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Divider Title: _____

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INFORMATION PAPER

SUBJECT: MARINE CORPS BASE (MCB) QUANTICO, VA, CHILD DEVELOPMENT PROGRAM

ISSUE: To provide information regarding the Marine Corps Base, Quantico Child Development Program

FACTS:

1. The mission of the Marine Corps Base, Quantico Child Development Program (CDP) is to provide quality child care to active-duty military and DoD civilians aboard Marine Corps Base and Marine Corps Combat and Development Command, Quantico, VA. This service provides assistance to USMC personnel in meeting the demands of family life and the accomplishment of the command's mission. The CDP has several components: Child Development Center, Family Child Care, School-Age Care, and Supplemental Programs and Services. These components are discussed below. Information on a new effort, Welfare to Work, is at Tab A.

2. Child Development Center (CDC). The CDC offers care for children from twelve weeks to five years on a full-day, part-day and hourly care basis. The facility opened in August 1995 and was designed for a capacity of 305 spaces. Currently the program provides a capacity of 294 spaces due to a restructuring of the classroom areas.

a. Parent fees are regulated by the Department of Defense and include all meals. There is a sliding fee scale based on family income. The program also offers a Part-Day Preschool Program with a choice of a two or three day program.

b. In collaboration with the Bethesda Naval Hospital Early Intervention Program and the Quantico Department of Defense Dependent Schools Special Education program, children identified with special needs with moderate functional levels are placed in the full-day program with physical therapy and speech therapy provided on site by specialists. The children currently enrolled through this initiative are diagnosed with autism and cerebral palsy.

c. The CDC is Department of Defense (DoD) certified with the most recent Headquarters Marine Corps, MHT inspection being conducted in June 97. The program was inspected on 13-15 May 97 by the United States Department of Agriculture (USDA) and was found to be in full compliance. The program was accredited by the National Academy of Early Childhood Programs on 31 May 97.

3. Family Child Care (FCC). The FCC program provides child care for children from six weeks to twelve years of age. There are currently 37 certified family day care homes providing 125 spaces. Full-day, part-day, hourly and overnight care also are provided. Child care for children

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SUBJECT: MARINE CORPS BASE (MCB) QUANTICO, VA, CHILD DEVELOPMENT PROGRAM

with special needs is also available. The FCC program provides care for all of the infant needs aboard the installation.

a. Parent fees in the FCC program are set by the FCC provider through a contractual agreement with the parents. To offset FCC child care costs aboard the installation parent fees are subsidized with government funds through a Department of Defense initiative resulting from the Military Child Care Act of 1989. These FCC subsidies are administered by the MCB, Quantico FCC Director through a cash payment plan to the FCC provider for children up to thirty-six months of age. The dollar amount subsidized is based on total family income and compared to the parent fee levels used by the CDC. Currently there are fifty-four spaces subsidized in FCC.

4. School-Age Care (SAC). The SAC program currently provides care in three Department of Defense Domestic Elementary and Secondary Schools located on base. The SAC care program has 90 spaces to provide care for children six years to twelve years of age and does include kindergartners. Care is provided before and after school when school is in session and on a full time basis during school closures. The program enhances the educational environment of the school setting by scheduling field trips, drama events and physical activities that relate to the interest and development of the children.

5. Supplemental Programs and Services (SPS). Program components are: Resource and Referral, Parent Education, Short Term Alternative Child Care (STACC), Volunteer Services, Baby sitting Training and Referral Services (BTRS), Parent Co-ops and Private Preschool programs. The SPS office also provides technical assistance to Child Care in Unit Setting (CCUS) activities. Another initiative of the SPS program is the "Welfare to Work" program, conducted jointly with the Prince William County, Manassas Park and Manassas Department of Social Services. This is the welfare reform program that replaces traditional Aid to Families with Dependent Children (AFDC) benefits. See Tab A for additional information.

6. POC at Quantico is Mrs. Sandra Gojekian, DSN 278-2165 or commercial (703) 784-2716.

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INFORMATION PAPER

SUBJECT: MARINE CORPS BASE (MCB) QUANTICO, VA, CIVILIAN
PARTNERSHIP PROGRAM

ISSUE: To describe the Marine Corps Base, Quantico's Welfare
to Work initiative?

