

# AIR FORCE 2024 INSPECTION CRITERIA (FCC)

## A General Management

### A.1 Resource Management & Administration

<b>A.1.a</b>	Fee Policy
	<b>Description:</b> The program has implemented the fee policy in accordance with current DoD guidance.
	<b>Intent:</b> To ensure that all parents are charged in accordance with the annual DoD fee policy.

#### COMPONENTS

<b>A.1.a.3</b>	Fees determined by TFI
	<b>Description:</b> Parent fees are determined by Total Family Income (TFI).
	<b>Inspection Type:</b> On-Site, Virtual
	<p><b>On-Site Method Guidance:</b> Review the files of families who participate in the fee assistance program to determine if their fees were determined by TFI.</p> <p><b>Service On-Site Method Guidance:</b> CDC and SAC: Review CYP BMS to ensure all TFI calculations have been completed and validated. FCC: Review CYP BMS for families enrolled in subsidy to ensure they have been completed and validated and coordinated with AFSVC.</p> <p><b>Virtual Method Guidance:</b> CDC and SAC: Review CYP BMS to ensure all TFI calculations have been completed and validated. FCC: Review CYP BMS for families enrolled in subsidy to ensure they have been completed and validated and coordinated with AFSVC.</p>

<b>A.1.d</b>	Child Care Space Utilization
	<b>Description:</b> Space utilization is focused on meeting the installation child care demand.
	<b>Intent:</b> To ensure child care space utilization is efficiently and effectively managed to meet the needs of eligible patrons.

#### COMPONENTS

<b>A.1.d.1</b>	Vacancies are filled
	<b>Description:</b> Processes are in place to fill vacant spaces in a timely manner.
	<b>Inspection Type:</b> On-Site, Virtual
	<p><b>On-Site Method Guidance:</b> Review the waiting list, current enrollment, and existing vacancies to determine if vacant child care spaces are filled in a timely manner.</p> <p><b>Service On-Site Method Guidance:</b> Review enrollment data to identify if vacancies exist within the program. If spaces are available, generate the wait list from MCC.com to see if children have been offered spaces within 2 weeks of vacancy. Ask the Mgt. team about the vacant spaces and review any supporting documentation (e.g., transition form, transition plan or transition schedule) to verify that internal moves are planned in advance and vacancies are backfilled in a timely manner.</p>

	<p><b>Virtual Method Guidance:</b> Review enrollment data to identify if vacancies exist within the program. If spaces are available, generate the wait list from MCC.com to see if children have been offered spaces within 2 weeks of vacancy. Ask the Mgt. team about the vacant spaces and review any supporting documentation (e.g., transition form, transition plan or transition schedule) to verify that internal moves are planned in advance and vacancies are backfilled in a timely manner.</p>
A.1.d.8	<p>Networks with squadron commanders and supervisors on child care options.</p> <p><b>Description:</b> Informs squadron commanders and unit leaders about child care options on and off installations.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b></p> <p><b>Service On-Site Method Guidance:</b> Ensure CC/FCC Coordinator is providing child care options to Squadron Commanders and Supervisors on and off installations. Reviews lists of briefings that have been provided to Commanders. and Supervisors.</p> <p><b>Virtual Method Guidance:</b> Ensure CC/FCC Coordinator is providing child care options to Squadron Commanders and Supervisors on and off installations. Reviews lists of briefings that have been provided to Commanders. and Supervisors.</p>
A.1.d.10	<p>Recruit Providers</p> <p><b>Description:</b> Providers are recruited to support installation child care needs.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b></p> <p><b>Service On-Site Method Guidance:</b> Interview FCC/CC Coordinator to see how they are recruiting providers. Check for briefings to squadrons, newcomers, etc. Review FCC Panel minutes if necessary to check info about recruiting providers.</p> <p><b>Virtual Method Guidance:</b> Interview FCC/CC Coordinator to see how they are recruiting providers. Check for briefings to squadrons, newcomers, etc. Review FCC Panel minutes if necessary to check info about recruiting providers.</p>
A.1.e	<p>MilitaryChildCare.com</p>
	<p><b>Description:</b> The DoD request for care and wait list management system, MilitaryChildCare.com (MCC), is utilized.</p>
	<p><b>Intent:</b> 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.</p>
<b>COMPONENTS</b>	
A.1.e.1	Care options are in MCC

	<p><b>Description:</b> All care options offered by the program are entered into MCC for families to request care.</p> <p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b> 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.</p> <p><b>Service On-Site Method Guidance:</b> 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.</p>
A.1.e.2	<p>Offers follow MCC process</p> <p><b>Description:</b> All offers for care are made and closed through MCC in accordance with the standard offer process.</p> <p><b>Inspection Type:</b> On-Site, Virtual</p> <p><b>On-Site Method Guidance:</b> 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. Validate that currently enrolled children have filled offers closed in MCC.</p> <p><b>Service On-Site Method Guidance:</b> Interview installation personnel who are responsible for waitlist management. Ensure they describe how child care spaces are offered in MCC. Utilize the Offer Proces Report from militarychildcare.com to review how spaces are offered, if offers are closed, etc. Ensure the report reviews all programs, to include FCC. Interview FCC providers to ensure they are using militarychildcare.com to offer full time child care spaces.</p> <p><b>Virtual Method Guidance:</b> Interview installation personnel who are responsible for waitlist management. Ensure they describe how child care spaces are offered in MCC. Utilize the Offer Proces Report from militarychildcare.com to review how spaces are offered, if offers are closed, etc. Ensure the report reviews all programs, to include FCC. Interview FCC providers to ensure they are using militarychildcare.com to offer full time child care spaces.</p>
A.1.e.3	<p>Offers are made in sequence order</p> <p><b>Description:</b> Offers are made in sequence order, in accordance with the DoD priority system</p> <p><b>Inspection Type:</b> On-Site, Virtual</p> <p><b>On-Site Method Guidance:</b> 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.</p> <p><b>Service On-Site Method Guidance:</b> Review the program's offer data using the "Out of Sequence Offers" column of the Offer Process Report from MilitaryChildCare.com (MCC) to determine if offers are made in sequence order in accordance with required DoD priorities. Make sure there are no 1A requests (CYP staff) being passed over for other out of sequence offers. If there were offers made out of sequence, research</p>

	<p>who the children were and the process the installation used. Review enrollment data to confirm the out of sequence offers include documentation of command authorization. If offers were made out of sequence and command authorization was not obtained, ask the management. team about the offers and review any supporting documentation.</p> <p><b>Virtual Method Guidance:</b> Review the program's offer data using the "Out of Sequence Offers" column of the Offer Process Report from MilitaryChildCare.com (MCC) to determine if offers are made in sequence order in accordance with required DoD priorities. Make sure there are no 1A requests (CYP staff) being passed over for other out of sequence offers. If there were offers made out of sequence, research who the children were and the process the installation used. Review enrollment data to confirm the out of sequence offers include documentation of command authorization. If offers were made out of sequence and command authorization was not obtained, ask the management. team about the offers and review any supporting documentation.</p>
A.1.g	Family Child Care Certification
	<b>Description:</b> The installation has a process in place to certify qualified FCC Providers.
	<b>Intent:</b> There is a process in place to certify qualified FCC Providers who can support the mission requirements of the installation.
<b>COMPONENTS</b>	
A.1.g.1	A system is in place to deny and/or revoke FCC certification
	<b>Description:</b> There is a system in place to deny and/or revoke FCC certification.
	<b>Inspection Type:</b> On-Site, Virtual
	<p><b>On-Site Method Guidance:</b> Review written guidance from the installation that addresses this process. If available, review documentation from a case where FCC certification was denied or revoked.</p> <p><b>Service On-Site Method Guidance:</b> Interview the Community/Family Child Care Coordinator on the revocation process) and review documentation of any certified FCC provider who had their certification revoked within the last 12 months.</p> <p><b>Virtual Method Guidance:</b> Interview the Community/Family Child Care Coordinator on the revocation process) and review documentation of any certified FCC provider who had their certification revoked within the last 12 months.</p>
A.1.g.2	FCC Certificate displayed prominently
	<b>Description:</b> The Family Child Care Certificate is displayed in a prominent location in each FCC Provider's home.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies the Certificate is displayed in a prominent location.</p> <p><b>Service On-Site Method Guidance:</b> The FCC Certificate is displayed in a prominent location (except in some overseas locations). Check 3 homes. If the Coordinator failed to identify, mark that finding.</p>

A.1.g.4	<p>Initial Inspections and Recertification Inspections</p> <p><b>Description:</b> Fire, safety, public health, and program inspections are conducted prior to initial certification or re-certification.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b></p> <p><b>Service On-Site Method Guidance:</b> Review 10% or a minimum of 3 certified FCC homes to ensure initial fire, safety, public health, and program inspections were conducted prior to recommendation for initial certification. Ensure annual fire, safety, public health, and program inspections were conducted prior to recommendation for recertification.</p> <p><b>Virtual Method Guidance:</b> Review 10% or a minimum of 3 certified FCC homes to ensure initial fire, safety, public health, and program inspections were conducted prior to recommendation for initial certification. Ensure annual fire, safety, public health, and program inspections were conducted prior to recommendation for recertification.</p>
A.1.g.5	<p>FCC Panel Oversight</p> <p><b>Description:</b> FCC Panel recommends applicants for certification</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b></p> <p><b>Service On-Site Method Guidance:</b> Ensure the FCC Panel meets quarterly to provide oversight for the FCC Program. Duties include: Certification for FCC applicants; Home inspections; FCC provider's insurance; Annual survey of parent satisfaction; Selects the FCC provider of the year; FCC providers training status; Semi-annually determines the need for additional FCC homes and the type of care needed; Panel convenes when an FCC provider fails to correct significant deficiencies identified in the monthly visit; fails to make satisfactory progress towards completing required training; when one or more individuals were ready for certification; when there was a complaint against a FCC provider; when there was an allegation of child abuse and/or neglect involving a FCC provider. The FCC Panel must determine the number children/youth each FCC provider may care for at one time. The FCC Panel must review the results of the Annual Unannounced Comprehensive Inspections; Review results of the Annual Unannounced Higher Headquarters Inspection. NOTE: It is not necessary to check for each of the above items. The minutes should show the Panel is actively providing oversight.</p> <p><b>Virtual Method Guidance:</b> Ensure the FCC Panel meets quarterly to provide oversight for the FCC Program. Duties include: Certification for FCC applicants; Home inspections; FCC provider's insurance; Annual survey of parent satisfaction; Selects the FCC provider of the year; FCC providers training status; Semi-annually determines the need for additional FCC homes and the type of care needed; Panel convenes when an FCC provider fails to correct significant deficiencies identified in the monthly visit; fails to make satisfactory progress towards completing required training; when one or more individuals were ready for certification; when there was a complaint against a FCC provider; when there was an allegation of child abuse and/or neglect involving a FCC provider. The FCC Panel must determine the number children/youth each FCC provider may care for at one time. The FCC Panel must review the results of the Annual Unannounced Comprehensive Inspections; Review</p>

	<p>results of the Annual Unannounced Higher Headquarters Inspection. NOTE: It is not necessary to check for each of the above items. The minutes should show the Panel is actively providing oversight.</p>
<b>A.3 Training Personnel</b>	
<b>A.3.b</b>	CYP Professional Training Program
	<b>Description:</b> The program is supported by personnel tasked to provide training and oversight to all CYP Professionals.
	<b>Intent:</b> To ensure dedicated training personnel are available to support CYP Professionals.
<b>COMPONENTS</b>	
<b>A.3.b.1</b>	T&C assigned to program
	<b>Description:</b> A Training and Curriculum (T&C) specialist is assigned to the program.
	<b>Inspection Type:</b> On-Site, Virtual
	<p><b>On-Site Method Guidance:</b> Validate that there is a T&amp;C specialist assigned to the program. T&amp;C specialists may be shared within the CYP based on the size of the programs.</p> <p><b>Service On-Site Method Guidance:</b> At least 1 Trainer is assigned to each program.</p> <p><b>Virtual Method Guidance:</b> At least 1 Trainer is assigned to each program.</p>
<b>A.3.b.2</b>	T&C administers training program to support DoD certification and accreditation
	<b>Description:</b> The T&C specialist tracks and documents training to support DoD certification and accreditation.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b> The T&amp;C Specialist tracks and documents training to support DoD certification and supports providers pursuing accreditation. Review the training plan and other supporting documents to validate the training is recorded and tracked.</p> <p><b>Service On-Site Method Guidance:</b> NOTE: This is based on review of all the training criteria (e.g. coaching, observations, annual training). For this item to be NOT MET, trainers must be missing a considerable amount of AF training requirements.</p>
<b>A.3.c</b>	CYP Professional Orientation Training
	<b>Description:</b> There is an orientation training plan for CYP Professionals.
	<b>Intent:</b> To ensure that CYP Professionals complete DoDI orientation training requirements designed to provide a foundation for caring for children.
<b>COMPONENTS</b>	
<b>A.3.c.1</b>	CYP Professionals complete orientation
	<b>Description:</b> CYP Professionals complete orientation training
	<b>Inspection Type:</b> On-Site, Virtual

