facility.

g. Staff to child/youth ratios are maintained on field trips and during transport. The driver is not included in ratio.

h. Professionals check vehicles, upon arriving and departing destinations, to ensure participants are not left in vehicles. When unloading, professionals perform a physical check in and around the vehicle, to include the last row.

i. Only SAC and Youth participants may partake in swimming and water

sport field trips. Monitor children and youth who may need more attention (e.g., identification of those who cannot swim).

    j. Children and youth self-release with parent/guardian permission. Self-release procedures are consistent with the installation home alone policy or self-care policy.