

CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.)

SECTION II - CHILD DEVELOPMENT SERVICES (CDS) CHILD DEVELOPMENT CENTER (CDC) SYSTEM

STANDARDS COMPLIANCE VERIFICATION

CHILD DEVELOPMENT CENTER: BLDG:

PROGRAM MANAGEMENT

| COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE | COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE |
|--|-----|----|---|------|---|-----|----|----------------------------------|------|
| 1. Child Development Center (CDC) services offered reflect assessed needs: a. Full-day, part-day and hourly care. b. Infant, toddler, preschool and school-age age groups. | | | AR 608-10, 1-8c, 2-17, 4-26, 5-2, c-23 | | 9. Individual Education Plans (IEPs) are developed for all caregiving staff. | | | AR 608-10, 3-18, c-31 | |
| 2. Center staffing reflects program requirements necessary for services offered and to support unique mission requirements. | | | AR 608-10, 3-10, 3-12, 3-13, 5-37b, DA Pam 570-552, DA Pam 690-41, c-24 | | 10. CDC caregiving employees receive: a. On-site orientation and supervised work experience. b. Thirty-eight credit hours of training within first nine months. c. Twenty-four hours annual in-service training. | | | AR 608-10, 3-18, 5-8, c-32 | |
| 3. Staffing patterns support developmental programming and ensure appropriate supervision. | | | AR 608-10, 5-14, c-25 | | 11. Designated CDS personnel receive specialized documented training as appropriate. | | | AR 608-10, 5-8, TB Med 530, c-33 | |
| 4. A parent involvement program is established and implemented to ensure parent participation and center home partnership. | | | AR 608-10, 1-7, 3-23, 3-25, 4-17, 5-4, 7-18, c-26 | | 12. Standard training resources are accessible to all CDC staff. | | | AR 608-10, 5-13, c-34/ | |
| 5. Part-day programs double function space and staff when feasible. | | | AR 608-10, 5-2, c-27 | | 13. Procedures for use of volunteers in CDC programs are followed as specified. | | | AR 608-10, 3-17, c-35 | |
| 6. Hourly care spaces are retained for short term intermittent child care needs. | | | AR 608-10, 5-2b, c-28 | | 14. CDC standing operating procedures are available and updated to ensure consistent application in all CDC programs. | | | AR 608-10, 5-12, c-36 | |
| 7. Management oversight of food service operations is provided. | | | AR 608-10, 5-6, c-29 | | 15. Child admission and release criteria are implemented as specified. | | | AR 608-10, 4-6, 4-7, 4-8, c-37 | |
| 8. CDC personnel receive written and oral program guidance as specified. | | | AR 608-10, 2-4, 5-3, 5-9, 5-12, c-30 | | | | | | |

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| DATE | CENTER/PROGRAM DIRECTOR <i>(Signature)</i> | DATE | CDS COORDINATOR <i>(Signature)</i> |
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*Check YES, or NO. *If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

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|---|--|---|
| 1. Insufficient Funding - (a) AF - (b) NAF - (c) User Fees | 4. Ineffective Management Practices | 7. Consultant/Technical Assistance Needed |
| 2. Inadequate Facilities | 5. Standing Operating Procedures (SOPs) | 8. Other - Specify on Comment Sheet |
| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | (a) None- (b) Incomplete/Inadequate | 9. Nonapplicable |
| | 6. Staff Lacks Adequate Skills/Knowledge | |

CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.)

SECTION II - CHILD DEVELOPMENT SERVICES (CDS) CHILD DEVELOPMENT CENTER (CDC) SYSTEM

STANDARDS COMPLIANCE VERIFICATION

CHILD DEVELOPMENT CENTER: BLDG:

PROGRAM MANAGEMENT (Cont'd.)

| COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE | COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE |
|--|-----|----|--|------|---------------------|-----|----|-----------|------|
| 16. Personnel records are maintained as specified. | | | AR 608-10, 2-14, AR 215-3, ch 16, c-38 | | | | | | |
| 17. Child records are maintained as specified. | | | AR 608-10, 2-13, c-39 | | | | | | |
| 18. CDC business operations reflect effective execution of an integrated budget, and use of sound fiscal management practices. | | | AR 608-10, 3-1, 5-5, c-40. | | | | | | |

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- 1. Insufficient Funding - (a) AF - (b) NAF - (c) User Fees
- 2. Inadequate Facilities
- 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment

- 4. Ineffective Management Practices
- 5. Standing Operating Procedures (SOPs)
(a) None- (b) Incomplete/Inadequate
- 6. Staff Lacks Adequate Skills/Knowledge

- 7. Consultant/Technical Assistance Needed
- 8. Other - Specify on Comment Sheet
- 9. Nonapplicable

CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.)