	<p><b>On-Site Method Guidance:</b> Validate that orientation training was completed within 90 days of employment/certification.</p> <p><b>Service On-Site Method Guidance:</b> Review direct care staff training NEO AF Form 1098 to ensure 40 hours of orientation was completed within 90 days of onboarding. "10% of direct care staff (Minimum 6, Maximum 15) * At least 2 records of staff hired within past 12 months (check orientation training) * At least 2 records of staff onboard for 12 - 24 months (check module progress) * At least 2 records of staff onboard at least 5 years"</p> <p><b>Virtual Method Guidance:</b> Review direct care staff training NEO AF Form 1098 to ensure 40 hours of orientation was completed within 90 days of onboarding. "10% of direct care staff (Minimum 6, Maximum 15) * At least 2 records of staff hired within past 12 months (check orientation training) * At least 2 records of staff onboard for 12 - 24 months (check module progress) * At least 2 records of staff onboard at least 5 years"</p>
A.3.d	DoD Training Courses
	<b>Description:</b> CYP Professionals complete the DoD-approved competency-based training courses.
	<b>Intent:</b> To ensure that CYP Professionals complete the DoD-approved competency-based training courses linked to the DoD Child Development Program (CDP) Employee Wage Plan.
<b>COMPONENTS</b>	
A.3.d.1	CYP Professionals complete DoD courses in the DoD Component specified time frames
	<b>Description:</b> CYP Professionals complete or are on track to complete the DoD-approved competency-based training courses within the DoD Component specified time frames.
	<b>Inspection Type:</b> On-Site, Virtual
	<p><b>On-Site Method Guidance:</b> Review training files to validate the tracking and completion of the competency-based training courses within the DoD Component specified time frames.</p> <p><b>Service On-Site Method Guidance:</b> Review DoD Competency (VLS) 1098. Direct care staff must complete one set of DoD Competency Courses within 18 months of employment. CYP teaching staff must complete a minimum of three courses every three months after fulfilling the initial six-month period requirement. Term employees must complete one course for each month of employment. An employee who has multiple term appointments must complete courses consistent with the cumulative time/length of employment. Food service, administrative staff, CYP Managers and T&amp;C are in their own criteria. * Check 2 records of staff hired within past 12 months * Check 2 records of staff onboard for 12 - 24 months (check module progress) All FCC providers must complete one set VLS courses. Ensure FCC Providers complete DoD Competency courses within 15 months of the certification date. (CYP Managers and T&amp;C are in their own criteria.) Check 2 records of providers hired within past 12 months Check 2 records of providers onboard for 12-24 months.</p> <p><b>Virtual Method Guidance:</b> Review DoD Competency (VLS) 1098. Direct care staff must complete one set of DoD Competency Courses within 18 months of employment. CYP teaching staff must complete a minimum of three courses every three months after fulfilling the initial six-month period</p>

	<p>requirement. Term employees must complete one course for each month of employment. An employee who has multiple term appointments must complete courses consistent with the cumulative time/length of employment. Food service, administrative staff, CYP Managers and T&amp;C are in their own criteria. * Check 2 records of staff hired within past 12 months * Check 2 records of staff onboard for 12 - 24 months</p> <p>All FCC providers must complete one set VLS courses. Ensure FCC Providers complete DoD Competency courses within 15 months of the certification date. (CYP Managers and T&amp;C are in their own criteria.) Check 2 records of providers hired within past 12 months Check 2 records of providers onboard for 12-24 months.</p>
A.3.e	CYP Professional Annual Training
	<b>Description:</b> There is an annual training plan for CYP Professionals.
	<b>Intent:</b> Ensure that CYP Professionals complete the annual training requirements specified by DoD policy.
<b>COMPONENTS</b>	
A.3.e.1	CYP Professionals complete annual training
	<b>Description:</b> CYP Professionals complete annual training
	<b>Inspection Type:</b> On-Site, Virtual
	<p><b>On-Site Method Guidance:</b> Review training files to validate that the required annual training was completed.</p> <p><b>Service On-Site Method Guidance:</b> Review the last 12 months CDC Direct Care Staff AF Forms 1098, ensuring 24 hours of annual training were completed. 10% of direct care staff (Minimum 6, Maximum 15) * At least 2 records of staff hired within past 12 months (check orientation training) * At least 2 records of staff onboard for 12 - 24 months (check module progress) * At least 2 records of staff onboard at least 5 years. In order to count the training, the 1098 must be complete (date completed, certifying official, initial of trainee, and score of hours). Review the documentation from the last 12-month to ensure 24 hours of annual training is completed. 10% or 3 homes</p> <p><b>Virtual Method Guidance:</b> Review the last 12 months CDC Direct Care Staff AF Forms 1098, ensuring 24 hours of annual training were completed. 10% of direct care staff (Minimum 6, Maximum 15) * At least 2 records of staff hired within past 12 months (check orientation training) * At least 2 records of staff onboard for 12 - 24 months (check module progress) * At least 2 records of staff onboard at least 5 years. In order to count the training, the 1098 must be complete (date completed, certifying official, initial of trainee, and score of hours). Review the documentation from the last 12-month to ensure 24 hours of annual training is completed. 10% or 3 homes</p>
A.3.f	Management Staff Annual Training
	<b>Description:</b> There is an annual training plan for management staff.
	<b>Intent:</b> To ensure that management staff complete annual training requirements specified by DoD policy.
<b>COMPONENTS</b>	
A.3.f.1	Management staff complete annual training



	<p><b>Description:</b> Management Staff complete annual training on child abuse prevention, identification, and reporting.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b> Review training files of management staff to validate annual training was completed and documented.</p> <p><b>Service On-Site Method Guidance:</b> Review the Manager AF Form 1098 to ensure annual training on Child Abuse and Neglect Identifying, Reporting, and Prevention was completed within the last 12 months. CYP Flight Chief training will be captured in CDC. Check program manager and 1 assistant director in each program.</p> <p><b>Virtual Method Guidance:</b> Review the Manager AF Forms 1098 to ensure annual training on Child Abuse and Neglect Identifying, Reporting, and Prevention was completed within the last 12 months. CYP Flight Chief training will be captured in CDC. Check program manager and 1 assistant director in each program.</p>
A.3.h	Clerical and Administrative Staff Annual Training
	<p><b>Description:</b> There is an annual training plan for clerical and administrative staff.</p>
	<p><b>Intent:</b> To ensure that clerical and administrative staff complete the annual training requirement specified by DoD policy.</p>
<b>COMPONENTS</b>	
A.3.h.1	Clerical and administrative staff complete annual training
	<p><b>Description:</b> Clerical and administrative staff complete annual training directly related to their position.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b> Review training files of the clerical and administrative staff to validate annual training was completed and documented.</p> <p><b>Service On-Site Method Guidance:</b> Review CYP Admin AF Forms 1098, ensuring 6 hours of annual training was completed within the last 12 months. Check 1 admin file.</p> <p><b>Virtual Method Guidance:</b> Review CYP Admin AF Forms 1098, ensuring 6 hours of annual training was completed within the last 12 months. Check 1 admin file.</p>
A.3.k	Professional Development Training Courses
	<p><b>Description:</b> T&amp;C Specialists, Managers, and Food Service Staff complete the DoD-approved professional development training courses.</p>
	<p><b>Intent:</b> To ensure T&amp;C Specialists, Managers and Food Service Staff receive comprehensive foundational and specialized training.</p>
<b>COMPONENTS</b>	

A.3.k.2	Managers complete professional development training courses <b>Description:</b> Managers complete the DoD-approved professional development training courses within the Service Component specified timelines.
	<b>Inspection Type:</b> On-Site, Virtual
	<b>On-Site Method Guidance:</b> Review training files to validate the tracking and completion of the professional development training courses.
	<b>Service On-Site Method Guidance:</b> All CYP Managers must complete the manager DoD Virtual Lab School Course within 12 months from date of hire for their position. Training is documented on AF Form 1098, Special Task Certification and Recurring Training. Check program manager and 1 asst director file.  <b>Virtual Method Guidance:</b> All CYP Managers must complete the manager DoD Virtual Lab School Course within 12 months from date of hire for their position. Training is documented on AF Form 1098, Special Task Certification and Recurring Training. Check program manager and 1 asst director file.
<b>A.4 Record Keeping</b>	
A.4.a	Child/Youth Documentation
	<b>Description:</b> Child/youth files contain the required information.
	<b>Intent:</b> To ensure that files provide easy access to information to account for children/youth and to ensure their health and safety.
<b>COMPONENTS</b>	
A.4.a.1	Child/Youth files updated annually <b>Description:</b> There is a system in place to ensure information in the child/youth files is reviewed and updated annually by the parents.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Verify there is a system in place to ensure parents review and update their child/youth's file annually.
	<b>Service On-Site Method Guidance:</b> Check CYP BMS to ensure parents to update their children's information annually. Review 10% of children's files (Min 5/Max15)
A.4.a.2	Child/Youth files contain an emergency contact <b>Description:</b> There is a system in place to ensure the child/youth files contain an emergency contact.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Verify there is a system in place to ensure the child/youth files contain an emergency contact.
	<b>Service On-Site Method Guidance:</b> Use CYP BMS to verify child/youth files contain an emergency contact. Children's files--review a minimum of 5 and a maximum of 15.

A.4.a.3	Child files contain immunization information <b>Description:</b> There is a system in place to ensure the child files contain documentation of up-to-date immunizations.
	<b>Inspection Type:</b> On-Site, Virtual
	<b>On-Site Method Guidance:</b> Verify there is a system in place to ensure child files contain documentation of up-to-date immunizations or there is a medical or religious exemption documented.
	<b>Service On-Site Method Guidance:</b> Check CYP BMS to ensure child files contain documentation of up-to-date immunizations. NOTE: Before making immunizations a finding, check CDC recommended vaccines to ensure vaccine is actually past due. Medical or religious exemptions are on file for children with no vaccines. Children who are enrolled in the public school system are exempt from providing documentation of immunizations for SAC. Children who are not enrolled in the public school system must provide documentation of up-to-date immunizations. Review children's files- minimum 5 and a maximum of 15. NOTE: All programs should have records for influenza vaccines by 30 Nov.  <b>Virtual Method Guidance:</b> Check CYP BMS to ensure child files contain documentation of up-to-date immunizations. NOTE: Before making immunizations a finding, check CDC recommended vaccines to ensure vaccine is actually past due. Medical or religious exemptions are on file for children with no vaccines. Children who are enrolled in the public school system are exempt from providing documentation of immunizations for SAC. Children who are not enrolled in the public school system must provide documentation of up-to-date immunizations. Review children's files- minimum 5 and a maximum of 15. NOTE: All programs should have records for influenza vaccines by 30 Nov.
A.4.a.4	Child files contain parent-provider contract <b>Description:</b> Child files contain a current parent-provider contract/agreement.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator validates that the files contain a current parent-provider agreement.  <b>Service On-Site Method Guidance:</b> Ensure a copy of the parent contract is in each child that is in care in each home visited. Review records for each child in the home.
A.4.b	CYP Professional/Staff Documentation
	<b>Description:</b> CYP Professional files contain the required information.
	<b>Intent:</b> To ensure that important information on CYP Professionals is readily available for review.
<b>COMPONENTS</b>	
A.4.b.1	CYP Professional/Staff files contain health screening documentation <b>Description:</b> There is a system in place to ensure CYP Professional/Staff files contain documentation of a current health screening.
	<b>Inspection Type:</b> On-Site

