

OSD 2022 INSPECTION CRITERIA (SAC)

General Management

Resource Management & Administration

Fee Policy

Description: The program has implemented the fee policy in accordance with current DoD guidance.

Intent: To ensure that all parents are charged in accordance with the annual DoD fee policy.

COMPONENTS

Description: Hardship waivers are granted in accordance with DoD and Service fee policies.

Inspection Type: On-Site, Virtual

On-Site Method Guidance:

Review any hardship waivers granted in the past 12 months to ensure that hardship fee waivers are approved by the installation commander or designee.

Description: Parent fees are determined by Total Family Income (TFI).

Inspection Type: On-Site, Virtual

On-Site Method Guidance:

Review parent fee calculation documentation to determine if parent fees were determined by TFI.

Certification and Accreditation

Description: The program meets the requirements of DoD certification and the Military Child Care Act for accreditation.

Intent: To ensure that Child Development Programs meet the standards of DoD and a national accrediting body.

COMPONENTS

Description: The facility/program DoD Certification to Operate is current.

Inspection Type: On-Site

On-Site Method Guidance:

Validate that a current Letter of DoD Certification is on file. Validate that the plaque is prominently displayed.

Description: If eligible, the program is accredited by a DoD-approved national accrediting body.

Inspection Type: On-Site, Virtual

On-Site Method Guidance:

Observe a current accreditation certificate or correspondence from an accreditation body verifying accreditation status.

Description: Programs that are not accredited have a Service approved extension in place for achieving accreditation.

Inspection Type: On-Site, Virtual

On-Site Method Guidance:

Verify an extension is in place outlining the plan of action and timeline for becoming accredited if the program is not currently accredited.

Description: Programs whose accreditation is revoked report the revocation to the Service within established timeframe.

Inspection Type: On-Site, Virtual
On-Site Method Guidance: Ensure programs whose accreditation is revoked report the revocation to the Service within established timeframe.
Child Care Space Utilization
Description: Space utilization is focused on meeting the installation child care demand.
Intent: To ensure child care space utilization is efficiently and effectively managed to meet the needs of eligible patrons.
COMPONENTS
Description: Processes are in place to fill vacant spaces in a timely manner.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the waiting list, current enrollment, and existing vacancies to determine if vacant child care spaces are filled in a timely manner.
Description: Parents are provided with information on alternative care arrangements.
Inspection Type: On-Site
On-Site Method Guidance: Review information on alternative care arrangements and information provided to parents when space is not available in an installation program.
Description: Program usage (enrollment) reflects that the primary program utilization is focused on full-day child care for working parents.
Inspection Type: On-Site
On-Site Method Guidance: Review space utilization and the waiting list. Ensure utilization focuses on full day child care when there is a waiting list for full day care. Part-day and hourly care may not exceed 20% of the program's capacity during duty hours.
Description: Activity rooms/program spaces are not re-purposed for storage, office space, or other non-child care activities.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Ensure that activity rooms/program spaces have not been re-purposed (e.g., turned into an office or used for storage) if there is a waiting list and the space is appropriate for activity room use.
Description: Activity rooms/program spaces operate at maximum capacity.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Assess activity rooms/program spaces to determine if there are any activity rooms/programs spaces not operating at maximum capacity. Determine if the program has a waiting list where the closed or reduced ratio activity room/program space could be fully utilized.
MilitaryChildCare.com
Description: The DoD request for care and wait list management system, MilitaryChildCare.com (MCC), is utilized.

Intent: To ensure child care access for the DoD child development program system is efficiently and effectively managed in accordance with a standardized offer process and the DoD priority system.
COMPONENTS
Description: All care options offered by the program are entered into MCC for families to request care.
Inspection Type: On-Site
On-Site Method Guidance: Review the Program and Care Option Report in MCC to determine if all care options offered by the program are active in MCC. All care options are required to be entered into MCC, regardless if a wait list exists.
Description: All offers for care are made through MCC in accordance with the standard offer process.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review recent enrollment data and compare to offer data in MilitaryChildCare.com (MCC) to validate that currently enrolled children received an offer through MCC and the offer process is followed.
Description: Offers are made in sequence order, in accordance with the DoD priority system
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review offer data using the Offer Process Report from MilitaryChildCare.com (MCC) to determine if offers are made in sequence order and the DoD priorities for care are followed.
Personnel Management
Compensation Practices
Description: Staff compensation practices are in place.
Intent: To ensure personnel are compensated appropriately.
COMPONENTS
Description: Direct care staff are paid in accordance with the child and youth personnel pay plan.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the direct care staff files. Validate that direct care staff salaries are within published ranges. Pay particular attention to staff who have achieved the target level to ensure they are paid the pay band II rate.
Sufficient Staff
Description: A sufficient number of qualified staff are available to manage and operate the program.
Intent: To ensure enough personnel are in place and that they are qualified.
COMPONENTS
Description: There is a manager/supervisor onsite to provide oversight during the program operating hours.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review documentation (i.e., staff schedules) to ensure a manager/supervisor provides oversight during the program operating hours.
Description: Management oversight is provided to ensure staff have opportunities to complete required training and receive coaching and professional development support from their training and curriculum specialist.

Inspection Type: On-Site
On-Site Method Guidance: Review documentation (i.e., staff schedules) to verify management oversight is provided to ensure the program has adequate staffing to provide staff opportunities to complete required training, coaching and professional development. Documentation validates that staff are provided training time during the day.
Description: Management oversight is provided to ensure the program has adequate staffing to operate at maximum capacity.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review documentation (e.g., staff schedules) to verify management oversight is provided to ensure the program has adequate staffing to operate at maximum capacity during program operating hours.
Description: Sufficient staff is provided to ensure consistency for children/youth and families.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review documentation (e.g., staff schedules) to verify there is sufficient staff to ensure the program generally maintains consistent classroom/program staffing for continuity of care for children/youth.
Training Personnel
CYP Professional Training Program
Description: The program is supported by personnel tasked to provide training and oversight to all CYP Professionals.
Intent: To ensure dedicated training personnel are available to support CYP Professionals.
COMPONENTS
Description: A Training and Curriculum (T&C) specialist is assigned to the program.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Validate that there is a T&C specialist assigned to the program. T&C specialists may be shared within the CYP based on the size of the programs.
Description: The T&C specialist tracks and documents training to support DoD certification and accreditation.
Inspection Type: On-Site
On-Site Method Guidance: The T&C Specialist tracks and documents training to support DoD certification and accreditation. Review the training plan and other supporting documents to validate the training is recorded and tracked.
Description: The T&C specialist conducts formal observations of direct care staff during interactions with children/youth.
Inspection Type: On-Site
On-Site Method Guidance: Review documentation that the T&C specialist conducts observations of direct care staff and meets with staff to discuss observations, develop written plans for improvement, and identify training needs. Verify the T&C specialist shares the results of formal observations with the program director.
Description: The T&C specialist supports staff professional development and credentialing.

