

# CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT

REQUIREMENTS CONTROL  
SYMBOL - CSGPA - 1710

For use of this form, see AR 608-10; the proponent agency is DCSPER

## SECTION I - ALL CHILD DEVELOPMENT SERVICES (CDS) SYSTEMS

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD <i>(Month and Year)</i>
MACOM		MACOM CODE	SUBORDINATE COMMAND CODE
STANDARDS COMPLIANCE VERIFICATION			CDS SYSTEMS

## CDS POLICY STANDARDS

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. All activities, contractors, individuals and private organizations providing child care on property controlled by the U.S. Army comply with AR 608-10 as applicable.		AR 608-10 Applicability Statement, 1-8(1), 2-6, c-2		7. CDS operations are resourced IAW DOD and Army guidance.		AR 608-10, 3-1-4, 3-6, 3-7 Appendix B, c-8 AR 215-1 Appendix C	
2. Services provided reflect an integrated long range plan for delivery through Child Development Center (CDC), Family Child Care (FCC) and Supplemental Programs and Services (SPS) delivery systems.		AR 608-10, 1-5, 1-6, 1-8b, c, d, 2-3b(6), 2-17, 4-5, c-3		8. Written CDS program policies are available.		AR 608-10, 2-4, 3-16, 4-17, 5-12, 6-24, c-9	
3. Child care services support mission requirements.		AR 608-10, 1-4, 5-2, 5-11, 6-1, 7-2, c-4 DA PAM 600-19 Feb 87		9. Religious materials or activities designed to teach or promote religious doctrine are not permitted.		AR 608-10, 1-8i, c-10	
4. Child care services support Army Quality of Life standards and are responsive to needs of eligible patrons.		AR 608-10, 1-4, 1-5, 1-7, 1-8, 2-9, 2-10, 4-2, 5-2c, c-5 DA PAM 600-19		10. Installation agencies inspect CDS operations and provide oversight and technical assistance as specified.		AR 608-10, 2-3, 2-6 Appendix C, c-11	
5. All programs operations are developmental in nature regardless of setting or length time in care.		AR 608-10, 1-4d, 1-8g, 4-16-23, 5-18-22, 6-30-33, 7-16, c-6		11. Staffing reflects program requirements as specified and is sufficient to support implementation of CDS system.		AR 608-10, 2-3a(2), 3-9-14, 3-17, Appendix C, c-12 DA PAM 570-551 DA PAM 690-41, DOD 1401.1-M-1, 22 Mar 85	
6. All programs services are affordable by eligible patrons.		AR 608-10, 1-4, 3-1, 3-5, 3-6, c-7					

DATE	CDS COORDINATOR <i>(Signature)</i>	DATE	FAMILY SUPPORT DIVISION CHIEF <i>(Signature)</i>	DATE	DIRECTOR, PERSONNEL AND COMMUNITY ACTIVITIES <i>(DPCA) (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.

- |   |  |   |
|---|--|---|
| 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**

**SECTION I - ALL CHILD DEVELOPMENT SERVICES (CDS) SYSTEMS**

STANDARDS COMPLIANCE VERIFICATION

CDS SYSTEMS

**CDS POLICY STANDARDS (Cont'd)**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
12. Management roles and responsibilities are clearly defined and delegated to activity manager levels.		AR 608-10, 3-12, 4-3, 5-3, c-13		19. Reporting requirements to command, MACOM and HQDA are met as specified.		AR 608-10, 2-16-21, c-20 AR 608-18	
13. CDS personnel receive written and oral program and policy guidance as specified.		AR 608-10, 3-16, c-14 AR 5-3		20. An annual internal review is conducted by an installation Developmental Assessment Team (DAT).		AR 608-10, 2-3, 2-5, 5-54c; 6-52c, 7-42b, c-21	
14. CDS Coordinator and CDS Management staff receive training as specified.		AR 608-10, 2-3a(6), 3-18c (4), 3-19, 3-20, c-15		21. CDS Programs annually assessed for compliance with DOD and Army Standards and monitored for quality assurance on a continuing basis.		AR 608-10, 2-1-11 5-54, 6-52, 7-42, c-22	
15. The CDS Coordinator is a member of the Family Advocacy Case Management Team (FACMT).		AR 608-10, 2-22b, c-16 AR 608-18,2-4					
16. Child enrollment is handled centrally.		AR 608-10, 4-5, 4-2c(7), 2-16, 1-6, c-17					
17. Parents provide advisory input and play an active role in monitoring the quality of services provided in CDS programs.		AR 608-10, 2-5, 3-23, 3-25, 4-17, c-18					
18. Program and operational data are collected, maintained and reviewed as specified.		AR 608-10, 2-13-17, c-19					

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- |   |  |   |
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| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | (a) None- (b) Incomplete/Inadequate      | 9. Nonapplicable                          |
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**CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.)**

**SECTION I - ALL CHILD DEVELOPMENT SERVICES (CDS) SYSTEMS**

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD <i>(Month and Year)</i>
MACOM	MACOM CODE	SUBORDINATE COMMAND CODE	

**CHILD DEVELOPMENT SERVICES (CDS) POLICY STANDARDS CORRECTIVE ACTION PLAN**

REFERENCE	NONCOMPLIANCE			DESCRIPTION OF CORRECTIVE ACTION TAKEN/TO BE TAKEN	COMPLIANCE DATE(S)	SIGNATURE OF REGULATORY OFFICIAL
	ITEM NO.	AREA	CODE			
DATE	COMMAND REPRESENTATIVE <i>(Signature)</i>				TELEPHONE NO.(S) <i>(AUTOVON and Commercial)</i>	

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

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

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD (Month and Year)
MACOM	MACOM CODE		SUBORDINATE COMMAND CODE
CDC BUILDING NUMBER	CDC STREET ADDRESS	CDC TELEPHONE NO./AUTOVON	

PROGRAM/FACILITY OPERATION (Check appropriate box)

- CDS                     
  PRIVATE ORGANIZATION                     
  CONTRACT                     
  ARMY ACTIVITY

FACILITY PROGRAM TYPES <i>(Check appropriate box)</i>		CHILD SPACE CAPACITY	CHILD ENROLLMENT	AVERAGE DAILY ATTENDANCE
FULL-DAY	<input type="checkbox"/>	[ ][ ][ ]	[ ][ ][ ]	[ ][ ][ ]
PART-DAY PRESCHOOL	<input type="checkbox"/>	[ ][ ][ ]	[ ][ ][ ]	[ ][ ][ ]
PART-DAY SCHOOL AGE	<input type="checkbox"/>	[ ][ ][ ]	[ ][ ][ ]	[ ][ ][ ]
HOURLY	<input type="checkbox"/>	[ ][ ][ ]	[ ][ ][ ]	[ ][ ][ ]
SPECIAL NEEDS	<input type="checkbox"/>	[ ][ ][ ]	[ ][ ][ ]	[ ][ ][ ]
TOTAL		[ ][ ][ ][ ]	[ ][ ][ ][ ]	[ ][ ][ ][ ]

Minimum standard compliance verification for this facility has been completed and can be documented upon request. Minimum standards are applicable for the following areas: policy, program management, developmental programming, health, nutrition, facility, fire and safety.

