



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

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M&RA (MF)  
12 Dec 2024

MARINE CORPS ORDER 1710.30A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS CHILD AND YOUTH PROGRAMS (CYP)

Ref: See enclosure (1)

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

1. Situation. To establish policy, provide procedural guidance, and assign responsibility for the implementation of the Marine Corps Child and Youth Programs (CYP) in accordance with references (a) through (ao). CYP must be implemented in accordance with this Order and procedures contained in NAVMCs 1710.1 through 1710.14, references (t) through (ag).

2. Cancellation. MCO 1710.30

3. Mission. The Marine Corps CYP provides access to high quality and affordable child and youth programs and services to support eligible families with children 6 weeks to 18 years of age. Accessibility, availability, and affordability are key components of CYP.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Provide child and youth programs and services to enrich a child's social-emotional, cognitive, physical, and intellectual growth and development.

(b) Work in partnership with parents to meet each individual child's needs in a safe, healthy, and nurturing environment.

(2) Concept of Operations

(a) CYP must provide services on and off installations within the bounds of capacity, and available resources.

(b) CYP quality assurance is assessed, in part, by annual unannounced Higher Headquarters Inspections (HHI), conducted by qualified Headquarters Marine Corps (HQMC) CYP specialists. Established procedures,

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located in references (t) through (ag), must be implemented to ensure compliance with standards.

(c) Feedback from families must be collected periodically to determine program satisfaction using HQMC approved tools.

(d) 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.

(e) CYP must operate without discrimination and embrace inclusion as an attitude and philosophy to welcome and support participation of all children, 6 weeks through 18 years (12<sup>th</sup> grade).

(f) The RecTrac system, CYMTrac add-on module, Child and Youth Management System (CYMS) must be used as the electronic management system for records, files, and data storage in accordance with references (c) and (ac).

(g) Terms applicable to this Order are defined in enclosure (2), appendix (b) of this Order.

b. Subordinate Element Missions

(1) Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) must:

(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 activities.

(d) Appropriately resource and meet identified fiscal and personnel needs necessary to effectively execute and implement CYP throughout the Marine Corps.

(e) Collaborate with installations to prepare the budget.

(f) Collect and submit data as needed for program oversight or as required by HQMC, in accordance with NAVMC 1710.6 reference (y).

(g) Implement childcare and school age care fees in accordance with references (a) and (b).

(h) Implement CYP Employee Wage Plan (EWP) in accordance with reference (h).

(i) Ensure qualified professionals manage CYP according to program requirements.

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

(2) Commanding General, Marine Corps Installation Command must ensure implementation of this Order and operational procedures by Operating Forces, tenant commands, and activities.

(3) Marine and Family Programs Division (MF) must:

(a) Provide and/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 to ensure practice is current and relevant.

(f) Maintain established procedures in Marine Corps Publications Electronic Library (MCPEL) and the Ethos Learning Management System (LMS) for CYP operations.

(g) Review and validate the demand for installation childcare capacity. Review and validate the demand for Youth Services if expansion of availability is necessary.

(h) Ensure installation Parent Board (PB) meets requirements of reference (a) and sections 1783 and 1791 of reference (j).

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

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

(k) Maintain a CYP Community in the Ethos LMS, to post USMC approved forms, policy, established procedures, and program documents.

(l) Maintain the MF CYP USMC SharePoint Serious Incident Reporting (CYP USMC SharePoint) site. CYP Serious Incident Reports (SIR) includes serious medical incidents, suspected institutional child abuse/neglect, unattended child, and Problematic Sexual Behavior in Children and Youth (PSB-CY) reporting. Program leadership must access CYP USMC SharePoint to record current incidents and update entries. CYP USMC SharePoint is used by authorized program leadership to ensure SIRs are documented, tracked, and stored appropriately in accordance with reference (i).

(m) Review this Order annually to ensure that it is necessary, current, and consistent with statutory authority. The NAVMC 10974 is utilized to record the outcome of the annual review.

(n) Manage programs using MF identified performance management strategy including but not limited to cost, quality, utilization, accessibility, and satisfaction to inform decision making, mitigate challenges, and address needs, in accordance with reference (aj).

(o) Conduct inspections and support the managers' internal control program, privacy program, privileging/credentialing, and certification to ensure requirements are met.

(p) Prepare and manage standardized training materials in accordance with references (a) and (b).

1. The Ethos LMS houses and records training for CYP staff.

2. Subject matter expert additional training must be made available for CYP staff and recorded in the Ethos LMS.

3. Training documentation must be maintained in the Ethos LMS.

(q) Ensure participation in ongoing outreach, communication, activities, and events with Service members and their families to promote prevention of behaviors that may compromise military or family readiness.

(4) Installation Commanders must:

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

(b) Ensure all personnel involved in CYP comply with this Order.

(c) Ensure execution of installation CYP funding as allocated, to meet mission requirements, and comply with guidance in this Order.

(d) Ensure adequate, up-to-date resources and equipment are available, including authorized internet connectivity, computer hardware/software, and technical support for CYP mission accomplishment.

(e) Ensure child and youth care fees are applied in accordance with references (a) and (b).

(f) Ensure CYP personnel are paid in accordance with the EWP 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) Ensure the eligibility and priority of the child and youth care needs are met. Additional information is in enclosure (2), chapter (2), paragraph 1.

(h) Manage the installation needs of family hardship waivers.

(i) Review and validate the demand for installation child and youth care capacity and take appropriate action to expand the availability of care as needed in accordance with reference (a).

(j) Convene a PB and ensure a viable parent participation program is in accordance with references (a) and (b).

(k) Ensure CYP oversight for all inspection requirements, to include corrective action process for all findings identified during inspections, and request for installation extension, if necessary, to meet 100% compliance within the specified timeframe.

(l) Ensure eligible CYP initiates, follows, and maintains national accreditation. Programs must follow accreditation communication requirements detailed in enclosure (2), chapter (3), paragraph 8.

(m) Ensure CYP serious incident, suspected child abuse/neglect, and PSB-CY reporting processes are implemented and are reported in accordance with references (a), (b), and (g).

(n) Develop and implement, with consultation of the Family Advocacy Program (FAP) manager, a home alone 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 must 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, additional information is detailed in enclosure (2), chapter (3).

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

(r) Designate a CYP Community Health Nurse to monitor program health and safety requirements.

(s) Ensure CYP professionals review and execute the HQMC CYP established procedures located in references (t) through (ag), and in the Ethos LMS. Submit recommendations for changes and exceptions 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, Family Child Care (FCC) Providers, contractors, and specified volunteers in accordance with reference (q).

