



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION  
BOX 9910G  
YUMA, ARIZONA 85369-9100

StaO 1710.19C  
3BC11  
05 APR 1997

STATION ORDER 1710.19C

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE FAMILY CHILD  
CARE PROGRAM (FCC)

Ref: (a) MCO 1710.30C

1. Purpose. To establish regulations and SOP for the Family Child Care (FCC) Program at Marine Corps Air Station (MCAS) Yuma, according to the reference; to ensure that an effective home child care program will be carried out with efficiency and safety for eligible patrons.

2. Cancellation. StaO 1710.19B.

3. Background. Each FCC home operates as a business, providing child care services for a fee. Eligible patrons are active duty military, civilians aboard MCAS Yuma, reservists on active duty or inactive training and DoD contractors. Priority ranking is determined by sponsor's status on DD Form 2606.

4. Hours of Operation. Hours of operation are a matter of personal choice on the part of the provider. Hours should be set forth in the contract between the provider and the patron.

5. FCC Policies and Certification Procedures

a. Uncertified child care operations will be given five days after notification to register with the FCC Coordinator to be in compliance. Noncompliance results in termination of their operation.

b. Fees charged are a matter of private negotiation between the provider and the patron. Fees should be agreed upon prior to beginning child care. Parents will receive a written copy of fees and charges.

c. When FCC direct cash payments are provided, fees will be regulated by the installation commander.

d. The intent of FCC direct cash payments is to make child care more affordable by reducing parental payments.

e. All provider and parent agreements are to be in writing. Violations by the provider of signed agreements can result in revocation of certification.

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f. The FCC program will be within the administrative and operational oversight of the Child Development Program Administrator.

g. FCC applications for certification will be submitted to the installation commander for approval.

h. FCC providers are advised that they must participate in the personal liability program established by the Marine Corps.

i. Operation of a FCC business in government quarters is a privilege. Command review of certification can be implemented at any time.

6. Standards and Inspections. FCC standards, inspection procedures for government quarters, safety, fire prevention and sanitation are listed in the reference. A copy of this order must be kept in the Family Child Care Director's office.

a. FCC homes are inspected by health and safety officers annually and any time deemed necessary by the FCC Coordinator. Fire drills will be held monthly and will be documented noting month, time of day, number of children and evacuation time.

b. Base Medical, Family Advocacy Program Manager (FAPM) and the Substance Abuse Counseling Center will screen medical and mental health records of individuals for suitability to operate a FCC home.

c. The Family Housing Manager provides information to the FCC Coordinator indicating the applicant's eligibility and suitability to be a provider. The Family Housing Manager will be given a monthly list of providers who are active and providers who no longer participate in the program.

d. The Provost Marshal screens existing records for incidents which would deem an applicant unsuitable for operating a FCC home.

e. A FCC Quality Review Board (QRB) has been established to provide recommendations on questions concerning an applicant's new certification or a provider's recertification, when denying an application or provider's appeal.

7. Responsibilities of FCC Providers

a. FCC Providers may care for not more than six children and a maximum of two children under the age of two years. This includes the provider's own children.

b. The FCC Provider must complete a FCC registration application. Providers are notified by the FCC Coordinator of annual renewal requirements.

c. FCC Providers must be certified in Standard First Aid and CPR for infants, children and adults. They must participate in Child Abuse Prevention, Identification and Reporting classes provided by the FCC Coordinator.

d. FCC Providers are required to have 36 hours of ongoing training per year. Classes are offered to cover all requirements. The FCC Coordinator will publish dates and times. Providers are encouraged to seek training on their own from local colleges, workshops and hospitals.

e. FCC Providers must comply with all fire, safety, health, environmental, sanitation and administrative requirements.

f. FCC Providers will be responsible for paying a registration fee to Child Development Programs.

g. FCC Providers have the option of participating in the Arizona Department of Economic Security (DES) cross-licensing. Provider's quarters will be inspected by a DES representative.

h. FCC Providers will participate in the United States Department of Agriculture Child Care Food Program (USDA CCFP). The provider is responsible and accountable for accurate CCFP records. Providers are subject to audit by Arizona Department of Education, the sponsor for USDA CCFP funds.

#### 8. Responsibilities of FCC Parents

a. Eligible patrons wanting child care will complete all required forms and the registration packet.

b. A Medical power of attorney will be prepared by the parents for use in emergencies. The medical power of attorney will be updated in accordance with local requirements.

c. FCC parents shall participate on the Parent Advisory Board.

d. Parents are encouraged to participate in the FCC Program.

9. Command Out-processing. FCC Providers or sponsors will have resource locker materials verified, when returned, as part of command out-processing.

10. Summary of Revision. This revision contains significant changes and should be reviewed in its entirety.



A. M. TORRANCE

By direction

DISTRIBUTION: B