INSTALLATION REPRESENTATIVE SIGNATURE AND TITLE	MACOM REPRESENTATIVE SIGNATURE AND TITLE
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**TO BE COMPLETED BY MACOM (Check Appropriate Boxes)**

**REQUEST DEPARTMENT OF ARMY APPROVAL FOR UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) CHILD CARE FOOD PROGRAM**

- INITIAL APPLICATION                     
  SUBMISSION OF COMPLIANCE VERIFICATION SHEETS AS REQUIRED  
 RENEWAL                     
  SUBMISSION OF FACILITY CORRECTIVE ACTION PLAN                     
  SUBMISSION OF FOOD SERVICE PROGRAM DATA

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**TO BE COMPLETED BY HQDA**

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APPROVAL IS DENIED PENDING CORRECTION OF NOTED NONCOMPLIANCE ITEMS AND RESUBMISSION OF CDS PROGRAM/FACILITY REPORT (DA FORM 4841-R)

MINIMUM STANDARD CORRECTIVE ACTION PLAN SHOULD BE RESUBMITTED NO LATER THAN \_\_\_\_\_

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REMARKS

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DATE	CHIEF, CHILD, SERVICES/YOUTH ACTIVITIES DIVISION	TELEPHONE NUMBER (AUTOVON and Commercial)
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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:

**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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 1-8c, 2-17, 4-26, 5-2, c-23		9. Individual Education Plans (IEPs) are developed for all caregiving staff.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-18, c-31	
2. Center staffing reflects program requirements necessary for services offered and to support unique mission requirements.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-18, 5-8, c-32	
3. Staffing patterns support developmental programming and ensure appropriate supervision.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-14, c-25		11. Designated CDS personnel receive specialized documented training as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-13, c-34/	
5. Part-day programs double function space and staff when feasible.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-2, c-27		13. Procedures for use of volunteers in CDC programs are followed as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-17, c-35	
6. Hourly care spaces are retained for short term intermittent child care needs.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-2b, c-28		14. CDC standing operating procedures are available and updated to ensure consistent application in all CDC programs.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-12, c-36	
7. Management oversight of food service operations is provided.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-6, c-29		15. Child admission and release criteria are implemented as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 4-6, 4-7, 4-8, c-37	
8. CDC personnel receive written and oral program guidance as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 2-4, 5-3, 5-9, 5-12, c-30						

DATE	CENTER/PROGRAM DIRECTOR (Signature)	DATE	CDS COORDINATOR (Signature)

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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                          |
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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:

**PROGRAM MANAGEMENT (Cont'd.)**

COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE	COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE
16. Personnel records are maintained as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 2-14, AR 215-3, ch 16, c-38						
17. Child records are maintained as specified.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-1, 5-5, c-40.						

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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:

**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).	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-11c, 5-16, 5-18, 5-19, c-125			<input type="checkbox"/>	<input type="checkbox"/>		
3. EPS assigned to CDC programs implement staff training to support developmental programming.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-11c, 5-19, c-126			<input type="checkbox"/>	<input type="checkbox"/>		
4. Training for caregiving employees is based on the National Child Development Associate (CDA) credential competencies.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-18c, 4-22, c-127		9. Program practices reflect individual children and age group needs.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 4-16, 4-23, c-132	
5. Adult/child ratios and child group sizes are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-13a, b; 5-14, c-128		10. Program content and quality of full-day and part-day programs are comparable.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-2, c-133	
6. One supervisory teacher or program assistant is assigned to every two child groups per age category.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-13, c-129		11. Constructive discipline is used consistent with installation touch policy. No form of corporal punishment is permitted.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-14e, c-130		12. Child activity room staff prepare schedules of developmental activities for all age groups.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, Chapter 4, Section IV, 5-19, c-135	

DATE	CENTER/PROGRAM DIRECTOR (Signature)	DATE	EDUCATION PROGRAM SPECIALIST (Signature)
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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. Nonapplicable                          |
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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:

**DEVELOPMENTAL PROGRAMMING (Cont'd.)**

COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE	COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE
13. Child routines support growth and development patterns.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 4-21, 5-21, 5-22, c-138						
16. Television operation is limited to developmentally appropriate programs.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 4-12 c-139						
17. Outdoor play spaces are organized to support children's growth and development.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-12, 5-54a, c-141						

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

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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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 4-33b, c-48 AR 40-5, AEI Appendix G	
2. A structural inspection of the building is made annually.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-39e, c-43 AEI Appendix G NFPA 30		10. Hardware and fixtures are child safe and support operational requirements.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-35, c-51 AEI Appendix G	
5. The heating, ventilation, and cooling system is safe and responsive to operational needs.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-40, c-46 AEI Appendix G		13. Outdoor porches, patios and decks, when present, meet requirements as specified.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-41, c-47 AEI Appendix G, IES Lighting Handbook		14. Exterior walkways, parking, and roadways are provided.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 5-29a, c-54 AEI Appendix G	
					15. Construction and alteration projects incorporate design guidance as specified.	<input type="checkbox"/>	<input type="checkbox"/>	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)

\*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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|   | 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:

**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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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>	

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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:

**HEALTH**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. Child Development Center personnel meet health requirements as specified.		AR 608-10, 4-25, c-97 AR 40-562, AR 40-5, 5-6 AR 215-3		8. Program health and sanitation procedures are followed as specified.		AR 608-10, 4-33, c-104 Centers for Disease Control Program Materials	
2. Child health requirements are met as specified.		AR 608-10, 4-26, c98 AR 50-562, 4-6, 4-26		9. Toys used by children are washable and cleaned as specified.		AR 608-10, 4-33, c-105	
3. Children are screened for illness daily and denied admission based upon specific criteria.		AR 608-10, 4-8b, 4-28 c-99		10. Diapering and toileting procedures are implemented as specified.		AR 608-10, 4-14, 4-33, c-106	
4. Children are readmitted after illness only when their presence does not endanger the health of other children.		AR 608-10, 4-29, c-100		11. Nap and rest periods are provided for children as specified.		AR 608-10, 4-13, c-107	
5. Child medication is administered only as specified.		AR 608-10, 4-32, c-101		12. Pets are free from diseases, immunized as appropriate and sanitarly maintained.		AR 608-10, 4-34b, c c-108  AR 608-10, 4-39, c-109 Appendix C	
6. Medical care and administrative procedures for emergencies and minor health problems after admission follow specified criteria.		AR 608-10, c-102		13. Toxic plants are not present in centers or in outside play areas.		AR 40-5, TB Med 530 AR 608-10, 2-3, 4-25 through 4-34, 5-6, 5-8, 5-12, 5-37, 5-38, 5-48, c-110 Appendix C	
7. Parents and health consultant are notified of medical emergencies, communicable diseases or acute illnesses as specified.		AR 608-10, 2-20, c-103		14. A health inspection is conducted as specified by preventive medicine officials on a monthly basis and as needed.			
DATE	HEALTH CONSULTANT (Signature)			DATE	CENTER/PROGRAM DIRECTOR (Signature)		
DATE	SAFETY OFFICER (Signature)			DATE	FACILITIES ENGINEER (Signature)		

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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:

**HEALTH**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. Meals and snacks are provided appropriate to hours of service and help meet children's total nutritional needs.		AR 608-10, 4-35, c-111		9. Parental and physician desires concerning food practices are provided within program capabilities.		AR 608-10, 4-35g c-119	
2. All food is provided by the center except for infant formula, baby food, special diets, and food for special occasions as specified.		AR 608-10, 4-35, c-112		10. Children are served meals and snacks family style within their activity room/module and participate in all phases of meal service whenever possible.		AR 608-10, 4-36, 5-6b, c-120	
3. All center programs are enrolled in or meet the requirements for the USDA Child Care Food Program (CCFP).		AR 608-10, 3-7, 4-4, 5-6 c-113		11. Eating areas are not adjacent to diaper changing units, toileting areas or pet cages.		AR 608-10, 5-6b, c-121	
4. Menus meet meal pattern and quantity requirements of the USDA CCFP for all age groups.		AR 608-10, 4-35c, c-114		12. Infant feeding is individualized and developmentally appropriate.		AR 608-10, 4-35d, e, 4-36, 5-6b, c, c-122	
5. Food service personnel and caregiving staff receive appropriate training in food and nutrition practices.		AR 608-10, 3-12d, 3-17, 4-22b, 4-36, 5-8d, c-115		13. Children are not forced to eat and food is not used as a punishment or reward.		AR 608-10, 4-36b, d, 4-36a, c-123	
6. Food is prepared, stored and served to prevent food borne illness.		AR 608-10, 5-6c, c-116 TB Med 530 AR 40-5					
7. Kitchen and food service areas are inspected monthly and maintained in sanitary condition.		AR 608-10, 5-6c, c-117 TB Med 530, AR 40-5					
8. Preplanned menus, reviewed by a dietitian, are costed, posted and available to parents.		AR 608-10, 2-3d, 4-4f, 4-35h, 5-6a, c-118					

DATE	DIETITIAN (Signature)	DATE	HEALTH CONSULTANT (Signature)	DATE	CENTER/PROGRAM DIRECTOR (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.

- |   |  |   |
|---|--|---|
| 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:

**FIRE PREVENTION**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. Facilities meet requirements of Architectural and Engineering Instructions, and NFPA 101, Life Safety Code except as modified by AR 608-10.		AR 608-10, 5-44, c-66 AEI, Appendix G		7. An automatic sprinkler system and one-hour fire separation (enclosed) construction are provided for all hazardous areas.		AR 608-10, 5-39j c-72 AEI, Appendix G	
2. Fire inspections are conducted and documented monthly.		AR 608-10, 2-30g, 5-47, c-67		8. Unobstructed fire department connection to stand-pipe or hose outlets is provided to support sprinkler system.		AR 608-10, 5-45b c-73 AEI, Appendix G	
3. Maximum facility capacity has been established by the installation fire marshal and CDS management personnel and posted near the lobby area.		AR 608-10, 5-30, c-68		9. Fire notification/zoned annunciator panel and fire alarm pull station are located in the lobby area at the main entrance of the facility.		AR 608-10, 5-44, 5-45, C-74 AEI, Appendix G	
4. Doors, windows, panels and walls separating age group activity rooms/modules are fire-rated as required.		NFPA 101, NFPA 80, AR 608-10, 5-44, 5-45, c-69 AEI, Appendix G		10. Fire exits are safe, properly designed and configured, and easily identifiable.		AR 608-10, 5-46, 5-47, 5-48, c-75 AEI, Appendix G	
5. A hard-wired automatic fire alarm and detection system (FADS) is provided in all child activity rooms/modules, staff work rooms, offices, and corridors IAW NFPA 72E.		AR 608-10, 5-45 c-70 AEI, Appendix G		11. Manual pull alarm stations are provided as specified.		AR 608-10, c-76, AEI, Appendix G, NFPA 101, 7-6.2.3	
6. The FADS transmits a signal directly to the fire department or fire alarm control center serving the facility.		AR 608-10, 5-45, c-71 AEI, Appendix G		12. Portable fire extinguishers are furnished in adult accessible locations.		AR 608-10, c-77 AEI, Appendix G	
				13. Interior finishes, insulation, corridor construction materials, and carpets meet minimum combustibility/flame spread criteria specified.		AR 608-10, 5-35, c-78 AEI, Appendix G	
DATE	FIRE MARSHAL (Signature)	DATE	FACILITY ENGINEER (Signature)	DATE	SAFETY OFFICER (Signature)	DATE	CENTER/PROGRAM DIRECTOR (Signature)

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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:

**FIRE PREVENTION (Cont'd.)**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
14. Fuel storage meets NFPA 30 requirements.		AR 608-10, C-79 AEI, Appendix G					
15. Drill and evacuation procedures are published and conspicuously posted in the building and each child activity room/module.		AR 608-10, 5-47, c-80					
16. Documented fire drills which involve all children and staff are conducted monthly and all personnel are trained in evacuation procedures.		AR 608-10, 5-47, c-81					
17. Evacuation cribs or devices in operable condition are available to remove infants.		AR 608-10, 5-47H, c-82					
18. Smoking is permitted only in designated areas away from child activity spaces and food preparation areas.		AR 608-10, 5-47j, c-83					

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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)<br>(a) None- (b) Incomplete/Inadequate | 8. Other - Specify on Comment Sheet       |
| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | 6. Staff Lacks Adequate Skills/Knowledge                                       | 9. Nonapplicable                          |

**CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.) - SECTION II**

STANDARDS COMPLIANCE VERIFICATION

CHILD DEVELOPMENT CENTER: BLDG:

**SAFETY**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. Child Development Center is monitored as a special hazard area by installation safety office.		AR 608-10, 2-3e, 5-49, c-84 AR 385-10, Chapter 4, Executive Order 12196		8. Indoor/outdoor equipment, toys and materials are safe, non-toxic, durable, and in working order.		AR 608-10, 4-21, 5-49a, b, c-91 PL 91 - 596 Sec 2a CPSC Handbook, VOL I & II, Manufacturer's Instructions, CPSC Buyer's Guide - The Safe Nursery, Aug 86, and CPSC Fact Sheet - 1974	
2. A daily safety inspection is conducted by trained CDC personnel.		AR 608-10, 5-49, c-85 AR 385-10, 2-3 Executive Order 12196 29, CFR 1960, 59a		9. Custodial equipment, supplies, and materials are used and stored as approved by health consultant or safety officer.		AR 608-10, 5-37c, c-92 29 CFR 1910, 1200	
3. Standard operating procedures are available for accident prevention and motor vehicle operations.		AR 608-10, 5-12, c-86 AR 365-55, 2-5b		10. Children are protected from hazardous substances and equipment.		AR 608-10, 5-49d, c-93 29 CFR 1910, 1200	
4. A telephone capable of reaching the Medical Treatment Facility, fire department, off-post residences and parental work sites is available on the premises.		AR 608-10, 5-48b, c-87		11. Children are protected from potential heating and electrical hazards.		AR 608-10, 5-47, 5-48, c-94	
5. Current instructions are posted at each telephone to facilitate calling for ambulance, medical, fire and military police service.		AR 608-10, 5-49e, c-88		12. Surfaces under play equipment minimize injuries from falls.		AR 608-10, 5-23d, c-95 TM 5-803-11 AEI, Appendix G, CPSC Handbook VOL II, Chap 12,	
6. The parents, the CDS Coordinator and the installation Safety Director are notified in case of accidents.		AR 608-10, 2-20d, c-89 AR 385-40, 1-5, 2-14, 3-2		13. Culverts, drainage ditches, sewer accessories, and all similar hazards are inaccessible to children.		AR 608-10, 5-48m, c-96 Design of Small Canal Structures U.S. Dept of Interior, Chap IX	
7. Potential head-traps and specified toys and equipment are prohibited.		AR 608-10, 4-13e, c-90 CPSC Handbook VOL II, Chapter 10					
DATE	SAFETY OFFICER (Signature)			DATE	FACILITIES ENGINEER (Signature)		
DATE	HEALTH CONSULTANT (Signature)			DATE	CENTER/PROGRAM DIRECTOR (Signature)		

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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:

**CHILD ABUSE PREVENTION**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. Application screening procedures are followed during the recruitment/hiring of employees and volunteers.		AR 215-3, 2-9d; AR 608-10, Section V, 3-9, 4-25, c-142		4. CDC management and caregiving employees and volunteers receive child abuse prevention/identification and reporting training.		AR 608-10, 3-26c, 5-8, c-145	
2. Favorable background checks are completed for Child Development Center (CDC) employee applicants and volunteers:		AR 608-10, c-143, Section V AR 215-3, 2-9		5. Children are supervised closely at all times and environment facilitates staff visibility and access to children.		AR 608-10, 5-17, 5-31, 5-33, 5-34, c-146	
a. Local Military Police record checks.				6. Management procedures are established to minimize the potential for child abuse allegations in the CDC setting.		AR 608-10, 2-26, 2-28, 2-29, 4-7, 4-8, 5-14, 3-12c, c-147	
b. Criminal Investigative Division records check to include Defense Central Investigative Index (DCII).				a. Room darkening restrictions.			
c. Army Family Advocacy Central Registry.				b. Field trip safeguards.			
d. Civilian law enforcement checks.				c. Sign in/out procedures/release of children.			
e. Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).				d. Touch policy.			
f. National Agency Checks (NAC) for NAF employees.				e. Parent access policy.			
g. National Agency Check Investigation (NACI) for APF employees.				f. Staff identification.			
3. CDC management staff use established personnel management procedures to ensure appropriate supervision of employees.		AR 608-10, 5-15, 5-16, 2-26; c-144 AR 215-3, 6-5, 6-6		g. Management duty hours.			
				h. Restricted access to children.			
				i. Education Program Specialist (EPS) oversight.			
				7. Child abuse prevention education is offered to parents.		AR 608-10, 2-29, c-148	
				8. Reports of child abuse are reported to appropriate authorities.		AR 608-10, 2-22, c-149	
				9. Established written procedures are followed when an abuse allegation is made in a CDC setting.		AR 608-10, 2-22c, 2-23a, 5-17, c-150 AR 608-18	

DATE	FAMILY ADVOCACY PROGRAM MANAGER (Signature)			DATE	CIVILIAN PERSONNEL OFFICER (Signature)		
DATE	CRIMINAL INVESTIGATIVE DIVISION (Signature)	DATE	MILITARY POLICE (Signature)	DATE	CENTER/PROGRAM DIRECTOR (Signature)		

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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)<br>(a) None- (b) Incomplete/Inadequate | 8. Other - Specify on Comment Sheet       |
| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | 6. Staff Lacks Adequate Skills/Knowledge                                       | 9. Nonapplicable                          |





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

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) CHILD DEVELOPMENT CENTER (CDC) SYSTEMS (Cont'd.)**

**C. MEAL DATA**

1. TOTAL NUMBER OF MEALS SERVED (Use September Data)

	CHILDREN				
BREAKFAST					
A. M. SNACK					
LUNCH					
P. M. SNACK					
DINNER					
TOTAL					

	ADULT				
BREAKFAST					
A. M. SNACK					
LUNCH					
P. M. SNACK					
DINNER					
TOTAL					

2. COST OF MEALS SERVED (Use September Data)

AVERAGE DAILY FOOD COST PER MEAL

BREAKFAST					
A. M. SNACK					
LUNCH					
P. M. SNACK					
DINNER					
TOTAL					

3. NUMBER OF DAYS OF FULL FOOD SERVICE OPERATION THIS MONTH: \_\_\_\_\_

4. FOOD SERVICE LABOR COSTS

POSITION AND NUMBER OF HOURS/DAY

SALARY

_____	_____
_____	_____
_____	_____
_____	_____

5. FOOD SERVICE DELIVERY SYSTEM:

ON-SITE \_\_\_\_\_ CENTRALIZED CDS KITCHEN \_\_\_\_\_

CONTRACT  YES  NO

WITH WHOM? \_\_\_\_\_

DATE

CDC DIRECTOR

TELEPHONE NO. (s) (AUTOVON and Commercial)