(v) Coordinate with installation medical authority to establish communication concerning CYP health related matters. During times of significant community-based transmission of an infectious disease (i.e., outbreak or pandemic), CYP must work with local medical authorities and health departments to determine the need for additional screening procedures.

(w) Ensure the staff of the Youth Sports and Instructional Activities Program offered are in compliance with Child and Youth requirements, to include background checks, annual training, multidisciplinary, and HHI in accordance with references (b) and (q).

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

(y) Ensure 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 the bargaining unit employees in accordance with reference (m).

(z) Utilize the standardized training materials provided or authorized by MF for all training.

## 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 Management. Records created as a result of this Order must be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (ah), to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (c), for Marine Corps records management policy and procedures.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with reference (ai), and implemented in reference (i),.

d. Department of Defense (DD) forms mentioned in this Order are located at Washington Headquarters Services at <https://www.esd.whs.mil/Directives/forms>. Navy/Marine Corps (NAVMC) forms are available by searching; forms document services at <https://forms.documentservices.dla.mil/order/>.

6. Command and Signal

a. This Order is applicable to Active Component and Selected Reserve (SelRes), their families and when authorized by law, other populations such as civilian personnel.

b. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read 'MJB', with a large, stylized flourish extending to the right.

MICHAEL J. BORGSCHULTE  
Deputy Commandant for  
Manpower and Reserve Affairs

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References

- (a) DoD Instruction 6060.02 w/CH 2, "Child Development Programs (CDPs)," September 1, 2020
- (b) DoD Instruction 6060.04, "Youth Services (YS) Policy," December 4, 2019
- (c) MCO 5210.11F
- (d) Facilities Criteria 4-740-14N, "Navy and Marine Corps Child Development Centers," April 1, 2014
- (e) Unified Facility Criteria 4-740-06 "Youth Centers," January 12, 2006
- (f) MCO 1320.11G
- (g) MCO 1754.11A
- (h) MCO P1700.27B W/CH 1
- (i) SECNAVINST 5211.5F
- (j) 10 U.S.C, Sections 1783, 1791 through 1800, 2809, and 2812
- (k) SECNAVINST 5720.42G
- (l) MCO 11000.22 CH- 1
- (m) DoD Instruction 1400.25, Volume 711 CH-1, "DoD Civilian Personnel Management System: Labor-Management Relations," August 27, 2021
- (n) Navy and Marine Corps Public Health Center Technical Manual 6260
- (o) National Fire Protection Association 101, "Life Safety Code"
- (p) Tri-Service Food Code TB MED 530/NAVMED P-5010/AFMAN 48-147 IP REV, March 1, 2019
- (q) DoD Manual 1402.05, "Background Checks on Individuals in Department of Defense Child Development and Youth Programs," January 24, 2017
- (r) MCO 1755.3A
- (s) MCO 1754.10B
- (t) NAVMC 1710.1
- (u) NAVMC 1710.2
- (v) NAVMC 1710.3
- (w) NAVMC 1710.4
- (x) NAVMC 1710.5
- (y) NAVMC 1710.6
- (z) NAVMC 1710.7
- (aa) NAVMC 1710.8
- (ab) NAVMC 1710.9
- (ac) NAVMC 1710.10
- (ad) NAVMC 1710.11
- (ae) NAVMC 1710.12
- (af) NAVMC 1710.13
- (ag) NAVMC 1710.14
- (ah) SECNAV M-5210.1
- (ai) 5 U.S.C. 552a
- (aj) DoD Instruction 1342.22, "Military Family Readiness," August 5, 2021
- (ak) MCO 1700.39
- (al) DoD Manual 6400.01, Volume 1 "Family Advocacy Program (FAP): FAP Standards," July 22, 2019
- (am) DoD Instruction 1015.15 CH-1, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," March 20, 2008
- (an) MCO 5380.2
- (ao) DoD 5500.07-R CH-7, "Joint Ethics Regulation (JER)," November 17, 2011



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**Marine Corps Child and Youth Programs Policy and Procedural Guidance**

Chapter 1

Marine Corps Child and Youth Programs (CYP)

1. Purpose. Marine Corps CYP provides high quality, affordable childcare 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). CDP must operate installation-based Child Development Centers (CDC), School Age Care (SAC) programs, and FCC services. Programs must offer care for minor children six 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 must be offered to families needing childcare services on installations. Oversight of quarterly and annual inspections must ensure programs satisfy the minimum requirements to attain the annual Department of Defense (DoD) Certificate to Operate as discussed in enclosure (2), chapter (5), paragraph 6a.

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

c. CDC programs primarily offer care to children six weeks through 5 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 must 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 childcare programs for children six weeks through 12 years of age. FCC augments and supports CYP by increasing the availability of childcare on the installation.

(1) FCC must be provided in authorized government housing in accordance with reference (1).

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

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

- a. Management of the CYP registration process.
- b. Referral assistance for on and off installation child and youth options. Program staff must work closely with families to identify their needs. When multiple off base options are available that meet the family's needs, program staff must not direct the family to any specific option.
- c. Consultation with families to assist in reviewing child and youth programs and services that meet their individual needs.
- d. Liaison with installation programs and services to coordinate referral assistance.
- e. Coordination of the Marketing Department and CYP services.
- f. Coordination of periodic feedback from CYP families to determine program satisfaction using HQMC approved resources.
- g. Coordination and management of the online centralized request for care system at the <https://militarychildcare.com/> website to include management of program waitlist and vacancies described in enclosure (2), chapter (3), paragraph 3a - c of this Order.
- h. Manage the CYP CYMS electronic records management system.

5. Youth Services (YS). YS offer comprehensive planned and self-directed activities and events responding to the needs of the eligible youth.

a. Youth Programs (YP) offer physically and emotionally safe environments for youth to develop and expand creatively, form opinions, and respond to common issues that affect youth under the close supervision of trained staff who guide and offer youth a variety of perspectives.

(1) YP for participants 12 and under must not operate during SAC program hours.

(2) YP for participants ages 13 up to 18 (12th grade) may operate at any time with age-appropriate activities that develop leadership skills, health and wellness awareness, educational focus on Science, Technology, Engineering, and Mathematics (STEM)/Science, Technology, Engineering, the Arts, and Mathematics (STEAM) humanities, language, arts, dance, drama, music, visual arts, design and new media, sports, and recreation.

b. Youth sponsorship program is part of YS offered to active duty members and their families as detailed in enclosure (2), chapter (6), paragraph 5 of this Order.