Inspection Type: On-Site
On-Site Method Guidance: Review documentation that the T&C Specialist supports staff development and credentialing by setting goals, providing support and coaching to assist in meeting those goals. Verify that the T&C specialist provides documentation of professional development opportunities.
CYP Professional Orientation Training
Description: There is an orientation training plan for CYP Professionals.
Intent: To ensure that CYP Professionals complete DoDI orientation training requirements designed to provide a foundation for caring for children.
COMPONENTS
Description: CYP Professionals complete 40 hours of orientation within the first 90 days of employment/certification.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Validate that orientation training was completed within 90 days of employment/certification.
Description: CYP Professionals complete orientation training on age-appropriate guidance and discipline techniques.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Validate that orientation training on age-appropriate guidance and discipline techniques was completed within 90 days of employment.
Description: CYP Professionals complete orientation training on applicable regulations, policies, and procedures.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Validate that orientation training on applicable regulations, policies, and procedures was completed within 90 days of employment.
Description: CYP Professionals complete orientation training on safety and fire prevention.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Validate that orientation training on safety and fire prevention was completed within 90 days of employment.
Description: CYP Professionals complete orientation training on child abuse prevention, identification, and reporting.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Validate that orientation training on child abuse prevention, identification, and reporting was completed within 90 days of employment.
Description: CYP Professionals complete orientation training on parent and family relations.
Inspection Type: On-Site, Virtual

<p>On-Site Method Guidance: Validate that orientation training on parent and family relations was completed within 90 days of employment.</p>
<p>Description: CYP Professionals complete orientation training on health and sanitation procedures, including blood-borne pathogens, occupational health hazards, and recognizing symptoms of illness.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Validate that orientation training on health and sanitation procedures, including blood-borne pathogens, occupational health hazards, and recognizing symptoms of illness was completed within 90 days of employment.</p>
<p>Description: CYP Professionals complete orientation training on emergency health and safety procedures, including cardiopulmonary resuscitation (CPR) and choking.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Validate that orientation training on emergency health and safety procedures, including cardiopulmonary resuscitation (CPR) was completed within 90 days of employment.</p>
<p>Description: CYP Professionals complete orientation training on first aid.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Validate that orientation training on first aid was completed within 90 days of employment.</p>
<p>Description: CYP Professionals complete orientation training on nutrition, obesity prevention, and meal service.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Validate that orientation training on nutrition, obesity prevention, and meal service was completed within 90 days of employment.</p>
<p>Description: CYP Professionals complete orientation training on working with children/youth with special needs.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Validate that orientation training on working with children/youth with special needs was completed within 90 days of employment.</p>
<p>Description: CYP Professionals complete orientation training on accountability and supervision.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Validate that orientation training on accountability and supervision was completed within 90 days of employment.</p>
<p>Description: CYP Professionals complete orientation training on working with children of different ages including developmentally appropriate activities and environmental observations.</p>
<p>Inspection Type: On-Site, Virtual</p>

<p>On-Site Method Guidance: Validate that orientation training on developmentally appropriate activities and environmental observations was completed within 90 days of employment.</p>
<p>DoD Training Courses</p>
<p>Description: CYP Professionals complete the DoD-approved competency-based training courses.</p>
<p>Intent: To ensure that CYP Professionals complete the DoD-approved competency-based training courses linked to the DoD Child Development Program (CDP) Employee Wage Plan.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: CYP Professionals complete or are on track to complete the DoD-approved competency-based training courses within the DoD Component specified time frames.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review training files to validate the tracking and completion of the competency-based training courses within the DoD Component specified time frames.</p>
<p>CYP Professional Annual Training</p>
<p>Description: There is an annual training plan for CYP Professionals.</p>
<p>Intent: Ensure that CYP Professionals complete the annual training requirements specified by DoD policy.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: CYP Professionals complete 24 hours of ongoing professional development annually.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review training files to validate that the required hours of annual training were completed.</p>
<p>Description: CYP Professionals complete annual training on child abuse prevention, identification, and reporting.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review training files to validate that annual training included this topic.</p>
<p>Description: CYP Professionals complete annual training on working with children with special needs.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review training files to validate that annual training included this topic.</p>
<p>Description: Designated CYP Professionals complete annual training on administering medication, if applicable/required.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review training files to validate that annual training included this topic, if required.</p>
<p>Description: CYP Professionals complete annual training on positive guidance and appropriate touch.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review training files to validate that annual training included this topic.</p>

Description: CYP Professionals maintain current certification in CPR.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files to validate CYP Professionals maintain certification in CPR.
Description: CYP Professionals maintain current certification in first aid.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files to validate staff maintain certification in first aid.
Management Staff Annual Training
Description: There is an annual training plan for management staff.
Intent: To ensure that management staff complete annual training requirements specified by DoD policy.
COMPONENTS
Description: Management Staff complete annual training on child abuse prevention, identification, and reporting.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of management staff to validate annual training was completed and documented.
Description: Management staff complete annual training on program administration and financial management.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of management staff to validate annual training was completed and documented.
Description: Management staff complete annual training on staff development and personnel management.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of the management staff to validate annual training was completed and documented.
Description: Management staff complete annual training on the prevention of illness and injury, and promotion of health.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of management staff to validate annual training was completed and documented.
Description: Management staff complete annual training on emergency procedures and preparedness.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of management staff to validate annual training was completed and documented.
Description: Management staff complete the annual training on working with children with special needs.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of management staff to validate annual training was completed and documented.

Description: Management staff complete annual training on positive guidance and appropriate touch.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of management staff to validate annual training was completed and documented.
Description: Management staff complete the annual training on developmentally appropriate practices.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of management staff to validate annual training was completed and documented.
Food Service Staff Annual Training
Description: There is an annual training plan for food service staff.
Intent: To ensure that food service staff complete the annual training requirement specified by DoD policy.
COMPONENTS
Description: Food service staff complete annual training directly related to their position.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of the food service staff to validate annual training was completed and documented.
Description: Food service staff complete annual training on child abuse prevention, identification, and reporting.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of the food service staff to validate annual training was completed and documented.
Description: Food service staff complete annual training on positive guidance and appropriate touch.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of the food service staff to validate annual training was completed and documented.
Clerical and Administrative Staff Annual Training
Description: There is an annual training plan for clerical and administrative staff.
Intent: To ensure that clerical and administrative staff complete the annual training requirement specified by DoD policy.
COMPONENTS
Description: Clerical and administrative staff complete annual training directly related to their position.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files of the clerical and administrative staff to validate annual training was completed and documented.
Description: Clerical and administrative staff complete annual training on child abuse prevention, identification, and reporting.
Inspection Type: On-Site, Virtual

<p>On-Site Method Guidance: Review training files of the clerical and administrative staff to validate annual training was completed and documented.</p>
<p>Description: Clerical and administrative staff complete annual training on positive guidance and appropriate touch.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review training files of the clerical and administrative staff to validate annual training was completed and documented.</p>
<p>Specified Volunteer Training</p>
<p>Description: There is a training plan for specified volunteers.</p>
<p>Intent: To ensure that all specified volunteers complete the training requirements specified by DoD policy.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: Specified volunteers complete an orientation of the program.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Verify the orientation training include information on operational issues such as hours of operation and the volunteer's role in the program. Validate that orientation training was completed and documented.</p>
<p>Description: Specified volunteers complete annual training in accordance with Service policies.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review training files of the specified volunteers to validate annual training was completed and documented.</p>
<p>Description: Specified volunteers complete orientation training on child abuse prevention, identification, and reporting.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Validate that orientation training on child abuse prevention, identification, and reporting was completed as part of orientation training.</p>
<p>Contractor Training</p>
<p>Description: There is a training plan for contractors.</p>
<p>Intent: To ensure that all contractors complete the training requirements specified by DoD policy.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: Contractors complete an orientation of the program.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review the contractor files. Validate that the training was completed and documented.</p>
<p>Description: Contractors complete annual training in accordance with Service policies.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review the contractor files. Validate that the training was completed and documented.</p>