	<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure CYP Professional/Staff files contain documentation of a current health screening.</p> <p><b>Service On-Site Method Guidance:</b> Check CYP BMS to ensure program management staff and direct care staff /providers have physical examinations on file. Review a minimum of 6, maximum of 15 folders for direct care staff. * At least 2 records of direct care staff hired within past 12 months (check orientation training) * At least 2 records of direct care staff onboarded for 12 - 24 months (check module progress) * At least 2 records of direct care staff onboarded at least 5 years</p>
A.4.b.2	<p>CYP Professional/Staff files contain immunization documentation</p> <p><b>Description:</b> There is a system in place to ensure CYP Professional/Staff files contain documentation of required immunizations.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b> 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. The program has a method to identify staff who are not immunized in the case of an outbreak.</p> <p><b>Service On-Site Method Guidance:</b> All staff to include managers and SL must have current immunizations. Check CYP BMS for current immunizations or staff files. Review at least 10% of direct care staff (min 6- max 15) * At least 2 records of staff hired within past 12 months (check orientation training) * At least 2 records of staff onboard for 12 - 24 months (check module progress) * At least 2 records of staff onboard at least 5 years,1 director/assistant director, at least 1 each program coordinators (i.e. teen, sports &amp; fitness, programmers) and 1 SL ensuring they contain current immunizations. NOTE: Before making an immunization a finding, check with the CDC Recommended Vaccines and times periods to ensure the vaccine is past due. Onsite-10% of Certified Providers (Minimum 3 - Providers selected for home visits). If Substitute Providers portfolios reviewed, the training findings align with a Certified Provider.</p> <p><b>Virtual Method Guidance:</b> All staff to include managers and SL must have current immunizations. Check CYP BMS for current immunizations or staff files. Review at least 10% of direct care staff (min 6- max 15) * At least 2 records of staff hired within past 12 months (check orientation training) * At least 2 records of staff onboard for 12 - 24 months (check module progress) * At least 2 records of staff onboard at least 5 years,1 director/assistant director, at least 1 each program coordinators (i.e. teen, sports &amp; fitness, programmers) and 1 SL ensuring they contain current immunizations. NOTE: Before making an immunization a finding, check with the CDC Recommended Vaccines and times periods to ensure the vaccine is past due. Virtual- Interview FCC and Child Care Community Coordinators regarding system used to track and notify of due immunizations</p>
A.4.b.3	<p>CYP Professional/Staff files contain reference checks</p> <p><b>Description:</b> CYP Professional/Staff files contain documentation of the required pre-employment/certification reference checks.</p> <p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b></p>

	<p>Review the CYP Professional/staff files. Verify that required reference checks were completed prior to employment/certification.</p> <p><b>Service On-Site Method Guidance:</b>          Ensure two reference checks are on file for managers and direct care staff. Review a minimum of 6; no more than 15. Include: * At least two records of staff hired within past 12 months *1 Manager, 1 T&amp;C's; 1 clerk; 1 cook, 1 each (Teen Coordinator, Sports and Fitness Coordinator hired within the last year. NOTE: This criterion is does not include contractors, instructional instructors or specified volunteers.</p>
A.4.e	FCC Provider and Household Member Documentation
	<b>Description:</b> Required documentation is maintained for FCC Providers and household members.
	<b>Intent:</b> To ensure that important information on FCC Providers and household members is readily available for review.
<b>COMPONENTS</b>	
A.4.e.1	Provider files contain proof of current liability insurance
	<b>Description:</b> FCC Provider files contain documentation of current liability insurance.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b>          Verify the files reviewed include proof of liability insurance for the provider's business.</p> <p><b>Service On-Site Method Guidance:</b>          Review Tab 2 of the FCC Provider Portfolio and ensure each certified FCC Providers file includes proof of liability insurance for the provider's business. NOTE- must be in english, reviewed by base legal office, current copy on file for minimum \$500,000. 10% of certified providers (Minimum 3 - Providers selected for home visits)</p>
A.4.e.2	Provider files contain proof of auto insurance
	<b>Description:</b> FCC Provider files contain documentation of current auto insurance if the provider transports children.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b>          Verify the files reviewed include documentation of proof of insurance for providers who transport children.</p> <p><b>Service On-Site Method Guidance:</b>          Review Tab 2 of the FCC provider portfolio and ensure each certified FCC providers who drives file includes documentation of current auto insurance if FCC provider transports children. 10% of certified providers (Minimum 3 - Providers selected for home visits)</p>
A.4.e.3	Family interview results maintained
	<b>Description:</b> FCC Provider files contain the documentation of a family interview.
	<p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b>          Verify the files reviewed include the results of the family interview.</p>

	<p><b>Service On-Site Method Guidance:</b> Review Tab 5 of the FCC provider portfolio and ensure each certified FCC Provider has the results of the family interview on file. 10% of certified providers (Minimum 3 - Providers selected for home visits) NOTE- if not conducted- do not need to go back and conduct. For corrective action needed- A memo for record must be placed in FCC provider's portfolio tab 5 indicating a FCC Family Interview was not completed prior to certification and moving forward certification will not take place unless a FCC Family Interview is conducted.</p>
A.4.e.4	<p>Provider files contain immunization documentation for household members</p> <p><b>Description:</b> There is a system in place to ensure FCC Provider files contain documentation of current immunizations for all household members.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b> Verify there is a system in place to ensure FCC Provider files contain documentation of current immunizations for all household members or there is a medical or religious exemption documented.</p>
	<p><b>Service On-Site Method Guidance:</b> Review FCC Providers files to ensure immunizations are up to date. (Minimum 3 - Providers selected for home visits).</p> <p><b>Virtual Method Guidance:</b> Review FCC Providers files to ensure immunizations are up to date. (Minimum 3 - Providers selected for home visits).</p>
<b>B Facilities, Health, Safety, and Risk Management</b>	
<b>B.1 Background Checks</b>	
<b>B.1.b</b>	CYP Staff Background Checks
	<p><b>Description:</b> Background checks for CYP Staff are completed and documentation maintained by the program.</p>
	<p><b>Intent:</b> To ensure that individuals working in programs have been properly vetted.</p>
<b>COMPONENTS</b>	
B.1.b.6	<p>Statement of Admission current for all CYP Staff</p> <p><b>Description:</b> A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all CYP Staff.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b> Verify that CYP Staff have a current Basic Criminal History and Statement of Admission, DD Form 2981, on file.</p>
	<p><b>Service On-Site Method Guidance:</b> Ensure DD Form 2981 Statement of Admission is current. Review personnel file. There is no requirement to upload in CSO tool. Sample Size- 10% of direct care staff (Minimum 6, Maximum 15) * At least 2 records of staff hired within past 12 months * At least 2 records of staff onboard for 12 - 24 months * At least 2 records of staff onboard at least 5 years. Review at least 1 Director/Assistant Director, at least 1 T&amp;C, 1 admin, 1 cook, 1 School Liaison, 1 each (Teen Coordinator, Sports and Fitness Coordinator, Instructional Class Coordinator)</p>

	<p><b>Virtual Method Guidance:</b> Ensure DD Form 2981 Statement of Admission is current. Review personnel file. There is no requirement to upload in CSO tool. Sample Size- 10% of direct care staff (Minimum 6, Maximum 15) * At least 2 records of staff hired within past 12 months * At least 2 records of staff onboard for 12 - 24 months * At least 2 records of staff onboard at least 5 years. Review at least 1 Director/Assistant Director, at least 1 T&amp;C, 1 admin, 1 cook, 1 School Liaison, 1 each (Teen Coordinator, Sports and Fitness Coordinator, Instructional Class Coordinator)</p>
B.1.b.7	<p>Background check submissions tracked for CYP Staff</p> <p><b>Description:</b> 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><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> 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> <p><b>Service On-Site Method Guidance:</b> Ask Program Managers how background checks are checked. Responses should include checking CSO for checks that haven't been completed or tracking with personal spreadsheet. Do not ask for staff to print anything. NOTE: Check with the Flight Chief on management staff they oversee.</p>
B.1.b.8	<p>CSO Tool Utilized</p> <p><b>Description:</b> Background checks are uploaded into the CSO system</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b></p> <p><b>Service On-Site Method Guidance:</b> CYP staff, contractors, providers, families background checks are uploaded into the CSO system. Make determination at the end of the review.</p> <p><b>Virtual Method Guidance:</b> CYP staff, contractors, providers, families background checks are uploaded into the CSO system. Make determination at the end of the review.</p>
B.1.e	<p>Family Child Care Provider Background Checks</p> <p><b>Description:</b> Background checks are completed on FCC Providers/Substitute FCC Providers and documentation maintained by the program.</p>
	<p><b>Intent:</b> To ensure that individuals working in programs have been properly vetted.</p>
<b>COMPONENTS</b>	
B.1.e.6	<p>Statement of Admission current for all providers</p> <p><b>Description:</b> A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all FCC Providers/Substitute FCC Providers.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b></p>

	<p>Verify that providers have a current Basic Criminal History and Statement of Admission, DD Form 2981 on file.</p> <p><b>Service On-Site Method Guidance:</b> Check personnel file for Statement of Admission, DD Form 2981 on file. Review the 3 provider's files for home visits.</p> <p><b>Virtual Method Guidance:</b> Check personnel file for Statement of Admission, DD Form 2981 on file. Review the 3 provider's files for home visits.</p>
B.1.e.7	<p>Providers background check submissions tracked</p> <p><b>Description:</b> 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><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> 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> <p><b>Service On-Site Method Guidance:</b> Ask program manager how incomplete background checks are tracked. Responses should include CSO tool and/or spreadsheet and notification to office of responsibility.</p>
B.1.f	<p>Family Child Care Provider Family Member Background Checks</p>
	<p><b>Description:</b> Background checks are completed on household members who are 18 years of age and older and who reside in the FCC home.</p>
	<p><b>Intent:</b> To ensure that individuals with access to children during operating hours have been properly vetted.</p>
<b>COMPONENTS</b>	
B.1.f.4	<p>Statement of Admission current for eligible household members</p> <p><b>Description:</b> A Basic Criminal History and Statement of Admission, DD Form 2981, is current for all eligible household members residing in FCC home.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b> Verify that eligible household members residing in the home have a current DD Form 2981.</p> <p><b>Service On-Site Method Guidance:</b> Review provider files to verify that eligible household members residing in the home sign have a current DD Form 2981. Review 3 provider files from home visits.</p> <p><b>Virtual Method Guidance:</b> Review provider files to verify that eligible household members residing in the home sign have a current DD Form 2981. Review 3 provider files from home visits.</p>
B.1.f.5	<p>Background check submissions tracked on eligible household members</p> <p><b>Description:</b> The program follows up with the office of responsibility on any background checks</p>



	<p>submissions that have not been completed.</p> <p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b> 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.</p> <p><b>Service On-Site Method Guidance:</b> Interview program manager to how incomplete background checks are tracked. Responses should include CSO tool and/or spreadsheet and notification to office of responsibility. Do not ask to have anything printed. Review 3 provider files from home visits.</p>
B.1.h	Staff LOSS Procedures
	<b>Description:</b> Procedures are in place outlining the line-of-sight supervision (LOSS) requirements for staff.
	<b>Intent:</b> To ensure that individuals working with children who do not have a completed Tier 1 Investigation work under LOSS.
<b>COMPONENTS</b>	
B.1.h.3	FCC Providers/Substitute FCC without a Tier 1 Investigation work in LOSS
	<b>Description:</b> FCC Providers/Substitute FCC 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.
	<b>Inspection Type:</b> On-Site, Virtual
	<b>On-Site Method Guidance:</b> Verify the listing of FCC Providers/Substitute FCC without a completed and adjudicated Tier 1 Investigation and observe that these providers work within line of sight as defined by the policy clarification memo dated 28 September 2018. For FCC, LOSS is operationally defined as regular monitoring the home-based program through weekly home visits conducted by the authorized FCC program management staff
	<b>Service On-Site Method Guidance:</b> FCC Providers/Substitute FCC without a completed and adjudicated Tier 1 Investigation have weekly home visits conducted by the monitor.
	<b>Virtual Method Guidance:</b> FCC Providers/Substitute FCC without a completed and adjudicated Tier 1 Investigation have weekly home visits conducted by the monitor.
<b>B.2 Oversight and Inspection</b>	
B.2.a	Required Inspections
	<b>Description:</b> The installation meets the requirements of Public Law 104-106 governing the number and types of required inspections.
	<b>Intent:</b> To ensure continuous oversight and program improvement.
<b>COMPONENTS</b>	
B.2.a.8	Inspection findings remain corrected