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

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD (Month and Year)																		
MACOM	MACOM CODE	SUBORDINATE COMMAND CODE																			
TOTAL INSTALLATION HOUSING UNITS <table border="1" style="width:100%; height:20px;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table>										TOTAL FCC HOMES <table border="1" style="width:100%; height:20px;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table>						TOTAL FCC HOMES CAPACITY <table border="1" style="width:100%; height:20px;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table>					

**PROGRAM MANAGEMENT**

COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE	COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE
1. Individuals providing services (FCC providers) and the occupied housing units (FCC homes) are certified by Army CDS before children are enrolled in care.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 1-8e, f, 6-lb, 6-2, 6-42, 1-5, c-151		7. FCC applicants/providers complete all training requirements as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-17, 6-13, 6-20-21 c-157	
2. FCC staffing reflects program requirements to support number of registered, provisionally and fully certified homes.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-9, 3-12c,g,h, 6-39, 6-3, c-152 DA PAM 570-551, DA PAM 690-41		8. FCC providers obtain endorsements prior to provision of specialized services.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 6-9, c-158	
3. Certification status of FCC applicants/providers is defined and categorized as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 2-20 6-16 and 17, c-153		9. Orientation sessions are conducted on a regular basis or as needed to recruit new FCC providers.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 6-10a, 6-21, c-159	
4. The FCC system is composed of homes which reflect the assessed needs for full-day, part-day and hourly care services as well as needs for infant, toddler, preschool and school-age care.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 1-8c, 2-17, 6-9, c-154		10. Provider caregiving and administrative responsibilities are defined in writing as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 6-12, c-160,	
5. FCC providers meet all operational requirements prior to full certification.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 2-24, 6-10-12, 6-14, 6-34-35, 6-40-43, 6-48-51, c-155		11. FCC providers meet the requirements for liability coverage under the Army Risk Management Program (RIMP).	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 6-19, c-161 AR 215-1	
6. Individual Education Plans (IEPs) are developed for FCC providers.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-18, c-156		12. FCC providers receive ongoing written, oral and on-site CDS program and policy guidance.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 2-4, 3-16, 6-34 c-162	

DATE	CDS COORDINATOR (Signature)	DATE	FAMILY CHILD CARE DIRECTOR (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.

- |   |  |   |
|---|--|---|
| 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 III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

STANDARDS COMPLIANCE VERIFICATION

FAMILY CHILD CARE SYSTEM

**PROGRAM MANAGEMENT (Cont'd.)**

COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE	COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE
13. FCC director provides budget input and has responsibility for execution of funds.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-12g, c-163		21. Unauthorized care is prohibited in government-owned or leased housing.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 6-38, c-171	
14. Standing operating procedures are available and updated to ensure consistent system application.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 6-24, c-164		22. FCC providers transferring from another installation are screened and trained as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 6-10, 6-18, c-172	
15. An FCC Resource/Toy Lending Library is established to support providers.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 6-6, c-165						
16. Child admission and release criteria is implemented as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 4-6-8, c-166						
17. Child records are maintained as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 2-13, c-167						
18. Child placement data is centrally available to monitor FCC home age group composition.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 2-16, c-168						
19. Each FCC provider has a contingency plan established in the event of illness, emergency or planned absence.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 6-13, c-169						
20. A parent involvement/education plan is established to keep parents informed of matters relating to their children.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-23, 3-25-26, 6-4, 7-18 c-170						

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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 III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD <i>(Month and Year)</i>
MACOM	MACOM CODE	SUBORDINATE COMMAND CODE	

**FAMILY CHILD CARE SYSTEM MINIMUM STANDARDS CORRECTIVE ACTION PLAN**

REFERENCE	NONCOMPLIANCE			DESCRIPTION OF CORRECTIVE ACTION TAKEN/TO BE TAKEN	COMPLIANCE DATE(S)	SIGNATURE OF REGULATORY OFFICIAL
	ITEM NO.	AREA	CODE			
DATE	COMMAND REPRESENTATIVE <i>(Signature)</i>				TELEPHONE NO. (S) <i>(AUTOVON and Commercial)</i>	

**CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (CONT'D)**

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

FCC PROVIDER NAME	FCC HOME ADDRESS	TELEPHONE NUMBER
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**DEVELOPMENTAL PROGRAMMING**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. Education program specialist (EPS) implement provider training to support developmental programming and monitor quality assurance.  2. A developmental program plan is prepared by the FCC director, outreach workers(s), education program specialist(s) (EPS) and nutritionist.  3. FCC provider training is based on the National Child Development Associate Credential (CDA) caregiving competencies.  4. The EPS, FCC director and outreach workers(s) prepare a monthly developmental program guide for FCC providers.  5. Adult/child ratios and specified age composition of children are maintained in each FCC home.  6. The FCC provider: a. Nurtures and cares for children with affection. b. Uses appropriate caregiving techniques. c. Acts as a positive role model for children. d. Presents image as a child care professional.		AR 608-10, 3-12c, 6-20, 6-30, c-224  AR 608-10, 4-17a-b, 6-29, 6-30 c-225  AR 608-10, 4-22, c-226  AR 608-10, 4-17a-b, 6-20a-f, 6-29, 6-30a-e, c-227  AR 608-10, 6-26, c-228  AR 608-10, 3-13a, 4-22, c-229		7. The provider supports and promotes children's intellectual development.  8. The provider supports and promotes children's physical growth and development.  9. The provider establishes a supportive social and emotional climate for children.  10. Program practices in FCC home reflect unique age group needs.  11. The provider recognizes parents as partners in care of children.  12. Providers observe each child's growth and development for program planning.  13. Indoor play space and furnishings are arranged to allow developmentally appropriate child activities.  14. Toys and equipment are provided per program requirements.  15. Daily indoor and outdoor activities are planned for all children.		AR 608-10, 4-17a-b, 6-29, 6-30a-c, 6-31 a-e, 6-32a-d, c-230,  AR 608-10, 6-32a-e, 6-33a-d c-231  AR 608-10, 4-17a-b, 6-29, 6-30a-c, c-232  AR 608-10, 4-17a-b, 4-23a-d, 6-29, 6-30a-c, 6-32a-c, c-233  AR 608-10, 3-25, c-234  AR 608-10, 4-22, 6-29, 6-30a-d, c-235  AR 608-10, 6-32, c-236  AR 608-10, 4-21, 6-31 c-237  AR 608-10, 4-11, 4-20 6-30 c-238	

DATE	FAMILY CHILD CARE 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.