Professional Development Training Courses
Description: T&C Specialists, Managers, and Food Service Staff complete the DoD-approved professional development training courses.
Intent: To ensure T&C Specialists, Managers and Food Service Staff receive comprehensive foundational and specialized training.
COMPONENTS
Description: Managers complete the DoD-approved professional development training courses within the Service Component specified timelines.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files to validate the tracking and completion of the professional development training courses.
Description: Food service staff complete the DoD-approved professional development training courses within the Service Component specified timelines.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review training files to validate the tracking and completion of the professional development training courses.
Record Keeping
Child/Youth Documentation
Description: Child/youth files contain the required information.
Intent: To ensure that files provide easy access to information to account for children/youth and to ensure their health and safety.
COMPONENTS
Description: There is a system in place to ensure information in the child/youth files is reviewed and updated annually by the parents.
Inspection Type: On-Site
On-Site Method Guidance: Verify there is a system in place to ensure parents review and update their child/youth's file annually.
Description: There is a system in place to ensure the child/youth files contain an emergency contact.
Inspection Type: On-Site
On-Site Method Guidance: Verify there is a system in place to ensure the child/youth files contain an emergency contact.
Description: There is a system in place to ensure the child files contain documentation of up-to-date immunizations.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Verify there is a system in place to ensure child files contain documentation of up-to-date immunizations, if required, or there is a medical or religious exemption documented. Children who are enrolled in the public school system are exempt from providing documentation of immunizations. Children who are not enrolled in the public school system must provide documentation of up-to-date immunizations.

CYP Professional/Staff Documentation
Description: CYP Professional files contain the required information.
Intent: To ensure that important information on CYP Professionals is readily available for review.
COMPONENTS
Description: There is a system in place to ensure CYP Professional/Staff files contain documentation of a current health screening.
Inspection Type: On-Site
On-Site Method Guidance: Verify there is a system in place to ensure CYP Professional/Staff files contain documentation of a current health screening.
Description: There is a system in place to ensure CYP Professional/Staff files contain documentation of required immunizations.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Verify there is a system in place to ensure CYP Professional/Staff files contain documentation of current immunizations or there is a medical or religious exemption documented.
Description: CYP Professional/Staff files contain documentation of the required pre-employment/certification reference checks.
Inspection Type: On-Site
On-Site Method Guidance: Review the CYP Professional/staff files. Verify that required reference checks were completed prior to employment.
Description: There is a system in place to ensure CYP Professional/Staff files contain documentation of education and experience requirements for the position they hold.
Inspection Type: On-Site
On-Site Method Guidance: Verify there is a system in place to ensure staff files contain documentation of education and experience and it is appropriate for the staff member's assigned position.
Description: There is a system in place to ensure Department of Motor Vehicles driving records are maintained for all staff who transport children.
Inspection Type: On-Site
On-Site Method Guidance: Verify there is a system in place to ensure the files of all staff members who are authorized to transport children include a copy of their Department of Motor Vehicles driving record.
Specified Volunteer Documentation
Description: Required documentation is maintained for specified volunteers.
Intent: To ensure that important information for specified volunteers is readily available for review.
COMPONENTS
Description: Specified volunteer files include documentation that required reference checks are completed.
Inspection Type: On-Site

<p>On-Site Method Guidance: Review the specified volunteers' files. Verify that required reference checks for volunteers were conducted.</p>
<p>Description: Specified volunteer files contain documentation of a volunteer agreement form.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review specified volunteer's files. Verify that a copy of the volunteer agreement form is maintained in the file.</p>
<p>Description: Specified volunteer files contain documentation of required immunizations.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review the specified volunteer files. Verify the files include documentation of current immunizations or there is a medical or religious exemption documented.</p>
<p>Contractor Documentation</p>
<p>Description: Required documentation is maintained for contractors.</p>
<p>Intent: To ensure that important information for contractors is readily available for review.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: A system is in place to maintain contractor records.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review the contractor files to verify that there is a system to maintain records. This includes contracted camp staff.</p>
<p>Facilities, Health, Safety, and Risk Management</p>
<p>Background Checks</p>
<p>CYP Staff Background Checks</p>
<p>Description: Background checks for CYP Staff are completed and documentation maintained by the program.</p>
<p>Intent: To ensure that individuals working in programs have been properly vetted.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all CYP Staff.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Verify that CYP Staff have a current Basic Criminal History and Statement of Admission, DD Form 2981, on file.</p>
<p>Description: A system is in place to follow up with the office of responsibility on any background check submissions that have not been completed.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review the documentation to identify background checks that have not been completed. Ask the Director the process for following up with the responsible office. Follow-up actions and the reason for any delays and corrective actions are documented, as applicable.</p>

Contractor Background Checks
Description: Background checks for contractors are completed and documentation is maintained by the program.
Intent: To ensure that individuals working in programs have been properly vetted.
COMPONENTS
Description: A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all contractors.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Verify that contractors have a current Basic Criminal History and Statement of Admission, DD Form 2981, on file.
Description: A system is in place to follow up with the office of responsibility on background checks that have not been completed.
Inspection Type: On-Site
On-Site Method Guidance: Review the documentation to identify background checks that have not been completed. Ask the director about the process for following up with the responsible office. Follow-up actions and the reason for any delays and corrective actions are documented, as applicable.
Specified Volunteer Background Checks
Description: Background checks for specified volunteers are completed and documentation is maintained by the program.
Intent: To ensure that individuals working in programs have been properly vetted.
COMPONENTS
Description: A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all specified volunteers.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Verify that specified volunteers have a current the Basic Criminal History and Statement of Admission, DD Form 2981 on file.
Description: A system is in place to follow up with the office of responsibility on background checks that have not been completed.
Inspection Type: On-Site
On-Site Method Guidance: Review the documentation to identify background checks that have not been completed. Ask the director the process for following up with the responsible office. Follow-up actions and the reason for any delays and corrective actions are documented, as applicable.
Staff LOSS Procedures
Description: Procedures are in place outlining the line-of-sight supervision (LOSS) requirements for staff.
Intent: To ensure that individuals working with children who do not have a completed Tier 1 Investigation work under LOSS.
COMPONENTS