SECTION II - CHILD DEVELOPMENT SERVICES (CDS) CHILD DEVELOPMENT CENTER (CDC) SYSTEM

STANDARDS COMPLIANCE VERIFICATION

CHILD DEVELOPMENT CENTER: BLDG:

DEVELOPMENTAL PROGRAMMING

| COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE | COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE |
|---|-----|----|---|------|---|-----|----|---|------|
| 1. A developmental program plan is developed by CDC Center/Program Director(s), Assistant Director(s), Supervisory Teacher/Program Assistants, the Nutritionist and the Education Program Specialists(s) (EPS). | | | AR 608-10, 4-16, 5-18-22 c-124 | | 8. Caregiving staff: a. Nurture and care for children with affection. b. Use appropriate caregiving techniques. c. Interact directly with children appropriately during activities. d. Role model communication and social interaction skills. e. Foster positive self-concept in children. f. Stimulate children's intellectual capabilities. g. Recognize parents as partners in care of children. h. Present image as child care professional. | | | AR 608-10, 3-13a, b, c, 4-22, c-131 | |
| 2. Education Program Specialists(s) (EPS) assigned to CDC programs oversee implementation of developmental programs and monitor quality assurance. | | | AR 608-10, 3-11c, 5-16, 5-18, 5-19, c-125 | | | | | | |
| 3. EPS assigned to CDC programs implement staff training to support developmental programming. | | | AR 608-10, 3-11c, 5-19, c-126 | | | | | | |
| 4. Training for caregiving employees is based on the National Child Development Associate (CDA) credential competencies. | | | AR 608-10, 3-18c, 4-22, c-127 | | 9. Program practices reflect individual children and age group needs. | | | AR 608-10, 4-16, 4-23, c-132 | |
| 5. Adult/child ratios and child group sizes are maintained. | | | AR 608-10, 5-13a, b; 5-14, c-128 | | 10. Program content and quality of full-day and part-day programs are comparable. | | | AR 608-10, 5-2, c-133 | |
| 6. One supervisory teacher or program assistant is assigned to every two child groups per age category. | | | AR 608-10, 3-13, c-129 | | 11. Constructive discipline is used consistent with installation touch policy. No form of corporal punishment is permitted. | | | AR 608-10, 4-7c, 4-10, c-134 | |
| 7. Primary caregiving staff are assigned to all children in full-day and part-day programs. | | | AR 608-10, 5-14e, c-130 | | 12. Child activity room staff prepare schedules of developmental activities for all age groups. | | | AR 608-10, Chapter 4, Section IV, 5-19, c-135 | |

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| DATE | CENTER/PROGRAM DIRECTOR (Signature) | DATE | EDUCATION PROGRAM SPECIALIST (Signature) |
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*Check YES, or NO. *If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

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|---|--|---|
| 1. Insufficient Funding - (a) AF - (b) NAF - (c) User Fees | 4. Ineffective Management Practices | 7. Consultant/Technical Assistance Needed |
| 2. Inadequate Facilities | 5. Standing Operating Procedures (SOPs) | 8. Other - Specify on Comment Sheet |
| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | (a) None- (b) Incomplete/Inadequate | 9. Nonapplicable |
| | 6. Staff Lacks Adequate Skills/Knowledge | |

CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.)