FACTS:

1. In March 1995 the Virginia Independence Program (VIP) was adopted by the Virginia General Assembly in accordance with the Welfare Reform initiative. The employment component of VIP is the Virginia Initiative for Employment not Welfare (VIEW), which was implemented in Prince William County, Virginia on 1 July 1996.
2. The VIEW component provides job readiness training for participants currently receiving public assistance. This training is job specific and prepares participants for interviewing and placement. If within thirty days employment cannot be secured the participant is placed in a CWEP (Community Work Experience Program), in which they work in exchange for their benefits. Local and federal government agencies can elect to become a CWEP work site.
3. In February 1997, Quantico Marine Corps Base, Child Development Center developed a partnership with the Prince William County Department of Social Services in support of the VIEW program. On 12 May 1997, letters of agreement were signed between the Quantico CDC and Prince William County stating that the CDC would be a community work site for VIEW/CWEP participants.
4. Currently, Quantico has placed two participants in the VIEW program and one participant in the CWEP program. These participants must meet all the basic requirements for the jobs they are filling and must have passed a criminal background check. Participants are placed according to their job skills into one of the four positions that are registered through the VIEW and CWEP program; i.e. Program Assistant (GSE-02-04), Custodial Worker, Administrative Assistant and Food Service Worker.
5. POC at Quantico, CDP is Sandra Gojekain, DSN 278-2165, or commercial (703) 784-2165.

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Divider Title: _____

PARENTS FOR DISCUSSION PANEL

Gunnery Sergeant Michelle Gonzales
Parent
Military/Civilian Spouse
2-Children
1-Child in Child Development Center
Lives Off Base

Staff Sergeant Mathew Torres
Parent
Military/Civilian Spouse
3-Children
2-Children in School Age Care, 1-Child in Family Child Care
Lives On Base

Captain Jason Hanson
Parent
Military/Civilian Spouse
2-Children
Child Development Center
Lives Off Base

Captain Sylvia Ross
Parent
Dual Military
1-Child
Child Development Center
Lives Off Base

Gunnery Sergeant Kimberly Aucoin
Parent
Dual Military
2-Children
Family Child Care
Lives Off Base

Parents for Discussion Panel (cont.)

Staff Sergeant LeRoy Head
Parent
Single Military
Child Development Center
Lives Off Base

Mrs. Riahuyiauh Sorrell
Parent
Military/Civilian Spouse
3-Children
Family Child Care
Lives Off Base

Mr. William Basham, Jr.
Parent
Military/Civilian Spouse
2-Children
2-Children in School Age Care
Lives Off Base

STAFF/PROVIDERS FOR DISCUSSION PANEL

Colonel George B. Brown III
Chief of Staff, Marine Corps Base, Quantico

Lieutenant Colonel Frank Pote III
Manpower Director
Principle Deputy Staff Officer for Child Development Programs

Mrs. Sandra S. Gojekian
Administrator, Child Development Programs

Mrs. Ruth Heasley
Family Child Care Provider
Provides Home Day Care Services

Mrs. Laura Santos
Family Child Care Provider
Provides Home Day Care Services

Mrs. Joyce M. Phillips
Child Development Center, Caregiver
Provides Child Care Services

Making the Choice

Get Ready

- Talk to your family, including your children, about the kind of child care you want and need.
- Make a list of child care features most important to you.
- Get information about and lists of child care services in your area. Your Child Care Resource and Referral office can help.

Visit

■ Observe

- Child/staff interaction
- Children's enjoyment of the program
- Parents' and caregivers' ease with each other
- Caregivers' satisfaction with their work
- Your comfort with the caregivers and the facility

■ Discuss

- Fees and payment arrangements
- Certification and licensing of staff and facility
- Insurance coverage
- Caregiver-client contract
- Policy on care of sick children
- Vacation and other leave policies
- Your child's special needs



Parents' Suggestions

- Be sure you feel really comfortable with the caregiver.
- Visit a variety of homes and centers before you choose.
- Visit at least twice at different times to see how the staff works with the children.
- Ask to review the daily schedule of play activities to see if they will help your child learn and grow.
- Make sure you approve of the kind of discipline the staff uses if children misbehave.
- Once enrolled, talk to your child about daily activities and watch for any changes in your child that might indicate a problem.



