

**CHAPTER 420: VETERANS HEALTH ADMINISTRATION: CHILDCARE /
DEVELOPMENT CENTER**

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1. PURPOSE AND SCOPE

This document outlines Space Planning Criteria for Chapter 420: Childcare / Development Center. It applies to all medical facilities at the Department of Veterans Affairs (VA).

Childcare/Development Centers include care for the following age groups:

1. Infants – 6 weeks to 26 weeks
2. Pre-toddler – 6 months – 18 months
3. Toddler – 18 months – 3 years
4. Preschool – 3 years – 5 years
5. School Age – 6 years – 10 years

2. DEFINITIONS

- A Affiliated: These guidelines suggest the space required for a Childcare / Development Center. The actual area (NSM / NSF) allocated to the individual spaces listed under each major heading will be determined by the requirements of those involved in providing child care facilities.
- B Childcare / Development Center Guidelines: All Childcare Centers must meet, as a minimum, state licensing requirements. All design elements must be scaled in accordance with child anthropometric (developmental) references.
- C Concept of Operations: A user-developed guide to the functional operation of the VA Childcare / Development Center. It defines the function of the facility and the scope of services to be provided in the new or remodeled space.
- D Departmental Net to Gross (DNTG) Conversion Factor: A parameter, determined by the VA for each space planning criteria chapter, used to convert the programmed Net Square Foot (NSF) area to the Department Gross Square Foot (DGSF) area. The **DNTG** Departmental Conversion Factor for **Childcare Development Center** is **1.20**.
- E Full-Time Equivalent (FTE): A staffing parameter equal to the amount of time assigned to one full time employee. It may be composed of several part-time employees whose total time commitment equals that of a full-time employee. One FTE equals a 40 hours per week.
- F Functional Area: The grouping of rooms and spaces based on their function within a Childcare / Development Center. Typical Functional Areas are Childcare areas, Administrative Areas, Support Areas, and Outdoor Areas.
- G Childcare Area: Typical Childcare Areas are Child Activity Areas, Functional Support and Crib area for infants and pre-toddlers.
- H Input Data Statement: A set of questions designed to elicit information about the healthcare project in order to create a Program for Design (PFD) based on the criteria parameters set forth in this document. Input Data Statements could be Mission related, based in the project's Concept of Operations; and Workload or Staffing related, based on projections and data provided by the VHA or the VISN about the estimated model of operation. This information is processed through mathematical and logical operations in VA-SEPS.

- I Program for Design (PFD): A space program based on criteria set forth in this document and specific information about Concept of Operations, workload projections and staffing levels authorized.
- J SEPS (VA-SEPS): Acronym for Space and Equipment Planning System, a digital tool developed by the Department of Defense (DoD) and the Department of Veterans Affairs to generate a Program for Design (PFD) and an Equipment List for a VA healthcare project based on specific information entered in response to Input Data Questions. VA-SEPS incorporates the propositions set forth in all VA Space Planning Criteria chapters. VA-SEPS has been designed to aid healthcare planners in creating a space plan based on a standardized set of criteria parameters.
- K Workload: Workload is the anticipated number of procedures or suite stops that is processed through a department/service area. The total workload applied to departmental operational assumptions will determine overall room requirements by modality.

3. OPERATING RATIONALE AND BASIS OF CRITERIA

- A Workload Projections or planned services / modalities for a specific VA medical center, hospital or satellite outpatient clinic project are provided by the VA Central Office (VACO) / VISN CARES Capacity Projection Model. The workload projections are generated by methodology based upon the expected veteran population in the respective market / service area.
- B Space planning criteria have been developed on the basis of an understanding of the activities involved in the functional areas of the Childcare / Development Center and its relationship with other services of a medical facility. These criteria are predicated on established and/or anticipated best practice standards, as adapted to provide environments supporting the highest quality health care for Veterans.
- C Child Activity Areas and Functional Support calculation:

Formula 1: Number of Children x 35 NSF (3.3 NSM)
- D Crib Areas Calculation:

Formula 2: Number of children x 1.9 NSM (20 NSF)
- E Childcare Service Levels will be determined by the number of children per Table 1 below.

