

Children and Youth Inspection Checklist

A. SAFETY STANDARDS STANDARD	DEGREE OF COMPLIANCE		
A.1 Emergency instructions and telephone numbers (e.g., police, fire, rescue, and poison control services) are posted in conspicuous places for all programs. (MCO 1710.30D, 5006.3.a) [MCO 1710.30C, 9.4 & 20.21]	C	N	NA
A.2. Parents are notified in the event of a serious injury. Programs maintain written records for all accidents/incidents. (MCO 1710.30D, 5007) (MCO 1710.30D, 2002 4.e) [MCO 1710.30C, 8.7]	C	N	NA
A.3. Children are only released to their parents or a parent designee if a signed permission is given by the parent allowing the child to self-release for a specific organized activity. (MCO 1710.30D, 2002 4.e) [MCO 1710.30C, 30.7]	C	N	NA
A.4. Adult to child/ youth ratios are maintained at all times. Children are under the supervision of a specific authorized person who knows the whereabouts of the child/ youth at all times. (MCO 1710.30D, 4006) [MCO 1710.30C, 13.1]	C	N	NA
A.5. All chemicals and potentially dangerous products (except bleach solution), such as medicines or cleaning supplies are stored in original, labeled containers and are inaccessible to children. (MCO 1710.30D, 5006. 1.a & 2.b) [MCO 1710.30C, 20.2.5]	C	N	NA
A.6. Cleaning supplies and hazardous materials are not stored with food items and are always locked when not in use. (MCO 1710.30D, 5006.2.b) [MCO 1710.30C, 18.4]	C	N	NA
A.7. Indoor furniture and equipment is safe, nontoxic, durable, and in working order. Equipment is free of protrusions, pinch points, and sharp edges. Infant walkers, toy boxes/chests, and other similar hinged equipment, and equipment identified as unsafe by the Consumer Product Safety Commission is prohibited. All broken or damaged equipment is repaired immediately, removed, or placed off limits to children. (MCO 1710.30D, 5006.1.c, 2.d) [MCO 1710.30C, 17.7 & 29.20]	C	N	NA
A.8. A safety review of the facility, grounds, and equipment is conducted daily for all components of the program. Deficiencies are corrected or appropriate action is taken to ensure the safety of children. (MCO 1710.30D, 5006.2.a) [MCO 1710.30C, 5.5]	C	N	NA
A.9. General safety inspections are conducted monthly, with one of those months designated as a comprehensive health and safety inspection. Copies of the inspections are available upon request. Deficiencies are corrected or appropriate action is taken to ensure the safety of children. (MCO 1710.30D, 5002.12) [MCO 1710.30C, 5.3 & 5.4]	C	N	NA
A.10. Play equipment and fencing is free of any entrapment hazards. There will be no openings greater than 3.5 inches and less than 9 inches. (MCO 1710.30D, 5002.12) [MCO 1710.30C, 19.11.6]	C	N	NA
A.11 Playgrounds are free of tripping and other hazards, such as debris, glass, sharp objects, trash, holes, and animal feces. (MCO 1710.30D, 5002.12) [MCO 1710.30C, 19.8.6]	C	N	NA

