UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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STATION ORDER 1754.2

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR SUPPLEMENTAL PROGRAM AND SERVICES (SPS)

Ref: (a) MCO 1710.30C

1. Purpose. To establish Standing Operating Procedures (SOPs) for Supplemental Programs and Services (SPS) aboard Marine Corps Air Station (MCAS), Yuma.

2. Background. To locate child care services that will allow families to participate more fully in military life. Child care options help meet the demand for occasional child care and special needs care thereby expanding the availability of care to more families in need of these services.

3. Policy. To increase the availability of child care beyond that which is provided by Child Development Center (CDC) and Family Child Care (FCC) homes and to enhance the current Child Development Program (CDP). The SPS is offered as a compliment to, not a substitute for, the CDP. The responsibility of parents is to plan for child care and make child care arrangements. The SPS will operate without discrimination to race, color, gender, special needs, national origin, or the grade of the sponsor. The SPS will function as an activity within the Child Development Program and the Manpower/Human Resources organization.

4. Fees and Charges. Fees will cover direct child care costs.

5. Services Provided. The SPS director will visit each service option of the SPS component on a quarterly basis to ensure compliance with applicable requirements and to keep abreast of all SPS child care operating on-board MCAS, Yuma. A "Request for Care" record (DD Form 2606) for each child for whom care is requested shall be maintained by the SPS director.

a. Resource and Referral (R&R). Parents will receive information on available child care options on the installation and/or in the surrounding community.

b. Parent Participation and Education Programs. To encourage, manage, and support parent involvement in all CDP activities through the Parent Advisory Board (PAB), volunteer activities, special program

events and parent education programs that may include training workshops, resource library, and family centered activities.

c. Child Development Programs Volunteer Services. To provide centralized recruitment, management, training, and referral of volunteers working in the CDP.

d. School Age Care (SAC). To provide services for children during duty hours before and after school, on school holidays, teacher in-service days, and during school closings. This program will comply with educational occupancy standards for existing facilities.

e. Short Term Alternative Child Care (STACC). This option provides occasional care and allows on-site hourly group child care when parents of the children in care are attending the same command function. SPS will maintain records of such events.

(1) STACC facility requirements:

(a) STACC services will be provided in the same facility or in a building immediately adjacent to the facility where parents are in attendance at the same function. Parents will remain in or immediately adjacent to the building during the entire STACC session. Under no circumstances may parents or guardians be permitted to depart the facility without their children. The Marine Corps is not assuming custody of children during STACC session since the parent is remaining immediately accessible to the child and retains primary responsibility for the child. "Immediately accessible" is defined as being able to contact a parent by calling out, phoning, sending a person who is not counted in the ratio, or some other form of electronic communication (walkie-talkie, intercom system) that enables parents to reach the STACC site in time to assist caregiving personnel with an injured or sick child or in an emergency such as building evacuation.

(b) The space to be used for STACC will meet the same minimum standards that apply to the primary function of the facility and be approved in advance by base fire, safety, and environmental health officials. In approving alternative facilities for STACC, minimum facility standards for CDCs will be considered. Several sites should be identified as possible installation STACC locations to facilitate child care arrangements during command functions.

(c) For any room in which children under the age of two are provided care, there will be a source of running water available for hand washing and diaper changing. Portable water containers with a catch pan may be used.

(d) There will be an exterior exit from the building within 150 feet of the entrance to the room.

(e) Maximum capacity for each room used for STACC will be determined consistent with minimum square footage requirements for CDCs.

(2) STACC staffing requirements:

(a) Staff from the base CDP will be designated to provide STACC. Such staff will not include caregiver personnel needed to maintain staff-to-child ratios in the CDC.

(b) Staff designated to provide STACC will be able to function independently, have completed all basic training requirements, and meet all background clearances and health requirements for CDP personnel.

(c) There will be two adults present at all times regardless of the number of children served.

(d) The staff-to-child ratios will be consistent with USMC standards.

(e) On-site supervision of STACC will be provided by a child development program leader or technician on the CDP management staff. The on-site supervisor may be counted into the staff-to-child ratios.

(3) STACC patron requirements:

(a) Only children who are registered with the base CDP and have the required immunizations may be accommodated in STACC. Abbreviated registration forms may be used for children using only STACC care.

(b) Children may not be accepted for STACC with obvious signs of illness. This determination is within the sole discretion of the CDP staff.

(4) STACC program requirements:

(a) Equipment and materials will be provided by the base CDP appropriate to age and developmental level of the children in care.

(b) Activity plans, appropriate to the age and number of children served, will be written for each STACC session.

(c) STACC may be provided no more than one hour before the start and one hour after the completion of the special command function.

(d) Meals and/or snacks will be provided by the CDP when appropriate for the time and length of the care. Procedures for transporting meals and snacks will be approved by base environmental health officials.

(5) STACC administrative requirements:

(a) Activities projecting a need for hourly care beyond that available in the base CDP will make their needs known to the CDP administrator at least two weeks prior to the command function. An agreement between the activity and the base CDP will be established to assure that the full non-appropriated cost of the care is paid by the users or the requesting activity.

(b) Records on STACC will be maintained by the SPS director regarding the names and number of organizations served, location of sites, number of STACC sessions provided, number and age of children served, grade of sponsors served, number and name of caregiving employees working in STACC sessions, and amount of fees collected.

(6) While the USMC does not assume custody of children in STACC facilities because parents are easily accessible, the government may be held liable for injuries sustained by children left in STACC programs.

(a) Baby-sitter Training and Referral Service. To provide training and referral services for adult and teen family member baby-sitters living on and off the installation. Maintain a list of certified sitters. Coordinate patrons and sitters.

(b) Parent Baby-sitting Co-ops. To offer baby-sitting co-ops as a child care option. Co-ops operate on the principle of credit for time as parents exchange baby-sitting services rather than money. Baby-sitting is provided in homes of members.

(c) Child Care in Unit Setting (CCUS). This option is an extension of STACC that permits volunteer and paid personnel to provide temporary child care for unit activities at no cost to patrons. SPS will provide training for personnel designated to provide CCUS care.

1 The CCUS option is a cooperative effort involving Marines of family members in one military unit or organization providing on-site child care for family members of another military unit in exchange for similar services at a future, mutually agreed upon time. All parents of children in care must be attending the same on-base function and must remain on-site for the duration of the CCUS session. This option includes child care provided at medical treatment facilities receiving services.

2 For the purpose of the CCUS program, a unit is defined as any military unit, organization, or group authorized to exist and operate on the installation (e.g., military battalions, wives clubs, religious organizations, Navy/Marine Corps Relief Society, American Red Cross, Armed Services YMCA, and MWR sponsored classes and athletic teams).

3 All personnel designated to provide CCUS care will complete a minimum of four hours of SPS sponsored training that includes developmental activities, positive discipline (child guidance) techniques, and basic health and safety practices.

4 All STACC policies regarding facility, patron, adult or staff-to-child ratio, program, and administrative requirements apply to CCUS activities. There will always be a minimum of two adults (CCUS personnel) on the premises during CCUS sessions for the protection of the children and the CCUS personnel. Snacks and meals will be provided by the sponsoring unit; parents will provide infant food and formula.

5 CDC Background Checks Apply. For CCUS volunteers, this will consist of an installation records check. For paid personnel, the requirements as applicable to employees of DoD components or private organizations will pertain.

6 The CCUS program may be provided CDP equipment on loan.

(d) Other SPS Options. Other child care options recommended by the CDP administrator and approved by the commander may be implemented on a pilot basis when approved by CMC (MHT).

6. 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.

A. M. TORRANCE
By direction

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