<p>Description: Staff who do not have a completed and adjudicated Tier 1 Investigation work within line-of-sight as defined by the policy clarification memo dated 28 September 2018.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Verify the listing of staff without a completed and adjudicated Tier 1 Investigation and observe that these staff work within line of sight as defined by the policy clarification memo dated 28 September 2018. LOSS is operationally defined as providing oversight by means of a closed circuit television system, vision panels within interior doors and windows allowing for visual access of the occupied room, and/or utilizing management-level staff member to regularly monitor the individual while on duty.</p>
<p>Description: Staff without a completed and adjudicated Tier 1 Investigation wear identifying apparel.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Verify the listing of staff without a completed and adjudicated Tier 1 Investigation and ensure these staff are conspicuously identifiable by distinctive clothing or other visible markings.</p>
<p>Contractor and Volunteer LOSS Procedures</p>
<p>Description: Procedures are in place outlining the line-of-sight supervision (LOSS) requirements for contractors and volunteers.</p>
<p>Intent: To ensure that the LOSS requirements are implemented for all individuals who do not have a completed Tier 1 Investigation and are working with children..</p>
<p>COMPONENTS</p>
<p>Description: Contractors who do not have a completed and adjudicated Tier 1 Investigation work within line-of-sight as defined by the policy clarification memo dated 28 September 2018.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Verify the listing of contractors without a completed and adjudicated Tier 1 Investigation and observe that these contractors work within line of sight as defined by the policy clarification memo dated 28 September 2018. LOSS is operationally defined as providing oversight by means of a closed circuit television system, vision panels within interior doors and windows allowing for visual access of the occupied room, and/or utilizing management-level staff member to regularly monitor the individual while on duty.</p>
<p>Description: Contractors who do not have a completed and adjudicated Tier 1 Investigation wear identifying apparel.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Verify the listing of contractors without completed and adjudicated Tier 1 Investigations and ensure these contractors are conspicuously identifiable by distinctive clothing or other visible markings. LOSS is operationally defined as providing oversight by means of a closed circuit television system, vision panels within interior doors and windows allowing for visual access of the occupied room, and/or utilizing management-level staff member to regularly monitor the individual while on duty.</p>
<p>Description: Specified volunteers wear identifying apparel.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that specified volunteers are conspicuously identifiable by distinctive clothing or other visible markings.</p>

Description: Specified volunteers are not left alone with children/youth
Inspection Type: On-Site
On-Site Method Guidance: Observe that specified volunteers are not left alone with children/youth
Oversight and Inspection
Required Inspections
Description: The installation meets the requirements of Public Law 104-106 governing the number and types of required inspections.
Intent: To ensure continuous oversight and program improvement.
COMPONENTS
Description: Findings identified during the Higher HQ inspection remain corrected.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the most recent DoD Higher HQ inspection report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
Description: Findings identified during the MDTI remain corrected.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the most recent MDTI report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
Description: Findings identified during the comprehensive fire inspection were corrected and remain corrected.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the most recent comprehensive fire inspection report and validate that deficiencies were corrected and remain corrected or there is Service extension/exception in place.
Description: Findings identified during the comprehensive safety inspection were correct and remain corrected.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the most recent comprehensive safety inspection report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
Description: Findings identified during the comprehensive health and sanitation inspection were corrected and remain corrected.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the most recent comprehensive health and sanitation inspection report and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.
Description: An inspection of the playground is completed by a certified playground inspector at least once a year. The installation has a certified playground inspector available to support the program.
Inspection Type: On-Site, Virtual

<p>On-Site Method Guidance: Review the documentation maintained on playground inspections. Certified Playground Safety Inspector (CPSI) OR National Program for Playground Safety (NPPS) certification is required to be held by the playground inspector.</p>
<p>Description: Findings identified during annual playground inspection were corrected and remain corrected.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review documentation and note whether corrective actions were corrected and remain corrected. Verify during exterior facility inspection.</p>
<p>Fire and Safety</p>
<p>Safety and Emergency Management</p>
<p>Description: The program establishes policies and procedures to ensure fire safety and emergency management.</p>
<p>Intent: To ensure that fire safety and emergency management procedures are in place, thereby reducing the risk of accidents and injuries.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: First aid supplies are readily available.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Verify that there is a first aid kit in a central location containing required items.</p>
<p>Description: The program maintains documentation that the vehicles used in transporting children/youth are inspected before use.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review documentation evidence that vehicles used to transport children/youth are inspected before use.</p>
<p>Safe Environments</p>
<p>Description: Daily indoor/outdoor checks are conducted to ensure facilities are safe and free of hazards prior to children's/youth's arrival.</p>
<p>Intent: To ensure safety procedures are in place, thereby reducing the risk of accidents and injuries.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: The indoor common areas are free of fire hazards.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review daily inspection reports to verify that all areas of the indoors are inspected daily prior to children/youth's arrival. Ensure the indoor space is free of fire hazards.</p>
<p>Description: The indoor common areas are free of safety hazards.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review daily inspection reports to verify that all areas of the indoors are inspected daily prior to children/youth's arrival. Ensure the indoor space is free of safety hazards.</p>
<p>Description: The outdoor areas are free of fire hazards.</p>

Inspection Type: On-Site
On-Site Method Guidance: Review daily inspection reports to verify that all outdoor areas are inspected daily prior to children/youth's arrival. Ensure the outdoor space is free of fire hazards.
Description: The outdoor areas are free of safety hazards.
Inspection Type: On-Site
On-Site Method Guidance: Review daily inspection reports to verify that all outdoor areas are inspected daily prior to children/youth's arrival. Ensure the outdoor space is free of safety hazards.
Description: A process is in place to report hazards and track hazards until they are remedied.
Inspection Type: On-Site
On-Site Method Guidance: Review the system for reporting hazards and deficiencies. Spot check hazards and deficiencies noted on daily inspection checklist against this system to verify that reports are made, tracked and issues remedied.
Facility/Home and Outdoor Areas well maintained
Description: The facility/home and outdoor areas are well maintained.
Intent: To ensure the facilities/home and outdoor areas are maintained well to reduce the risks of accidents and injuries and protect assets.
COMPONENTS
Description: The indoor area is well maintained.
Inspection Type: On-Site
On-Site Method Guidance: Observe the indoor area to verify that it is well maintained.
Description: The outdoor area is well maintained,
Inspection Type: On-Site
On-Site Method Guidance: Observe the outdoor area to verify that it is well maintained
Description: Maintenance issues are reported and tracked.
Inspection Type: On-Site
On-Site Method Guidance: Review the system for reporting maintenance issues. Spot check maintenance issues against this system to verify that reports are made, tracked and issues remedied.
Fire Prevention
Description: Fire safety prevention measures are in place.
Intent: To ensure that fire safety prevention measures are in place to protect children and staff.
COMPONENTS
Description: Monthly fire inspection is conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME).
Inspection Type: On-Site, Virtual

<p>On-Site Method Guidance: Review program documentation for the past 12 months to verify that monthly fire inspections are conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME) and granted the authority to conduct the inspection.</p>
<p>Description: Deficiencies noted during monthly fire inspections were corrected and remain corrected.</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review program documentation for the past 12 months to verify that deficiencies noted during monthly fire inspections were corrected and remain corrected or a service-specific extension/exception is in place.</p>
<p>Description: Primary and secondary evacuation routes are posted in indoor areas</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe in all rooms, common areas, public areas, training rooms, activity rooms, and offices and verify that primary and secondary evacuation routes are posted.</p>
<p>Description: Primary and secondary evacuation routes are posted in the kitchen.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that a primary and secondary evacuation route are posted in the kitchen.</p>
<p>Emergency Evacuation Drills</p>
<p>Description: Emergency evacuation drills are conducted.</p>
<p>Intent: To ensure emergency evacuation procedures are practiced and followed.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: Monthly fire evacuation drill is conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME).</p>
<p>Inspection Type: On-Site, Virtual</p>
<p>On-Site Method Guidance: Review program documentation for the past 12 months to verify that monthly fire evacuation drills are conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME) and granted the authority to conduct the drill.</p>
<p>Description: Deficiencies noted during monthly fire drill were corrected and remain corrected.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review program documentation for the past 12 months to verify that deficiencies noted during monthly fire drills were corrected and remain corrected or a service-specific extension/exception is in place.</p>
<p>Description: Evacuation drills are conducted monthly at different times of the day or evening when children/youth are in care.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review documentation to validate monthly drills are conducted at different times of the day/evening/month when children/youth are in care.</p>
<p>Description: All persons evacuate safely during fire drills.</p>