TABLE 1: CHILDCARE SERVICE LEVELS

LEVEL	TOTAL NUMBER OF CHILDREN
A	UP TO 100
B	101 - 200
C	200 or greater

- F Child Care Service Age Group will be determined per Table 2 below.

TABLE 2: CHILD CARE SERVICE AGE GROUPS

GROUP	AGE
Infants	6 weeks - 26 weeks
Pre-toddler	6 to 18 months
Toddler	18 months - 3 years
Preschool	3 years - 5 years
School Age	6 years - 10 years

4. PROGRAM DATA REQUIRED (Input Data Questions)

A Mission Input Data Statements

- 1 Is an Activity / Support Area for Infants authorized? (M)
- 2 Is a Crib Area for Infants authorized? (M)
- 3 Is an Activity / Support Area for Pre-Toddlers authorized? (M)
- 4 Is a Crib Area for Pre-Toddlers authorized? (M)
- 5 Is an Activity / Support Area for Toddlers authorized? (M)
- 6 Is an Activity / Support Area for Pre-Schoolers authorized? (M)
- 7 Is an Activity / Support Area for School age children authorized? (M)

B Workload Input Data Statements

- 1 How many Infants (6 to 26 weeks old) are projected? (W)
- 2 How many Pre-Toddlers (6 to 18 months old) are projected? (W)
- 3 How many Toddlers (18 months to 3 years old) are projected? (W)
- 4 How many Preschoolers (3 to 5 years old) are projected? (W)
- 5 How many School age children (6 to 10 years old) are projected? (W)

C Staffing Input Data Statements

- 1 How many Administrative FTE positions are projected? (S)
- 2 How many Reception Clerk FTE positions are projected? (S)

D Miscellaneous Input Data Statements

- 1 How many Isolation Rooms (greater than one) are authorized? (Misc)
- 2 How many Childcare Development Center FTEs will work on peak shift? (Misc)

5. SPACE CRITERIA

A. Reception Areas

1. **Entry / Lobby (LOB01)** **80 NSF (7.5 NSM)**
Minimum NSF; provide an additional 1.5 NSF per child greater than seventy five.

This is the controlled access point for patrons, parent waiting area, and display and informational boards.

2. **Reception (RECP1)** **120 NSF (11.2 NSM)**
Minimum NSF; provide an additional 80 NSF for each additional clerk position authorized greater than one.

This work area is for receptionist, fee collection, informational dissemination, and forms completion.

B. Staff and Administrative Areas

1. **Office, Center Director (OFM02)**.....120 NSF (11.2 NSM)
Provide one per Childcare / Development Center.

2. **Office, Administration (OFA01 / OFA02)**.....120 NSF (11.2 NSM)
Provide one per administrative FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

This is a shared work area for additional support staff.

3. **Lounge, Staff (SL001)**120 NSF (11.2 NSM)
Minimum NSF; provide an additional 60 NSF if Childcare / Development Center Level B is authorized; provide an additional 130 NSF if Childcare / Development Center Level C is authorized.

This area is for work / lunch-breaks, development of program material, and utilization of training resources.

4. **Toilet, Staff (TLTU1)**50 NSF (4.7 NSM)
Minimum one; provide an additional staff toilet for each increment of five projected FTEs on peak shift greater than thirteen.

Locate one staff toilet adjacent to Infant Activity / Support Area (diapering area).

5. **Storage (SRS01)**.....40 NSF (3.8 NSM)
Minimum NSF; provide an additional 40 NSF if Childcare / Development Center Level B is authorized; provide an additional 80 NSF if Childcare / Development Center Level C is authorized.

C. Child Care Areas:

1. **Infant Activity / Support Area (XXYYC)**.....140 NSF (13.1 NSM)
Minimum NSF; provide an additional 35 NSF per projected Infant greater than four and if Infant Activity / Support Area is authorized in Concept of Operations.