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. Installation Short Term Alternative Child Care (STACC) is an optional childcare service that provides on-site hourly, group care on an installation

facility where parents remain in or immediately adjacent to the building during the entire care period.

(1) Installation CYP must schedule staff, dates, times, and/or equipment for STACC session.

(2) A written agreement between CYP and the sponsoring unit/organization must specify time, date, location, number, and ages of the children to be served, the number of trained CYP Professionals needed, and description of services and cost.

(3) STACC must follow requirements of this Order.

7. Headquarters Marine Corps (HQMC) Child and Youth Programs (CYP) Off Base Child Care Fee Assistance Administration, Oversight, and Exception Requests. Fee assistance may be available to active duty Marine families to offset the cost of community based child care programs when access to installation child care is unavailable.

a. HQMC CYP must utilize a DoD third party contractor to administer, implement, and manage this program.

b. 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.

c. This program is not guaranteed and must be maintained within the limits of funding.

## Chapter 2

### Priorities and Eligibility

1. Child Development Program (CDP). Established priorities must be used to determine eligibility requirements for Marine Corps CDP including CDC, SAC, FCC, and Community-based fee assistance programs per reference (a). CDP priorities and eligibility can be found online by searching the <https://militarychildcare.com/> website or in CYP Effective and Efficient Operations NAVMC 1710.3 reference (v) located on MCPPEL or the CYP Ethos LMS.
2. Youth Program (YP). Kindergarten through grade 12 participants of military members, DoD civilian employees, and other eligible patrons as authorized per reference (b) must be eligible.

Chapter 3

Resource Management and Administration

1. Funding and Delivery of Services. CDP 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 reference (am) apply to CYP.

a. CYP services must be conducted in the most cost efficient manner practicable and follow efficiency requirements for specific areas, not limited to, staffing, maximum utilization of resources, and filling participants vacancies, outlined in the CYP Effective and Efficient Operations NAVMC 1710.3 reference (v).

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

- (a) Salaries of CDP employees.
- (b) Food.
- (c) Training and education.
- (d) Program accreditation fees and support services.
- (e) Travel and transportation.
- (f) Marketing, to include recruitment, retention, and participation efforts.
- (g) Supplies and equipment, to include lending libraries and training materials for use by FCC providers.
- (h) Local travel expenses incurred by FCC program staff using their private vehicles to perform government functions.
- (i) Direct monetary subsidies to FCC providers.
- (j) Installation CYP that cannot meet the 50/50 split must provide written justification to HQMC CYP.
- (k) CDP spaces used for anything other than full time childcare must not exceed 20 percent of the program's capacity during operational hours.

(2) Fees. To the maximum extent possible, child care fees must cover the NAF cost of care, and NAF costs not covered by child care fees are to be minimized. Child care fees must only be used for:

- (a) Compensation of direct care CDP employees who are classified as NAF employees, to include training and education and recruitment and retention initiatives approved by the DoD Component.

(b) Food-related expenses not paid by the USDA or DoD APFs.

(c) Consumable supplies.

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

(a) The Installation Commander or designee may authorize FCC providers subsidies funded by NAF generated funds to reduce the cost of care for eligible families. If subsidies are provided, payments must not exceed provider cap per child as determined by the annual DoD fee policy.

(b) CDP families must be supported primarily through use of facility-based care; upon review of circumstances and family needs, FCC is a viable option for childcare. Examples may include, but are not limited to, CDP capacity, extended or irregular work hours, need for smaller group size, special needs accommodation or emergency care.

(4) YP and activities must be offered at a break-even cost to CYP, supported primarily with NAF in accordance with reference (b).

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. Consideration or acceptance of sponsorship must be reviewed, approved, or disapproved by supporting MCCS Counsel.

c. All eligible CYP must participate in the United States Department of Agriculture Child and Adult Care Food Program (USDA CACFP). Outside the Continental United States (OCONUS) locations are not eligible for reimbursement, however OCONUS locations must follow USDA CACFP guidelines. The USDA CACFP guidelines ensures children have access to nutritious meals and snacks. All CYP must ensure the CACFP guidelines are in place.

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

2. Fees. Per reference (a), patron fees for CDP, regardless of location, must be determined using an initial and subsequent annual verification of Total Family Income and the fee ranges/categories outlined in the CYP Ethos LMS.

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

b. CYP may collect a registration fee, not to exceed more than one week of the published fees of the applicable income category, at the time a childcare space for CDC, SAC, YP, Youth Sports, or other CYP service is accepted.

c. The CDP fees (excluding FCC) include a maximum of 50 hours of childcare and all meals and snacks per participant. In the event that



mission requirements dictate the need for care beyond 10 hours per day, the program must assume the additional costs using appropriate funding dollars. No child may remain in care for more than 12 hours per day, except in cases of emergency per reference (a).

d. Installation Commander or designee providing a YP may establish fees at a reasonable cost comparable to local community youth programs and events. If programs experience a loss the difference must be paid with NAF funds.

e. Installation Commander may make provisions for those who are not able to participate because of a financial hardship. Hardship waiver provisions must be documented and retained in CYP.

f. Installation Commander or designee must implement CYP hourly fee rates in accordance with reference (a).

3. Enrollment, Waitlist, and Vacancies. The DoD centralized web-based system provides a single gateway for military-related patrons in need of child care. <https://militarychildcare.com/> website monitors requests, vacancies, and waitlists for on and off base installation childcare and youth programs. Patrons create an account in <https://militarychildcare.com/> and the web-based system maintains the household profile.

a. The <https://militarychildcare.com/> website maintains a waitlist and vacancies for children 6 weeks through 12 years old. The date the application is received and the information from the Request for Care determine family's placement on the waitlist.

b. The <https://militarychildcare.com/> website stores accurate information regarding offers made, unmet needs, and immediate needs. The information is collected and communicated with HQMC CYP as requested.

c. CYP uses and maintains the HQMC CYP CYMS. CYMS is used by R&R Offices and programs located across Marine Corps Installations worldwide.

4. Marketing Plan. Programs must 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.

5. Registration. Programs must make available to CYP patrons all required HQMC CYP approved registration forms. Registration forms are located in CYP Ethos LMS or NAVMC 1750-5.

6. Records, Files, and Forms. CYP records, including Privacy Act system of records for CYP professionals, patrons, and participants must be maintained in accordance with references (c) and (i). CYP record file documentation required by this Order must be updated annually.

a. Such records must include, at a minimum, the requirements outlined in accordance with reference (ac) CYP Records Management Protocol/NAVMC 1710.10.