	<p><b>Description:</b> Findings identified during the MDTI, comprehensive fire inspection, comprehensive safety inspection, and comprehensive health and sanitation inspection remain corrected.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b> Review the most recent MDTI, comprehensive fire inspection, comprehensive safety inspection, and comprehensive health and sanitation inspection reports and validate that deficiencies were corrected and remain corrected or there is a Service extension/exception in place.</p> <p><b>Service On-Site Method Guidance:</b> Review the current Multi-Disciplinary Team Inspection Report to ensure all findings were corrected. Annotate open items in the comments. NOTE: Evidence will be required to close out this finding.</p> <p><b>Virtual Method Guidance:</b> Review the current Multi-Disciplinary Team Inspection Report to ensure all findings were corrected. Annotate open items in the comments. NOTE: Evidence will be required to close out this finding.</p>
<b>B.3 Fire and Safety</b>	
	Safety and Emergency Management
<b>B.3.a</b>	<p><b>Description:</b> The program establishes policies and procedures to ensure fire safety and emergency management.</p>
	<p><b>Intent:</b> To ensure that fire safety and emergency management procedures are in place, thereby reducing the risk of accidents and injuries.</p>
<b>COMPONENTS</b>	
<b>B.3.a.5</b>	Firearms stored safely
	<p><b>Description:</b> If there are firearms in the home, firearms and ammunition are stored separately in locked cabinets that are inaccessible to children.</p>
	<p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b> The FCC Program Administrator is aware if there are firearms in the home. The FCC Program Administrator ensures the firearm and ammunition are stored in a locked space that is inaccessible to children. The ammunition is removed from the firearm.</p> <p><b>Service On-Site Method Guidance:</b> Interview the Community/FCC Coordinator to ensure firearms and ammunition are stored separately in locked cabinets, garages, outside storage sheds, attics, or other space away from the home. During the home visit ask if the FCC provider has firearms in the home, review the storage, and check to see if parents were notified. Sample size: 10%; a minimum of 3</p>
<b>B.3.a.6</b>	Safety measures protect children around water
	<p><b>Description:</b> Safety measures are in place to protect children around water.</p>
	<p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider follows the Service specific requirements for bodies of water including in-ground pools, above ground pools, hot tubs, ponds,</p>

	lakes, etc. and for water play activities.  <b>Service On-Site Method Guidance:</b> Wading pools and large containers of water are inaccessible to children.
B.3.a.7	Safety requirements for pets are implemented <b>Description:</b> Safety measures are in place to protect children if there are pets in the home.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider follows the Service specific requirements for pets.  <b>Service On-Site Method Guidance:</b> Ensure children/youth do not have access to pets, pet toys/accessories, pet beds/kennels, pet food, etc. and ensure all pets have valid pet certificates with immunizations (as applicable) on file. Sample size: 10%; a minimum of 3
B.3.a.8	Firearms stored safely (Virtual) <b>Description:</b> If there are firearms in the home, firearms and ammunition are stored separately in locked cabinets that are inaccessible to children.
	<b>Inspection Type:</b> Virtual
	<b>On-Site Method Guidance:</b> The FCC Program Administrator is aware if there are firearms in the home. The FCC Program Administrator ensures the firearm and ammunition are stored in a locked space that is inaccessible to children. The ammunition is removed from the firearm.  <b>Service On-Site Method Guidance:</b> Ensure firearm and ammunition are stored separately in a locked space that is inaccessible to children. The ammunition is removed from the firearm.  <b>Virtual Method Guidance:</b> Ensure firearm and ammunition are stored separately in a locked space that is inaccessible to children. The ammunition is removed from the firearm.
B.3.b	Safe Environments
	<b>Description:</b> Daily indoor/outdoor checks are conducted to ensure facilities are safe and free of hazards prior to children's/youth's arrival.
	<b>Intent:</b> To ensure safety procedures are in place, thereby reducing the risk of accidents and injuries.
<b>COMPONENTS</b>	
B.3.b.1	Indoor Fire Hazards <b>Description:</b> The indoor common areas are free of fire hazards.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> 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><b>Service On-Site Method Guidance:</b> NOTE: This criterion is for common areas. List missing items in comment section. Only look for FIRE Hazards Check-- 1) opening list completed before children arrive 2) missing ceiling tiles 3) hazardous or combustible materials 4) curtains are flame retardant and no more than 18" in length 5) Egress path is cleared 6) Pull handle is visible 7) Doors operable from both sides 8) No items within 18" of sprinklers 9) One motion locks are on cabinets and doors 10) Dryer vents are cleaned 11) Magnetic devices installed 12) locks, slide bolts, hook &amp; eye catches, latches are not installed on closets or cabinets; 13) no candles, incense burners, etc are used; 14) firewood, inaccessible to children 15) panic bars installed on doors exiting to outside NOTE: Annotate deficiencies in comments</p>
B.3.b.2	<p>Indoor Safety Hazards <b>Description:</b> The indoor common areas are free of safety hazards.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> 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><b>Service On-Site Method Guidance:</b> NOTE: This requirement is for Common Areas. Only check for SAFETY hazards. Note deficiencies in the comments. Ensure safety items are checked prior to children's arrival. 1) Doors operable from both sides 2) Doors with self-closing mechanism are not propped open 3) Electrical outlets are tamper resistant or manually capped. 4) Fixtures, window sills, baseboards, counters are in good repair 5) Painted surfaces are free of chipping and peeling paint 6) No entrapments 7) No protrusions 8) No strangulation hazards (blind cords) 9) No toxic plants 10) No tripping hazards 11) Free of unsafe materials, supplies, or equipment 12) Fingerguards are installed 13) Windows are not covered with blinds 14) Footwear 15) Hinged boxes 16) Water temp less than 120 degrees 17) Large items not securely anchored 15) No signs of rust, mold or mildew 16) Fans inaccessible 17) Electrical cords inaccessible 18) Rugs are skid-proof 19) No cords over 12" (toys) 20) Sharp Items 21) Dangerous items (e.g. razors, curling irons) Additional FCC requirements-gates are used; large heavy furniture secured; fireplace tools inaccessible; wood inaccessible</p>
B.3.b.3	<p>Outdoor Fire Hazards <b>Description:</b> The outdoor areas are free of fire hazards.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> 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.</p> <p><b>Service On-Site Method Guidance:</b> NOTE: This criterion is for each outdoor space. List missing items in comment section. Only look for FIRE Hazards Check-- 1) Opening list completed before children arrive 2) Hazardous or combustible materials 3) Egress path is cleared 4) Doors operable from both sides 5) firewood, charcoal grills inaccessible to children</p>
B.3.b.4	<p>Outdoor Safety Hazards <b>Description:</b> The outdoor areas are free of safety hazards.</p>

	<p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b> 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.</p> <p><b>Service On-Site Method Guidance:</b> Review the daily playground inspections to ensure areas are checked prior to children's use. List deficiencies in comments. NOTE: Deficiencies must be corrected if children use the play area even if there is a playground project in place. Compensatory measures should be in place if the structure or the impact material isn't safe for children. Check: 1) Entrapments 2) Protrusions 3) Tripping hazards 4) Playground structure in good repair with no entrapments or protrusions 5) Toxic plants 6) Strangulation hazards 7) Playground structure is free of chipping and peeling paint 8) No splintering wood 9) Sandboxes are covered 11) Helmets are available for riding toys 12) "S" hooks on play structures 13) Concrete footings are not visible 14) Storage doors 15) Garden tools inaccessible or supervised if used 16) No trampolines 17) No wading pools 18) No access to ponds or pools</p>
B.3.b.8	<p>A least restrictive environment is encouraged at all times for children under the age of 2.</p> <p><b>Description:</b> Devices that restrict children's movement may not be used for more than 15 minutes in a 2 hour period (i.e.-Swings, high chairs, bouncy seats, car seats, infant seats, seats with straps. Gates and/or furniture that are used as a corral with the intent of restricting children's movement in usable child care spaces are not used.</p> <p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b></p> <p><b>Service On-Site Method Guidance:</b> Devices that restrict children's movement may not be used for more than 15 minutes in a 2 hour period (i.e. swings, bouncy seats, infant seats). Gates and/or furniture that are used as a corral with the intent of restricting children's movement in usable child care spaces are not used.</p>
B.3.c	<p>Facility/Home and Outdoor Areas well maintained</p> <p><b>Description:</b> The facility/home and outdoor areas are well maintained.</p> <p><b>Intent:</b> To ensure the facilities/home and outdoor areas are maintained well to reduce the risks of accidents and injuries and protect assets.</p>
<b>COMPONENTS</b>	
B.3.c.1	<p>Indoor Area Maintained</p> <p><b>Description:</b> The indoor area is well maintained.</p> <p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b> Observe the indoor area to verify that it is well maintained.</p> <p><b>Service On-Site Method Guidance:</b> NOTE: This requirement is for common areas. Ensure everything is in good repair. 1) Carpet doesn't have too many dirty spots 2) Walls are clean 3) Furniture clean 4) Gym floors are in good shape 6) Parent board organized NOTE: Place deficiencies in comments</p>
B.3.c.2	<p>Outdoor Area Maintained</p>

	<p><b>Description:</b> The outdoor area is well maintained,</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> Observe the outdoor area to verify that it is well maintained</p>
	<p><b>Service On-Site Method Guidance:</b> Ensure outdoor areas are well-maintained. List deficiencies in comments. Check: Evidence of animal feces Trash in the play areas Debris (e.g., tree limbs) Standing water Dirty play equipment Insects (e.g., ants)</p>
B.3.e	Fire Prevention
	<p><b>Description:</b> Fire safety prevention measures are in place.</p>
	<p><b>Intent:</b> To ensure that fire safety prevention measures are in place to protect children and staff.</p>
<b>COMPONENTS</b>	
B.3.e.3	Evacuation routes posted
	<p><b>Description:</b> Primary and secondary evacuation routes are posted in indoor areas</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies an evacuation route, with primary and secondary evacuation routes, is posted in the home.</p>
	<p><b>Service On-Site Method Guidance:</b> Ensure common areas, training rooms, offices and FCC homes have evacuation signs posted with primary and secondary routes annotated.</p>
B.3.f	Emergency Evacuation Drills
	<p><b>Description:</b> Emergency evacuation drills are conducted.</p>
	<p><b>Intent:</b> To ensure emergency evacuation procedures are practiced and followed.</p>
<b>COMPONENTS</b>	
B.3.f.1	Monthly fire drill conducted and deficiencies remain corrected
	<p><b>Description:</b> Monthly fire evacuation drill is conducted by a fire protection specialist or an individual trained by the Subject Matter Expert (SME) and deficiencies remain corrected.</p>
	<p><b>Inspection Type:</b> On-Site, Virtual</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator reviews documentation for the previous 12 months and ensures a drill was conducted each month.</p>
	<p><b>Service On-Site Method Guidance:</b> Verify Monthly Fire Drills were conducted for the last 12 months; (SAC-two conducted the first week of school; two conducted the first week of summer). Fire drills are conducted by a fire protection specialist, or an individual trained by the installation fire protection office.</p>
	<p><b>Virtual Method Guidance:</b> Verify Monthly Fire Drills were conducted for the last 12 months; (SAC-two conducted the first week of school; two conducted the first week of summer). Fire drills are conducted by a fire</p>

	protection specialist, or an individual trained by the installation fire protection office.
B.3.f.3	Evacuation drill time varied <b>Description:</b> Evacuation drills are conducted monthly at different times of the day or evening when children/youth are in care.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews documentation for the previous 12 months and ensures the fire drills are conducted at various times of the day, including nights and weekends if care is provided at nights and on weekends.  <b>Service On-Site Method Guidance:</b> Verify Monthly Fire Drills for the previous 12 months were conducted at different times of the month, week and day.
<b>B.4 Inclusion</b>	
B.4.b	Inclusion Procedures for Children with Special Needs
	<b>Description:</b> Guidance and operating procedures are practiced to provide services to children/youth with special needs.
	<b>Intent:</b> To support the inclusion and participation of children/youth with and without disabilities in the child and youth programs.
<b>COMPONENTS</b>	
B.4.b.1	Information shared with CYP Professionals <b>Description:</b> 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.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Verify that CYP Professionals were trained on the special needs of any child/youth in their direct care.
	<b>Service On-Site Method Guidance:</b> For rooms that have a child with developmental /medical needs, look for written documentation training was provided, or interview a direct care staff to ensure they received training and support.
<b>B.5 Nutrition &amp; Food Service</b>	
B.5.a	USDA Procedures
	<b>Description:</b> The food program is administered in accordance with U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and DoD requirements.
	<b>Intent:</b> To ensure that nutritious meals and snacks are provided.
<b>COMPONENTS</b>	
B.5.a.2	Menus posted <b>Description:</b> Core or cyclical menus are posted.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b>

	<p>The FCC Program Administrator verifies that core or cyclical menus are posted.</p> <p><b>Service On-Site Method Guidance:</b> During the inspection, ensure the current week's menu is displayed on the Information Board.</p>
B.5.a.3	<p>Drinking water available</p> <p><b>Description:</b> Drinking water is readily available at all times.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that children have water available throughout the day, including when outdoors.</p> <p><b>Service On-Site Method Guidance:</b> Drinking water is available both indoors, outdoors, and on field trips. Drinking water may be from a water fountain, cooler, individual cups, etc.</p>
B.5.a.4	<p>Meals served every 2-3 hours</p> <p><b>Description:</b> Meals and snacks are served every 2-3 hours.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the meal schedule and ensures meals and snacks are served every 2-3 hours.</p> <p><b>Service On-Site Method Guidance:</b> Ensure meals and snacks are served every 2- 3 hours. The timeframe is from the end of the last meal/snack to the beginning of the next meal/snack. Example: Lunch ends at 1130 - Snack would need to start by 1430 hours.</p>
B.5.a.5	<p>Second helpings available</p> <p><b>Description:</b> Food is prepared to allow for second helpings of vegetables, fruit, bread, and milk.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies second helpings are available during meals.</p> <p><b>Service On-Site Method Guidance:</b> Ensure second helpings of vegetables, fruit, bread, and milk are available if requested.</p>
B.5.a.6	<p>Menu substitutions recorded</p> <p><b>Description:</b> Substitutions are recorded on the posted menu before they are served.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies substitutions are recorded before meals are served.</p> <p><b>Service On-Site Method Guidance:</b> Ensure meals and snacks served match the posted menus. If substitutions are provided, the substitutions must be recorded on the posted on the parent board in the lobby.</p>