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A.12. Providers remain on the premises when children are in the home and are in close proximity to the children during periods of activity. Providers ensure constant supervision when the children are in the bathtub, shower, playing in standing water, or using plumbing fixtures that have hot water. (FCC/OFCC) (MCO 1710.30D, 5002.12.b.1) [MCO 1710.30C, 25.3.1 & 15.11.1]	C	N	NA
A.13. Measures are taken to prevent falls from windows on floors above the ground floors. (FCC/OFCC) (MCO 1710.30D, 5006) (MCO 1710.30D, 5006.2.d) [MCO 1710.30C, 29.22 & 29.8.4]	C	N	NA
B. FIRE STANDARDS			
<u>STANDARD</u>	DEGREE OF COMPLIANCE		
B.1. All Children and Youth facilities ensure fire safety procedures and policies are established to ensure the safety of all staff and children enrolled. (MCO 1710.30D, 5006.1.a) [MCO 1710.30C, 6.1.2.4]	C	N	NA
B.2. A fire evacuation plan for each component of the Children and Youth program is approved by fire officials. A fire drill is executed and documented not less than once per month. (MCO 1710.30D, 5006.1.c) [MCO 1710.30C, 21.12]	C	N	NA
B.3. Fire drills are conducted at different hours of the day and evening including when children are resting or sleeping. All persons in the facility participate in the fire drills. (MCO 1710.30D, 5006.1.c) [MCO 1710.30C, 21.12.2]	C	N	NA
B.4. Every required exit, exit access, or exit discharge is continuously maintained free of all obstructions or impediments in the case of fire or other emergency. (MCO 1710.30D, 5006.1.d) [MCO 1710.30C, 21.6.2 & 21.6]	C	N	NA
B.5. Flammable and combustible liquids are stored in areas accessible only to the director, janitor, providers, or their designees. (MCO 1710.30D, 5006.2.a) [MCO 1710.30C, 21.12.4]	C	N	NA
B.6. No furnishings, decorations, or other objects are placed to obstruct visibility. (MCO 1710.30D, 5006.1.a) [MCO 1710.30C, 9.6]	C	N	NA
B.7. There are no barriers or gates that prevent rapid exit from areas occupied by children. (MCO 1710.30D, 5006.1.a) [MCO 1710.30C, 21.6]	C	N	NA
B.8. Fire prevention inspections are conducted monthly, with one of those months designated as a comprehensive fire inspection. Copies of the inspections are available upon request. Deficiencies are corrected or appropriate action is taken to ensure the safety of children. (MCO 1710.30D, 2003.2.b) [MCO 1710.30C, 2.12]	C	N	NA
B.9. Each facility has occupancy loads posted at the entrance of each activity room and the total occupancy limit posted at entrance of the facility. (MCO 1710.30D, 2003) [MCO 1710.30C, 19.1]	C	N	NA
B.10. During rest or naptime, the personnel that are required to meet the child/staff ratios are on duty in the facility and are available to help with an evacuation. (MCO 1710.30D, 4006) [MCO 1710.30C, 13.1]	C	N	NA
B.11. Smoke alarms in FCC homes are installed on each level of the living unit and near areas where children sleep. (MCO 1710.30D, 2003.) [MCO 1710.30C, 29.3]	C	N	NA

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C. HEALTH STANDARDS	DEGREE OF COMPLIANCE		
STANDARD			
C.1. All CDYP personnel/providers are trained on established procedures for handling emergencies and minor health problems. (MCO 1710.30D, 5006.3.) [MCO 1710.30C, 20.1.1]	C	N	NA
C.2. All CDYP personnel/providers meet established health requirements. (MCO 1710.30D, 006.1.) [MCO 1710.30C, 12.1]	C	N	NA
C.3 Diapering procedures are performed as outlined by the Center for Disease Control . (MCO 1710.30D, 5006.3.c.3.) [MCO 1710.30C, 20.4]	C	N	NA
C.4. Immunizations that are required for all children in child care are documented and updated at least annually. (MCO 1710.30D, 5006.3.c.1.) [MCO 1710.30C, 6.5.1.1]	C	N	NA
C.5. There is a written policy for the administration and storage of any prescription or commonly used nonprescription medication. (MCO 1710.30D, 5006.2.a) [MCO 1710.30C, 6.1.21]	C	N	NA
C.6. All CDYP personnel/providers who administer medication are appropriately trained by health officials. (MCO 1710.30D, 2004.3.d.) [MCO 1710.30C, 20.26]	C	N	NA
C.7. All meals and snacks provided by the CDYP program meet the nutrition and meal component requirements established by the U.S. Department of Agriculture Child and Adult Care Food Program (USDA CACFP). When meals are provided by parents in SAC programs and for special events, food storage and handling procedures meet health and sanitation requirements. (MCO 1710.30D, 5006.3.d) [MCO 1710.30C, 18]	C	N	NA
C.8. All CDYP personnel/providers adopt “universal precautions” as recommended by the Centers for Disease Control to handle potential exposure to blood and body fluids discharges. (MCO 1710.30D, 2004.1. & 5007) [MCO 1710.30C, 20.5.5]	C	N	NA
C.9. The indoor environment is maintained at a temperature that protects the health of the children. (MCO 1710.30D, 5006.1.3.c.5) [MCO 1710.30C, 20.2.6]	C	N	NA
C.10. A general health inspection of all CDYP facilities is conducted monthly, with one of those months designated as a comprehensive inspection. Deficiencies are corrected or appropriate action is taken to ensure the health of children. (MCO 1710.30D, 2003.2.b) [MCO 1710.30C, 5.3 & 5.4]	C	N	NA
D. CHILD ABUSE PREVENTION STANDARDS	DEGREE OF COMPLIANCE		
STANDARDS			
D.1. All CDYP program components have SOPs for reporting suspected cases of child abuse. Procedures have been coordinated with the installation staff Judge Advocate and the Family Advocacy Program Office and comply with all State and local reporting requirements, as applicable. (MCO 1710.30D, 2004.1.) [MCO 1710.30C, 6.1]	C	N	NA