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

(2) Requests by individuals for their own records must be coordinated through the installation assigned Privacy Officer in accordance with reference (i).

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

b. CYP must 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 age requirement do not require a parent signature.

c. Upon approval, CYP must use standardized forms which will be available for download in the CYP Ethos LMS.

7. Termination of Child and Youth Programs (CYP) Participation. Patrons must provide two weeks written notification of intent of disenrollment or vacate a CYP space. Failure to comply may result in completion of payment of fees. CYP must coordinate with the applicable finance office to collect unpaid fees.

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

a. Programs must 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 must be submitted in conjunction with HQMC CYP serious incident, suspected child abuse/neglect, and PSB-CY reporting guidance and procedures outlined in enclosure (2), chapter (5), paragraphs 9, 10, 11, and 12 of this Order.

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

c. Programs must provide accreditation status documentation when requested by HQMC CYP.

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

9. Immunization Requirements. Per references (a) and (b), current immunization requirements must be followed for CYP professionals and participants. Current immunizations requirements are available as outlined in CYP Health Promotion NAVMC 1710.4 reference (w) and in the Ethos LMS.

10. Inclusion. Per references (a) and (b), CYP must embrace inclusion as an attitude and philosophy that welcomes and supports the participation of children with and without disabilities and supports reasonable accommodations as outlined in CYP Inclusion NAVMC 1710.5 reference (x). No child who meets basic age and eligibility requirements must, solely based on disability or identified needs, be excluded from participation in CYP.

a. CYP must establish an Inclusion System as outlined in the CYP Inclusion NAVMC 1710.5 reference (x). USMC CYP's Inclusion Support System includes the child's family, Accommodations Collaboration Team (ACT), and the Inclusion Action Team (IAT).

(1) Family. Successful Inclusion is family-centered and requires a family-CYP partnership. A child's family is the CYP's greatest resource for supporting that child.

(2) Accommodation Collaboration Team (ACT). The ACT is a program-level team that reviews the needs of individual children and Youth and plans accommodations, resources, and support.

(3) Inclusion Action Team (IAT). The IAT is a multidisciplinary team that provides case consultation and support at the installation level in cases where the program needs assistance determining how to reasonably accommodate a child's needs within operational procedures and with available resources in accordance with references (a) and (b).

b. Reasonable accommodations provide equitable access for children with and without disabilities to achieve the same benefits from participating in CYP. CYP must make reasonable accommodations by considering the need of the participants, the environment, staffing, training requirements, and the resources available to the program. A reasonable accommodation must include modifying a policy, practice, or procedure to enable participants, with qualifying disabilities/special needs, access to CYP activities. CYP must conduct case by case assessment of what each individual child needs, and the accommodations required to support participation in accordance NAVMC 1710.05 reference (x).

c. An accommodation request must be considered reasonable when it does not fundamentally alter the nature of the program or cause an undue hardship on the operation of the program.

d. Programs must have a process for developing individualized Inclusion Support Plans (ISP) that include the child's family and primary staff working with the child. Support plans must outline the child's needs and accommodations required to support participation.

e. Risk and Fundamental Alterations in accordance with reference (a).

(1) There are two limitations to CYP's responsibilities to provide reasonable accommodation under the law:

(a) When an individual's participation poses an actual health or safety risk to themselves or others (risks).

(b) When the needed accommodations would fundamentally alter the nature of the program (fundamental alterations).

(2) For a child's participation to pose an actual health or safety risk there is an established, significant risk that substantial harm could occur to the child or others in the CYP environment. Risks are based on objective evidence. There is documentation that the risk could not be minimized by reasonable accommodations to policies, practices, or procedures.

(3) CYP is not required to provide accommodations that would fundamentally alter the nature of the program.

(a) Services such as special education, early intervention, occupational, physical, or speech therapy, and skilled nursing are considered fundamental alterations because they exceed the authorized scope of CYP.

(b) When a child requires accommodations that would fundamentally alter the nature of the program, the CYP Director refers the child's case to the IAT.

(4) The IAT meets to review the documentation and make a case-by-case determination about whether the risk can be minimized through reasonable accommodations and/or accommodations fundamentally alter the nature of the program.

(a) In cases where the IAT determines CYP can make reasonable accommodations, the IAT/ACT and parent develop the appropriate support plans.

(b) In cases where the IAT determines that care cannot be provided due to 1) the child's participation poses a direct health or safety risk that cannot be minimized, or 2) the accommodations requested would fundamentally alter the nature of the program, a request for denial of care or disenrollment must be initiated.

1. Prior to initiating the request for denial of care or disenrollment the Child and Youth Programs Administrator (CYPA) coordinates with HQMC CYP to review the circumstances and ensure the necessary information is available to assist Marine Corps Community Services (MCCS) Counsel and the base Commander in determining that a denial of care or disenrollment is warranted.

2. After coordinating with HQMC, CYP, the CYPA consults with MCCS Counsel and provide documentation for review.

(5) Marine Corps Community Services (MCCS) Counsel Review. Based on the provided IAT documentation, MCCS Counsel reviews the documentation to ensure the legal requirements of Section 504 of the Rehabilitation Act of 1974 are met prior to submission of an official request to the Commanding Officer for denial of care or disenrollment.

(a) If Counsel determines that there is not sufficient evidence of the risk, the risk can be minimized, or the accommodation is reasonable, the IAT reconvenes, gathers additional information, or develops appropriate support plans as necessary.

(b) If Counsel determines the risk cannot be minimized or the request alters the program, the CYPA or designee prepares an information packet (containing the supporting documents and legal review) and forward it to the Installation Commander for determination.

(6) Final Decision. The Installation Commander has final decision/determination. If it is determined the program cannot minimize the risk or provide the requested accommodation, the Commander notifies the parents and program in writing, detailing the documentation of the actual health or safety risk, denial of requested accommodation(s), previous considerations, efforts to accommodate, and any alternatives that may be available.

f. Participants, with an active ISP, must not be excluded from field trips due to disability/special need. Requirements of the participant's ISP must be followed during CYP sponsored field trips.

g. CYP must use the standardized process and tools in accordance with the United States Marine Corps (USMC) CYP Behavior Support Guide designed to prevent and respond to concerning and unsafe behaviors in CYP across the Marine Corps.