B.5.a.7	Food provided to children is ready to eat <b>Description:</b> Food arrives in the activity room ready to be served.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Ensure that FCC Provider cuts food into bite-sized pieces for younger children.  <b>Service On-Site Method Guidance:</b> Verify meals and snacks are "ready to eat "when the food is transported to the rooms. Food for infants should be cut into 1/4" squares; pretoddlers and toddlers 1/2" squares to be in compliance with the USDA CACFP standards.
B.5.b	Dietary Accommodations
	<b>Description:</b> Processes and procedures are in place to address food allergies and substitutions.
	<b>Intent:</b> To ensure that the program makes dietary accommodations to address the individual needs of children/youth.
<b>COMPONENTS</b>	
B.5.b.2	Food restrictions followed <b>Description:</b> Substitutions and restrictions noted on the allergy/food substitutions list are followed.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes mealtimes/snacks and verifies the FCC Provider provides substitutions and follows restrictions. Substitutions and restrictions must also be followed when cooking activities are conducted.  <b>Service On-Site Method Guidance:</b> Observe mealtimes/snacks with children/youth who have dietary restrictions to ensure substitutions are provided and restrictions are followed. Substitutions and restrictions must also be followed when cooking activities are conducted.
B.5.b.3	Food allergies and restrictions posted in the kitchen/food preparation area <b>Description:</b> Children's/Youth's food allergies and restrictions and the required substitutions and accommodations are posted in the kitchen/food preparation area.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that children's food allergies and the required substitutions are posted in the kitchen.  <b>Service On-Site Method Guidance:</b> Compare the facility list of children/youth with special dietary needs with the information posted in the kitchen/food preparation area.
B.5.b.4	Medical dietary accommodations documented <b>Description:</b> Medical dietary accommodations are based on written documentation from a licensed health care provider.
	<b>Inspection Type:</b> On-Site

	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that children's medical dietary accommodations are documented.</p> <p><b>Service On-Site Method Guidance:</b> Ensure all children/youth, who have been identified with a medical food-based allergy/intolerance have documentation from the child's/youth's health care provider on file to include food substitutions and if applicable, an Emergency Action Plan.</p>
B.5.c	Infant Feeding
	<b>Description:</b> The feeding of infants is done in such a way as to minimize disease and protect the infants.
	<b>Intent:</b> To reduce the risk of disease transmission and harm or injury and to maintain the nutritional content of food.
<b>COMPONENTS</b>	
B.5.c.1	Bottles stored safely <b>Description:</b> A process is in place for storing and discarding formula and human milk.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b> Ensure there is a working system in place to manage the use, storage, and disposal of formula and human milk in accordance with recommended practices. The FCC Program Administrator verifies that the FCC Provider follows required processes for using, storing and disposing of formula and human milk in accordance with recommended practices.</p> <p><b>Service On-Site Method Guidance:</b> Interview staff to see how formula and human milk are disposed. Responses should include Bottles are stored in the refrigerator at 40 degrees) (freezers 0 degrees) or below. Milk thawed in the refrigerator must be thrown away within 24 hours. Leftover milk from a feeding is thrown away after 2 hours. Freshly pumped milk is discarded after 4 hours if it's been left on the counter. If it's been refrigerated, it must be thrown away after 4 days. Frozen milk is best used within 6 months.</p>
B.5.c.2	Bottles prepared safely <b>Description:</b> A process is in place for preparing formula and human milk to protect infants.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that microwave ovens are not used to warm bottles and, if bottles are warmed, a safe method is used.</p> <p><b>Service On-Site Method Guidance:</b> CDC - ensure water from the Baby Breezas is used to warm bottles and is set at 98.6 FCC - ensure there is a process in place to prepare formula and warm bottles that is safe and sanitary. Verify microwave ovens are not used to warm bottles. NOTE: Human milk should be defrosted in the refrigerator.</p>
B.5.c.3	Bottles accountability system in place <b>Description:</b> An accountability system is in place for bottles.

	<p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that infant bottles/containers are labeled with the child's name and date. There is a working system in place to ensure formula and human milk is not expired and is given to the correct child.</p> <p><b>Service On-Site Method Guidance:</b> Verify that bottles/cups are labeled with the child's full name. For human milk, ensure a date and time the milk is expressed is on the bottle. Ensure direct care staff have a process in place to confirm each child receives their own bottle/cup. If this is not observed, ask the direct care staff what their process is to ensure each child receives their own bottle/cup. NOTE- FCC if there is only one child on formula/human milk the bottle/cup does not need to be labeled with first and last name.</p>
B.5.c.4	<p>Bottles accountability system in place (Virtual)</p> <p><b>Description:</b> An accountability system is in place for bottles.</p> <p><b>Inspection Type:</b> Virtual</p> <p><b>On-Site Method Guidance:</b> Verify that infant bottles/containers are labeled with the child's name and date. There is a working system in place to ensure formula and human milk is not expired and is given to the correct child. The FCC Program Administrator verifies that infant bottles/containers are labeled with the child's name and date. There is a working system in place to ensure formula and human milk is not expired and is given to the correct child.</p> <p><b>Virtual Method Guidance:</b> Interview the Managers to determine if there is a process in place for accountability of formula and human milk. The process must include how bottles/cups are labeled and how human milk is labeled (date and time of expression) Note: In FCC if there is only one child on formula/human milk the bottle/cup does not need to be labeled with the first and last name. Managers must describe the process on how direct care staff confirm each child receives their own bottle/cup.</p>
<b>B.6 Facility Standards</b>	
B.6.a	<p>Indoor Environment Space</p> <p><b>Description:</b> The indoor environment meets space and operational requirements.</p> <p><b>Intent:</b> To ensure that the indoor facility is designed to support program operations.</p>
<b>COMPONENTS</b>	
B.6.a.3	<p>Home maintained at a comfortable temperature</p> <p><b>Description:</b> The FCC home is maintained at a comfortable temperature.</p> <p><b>Inspection Type:</b> On-Site</p> <p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies the home is maintained at a comfortable temperature and in accordance with Service specific requirements.</p> <p><b>Service On-Site Method Guidance:</b> During your home visits verify the HVAC is in working condition. The temperature must be between 68 and 82 degrees Fahrenheit.</p>

<b>B.6.d</b>	Facility Access
	<b>Description:</b> Access to the facility is controlled.
	<b>Intent:</b> To ensure the facility design limits accessibility to authorized individuals.
<b>COMPONENTS</b>	
<b>B.6.d.2</b>	Visitors sign in and out <b>Description:</b> Visitors are required to sign in and out of the facility/home.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that visitors sign in and out of the home. Review the visitor sign/in and sign/out log to verify it is being used.
	<b>Service On-Site Method Guidance:</b> Check AF Form 1109, Visitor Record Log, to ensure all visitors (personnel from other buildings and visitors) were signed in/out of the facility. Note: Parents visiting their children/youth and/or signing their children/out are not required to sign in/out. FCC--check to see visitors sign in/out
<b>B.7 Health &amp; Sanitation (Facility)</b>	
<b>B.7.a</b>	Food Service Health and Sanitation Standards
	<b>Description:</b> The program establishes policies and procedures that ensure food preparation and storage areas are kept clean and sanitary.
	<b>Intent:</b> To ensure food consumed by children is safe.
<b>COMPONENTS</b>	
<b>B.7.a.3</b>	Kitchen/food preparation area clean and sanitary <b>Description:</b> The kitchen/food preparation area is clean and sanitary.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies food preparation areas and eating surfaces are cleaned and sanitized prior to and after meals/snacks. Ensure there is no evidence of rodents or insects.
	<b>Service On-Site Method Guidance:</b> Observe the overall kitchen/food preparation areas for cleanliness and sanitation. Check the food prep areas, refrigerator/freezer, range/oven, garbage cans with lids, floors, storage rooms, evidence of rodents or insects. NOTE: This criterion is not for CYP activity rooms.
<b>B.7.a.4</b>	Food is stored and served to the activity room/meal service area in a safe/sanitary manner <b>Description:</b> Food is stored and served in a safe and sanitary manner.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the provider serves and stores food in a safe and sanitary manner.
	<b>Service On-Site Method Guidance:</b> Observe food being delivered to the activity rooms in preparation for serving. Ensure food is covered as it is delivered to the classroom; food leaves the kitchen once it is placed on the cart;

	meals that are provided by parents comply with Public Health's food storage and handling procedures. Note: If transportation of food from one facility to another is taking place, ensure Public Health coordination/approval is documented. Check baby food for expiration dates.
B.7.b	Facility Health and Sanitation Hazards
	<b>Description:</b> The program establishes policies and procedures that ensure the facility is kept clean and sanitary.
	<b>Intent:</b> To ensure that custodial practices are sanitary, thereby reducing the spread of disease.
<b>COMPONENTS</b>	
B.7.b.2	Facility/home clean and sanitary <b>Description:</b> The facility/home is clean and sanitary.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies the home is clean and sanitary. Observe the overall home for cleanliness and sanitation. Ensure that there is no evidence of rodents or insects.
	<b>Service On-Site Method Guidance:</b> Observe common areas for cleanliness and sanitation (e.g., water fountains, overflowing trash cans, if there's access to contaminated items, dirty restrooms, food sitting around).
B.7.c	Hand Washing Procedures
	<b>Description:</b> Hand washing procedures are established and followed.
	<b>Intent:</b> To ensure that hand-washing procedures are in place and are followed, thereby reducing the spread of disease.
<b>COMPONENTS</b>	
B.7.c.2	Hand washing procedures are posted at all sinks used by the children. <b>Description:</b> Hand washing procedures are posted at all sinks used by the children.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Observe that hand washing procedures are posted at all sinks used by the children.
	<b>Service On-Site Method Guidance:</b> Ensure there are signs with hand washing procedures posted at each sink children use.
B.7.c.3	Soap and towels available at all sinks in common areas <b>Description:</b> Liquid soap and disposable towels are available at all sinks in common areas.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Observe that soap and disposable towels are available at all sinks in common areas. The FCC Program Administrator verifies that liquid soap and disposable towels are available at all sinks used for FCC.
	<b>Service On-Site Method Guidance:</b> COMMON AREAS: Ensure each sink used for hand washing has liquid soap and paper towels. Kitchen is captured in B.7.c.10

B.7.c.4	CYP Professionals follow hand washing procedures <b>Description:</b> CYP Professionals follow appropriate hand washing procedures.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the provider follows the Service hand washing procedures. <b>Service On-Site Method Guidance:</b> During the room observations, ensure staff follow the proper hand washing procedures: - hand washing occurs for at least 20 seconds - liquid soap was used - paper towels are used to turn off the faucets Ensure staff wash their hands at the appropriate times: - upon arrival - before and after eating or handling food - after diapering - after toileting - after outside play - before and after administering medication - after cleaning - before and after water play - after handling bodily fluid - after handling pets
B.7.c.6	CYP Professionals provide children with guidance during hand washing <b>Description:</b> CYP Professionals supervise children during hand washing to teach the appropriate hand washing process. CYP Professionals provide guidance and assistance when necessary.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the provider assists and monitors hand washing as appropriate for the ages in care. <b>Service On-Site Method Guidance:</b> Ensure staff are reminding children to wash their hands and assist as necessary. --upon arrival - when transitioning to a new room - before and after eating or handling food - after diapering - after toileting - after outside play - after cleaning - before and after water play - after handling bodily fluid - after handling pets Includes reminding children about the handwashing steps particularly for 3s and above.
B.7.d	Medication Administration and Storage
	<b>Description:</b> Procedures to administer and store medication are established and followed.
	<b>Intent:</b> To ensure that policies and procedures are in place and are followed to ensure that medication is properly administered and stored.
<b>COMPONENTS</b>	
B.7.d.2	Medical Authorization Forms on file <b>Description:</b> A Medical Authorization Form is on file for each medication administered.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the listing of children/youth who receive medication and matches them to the Medical Authorization Form on file. <b>Service On-Site Method Guidance:</b> Review a listing of children/youth who receive medication and match them to the Medical Authorization Form on file. Ensure parents have signed authorization to give medications.