Your Guide To...

Choosing Quality Child Care



Every Child Deserves Quality Care

As a parent looking for out-of-home child care, you want to find a program which promotes your child's emotional, social, physical and intellectual development. You also need a program which meets your own needs and

those of your family. We hope this brochure will help you make that important decision.

Though finding the right child care arrange-

ments may take much time and energy, most parents find this effort is rewarded many times over by their children's well-being and their own peace of mind.

Quality out-of-home care for children is typically provided in an accredited child care center or a family child care home that meets local standards. Both programs usually provide full-day, and part-day care for infants, toddlers and preschoolers. They also may offer before and after school and vacation care for school-age children.

In child care centers, groups of children are cared for by trained staff in buildings designed and equipped specifically for children's activities. In family child care homes a few children are cared for by trained providers in their own homes that have been arranged for child care.

The Marine Corps Child Care Resource and Referral staff can help military and DoD civilian personnel to locate center-based and home-based child care on the installation and in the local community.



Signs of Quality Care

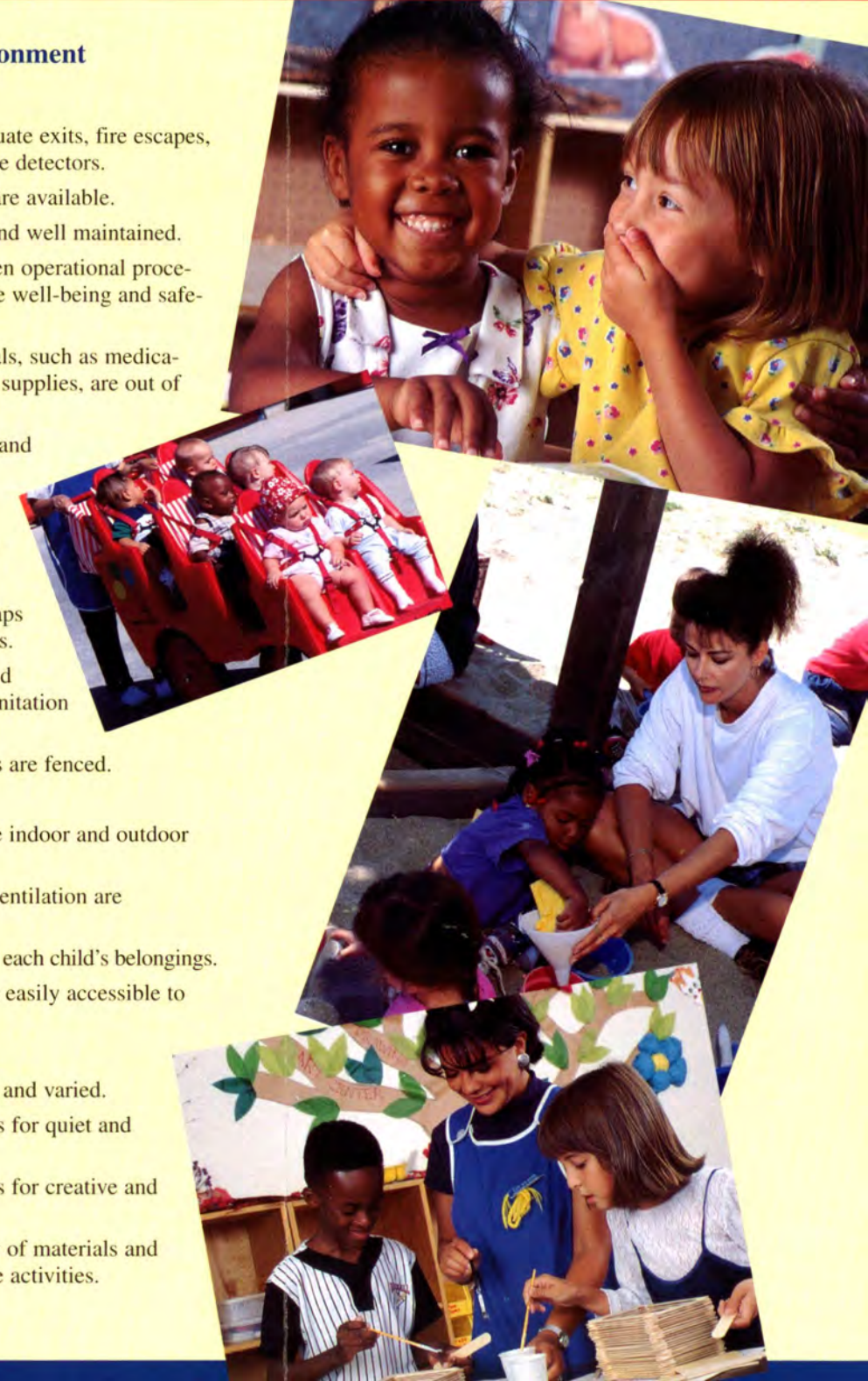
The Caregiver

- Is caring and nurturing
 - Respects and enjoys children
 - Shows affection
 - Responds sensitively to children's needs
- Guides appropriately and effectively
 - Provides fair/gentle guidance and discipline
 - Explains rules and limits clearly
 - Encourages responsibility
- Provides educational activities to meet each child's developmental needs
 - Promotes language and literacy skills through conversation, games and stories
 - Provides a variety of individual and group learning activities
 - Helps with homework and educational projects
- Promotes health and safety
 - Requires hand washing by staff and children
 - Has had first aid and CPR training
 - Handles and stores food safely
 - Provides nutritious meals and snacks
 - Has developed emergency plans
- Works well with parents
 - Welcomes parent visits and questions
 - Discusses children's development with parents
 - Keeps family information in confidence



Facilities and Environment

- Safety
 - Building has adequate exits, fire escapes, and working smoke detectors.
 - First aid supplies are available.
 - Spaces are clean and well maintained.
 - Program has written operational procedures to protect the well-being and safety of children.
 - Dangerous materials, such as medications and cleaning supplies, are out of children's reach.