Inspection Type: On-Site
On-Site Method Guidance: Ensure either by observing a drill or reviewing monthly fire drill reports that the fire protection specialist verifies that all persons evacuate safely during a fire drill.
Description: The program has a system in place to account for all children/youth during fire drills.
Inspection Type: On-Site
On-Site Method Guidance: Verify staff have a system in place for accounting for the children in care when the facility is evacuated. Review fire drill reports to verify that all occupants were accounted for during the most recent drill.
Inclusion
Inclusion Procedures for Children with Special Needs
Description: Guidance and operating procedures are practiced to provide services to children/youth with special needs.
Intent: To support the inclusion and participation of children/youth with and without disabilities in the child and youth programs.
COMPONENTS
Description: Information and training about a child's/youth's special needs are shared with CYP Professionals and others who provide direct care to the child/youth.
Inspection Type: On-Site
On-Site Method Guidance: Verify that CYP Professionals were trained on the special needs of any child/youth in their direct care.
Nutrition & Food Service
USDA Procedures
Description: The food program is administered in accordance with U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and DoD requirements.
Intent: To ensure that nutritious meals and snacks are provided.
COMPONENTS
Description: Core or cyclical menus are posted.
Inspection Type: On-Site
On-Site Method Guidance: Observe that menus are posted.
Description: Drinking water is readily available at all times.
Inspection Type: On-Site
On-Site Method Guidance: Observe that children/youth have water available throughout the day, including on playgrounds and during field trips.
Description: Meals and snacks are served every 2-3 hours.
Inspection Type: On-Site
On-Site Method Guidance: Review the daily schedule to ensure that meals and snacks are scheduled every 2-3 hours.

Description: Food is prepared to allow for second helpings of vegetables, fruit, bread, and milk.
Inspection Type: On-Site
On-Site Method Guidance: Observe mealtimes to verify that children have enough food for second helpings, if desired. Staff notify the kitchen if they need more food and the kitchen provides the additional food.
Description: Substitutions are recorded on the posted menu before they are served.
Inspection Type: On-Site
On-Site Method Guidance: Review the menus and ensure substitutions are recorded for parents before meals are served.
Dietary Accommodations
Description: Processes and procedures are in place to address food allergies and substitutions.
Intent: To ensure that the program makes dietary accommodations to address the individual needs of children/youth.
COMPONENTS
Description: Children's/youth's food allergies and dietary restrictions are posted where meals and snacks are served/consumed.
Inspection Type: On-Site
On-Site Method Guidance: Compare the list of children/youth with special dietary needs with the information posted where meals and snacks are served.
Description: Substitutions and restrictions noted on the allergy/food substitutions list are followed.
Inspection Type: On-Site
On-Site Method Guidance: Observe mealtimes/snacks with children/youth with dietary restrictions to ensure substitutions are provided and restrictions are followed. Substitutions and restrictions must also be followed when cooking activities are conducted.
Description: Children's/Youth's food allergies and restrictions and the required substitutions and accommodations are posted in the kitchen/food preparation area.
Inspection Type: On-Site
On-Site Method Guidance: Compare the list of children/youth with special dietary needs with the information posted in the kitchen/food preparation area and ensure that substitutions/allowed foods are noted.
Description: Medical dietary accommodations are based on written documentation from a licensed health care provider.
Inspection Type: On-Site
On-Site Method Guidance: Validate that there is written documentation from a medical professional on file for medically-based food accommodations.
Facility Standards
Indoor Environment Space
Description: The indoor environment meets space and operational requirements.

Intent: To ensure that the indoor facility is designed to support program operations.
COMPONENTS
Description: Bathrooms and hand-washing sinks are easily accessible and appropriately sized.
Inspection Type: On-Site
On-Site Method Guidance: Ensure that toilets and sinks are appropriately sized or safely adapted for the children present (e.g., a step stool is provided).
Description: Systems that support and maintain facility temperature and humidity levels are in working order.
Inspection Type: On-Site
On-Site Method Guidance: Request a current list of outstanding facility maintenance issues with HVAC system. Rooms/program space are maintained at a comfortable temperature. Make note during inspection if any areas are overly hot or cold. If so, ask Director if this is an isolated or ongoing problem.
Description: There is adequate indoor storage space.
Inspection Type: On-Site
On-Site Method Guidance: Ensure that program materials are stored in an accessible location and materials are easily retrieved. There is enough storage that the rooms are not cluttered.
Description: Communication systems are functioning properly.
Inspection Type: On-Site
On-Site Method Guidance: Review outstanding facility maintenance issues that impact communications (e.g., telephones, intercoms). Observe staff using these systems to see if they are functioning properly. Also observe other methods staff use to communicate, such as walkie-talkies, to ensure they are functioning.
Description: If there is a CCTV system, the system is functioning properly.
Inspection Type: On-Site
On-Site Method Guidance: If there is a CCTV system, observe the system to ensure the CCTV system is functioning properly.
Indoor Environment Supports Staff
Description: The indoor environment supports the needs of staff.
Intent: To ensure that space is available for staff breaks, planning, and training.
COMPONENTS
Description: An adult restroom is available.
Inspection Type: On-Site
On-Site Method Guidance: Verify at least one adult restroom is available in the facility or there is a system in place to ensure adults do not use the restroom at the same time as children/youth.
Description: There is a planning and training area.
Inspection Type: On-Site

<p>On-Site Method Guidance: Verify that there is dedicated space away from children for staff to plan and train. The dedicated space may be at another facility in close proximity and/or when children/youth are not present.</p>
<p>Description: A staff break area is available.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Verify that there is a dedicated space for staff to take breaks. The dedicated space may be at another facility in close proximity and/or when children/youth are not present.</p>
<p>Outdoor Environment Space</p>
<p>Description: The outdoor environment has adequate space and meets operational requirements.</p>
<p>Intent: To ensure that outdoor areas are age appropriate and are safe for use by children and youth.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: All areas in the outdoor play area allow for visual supervision.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that the outdoor environment is designed to allow for clear, visual supervision.</p>
<p>Description: Outdoor storage space is available.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that outdoor equipment and program materials are stored in an easily accessible location that protects materials from weather conditions. If the outdoor environment is separated from the facility, there is a means to bring materials and equipment outdoors.</p>
<p>Description: Playgrounds have a balance of sun and shade.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Complete a walk-around and visually confirm that playgrounds have a balance of sun and shade.</p>
<p>Description: Outdoor play areas/environments are accessible from the facility or located near the facility.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Verify that outdoor play areas/environments are directly accessible from the facility or located near the facility and are accessible via a route free from hazards.</p>
<p>Facility Access</p>
<p>Description: Access to the facility is controlled.</p>
<p>Intent: To ensure the facility design limits accessibility to authorized individuals.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: The facility has a single centrally controlled entry point to ensure that only authorized persons have access to the facility.</p>
<p>Inspection Type: On-Site</p>

