



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1710.30C
3BC11
07 FEB 1996

STATION ORDER 1710.30C

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE CHILD DEVELOPMENT
CENTER

Ref: (a) MCO 1710.30C

1. Purpose. To publish the Standing Operating Procedures (SOP) for Child Development Center (CDC) aboard Marine Corps Air Station, Yuma consistent with the reference.

2. Cancellation. StaO 1710.30B.

3. Background. To ensure that the Child Development Center (CDC) is operated in a safe, healthy environment and promotes quality child development. It is the intent of the USMC to assist in providing child development services to support operational readiness, mission accomplishment and enhance quality of life.

4. Policy. Child care is not a right or entitlement. The CDC will operate without discrimination to race, color, gender, special needs, national origin, or the grade of the sponsor. The CDC will function as an activity within the Manpower/Human Resources organization.

a. The CDC is offered as a supplement to, not a substitute for, the family which is the primary agent for care and development of the child. It is the responsibility of parents to plan for child care and make child care arrangements.

b. The dissemination of religious information or materials is prohibited, as well as providing activities that teach or promote religious doctrine.

5. Fees and Charges. A fee scale based on total family income is determined annually by the Office of the Secretary of Defense. Fees are set to generate revenue to cover 52 weeks of operation. Refunds for absences and holidays are not allowed. Parents will pay the highest fee unless they provide proof of total family income that falls into a lower income category. Lower fees for hardship cases may be established on a case by case basis. Family income is verified annually. A new contract is signed, following each fee review.

6. Inspections. Monthly inspections by fire, health and sanitation, and ground safety departments are conducted.

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a. An annual multi-disciplinary inspection is conducted. Team representatives are appointed by the Commanding Officer.

b. An unannounced comprehensive HQMC Inspection is conducted annually.

7. Patron Eligibility. Sponsors include military personnel, DoD civilian personnel paid from APF's and NAF's, reservists on active duty or during inactive personnel training, and DoD contractors.

8. Patron Registration. Eligible patrons wanting child care will complete all required forms and the registration packet.

9. Children with Special Needs. No otherwise qualified person with a disability will be subjected to discrimination by the CDC. A team of cognizant personnel will make the assessment and report to the Commanding Officer on the CDC's ability to accommodate the child's special needs. Any special needs child enrolled in the CDC must provide documentation of participation in the Exceptional Family Member Program as evidenced by CMC letter of acceptance.

10. Parent Advisory Board and Parent Participation. The Marine Corps recognizes that parents have primary responsibility for the health, safety, and well-being of their children. To facilitate a CDC and parent partnership, a Parent Advisory Board (PAB) will be established. The PAB acts in an advisory capacity.

a. The board consists of only parents; parents from all programs are represented.

b. One parent is selected as chairperson.

c. The PAB meets at least quarterly.

d. The function of the PAB is to provide recommendations for expanding and improving services. The PAB's recommendations are forwarded to the Commanding Officer.

e. The PAB will meet with the CDPA staff and the Commanding Officer's representative at least annually.

11. Child Abuse/Neglect Prevention and Reporting. The CDC staff reports suspicion of child abuse or neglect to the Family Advocacy Program Manager (FAPM). The CDP administrator coordinates with the FAPM, appropriate military and civilian authorities to ensure follow through on all allegations of abuse involving the CDC.

12. Cash Handling/Controls. The CDP Administrator will review and ensure compliance with all applicable cash handling, security and internal control policies.

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13. Developmental Programming. The CDC will reflect knowledge and understanding of the growth and development of children. Programs will provide experiences that enhance and support children's physical, social, emotional, and intellectual development.

14. Food Service. Meals and snacks served in the CDC will be in accordance with USDA Child and Adult Care Food Program requirements.

a. Food from home is not permitted in the CDC, except specified infant foods and for special needs children when the CDC cannot accommodate dietary needs.

b. Children with allergies to foods must submit a physician's statement verifying the allergy and a list of nutritionally equivalent substitutes.