The following functions take place in this space:

- a. Crawl Area – for crawling and floor play.
- b. Feeding and Food Preparation - for storing formula prepared by parents, storing other formula, formula preparation and feeding of infants. An area for mothers who are breast feeding their infants should be included.
- c. Play / Activity Area - for floor play, wheel toys, etc., including space for cubbies (individual storage units that provide from 1-4 cubic ft. (0.03 - 01 cubic meters) of storage.
- d. Diapering Area - an area for diaper changing and diaper bag storage with direct access to a toilet.
- e. Storage Area - for storing crib linens and general supplies required in everyday care giving activities.

Toilet serving this area shall be Staff facilities located adjacent to diapering area.

2. **Infant Crib Area (XXYYC)**.....80 NSF (7.5 NSM)
Minimum NSF; provide an additional 20 NSF per projected Infant greater than four and if Crib Area for Infants is authorized in Concept of Operations.

Sleeping area to accommodate one crib for each infant, including safety equipment.

3. **Pre-Toddler Activity / Support Area (XXYYC) 140 NSF (13.1 NSM)**
Minimum NSF; provide an additional 35 NSF per projected Pre-toddler greater than four if Activity / Support Area for Pre-Toddlers is authorized in Concept of Operations.

Total area includes the following functions:

- a. Crawl Area – for crawling and floor play.
- b. Feeding and Food Preparation - for storing formula prepared by parents, storing other formula, formula preparation and feeding of infants. An area for mothers who are breast feeding their infants should be included.
Interest Center - for imaginative play, e.g., blocks/construction, manipulative toys, etc.
- c. Diapering Area - an area for diaper changing and diaper bag storage with direct access to a toilet.
- d. Storage Area - for storing crib linens and general supplies required in everyday care giving activities.

Toilet serving this area shall be Staff facilities located adjacent to diapering area.

4. **Pre-Toddler Crib Area (XXYYC) 80 NSF (7.5 NSM)**
Minimum NSF; provide an additional 20 NSF per projected Pre-Toddler greater than four if Crib Area for Pre-Toddlers is authorized in concept of Operations.

Sleeping area to accommodate one crib for each infant, including safety equipment.

5. **Toddler Activity / Support Area (XXYYC) 140 NSF (13.1 NSM)**
Minimum NSF; provide an additional 35 NSF per projected Toddler greater than four if Activity / Support Area for Toddlers is authorized in Concept of Operations.

Total area includes the following functions:

- a. Interest Center - for imaginative play.
- b. Diapering Area - an area for diaper changing and diaper bag storage with direct access to a toilet.
- c. Storage Area - for storing naptime cots or pads and general supplies required in everyday care giving activities.
- d. Toilets - these are training facilities separated by half-height walls.
- e. In-room Lavatory - located outside toilet facilities.

6. **Pre-school Activity / Support Area (XXYYC) 140 NSF (13.1 NSM)**
Minimum NSF; provide an additional 35 NSF per projected Pre-Schooler greater than four if Activity / Support Area for Pre-Schoolers is authorized in concept of Operations.

Total area includes the following functions:

- a. Interest Center - the activity areas may include space for science (plants and physical science materials), arts and crafts, exercise / gymnastic activities, obstacle courses, etc.

- b. Storage Area - for storing cots, pads and general supplies required in everyday care giving activities.
- c. Toilets – one per 15 Pre-schoolers
- d. In-room Lavatory - located outside toilet facilities.

7. School-age Activity / Support Area (XXYYC)140 NSF (13.1 NSM)
Minimum NSF; provide an additional 35 NSF per projected School-ager greater than four if Activity / Support for School age children is authorized in Concept of Operations.

Total area includes the following functions:

- a. Interest Center - this area may include science, music, arts and crafts, quiet activities gross motor activities, etc.
- b. Storage Area - for storing cots or pads and general supplies required in everyday care giving activities.
- c. Toilets – one per male and one for female.

8. Isolation Room (NYIR1)80 NSF (7.5 NSM)
Provide one per Childcare / Development Center; provide additional one(s) if authorized in Concept of Operations.

An area for isolating and observing sick children until they are released to their parents. This room should be under the direct observation of the receptionist and director.

9. Toilet, Isolation (TLTU1)50 NSF (4.7 NSM)
Provide one per Childcare / Development Center.

For use by the children in the isolation room.