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D.2. Background checks are completed as required on all CDYP personnel/providers involved in child care services, (including, CDC, Youth, SAC, FCC/OFCC, Contract, and Private Organization personnel) Local screening on OFCC/OFCC family members age 12, and over living in the home, is complete. Documentation of initiation and satisfactory completion of checks is maintained on file. (MCO 1710.30D, 4004.1) [MCO 1710.30C, 11.1]	C	N	NA
D.3. All CDYP personnel/ providers, and volunteers are trained on child abuse prevention, identification, and reporting requirements. (MCO 1710.30D, 2006.1.) [MCO 1710.30C, 9.5.1]	C	N	
D.4. There is written guidance and discipline policy which prohibits the use of corporal punishment, shaming, or other humiliating methods of discipline. This policy is provided to all parents. (MCO 1710.30D, 2004.2 & 4009.1.) [MCO 1710.30C, 9.8.2]	C	N	NA
D.5. When there is an allegation of child abuse in FCC/OFCC homes children are relocated to other homes for care until the case is resolved by appropriate officials. (MCO 1710.30D, 2006.5.) [MCO 1710.30C, 9.3.3]	C	N	NA
D.6. All FCC homes are visited at least monthly and unannounced quarterly inspections are conducted. Records are on file for review. (MCO 1710.30D, 2003.4, 4.b) [MCO 1710.30C, 5.4.22]	C	N	NA
D.7. At least two staff members are present whenever children are in a CDYP facility. (MCO 1710.30D, 4008) [MCO 1710.30C, 9.6.10]	C	N	NA
D.8. The DoD child abuse and safety hotline telephone number is posted in a highly visible area where parents have easy access to the telephone number and the number is published in parent handbooks and other brochures. (MCO1710.30D, 2005.1) [MCO 1710.30C, 9.4]	C	N	NA
D.9. Visitors are required to sign-in, wear identification, and escorted at all times. (MCO 1710.30D, 4005) [MCO 1710.30C, 9.7.4]	C	N	NA
D.10. All employees and volunteers wear name tags or other identifying apparel. (MCO 1710.30D, 2006.1.) [MCO 1710.30C, 9.7.7]	C	N	NA
D.11. Exterior doors, except front entrance doors, not opening onto a playground are equipped with buzzers and alarmed properly to alert staff to unauthorized entry. (CDC only) (MCO 1710.30D, 5002.10) [MCO 1710.30C, 9.7.2]	C	N	NA
D.12. Guidelines for field trips, walks, or other excursions require written permission from the child/youth's parent. All field trips are planned in advance. (MCO 1710.30D, 2007.5) [MCO 1710.30C, 9.7.9]	C	N	NA
E. PROGRAM STANDARDS	DEGREE OF COMPLIANCE		
STANDARDS			
E.1. Activity plans are flexible and include teacher as well as child-directed activities. (MCO 1710.30D, 1009.4) [MCO 1710.30C, 15.4.2]	C	N	NA
E.2. Children and youth are allowed to choose from a variety of activities, materials, and equipment. (MCO 1710.30D, 1009.1 .& 2.) [MCO 1710.30C, 15.4]	C	N	NA
E.3. Programs have maintained National Accreditation status. (CDCs and Private Organizations) (MCO 1710.30D, 2002.3.i.) [MCO 1710.30C, 7.17]	C	N	NA