 - Toys, furnishings, and equipment are clean, safe, in good condition, and appropriate to the child's age.
 - There are safety caps on electrical outlets.
 - Building has passed local safety and sanitation inspections.
 - Outdoor play areas are fenced.
- Space
 - There are adequate indoor and outdoor areas.
 - Temperature and ventilation are comfortable.
 - There is a place for each child's belongings.
 - Toilet facilities are easily accessible to children.
- Program materials
 - Toys are sufficient and varied.
 - There are materials for quiet and active play.
 - There are materials for creative and fantasy play.
 - There are a variety of materials and books for language activities.





Center-Based or Home-Based Child Care?

In both programs, DoD certified, trained caregivers provide safe, quality care.

Why parents may choose home-based child care

- ▼ My child has a disability and needs lots of individual attention.
- ▼ I want my preschooler and my school-age child to be together in child care.
- ▼ I sometimes need evening, overnight or weekend care.
- ▼ I want my baby cared for by the same person every day.
- ▼ The Family Child Care home is in my neighborhood.
- ▼ My child is shy and wants to be with just a few children.
- ▼ I prefer a family-like care situation.
- ▼ I want play experiences for my child that stimulate learning.

Why parents may choose center-based child care

- ▼ My child likes to play with groups of children her own age.
- ▼ My child needs the structure that the center provides.
- ▼ My child enjoys taking part in a wide variety of activities.
- ▼ I want my child to have an experience which helps prepare him for kindergarten classes.
- ▼ I want my child to be in a facility designed and equipped specifically for child development activities.
- ▼ I want my child to feel comfortable with a variety of different adults.



Fees

The services at the Child Care Resource and Referral office are free.

CDC fees are set by installation commanders within a range established by the DoD. Fees are based on total family income and reviewed annually to ensure affordability.

FCC fees are determined by agreement of the parent and the provider. These fees may be subsidized by the installation.



Your Partners For Parenting



Your Guide To Marine Corps

Child Development Programs (CDP)

USMC Child Development Programs assist active duty and DoD civilian personnel in balancing the competing demands of family life and accomplishment of the mission. Finding and arranging child care is the personal responsibility of parents. Installation commanders offer programs to the extent possible based upon local needs and the resources available, however, access to child care services is not an entitlement.