SECTION II - CHILD DEVELOPMENT SERVICES (CDS) CHILD DEVELOPMENT CENTER (CDC) SYSTEM

STANDARDS COMPLIANCE VERIFICATION

CHILD DEVELOPMENT CENTER: BLDG:

DEVELOPMENTAL PROGRAMMING (Cont'd.)

| COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE | COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE |
|--|-----|----|--|------|---------------------|-----|----|-----------|------|
| 13. Child routines support growth and development patterns. | | | AR 608-10, 4-13, 4-15, 4-36 c-136 | | | | | | |
| 14. Child activity areas are organized to support growth and development of assigned children. | | | AR 608-10, 4-19, 5-18, 5-20, c-137 | | | | | | |
| 15. Toys, equipment and materials are of institutional quality, available in sufficient quantities, and accessible to children per program requirements. | | | AR 608-10, 4-21, 5-21, 5-22, c-138 | | | | | | |
| 16. Television operation is limited to developmentally appropriate programs. | | | AR 608-10, 4-12 c-139 | | | | | | |
| 17. Outdoor play spaces are organized to support children's growth and development. | | | AR 608-10, 5-24, c-140 DG 1110-3-143, TM 5-803-11 | | | | | | |
| 18. CDC programs are assessed for child environment quality and level of developmental programming. | | | AR 608-10, 3-12, 5-54a, c-141 | | | | | | |

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| DATE | CENTER/PROGRAM DIRECTOR <i>(Signature)</i> | DATE | EDUCATION PROGRAM SPECIALIST <i>(Signature)</i> |
|------|--|------|---|

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- | | | |
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| 1. Insufficient Funding - (a) AF - (b) NAF - (c) User Fees | 4. Ineffective Management Practices | 7. Consultant/Technical Assistance Needed |
| 2. Inadequate Facilities | 5. Standing Operating Procedures (SOPs) | 8. Other - Specify on Comment Sheet |
| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | (a) None- (b) Incomplete/Inadequate | 9. Applicable |
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CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.)

SECTION II - CHILD DEVELOPMENT SERVICES (CDS) CHILD DEVELOPMENT CENTER (CDC) SYSTEM

STANDARDS COMPLIANCE VERIFICATION

CHILD DEVELOPMENT CENTER: BLDG:

FACILITY STRUCTURAL/SYSTEMS

| COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE | COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE | | |
|--|------------------------------------|----|--|----------------------------|---|------|----------------------------------|---|------|--|--|
| 1. Child Development Center (CDC) does not accommodate less than 23 children or more than 303 children and is identified for patrons. | | | AR 608-10, 5-25, 5-29, c-41 AEI Appendix G | | 8. Plumbing requirements support special needs of children, safety, health and sanitation practices. | | | AR 608-10, 4-33b, c-48 AR 40-5, AEI Appendix G | | | |
| 2. A structural inspection of the building is made annually. | | | AR 608-10, 5-28, 5-36a, c-42, AR 420-70, AR 210-20 | | 9. Doors and windows are child-safe and provide natural lighting and ventilation. | | | AR 608-10, 5-31a, 5-39, 41c, 5-48e, f, j; c-49. ANSI Z 97.1; AEI Appendix G, CPSC Buyer's Guide, The Safe Nursery, Aug 86 | | | |
| 3. The mechanical equipment room opens directly to the exterior of the building with no access to interior space or direct access to the playground. | | | AR 608-10, 5-39e, c-43 AEI Appendix G NFPA 30 | | 10. Hardware and fixtures are child safe and support operational requirements. | | | AR 608-10, 5-31b, 5-48g, c-50 AEI Appendix G | | | |
| 4. Peak noise levels do not exceed 85 dBA in child activity rooms/modules; sustained noise levels are no greater than 45 dBA. | | | AR 608-10, 5-13, 5-43, c-44 AEI Appendix G | | 11. Interior wall treatments and floor coverings are safe, fire resistant, easily maintained, aesthetically pleasing, and minimize sanitation requirements. | | | AR 608-10, 5-35, c-51 AEI Appendix G | | | |
| 5. The heating, ventilation, and cooling system is safe and responsive to operational needs. | | | AR 608-10, 5-39, 5-42, c-45, AEI Appendix G, TB Med 513 | | 12. Stairways and ramps are well constructed, child safe and support operational requirements. | | | AR 608-10, 5-46d, 5-48h; NFPA 101; 29 DFR 1910-21, 22, 23; ANSI-IES RP-3, AEI Appendix G | | | |
| 6. Electrical wiring and electrical fixtures are installed to support functional and operational requirements and ensure safety of children, patrons, and staff. | | | AR 608-10, 5-40, c-46 AEI Appendix G | | 13. Outdoor porches, patios and decks, when present, meet requirements as specified. | | | AR 608-10, c-53 AEI Appendix G | | | |
| 7. Lighting requirements provide adequate task and general lighting to support safe operation and energy conservation needs. | | | AR 608-10, 5-41, c-47 AEI Appendix G, IES Lighting Handbook | | 14. Exterior walkways, parking, and roadways are provided. | | | AR 608-10, 5-29a, c-54 AEI Appendix G | | | |
| | | | | | 15. Construction and alteration projects incorporate design guidance as specified. | | | AR 608-10, 5-27, c-55 AEI Appendix G | | | |
| DATE | FACILITIES ENGINEER (Signature) | | DATE | SAFETY OFFICER (Signature) | | DATE | HEALTH CONSULTANT (Signature) | | DATE | CENTER/PROGRAM DIRECTOR (Signature) | |