D. Support Areas

1. Food Service (FSCD1)250 NSF (23.2 NSM)
Minimum NSF; provide one per Childcare / Development Center if Level A, B, or C; provide an additional 5 NSF per child (greater than fifty) if total number of children is between fifty and one hundred and fifty; provide an additional 1.5 NSF per child (greater than one hundred and fifty) if total number of children is greater than one hundred and fifty.

If the food service is to be catered, the space needs will be greatly reduced. Convection / microwave oven counter space (work area), refrigerator / freezer and clean-up facilities are all that will be required. Total food service area indicated includes areas for receiving, food preparation, distribution, and cleanup, and storage space, including the following:

- a. Kitchen - receiving, food preparation, distribution, and cleanup. It includes space for cart storage.
- b. Storage, Food Service – for holding dry and cold food prior to preparation.

2. Laundry (NULR1).....50 NSF (4.7 NSM)
Minimum NSF; provide an additional 50 NSF if Childcare / Development Center Levels B or C are authorized.

A facility that houses commercial grade laundry equipment, laundry tub, and secured supplies.

3. **Housekeeping Aides Closet - HAC (JANC1)** **40 NSF (3.8 NSM)**
Provide one if Childcare / Development Center Level A is authorized; provide an additional one if Childcare / Development Center Levels B or C are authorized.

This room accommodates the equipment and supplies required to clean the facility.

6. PLANNING AND DESIGN CONSIDERATIONS

- A. Departmental Net-to-Gross factor (**DNTG**) for **Childcare/Development Center** is **1.20**. This number when multiplied by the programmed net square foot (NSF) area determines the departmental gross square feet.
- B. Provide direct visibility of entry and outside walkway from reception area.
- C. Reception area to be internal focal point with view of circulation to care areas.
- D. Provide direct access to, and visual supervision of, isolation room occupant from reception area.
- E. Provide direct access to director's office from lobby and public restrooms to be directly off lobby.
- F. Provide handicapped-accessible pay telephone in lobby.
- G. Buffer lounge/staff storage visually and acoustically from child activity rooms and public view.
- H. Provide entry / lobby with two parallel sets of outward swinging double doors with closers and panic hardware in order to create an efficient barrier to drafts and temperature differences. Provide a minimum clearance of 20 feet between sets of double doors.
- I. Provide a porte-cochere from the drop-off zone to the entrance and appropriate lighting.
- J. Locate kitchen adjacent to an exterior wall and service ramp/drive.
- K. Provide an exterior food and trash service area.
- L. Provide child height sinks with drinking fountain for in-room lavatories.
- M. Provide temperature controlled hard-surface flooring in 50-70% of child activity space adjacent to wet areas and exits. This is the area used for hygiene training, arts and crafts, science, water/sand play, eating, etc.
- N. Ensure design elements are scaled in accordance with child anthropometric references.

- O. Intercom of two-way speaker system between director's office and child activity rooms.
- P. Ensure design is in compliance with the life safety code and all applicable NFPA standards.

7. FUNCTIONAL RELATIONSHIPS

Relationship of Childcare / Development Center to services listed below:

TABLE 3: FUNCTIONAL RELATIONSHIP MATRIX

SERVICES	RELATIONSHIP	REASON
Ambulatory Care	X	L
Pharmacy-Outpatient Satellite	X	L
Radiology-Outpatient Satellite	X	L
Pharmacy-Inpatient	X	L
Prosthetics Service	X	L
Supply Service-SPD	X	L

Legend:

- Relationship
- 1. Adjacent
 - 2. Close / Same Floor
 - 3. Close / Different Floor
Acceptable
 - 4. Limited Traffic
 - X. Separation Desirable

Reasons:

- A. Common use of resources
- B. Accessibility of supplies
- C. Urgency of contact
- D. Noise or vibration
- E. Presence of odors or fumes
- F. Contamination hazard
- G. Sequence of work
- H. Patient's convenience
- I. Frequent contact
- J. Need for security
- K. Others (specify)
- L. Closeness inappropriate

8. FUNCTIONAL DIAGRAM