11. Operational Procedures. Programs must follow the CYP procedures located in CYP Ethos LMS or on the MCEPEL website. Programs must establish written policies and procedures and ensure local guidance is provided for:

- a. CYP Background Check Requirements NAVMC 1710.1 reference (t).
- b. CYP Child Abuse Prevention, Education, and Reporting (CAPER) NAVMC 1710.2 reference (u).
- c. CYP Effective and Efficient Operations NAVMC 1710.3 reference (v).
- d. CYP Health Promotion NAVMC 1710.4 reference (w).
- e. CYP Inclusion NAVMC 1710.5 reference (x).
- f. CYP Oversight and Inspections NAVMC 1710.6 reference (y).
- g. CYP Positive Guidance and Appropriate Touch NAVMC 1710.7 reference (z).
- h. CYP Professional Development NAVMC 1710.8 reference (aa).
- i. CYP Programming NAVMC 1710.9 reference (ab).
- j. CYP Records Management NAVMC 1710.10 reference (ac).
- k. CYP Safe Sleep NAVMC 1710.11 reference (ad).
- l. CYP Safety and Risk Management NAVMC 1710.12 reference (ae).
- m. CYP Supervision and Accountability NAVMC 1710.13 reference (af).
- n. CYP Youth Sports Program Operations and Resource Management NAVMC 1710.14 reference (ag).

12. Local Standard Operating Procedures

a. Programs must develop operational procedures and execute written policies and procedures to address areas such as, but not limited to:

- (1) Bottle Accountability process in place.
- (2) Child Abuse Prevention, Education and Reporting.
- (3) Family engagement plan (e.g., Parent Board, family handbook).
- (4) Hours of operation.
- (5) Facility access control.
- (6) Cash handling and control.

(7) Recruiting and marketing policies.

(8) Accreditation.

(9) Leave periods for families in the event of emergencies, priority access to hourly care spaces for relocating families, and other installations community needs.

(10) Fire and safety requirements.

(11) FCC established Quality Review Boards (QRB) to determine denial of certification, re-certification, revocation, and disciplinary procedures. QRB members must include, but are not limited to CYPA or designee, Health, Safety, and Fire Proponents.

(12) Removing uncertified (unauthorized) childcare in government owned/lease housing.

(13) Emergency Management (e.g., natural disasters and force protection measures including shelter in place, evacuation procedures, medical emergencies, and active shooter).

(14) Home alone.

(15) IAT.

(16) Serious incident, suspected child abuse/neglect, and PSB-CY reporting.

(17) Medication administration and storage.

(18) Youth Sponsorship Program.

b. Local policies and procedures must be reviewed and approved by the appropriate subject matter experts prior to implementation and upon change.

c. Local policies and procedures must be available to CYP professionals and patrons and accessible during the Annual HHI.

d. HQMC CYP may execute additional guidance and procedures, as a result, of program deficiencies identified during HHI.

Chapter 4

Management Administration

1. Standardized Position Descriptions (SPD). HQMC approved SPDs must be used for all CYP operations.
2. Qualifications. CYP professionals must be hired based on their demonstrated ability, qualifications, and must successfully complete and maintain required background checks as outlined in this Order.
  - a. Training, education, and experience must influence progression from entry level to the positions of greater responsibilities as required.
  - b. CYP professionals may be hired at full performance (CY-2/GSE-4) level upon verification of compliance with listed position description experience and education requirements.
3. Pay Compensation for Child and Youth Programs (CYP) Direct Care Employee Wage Plan (EWP). The wage plan uses a NAF pay banding system to provide direct service personnel with rates of pay substantially equivalent to other employees at the installation with similar training, seniority, and experience per reference (a). Pay increases and promotions must be tied to satisfactory performance and completion of mandatory training.
4. Child and Youth Programs (CYP) Mandatory Training. Per references (a) and (b) CYP professionals must meet training requirements set forth by HQMC CYP, with satisfactory completion, as a condition of employment as outlined in CYP Professional Development NAVMC 1710.8 reference (aa) and CYP Ethos LMS.
  - a. CYP professionals must be responsible to complete additional training requirements identified by the Professional Development Protocol (aa) in accordance with reference (a).
  - b. CYP completed training must be entered into the HQMC CYP Ethos LMS and readily available during the HHI.
  - c. Volunteers must complete CYP training per reference (a).
  - d. CYP Training must be led by the Training Curriculum Specialist. Other training related to but not limited, include Fire, Health, Safety, Medication, Sanitation, Food Handling, and Child Abuse: Identification and Reporting is conducted by a Subject Matter Expert in accordance with reference (aa).
5. Learning Development Plan (LDP). CYP professionals must have a current LDP to assist in career and professional development.
6. Identification. CYP professionals and specified volunteers must be identified at all times (e.g., nametags).
7. Child Development Program (CDP) Goals. CDP must identify and execute developmentally appropriate activity plans, observations, family communication, and assessment, in accordance with reference (a).

8. Training and Curriculum Specialists (TCS) at child development centers and SAC programs will execute the following goals:

a. Programs must 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 must be posted in a conspicuous area viewable to all CYP families, professionals, and volunteers.

c. Provide classroom support to include activity participation, modeling appropriate interaction, redirection of inappropriate behavior, curriculum based observations, Virtual Lab School observations, mentoring, coaching when needed, and other related classroom based teachable opportunities. CDC classroom support must consist of a minimum of 16 hours weekly as defined in the Professional Development Protocol NAVMC 1710.8 reference (aa).

d. School Age Care (SAC) programs must compliment, rather than duplicate the school day. SAC programs must provide safe, supervised, healthy and age-appropriate activities and environments for children ages five (enrolled in Kindergarten) through twelve years in accordance with reference (a).

(1) TCS must support SAC programs during a typical SAC "DAY" which includes before and after care. TCS must spend an hour each day (a minimum of 5 hours a week) engaging with children and modeling appropriate interactions.

(2) The TCS must spend 50% of the day (a minimum of 4 hours per 8 hours) in the activity rooms during SAC full day care to include camps, school holidays, teacher in-service days, intersessions, and during school closings. TCS must engage in classroom activities modeling, supporting, and interacting with children and staff.

e. A classroom environmental rating scale of each facility/classroom must be completed annually. Programs must act on identified areas through changes in program operations to ensure safety of CYP participants and professionals.

9. Youth Services (YS) Goals. YS must contribute to the positive development of youth and provide opportunities for personal, physical, emotional, cognitive, and social development of children ages 6 to 18 years of age. Youth Services include Youth Program (YP), Youth Sports and Fitness Program (YSFP), School Liaison Program (SLP), and Youth Sponsorship Program. YS and activities must 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). YS must coordinate efforts with MCCS programs and services, schools and other youth serving organizations.

a. YP must include the following youth development strategies:

(1) Leadership and Service Programs.