Helping You Shape Your Child's Future

you want the best for your children. The Marines want that too. We know Marine families need a full range of child care services to maintain their quality of life and support their mission readiness. Installation child care services generally available to you as part of the Marine family are described in this brochure.



Child Care Resource and Referral Offices— The Best Place to Start

These offices are staffed by knowledgeable professionals who can help you:

- ▼ Locate and select infant, toddler, preschool and school-age child care services available on and off the installation
- ▼ Find out about services for children with special needs
- ▼ Find hourly and emergency child care



- ▼ Make decisions about your school-age child's readiness for self-care
- ▼ Obtain trained teenage baby-sitters for occasional hourly care
- ▼ Access parenting videos and written materials
- ▼ Learn about on-site child care options
- ▼ Get information about baby-sitter training
- ▼ Locate a baby-sitting cooperative

Child Care Services— Committed to Excellence

On Marine Corps bases, most child care is provided either by a Child Development Center (CDC) located in installation facilities, or by Family Child Care (FCC) located in base housing. Both must comply with DoD standards for caregiver qualifications, program quality, safety, sanitation, and nutrition. Both programs receive regular comprehensive inspections. On-base FCC providers are screened, trained, and certified by the installation commander; CDC's must be accredited by the National Association for the Education of Young Children.

For BOTH programs,
caregivers are required to...

1 Promote Health and Safety

- ▼ Have CPR and first aid training
- ▼ Maintain clean, comfortable, safe facilities, equipment, and toys
- ▼ Provide nutritious meals and snacks

2 Provide Quality Care and Guidance

- ▼ Offer a variety of planned group and individual activities tailored to children's developmental needs
- ▼ Provide children with carefully selected books, toys, and equipment
- ▼ Maintain stringent staff-to-child ratios

3 Collaborate with Parents

- ▼ Discuss children's development with parents
- ▼ Allow parents unlimited visits
- ▼ Encourage parents to contribute to the programs as volunteers and advisors

We value children and understand the importance of early childhood programs to their growth and development. All our programs are staffed by skilled caregivers who provide planned, age-appropriate learning activities.



Supplemental Program and Services (SPS) Coordinator

The SPS staff on your base is trained to help you and your child decide whether she or he is ready to stay home alone.

If you and your child decide that part-time or full-time care is needed, the SPS staff can help you choose other types of activities that your child can participate in until she or he is ready to stay home alone.

Your SPS staff can:

- give you copies of Marine Corps policy and explain how it affects you and your children
- help you and your child decide if she or he is ready to stay alone
- help you and your child prepare for staying alone
- tell you about programs and activities for your child if staying home alone is not the choice at this time.

So, if this is a decision that your family is facing, call or see your SPS Coordinator.

*Your SPS
Coordinator is:*



**If Your Child Seems
Ready to Stay Home
Alone...**

**Your Marine Corps
Can Help!**



"Can't I stay by myself?"

"I'm too old for a babysitter!"

"I don't want to go to the center any more. That's for babies!"

If you are starting to hear these words from your school-age child, it may be time to start thinking about whether or not your child is old enough to stay home alone.

This is an important decision for you and your child to make. To help you with this decision, the U.S. Marine Corps provides you with the following information and resources.

Marine Corps Policy

Each installation has a policy that states how old a child must be before he or she can be in self-care.

A child under the minimum age for self-care may not be allowed to:

- stay home alone
- be left alone overnight
- stay in a car unattended
- babysit siblings or others

See your Supplemental Program and Services (SPS) Coordinator at your base for more information about installation policies regarding self-care for children.

Booklets to Help You With Your Decision

The decision to allow your child to stay home alone involves a variety of considerations such as:

- your child's maturity
- how long you will be away
- how often you will be away
- your child's ability to handle an emergency
- presence of siblings
- how easily other adults can be reached
- presence of handicapping conditions



The USMC has developed several booklets to help you make an informed decision.

One booklet entitled, **Staying Home Alone—Are You and Your Child Ready?** can help you and your child decide if it is time to allow your child to stay by him or herself.

The second, **Staying Home Alone—Preparing You, Your Child, and Your Home** helps you and your child to get ready for staying alone.

The third, **Staying Home Alone—Self-care Kit for Kids** gives you a place to write down information that will help to make the experience a safe and positive one for your child.