B.7.d.3	Medications properly labeled <b>Description:</b> Medication is maintained in the original container, properly labeled, and current.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews all medications and ensures they are in original containers, properly labeled, and current.  <b>Service On-Site Method Guidance:</b> Ensure a child's name is on each medication. Medication is in original container and prescriptions are current.
B.7.d.4	Medications properly stored <b>Description:</b> Medications are properly stored.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes that medications are safely stored in accordance with the prescription and easily accessible/ inaccessible by children/youth. Medicines that require refrigeration are stored in a designated refrigerated-area. Rescue medication are stored IAW the Service policy.  <b>Service On-Site Method Guidance:</b> Medications should be stored at the front desk in a container inaccessible to children and youth. FCC- medications are stored in a container and inaccessible to children/youth.
B.7.d.5	Medication administration documented <b>Description:</b> Staff document the administration of medications.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider documents medication administration.  <b>Service On-Site Method Guidance:</b> Ensure staff annotate when meds are given.
B.7.d.6	Staff aware of medical conditions requiring rescue medications <b>Description:</b> Individuals know and understand the medical conditions of the children/youth in their care requiring rescue medications.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that providers know and understand the medical conditions of the children/youth in their care requiring rescue medications.  <b>Service On-Site Method Guidance:</b> 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.
B.7.d.7	Emergency action plans are readily available

	<p><b>Description:</b> Emergency action plans are in place for the specific medical conditions of children/youth in the program.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the Emergency Action Plans, if there are children with specific medical conditions requiring an action plan</p>
	<p><b>Service On-Site Method Guidance:</b> 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. Verify a system is in place to ensure that the list of children/youth with allergies and chronic health conditions remain up to date. NOTE: Action plans are in CYP BMS</p>
B.7.e	Equipment Cleaning and Sanitation
	<p><b>Description:</b> Procedures to clean and sanitize equipment and materials are established.</p>
	<p><b>Intent:</b> To ensure that the environment minimizes the risk of communicable disease transmission.</p>
<b>COMPONENTS</b>	
B.7.e.1	Cleaning solutions are prepared
	<p><b>Description:</b> Solutions for cleaning, sanitizing and disinfecting are prepared, labeled, and stored according to Service specific policy.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> Observe bottles of cleaning, sanitizing and disinfecting solutions. Bottles should be labeled with contents and dated.</p>
	<p><b>Service On-Site Method Guidance:</b> Ensure 2 sets (1 bottle soapy water and 1 bottle bleach solution) is made daily (1 for disinfecting and 1 for sanitizing). Bottles must be properly labeled (type of solution and date) NOTE- CDC- each activity room should have 2 sets. Bins are not required; however, if they are utilized, they must be properly labeled. NOTE- SAC/Youth- 1 set (1 bottle soapy water and 1 bottle bleach for disinfecting) for each activity room NOTE- each FCC home should have 2 sets (bathroom, eating area)</p>
B.7.e.2	Clean bedding is provided
	<p><b>Description:</b> Clean individual bedding is provided for each child.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that each child has their own individual sleep space with their own bedding. Providers do not allow children to sleep in family beds unless a separate bed is designated for the child and clean linens are provided.</p>
	<p><b>Service On-Site Method Guidance:</b> Ensure each child has their own individual sleep space with their own bedding and that cribs that are used for visiting children are cleaned and disinfected in between use.</p>
B.7.e.3	Cots/cribs appropriately spaced



	<p><b>Description:</b> Cots/cribs are appropriately spaced.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that cots/cribs are spaced three feet apart or children sleep head to toe.</p>
	<p><b>Service On-Site Method Guidance:</b> Observe that cots/cribs are spaced three feet apart or children sleep head to toe (18 inches)</p>
B.7.e.4	<p>Toys and materials are cleaned and sanitized</p>
	<p><b>Description:</b> Appropriate cleaning and sanitation practices are in place for equipment and toys.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies the cleaning process or schedule. Toys that are mouthed are removed immediately after mouthing and are washed and sanitized prior to being used by another child.</p>
	<p><b>Service On-Site Method Guidance:</b> Observe that toys that are mouthed are removed immediately after mouthing and are washed and sanitized prior to being used by another child. Toys should be cleaned weekly.</p>
B.7.f	<p>Diapering Procedures</p>
	<p><b>Description:</b> Diapering procedures are established and followed.</p>
	<p><b>Intent:</b> To ensure that diapering is conducted in a sanitary manner to reduce the risk of spreading communicable disease.</p>
<b>COMPONENTS</b>	
B.7.f.1	<p>Diapering procedures posted</p>
	<p><b>Description:</b> Diapering procedures are posted by all diapering areas.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies diapering procedures are posted in the area where diaper changing occurs.</p>
	<p><b>Service On-Site Method Guidance:</b> Ensure the Diaper Changing Procedures are posted at all diaper changing tables/areas. Ensure the DAF Changing Soiled Pull-up/underwear/clothing procedures were posted in the toileting areas</p>
B.7.f.2	<p>Diapering procedures followed</p>
	<p><b>Description:</b> Diapering procedures are followed.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the FCC Provider follows the Service diapering procedures.</p>
	<p><b>Service On-Site Method Guidance:</b></p>

	<p>Ensure staff/provider follow current diaper changing procedures: - organize supplies - place water resistant, disposable liner on changing table. If gloves are used, put on before touching soiled clothing or diapers. - assist the child onto changing table (if can walk assist using steps) - remove soiled diaper placing any soiled clothing in plastic bag securely tied - clean child using wipes one at a time wiping from front to back - place diaper, wipes, water resistant, disposable liner, and gloves in plastic bag - if gloves were not worn, use wipe to clean hands prior to handling clean diaper. Dispose of wipes in plastic bag. - put on clean diaper and dress child - wash hands and child's hands (20 seconds) - transition child back to group or area (if can walk assist using steps). Place soiled item plastic bag in area inaccessible to children. - dispose of plastic bag (tie and discard in trash can with lid) - clean diaper changing area with soapy water and disinfect with bleach solution allowing bleach solution to remain on changing surface at least 2 minutes. - wash hand (20 seconds) NOTE- CDC only- children need to be able easily transition from table to steps. NOTE- We do not change a standing child.</p>
B.7.g	SIDS Prevention
	<p><b>Description:</b> SIDS risk-reduction procedures are followed per the American Academy of Pediatrics safe infant sleeping environment and SIDS risk-reduction guidance.</p>
	<p><b>Intent:</b> To ensure that precautions are taken to lower the risk of Sudden Infant Death Syndrome (SIDS) and to protect the health of children in care.</p>
<b>COMPONENTS</b>	
B.7.g.1	Infants placed on backs to sleep
	<p><b>Description:</b> Infants under 12 months are placed on their backs to sleep.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that infants under 12 months are placed on their backs to sleep. Observe the method used by FCC Providers when putting infants in their cribs. Even children who can roll over must be placed on their backs when laid in the cribs.</p> <p><b>Service On-Site Method Guidance:</b> Ensure all Infants under the age of 12 months are placed on their backs to sleep. During the outbrief--please brief a sign should be placed near the crib if a child can roll from front to back and back to front.</p>
B.7.g.2	Infant sleeping environments are safe
	<p><b>Description:</b> Infant sleeping environments are safe per the recommendations of the American Academy of Pediatrics</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider follows American Academy of Pediatrics safe infant sleeping environment and SIDS risk-reduction guidance. Observe that blankets, toys, soft items, and mobiles are not placed in the cribs for infants 12 months and younger. Crib sheets must be tight fitting. Sleep sacks may be used for this age group.</p> <p><b>Service On-Site Method Guidance:</b> Ensure the following items are not used in infant cribs: - soft items such as pillows, quilts, comforters, blankets, bumper pads, sheepskins, stuffed toys and other soft materials (e.g., mobiles) etc.</p>

B.7.g.3	Tummy time is supervised <b>Description:</b> Infants are provided 'tummy time' under careful supervision.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that infants are provided "tummy time' under careful supervision. Observe infants during tummy time to ensure the length and frequency of tummy time are developmentally appropriate and infants are within arms-reach of a staff member/provider.  <b>Service On-Site Method Guidance:</b> Ensure tummy time practices are followed (staff member may not be more than an arm's length away from infant; no soft blankets).
B.7.g.4	Infants placed on backs to sleep (Virtual) <b>Description:</b> Infants under 12 months are placed on their backs to sleep.
	<b>Inspection Type:</b> Virtual
	<b>On-Site Method Guidance:</b> Observe the method used by staff when putting infants in their cribs. Even children who can roll over must be placed on their backs when laid in the cribs.
	<b>Service On-Site Method Guidance:</b> Interview the CDC Managers, Community/FCC Coordinators and T&C to determine if there is a process in place for safe infant sleep practices. The process should must include placing infants 12 months or younger on their backs to sleep.  <b>Virtual Method Guidance:</b> Interview the CDC Managers, Community/FCC Coordinators and T&C to determine if there is a process in place for safe infant sleep practices. The process should must include placing infants 12 months or younger on their backs to sleep.
B.7.g.5	Infant sleeping environments are safe (Virtual) <b>Description:</b> Infant sleeping environments are safe per the recommendations of the American Academy of Pediatrics
	<b>Inspection Type:</b> Virtual
	<b>On-Site Method Guidance:</b> Observe that blankets, toys, soft items, and mobiles are not placed in the cribs for infants 12 months and younger. Crib sheets must be tight fitting. Sleep sacks may be used for this age group.
	<b>Service On-Site Method Guidance:</b> Interview the CDC Managers, Community/FCC Coordinators and T&C to determine if there is a process in place to ensure infant sleep environments are safe. ensure the following items are not used: - soft items such as pillows, quilts, comforters, blankets, bumper pads, sheepskins, stuffed toys, mobiles, and other soft materials, etc.  <b>Virtual Method Guidance:</b> Interview the CDC Managers, Community/FCC Coordinators and T&C to determine if there is a process in place to ensure infant sleep environments are safe. ensure the following items are not used: - soft items such as pillows, quilts, comforters, blankets, bumper pads, sheepskins, stuffed toys, mobiles, and other soft materials, etc.

B.8 Child Abuse Prevention, Identification & Reporting	
B.8.a	Child Abuse Identification & Reporting
	<b>Description:</b> There are procedures for preventing and reporting child abuse and neglect.
	<b>Intent:</b> To ensure staff, contractors, and specified volunteers understand how to identify, recognize, and report child maltreatment and neglect, and follow guidance policies.
COMPONENTS	
B.8.a.1	DoD Hotline poster posted <b>Description:</b> The current DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in a location where it is visible to staff and parents.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> 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.
	<b>Service On-Site Method Guidance:</b> Ensure the current DoD Child Abuse/Neglect and Safety Violation Hotline Poster is displayed on the parent board and in each activity room.
B.8.a.2	DoD Hotline poster posted in FCC Home <b>Description:</b> The current DoD Child Abuse/Neglect and Safety Violation Hotline poster is posted in the home where it is visible to parents and other adults.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies 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.
	<b>Service On-Site Method Guidance:</b> The current DoD Child Abuse/Neglect and Safety Violation Hotline Poster is displayed in the FCC home on the parent board
B.8.a.3	Corporal punishment never used <b>Description:</b> Individuals do not use corporal punishment or other negative discipline methods.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes the FCC Provider and child interactions. Corporal or demeaning punishment methods are not used.
	<b>Service On-Site Method Guidance:</b> Ensure corporal punishment or other negative discipline methods are not used. Examples of inappropriate guidance: Verbal abuse -threats, name-calling, sarcasm, belittling, teasing, derogatory remarks, criticism; Physical Abuse - corporal punishment, spanking slapping, biting, hitting, pinching, yanking, shoving, shaking, pulling hair; Isolation away from adult contact/sight; Confinement; Binding to restrain movement of mouth or limbs; Withholding food, sleep, outdoor play, restroom; Forcing/Allowing children/youth to remain in soiled clothing; Intimidating a child with facial expression, tone of voice, or physical presence.