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



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

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

FCC PROVIDER NAME	FCC HOME ADDRESS	TELEPHONE NUMBER
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**DEVELOPMENTAL PROGRAMMING (Cont'd.)**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
16. Developmentally appropriate outside play areas are available within walking distance of FCC homes.		AR 608-10, 6-33, c-239					
17. Television is limited to developmentally appropriate programs.		AR 608-10, 4-12 c-240					
18. Constructive discipline techniques are used consistent with installation touch policy. No form of corporal punishment is permitted.		AR 608-10, 4-7, 4-10, 6-25 c-241					
19. Child routines support growth and developmental patterns.		AR 608-10, 4-13, 4-14, 4-36 c-242					
20. Night care requirements are met as specified.		AR 608-10, 4-15 c-243					
21. FCC homes are assessed for child environment quality and level of developmental programming.		AR 608-10, 3-12, 6-14, 6-52 c-244					

DATE	FAMILY CHILD CARE DIRECTOR <i>(Signature)</i>	DATE	EDUCATION PROGRAM SPECIALIST <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.

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

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

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

FCC PROVIDER NAME	FCC PROVIDER ADDRESS	TELEPHONE NUMBER
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**HEALTH**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. FCC provider meets health requirements as specified.		AR 608-10, 4-25, c-198 AR 40-562, 4-3d AR 40-5, 5-6a, c		8. Health and sanitation procedures are followed as specified.		AR 608-10, 4-33, c-205, HQDA How to Prevent Spread of Contagious Diseases in FCC Homes.	
2. Child health requirements are met as specified.		AR 608-10, 4-26, c-199 AR 50-562, 4-1, 4-3b, 4-4d,		9. Diaper changing areas are provided when children under three years are in care.		AR 608-10, 4-14b, c-206	
3. Children are screened for illness daily and denied admission based upon specific criteria.		AR 608-10, 4-28, 4-8b, c-200		10. Diapering and toileting procedures are implemented as specified.		AR 608-10, 4-14, 4-33, c-207	
4. Children are readmitted after illness only when their presence does not endanger the health of the other children.		AR 608-10, 4-29, c-201		11. Toys used by children are washable and cleaned as specified.		AR 608-10, 4-33, c-208	
5. Child medication is administered only as specified.		AR 608-10, 4-32, c-202		12. Nap and rest periods are provided for children as specified.		AR 608-10, 4-13, c-209	
6. Medical care and administrative procedures for emergencies and minor health problems after admission follow specified criteria.		AR 608-10, 4-31, c-203		13. Pets are free from diseases, immunized as appropriate and sanitarly maintained.		AR 608-10, 4-34, c-210	
7. Parents and health consultant are notified of medical emergencies, communicable diseases or acute illnesses as specified.		AR 608-10, 2-20, 4-26 c-204		14. Toxic plants are not present in home or in outside play areas.		AR 608-10, 4-34, and Appendix B, c-211	
				15. Areas used for care of children are free from accessible lead based paint and hazardous insulation materials.		AR 608-10, 4-33c, 6-50b, c-212 TB Med 513	

DATE	HEALTH CONSULTANT (Signature)	DATE	FAMILY CHILD CARE DIRECTOR (Signature)
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DATE	SAFETY OFFICER (Signature)	DATE	FACILITIES ENGINEER (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.

- |   |  |   |
|---|--|---|
| 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)<br>(a) None- (b) Incomplete/Inadequate | 8. Other - Specify on Comment Sheet       |
| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | 6. Staff Lacks Adequate Skills/Knowledge                                       | 9. Nonapplicable                          |

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

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

FCC PROVIDER NAME	FCC HOME ADDRESS	TELEPHONE NUMBER
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**FOOD AND NUTRITION**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. Meals and snacks are provided appropriate to hours of service and help meet children's total nutritional needs.		AR 608-10, 4-35, c-213		9. Children participate in all phases of meal service whenever possible.		AR 608-10, 4-36b, c-221	
2. All food is provided by the FCC provider except for infant formula, baby food, special diets, and food for special occasions as specified.		AR 608-10, 4-35, c-214		10. The FCC provider prepares and serves nutritional meals using sanitary practices as specified.		AR 608-10, 4-33, c-222 TB Med 530	
3. The FCC provider is enrolled in or meets the requirements for USDA Child Care Food Program (CCFP).		AR 608-10, 3-7, 4-4, 6-7, c-215		11. FCC management personnel and providers receive appropriate training in food and nutrition practices.		AR 608-10, 3-17, 4-22b, c-223	
4. Menus meet meal pattern and quantity requirements of the USDA CCFP for all age groups.		AR 608-10, 4-35c, c-216					
5. Menus are preplanned, posted, and available to parents.		AR 608-10, 2-3d, 4-35f, c-217					
6. Parental and physician desires concerning food practices are provided within program capabilities.		AR 608-10, 4-35, c-218					
7. Children are not forced to eat and food is not used as a punishment or reward.		AR 608-10, 4-36b, 4-10, c-219					
8. Infant feeding is individualized and developmentally appropriate.		AR 608-10, 4-36, c-219					

DATE	DIETITIAN (Signature)	DATE	HEALTH CONSULTANT (Signature)	DATE	FAMILY CHILD CARE DIRECTOR (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.

- |   |  |   |
|---|--|---|
| 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)<br>(a) None- (b) Incomplete/Inadequate | 8. Other - Specify on Comment Sheet       |
| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | 6. Staff Lacks Adequate Skills/Knowledge                                       | 9. Nonapplicable                          |

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

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

STANDARDS COMPLIANCE VERIFICATION	FCC HOME ADDRESS	TELEPHONE NUMBER
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**FIRE PREVENTION**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. FCC home meets the requirements of NFPA 101, Section 11-9 except as modified by AR 608-10.		AR 608-10, 6-48, NFPA 101, Section 11-9, c-173		7. There is a battery operated or hardwired smoke detector inside the FCC housing unit used for child care.		AR 608-10, 6-48e, c-179 AR 420-90	
2. A fire inspection is conducted prior to provisional certification and annually thereafter by the fire marshal and more frequently if determined by local officials.		AR 608-10, 6-49, c-174		8. There is an operable ABC multi-purpose dry chemical extinguisher (Minimum 2 3/4 pound) inside the FCC housing unit.		AR 608-10, 6-49d, c-180	
3. Housing units used for FCC homes are not located above the fourth floor in a multi-story building.		AR 608-10, 6-48a, c-175		9. The FCC provider has been trained in evacuation procedures and has a viable contingency plan for evacuation of children.		AR 608-10, 6-49e c-181	
4. Each floor that is occupied by children in care has at least two separate means of escape to the outside, one of which may be a window.		AR 608-10, 6-48b, c-176		10. Documented fire drills involving all children are held at least once every month at different times of the day and upon enrollment of a new child.		AR 608-10, 6-49f, c-182	
5. In a dwelling of unprotected wood frame construction, every room used for sleeping, living or dining purposes has at least two means of exit, one of which may be a window.		AR 608-10, 6-48c, c-177		11. The FCC provider does not smoke when engaged in caregiving practices, i.e., child feeding, diapering, dressing, rocking and holding.		AR 608-10, 6-12, c-183	
6. There is a smoke detector on each floor in a shared hallway in a multi-story building with open stairways where levels above ground floor are used for care.		AR 608-10, 6-48d, AR 420-90 c-178		12. Children are not left unaccompanied in kitchen.		AR 608-10, 6-49g, c-184	