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E.4. Personnel and providers are alert to signs of children’s undue stress and provide appropriate activities to reduce the stress. (MCO 1710.30D, 1009) [MCO 1710.30C, 15.8]	C	N	NA
E.5. The parent advisory board, chaired by a parent and composed of parents of children/youth enrolled in all installation programs meets and acts in an advisory capacity. (MCO 1710.30D, 1003.2.) [MCO 1710.30C, 8.1]	C	N	NA
E.6. The parent advisory board and staff develop and coordinate the implementation of a parent participation program. (MCO 1710.30D, 1003.2.d) [MCO 1710.30C, 8.1]	C	N	NA
E.7. SAC programs are located solely in CDC's only if the need for full-day child care for ages birth through 5 years has been met. (MCO 1710.30D, 1004.3.) [MCO 1710.30C, 1.3.7]	C	N	NA
F. TRAINING STANDARDS	DEGREE OF COMPLIANCE		
STANDARDS			
F .1. All newly hired staff has completed the required 36 hours of training within 1 year of beginning work. (MCO 1710.30D, 4009.3.a.(1.)) [MCO 1710.30C, 14.2.2]	C	N	NA
F..2. Training programs are available to all CDYP personnel/providers and volunteers which encourage and support them to obtain and maintain current knowledge of child and youth development. (MCO 1710.30D, 4009.1.) [MCO 1710.30C, 14.1.2]	C	N	NA
F.3. On-going annual training includes using the DoD Training Modules or equivalent training for personnel/providers as well as training on early childhood/youth development, age appropriate activities for children; and food handling, nutrition, and meal service. Documentation is on file for review. (MCO 1710.30D, 4009) [MCO 1710.30C, 14.2.4]	C	N	NA
F.4 . Provider's initial and on-going training is provided by the CDP. (MCO 1710.30D, 4009.5.b.) [MCO 1710.30C, 26.6 & 26.8]	C	N	NA
F.5. Management Personnel receive annual training related to latest techniques and procedures for programs, child abuse reporting procedures, program administration, observation, and interviewing. (MCO 1710.30D, 4009.6.) [MCO 1710.30C, 14.4]	C	N	NA
G. OPERATIONAL STANDARDS	DEGREE OF COMPLIANCE		
STANDARDS			
G.1. The installation commander has developed a plan for expanding accessibility to affordable, quality child care and determined the priorities for care based on local needs. (MCO 1710.30D, 3004) [MCO 1710.30C, 1.3.7]	C	N	NA
G.2. At least one unannounced multi-disciplinary inspection led by a representative of the installation commander with authority to verify compliance with standards is conducted per year. All components of the children and youth program (CDC, Youth, SAC, FCC/OFCC, and private organizations) facilities, playgrounds, and equipment are inspected. Deficiencies are corrected or appropriate action is taken to ensure the safety of children. (MCO 1710.30D, 3002.2) [MCO 1710.30C, 5.2]	C	N	NA