(2) Education and Science, Technology, Engineering, and Math Programs.

(3) Health and Wellness Programs.



(4) The Arts (Digital, Fine Applied, and Performing) Programs.

(5) Sports Fitness, and Recreation Programs.

b. YP must provide activities to meet the needs of participants during out of school hours and activities for youth must be held at different times or in clearly defined designated areas.

c. YSFP are organized and offered in a variety of settings including, but not limited to leagues, camps, clinics, or instructional formats to enhance the emotional, physical, social, and educational well-being of the participants. Activities will provide supervised options designed to productively engage youth in physical and fun activities in a positive setting supporting skill levels in accordance with reference (b).

d. SLP is a link between military families, commanders, communities, and Local Education Agencies to improve educational outcomes, quality of life, and support operational readiness through education-based services in accordance with reference (b).

e. Youth Sponsorship Program facilitates the integration of dependent children of military families as a result of the active duty parent receiving permanent change of station orders. The program is primarily directed to preteens and teenaged youth in accordance with reference (b).

Chapter 5

Facility, Health, Safety, and Risk Management

1. Facility. CYP must execute and operate under the prescribed facility criteria for construction and renovation projects.

a. CDCs (to include facilities that operate SAC) must execute references (d) and (e) criteria standards.

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

c. CYP must comply with the current version of the National Fire Protection Association 101, "Life Safety Code®" for program facilities in accordance with reference (o).

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

2. Health Requirements. Programs must ensure health related matters are addressed through the execution of thorough practices, requirements, and guidance to ensure the promotion of health and well-being of participants using guidance in the CYP Health Promotion Protocol NAVMC 1710.4 reference (w) and in the CYP Ethos LMS.

a. Health Promotion Policies and procedures must include:

(1) Participant and Professional health requirements comprised of immunization and health screenings.

(2) Universal precautions.

(3) Health checks and exclusions.

(4) Emergent and non-emergent illness and injuries to include serious incident reports, cardiopulmonary resuscitation, and first aid.

(5) Medications to include training, receiving, administration, storage, and errors.

(6) Nutrition and food safety.

(7) Diapering and toileting.

(8) Inclusion of animals must have installation veterinary authority approval of any animal housed by CYP and inform parents in writing of the presence of classroom pets.

b. Health Requirements. Per reference (n), 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 childcare is provided, substitute or backup FCC providers, and specified regular volunteers, must 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 must be current and in the CYP professional's record.

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

d. All serious incidents, including those that require emergency medical attention, must be reported to the program Director, CYP Administrator, and HQMC. The following procedures must be followed for a serious incident:

(1) Complete the NAVMC 1750/6 USMC CYP Injury/Illness Communication Form and maintain a copy in the participant's file; in addition, inform the parent/guardian of a reportable incident.

(2) Complete and submit the HQMC CYP SIR Reporting Form in CYP USMC SharePoint within 24 hours of knowledge of incidence occurrence.

(3) The SIR is updated within 10 days to indicate outcomes and corrective actions(s) as a result of the incident and every 30 days thereafter until reaching resolution.

3. Safe Sleep. Programs must ensure safe sleep practices, requirements, and guidance are followed to reduce the risk of Sudden Infant Death Syndrome (SIDS) and other Sudden Unexpected Infant Death (SUID) using CYP Safe Sleep NAVMC 1710.11 reference (ad) and CYP Ethos LMS.

a. Safe sleep policies and procedures must include:

(1) Sleep position - Infants up to 12 months of age are placed in a crib for sleep in a supine position (wholly on the back).

(2) Sleep environment.

(3) Supervision of infants.

b. Cribs must meet Consumer Product Safety Commission guidelines.

c. The sides of infants' cribs must be in a locked position when cribs are occupied and do not present a strangulation or entrapment hazard.

d. FCC Providers must not permit children to sleep in family beds unless a separate bed is designated for the child and clean linens are provided.

4. Safety and Risk. Programs must ensure safety and risk practices, guidance, and requirements comply with nationally recognized recommendations in accordance with references (o), (ak), and the CYP Safety and Risk Management NAVMC 1710.12, reference (ae).

a. Safety and risk policies and procedures must include:

(1) Safety standards to ensure participants are not exposed to any safety hazards.

(2) Water safety.

(3) Procedures to ensure chemicals and other potentially dangerous products (e.g., poisonous plants) are inaccessible to participants.

- (4) Emergency and disaster preparedness.
- (5) Fire standards.
- (6) Field trip requirements and transportation safety.

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) must be prohibited from use in CYP. Equipment, materials, and furnishings must be developmentally appropriate.

c. Any resource, such as but not limited to, water play areas and interactive fountains, must follow national standards for operation and Marine Corps policy in accordance with reference (ak) as applicable.

d. The Installation Commander or designee must ensure that safety and health offices review and maintain all safety checklists.

5. Background Checks. Per references (a), (b), and (q), 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. CDPs must follow the CYP Background Check NAVMC 1710.1, reference (t) and the CYP Ethos LMS.

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

b. Volunteers and contractors working within CYP must have background checks required by references (a), (b), (q), and (t).

c. LOSS is the management tool used to monitor an individual for whom a substantial portion of the background check process has been completed and favorable adjudicated, which provisionally clears them to work with children under the age of 18. Oversight of LOSS employees may include the use of a fully operational Closed Circuit Television (CCTV) system. Interior vision panels and windows must allow for visual access of the occupied room and utilization of a "favorable" management level staff to regularly monitor the individual while on duty. For FCC providers in LOSS status, the home-based program must be monitored by an authorized CYP "favorable" management staff through weekly home visits.

d. CYP must ensure background check information is maintained by installation Human Resource Department and is available during the HHI in accordance with reference (c).

6. Oversight and Inspection. In accordance with references (a) and (b), CYP inspections must be conducted to ensure the safety and well-being of children, to monitor evidence of program corrective actions, and to oversee the proper use of program resources. Local inspections, and one annual HHI, must be conducted for all CYP components. CDP must follow the CYP Oversight and Inspection NAVMC 1710.6 reference (y) and CYP Ethos LMS.

a. Upon demonstration of annual compliance of this Order and applicable inspection requirements, HQMC CYP will issue a Certification to Operate Memo to each CDC, SAC, SLP, YP, Youth Sports/Fitness/Recreation activity, and FCC Program. Certification to Operate Plaque must be displayed in a visible location and the annual Certification to Operate Memo must be presented upon request.

b. The Installation Commander must 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 must 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 HHI. Each CAP must be a comprehensive plan that targets deficiencies and monitors results to achieve and maintain compliance.

