



DEPARTMENT OF THE NAVY
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IN REPLY REFER TO:
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NAVMC 1710.6

From: Commandant of the Marine Corps
To: Marine Corps Community Services (MCCS)

Subj: Child and Youth Programs (CYP) Oversight and Inspection Protocol

Ref: (a) MCO 1710.30
(b) DoD Instruction 6060.02 w/CH 2, "Child Development Programs (CDPs)," September 1, 2020
(c) DoD Instruction 6060.04, "Youth Services (YS) Policy," Dec 4, 2019
(d) Caring for Our Children: National Health and Safety Performance Standards
(e) Multidisciplinary Inspection Tool Child and Youth Programs
(f) TB MED 530/NavMed P-5010/AFMAN 48-147-1P Tri-Service Food Code
(g) National Fire Protection Association 101, "Life Safety Code"
(h) DoD Manual 1402.5 "Background Checks on Individuals in Department of Defense Child Development and Youth Programs (current version)
(i) NAVMC 1710.10 CYP Records Management Protocol
(j) NAVMC 1710.12 Safety and Risk Management Protocol
(k) NAVMC 1710.14 Youth Sports Program Operations and Resource Management Protocol

Encl: (1) Child and Youth Programs (CYP) Oversight and Inspection Protocol

1. Purpose. To provide practices, procedures, and guidance for oversight and inspections in Child and Youth Programs (CYP).

2. Background. Department of Defense policy requires an annual unannounced higher headquarters inspection of installation CYP, to ensure effective programming, health, and safety practices. Additionally, installation level inspections are required.

3. Procedures. The following procedures are in place to assist the installation in the successful operation and delivery of programs.

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

5. Certification. This NAVMC is effective the date signed.

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Child and Youth Programs (CYP) Oversight and Inspection Protocol

1. Oversight Guidance

a. All evidentiary documentation, required for the Higher Headquarters Inspection (HHI) in accordance with (IAW) references (b) and (c), is uploaded and maintained in the Inspection Management System (IMS) throughout the year.

b. Child and Youth Programs (CYP) is annually inspected, at a minimum, five times per year IAW references (b) and (c).

(1) One HHI conducted by Headquarters, U. S. Marine Corps (HQMC) CYP.

(2) One Multi-Disciplinary Team Inspection (MDTI) conducted by a Command Representative IAW reference (e).

(3) Annual Fire, Safety, and Health and Sanitation Comprehensive Inspections conducted by Subject Matter Experts (SME).

c. Life threatening violations (Critical Findings) are any violation of a law or regulation (discovered at an inspection or otherwise) shall result in discrepancies and be remedied within 72 hours from the date of the out-brief IAW references (b) and (c). If corrections are not made, the program facility, Family Child Care (FCC) home, off-base Family Child Care (OFCC) home or affected parts of the facility/home shall be subject to closure. Examples of Critical Findings may include:

(1) Propane tank for a gas grill is being stored in the Janitor's Closet.

(2) Fire alarm system is not operational.

(3) Video surveillance system is down, non-operational.

(4) Things that can cause significant injury or death.

(5) Any case of abuse.

d. All findings to include repeat findings that are documented during the HHI are brought to the attention of the installation leadership.

e. CYP develops and completes required corrective action process and measures for all findings identified during inspections within the specified timeframes IAW references (b) and (c).

f. CYP maintains inspection documentation and completed corrective actions for each program/facility. Corrective actions must remain corrected. CYP ensures the documents are accessible for review IAW reference (i).

g. CYP maintains FCC provider/home certification, completed by the installation FCC Admin Office, and approved by the Quality Review Board (QRB) IAW reference (a).

h. In the event a facility is temporarily closed, e.g., renovations, CYP notifies and coordinates the reopening with HQMC CYP to ensure compliance with all requirements.

i. CYP reports all instances of revoked accreditation to HQMC CYP within 48 hours of receiving notification IAW reference (a).

j. If accreditation is revoked or expired, a request for extension, a plan of action, and milestones to reinstate accreditation is submitted to HQMC CYP for review and approval IAW reference (a).

2. Inspection Procedures

a. Higher Headquarters Inspection (HHI). HQMC CYP conducts an annual, unannounced, and in-depth inspection on all program components (including Youth Sports and School Liaison Program) to ensure compliance with Department of Defense (DoD), HQMC, and National Accreditation standards IAW reference (a).

(1) The inspection cycle runs on a calendar year from January through December.