<p>On-Site Method Guidance: Ensure that the program has a single, central entry point to the facility and that there is system in place to monitor access to the facility (e.g., staff, CCTV). Observe to validate that only authorized people have access to the facility.</p>
<p>Description: Visitors are required to sign in and out of the facility/home.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Visitors must Observe the front desk staff during various times of the day. Verify that the front desk staff require visitors to sign in and out of the facility. Review the visitor sign/in and sign/out log to verify it is being used. Visitors must sign in/out when children/youth are present.</p>
<p>Description: All visitors are required to wear a visitor's badge.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe the front desk staff during various times of the day to verify that the front desk staff require visitors to wear a visitor's badge.</p>
<p>Description: Exterior doors that do not open onto fenced areas have alarms.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Open all exterior doors that do not open onto a fenced area to verify that there is an audible alarm. Verify that staff check the door when the alarm sounds.</p>
<p>Facility Child Abuse Prevention Measures</p>
<p>Description: The facility is designed to minimize the risk of child abuse.</p>
<p>Intent: To ensure the facility design supports the prevention of child abuse.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: Activity rooms/areas permit visibility of children/youth.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe the environment to ensure there is visibility of the entire activity room/areas. Ensure there are no blind spots. Convex mirrors may be used to increase visibility, but mirrors do not replace staff supervision. Check to ensure mirrors are mounted and positioned to clearly see areas of the room where vision is impeded.</p>
<p>Description: It is possible to see into each activity room/space through a window or vision panel at all times.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that there is clear visible access into the spaces and that windows/vision panels are clear of obstructions.</p>
<p>Description: Procedures are in place to allow visibility or limit access to indoor closets and storerooms.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that lights are on in any unlocked storage area.</p>

Description: Rooms/spaces are not completely darkened when children/youth are present.
Inspection Type: On-Site
On-Site Method Guidance: Observe that rooms/spaces have lighting that allows visibility across the room and/or on CCTV. Natural lighting from windows is an acceptable source.
Description: Adults and teens do not use the restroom at the same time as children/youth.
Inspection Type: On-Site
On-Site Method Guidance: Verify a system is in place to ensure that adults and teens do not use the restrooms at the same time as children/youth.
Health & Sanitation (Facility)
Food Service Health and Sanitation Standards
Description: The program establishes policies and procedures that ensure food preparation and storage areas are kept clean and sanitary.
Intent: To ensure food consumed by children is safe.
COMPONENTS
Description: Documentation is available indicating that local kitchen/food preparation area inspections are conducted monthly.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the past 12 months of health and sanitation inspections.
Description: Deficiencies identified during the local kitchen/food preparation area inspections are corrected and remain corrected.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the past 12 months of health and sanitation inspections. Verify that the deficiencies were corrected.
Description: The kitchen/food preparation area is clean and sanitary.
Inspection Type: On-Site
On-Site Method Guidance: Observe the overall kitchen/food preparation areas for cleanliness and sanitation, including appliances and food prep areas. Ensure there is no evidence of rodents or insects.
Description: Food is stored and served in a safe and sanitary manner.
Inspection Type: On-Site
On-Site Method Guidance: Ensure food is stored in a sanitary manner. Inspect dry food storage areas, refrigerators, and freezers for general sanitation (no spills/food debris/dirt), and adherence to safe food handling and storage practices (food appropriately dated, not expired, sealed containers). Observe food being delivered to the activity rooms in preparation for serving. Ensure that food is covered as it is delivered to the classroom and is maintained at the proper temperature (hot foods hot/cold foods cold). When meals are provided by parents, food storage and handling procedures comply with policies that are consistent with USDA guidelines and health regulations.
Facility Health and Sanitation Hazards

Description: The program establishes policies and procedures that ensure the facility is kept clean and sanitary.
Intent: To ensure that custodial practices are sanitary, thereby reducing the spread of disease.
COMPONENTS
Description: Custodial support is provided in accordance with the Service specific requirements to ensure the facility is clean and sanitary.
Inspection Type: On-Site, Virtual
On-Site Method Guidance: Review the custodial frequency guidelines to ensure custodial support is provided in accordance with the Service specific requirements.
Description: The facility/home is clean and sanitary.
Inspection Type: On-Site
On-Site Method Guidance: Observe the overall facility for cleanliness and sanitation. Ensure that there is no evidence of rodents or insects.
Hand Washing Procedures
Description: Hand washing procedures are established and followed.
Intent: To ensure that hand-washing procedures are in place and are followed, thereby reducing the spread of disease.
COMPONENTS
Description: Hand washing procedures are posted at all sinks tin common areas.
Inspection Type: On-Site
On-Site Method Guidance: Observe that hand washing procedures are posted at all sinks in common areas.
Description: Liquid soap and disposable towels are available at all sinks in common areas.
Inspection Type: On-Site
On-Site Method Guidance: Observe that soap and disposable towels are available at all sinks in common areas.
Description: CYP Professionals follow appropriate hand washing procedures.
Inspection Type: On-Site
On-Site Method Guidance: Observe CYP Professionals while they are washing their hands to verify that correct hand washing steps are followed.
Description: Food service staff follow appropriate hand washing procedures.
Inspection Type: On-Site
On-Site Method Guidance: Observe food service staff while they are washing their hands to verify that correct hand washing steps are followed.
Description: CYP Professionals supervise children during hand washing to teach the appropriate hand washing process. CYP Professionals provide guidance and assistance when necessary.

Inspection Type: On-Site
On-Site Method Guidance: Observe CYP Professional as children wash their hands to verify that staff assist and monitor hand washing as appropriate for the ages in care.
Description: Hand washing procedures are posted at all sinks in the kitchen.
Inspection Type: On-Site
On-Site Method Guidance: Observe that hand washing procedures are posted at all sinks in the kitchen.
Description: Liquid soap and disposable towels are available at all sinks in the kitchen.
Inspection Type: On-Site
On-Site Method Guidance: Observe that soap and disposable towels are available at all sinks in the kitchen.
Medication Administration and Storage
Description: Procedures to administer and store medication are established and followed.
Intent: To ensure that policies and procedures are in place and are followed to ensure that medication is properly administered and stored.
COMPONENTS
Description: A staff member trained to administer medications is on duty during the hours of operation.
Inspection Type: On-Site
On-Site Method Guidance: Verify that there is a staff member on site during the hours of operation who is trained to administer medication. Review the work schedules to ensure that a staff member is available at all times to administer medications.
Description: A Medical Authorization Form is on file for each medication administered.
Inspection Type: On-Site
On-Site Method Guidance: Review a listing of children/youth who receive medication and match them to the Medical Authorization Form on file.
Description: Medication is maintained in the original container, properly labeled, and current.
Inspection Type: On-Site
On-Site Method Guidance: Observe that all medication is maintained in the original container and properly labeled. Observe that the medication prescriptions are current.
Description: Medications are properly stored.
Inspection Type: On-Site
On-Site Method Guidance: Observe that medications are safely stored in accordance with the prescription and easily accessible by staff/inaccessible by children/youth. Medicines that require refrigeration are stored in a designated refrigerated-area. Rescue medication are stored IAW the Service policy. If medication is in a locked area, individuals authorized to administer medication should have quick and easy access. Medication is inaccessible to school-age children/youth unless they are approved to self-medicate.