15. Health and Sanitation Standards. The CDC will promote the health and welfare of staff and children. Only disposable diapers are used in the CDC. A physician's note explaining the medical reason for not using disposable diapers is required.

a. Children cannot be enrolled without a current immunization record. Immunizations not given due to religious beliefs require a waiver signed by the parent.

b. Failure to present immunization certification will result in expulsion of the child until certification is provided.

c. Children are sent home who show signs of an illness that prevents them from participating in activities.

d. Children are not admitted who are ill, have a fever, show symptoms of coughing, nasal discharge, rash, cold virus, infections, diarrhea, pink eye, or other communicable disease.

e. Children are readmitted when symptoms disappear or with a physician's note for return to day care stating symptoms are not contagious.

f. Communicable disease exposure will be posted.

g. Children will be screened by a physician at least annually. The screening provides the child's basic health history, immunizations, allergies, and results of the screening. The screening form will be signed and dated by the parents and the physician.

h. CDC staff will administer physician prescribed medication after the parent or physician has given the first dosage. No over-the-counter medications will be administered. Children will be on oral medication at least 24 hours before dosage by CDC staff is administered.

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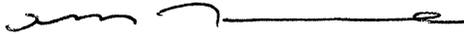
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i. Parents will certify during registration that their child is free from obvious illness and is in good health.

16. Disenrollment. Children are disenrolled for chronic aggressive behavior problems that cause physical pain to children or adults and failure to keep immunizations current.

17. Emergency and Disaster Plans. The Command is notified. CDS management notifies parents. Public Affairs Office handles publicity statements. Personnel Offices handle employee rights. FCC Director assists in finding alternate child care.

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



A. M. TORRANCE

By direction

Distribution: B

STATION DIRECTIVES REVIEW FORM

From: STATION ADJUTANT To: MCCS Date: 001708

Subj: Review order 171030c (Originator Code) (Date Published) 07 FEB 96

Long Title: SOP for CDC

Ref: (a) MCO P5215.1G, The Marine Corps Directives System
(b) StaBul 5215, Station Directives Quarterly Checklist

1. The following action is requested as per reference (a) and (b):

The subject directive, originating from your section, requires annual review.

The subject directive, originating from your section, has been previously reviewed. The projected staffing date of the required change/revision was due on _____. Provide the **CURRENT** status of this directive.

The subject directive, originating from your section, requires a change/revision based on No Ann Review Since 9802.

2. As directed by reference (a), review must be completed and this form returned endorsed to the Station Adjutant within 10 working days (C. O. B. 010104).

Recommended change to incorporate into MCCS SOP

[Signature]
Station Adjutant

FIRST ENDORSEMENT

From: _____
To: STATION ADJUTANT

1. Returned. The subject directive has been reviewed and the following applies:

The subject directive is less than NINE years old and is current and accurate.

The subject directive is less/more than NINE years old and does/does not require change/revision. Required change/revision will be staffed for technical review by (Date) _____.

The subject directive is no longer required and may be **CANCELED**.

2. P. O. C. _____ Ext. _____

3. REMARKS: _____

SIGNATURE OF ORIGINATOR: _____ DATE: _____

FOR USE BY DIRECTIVES CONTROL POINT

SIGNATURE OF REVIEWING OFFICER: _____ DATE: _____

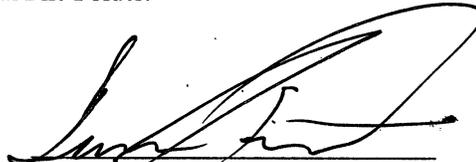
601208
(Date)

MEMORANDUM FOR THE RECORD

From: Directive Control Point Clerk
To: Files

Subj: STATION ORDER 1710.30C

1. Upon my assumption as Station DCP Clerk, and upon my review of the subject Order, there was no supporting documentation contained in the Official File Folder.


(SIGNATURE)

No Back up files

No Ann review since 9802