<b>B.9 Supervision of Children/Youth</b>	
<b>B.9.a</b>	Child/Youth Supervision
	<b>Description:</b> The program has a system in place to ensure all children/youth are supervised.
	<b>Intent:</b> To ensure the proper supervision of all children/youth in care.
<b>COMPONENTS</b>	
<b>B.9.a.3</b>	Staff/Providers actively supervise activity areas
	<b>Description:</b> Staff/Providers actively supervise activity areas for which they are responsible.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that the FCC Provider provides appropriate supervision by sight and sound in accordance with the Service specific policy. Observe FCC Providers 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. Supervision is appropriate for ages and ability of the children.</p> <p><b>Service On-Site Method Guidance:</b> Staff/provider actively supervising children/youth (e.g., positioning, interacting with children/youth, moving throughout space/room). Pay attention to staff as they go into closets and enter in/out of playground to ensure no child is left alone. NOTE- FCC- must check on older children/youth when either inside or outside by themselves - frequency depends on age. Children under the age of 5 years must be in direct line of sight of the Provider.</p>
<b>B.10 Accountability for Children</b>	
<b>B.10.a</b>	Child Accountability
	<b>Description:</b> A system is in place to account for children in care.
	<b>Intent:</b> To ensure proper accountability for all children in care.
<b>COMPONENTS</b>	
<b>B.10.a.1</b>	Children/youth accounted for during transitions
	<b>Description:</b> Systems are in place to account for children/youth during transitions and emergencies.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b> 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</p> <p>Ensure that there is a process in place for supervision and accountability during field trips, excursions within walking distance of the FCC Home, transitions in the daily schedule, transitions to another activity area, and during emergency situations</p> <p><b>Service On-Site Method Guidance:</b> 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. CDC--Check to see if name to face is cross referenced with AF Form 1930.</p>

B.10.a.4	Parents are notified when children do not arrive <b>Description:</b> An accountability system is in place to account for children who do not show up to the program at their usual time.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies there is a process in place for FCC Providers to notify parents if their child does not arrive during their usual arrival time. Parents are contacted when children do not arrive at the scheduled/usual time.  <b>Service On-Site Method Guidance:</b> Interview the desk clerk/FCC provider about the process to account for children/youth who do not show up at their usual time. NOTE- CDC must call parents NLT 0900 and no other notification was given NOTE- FCC/SAC must call parents when children do not arrive at usual time and no other notification was given NOTE- SAC- during camp weeks must call parent NLT 0900 and not other notification was given
B.10.a.5	Children are not left with unauthorized adults <b>Description:</b> Children are never left alone with a visitor or any adult who is not authorized to care for children.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that children are not left alone with unauthorized adults and remain under the supervision of the FCC Provider at all times.  <b>Service On-Site Method Guidance:</b> Ensure children are not left alone with unauthorized adults. Children should remain with the FCC Provider at all times.
B.10.b	Sign In/Out Systems
	<b>Description:</b> Sign In/Out systems are in place to account for children/youth and staff.
	<b>Intent:</b> To ensure proper accountability for all children in care.
<b>COMPONENTS</b>	
B.10.b.2	Parents sign children in/out of facility/home <b>Description:</b> Parents sign their children in and out of the facility/home.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that parents sign their child/children in and out of the home.  <b>Service On-Site Method Guidance:</b> Ensure parents are signing their children in and out of the facility/home. NOTE-SAC-Sign in sheets could be at a central location.
B.10.c	Staff to Child/Youth Ratios/Group Sizes
	<b>Description:</b> Staff to Child/Youth ratios are maintained.
	<b>Intent:</b> To ensure proper accountability for all children in care.

COMPONENTS	
B.10.c.2	Group sizes are maintained <b>Description:</b> Group sizes are maintained.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Observe to ensure that the FCC Provider does not exceed the maximum number of children authorized by their certification.  <b>Service On-Site Method Guidance:</b> Ensure group sizes do not exceed more than 2 groups in CDC activity rooms. NOTE- FCC- group size should not exceed the number authorized on the Provider's license. SAC-no than 24 in an area with 1 staff member; 1 staff for every 8 children for high risk/water activities YP-no more than 25 youth for 1 staff member; high risk and water activities 1 staff for every 8 youth; instructional no more than 20 youth unless there is guidance for less children required by a certified program
B.10.c.5	Group sizes are maintained (Virtual) <b>Description:</b> Group sizes are maintained.
	<b>Inspection Type:</b> Virtual
	<b>On-Site Method Guidance:</b> Observe that appropriate group sizes are not exceeded.  <b>Service On-Site Method Guidance:</b> Interview the Program Manager/Trainer to ensure processes are in place to maintain group sizes. NOTE- FCC- group size should not exceed the number authorized on the Provider's license.  <b>Virtual Method Guidance:</b> Interview the Program Manager/Trainer to ensure processes are in place to maintain group sizes. NOTE- FCC- group size should not exceed the number authorized on the Provider's license.
B.10.d	Child/Youth Release Procedures
	<b>Description:</b> Systems are in place to release children/youth to authorized adults.
	<b>Intent:</b> To ensure proper accountability for all children in care.
COMPONENTS	
B.10.d.1	Children/youth only released to authorized individuals <b>Description:</b> Children/youth are only released to their parents, guardians, or individuals authorized in writing.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator verifies that only authorized individuals are allowed to pick up children/youth.  <b>Service On-Site Method Guidance:</b> Interview the admin clerk/FCC Provider about their processes to ensure children are only released to parents or persons authorized to pick up. Processes include verifying identification, checking who has authority to pick up, and notifying the activity room staff NOTE- Youth-Interview the managers about the procedures used for youth programs, sports and instructional classes for

	release of youth. Ensure procedures align with the installation home alone policy.
<b>B.11 Home Inspections and Oversight</b>	
<b>B.11.a</b>	FCC Homes Monitored
	<b>Description:</b> There is a system in place to monitor FCC homes on a regular basis during all hours of operation.
	<b>Intent:</b> To ensure continuous oversight and program compliance.
<b>COMPONENTS</b>	
<b>B.11.a.1</b>	FCC homes monitored regularly <b>Description:</b> Each FCC home is monitored by FCC Program Administrator on a regular basis during operating hours.
	<b>Inspection Type:</b> On-Site, Virtual
	<b>On-Site Method Guidance:</b> Review documentation to verify home visits are conducted each month by the FCC Program Administrator. Ensure the home monitoring includes observations of provider:child interactions, the environment, curriculum and materials, and meal times. Weekly home visits are required for those providers who do not have a completed and adjudicated Tier I Investigation.
	<b>Service On-Site Method Guidance:</b> Review 3 home inspection from the last 12 months. Ensure they are conducted monthly and have varied days and times of the month. Monitoring includes- observations of provider/child interaction, fire/safety/health, mealtimes and the environment. Coaching was provided within 3 days of visit. NOTE- check to see that weekly home visits are completed for those FCC Providers that do not have an adjudicated Tier 1 background check. To mark this MET-all these items must be met.
	<b>Virtual Method Guidance:</b> Review 3 home inspection from the last 12 months. Ensure they are conducted monthly and have varied days and times of the month. Monitoring includes- observations of provider/child interaction, fire/safety/health, mealtimes and the environment. Coaching was provided within 3 days of visit. NOTE- check to see that weekly home visits are completed for those FCC Providers that do not have an adjudicated Tier 1 background check. To mark this MET-all these items must be met.
<b>B.11.a.2</b>	Deficiencies corrected <b>Description:</b> Deficiencies noted during home visits are tracked and corrected within established timelines.
	<b>Inspection Type:</b> On-Site, Virtual
	<b>On-Site Method Guidance:</b> Review documentation to verify identified deficiencies are tracked and corrected within established timelines.
	<b>Service On-Site Method Guidance:</b> Review the monthly home visits (of the 3 homes visited) and ensure deficiencies are corrected and closed. List deficiencies in the comments.
	<b>Virtual Method Guidance:</b>



	Review the monthly home visits (of the 3 homes selected) and ensure there are no repeat findings from previous visits. List deficiencies in the comments.
B.11.a.3	Home visits are consistent <b>Description:</b> FCC Program Administrator provides consistent, thorough inspections.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Review documentation of previous home inspections and observe the FCC Program Administrator during the home visit.  <b>Service On-Site Method Guidance:</b> Ensure the FCC/CCC Coordinator inspects each home the same. All areas of the home are checked.
<b>C Programming</b>	
<b>C.1 Communication with Families</b>	
C.1.b	Parent Communication and Interactions
	<b>Description:</b> The program/staff/providers communicates with parents and makes them feel welcomed.
	<b>Intent:</b> 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.
<b>COMPONENTS</b>	
C.1.b.1	Parents are welcomed in the facility/home <b>Description:</b> Parents are welcomed in the facility/home and have access to their children/youth at all times.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes interactions with parents and the FCC Provider. The provider has an open door policy and parents are encouraged to visit in the home.  <b>Service On-Site Method Guidance:</b> NOTE: This criterion is about front desk staff and managers. Observe interactions with parents during hours of operation. Front desk staff create an environment that makes parents feel welcome in the program. Staff greet parents and engage them in conversation. Observe that desk staff do not prohibit parents from accessing the facility.
C.1.b.3	Policies and procedures provided to parents <b>Description:</b> Parents are provided with information on policies and procedures, the program philosophy, program offerings and policy changes.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> 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.  <b>Service On-Site Method Guidance:</b>

	<p>Ensure program policies (e.g., inspection reports, newsletters, menus, parent handbook) are provided to parents. Ask how new information is disseminated.</p> <p>In the Admin FCC office the following documents should be posted- information on becoming an FCC Provider; information on Militarychildcare.com; Extended Child Care; information on current FCC Providers; Comprehensive Fire, Safety, and Health and Sanitation Inspections are available at parent requests.</p>
C.1.b.4	<p>CYP Professionals are respectful and responsive to families</p> <p><b>Description:</b> CYP Professionals demonstrate respectful and responsive interactions with families.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b></p> <p>The FCC Program Administrator observes that the FCC Provider demonstrates responsive interactions with families.</p>
	<p><b>Service On-Site Method Guidance:</b></p> <p>NOTE: This criterion is about direct care staff/providers and their relationships with parents. Ensure staff/providers are respectful, welcoming, sharing, and responsive to parents.</p>
C.1.b.5	<p>Family conferences are offered</p> <p><b>Description:</b> Parents are offered opportunities to participate in family conferences.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b></p> <p>The FCC Program Administrator reviews evidence that conferences are offered at least once per year.</p>
	<p><b>Service On-Site Method Guidance:</b></p> <p>Ensure family conferences were conducted twice a year and documented. If the parent conference was provided, but no documentation, mark "not met". If a child was not enrolled for an entire year this would not be applicable. NOTE: FCC-Conferences are only required once a year. Review 15 child portfolios</p>
C.1.b.6	<p>Parents informed about accidents and incidents</p> <p><b>Description:</b> Parents are informed about accidents and incidents.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b></p> <p>Review information and documentation provided to parents. Verify parents are informed about accidents and incidents.</p>
	<p><b>Service On-Site Method Guidance:</b></p> <p>Review 15 AF Form 1187s from within the last 30 days for each program and ensure parents were notified of any accidents/incidents. Check for a parent response and or signature.</p>
C.1.c	<p>Parent Involvement</p>
	<p><b>Description:</b> The program has a Parent Participation Program (PPP).</p>
	<p><b>Intent:</b> To meet the requirements of Public Law 104-106 regarding parent participation. The program encourages opportunities for parent involvement.</p>
<p><b>COMPONENTS</b></p>	

C.1.c.2	Parents provided participation opportunities <b>Description:</b> Parents are provided information on participation opportunities.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Look for flyers, newsletters, group e-mail and other correspondence documenting how opportunities are shared with parents.  <b>Service On-Site Method Guidance:</b> Review documentation to ensure parents were invited to participate in program/classroom activities (i.e., ELM activities, calendars, fliers, sign in sheets, newsletters, school liaison parent workshops) NOTE: FCC providers should have 2 parent activities annually.
<b>C.3 Learning Activities &amp; Interactions</b>	
C.3.a	Positive Relationships
	<b>Description:</b> The program fosters positive relationships between direct care staff/providers and children.
	<b>Intent:</b> 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.
<b>COMPONENTS</b>	
C.3.a.1	CYP Professionals demonstrate responsive interactions with children <b>Description:</b> CYP Professionals demonstrate responsive interactions with children in daily routines and activities.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes that the FCC Provider demonstrates responsive interactions with children.  <b>Service On-Site Method Guidance:</b> Ensure direct care staff demonstrate responsive interactions with children/youth. Look for patterns/trends to indicate that staff routinely do not meet this component. NOTE- some examples to observe for include: seeking meaningful conversations; calling children/youth by their names/encouraging appropriate expression of emotions; extending teachable moments; engaging in children's play/activities; greeting children upon arrival; recognizing and responding to individual needs; recognizing positive achievements
C.3.a.6	Activities and environments reflect the culture of children <b>Description:</b> Program activities and environments reflect the culture of the children in the activity room/home.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> Observe that the activities and environments reflect the cultural makeup of the group of children served.  <b>Service On-Site Method Guidance:</b> Activities and environments reflect the culture of the children. Environments- children and

	family pictures, pictures reflective of community (both military and local); props used in theater; dramatic play, etc); books that represent cultural diversity and differing abilities. SAC--Review the past 4 week of SAC activity plans and/or program calendars for guest speakers, clubs, field trips or special events that reflect the cultural makeup of the group. CDC--ELM Curriculum embeds the cultural aspect into the activity plans.
C.3.b	Positive Guidance
	<b>Description:</b> Staff/providers follow the guidance policy and demonstrate appropriate guidance techniques.
	<b>Intent:</b> To ensure staff/providers understand and apply appropriate guidance strategies.
<b>COMPONENTS</b>	
C.3.b.1	CYP Professionals promote social-emotional skills
	<b>Description:</b> CYP Professionals promote social-emotional skills.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes the provider/child interactions. The FCC Program Administrator observes that the FCC Provider supports social-emotional skills.  <b>Service On-Site Method Guidance:</b> Staff promote social emotional skills. Examples to look for are- labeling children's emotions, encouraging children to talk to one another, staff/providers are responsive to children's needs, cries or distress. N/O permitted in FCC if children are sleeping during home visit.
C.3.b.2	CYP Professionals use appropriate guidance and responses
	<b>Description:</b> CYP Professionals demonstrate appropriate guidance and responses.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes the FCC provider/child interactions. The FCC Program Administrator observes that the FCC Provider demonstrates appropriate guidance and responses.  <b>Service On-Site Method Guidance:</b> CDC-For full observations Ensure staff demonstrate appropriate guidance responses. Examples-- explanations when limits are set, redirecting children to alternate activities, encourage problem solving, de-escalates situations, using positive reinforcement, offering different materials and/or redirecting when necessary.
C.3.b.3	CYP Professionals prevent challenging behavior
	<b>Description:</b> CYP Professionals use strategies to limit challenging behavior.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes the FCC Provider and child interactions. The FCC Program Administrator observes that the FCC Provider uses strategies to limit challenging behaviors.  <b>Service On-Site Method Guidance:</b> NOTE: CDC full observations only Ensure staff use strategies to limit challenging behaviors.