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

a. CCTV video recordings must be maintained for a minimum of 90 days, unless a longer period is required for internal management purposes. Should management become aware of a claim against the Government; foresee litigation as a direct result of events occurring at the CYP facility that may have been recorded by the CCTV system; or required retention of a recording pending investigation into allegations of misconduct depicted in the video, the responsive permanent recording must not be destroyed until released for destruction by the supporting MCCS Counsel or legal advisor.

b. In the spirit of providing "unrestricted access" to children, where CCTV is available, parents must 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 premises. Parents are not authorized to record using personal devices.

c. 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 (k).

(1) CYP professionals must 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 must not be placed in a participant's file.

(2) CYP must 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.

8. Family Child Care (FCC) Provider Liability Insurance. In accordance with reference (a), FCC providers must maintain personal liability insurance to protect themselves, and those affiliated with the Marine Corps in an official capacity, against potential liability claims that may arise during their operations.

a. Individuals seeking approval as a childcare provider in the Marine Corps FCC program are responsible for obtaining and purchasing insurance that meets the FCC program requirements in accordance with reference (a).

b. The FCC provider is responsible for ensuring that the insurance obtained provides required coverage limits and all the required coverage endorsements, to include molestation and abuse coverage.

c. Upon completion of the initial provider certification process and prior to beginning child/school age care services on the installation, FCC providers must purchase and maintain a minimum of \$500,000 in liability insurance per each occurrence and \$1,000,000 aggregated limit. The policy must include personal liability clause for any animals present in the FCC home.

d. FCC providers transporting children must 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 must be \$500,000 per each occurrence and \$1,000,000 aggregate limit for auto liability insurance. Documentation must be maintained in the provider's file, the installation Human Resource Department, and is available during the HHI.

e. Certified FCC substitute providers who have met all FCC training requirements and cleared background checks may provide child/school age care in a certified and approved FCC home. The FCC substitute provider must possess a current personal liability insurance policy as indicated in paragraph 8c.

f. Upon request from HQMC CYP, HQMC Human Resources Office will assist in providing research and information regarding available FCC and insurers that meet CYP insurance program requirements. The list that may be provided is for informational purposes as a convenience to FCC program applicants and providers, and does not imply official endorsement of these companies by the DoD, the USMC, nor MCCS.

g. A QRB of oversight and certification of the FCC Program must be convened and managed for all certified FCC homes and providers.

9. Suspected Child Abuse Prevention, Education, and Reporting (CAPER). Programs must provide prevention and education practices and requirements to respond and report child abuse, and all concerns for children's safety and well-being. HQMC CYP CAPER NAVMC 1710.2 guidance and procedures are found in reference (u) and CYP Ethos LMS.

a. CYP minimizes the risk of child abuse through environments, relationships, and processes to support the well-being of children, youth, and professionals.

b. CAPER education refers to the process of equipping all professionals with the knowledge and skills to fulfill their roles and responsibilities, including opportunities for practical application that leads to sustained learning.

c. All CYP Personnel must report any suspicions of child abuse to the installation FAP office, the local Child Welfare Services (CWS) agency and the Provost Marshal Office (PMO) as soon as possible or at the latest within 24 hours.

d. In accordance with reference (a), all CYP Professionals, contractors, and specified volunteers must report incidents of problematic sexual behavior to the installation FAP office.

10. Child and Youth Programs (CYP) Policy Violations. Managed in accordance with reference (a).

a. A CYP policy violation is failure to implement, follow, adhere to, or comply with CYP policy or protocol to include, but not limited to, CAPER NAVMC 1710.2, Supervision and Accountability NAVMC 1710.13, and Positive Guidance and Appropriate Touch NAVMC 1710.7.

b. CYP Management reviews and investigates all alleged USMC CYP policy violations by a Professional, whether or not those violations also constitute institutional abuse. Evidence indicates that instances of CYP policy violations are far more common than instances of institutional abuse (child abuse).

(1) All instances of substantiated institutional abuse involve CYP policy violations.

(2) Not all instances of CYP policy violations meet the intent and criterion for reportable child abuse.

c. CYP policy violations are investigated to:

(1) Ensure child safety.

(2) Maintain program quality.

(3) Determine whether the violation(s) also constitutes institutional abuse.

(4) Assess, determine, and implement both appropriate personnel action and program corrective action to mitigate further incidents.

d. The CYP Policy Violation Review Process requires the following:

(1) Notify chain of command.

(2) Contact installation Human Resource before proceeding with the review to ensure it is conducted according to USMC Policy.

(3) Conduct a thorough review of all facts, observations, and witness statements to include, but not limited to:

(a) Reviewing CCTV recordings.

(b) Interviewing any witnesses and other professionals.

(c) Making independent observations and assessments of the subject professional and program operations.

(d) Reviewing the CYP Professional's personnel file to identify patterns, issues, and other concerns.

(e) Document all information gathered or observed.

(f) Maintain a copy of all documentation in personnel file.

(4) CYP management determines through experience and expertise if CYP Policy violation meets the threshold for child abuse and must be reported to FAP, CWS, and PMO. FAP is consulted anytime the manager has a question or needs assistance.

11. Determining when a Child and Youth Programs (CYP) policy violation meets the threshold. Reporting must be conducted any time a child was harmed or at risk for harm and in instances where program quality standards may not have been met and/or required procedures or practices may not have been followed in accordance with reference (u).

12. Headquarters Marine Corps (HQMC) Child and Youth Programs (CYP) Serious Incident Report (SIR). SIR must be completed and submitted to HQMC through the CYP USMC SharePoint site within 24 hours for all suspected institutional child abuse/neglect and PSB-CY incidents. The SIR is updated within 10 days to indicate outcomes and corrective action(s) as a result of the incident and every 30 days thereafter until reaching resolution.



Chapter 6

Communication

1. Family Engagement. Programs must establish and implement open communication with and between families and CYP professionals to develop positive relationships.

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

b. Family conferences must be offered, at a minimum of two times per year for children ages 6 weeks to 5 years of age. Conferences must be held for any aged participant upon family request.

c. Communication regarding the care and well-being of the CYP participant must occur between the direct care professional and the parent/guardian in accordance with policy, procedures, and accreditation standards.