(2) CYP is inspected during each inspection cycle, typically 9 to 15 months after the previous HHI.

b. Multi-Disciplinary Team Inspection (MDTI). MDTI is an in-depth programmatic review for quality assurance to meet compliance requirements in DoD and HQMC policies and National Accreditation standards. An installation command appointed team conducts the review IAW references (b) and (c). This review focuses on concerns, training, and programmatic improvements.

(1) MDTI is scheduled approximately 6 months after the HHI to ensure processes maintain efficiency and effectiveness.

(2) MDTI is unannounced and completed within 30 days.

(3) Appointed team members include, but not limited to, SMEs from Fire, Safety, Health and Sanitation, Public Works, Family Advocacy Program, Human Resources, Exceptional Family Member Program, School Liaison Program, Youth Sports, and a parent representative for Child Development Center (CDC), School Age Care (SAC), and Youth programs IAW references (b) and (c).

(4) Responsibilities are not assigned to local CYP Professionals. CYP Professionals may participate in the MDTI "IF" they are from other installations or Service.

(5) The Commander's Summary is completed by the command representative. The Inspection Deficiency Status report is completed by the CYP leadership.

c. Annual Unannounced Comprehensive Inspections. All CYP components, to include playgrounds, will complete annual unannounced comprehensive inspections in three areas: Fire, Safety, and Health and Sanitation IAW references (b) and (c).

(1) The MDTI may not substitute for annual comprehensive inspections IAW references (b) and (c).

(2) Comprehensive inspections are completed within 12 months of the previous comprehensive inspection.

(3) Each comprehensive inspection is conducted by an installation SME (Fire, Safety, Health and Sanitation) using the DoD standardized checklist inspection forms, when applicable.

(4) Comprehensive inspection responsibilities are not assigned to CYP Professionals.

(5) Annual playground inspections are completed by a certified playground inspector.

d. Monthly Inspections. All CYP components, with the exception of Youth Sports and School Liaison, will complete monthly Fire, kitchen health and sanitation IAW references (b), (c), (d), and (f).

(1) Fire inspections are conducted by a Fire Department SME IAW references (b) and (c). The Fire inspection includes, but not limited to, ensuring fire extinguishers, smoke detectors, and carbon monoxide detectors, where required, are in working order.

(a) With installation command authorization, a CYP designee will complete specialized training to obtain and maintain requirements provided by the Fire Department SME to conduct monthly inspections.

(b) The program leadership must obtain and maintain an official appointment letter for the CYP designee.

(2) Kitchen inspections are unannounced and conducted by a Health and Sanitation SME to ensure the kitchen is in compliance with Health, Sanitation, and Safety requirements.

(a) With installation command authorization, a CYP designee will complete specialized training to obtain and maintain requirements provided by Health and Sanitation SME to conduct monthly inspections. The CYP designee can only conduct the kitchen inspection if the sanitation SME has not conducted one within the last three days of the month.

(b) The program leadership must obtain and maintain an official appointment letter for the CYP designee.

(c) Preparation kitchens that only serve prepackaged items are required to be inspected by a Health and Sanitation SME or CYP designee.

e. Daily Inspections. CYP facilities will complete a daily environmental safety inspection.

(1) Indoor classroom environmental safety inspections are conducted daily, prior to the arrival of participants.

(2) Outdoor playground and play area environmental safety inspections are conducted daily, prior to the use by participants.

(3) Safety concerns, that cannot immediately be corrected, are clearly marked off limits and inaccessible to participants until resolved.

f. Daily Inspections for Youth Sports Programs are not conducted if fields, facilities, or courts are not being used that day, week, or season IAW references (b) and (k).

g. Emergency Evacuation Drill Requirements. CYP facilities and FCC homes practice unannounced fire and or emergency evacuation drills conducted by the Fire Department SME IAW references (b), (c), and (j).

(1) Emergency evacuation drills are conducted monthly and at various times throughout the day. At a minimum, 2 of the 12 evacuation drills must be conducted before 1000, two drills between 1000 and 1400, and 2 drills between 1400 and closing, when children are in care IAW reference (a). The remaining six emergency evacuation drills may be conducted at any time during the operating hours of the program.

(2) Drills evaluate:

(a) Safe evacuation routes and path.

(b) Safe evacuation routines.

(c) Accountability for all persons.

(3) Drills are conducted by a Fire Department SME or CYP designee. With installation command authorization, a CYP designee will complete specialized training to obtain and maintain requirements provided by installation SMEs to conduct monthly drills. The program leadership must obtain and maintain an official appointment letter for the CYP designee.

(4) Evacuation plan/route and written procedures identifying primary and secondary evacuation routes from the facility to assembly points are established, updated, and approved with signature of an installation Fire Department SME IAW reference (g).