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G.3. A DoD fee scale based upon total family income is established using the sliding fee ranges established by the Office of the Secretary of Defense (OSD). Parents who are not willing to disclose family income pay the fees in the highest category. (MCO 1710.30D, 3003) [MCO 1710.30C,4.1]	C	N	NA
G.4. Fees are regulated when direct cash payments for FCC/OFCC spaces are provided. (MCO 1710.30D, 3002.2) [MCO 1710.30C, 4.7.1]	C	N	NA
G.5. FCC/OFCC homes are maintained in a sanitary manner. Personal hygiene standards, to include diapering and handwashing procedures and sleeping arrangements, are followed. (MCO 1710.30D, 5006). [MCO 1710.30C, 28.10]	C	N	NA
G.6. A resource lending library is established, and properly maintained. (MCO 1710.30D, 3002.2) [MCO 1710.30C, 30.2.3]	C	N	NA
G.7. The OFCC home and provider comply with all state and local standards for in-home child care. Documentation is on file for review. (MCO 1710.30D, 2004.2) [MCO 1710.30C, 23.4.4]	C	N	NA
G.8. The MOA/MOU establishing the OFCC program is on file at the CDPA's or the FCC manager's office. It is signed by the installation command and the appropriate local/state regulatory agency. (MCO 1710.30D, 1004.2.b) [MCO 1710.30C,/3]	C	N	NA
G.9. Local orders and SOP's are established and followed. (MCO 1710.30D, 2004) [MCO 1710.30C, 23.5.4]	C	N	NA
G.10. All OFCC registered homes are monitored monthly during the first 6 months of participation in the program, and quarterly thereafter if an acceptable level of care is being provided. Documentation of visits are available for inspection. (MCO 1710.30D, 2004.4.c.) [MCO 1710.30C, 23.5.7]	C	N	NA
G.11. Each FCC/OFCC home has purchased and maintains a minimum of \$500,000 in liability insurance. Documentation is available. (MCO 1710.30D, 2011 & 2012.) [MCO 1710.30C, 27]	C	N	NA
G.12. The number of children authorized in an FCC/OFCC home is limited to six children with only two children under the age of two including the provider's own children under 8 years of age. In Infant/toddler homes where all the children are under the age of 2, the maximum group size is three. (MCO 1710.30D, 4007) [MCO 1710.30C, 25]	C	N	NA
G.13. Facilities are utilized to optimal child care capacity and alternative community base programs are used to expand the program and meet the need for care. (MCO 1710.30D, 3004) [MCO 1710.30C, 3.5.2]	C	N	NA
G.14. Family Child Care staff maintain full case loads. (MCO 1710.30D, 3004) [MCO 1710.30C, 23.3.3]	C	N	NA
H. RESOURCE AND REFERRAL STANDARDS	DEGREE OF COMPLIANCE		
H.1. A central registry is used to track and monitor all child care vacancies within the CDP. (MCO 1710.30D, 1007.1.) [MCO 1710.30C, 31.5]	C	N	NA
H.2. A patron satisfaction survey is conducted and documentation is provided. (MCO 1710.30D, 2001.1) [MCO 1710.30C, 31.5.4.6]	C	N	NA

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H.3. Parents receive information on available child care options on the installation and/or in the surrounding community. Follow-up information on parent's selection of child care option is on record. (MCO 1710.30D, 1007.2.b.) [MCO 1710.30C, 31.5]	C	N	NA
H.4. Resource and Referral specialist tracks all referrals made to on and off base child care programs. Patron feedback regarding adequacy of and satisfaction with services is obtained and on file for review. (MCO 1710.30D, 1007.1.) [MCO 1710.30C, 31.5.4.6 8.1]	C	N	NA
H.5. Waiting lists reflect both unmet need for child care services and preference for care. (MCO 1710.30D, 1007.2.) [MCO 1710.30C, 31.5.4]	C	N	NA
H.6. A "Request for Child Care" record (DD 2606) is prepared for each child for whom care is requested. This information is tabulated and reported on HQMC report. (MCO 1710.30D, 1007.2.) [MCO 1710.30C, 31.5.4]	C	N	NA
I. SHORT TERM ALTERNATIVE CHILD CARE (STACC)			
STANDARD	DEGREE OF COMPLIANCE		
I.1. STACC services are provided in the same facility or in a building immediately adjacent to the facility where parents are in attendance. (MCO 1710.30D, 1004.4.) [MCO 1710.30C, 31.10]	C	N	NA
I.2. The space used for STACC meets minimum standards and is approved in advance by base fire, safety and environmental health officials. (MCO 1710.30D, 1004.4.) [MCO 1710.30C, 31.9]	C	N	NA

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INSPECTION SUMMARY							
	Number of Standards	Number in Compliance	Number in Non-Compliance	Number in Non-Applicable			
The following pertain to the Children and Youth Development Program (CYDP):							
A. Safety Standards	13						
B. Fire Standards	11						
C. Health Standards	10						
D. Child Abuse Prevention Standards	12						
E. Program Standards	7						
F. Training Standards	5						
G. Operational Standards	14						
H. Resource and Referral Standards	6						
I. Short Term Alternative Child Care (STACC)	2						
TOTAL	80						