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

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

b. Coordination for the installation commander or designee attendance of at least one PB meeting each year.

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

d. PB ensures families are involved in and coordinate parent participation program activities in CYP.

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

3. Dissemination of Religious Materials. CYP must 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. School Liaison Program (SLP). In accordance with reference (r), the School Liaison (SL) serves as the subject matter expert on the educational needs of military connected children and facilitates successful school transitions. In accordance with reference (b), SLs serve as the primary link between school district and school level personnel, commanders, and military parents as children transition into the new location.

5. Youth Sponsorship Program. Per references (b), (f), and (r), CYP and SLP must support the Youth Sponsorship Program to facilitate transition into a new duty station community.

a. CYP must identify and provide a list of child and youth resources to the installation Information Referral and Relocation (IR&R) Program staff so resources may be available to Marines and Spouses at the welcome aboard workshop.

b. CYP must partner with the SLP to support Outreach, welcome aboard also known as Newcomers' Brief, and Peer to Peer connections.

6. Partnerships. CYP must coordinate opportunities to enhance and expand program resources with on and off installation agencies. Documentation must be readily available during the HHI. Interactions with non-federal entities must be in accordance with reference (ao).

APPENDIX A

Glossary of Acronyms and Abbreviations

ACT	Accommodation Collaboration Team
APF	Appropriated Funds
CACFP	Child and Adult Care Food Program
CAP	Corrective Action Plan
CAPER	Child Abuse Prevention, Education, and Reporting
CCTV	Closed Circuit Television
CDC	Child Development Center
CDP	Child Development Program
CWS	Child Welfare Services
CYMS	Child and Youth Management System
CYPA	Child and Youth Programs Administrator
CYP	Child and Youth Programs
DC, M&RA	Deputy Commandant, for Manpower and Reserve Affairs
DD	Department of Defense
DoD	Department of Defense
DON/AA	Department of the Navy/Assistant for Administration
DON	Department of the Navy
DRMD	Directives and Records Management Division
EWP	Employee Wage Plan
FAP	Family Advocacy Program
FCC	Family Child Care
FOIA	Freedom of Information Act
HHI	Higher Headquarters Inspection
HQMC	Headquarters Marine Corps
IAT	Inclusion Action Team
IR&R	Information Referral and Relocation
ISP	Inclusion Support Plan
LDP	Learning Development Plan
LMS	Learning Management System
LOSS	Line of Sight Supervision
MCC	MilitaryChildCare.com
MCCS	Marine Corps Community Services

MCPEL	Marine Corps Publications Electronic Library
MF	Marine and Family Programs Division
MTF	Medical Treatment Facility
NAF	Non-Appropriated Funds
NARA	National Archives and Records Administration
OCONUS	Outside the Continental United States
PB	Parent Board
PII	Personally Identifiable Information
PMO	Provost Marshal Office
PSB-CY	Problematic Sexual Behavior in Children and Youth
QRB	Quality Review Board
R&R	Resource and Referral
SAC	School Age Care
SelRes	Selected Reserve
SIDS	Sudden Infant Death Syndrome
SIR	Serious Incident Report
SL	School Liaison
SLP	School Liaison Program
SPD	Standardized Position Description
STACC	Short Term Alternative Child Care
STEAM	Science, Technology, Engineering, the Arts, and Mathematics
STEM	Science, Technology, Engineering, and Mathematics
SUID	Sudden Unexpected Infant Death
TCS	Training and Curriculum Specialist
USDA CACFP	United States Department of Agriculture Child and Adult Care Food Program
USMC	United States Marine Corps
YP	Youth Programs
YS	Youth Services
YSFP	Youth Sports and Fitness Program

APPENDIX B

GLOSSARY OF 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 extrafamilial, under circumstances indicating the child's welfare is harmed or threatened. Such acts by a sibling, other family member, or other person must 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 reference (al).
2. Child and Adult Care Food Program (CACFP). A U.S. Department of Agriculture federally sponsored program (child and youth component) that provides nutritious meals and snacks to children enrolled in child and youth institutions in the states, territories, and overseas. The term institution must include programs developed to provide care outside school hours for school children.
3. Inclusion Support Plan (ISP). An ISP is an individualized plan and should include information about how CYP will support the participant's needs in the program or activity. The ISP is developed as a result of a collaborative 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 provided, who will provide care, and who is responsible for supervising the provision of care.
4. Incident. An unplanned or undesired event that could have or did adversely affect completion of a task which may result 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, where damage or injury easily could have occurred.
5. Off Base Child Care Fee Assistance. A program which assists eligible geographically dispersed Marines in paying for community-based child and youth care services in a military approved program for children 6 weeks through 12 years of age, when installation care is not available.
6. Participant. A child (6 weeks to 18 years of age) who participates in CYP programs and services.
7. Patron. An eligible person(s) for CYP programs and services.
8. Professional. A Child and Youth Program employee.
9. Quality Review Board (QRB). A committee formed to make recommendations to the Installation Commander regarding FCC certification, denial, or revocation. QRB must 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.
10. Reasonable Accommodation. A reasonable accommodation may include modifying a policy, practice, or procedure to enable participants, with

qualifying disabilities/special needs, access to CYP activities. CYP must conduct case by case assessment of what each individual child needs, and the accommodations required to support participation.

11. Inclusion Action Team (IAT). A team that reviews the needs of an individual child/youth and makes recommendations for reasonable accommodations for care within a DoD CYP/facility and to assist the Program in securing necessary support and resources from the appropriate chain of command.
12. Resource & Referral (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.
13. School Liaison Program (SLP). The SLP operates as a military-civilian community communication and support program intended to support all military school age children (preK-12).
14. Home Alone. 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 must consider applicable laws and ordinances of the states or countries in which Installations or facilities are located.
15. 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 must be considered a serious incident.
16. Information, Referral and Relocation (IR&R). IR&R provides referrals to military and civilian programs, is responsible for providing all Relocation services, including welcome aboard workshops, also known as Newcomers Brief. The Newcomers Brief assists Marines and families adapt to their new duty station, by providing information on available government living quarters, private housing, child and youth care, spouse employment assistance information, cultural adaptation, and community orientation.
17. 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.
18. Volunteer. A volunteer is defined as an individual who willingly offers, is accepted, and then provides services in support of a Marine Corps program or activity in accordance with reference (an). CYP volunteers are not counted in staff to child youth ratios. See references (a) and (b) for management responsibilities concerning CYP volunteers.
19. Waitlist. List of children whose parents have requested space in a CYP, and none is available.

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