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CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.)

SECTION II - CHILD DEVELOPMENT SERVICES (CDS) CHILD DEVELOPMENT CENTER (CDC) SYSTEM

STANDARDS COMPLIANCE VERIFICATION

CHILD DEVELOPMENT CENTER: BLDG:

ADMINISTRATIVE SUPPORT AND CHILD ACTIVITY AREAS

| COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE | COMPLIANCE STANDARD | YES | NO | REFERENCE | CODE | | |
|--|---|----|---|--------------------------------------|---|------|---|--|------|---|--|
| 1. A building entrance is designated to provide a controlled access point for patrons. | | | AR 608-10, 5-34, c-56 AEI Appendix G | | 5. Activity rooms/modules used for toddlers, preschool-age and school-age children include developmentally appropriate interest centers, play areas and functional support space. | | | AR 608-10, 5-20d, e, c-60 AEI Appendix G | | | |
| 2. Spaces are provided for administrative and program support to include: a. Patron reception areas. b. Office/administrative space. c. Adult toilet area(s). d. Staff workroom/break areas. e. Sick child isolation area. f. Kitchen, food service support area. g. Laundry area. h. Janitor closet. i. Central storage. | | | AR 608-10, 5-32, 5-51, c-57 AEI Appendix G | | 6. Child toilet/diapering areas are provided within child activity rooms/modules or directly accessible to child activity areas. | | | AR 608-10, 4-14, 5-31b, c, 5-35, c-61 AEI Appendix G | | | |
| 3. Adequate space is allocated to support functional program/ requirements for child activity rooms/modules used by children 6 weeks - 12 years of age. | | | AR 608-10, 5-13b, 5-31, Figure 5-1 and 5-2, c-58 AEI Appendix G | | 7. Furnishings within child activity rooms/modules and administrative/support spaces support program requirements. | | | AR 608-10, 3-3, 5-22, 5-34, 5-51, c-62, CTA 50-909, CTA 50-970 AEI Appendix G | | | |
| 4. Activity rooms/modules used for infants and pretoddlers include developmentally appropriate play areas and functional support space. | | | AR 608-10, 4-14, 5-20 a-c, 5-31c, c-59 DOD 6060.1-M 7, 8 AEI Appendix G | | 8. Developmentally appropriate outdoor play areas are provided for designated age groups. | | | AR 608-10, 5-23, c-63 AEI Appendix G | | | |
| | | | | | 9. Maintenance provided on a continuing basis to ensure facilities, installed equipment, grounds and playground equipment are maintained in a safe, operational and orderly manner. | | | AR 608-10, 5-37, 5-38, c-64 AEI Appendix G | | | |
| | | | | | 10. Custodial/housekeeping services and pest control operations are provided as specified to ensure a safe, sanitary facility. | | | AR 608-10, 5-37, 5-38; c-65 AR 420-81, TM 5-609 | | | |
| DATE | FACILITIES ENGINEER <i>(Signature)</i> | | DATE | SAFETY OFFICER <i>(Signature)</i> | | DATE | HEALTH CONSULTANT <i>(Signature)</i> | | DATE | CENTER/PROGRAM DIRECTOR <i>(Signature)</i> | |

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- 5. Standing Operating Procedures (SOPs)
(a) None- (b) Incomplete/Inadequate
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- 7. Consultant/Technical Assistance Needed
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