DATE	FIRE MARSHAL (Signature)	DATE	FACILITY ENGINEER (Signature)	DATE	SAFETY OFFICER (Signature)	DATE	FAMILY CHILD CARE DIRECTOR (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.

- |   |  |   |
|---|--|---|
| 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)<br>(a) None- (b) Incomplete/Inadequate | 8. Other - Specify on Comment Sheet       |
| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | 6. Staff Lacks Adequate Skills/Knowledge                                       | 9. Nonapplicable                          |

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

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

FCC PROVIDER NAME	FCC HOME ADDRESS	TELEPHONE NUMBER
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**SAFETY**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. Safety procedures are implemented and initial and annual inspections are conducted as specified.		AR 608-10, 2-3, 6-51, c-185, AR 385-10 Executive Order 12196, 29 CFR 1960, 17, 21, 30		8. Potential head traps and specified toys/equipment are prohibited.		AR 608-10, 4-13e, c-192 CPSC Handbook	
2. A daily inspection of the home is conducted by the FCC provider to eliminate safety hazards.		AR 608-10, 6-51b, c-186		9. Windows and doors are protected for safety to prevent climbing and unauthorized egress.		AR 608-10, 6-50, c-195 CPSC Glazing Stds CFR 1201 & CPSC Buyers Guide - The Safe Nursery, Aug 86	
3. The FCC provider provides continuous, watchful and responsible supervision of children.		AR 608-10, 6-28, c-187		10. Children are protected from hazardous substances and equipment.		AR 608-10, 6-51, c-194	
4. There is a working telephone within the individual FCC housing unit.		AR 608-10, 6-50a, c-188		11. Interior stairways and exterior stairwells are well constructed of substantial materials and have protective barrier as required.		AR 608-10, 6-50, c-195 NFPA 5-2.2.4.4	
5. Current instructions are posted on each telephone to facilitate calling for ambulance, medical, fire and military police service.		AR 608-10, 6-51f, c-189		12. Surfaces under family or community (real property) playground equipment area are soft and free of stones, debris, and obstructions.		AR 608-10, 4-21, 6-33, c-196	
6. Indoor and outdoor program equipment, toy, and materials are safe, nontoxic, durable, and in working order.		AR 608-10, 4-21, 6-51c, c-190 PL 91-596 CPSC Handbook Vol I &II,		13. Parents, the FCC director, and the installation safety director are notified in case of accidents.		AR 608-10, 2-12, 2-20, 2-21, 6-16, c-197 AR 385-40, 1-5, 2-14, 3-2,	
7. Children are protected from potential heating and electrical hazards.		AR 608-10, 6-50, 6-51, c-191 NPFA 70					

DATE	SAFETY OFFICER (Signature)	DATE	FACILITIES ENGINEER (Signature)
DATE	FIRE MARSHAL (Signature)	DATE	HEALTH CONSULTANT (Signature)
		DATE	FAMILY CHILD CARE DIRECTOR (Signature)

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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)<br>(a) None- (b) Incomplete/Inadequate | 8. Other - Specify on Comment Sheet       |
| 3. Insufficient Resources - (a) Personnel - (b) Materials/Equipment | 6. Staff Lacks Adequate Skills/Knowledge                                       | 9. Nonapplicable                          |

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

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

FCC PROVIDER NAME	FCC HOME ADDRESS	TELEPHONE NUMBER
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**CHILD ABUSE PREVENTION**

COMPLIANCE STANDARD	*MET	REFERENCE	CODE	COMPLIANCE STANDARD	*MET	REFERENCE	CODE
1. Application screening procedures are followed to ensure only the best qualified applicants are certified.		AR 608-10, 6-2a, 6-11a-c, 6-11a-h, 6-12a-c, c-245		6. FCC management personnel receive training on child abuse prevention, identification and reporting.		AR 608-10, 3-20, c-250	
2. Favorable background checks are completed for FCC Provider applicants and all family members over the age of 12 residing in FCC homes.		AR 608-10, 2-24 6-11, c-246 AR 600-85, Sec III, Chp 6		7. FCC providers receive training on child abuse prevention, identification and reporting.		AR 608-10, 3-20, 6-21, c-251	
a. Local Military Police record checks.				8. A touch policy has been implemented.		AR 608-10, 2-28, 6-21. 6-25, c-252	
b. Criminal Investigative Division records check to include Defense Central Investigative Index (DCII).				9. Reports of unauthorized care are followed up as specified.		AR 608-10, 6-38, c-253	
c. Army Family Advocacy Central Registry.				10. Appropriate management actions are taken to prevent provider isolation and reduce stress.		AR 608-10, 2-27, c-254	
d. Civilian law enforcement checks.				11. FCC providers take measures to prevent child abuse/neglect in their homes.		AR 608-18, AR 608-10, 2-22, 6-24, 6-25, 6-27, c-255	
e. Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).				12. Reports of child abuse are forwarded to appropriate authorities.		AR 608-10, 2-22, c-256	
f. Sponsor's company commander.				13. Established procedures are followed when an abuse allegation is made in a FCC home.		AR 608-18, AR 608-10, 2-22, 6-24, c-257	
3. FCC management personnel identify and respond to indicators of potential abuse during quarterly and unannounced home visits.		AR 608-10, 2-27, 6-34, c-247					
4. Child Abuse prevention education is offered to parents.		AR 608-10, 2-29, c-248					
5. FCC management personnel monitor homes using the FCC Child Abuse Risk Assessment Tool (CARAT) and take appropriate actions when risk is indicated.		AR 608-10, 6-52, c-249 HQDA LOI for use of FCC CARAT 19 Sep 88 c-249					