	<p>Examples--providers are kind and responsive to children; minimizing wait time for children; providing engaging experiences; limiting transitions in the daily schedule; intervening at early signs of distress; offering problem solving strategies and ideas in daily routines; discussing rules and gentle reminders provided when necessary; using visual and/or auditory supports to help with transition periods; providing individualized messages and supports to children when needed; framing responses to emphasize what children should do; ensuring materials are ready for daily activities; alerting children before transitions or changes in the program schedule; implementing ELM social emotional and self-regulation activities at other times during the day. N/O permitted in FCC if children are sleeping during home visit.</p>
C.3.c	Daily Schedules
	<b>Description:</b> Daily schedules are responsive to the needs of children.
	<b>Intent:</b> To ensure that the daily schedule provides a structured routine that is developmentally appropriate and is effectively implemented.
<b>COMPONENTS</b>	
C.3.c.1	Daily schedule provides balance <b>Description:</b> The posted daily schedule provides a balance of activities.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the daily schedule to ensure that there is time designated for active and quiet activities (indoor and outdoor), individual and group play. Daily schedule includes both staff/provider-led and child-initiated activities.  <b>Service On-Site Method Guidance:</b> Pretoddler/Toddler/Preschool--ensure the daily schedule provides a balance of activities-- outdoor time -individual/small group opportunities - mealtimes - reading time - rest time --NOTE: The preschool schedule will have language/literacy and math in the morning and 2 additional activities in the afternoon. NOTE- Infant schedule has more flexibility; includes meals and rest times based on infant's individual needs. During FCC home visits, ensure the schedule includes indoor and outdoor, individual and group play, and includes provider-led and child-initiated activities.
C.3.c.2	Daily schedule is predictable <b>Description:</b> The daily schedule and routines are predictable.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes the home and ensures the daily schedule and routines are predictable.  <b>Service On-Site Method Guidance:</b> Routines and schedules are familiar to the children.
C.3.c.3	CYP Professionals manage transitions <b>Description:</b> CYP Professionals manage transitions between activities.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes the home and ensures the FCC Provider has materials

	<p>ready for activities so that children do not have long wait times. Children are provided advance notice of upcoming changes to their activities.</p> <p><b>Service On-Site Method Guidance:</b> Ensure smooth and unregimented transitions are conducted between activities; children are provided advance warnings; prolonged waiting time is minimized; staff provide extra time for children that have difficulty with transitions.</p>
C.3.d	Child Portfolios and Observations
	<b>Description:</b> CYP Professionals observe and document individual children's developmental progress.
	<b>Intent:</b> To ensure that CYP Professionals observe and assess children and apply these observations to interactions and activity planning.
<b>COMPONENTS</b>	
C.3.d.1	CYP Professionals plan to support children's interests and emerging skills
	<b>Description:</b> CYP Professionals provide experiences that support each child's interests and emerging skills.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator asks the FCC Provider or looks for this evidence that the provider uses observations to help plan activities and select materials. During planned activities and/or typical routines, provider demonstrates individualization through questions, comments, support or materials provided to children.</p> <p><b>Service On-Site Method Guidance:</b> Interview Trainers on how they ensure staff are individualizing for children. Responses should include: spot checking children's portfolios ensuring observations are being completed and adaptations are being for those children that need more tailored learning supports. Check the Snapshot for Progress for additional evidence. Check 2 children's files in full room observations. For FCC-Provider demonstrates individualization through questions, comments, support or materials provided to children. Check to see if planned activities were conducted.</p>
C.3.e	Meal Service
	<b>Description:</b> Meal times provide opportunities to promote interaction and develop self-help skills.
	<b>Intent:</b> To provide an opportunity for children to practice their social and self-help skills in a meal-time setting.
<b>COMPONENTS</b>	
C.3.e.1	Infants receive one-to-one attention during mealtime
	<b>Description:</b> Infants are given one-to-one attention during feeding.
	<b>Inspection Type:</b> On-Site
	<p><b>On-Site Method Guidance:</b> The FCC Program Administrator observes the home during meal time. Observe infants being fed. Young infants must be held with their head supported while being given a bottle. For infants who are feeding themselves, the provider must be seated within arm's reach of the infant(s) during the entire feeding to maximize feeding control and speed of responsiveness, and to be able to monitor the other children.</p>

	<p><b>Service On-Site Method Guidance:</b>  During infant room observations and FCC home visits ensure infants are receiving one on-one attention during mealtimes--Young infants must be held with their head supported while being given a bottle. For infants who are feeding themselves, the staff must be seated within arm's reach of the infant(s) during the entire feeding to maximize feeding control and speed of responsiveness, and to be able to monitor the other infants. NOTE- Infants, who are less than 8 months of age and who are unable to independently sit, were not held for feeding.</p>
C.3.e.2	<p>Pretoddlers, toddlers and preschoolers participate in family style dining</p> <p><b>Description:</b> Pretoddlers, toddlers and preschoolers are given the opportunity to participate in family style dining.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b>  The FCC Program Administrator observes the home during meal time. Providers sit and eat with children and engage them in conversation, model good manners, and encourage children to try new foods. Observe that food is provided in serving dishes so that food can be passed (rather than food placed directly on each child's plate). Serving utensils and dishes are appropriately sized for children to use. Children are encouraged to serve and feed themselves based on their abilities. Children assist with table setting and clean up as they are able. For Pretoddlers: Observe that during mealtimes providers guide children by holding their hand over the child's hand to assist with dishing out food. A single serve amount of milk is placed in a serving container to reduce spillage.</p> <p><b>Service On-Site Method Guidance:</b>  Ensure family style dining occurs during meals and snacks. Ensure the following items are in place- dishes and eating/serving utensils that contribute to a home like environment - child-size plates, cups, and utensils - child-sized serving bowls easy for children to handle - child-sized serving utensils easy for children to handle - no Styrofoam - food is provided in serving dishes so that food can be passed (rather than food placed directly on each child's plate)- sitting and eating with the children - engaging children in conversation - encouraging children to serve themselves - encouraging children to participate with table setting and cleaning up For Pretoddlers: Ensure staff guide children by holding their hand over the child's hand to assist with dishing out food. A single serve amount of milk is placed in a serving container to reduce spillage.</p>
C.3.f	<p>Screen Based Media</p>
	<p><b>Description:</b> Screen based media is used appropriately.</p>
	<p><b>Intent:</b> To ensure that screen based media utilized by the program is appropriate for children and monitored by CYP Professionals.</p>
<b>COMPONENTS</b>	
C.3.f.1	<p>Media viewing limited</p> <p><b>Description:</b> Screen time and passive media is developmentally appropriate and limited.</p>
	<p><b>Inspection Type:</b> On-Site</p>
	<p><b>On-Site Method Guidance:</b>  The FCC Program Administer verifies media viewing and computer use is not permitted for children younger than 2 years. Alternate activities are available and documented on lesson plans. Limits are established and followed.</p>

	<p><b>Service On-Site Method Guidance:</b> Ensure the following technology practices are in place: Infants, Pretoddlers and Toddlers are not permitted to view media or use/view computers. Preschoolers and Kindergarteners are limited to 15 minutes of screen time.</p>
C.3.h	Curriculum, Learning Activities and Materials
	<b>Description:</b> CYP Professionals implement a curriculum and learning activities that includes developmentally appropriate activities and experiences for children.
	<b>Intent:</b> To ensure that programs use a curriculum that includes developmentally appropriate activities and experiences for children, emphasizing concrete experiential learning and promoting development in developmental domains.
<b>COMPONENTS</b>	
C.3.h.1	Activity plans are followed and flexible <b>Description:</b> Posted activity plans are followed and are flexible to accommodate children's interests/needs.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator reviews the activity plan and observes provider and child interactions. During the observation, review the plan and compare the activities observed with the activities posted on the plan. Providers adapt and individualize instruction to include all children. Providers help children find activities in which to engage either alone or with a group.  <b>Service On-Site Method Guidance:</b> Activity plans are followed and flexible to accommodate children's interest. During the observation, review the plan and compare the activities observed with the activities posted on the plan. Providers adapt and individualize instruction to include all children. Providers help children find activities in which to engage either alone or with a group.
C.3.h.2	Environment and experiences support development <b>Description:</b> The environment and experiences support the development of fine and large motor skills, cognitive skills, and language and literacy skills and are age appropriate for the children in care.
	<b>Inspection Type:</b> On-Site
	<b>On-Site Method Guidance:</b> The FCC Program Administrator observes the indoor and/or outdoor home environment. There is space for infants to lay flat, roll over, grasp or reach objects, engage in tummy time and explore crawling spaces for beginning walkers. There is space for multi-age children to engage in large motor physical activities (walking, dancing, hopping, skipping, jumping, etc.), and to manipulate small and large objects (stacking, sorting, drawing, writing, etc.). The environment and experiences are challenging, stimulating and provide opportunities to explore, discover, and manage new concepts. The environment is set up to promote learning for multi-age children. The environment and experiences encourage children to read, sing, dictate, and tell stories in a group or individualized setting. The Provider utilizes simple rhymes, and songs. The provider names objects and describes the child's action; they encourage reciprocal communication between the adult and child.



	<p><b>Service On-Site Method Guidance:</b>  The environment and experiences support the development of fine and large motor skills, cognitive skills, and language and literacy skills and are age appropriate for the children in care. There is space for infants to lay flat, roll over, grasp or reach objects, engage in tummy time and explore crawling spaces for beginning walkers. There is space for multi-age children to engage in large motor physical activities (walking, dancing, hopping, skipping, jumping, etc.), and to manipulate small and large objects (stacking, sorting, drawing, writing, etc.). The environment and experiences are challenging, stimulating and provide opportunities to explore, discover, and manage new concepts. The environment is set up to promote learning for multi-age children. The environment and experiences encourage children to read, sing, dictate, and tell stories in a group or individualized setting. The Provider utilizes simple rhymes, and songs. The provider names objects and describes the child's action; they encourage reciprocal communication between the adult and child.</p>
C.3.h.3	<p>Variety of indoor materials available</p> <p><b>Description:</b> A variety of age-appropriate materials and equipment are available, well maintained, and accessible for all children in care.</p> <hr/> <p><b>Inspection Type:</b> On-Site</p> <hr/> <p><b>On-Site Method Guidance:</b>  The FCC Program Administrator reviews the toys and materials in the home. The toys and materials accessible to the children. The toys and materials are age-appropriate, well maintained and are sufficient for the number and ages of the children in care.</p> <p><b>Service On-Site Method Guidance:</b>  (Indoors) A variety of age-appropriate materials and equipment are available, well maintained, and accessible for all children in care.</p>
C.3.h.4	<p>Variety of outdoor materials are available</p> <p><b>Description:</b> A variety of age-appropriate outdoor materials are available, well maintained, and accessible for all children in care.</p> <hr/> <p><b>Inspection Type:</b> On-Site</p> <hr/> <p><b>On-Site Method Guidance:</b>  The FCC Program Administrator reviews the outdoor toys and materials. The outdoor toys and materials are age-appropriate, well maintained and are sufficient for the number and ages of the children in care.</p> <p><b>Service On-Site Method Guidance:</b>  A variety of age-appropriate outdoor materials are available, well maintained, and accessible for all children in care.</p>