Description: Staff document the administration of medications.
Inspection Type: On-Site
On-Site Method Guidance: Review staff documentation of medication administration.
Description: Individuals know and understand the medical conditions of the children/youth in their care requiring rescue medications.
Inspection Type: On-Site
On-Site Method Guidance: Ask the staff, coaches, and contract instructors to identify the children in their care who have medical concerns and what medications and responses are required.
Description: Emergency action plans are in place for the specific medical conditions of children/youth in the program.
Inspection Type: On-Site
On-Site Method Guidance: Review a list of all children/youth with allergies and/or potentially life-threatening conditions. Ask the program to identify the Emergency Action Plans in place for children/youth with specific medical conditions. Ask the program to discuss the system that is in place to ensure that the list of children/youth with allergies and chronic health conditions remain up to date. Verify that the information in the child/youth files matches the information on the list.
Equipment Cleaning and Sanitation
Description: Procedures to clean and sanitize equipment and materials are established.
Intent: To ensure that the environment minimizes the risk of communicable disease transmission.
COMPONENTS
Description: Solutions for cleaning, sanitizing and disinfecting are prepared, labeled, and stored according to Service specific policy.
Inspection Type: On-Site
On-Site Method Guidance: Observe bottles of cleaning, sanitizing and disinfecting solutions. Bottles should be labeled with contents and dated.
Description: Solutions for cleaning, sanitizing and disinfecting the kitchen are prepared, labeled, and stored according to Service specific policy.
Inspection Type: On-Site
On-Site Method Guidance: Observe bottles of cleaning, sanitizing and disinfecting solutions. Bottles should be labeled with contents and dated.
Child Abuse Prevention, Identification & Reporting
Child Abuse Identification & Reporting
Description: There are procedures for preventing and reporting child abuse and neglect.
Intent: To ensure staff, contractors, and specified volunteers understand how to identify, recognize, and report child maltreatment and neglect, and follow guidance policies.
COMPONENTS

Description: The current DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in a location where it is visible to staff and parents.
Inspection Type: On-Site
On-Site Method Guidance: Verify that the DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in a visible location and that the DoD hotline number is correct.
Description: Individuals do not use corporal punishment or other negative discipline methods.
Inspection Type: On-Site
On-Site Method Guidance: Observe staff, contractors and volunteers to ensure corporal or demeaning punishment methods are not used.
Supervision of Children/Youth
Child/Youth Supervision
Description: The program has a system in place to ensure all children/youth are supervised.
Intent: To ensure the proper supervision of all children/youth in care.
COMPONENTS
Description: At least two paid staff members are present in the facility when the facility is operational.
Inspection Type: On-Site
On-Site Method Guidance: Observe during hours of operation that two staff members are in the facility at all times.
Description: Personal electronic devices are not used when supervising children/youth.
Inspection Type: On-Site
On-Site Method Guidance: Observe and verify that staff are not using personal electronic devices while caring for children/youth. Staff are attentive and focused on all children/youth and activities.
Description: Staff/Providers actively supervise activity areas for which they are responsible.
Inspection Type: On-Site
On-Site Method Guidance: Observe staff when they are with children, both indoors and outdoors, to ensure they are actively monitoring the children in their care by repositioning themselves as necessary.
Accountability for Children
Child Accountability
Description: A system is in place to account for children in care.
Intent: To ensure proper accountability for all children in care.
COMPONENTS
Description: Systems are in place to account for children/youth during transitions and emergencies.
Inspection Type: On-Site
On-Site Method Guidance: Ensure that there is a process in place for supervision and accountability during field trips, excursions within walking distance of the program, transitions in the daily schedule, transitions to another classroom, and during emergency situations

Description: Practices are in place to ensure that children/youth are not left unattended in vehicles.
Inspection Type: On-Site
On-Site Method Guidance: Review program policies to ensure an accountability process is in place so children/youth are not left unattended in vehicles when transported by the program.
Description: Each child is assigned to a specific staff member.
Inspection Type: On-Site
On-Site Method Guidance: Ensure that each child is assigned to a specific staff member.
Description: An accountability system is in place to account for children who do not show up to the program at their usual time.
Inspection Type: On-Site
On-Site Method Guidance: Ensure that there is a process in place if the child does not show up. Observe the process. If not observed, ask the director or front desk staff to articulate the process. Parents are contacted when children do not arrive at the scheduled/usual time, either from home or from school.
Sign In/Out Systems
Description: Sign In/Out systems are in place to account for children/youth and staff.
Intent: To ensure proper accountability for all children in care.
COMPONENTS
Description: Staff sign in and out of the facility.
Inspection Type: On-Site
On-Site Method Guidance: Observe throughout the day to ensure staff are signing in and out of the facility.
Description: Parents sign their children in and out of the facility/home.
Inspection Type: On-Site
On-Site Method Guidance: Observe the front desk or welcome area. Verify that parents are signing their children in and out of the facility/home.
Staff to Child/Youth Ratios/Group Sizes
Description: Staff to Child/Youth ratios are maintained.
Intent: To ensure proper accountability for all children in care.
COMPONENTS
Description: Staff to child/youth ratios are maintained.
Inspection Type: On-Site
On-Site Method Guidance: Observe to ensure that the ratios are not exceeded. Ratios must be maintained indoors and outdoors.
Description: Group sizes are maintained.
Inspection Type: On-Site

On-Site Method Guidance: Observe that appropriate group sizes are not exceeded.
Description: Volunteers and persons under 18 years of age are not counted in ratios.
Inspection Type: On-Site
On-Site Method Guidance: Observe that volunteers and persons under 18 years of age are not counted in ratios.
Description: Staff to child/youth ratios are maintained.
Inspection Type: Virtual
On-Site Method Guidance: Observe to ensure that the ratios are not exceeded. Ratios must be maintained indoors and outdoors.
Description: Group sizes are maintained.
Inspection Type: Virtual
On-Site Method Guidance: Observe that appropriate group sizes are not exceeded.
Child/Youth Release Procedures
Description: Systems are in place to release children/youth to authorized adults.
Intent: To ensure proper accountability for all children in care.
COMPONENTS
Description: Children/youth are only released to their parents, guardians, or individuals authorized in writing.
Inspection Type: On-Site
On-Site Method Guidance: Observe the front desk area when children/youth are going home. Verify that a process is in place to ensure that only authorized individuals are allowed to pick up children/youth. There must be a process in place for notifying the responsible staff that it has been verified that the person is authorized to pick up the child.
Description: Children/Youth may self-release for a specific activity if signed permission is given by the parent.
Inspection Type: On-Site
On-Site Method Guidance: Validate that self-release procedures are consistent with the installation home alone policy or self-care policy.
Programming
Communication with Families
Parent Communication and Interactions
Description: The program/staff/providers communicates with parents and makes them feel welcomed.
Intent: To ensure that processes and procedures are clearly defined so that parents have access to their children at all times and communication with parents is two-way and ongoing.
COMPONENTS
Description: Parents are welcomed in the facility/home and have access to their children/youth at all times.
Inspection Type: On-Site

