



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION YUMA
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YUMA, ARIZONA 85369-9100

StaO 1710.19D
MCCS

20 JAN 2012

STATION ORDER 1710.19D

From: Commanding Officer
To: Distribution List

Subj: FAMILY CHILD CARE (FCC) PROGRAM POLICY

Ref: (a) DODI 6060.2
(b) MCO 1710.30E
(c) FCC SOP

1. Situation. In accordance with the references, this order establishes regulations and addresses standard operating procedures (SOP), for the FCC Program at Marine Corps Air Station (MCAS) Yuma.

2. Cancellation. StaO 1710.19C.

3. Mission. Each FCC home operates as a business, providing child care services for a fee. Eligible patrons for child care are active duty military, non-appropriate funds/appropriated funds civilians, reservists on active duty or inactive training, retired military, and DoD contractors stationed aboard MCAS Yuma.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The FCC Program shall focus on the needs of families in order to provide maximum access to useful, flexible, and affordable programs such as child development, social, recreational, and athletic programs.

(2) Concept of Operations

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

(b) FCC Policies and Certification Procedures

1. The FCC Program certifies providers as private contractors which are strictly monitored.

2. Operation of a FCC business in government quarters is a privilege, and only the most qualified will be certified to open a home. Command review of certification can be implemented at any time.

3. FCC certifications will be submitted to the installation commander for final approval.

4. FCC providers will purchase liability insurance from companies that have been approved by the Marine Corps. Appropriate auto insurance will be purchased if transporting children.

5. The FCC Program will be within the administrative and operational oversight of the Children, Youth and Teen Program (CYTP) Administrator.

6. Fees charged are a matter of private negotiation between the provider and the patron. Fees shall be agreed upon prior to beginning child care. Parents will receive a written contract stating fees, hours of operation, and policies and procedures necessary for child care.

7. All provider and patron agreements are to be in writing. Violations by the provider of signed agreements may result in revocation of certification.

8. Appropriated funds shall be used for direct cash assistance to FCC providers if funds are available, and the installation participates in the program, so that FCC services can be provided to patrons at a cost comparable to the average cost of services provided by DoD facility based programs.

9. Residents of military housing must be certified by the CYTP to conduct child care in their homes. Any home providing care that is not certified, will be considered unauthorized. Enforcement of unauthorized care shall be in accordance with the Housing Office rules and regulations.

10. For more detailed guidelines, see reference (c).

(c) Standards and Inspections

1. FCC standards and inspection procedures are listed in the reference. A copy of this order must be kept in the FCC Director's office.

2. Background checks will be done according to the references before certification and shall recur annually, to screen individuals for suitability to operate a FCC home.

3. Providers will attend 40 hours of orientation training before certification, and 24 hours annually after certification.

4. Homes are inspected initially and annually by Base Safety, the Fire Department, and Medical. A corrective action plan will be developed in response to any discrepancies identified during inspections.

5. Fire drills will be conducted monthly and document date, time of day, number and names of children, and evacuation time.

6. A Quality Review Board (QRB) will be established to assist the FCC Program to make recommendations on FCC certification, denial or revocation. The QRB shall include, but is not limited to, the FCC Director, a representative from Preventive Medicine, Security, Housing, Family Advocacy, the Fire Department, and Safety.

(d) Responsibilities of FCC Providers

1. FCC providers may care for not more than six children with a maximum of two children under the age of two years in a mixed age home. In an infant only home, providers will only have three children enrolled; all can be under the age of two. Provider's own children count toward these maximum numbers.

2. FCC providers must be certified in CPR for infants, children, and adults, and basic first aid. Providers must participate in child abuse prevention, identification, and reporting classes.

3. FCC providers must comply with all fire, safety, health, and administrative requirements.

4. 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.

5. FCC providers will participate in the Child and Adult Care Food Program (CACFP). The provider is responsible and accountable for accurate CACFP records. Providers are subject to audits by the Arizona Department of Education, the sponsor for the CACFP funds.

(e) Responsibilities of FCC Parents

1. Eligible patrons wanting FCC will complete all required forms and the registration packet.

2. A notarized Medical Power of Attorney will be submitted by the parents for use in emergencies.

3. All paperwork will be updated annually.

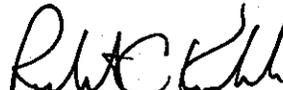
4. Parents will be encouraged to participate in the Parent Advisory Board (PAB). PAB is operated through the Resource & Referral Office and consists of both staff and parents of each of the CYTP components.

5. Administration and Logistics. Recommendations concerning the contents of this order may be forwarded to the Director, Marine Corps Community Services, MCAS Yuma via the appropriate chain of command.

6. Command and Signal

a. Command. Subordinate and tenant commanding officers shall ensure that the contents of this order will be made available to all eligible patrons requesting child care services.

b. Signal. This order is effective the date signed.


ROBERT C. KUCKUK

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