DATE	FAMILY ADVOCACY PROGRAM MANAGER (Signature)	DATE	FAMILY CHILD CARE DIRECTOR (Signature)
DATE	CRIMINAL INVESTIGATIVE DIVISION (Signature)	DATE	MILITARY POLICE (Signature)

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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 III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD <i>(Month and Year)</i>
MACOM	MACOM CODE	SUBORDINATE COMMAND CODE	
FAMILY CHILD CARE PROVIDER NAME	FAMILY CHILD CARE HOME ADDRESS	TELEPHONE NUMBER	

**INDIVIDUAL FAMILY CHILD CARE HOME (FCC) MINIMUM STANDARDS CORRECTIVE ACTION PLAN**

REFERENCE	NONCOMPLIANCE			DESCRIPTION OF CORRECTIVE ACTION TAKEN/TO BE TAKEN	COMPLIANCE DATE(S)	SIGNATURE OF REGULATORY OFFICIAL
	ITEM NO.	AREA	CODE			

DATE	FCC PROVIDER <i>(Signature)</i>	FCC DIRECTOR <i>(Signature)</i>	TELEPHONE NO.(s) <i>(AUTOVON and Commercial)</i>
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**CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.)**

**SECTION III - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD <i>(Month and Year)</i>													
MACOM	MACOM CODE	SUBORDINATE COMMAND CODE														
TOTAL INSTALLATION HOUSING UNITS <table border="1" style="width:100%; height:20px;"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						TOTAL FCC HOMES <table border="1" style="width:100%; height:20px;"><tr><td></td><td></td><td></td><td></td></tr></table>					TOTAL FCC HOMES CAPACITY <table border="1" style="width:100%; height:20px;"><tr><td></td><td></td><td></td><td></td></tr></table>					

**FAMILY CHILD CARE (FCC) USDA CHILD CARE FOOD PROGRAM (CCFP) DATA**

**A. PROGRAM INFORMATION**

1. NUMBER OF PROVISIONALLY AND FULLY CERTIFIED FCC HOMES *(Use September data)*
2. NUMBER OF PROVISIONALLY AND FULLY CERTIFIED FCC HOMES ENROLLED IN THE USDA CCFP *(Use September data)*
3. DOES INSTALLATION SERVE AS CCFP SPONSOR?    YES     NO


IF INSTALLATION DOES NOT SPONSOR THE CCFP, EXPLAIN THE CIRCUMSTANCES WHICH PRECLUDE SPONSORSHIP.

4. DO PROVIDERS RECEIVE COMMODITIES?    YES     NO     FULL     BONUS

DESCRIBE

**B. FINANCIAL DATA (When monthly data is requested, use September data)**

1. AVERAGE MONTHLY CCFP REIMBURSEMENT PER PROVIDER \_\_\_\_\_
2. SEP CCFP REIMBURSEMENT *(Providers and Admin)* \_\_\_\_\_
3. TOTAL CCFP PROVIDER REIMBURSEMENT RECEIVED THIS FY \_\_\_\_\_
4. TOTAL CCFP FCC SYSTEM ADMINISTRATIVE REIMBURSEMENT RECEIVED THIS FY \_\_\_\_\_
5. TOTAL CCFP FCC SYSTEM REIMBURSEMENT RECEIVED THIS FY *(Provider + admin)* \_\_\_\_\_

DATE	FCC DIRECTOR <i>(Signature)</i>	TELEPHONE NO.(s) <i>(AUTOVON and Commercial)</i>
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**CHILD DEVELOPMENT SERVICES (CDS) PROGRAM/FACILITY REPORT (Cont'd.)**

**SECTION IV - CHILD DEVELOPMENT SERVICES (CDS) FAMILY CHILD CARE (FCC) HOME SYSTEM**

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD (Month and Year)
MACOM	MACOM CODE	SUBORDINATE COMMAND CODE	
STANDARDS COMPLIANCE VERIFICATION		SUPPLEMENTAL PROGRAM AND SERVICES: SYSTEM	

**PROGRAM MANAGEMENT**

COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE	COMPLIANCE STANDARD	YES	NO	REFERENCE	CODE
1. Supplemental Programs and Services (SPS) are implemented as necessary to augment and support Child Development Center (CDC) and Family Child Care (FCC) systems.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 7-1, 7-2, c-258		7. Volunteers in CDS programs are trained and referred through the SPS System.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 3-15, 7-19, c-264 DOD Manual 6060, 1-m-16,	
2. SPS staffing reflects personnel requirements necessary for programs and services offered.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 1-8, 3-11-14, 7-3, 7-14, 7-15, c-259 DA PAM 570-551		8. A School-Age/Latch Key (SA/LK) Program is implemented under CDS or Youth Services prponency when installation needs assessment supports requirement.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 7-2, 7-22-24, c-265 CFSC Operational Guidance	
3. All programs and services comply with provisions of AR 608-10 as specified.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 2-6, 7-1, c-260 AR 215-1		9. Optional programs and services are implemented based on installation needs and at the discretion of the commander.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 7-2, 7-25-36 c-266	
4. Support services common to Child Development Services (CDS) programs are provided through the SPS system.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 7-1, 7-2, 7-17-21 (Sect V), c-261						
5. Parent education services and special events are coordinated for all CDS systems.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 7-18, c-262						
6. Resource and Referral Services are available to CDS patrons when waiting lists exist for CDC and FCC services.	<input type="checkbox"/>	<input type="checkbox"/>	AR 608-10, 7-20, c-263						

DATE	SUPPLEMENTAL PROGRAMS AND SERVICES DIRECTOR (Signature)	DATE	CDS COORDINATOR (Signature)
DATE	SCHOOL-AGE/LATCH KEY SPECIALIST (Signature)	DATE	YOUTH SERVICES DIRECTOR (Signature)

\*Check YES, or NO. \*If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

- |   |  |   |
|---|--|---|
| 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 IV - CHILD DEVELOPMENT SERVICES (CDS) SUPPLEMENTAL PROGRAMS AND SERVICES SYSTEM**

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD <i>(Month and Year)</i>
MACOM	MACOM CODE	SUBORDINATE COMMAND CODE	

**SUPPLEMENTAL PROGRAMS AND SERVICES (SPS) SYSTEM MINIMUM STANDARDS CORRECTIVE ACTION PLAN**

REFERENCE	NONCOMPLIANCE			DESCRIPTION OF CORRECTIVE ACTION TAKEN/TO BE TAKEN	COMPLIANCE DATE(S)	SIGNATURE OF REGULATORY OFFICIAL
	ITEM NO.	AREA	CODE			
DATE	COMMAND REPRESENTATIVE <i>(Signature)</i>				TELEPHONE NO.(s) <i>(AUTOVON and Commercial)</i>	