Ask your SPS for copies of these booklets.

Semper Friend

Your base may have a phone number that your child can call if she or he is feeling lonely, is unsure of how to handle a situation, or just needs someone to talk to. This telephone support is called "**Semper Friend**".

Check with your SPS Coordinator for information about the **Semper Friend** program for your base.

What are the requirements to work in a Child Development Center?

Program management staff and trainers are required to have bachelor of arts degrees and specialized experience in early childhood programs. Program leaders are required to have associate of arts degrees (or equivalent credential) in early childhood education. Caregiving staff must be at least 18 years old and have a high school diploma or equivalent. Comprehensive on-the-job training is required for caregivers and is tied to career progression. All staff, regardless of position, are required to complete on-going training to enhance job skills.

What are the requirements to operate a FCC home on base?

The provider must be 18 years of age and have a high school diploma or equivalent. The provider completes a comprehensive training program, the home is regularly inspected, and background checks are conducted on the provider and her family.

How are fees established in FCC homes on base?

Fees are determined by the family child care provider and the parents. Prior to starting care, families should complete a written contract with the provider regarding fees. At some locations the CDP have established a cash payment program to ensure FCC fees are affordable to lower income families; where this occurs the command will regulate the fees of the FCC provider.



USMC Child Development Programs assist active duty and DoD civilian personnel in balancing the competing demands of family life and accomplishment of the mission. Finding and arranging child care is the personal responsibility of parents. Installation commanders offer programs to the extent possible based upon local needs and the resources available, however, access to child care services is not an entitlement.



Questions & Answers

Marine Corps

Child

Development

Programs

(CDP)



Answers to Commonly Asked Questions about USMC Programs

CDP



Can I get hourly child care?

Hourly care, either scheduled in advance or drop-in, is often available in Child Development Centers or Family Child Care (FCC) homes. Short-term child care may be provided at command functions. Other options are USMC trained baby-sitters or parent baby-sitting cooperatives.

My child is disabled. What out-of-home care is available for her?

Many children with disabilities are cared for in Child Development Centers. Children who need more individual attention may be cared for by specially trained FCC providers. Your Child Care Resource and Referral staff can help you find the right place for your child.

I'm a single mom. What child care is there for emergencies and extra long work days?

Your best bet would probably be a FCC home. FCC providers are often able to provide emergency and extended hours care.

I'm pregnant. When should I start to plan for my child's care?

Child Development Centers and FCC homes provide care for infants older than six weeks, however, there are often waiting lists for such care. Start right away to line up care for your baby-to-be.

I have unit PT at 0530. Where can I get child care services that early in the day?

Most Child Development Centers are not open at 0530 unless there is sufficient demand to justify early operating hours. A FCC home may be the best option to meet your needs for early morning care. Contact the Child Care Resource and Referral office for assistance in finding early morning, evening and extended hours child care.

What is a baby-sitting cooperative?

A baby-sitting cooperative is an organization of parents who need occasional hourly child care. Parents exchange child care, not money, with each other. Child care is provided in the homes of the members. Child Care Resource and Referral staff can help you locate or start a baby-sitting cooperative.

How can I find a teen baby-sitter to care for my child from time-to-time?

Your installation Child Care Resource and Referral office has lists of baby-sitters who have been trained. Contact them for information.

We have a 12-year-old son who wants to stay home alone after school. How can we decide if he is really ready to do so?

A child's readiness to stay home is not determined just by age. Consider also such things as maturity, the length of time he'll be alone, the safety of your home and community, and the availability of helpful neighbors. The staff of your Resource and Referral office can give you advice on this and useful booklets to help you and your son make a decision about self care.

What are the options for child care provided on site at base functions?

The first option is Child Care in a Unit Setting (CCUS) which allows an organization to provide child care on site during a function. The other option, Short-Term Alternative Child Care (STACC), uses employees from the local Child Development Program to provide on-site care. Contact your Child Care Resource and Referral office for more information.

How are fees established in military Child Development Centers?

The Department of Defense has established standardized fee ranges based upon total family income to be charged for regular care. This ensures that families pay uniform fees no matter where they go. Families in the lower fee ranges pay about 8-10% of their income for child care while the families in the upper ranges pay approximately 6-8% of their income.