(a) The evacuation plan/route and written procedures are posted in high visibility areas to include the primary and secondary evacuation exits from the classrooms, activity areas, kitchen, hallways, and entryways.

(b) Evacuation procedures are clear and detailed to ensure all persons understand the safest way to exit from any location in the facility.

h. Family Child Care (FCC) Program Oversight. The installation meets the requirements of Public Law 104-106 governing the number and types of required inspections to ensure continuous oversight and program improvement for the FCC program IAW references (a), (b), and (h).

(1) CYP (the FCC Director/Monitor or designee) coordinates the initiation and completion requirements for background checks with local Human Resource Offices prior to the provider receiving certification or recertification.

(2) FCC homes may provisionally open for care upon completion of the Installation Records Checks and Federal Bureau of Investigation Fingerprint Check; however, unannounced visits to all provisional FCC homes are conducted by an authorized FCC program management staff on a weekly basis until the provider's Tier 1 Investigation is adjudicated.

(3) The FCC Director/Monitor or designee completes at a minimum, one unannounced monthly home inspection using the Program report/checklist. It is highly recommended that additional unannounced monthly home inspections/visits are conducted and maintained in the FCC office.

(4) FCC inspections/visits include, health, safety, fire safety and protection, record keeping, supervision and accountability, provider interactions, the environment, curriculum, materials and supplies, and nutrition and meal service.

i. Short Term Alternative Child Care (STACC). STACC is a supplemental childcare service that is subject to inspection requirements IAW reference (b).

(1) The facility is inspected and approved as an authorized setting by a Fire, Safety, and Health and Sanitation SME prior to initial use.

(2) STACC locations are inspected by a designated CYP Professional prior to every use using a local inspection checklist and maintained IAW reference (i).

(3) An annual comprehensive Fire, Safety, and Health and Sanitation inspection is required for all STACC locations.

(4) STACC services are provided by appropriately trained CYP Professionals.

(5) STACC services are provided no more than one hour before the start and one hour after the completion of the designated command function.

3. Improvements and Accreditation. CYP utilizes major program oversight components stated in this protocol to demonstrate both commitment to quality and continuous quality improvements. Oversight components include but are not limited to IAW references (a) and (b):

a. Annual completion of a classroom environmental rating scale to assess areas and situations which need corrective action.

b. CYP obtains and maintains national accreditation for Early Childhood and SAC programs.

(1) CDCs are eligible for accreditation after one year of operations and must be accredited within two years of opening.

(2) SACs are considered eligible for accreditation after 6 months of operations and must be accredited within one year of opening.

(3) A delay in accreditation must be approved by HQMC CYP.

(4) Child Development Centers (CDC) and School Age Care (SAC) programs develop a plan of action and milestones (POA&M) for achieving and maintaining accreditation in coordination with HQMC prior to initiating the accreditation process. The POA&M is a living document updated as needed. The POA&M includes increasing levels of accreditation, dates for completion, persons responsible for tasks, and methods of continuous evaluation. Communication or documentation from accrediting organizations to include Accreditation Certificates, Decision Reports, Annual Reports, Accreditation Deferments, 72 hours Critical Incidents Plan of Action and Accreditation Appeals are sent to HQMC for review and concurrence.

(5) CDC/SAC must follow reaccreditation procedures of the accrediting body to ensure there are no lapses in accreditation status.

(6) Programs are not permitted to have a gap in accreditation status due to failure to meet accreditation guidelines, management changes, or staff vacancies.

(7) HQMC CYP may accept a gap in accreditation status for circumstances that are beyond the control of the program, such as temporary or permanent building closure.

(8) Programs requesting accreditation through an accrediting agency other than National Association of the Education of Young Children, National Early Childhood Program Accreditation, or Council on Accreditation must submit an Exception to Policy. The Exception to Policy includes the reasons for utilization of another agency, which must be approved by HQMC CYP prior to the start of the accreditation process. In the case of renewal, programs must ensure there is time to be reaccredited before a lapse occurs.

(9) FCC Providers are contractors governed by CYP. FCC homes are not required to obtain accreditation; however, it is highly recommended. The National Association for Family Child Care is the preferred national accrediting body for FCC.

c. Other evaluative sources include but are not limited to:

(1) Patron satisfaction survey (if applicable).

(2) Proponent inspections (Fire, Health, and Safety).

(3) United States Department of Agriculture Child and Adult Care Food Program (CACFP) enrollment.

(4) Staff qualification and training records.

(5) Operational and Support reports resulting from higher headquarters visits.

(6) Special investigations (audits, CACFP audits, and Criminal Investigation Division, etc.).