<p>On-Site Method Guidance: Observe interactions with parents and direct care staff during hours of operation. Staff create an environment that makes parents feel welcome in the program. Parents are encouraged to attend special activities and other parent participation opportunities. Staff greet parents and engage them in conversation. Observe that desk staff do not prohibit parents from accessing the facility.</p>
<p>Description: Parents are provided with information on policies and procedures, the program philosophy, program offerings and policy changes.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review the policies and procedures provided to parents. Information must include program philosophy. Review documentation such as newsletters and posted information to see how information is disseminated to parents. Ask how families receive updates.</p>
<p>Description: CYP Professionals demonstrate respectful and responsive interactions with families.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe staff/family interactions. Observe that direct care staff demonstrate responsive interactions with parents.</p>
<p>Description: Parents are informed about accidents and incidents.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Review information and documentation provided to parents. Verify parents are informed about accidents and incidents.</p>
<p>Parent Involvement</p>
<p>Description: The program has a Parent Participation Program (PPP).</p>
<p>Intent: To meet the requirements of Public Law 104-106 regarding parent participation. The program encourages opportunities for parent involvement.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: Parent Board meeting minutes are shared with all parents.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that the Parent Board minutes are posted or placed in a location conspicuous to all parents. The minutes may also be electronically shared with parents.</p>
<p>Description: Parents are provided information on participation opportunities.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Look for flyers, newsletters, group e-mail and other correspondence documenting how opportunities are shared with parents.</p>
<p>Learning Activities & Interactions</p>
<p>Positive Relationships</p>
<p>Description: The program fosters positive relationships between direct care staff/providers and children.</p>

<p>Intent: To ensure that staff/provider-child interactions are based on an understanding of the child's developmental level. Staff interactions with children facilitate the development of the children's social and emotional competence.</p>
<p>COMPONENTS</p>
<p>Description: CYP Professionals demonstrate responsive interactions with children in daily routines and activities.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe staff/child interactions during daily routines and activities. Observe that direct care staff demonstrate responsive interactions with children.</p>
<p>Description: Direct care staff demonstrate respectful and responsive interactions with fellow staff.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe staff interactions with each other. In interactions with other staff, staff use tone, words and body language that lack anger or frustration; their facial expression and body language is calm, they ask for information and share information about children and families.</p>
<p>Description: Staff, contractors, and volunteers promote self-confidence in children/youth.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe staff asking questions that encourage children to think for themselves, listening attentively when children are speaking, and sharing their thoughts and skills. Adult show appreciation and encouragement. Staff encourage independence, self-reliance, and critical thinking by allowing children to experience leadership roles, assume responsibility, and develop problem-solving skills. Observe staff assisting children without taking control.</p>
<p>Description: CYP Professionals promote positive interactions to help children develop prosocial skills.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that CYP Professionals coach children to be kind to each other and stand up for others. Observe CYP professionals encourage children to listen and learn about others' experiences, feelings, needs, abilities and perspectives.</p>
<p>Description: Program activities and environments reflect the culture of the children in the activity room/home.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that the activities and environments reflect the cultural makeup of the group of children served.</p>
<p>Positive Guidance</p>
<p>Description: Staff/providers follow the guidance policy and demonstrate appropriate guidance techniques.</p>
<p>Intent: To ensure staff/providers understand and apply appropriate guidance strategies.</p>
<p>COMPONENTS</p>
<p>Description: CYP Professionals implement appropriate behavior management systems.</p>
<p>Inspection Type: On-Site</p>

<p>On-Site Method Guidance: Observe CYP Professionals interacting with children during routines and activities. CYP Professionals set appropriate limits to help children control their own impulses and behaviors. CYP Professionals set expectations that are realistic for the age and developmental level of children and redirect children as needed. CYP Professionals are specific about what behavior is expected for different activities and/or procedures. CYP Professionals develop rules in conjunction with children and post the rules for children to see. CYP Professionals encourage children to resolve their own conflicts in a safe and appropriate manner (e.g. CYP Professionals serve as a facilitator, if needed). CYP Professionals respond to both positive behaviors as well as negative behaviors. CYP Professionals model appropriate behavior and set good examples. CYP Professionals serve as positive role models, modeling appropriate language, behavior, and actions. CYP Professionals address bullying immediately.</p>
<p>Daily Schedules</p>
<p>Description: Daily schedules are responsive to the needs of children.</p>
<p>Intent: To ensure that the daily schedule provides a structured routine that is developmentally appropriate and is effectively implemented.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: CYP Professionals manage transitions between activities.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe the program during transitions and ensure that staff have materials ready for activities so that children do not have long wait times when starting activities. Children are provided advance notice of upcoming changes to their activities.</p>
<p>Description: Routines are responsive to the needs and interests of the children.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Observe that activities flow smoothly from one to another and that children's movements indicate they are aware of the routines. The routines are consistent but flexible to allow for the needs and interests of the children. Children are allowed to settle in and adjust upon arrival to the program.</p>
<p>Screen Based Media</p>
<p>Description: Screen based media is used appropriately.</p>
<p>Intent: To ensure that screen based media utilized by the program is appropriate for children and monitored by CYP Professionals.</p>
<p style="text-align: center;">COMPONENTS</p>
<p>Description: The content of screen based media is age appropriate.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Media is assessed by the program prior to use. Programs establish limitations based on the age, content, and medium. Alternative activities are available when screen-based activities are offered. Observe CYP Professionals monitoring the use of screen based media.</p>
<p>Description: Internet access, computers and software are available for youth.</p>
<p>Inspection Type: On-Site</p>
<p>On-Site Method Guidance: Verify internet access is available by logging into the screen-based media. Observe that there are sufficient</p>

computers and they are well maintained and working order. Computers are capable of running current software and support digital technology programs in music and art. Content filtering software is utilized to protect children.
Core Programming, Learning Activities and Environments
Description: The core programming, learning activities and environments support the program goals and are engaging and challenging.
Intent: To ensure programs provide intentional programming for school-age children that are age appropriate, interesting and meaningful.
COMPONENTS
Description: Activities are planned/conducted to support the core areas including: Leadership and Service Programs, Education and Science, Technology, Engineering and Math Programs, Health and Wellness Programs, the Arts (Digital, Fine, Applied, and Performing) Programs, and Sports and Recreation Programs.
Inspection Type: On-Site
On-Site Method Guidance: Observe activities if in progress and/or review documentation
Description: Children provide input into the planning and execution of the programs/activities.
Inspection Type: On-Site
On-Site Method Guidance: During the observation and documentation review of the program, substantiate that a system is in place for children/ to provide input into the planning and implementation of the programs/activities.
Description: Environments have sufficient space for all planned activities and programs.
Inspection Type: On-Site
On-Site Method Guidance: Observe that children can work and play without crowding and there is enough space so indoor activities do not interfere with each other. Environments are intentionally arranged to minimize disruptions and interferences and meet program needs. Observe that active and quiet areas are separated and active play does not disrupt quiet play. Observe that movement from one area to another does not interfere with existing activities.
Description: The indoor environments reflect the work and interests of children.
Inspection Type: On-Site
On-Site Method Guidance: Environments (indoors) are designed based on child input. Ensure environments have a clear function and reflect the work and interests of children currently enrolled in the program. Child art/projects/accolades must be professionally/respectfully displayed. Displays must be kept up-to-date.
Description: A variety of materials, equipment, and supplies to implement activities are available indoors and outdoors.
Inspection Type: On-Site
On-Site Method Guidance: Observe that a variety of age appropriate materials, supplies and equipment are available and sufficient for the number of children. Materials, equipment, and supplies are easily accessible and can be returned without staff assistance. Programs may establish a controlled usage system. Materials are complete and in good repair.
Age-Appropriate Meal Service

Description: Meals and snacks are provided in an age appropriate manner to support choice and self-regulation.

Intent: To ensure that meals and snacks are provided in either a family-style or buffet-style dining format that offers the freedom to choose the type and amount of food.

COMPONENTS

Description: Children have the opportunity to self-serve and choose food options.

Inspection Type: On-Site

On-Site Method Guidance:

Observe school-age children select meals and snack of choice. Children serve themselves.