What happens to the fees that I pay for care in a military Child Development Center?

The revenue from parent fees is used to pay for caregiver wages and some program supplies. USMC appropriated funds are used for the other CDC program costs.



Marine Corps

CHILD DEVELOPMENT PROGRAMS

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12 Pages
U.S. Marine Corps Child
Development Program
Booklet 1

**Staying Home
Alone**

--Are You

and Your Child

Ready?



Booklet 1

**U.S. Marine Corps
Child Development Program**

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8 Pages

U.S. Marine Corps child
Development Program
Booklet 2

**Staying Home
Alone**

**--Preparing You,
Your Child,
and Your Home**



Booklet 2

WORKING AS A FAMILY CHILD CARE PROVIDER HELPED US SPEND TIME WITH OUR OWN CHILDREN AND MAKE ENDS MEET.

My husband and I decided when we first started a family that I would be a stay-at-home mom. That's what I wanted. I didn't want to miss a moment of watching my kids grow up.



We realized that it wouldn't be easy for us financially if I didn't have a job. It can be a challenge making ends meet as a single-income family in the Marine Corps.

Working as a Family Child Care provider was the perfect solution to our problem. It gave me the opportunity to be a stay-at-home mom and make money doing it. I love my kids, and I love my job as a Family Child Care provider, and my daughter loves having children to play with during the day.



WHAT OTHER FAMILY CHILD CARE PROVIDERS ARE SAYING...

Now that I'm certified, I know I can be an FCC provider wherever we're assigned.

I truly enjoy the parents I work with.

I love helping children learn.

To learn more contact the Family Child Care director on your installation.

Opportunities may also exist to be an off-base family child care provider.

WE'RE
LOOKING FOR
SPECIAL
PEOPLE
TO BECOME
USMC
FAMILY
CHILD
CARE
PROVIDERS.



IF YOU ENJOY HELPING CHILDREN GROW, THIS MAY BE JUST THE RIGHT JOB FOR YOU.

FAMILY CHILD CARE...IT'S A HOME BASED BUSINESS WITH A FUTURE!

The Opportunity

BY SERVING AS A FAMILY CHILD CARE PROVIDER, YOU...

- Provide a quality service to USMC children and their families.
- Increase your child development knowledge and skills.
- Become a part of a growing profession.
- Remain at home with your own children.
- Run your own business.
- Receive valuable training and certification.
- Work with other providers on joint projects.
- May transfer your certification to the next duty station.



The training and supervision are great; they've helped me to be a better parent.

Provider Requirements

TO BE A FAMILY CHILD CARE PROVIDER, YOU MUST...

- Love children.
- Be at least 18 years old, a military family member, and a high school graduate or equivalent.
- Live in military housing.
- Complete required child care training.
- Successfully pass health and other background checks.
- Participate in a home interview with your family members.



I like working with the other family care providers; they're so friendly and helpful.

Home Requirements

TO BE A FAMILY CHILD CARE PROVIDER, YOUR HOME MUST...

- Meet fire, health and safety standards.
- Be clean, pleasant, and orderly.
- Include space for indoor and outdoor play.
- Have an operational telephone.
- Be equipped with a visible, working fire extinguisher.
- Have smoke detectors in sleeping areas.
- Have two unobstructed exits.



I know I'm helping USMC families, and that makes me feel really good.

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10 Pages

U.S. Marine Corps child
Development Programs
Commander's Guide

Child Development Programs

Report

School & Family

Family Child Development

United States Marine Corps



Child Development Programs (CDP)
A Commander's Guide

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15 Pages

U.S. Marine Corps

Staying Home Alone

Self-Care Kit for Kids

Resources

Rules

Emergencies

Every-Day Safety

Important Stuff

About This Kit

Staying Home Alone



Self-Care Kit for Kids

USMC Quality of Life/Partners for Readiness Project

Children Get Only One Chance At Childhood Make It The Best One Possible

Your USMC
Child Care Resource and Referral Office
can help you find...

- Child Care: full-day, part-day, and hourly
- Services for children with special needs
- Information about self-care for school-age children
- Parenting information and videos
- Baby-sitting cooperatives
- Trained baby-sitters

